



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

Ph: 415.259.2949 Fax: 415.460.2149

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

REGULAR FINANCE COMMITTEE MEETING AGENDA Tuesday, June 14, 2022 – 11:00 a.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

Consistent with AB 361 and Resolution No. 21-1611, this meeting will be conducted by teleconference; members of the Board of Directors and members of the public may participate in this meeting through the following call-in information:

Meeting URL:

<https://us06web.zoom.us/j/87503322148?pwd=UTNYaHlXNmQwZ0o1NkpiQ3JxK1ByUT09>

Call In Phone number: +1 (669) 900-6833

Meeting ID: 875-0332-2148

Any member of the public on the telephone may speak during Public Comment or may email public comments to jcooper@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 May 17, 2022, Finance Committee Meeting Notes
4. Review of June 15, 2022, Agenda Item 7.b.: [Accept the Monthly Financial Statements of April 2022](#)

5. Review of June 15, 2022, Agenda Item 7.d.: [Approve Disposal of Surplus District-Owned Equipment](#)
6. Review of June 15, 2022, Agenda Item 7.e.: [Approve Removal of Fourteen Obsolete Items from the District's Fixed Assets](#)
7. Review of June 15, 2022, Agenda Item 7.g.: [Approve Contract Change Order No. 6 in the Amount of a Credit of \\$\(172,057.48\); Adopt Resolution No. 22-1623 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines, Incorporated](#)
8. Review of June 15, 2022, Agenda Item 8: [Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve an Amendment to Task Order No. 8 with Nute Engineering for Design Engineering Services for the LS20 \(Larkspur Landing A\) Lift Station Improvements Project, to add LS31 \(Via La Brisa\) and LS32 \(Corte del Bayo\) for an Amount Not to Exceed \\$99,434](#)
9. Review of June 15, 2022, Agenda Item 9: [Consideration of Approving Contract Change Order No. 5 in the Amount Not to Exceed \\$666,452 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project \(#951\) with Glosage Engineering, Inc.](#)
10. Review of June 15, 2022, Agenda Item 10: [Consideration of Approving Contract Change Order No. 6 in the Amount Not to Exceed \\$222,748 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project \(#951\) with Glosage Engineering, Inc.](#)
11. Review of June 15, 2022, Agenda Item 13: [Consideration of Adopting Resolution No. 22-1624 to Adopt the Fiscal Year 2022-23 Budget](#)
12. Review of June 15, 2022, Agenda Item 14: [Consideration of Adopting Resolution No. 22-1625 Approving Salary and Benefit Schedule for Unrepresented Employees of the District](#)

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, May 17, 2022
11:00 a.m.

via Zoom

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Michael Boorstein
Pamela Meigs

Staff and Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Corey Spray, Finance Supervisor
Carolyn Huynh, Integral Consulting Inc.

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:05 a.m.

Item # 2 - Approval of Agenda

The Committee amended the agenda for the May 17, 2022, meeting to review Item 5 after Item 3.

Item # 3 – Approval of April 19, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for April 19, 2022.

Item # 5 - Review of May 18, 2022, Agenda Item 7.d.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order No. 21 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the FY 2022/23 Gravity Sewer Improvements Project (Project #953) for an Amount Not to Exceed \$57,965

GM Moore reviewed this task order for Integral Consulting, Inc. for environmental permitting and review for a capital project. He introduced Carolyn Huynh, and the Committee discussed the task order details and inquired about the CEQA project timeline.

Item # 4 - Review of May 18, 2022, Agenda Item 7.b.: Accept the Monthly Financial Statements of March 2022

The Committee reviewed the monthly statements including LAIF investments. President Kelly asked about the level of District revenue in relation to rates and permit fees. AGM Newhouse responded that the variance appears larger because the District did not factor ERAF funds into the current budget in response to COVID-19 funding allocation concerns. Director Gaffney added details about the open staff positions affecting revenue levels and the pay-go capital program funding. The Committee did not have specific questions about items on the monthly check register.

Item # 6 - Review of May 18, 2022, Agenda Item 8: Consideration of Accepting the District's Draft Fiscal Year 2022-23 Budget

GM Moore introduced this item and commended the additional efforts made by Finance Supervisor Corey Spray to anticipate budget additions for future GFOA recognition. AGM Newhouse added that this included incorporating operational metrics to give a full picture of the District's financial standing. She thanked GM Moore for his contributions to the capital budget and noted financial savings in salary and capital projects that came in under budget and suggested how these savings can be invested or allocated.

President Kelly expressed his support for funding the pension liability with the additional budget savings, and he asked about funding the OPEB liability. The Committee discussed the viability of funding these liabilities. Director Gaffney reviewed several items and suggested improvements the budget document including the unfunded pension and OPEB liabilities, debt service, and the five-year forecast. GM Moore reviewed some of the challenges from the past year that would affect the operational budget needs.

Adjourn: The Committee adjourned the meeting at 12:01 p.m.