



# 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 20, 2021 – 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/719763349>

Meeting ID: **719-763-349**

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 [jcooper@rvsd.org](mailto: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 June 15, 2021, Finance Committee Meeting Notes
4. Review of July 21, 2021, Agenda Item 7.b.: Accept the Interim Financial Statements of May 2021
  - [Agenda Item](#)

5. Review of July 21, 2021, Agenda Item 7.c.: Adopt Resolution No. 21-1606 Determining the Annual Appropriation Limit for the Fiscal Year 2021/22 Budget
  - [Agenda Item](#)
6. Review of July 21, 2021, Agenda Item 7.d.: Approve Annual Managed Services with IT Hub LLC for Information Technology (IT) Support in Fiscal Year 2021/22 in the Amount Not to Exceed \$70,000
  - [Agenda Item](#)
7. Review of July 21, 2021, Agenda Item 7.e.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order No. 3 in the Amount of \$75,000 with Weir Andrewson Architects for Architectural and Structural Design Services
  - [Agenda Item](#)
8. Review of July 21, 2021, Agenda Item 7.f.: Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 6 to the Master Services Agreement with NV5 for an Amount Not to Exceed \$200,000
  - [Agenda Item](#)
9. Review of July 21, 2021, Agenda Item 7.g.: Authorize the General Manager, Upon Review and Approval of Counsel, to Approve a Three-Year Actuarial Services and Technology Licensing Agreement with GovInvest in the Amount of \$41,400
  - [Agenda Item](#)
10. Review of July 21, 2021, Agenda Item 7.h.: Adopt Administrative Amendment to Ordinance No. 70, An Ordinance Establishing a Lateral Replacement Loan Program, and Requiring Contractual Assessment Agreement
  - [Agenda Item](#)
11. Review of June 16, 2021, Agenda Item 8: Conduct Public Hearing and Consider Adoption of Resolution No. 21-1607 Approving the Report of Sewer Service Charges for Fiscal Year 2021/22 and Directing the Filing of Charges for Collection by the County Tax Collector
  - [Agenda Item](#)
12. Review of July 21, 2021, Agenda Item 9: Consideration of Adopting Resolution No. 21-1608 Amending the Framework and Guidelines of the Lateral Replacement Grant Program
  - [Agenda Item](#)
13. Review of July 21, 2021, Agenda Item 10: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the PS14, 24, 25 Larkspur Pump Stations Improvements Project (Project # 906) with Pacific Infrastructure Corporation in the Amount Not to Exceed \$1,632,500
  - [Agenda Item](#)

14. Review of July 21, 2021, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 2 with West Yost in the Total Amount of \$299,800, for Flow Monitoring and System Capacity Hydraulic Evaluation

- [Agenda Item](#)

***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**

Tuesday, June 15, 2021  
11:00 a.m.

via GoToMeeting

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  
Julia Cooper, Clerk of the Board  
Melvin Garcia, Finance Supervisor  
Phil Benedetti, Associate Engineer  
Justin Seufert, Psomas

Public Present: None.

**Item # 1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 11:00 a.m.

**Item # 2 - Approval of Agenda**

The Committee approved the meeting agenda for June 15, 2021, and agreed to review Item 11.f. next to accommodate the present consultant.

**Item # 6 – Review of June 16, 2021, Agenda Item 11.f.: Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Amendment No. 1 to Task Order No. 5 with Psomas for \$45,020, for Construction Management of the Laurel Grove Sewer Rehabilitation Project (Project #949)**

GM Moore introduced this item and reminded the Board of the added work on the capital project that led to extended management time. He reviewed the cost of the amendment in relation to the overall project cost. He introduced Justin Seufert to answer any questions. Director Gaffney asked for clarification on the project's location. President Sylla had no comments or questions for the consultant.

**Item # 3 – Approval of May 19, 2021, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for May 19, 2021.

**Item # 4 - Review of June 16, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of April 2021**

Director Gaffney suggested additional clarifying language to the interim financial statements. The Committee reviewed the check register and asked about specific line items. The Committee reviewed the benefits of the grant and loan programs.

**Item # 5 – Review of June 16, 2021, Agenda Item 11.e.: Adopt Administrative Amendments to Ordinance 100 and Ordinance 101**

AGM Newhouse reviewed the context of the proposed administrative edits. Director Gaffney further detailed the definitions from Ordinance No. 101. The Committee discussed this item and approved the necessity for these changes.

**Item # 7 – Review of June 16, 2021, Agenda Item 13: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the 20/21 Gravity Sewer Improvements Project, with Glosage Engineering, Inc., in the Amount Not to Exceed \$4,370,172 (Project #951)**

GM Moore introduced this item and offered explanation for the rejection of one of the bids. He detailed the reasons for rejecting this bid, and the recommended contractor's bid is still below the engineer's estimate. Director Gaffney asked if the lowest bidder responded, and Associate Engineer Benedetti said that he had not. The Committee discussed the details of the bidding process and sensitive areas of the construction project.

**Item # 8 – Review of June 16, 2021, Agenda Item 14: Consideration of Adopting Resolution No. 21-1604 Adopting the Budget for Fiscal Year 2021-22**

AGM Newhouse introduced the item and reviewed the increased budgets for capital expenses professional services, and the increased cost of living projection. GM Moore added information on the effects of COVID-19 for high-strength commercial customers. Finance Supervisor Garciasaid that the District could see the normal trend of growth within a few years. The Committee discussed this item, and Director Gaffney offered specific comments on the budget.

**Item # 9 – Review of June 16, 2021, Agenda Item 15: Consideration of Adopting Resolution No. 21-1605 Approving Salary and Benefit Schedule for Unrepresented Employees of the District**

AGM told the Committee that this resolution is largely identical to previous years and shows the salary ranges for unrepresented employees. The Committee discussed the benefits and drawbacks of adopting this resolution on a multiyear schedule.

**Item # 10 – Review of June 16, 2021, Agenda Item 16: Consideration of Approving Amendment to Assistant General Manager Contract Effective July 1, 2021**

GM Moore said this item responds to the Board’s request to update managerial contracts. He detailed the specific updates as reviewed by District Counsel. Director Gaffney offered comments on the contract, and President Sylla asked if there is additional senior staff who will also require the contract review process.

**Adjourn:** The Committee adjourned the meeting at 12:13 p.m.