



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, July 14, 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/999932205>

Meeting ID: 999-932-205

Phone number: **+1 (312) 757-3119**

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 June 16, 2020, Finance Committee Meeting Notes
4. Review of July 15, 2020, Agenda Item 11.b.: Accept the Interim Financial Statements of May 2020

5. Review of July 15, 2020, Agenda Item 11.c.: Adopt Resolution No. 20-1590 Determining the Annual Appropriation Limit for the Fiscal Year 2020/21 Budget
6. Review of July 15, 2020, Agenda Item 12: Conduct Public Hearing and Consider Adoption of Resolution No. 20-1591 Approving the Report of Sewer Service Charges for Fiscal Year 2020/21 and Directing the Filing of Charges for Collection by the County Tax Collector
7. Review of July 15, 2020, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order Nos. 7 and 8 to the Master Services Agreement with CTS International Corp. for an Amount Not to Exceed \$156,000
8. Review of July 15, 2020, Agenda Item 14: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 to the Master Services Agreement with NV5 for an Amount Not to Exceed \$200,000
9. Review of July 15, 2020, Agenda Item 15: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Consultant Services Agreement with Harris and Associates, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$332,803 and Ratification of Termination of Master Services Agreement with Brown and Caldwell
10. Review of July 15, 2020, Agenda Item 17: Review and Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1586 for the 31 Ellsworth Easement Pipeline Slide Repair in Oak Manor
11. Review and Terminate Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Novel 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 June 16, 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
Melvin Garcia, Finance Supervisor

Public Present: Pamela Meigs

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 June 16, 2020.

Item # 3 – Approval of May 19, 2020, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for May 19, 2020.

Item # 4 – Review of June 17, 2020, Agenda Item 7.c.: Accept the Interim Financial Statements of April 2020

The Committee reviewed the monthly financial statements, noted a variance in Sewer Service Charges that the District will receive in June, and discussed specific items on the check register including lateral grants and contributions to the Friends of Corte Madera Creek.

Staff informed the Committee that they intend to submit reimbursements to FEMA later this summer for COVID-19 related expenses for staff and capital projects.

Item # 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

GM Moore introduced this item to the Committee, reminding them of the changes made to the draft budget that appeared at the April meeting. He directed the Committee's attention to specific budget changes like increases to the lateral grant program, solutions to reduce

overtime costs, modifications to the five-year plan schedule, and additional funds directed to the future renovation of the 1111 Andersen building. AGM Newhouse also informed the Committee about potential savings in personnel costs in the coming fiscal year.

Director Gaffney gave comments on budget items related to the unfunded post-employment benefits liability as well as the pension liability, increases to lateral programs, and the project sheets for the capital projects. President Boorstein had no additional comments.

Item # 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

AGM Newhouse reviewed the item and reminded the Committee of the legal requirement to keep the compensation of public employees transparent, the term of this resolution, and its use as part of the budget process. This resolution would include the cost of living increase (COLA) that is being granted to the represented staff as a term of the Memorandum of Understanding (MOU). She told the Committee about the changes to the CPI data collection process due to the COVID-19 pandemic.

The Committee discussed the specifics of this resolution like the employee funded retiree medical program, the deferred compensation contribution to remain equal with represented staff, and proposed salaries for the next fiscal year.

Item # 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)

The Committee recommended the continuance of the emergency action as needed.

Adjourn: The Committee adjourned the meeting at 11:50 p.m.