



# ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

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Directors: Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla

## REGULAR FINANCE COMMITTEE MEETING AGENDA

**Tuesday, August 15, 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 July 18, 2023, Finance Committee Meeting Notes
4. Review of August 16, 2023, Agenda Item 11b: [Accept the FY22/23 Year-End Financials](#)
5. Review of August 16, 2023, Agenda Item 12: [Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Construction Contract with Precision Engineering, Inc., for the Woodland Capacity and Creek Crossing Project \(#956\), in the Amount Not to Exceed \\$1,926,665](#)
6. Review of July 19, 2023, Agenda Item 13: [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 Woodland Capacity/Creek Crossing Project \(#956\), in the Amount Not to Exceed \\$288,800](#)

### **Adjourn**

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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, July 18, 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  
Noel Sandoval, Operations Supervisor - Pumps  
Corey Spray, Finance Supervisor  
Phil Benedetti, Senior Engineer  
Ryan Cudia, IT Hub

Public Present: None

**Item #1 – Call Meeting to Order**

The meeting was called to order by President Gaffney at 11:01 am.

**Item #2 – Approval of Agenda**

The Committee amended the agenda to consider Item 5 and 6 next to accommodate consultants present.

**Item #3 - Approval of June 20, 2023, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for June 20, 2023.

**Item #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**

AGM Newhouse introduced this item and IT Hub Consultant, Ryan Cudia to the Committee. AGM Newhouse spoke to the longevity of the relationship the District has had with IT Hub and the many services they provide for the District, including server management, equipment

leases, and general consulting. Director Gaffney mentioned that IT Hub has been a reliable vendor for the District, and he appreciates the security that having a long term relationship with them provides.

**Item #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**

AGM Newhouse introduced this item explaining that the Datto Disaster Recovery Service (DDRS) would be emergency back-up system for the District servers. Director Gaffney inquired about the cost of replacing all the existing servers. IT Hub Consultant Cudia described what those costs might be as well as different scenarios where emergency back up would be needed. He also spoke in depth about how the DDRS works and differs from competitors in the field, highlighting the transparent pricing model and turnkey nature of the product.

**Item #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**

AGM Newhouse introduced this item mentioning that this is an annual requirement directed by the State of California and that the District has never reached the appropriation limit. Director Gaffney commented that the appropriation limit is a GANN initiative and was originally set up with municipalities in mind.

**Item #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**

Director Gaffney began this discussion pointing out where the property tax rolls could be found at the District headquarters. Director Sylla raised the fact that this is the last year of the five-year rate study and that the rate increase is 5.8% over last year. AGM Newhouse reminded the Committee that municipalities, non-profits, some commercial parcels, and schools are not included in the tax roll, but are billed directly by the District.

**Item #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**

GM Moore introduced this item describing the three bids that came in. GM Moore relayed that the District had worked with Coastside Construction in the past doing on-call construction and paving work. Director Gaffney wondered about the timeline of the project. Senior Engineer (SE) Benedetti relayed that the contractor would plan the work in a way that allowed District staff to move in as quickly as possible.

**Item #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**

GM Moore introduced this item reminding the Committee that Construction Manager (CM) Park is the construction manager for the interior work being done at 1111 Andersen and has been a vital contributor to the project. He recounted the work that CM Park has managed up to this point and remarked why it was beneficial for the District to retain the same CM for both the interior and exterior work at the 1111 Andersen site. SE Benedetti mentioned the exemplary work and professionalism of the whole team. Director Gaffney agreed that having one construction manager for both projects is beneficial.

**Item #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**

GM Moore introduced this item explaining that this project addresses lift stations that scored as high risk on the infrastructure asset management risk assessment. He then went on to describe the three bids that came in, revealing that the lowest bid was miscalculated by the contractor. SE Benedetti described the process of reviewing the bid line items and the contract code applied when a bid is miscalculated. GM Moore reported that the lowest bidding contractor was not responsible and responsive compelling staff to recommend the second lowest bidder, Pacific Infrastructure, the contractor that recently completed work on the PS 14, 24, 25 improvement project.

**Item #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**

GM Moore introduced this item reminding the Committee that Justin Seufert from Psomas was the CM for the PS 14, 24, 25 improvement project that just wrapped up as well as other projects and therefore has a high level of knowledge about District assets. Director Gaffney pointed out that the team that CM Seufert worked with on the previous project are also assigned to this project and that they are estimated to make up the majority of hours billed.

**Item #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**

GM Moore introduced the item stating that the District has been working with the same public outreach team since 2017. He recounted that last year the team moved from NV5 to Ardurra and there has been no impact on service. GM Moore described ways Ardurra has worked with the District, including event planning, branding, and website development. Additionally, AGM

Newhouse mentioned that there are several events in the coming year that Ardurra would help promote and plan with District staff.

**Item #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**

GM Moore introduced this item explaining that two-thirds of the Districts sewage is pumped through PS15 and that two of the pumps at the station are showing signs of wear. He noted that staff researched several options to move forward and that the recommendation to repair the pumps is the best choice given the time of year and the importance of this asset to the District mission. GM Moore remarked that the Engineering team will begin looking at upgrading this station and increasing capacity over the next few years. Director Gaffney asked about the timeline for the repair. Operations Supervisor Sandoval informed the Committee that each pump takes one month to repair, and the contractor will take only one pump at a time off-site.

**Adjourn:** The Committee adjourned the meeting at 12:15pm.