



# ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

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Directors: Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla

## REGULAR FINANCE COMMITTEE MEETING AGENDA

Tuesday, May 16, 2023 – 11:00 a.m.

2960 Kerner Blvd. San Rafael, 94901 – Crew Room

*The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.*

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of April 18, 2022, Finance Committee Meeting Notes
4. Review of May 17, 2023, Agenda Item 8.b.: [Accept the April 2023 Monthly Financials](#)
5. Review of May 17, 2023, Agenda Item 8.d.: [Approve Request for Supplemental Sewer Service Charge Credit for Capacity Charges to 348 Cypress Dr, Fairfax \(APN 003-083-11\) in the Amount of \\$5,409](#)
6. Review of May 17, 2023, Agenda Item 9: [Consideration of Accepting the District's Defined Benefit Pension Plan and OPEB Valuation Reports as of Measurement Date June 30, 2021; and Discussion and Direction on CEPPT and CERBT Investment Strategies](#)
7. Review of May 17, 2023, Agenda Item 10: [Consideration of Accepting the District's Draft Fiscal Year 2023-24 Budget](#)

### **Adjourn**

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Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

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**ROSS VALLEY SANITARY DISTRICT  
FINANCE COMMITTEE REGULAR MEETING NOTES**

Tuesday, April 18, 2023  
11:00 a.m.

2960 Kerner Blvd., San Rafael, CA

Committee

Members Present: Thomas Gaffney  
Mary Sylla

Committee

Members Absent: None

Board Directors

Present: Michael Boorstein

Staff and

Steve Moore, General Manager

Consultants Present: Felicia Newhouse, Assistant General Manager  
Paul Bruemmer, Operations and Maintenance Manager  
Corey Spray, Finance Supervisor  
Phil Benedetti, Senior Engineer  
Christina Winnicki, Accountant II  
John Cropper, Cropper Accountancy

Public Present: None

**Item # 1 – Call Meeting to Order**

The meeting was called to order by President Gaffney at 11:00 a.m.

**Item # 2 – Approval of Agenda**

President Gaffney moved to amend the agenda to consider Item 6 after Item 2 to accommodate a present consultant.

**Item # 6 – Review of April 19, 2023, Agenda Item 12: Consideration of Approving an Agreement with Cropper Accountancy Corp to Perform Audit Services for Fiscal Years Ending June 2023, June 2024 and June 2025 for a Total Amount Not to Exceed \$63,000, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement**

GM Moore introduced this item and told the Committee that the District is due to change their external auditor. AGM Newhouse reviewed the proposals received in the RFP process for the District as well as Ross Valley Public Financing Authority. John Cropper from Cropper Accountancy reviewed his professional experience, especially with public agencies. President Gaffney noted the high number of sanitary agency clients. Director Sylla clarified the pricing and contract term. Mr. Cropper said he was more than happy to address specific feedback.

**Item # 3 – Approval of March 14, 2023, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for March 14, 2023.

**Item # 4 – Review of April 19, 2023, Agenda Item 11.b.: Accept the March 2023 Monthly Financials**

AGM Newhouse reviewed highlights and President Gaffney reviewed the budget comparison tables for the operating and capital funds. The Committee offered feedback to best reflect the necessary information on the final calculation columns. For the check register, Director Sylla confirmed actual utility costs. The Committee noted the high number of lateral replacements, and they discussed spot repairs to District infrastructure performed by an outside contractor.

**Item # 5 – Review of April 19, 2023, Agenda Item 11.c.: Authorize the General Manager to Execute Payment in the Amount of \$46,725.38 to Peterson Trucks Inc. for Repairs to a District Hydro Jetter (JT01)**

GM Moore introduced this item and reviewed the considerations of repairing this specialized District vehicle. President Gaffney asked is JTO2 is due next for repairs, and GM Moore said that the vehicle will not need such extensive repairs for a while.

**Item # 7 – Review of April 19, 2023, Agenda Item 14: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 3 to the Master Services Agreement with Schaaf & Wheeler, Consulting Civil Engineers, for Design and Engineering Services During Construction (ESDC) for LS30 Heather Gardens Improvements Project (#908) in the Amount of \$259,711**

GM Moore introduced this item which requires design to separate stormwater and wastewater infrastructure currently under the same roof. It is beneficially opportunistic to have the same engineering firm coordinate the design on both sides. President Gaffney asked if this is related to problem locations nearby, and Senior Engineer Phil Benedetti responded that those repairs will likely be part of a future rehabilitation project.

**Adjourn:** The Committee adjourned the meeting at 11:44 a.m.