



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, July 18, 2023: Committee Convenes at 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 June 20, 2023, Finance Committee Meeting Notes
4. Review of July 19, 2023, Agenda Item 7b: [Adopt Resolution No. 23-1646 Determining the Annual Appropriation Limit for the Budget Fiscal Year 2024](#)
5. Review of July 19, 2023, Agenda Item 7c: [Approve Annual Managed Services with IT Hub LLC for Information Technology \(IT\) Support in Fiscal Year 2023-24 for an Amount Not to Exceed \\$90,000](#)
6. Review of July 19, 2023, Agenda Item 7d: [Approve Contract with IT Hub LLC for Datto Disaster Recovery Services for a Three-Year Term in the Total Amount of \\$45,349](#)
7. Review of July 19, 2023, Agenda Item 8: [Conduct Public Hearing and Consideration of Adopting of Resolution No. 23-1647 Approving the Report of Sewer Service Charges for Fiscal Year 2023-24 and Directing the Filing of Charges for Collection by the County Tax Collector](#)
8. Review of July 19, 2023, [Agenda Item 9: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Construction Contract for the RVSD Headquarters Site Improvements Project \(#901-B\), with Coastside Concrete & Construction, Inc., in the Amount Not to Exceed \\$1,247,500](#)
9. Review of July 19, 2023, Agenda Item 10: [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement for Construction Management Services with Park Engineering for the RVSD Headquarters Site Improvements Project, in the Amount Not to Exceed \\$128,033](#)

10. Review of July 19, 2023, Agenda Item 11: [Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the LS 20, 31, 32 Pump Stations Improvements Project \(Project # 907\) with Pacific Infrastructure Corporation in the Amount Not to Exceed \\$3,728,304](#)
11. Review of July 19, 2023, Agenda Item 12: [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Task Order No. 9 to the Master Services Agreement for Construction Management Services with Psomas, Inc., for the LS20, 31, 32 Lift Stations Improvements Project \(Project #907\) in the Total Amount Not to Exceed \\$305,558](#)
12. Review of July 19, 2023, Agenda Item 13: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 2 to the Master Services Agreement with Ardurra for Communication and Outreach Services for an Amount Not to Exceed \\$155,000](#)
13. Review of July 19, 2023, Agenda Item 14: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Contract with Pan Pacific Supply for the Rehabilitation of Pump No. 3 and Pump No. 4 at PS15 \(Kentfield\) in an Amount not to exceed\\$135,630.38](#)

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 20, 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
Pamela Meigs

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

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by President Gaffney at 11:00 am.

Item # 2 – Approval of Agenda

The Committee amended the agenda to consider Item 6 next to accommodate a timing constraint.

Item # 6 – Review of June 21, 2023, Agenda Item 10: Consideration of Adopting Resolution No. 23-1644 to Adopt the Fiscal Year 2023-24 Budget

GM Moore introduced this item and reminded the Committee that the new budget format was implemented to align with the GFOA Distinguished Budget Award format. GM Moore explained the upcoming capital budget, including that the proposed capital budget dips into the reserve.

AGM Newhouse spoke about updates from the draft budget the Committee saw in May, including updates to the pension and OPEB funding plan. Staff recommended that no additional pension payments be made in fiscal year 2024. President Gaffney and Director Sylla reviewed that idea. President Gaffney agreed with the recommendation. President Gaffney asked

clarifying questions about staffing costs and the current reserve policy. Director Sylla commended the finance staff for the readability of the document.

Item # 3 – Approval of May 16, 2023, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for May 16, 2023.

Item # 4 – Review of June 21, 2023, Agenda Item 7b: Accept the May 2023 Monthly Financials

Director Sylla commented on the CSRMA refund and questioned its relation to Workers Compensation claims. President Gaffney questioned why property tax revenue was below budget. Finance Supervisor Spray relayed that supplemental property tax assessments are lower than anticipated due to declining home sales, therefore bringing in less revenue. Director Sylla wanted clarification about Verbal Judo. AGM Newhouse explained their service.

Item #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.

GM Moore introduced the item reviewing the project timeline and reminding the Committee that this project had been expanded on several times. GM Moore explained the original contract was below the engineering estimate and with these final change orders the project is concluding at the original engineering estimate, creating no changes in the capital budget. Senior Engineer Benedetti added that 50% more pipe was added to the project in 66% of the time allotted and that the reduction on project time means cost savings for construction management and department time. Senior Engineer Benedetti complimented the way Glosage interacted with the communities they worked in and how that reflected positively on the District.

Item # 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

GM Moore introduced this item, explaining that this item is located in the budget forecast for fiscal year 2025. President Gaffney asked about electrification of the fleet. GM Moore explained that these specialty vehicles are not available at this time. O&M Manager Bruemmer spoke about the functionality of the vehicle, its current state of disrepair, and the high demand for these vehicles.

Adjourn: The Committee adjourned the meeting at 12:05pm.