



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, August 17, 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 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 July 20, 2021, Finance Committee Meeting Notes
4. Review of August 18, 2021, Agenda Item 11.b.: [Accept the Year-End Financial Statements of Fiscal Year 2020/2021](#)

5. Review of August 18, 2021, Agenda Item 12: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Ross Creek Sewer Removal Project (Project # 944) with Coastside Concrete and Construction in the Amount Not to Exceed \$82,500
 - [Staff Report](#)
 - [Project Plans and Specifications](#)
 - [Bid Tabulation](#)
 - [Draft Contract with Coastside Concrete and Construction](#)

6. Review of August 18, 2021, Agenda Item 13: [Consideration of Approving Disposal of Surplus District-Owned Equipment](#)

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, July 20, 2021
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Mary Sylla

Committee

Members Absent: None.

Board Directors

Present: 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
Albert DeLima, Weir Andrewson Architects
Jeff Pelz, West Yost Associates

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 July 20, 2021. The Committee agreed to discuss Items 7 and 14 next to accommodate the present consultants.

Item # 7 – Review of July 21, 2021, Agenda Item 7.e.: Award and 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

AGM Newhouse introduced this item and described the firm’s recent work for the District related to the 1111 Andersen property. Albert DeLima from Weir Andrewson Architects told the Committee more details and cost of services for the 1111 Andersen building. Director Gaffney asked if this covered services during the construction phase, and Mr. DeLima said that would require a future agreement. President Sylla confirmed that there was adequate funding for this item in the recently approved annual budget. The Committee also briefly discussed the estimated cost of construction.

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

GM Moore introduced this item, its relationship with the current Cease and Desist Order, and the potential capacity needed for additional connections from the San Geronimo Valley. He introduced the present consultant, Jeff Pelz of West Yost Associates. This firm conducted a previous flow monitoring study for the District in 2014. He mentioned that this work is rain dependent and may be postponed depending on this year's wet season weather.

Director Gaffney asked if the cost would increase if the monitoring work were postponed. Mr. Pelz detailed the components of the study that would change in price or require a revised quote. Director Gaffney asked if this work was possible using the District's SmartCovers, and Mr. Pelz responded that what the SmartCover data provides less nuanced data than necessary for the study. President Sylla asked how much of the project's budget is speculative for San Geronimo Valley capacity. The Committee also discussed the financial and budgetary impact of this item.

Item # 3 – Approval of June 16, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for June 16, 2021.

Item # 4 - Review of July 21, 2021, Agenda Item 7.b.: Accept the Interim Financial Statements of May 2021

The Committee reviewed specific items in the interim financial statements for May. Finance Supervisor Melvin Garcia provided additional details on the District's bank accounts. The Committee also discussed ad valorem revenue.

President Sylla asked about the lateral grant and loan program participation. The Committee also discussed the cost of the employee-funded retiree medical program and additional line items on the check register.

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

The Committee discussed the proposed appropriation limit, and Director Gaffney offered a suggestion to the resolution's language.

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

AGM Newhouse introduced this annual contract that is above the General Manager's signing authority. She explained the many benefits of having IT Hub as a consultant, especially rather than having a full-time employee. Director Gaffney agreed that this was financially beneficial.

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

GM Moore introduced this item and said that NV5 underspent the last year’s budget while being valuable and productive. He described several successes for capital projects and other District initiatives. Staff may propose a lower budget if NV5 is under budget for another year. Director Gaffney said that public outreach is necessary for capital construction.

Item # 9 – Review of July 21, 2021, Agenda Item 7.g.: Approve and 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

The Committee discussed this agreement which is a slight discount in exchange for a longer agreement term.

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

AGM Newhouse introduced this item and reviewed the proposed changes to the ordinance, including an increased loan amount. Director Gaffney asked if the District could reduce the number of required estimates. The Committee also made suggestions for consistency between the grant and loan programs. Board Clerk Julia Cooper offered additional comments.

Item # 11 – Review of July 21, 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

Director Gaffney asked if the District has received any objections to the rates, and staff confirmed they had received none.

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

The Committee reviewed the proposed program, and President Sylla asked for clarification on what is required for permit application. GM Moore explained the new, simplified system.

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

GM Moore introduced this capital project contract and described the scope of work for this project. He explained what areas were more expensive than the engineer’s estimate and spoke

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highly of the low-bid contractor's work and experience. The Committee reviewed the bid detail sheets for the two contractors.

Adjourn: The Committee adjourned the meeting at 12:25 p.m.