



# 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, June 16, 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/868997293>

Meeting ID: **868-997-293**

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](mailto: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 May 19, 2020, Finance Committee Meeting Notes
4. Review of June 17, 2020, Agenda Item 7.c.: Accept the Interim Financial Statements of March 2020

5. Review of June 17, 2020, Agenda Item 8: Consideration of Approving Resolution No. 20-1587 to Adopt the Budget for Fiscal Year 2020/2021
6. Review of June 17, 2020, Agenda Item 9: Consideration of Approving Resolution No. 20-1588 Approving Salary and Benefit Schedules for Unrepresented Employees of the District
7. Review of June 17, 2020, Agenda Item 12: 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 May 19, 2020  
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney  
Michael Boorstein

Committee

Members Absent: None

Staff and

Steve Moore, General Manager  
Consultants Present: Felicia Newhouse, Assistant General Manager  
Julia McEntee, Clerk of the Board  
Stephen Miksis, Operations and Maintenance Manager  
Melvin Garcia, Finance Supervisor  
Jasper Jacobs, CalPERS  
Matt Goss, CalPERS

Public Present: None

**Item # 1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 11:02 a.m.

**Item # 2 - Approval of Agenda**

The Committee approved the meeting agenda for May 19, 2020 with Item 6 being discussed after Item 3.

**Item # 3 – Approval of April 21, 2020, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for April 21, 2020.

**Item # 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**

AGM Newhouse introduced this item to the Committee regarding the paydown of the District’s pension liability. She introduced Jasper Jacobs and Matt Goss from CalPERS; they gave a presentation discussing the prefunding of employer pension costs through a CEPPT account, the potential benefits of this account strategy, and investment options. The Committee discussed the first year’s expected contribution, staff and Board involvement in annual investment, and anticipated questions regarding the administration of the account.

**Item # 4 – Review of May 20, 2020, Agenda Item 7.b.: Accept the Interim Financial Statements of March 2020**

Director Gaffney asked a clarifying question about the sewer service charges from the monthly financials. Melvin Garcia reviewed the amount and discussed the upcoming April installment. The Committee also discussed the monthly check register items. There are twenty-eight grant projects completed in this month's financials.

**Item # 5 - Review of May 20, 2020, Agenda Item 7.c.: Approve the Purchase of Twenty-Five SmartCovers in the Total Amount of \$109,996**

The Committee discussed and approved the purchase of the requested SmartCovers.

**Item # 7 – Review of May 20, 2020, Agenda Item 9: Discussion and Possible Direction Regarding Request for Lateral Replacement Grant**

The Committee discussed lateral program language to allow for funding in the case of emergency work. They agreed that they are not interested in amending the current program.

**Item # 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)**

The Committee reviewed this item and discussed the proposed terms of her project management contract. GM Moore added that she needs to consider her professional costs. He lauded her efforts on previous projects, professional qualifications, and her current intermediary work with the County on the proposed project. The Committee also confirmed that this is a not-to-exceed contract.

**Item # 9 – Review of May 20, 2020, Agenda Item 11: Consideration of Accepting the Draft Fiscal Year 2020-21 Fiscal Budget**

GM Moore introduced this item and told the Board that staff is open to feedback on budgetary items; he discussed changes to the layout, capital budget commitment, increased debt service, and the District's ability to meet the capital reserve funding goals. He also highlighted components of the budget's five-year plan related to construction and capital spending. AGM Newhouse also reviewed her highlights from the budget.

The Committee confirmed that the final budget will appear at the next Board meeting. Director Gaffney gave his comments on the budget, and staff discussed the changes to be made.

**Item # 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)**

The Committee agreed to continue the emergency.

**Adjourn:** The Committee adjourned the meeting at 12:46 p.m.