



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 19, 2020 – 11:00 a.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The call-in information for the Board of Directors and the public is as follows:

Meeting URL: <https://global.gotomeeting.com/join/918127653>

Meeting ID: **918-127-653**

Phone number: **+1 (571) 317-3129**

Any member of the public on the telephone may speak during Public Comment or may email public comments to jmcentee@rvsd.org and comments will be read from each member of the public. During this period of modified Brown Act Requirements, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.

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.

The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.

Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the standing committee may attend only as observers and may not comment or otherwise participate.

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of April 21, 2020, Finance Committee Meeting Notes
4. Review of May 20, 2020, Agenda Item 7.b.: Accept the Interim Financial Statements of March 2020

5. Review of May 20, 2020, Agenda Item 7.c.: Approve the Purchase of Twenty-Five SmartCovers in the Total Amount of \$109,996
6. Review of May 20, 2020, Agenda Item 8: Consideration and Approval of the Establishment of a California Employers' Pension Prefunding Trust (CEPPT) Account with CalPERS for the Purpose of Prefunding the Ross Valley Sanitary District's Required Pension Contributions and Authorize an Initial \$450,000 Payment to Open the Trust Account
7. Review of May 20, 2020, Agenda Item 9: Discussion and Possible Direction Regarding Request for Lateral Replacement Grant
8. Review of May 20, 2020, Agenda Item 10: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Task Orders 9 and 10 with Jill Barnes Consulting, in the Total Amount of \$173,863 for Project Management Support Services on the FY 2019/20 Force Main Appurtenances Project (Project No. 960), and Laurel Grove Sewer Rehabilitation Project (Project No. 949)
9. Review of May 20, 2020, Agenda Item 11: Consideration of Accepting the Draft Fiscal Year 2020-21 Fiscal Budget
10. Review of May 20, 2020, Agenda Item 13: Review and Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Global Coronavirus Disease 2019 (COVID-19)

Adjourn

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

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.

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

Tuesday April 21, 2020
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Michael Boorstein

Directors Absent: None

Staff and Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia McEntee, Clerk of the Board
Melvin Garcia, Finance Supervisor

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:01 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for April 21, 2020.

Item # 3 – Approval of March 17, 2020, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for March 17, 2020.

Item # 4 – Review of April 22, 2020, Agenda Item 7.d.: Accept the Interim Financial Statements of February 2020

The Committee reviewed the financial statements, and they discussed the April tax payment to the District. They also reviewed the educational payment (ERAF), and AGM Newhouse said that that it would be hard to predict that payment for future years. The Committee reviewed the check register, the budget for Larkspur Landing cleanup efforts, and the number of lateral replacements.

Minutetaker's Note: GM Moore asked if the Committee could review Item 9 next to accommodate the present consultant, Erik Stromberg, from RDG. The Committee agreed.

Item # 9 – Review of April 22, 2020, Agenda Item 10: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Consultant Services Agreement with Restoration Design Group, Inc. (RDG) for \$109,507 for Design, Permitting, Grant Application, Regulatory Reporting, and Construction Documentation Services for Ross Creek Sewer Removal Project (Project # 944)

GM Moore told the Committee about the context of this project in relation to other capital construction projects in the last several years. He also reminded the Committee that The Committee discussed approval from the Department of Fish and Wildlife, access to pedestrian walkways during the construction phase, proposed length of the project, and Erik Stromberg answered specific questions from Committee members about the construction process.

Mr. Stromberg discussed the risk assessment process, his discussions with the stakeholders, and how to mitigate potential environmental issues. He said that it should look as natural as possible when it is finished. GM Moore clarified the careful balance that this project needs to strike at this point in the watershed and its incremental environmental benefit.

Item # 5 - Review of April 22, 2020, Agenda Item 7.e.: Approve Contract Change Order No. 37 in the amount of \$68,070.71 and Contract Change Order No. 38 in the Amount of \$34,548.87 for Additional Work and Unforeseen Site Conditions during Construction of the FY 2016/17 Gravity Sewer Rehabilitation Project, with Ranger Pipelines Incorporated, in the Total Amount of \$102,619.58

GM Moore described the needs for the change orders in this large capital project to allow for change in conditions in certain locations in the District.

Item # 6 – Review of April 22, 2020, Agenda Item 7.f.: Approve Contract Change Order No. 39 in the amount of \$262,696.52; Adopt Resolution No. 20-1583 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the FY 2016/17 Gravity Sewer Rehabilitation Project, with Ranger Pipelines, Inc. (Project # 932)

Director Gaffney said that the project costs are reasonable considering the unforeseen costs and cooperation with the affected cities and towns. GM Moore said that Dennis Gavallos worked very hard on this project that the consultants cooperated well to bring this project to conclusion. The overall mileage of this project is a solid percentage of the overall system.

Item # 7 – Review of April 22, 2020, Agenda Item 8: Consideration of Reclassifying Engineering Technician Position to Assistant/Associate Engineer in Fiscal Year 2019/20 Budget Position Allocation and Discuss Recommendations for Fiscal Year 2020/21 Budget Position Allocations

GM Moore told the Committee that the Human Resources Committee reviewed this item on April 20. President Boorstein said that this item is the next stem in setting the direction of the District. They discussed the reclassification of this represented position, the creation of two Senior Collection System Worker positions, and the current vacant positions at the District.

AGM Newhouse told the Committee that the rate of pay for the new classification compared to the current position of Engineering Technician. She also told the Board that the District opened a recruitment in advance of Board approval. The Committee discussed the response to the job flyer.

Item # 8 – Review of April 22, 2020, Agenda Item 9: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 with Psomas, Inc., in the Total Amount of \$329,840, for Construction Management Services for the Laurel Grove Sewer Rehabilitation Project (Project # 949)

The Committee discussed that the District is on the brink of going out to bid for this project. GM Moore discussed the potential large cost areas of this project including night work and crossing Sir Francis Drake Blvd, and repaving in certain areas. Director Gaffney discussed the past construction activity in that area.

The Committee discussed the timeline of the project, potential budget and costs, and the laterals connection to this construction area. GM Moore told the Committee that this project needs to happen sooner than later. He also told the Committee that the proposed team is well-known to the District and local government contacts.

Item # 10 – Review of April 22, 2020, Agenda Item 11: Review and Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Global Coronavirus Disease 2019 (COVID-19)

The Committee agreed that the emergency needs to continue.

Adjourn: The Committee adjourned the meeting at 12:14 p.m.