



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 20, 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 May 17, 2023, Finance Committee Meeting Notes
4. Review of June 21, 2023, Agenda Item 7b: [Accept the May 2023 Monthly Financials](#)
5. Review of June 21, 2023, Agenda Item 8: [Approve Contract Change Order Nos. 6, 7 and 8 in the Amount of \\$520,309.54; Adopt Resolution No. 23-1643 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 22/23 Gravity Sewer Improvements Project \(#953\), with Glosage Engineering, Inc.](#)
6. Review of June 21, 2023, Agenda Item 10: [Consideration of Adopting Resolution No. 23-1644 to Adopt the Fiscal Year 2023-24 Budget](#)
7. Review of June 21, 2023, Agenda Item 13: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement with Municipal Maintenance Equipment \(MME\) in the Total Amount of \\$757,867.52 for a Vac-Con TAQD312LHAE/1500 Combination Sewer Cleaning Truck](#)

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.

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

Monday May 16, 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, Senior Accountant

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by President Gaffney at 11:04 a.m.

Item # 2 – Approval of Agenda

The Committee amended the agenda to consider Item 6 next to accommodate the present consultant.

Item # 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

AGM Newhouse introduced this item for annual approval and the consultant from GovInvest, Ira Summer. She noted the pension and OPEB fund performance from the year ending June 30, 2021. She also said that staff will request direction for next year’s funding plan.

Mr. Summer reviewed the District’s pension liability reports, including the assumptions that affect CalPERS projections, the two benefit structures for the District, and comparison metrics to similar California agencies. He explained the specific funding contributions, the investment return comparisons, and the changes to the unfunded liability. GM Moore asked if the liability

will be affected by retirements, and Mr. Summer responded that the risk pool lessens the direct effects of staffing changes.

Next, Mr. Summer gave a presentation on the OPEB unfunded liability, which are typically less funded than pension plans. He detailed the investment returns of the CERBT fund, the contributions for the enhanced retiree medical benefit, and the current District funding projections. He offered the options for Board direction if they would prefer to fund the liability by 2025 as previously stated.

Item # 3 – Approval of April 18, 2023, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for April 18, 2023.

Item # 4 – Review of May 17, 2023, Agenda Item 8.b.: Accept the February 2023 Monthly Financials

Director Sylla asked about the treatment charges in the monthly financial statements; Finance Supervisor Corey Spray explained the rate is different based on the two-year CMSA budget. President Gaffney suggested specific formatting changes on the report. The Committee also reviewed the new additions to the check register, such as the general ledger.

Item # 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

The Committee reviewed and approved this item. The Committee discussed CMSA contributions and the need to bring all aberrations from the ordinance to the Board for approval.

Item # 7 – Review of May 17, 2023, Agenda Item 10: Consideration of Accepting the District's Draft Fiscal Year 2023-24 Budget

AGM Newhouse reviewed the highlights of the draft budget, including the format changes eligible for the GFOA award. She noted the inclusion of the strategic plan, top ten ratepayer list, and financial summary table. GM Moore added details of the capital budget for construction projects and equipment purchases. President Gaffney reviewed the proposed funding balances and introduced the consideration of next year's rate study.

Adjourn: The Committee adjourned the meeting at 12:39 p.m.