



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 18, 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/758030301>

Meeting ID: 758-030-301

Phone number: **+1 (571) 317-3116**

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 July 14, 2020, Finance Committee Meeting Notes
4. Review of August 19, 2020, Agenda Item 10.c.: Accept the Year End Financial Statements of Fiscal Year 2019/20

5. Review of August 19, 2020, Agenda Item 10.d.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment in the Amount of \$40,981.28 to Jack Doheny Company for the CCTV Large Line Crawler
6. Review of August 19, 2020, Agenda Item 10.e.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment in the Total Amount of \$552,407.64 to Owen Equipment Company for Two Vactor Ramjet 850 Series Hydraulic Sewer Cleaning Trucks
7. Review of August 19, 2020, Agenda Item 10.f.: Approve Annual Managed Services with IT Hub LLC for Information Technology (IT) Support in Fiscal Year 2020-21 in the Amount of \$66,900
8. Review of August 19, 2020, Agenda Item 11: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve a Lease Agreement with Enterprise Fleet Management for a 2020 Dodge RAM ProMaster 1500 in the Amount of \$32,442.76 for a Four-Year Lease
9. Review of August 19, 2020, Agenda Item 12: Consideration of Authorizing the General Manager upon Review and Approval of Counsel to Execute a Contract for Real Estate Services with Century Urban
10. Review of August 19, 2020, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Amendment to Task Order No. 5 with Kennedy Jenks for \$116,900, for Construction Management and Engineering Services During Construction (ESDC) for the Larkspur Landing Excavation and Remediation Project (Project #900)
11. Review of August 19, 2020, Agenda Item 14: Discussion and Direction on Board Compensation Policy
12. Review of August 19, 2020, Agenda Item 15: Consideration of Adopting Resolution No. 20-1592, Adopting and Implementing the Uniform Public Construction Cost Accounting Act (UPCCAA)
13. Review of August 18, 2020, Agenda Item 18: Consideration of Adopting Resolution No. 20-1593 to Declare an Emergency for Bolinas Avenue 8-inch Sanitary Sewer Repair in San Anselmo, and Authorizing the General Manager, Upon Review and Approval of District Counsel, to Contract with Maggiora and Ghilotti to Repair the Sewer in the Amount of \$61,300
14. Review of August 19, 2020, Agenda Item 19: 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

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 14, 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
Stephen Miksis, Operations & Maintenance Manager

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 14, 2020.

Item # 3 – Approval of June 16, 2020, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for June 16, 2020.

Item # 4 – Review of July 15, 2020, Agenda Item 11.b.: Accept the Interim Financial Statements of May 2020

The Committee discussed the expected revenue from annual Sewer Service Charges and specific items from the monthly check register. GM Moore pointed out items that are under budget.

Item # 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

The Committee discussed this item that must appear annually before the Board for adoption.

Item # 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

The Committee discussed the rate increases that appear on the annual report.

Item # 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

GM Moore told the Committee about the specific items that these task orders will focus on in this fiscal year. They include assessments, trainings, and updating the fleet management software in accordance with the SOPs.

Stephen Miksis answered questions from the Committee about the costs of each task, third-party assessments, and individualized training programs. President Boorstein expressed approval of the program and setting the District up for the future.

Item # 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

The Committee discussed the benefits of having NV5 as a public information resource and ways to enhance outreach related to capital projects. GM Moore told the Committee about specific ways that NV5 assists staff including items like branded materials, the General Manager's Bulletin, and the new easement web portal.

Item # 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

The Committee discussed this item, reviewed issues with the previous firm Brown and Caldwell, and the changes to the project. The Committee reviewed the current bidding climate and project specifics.

Item # 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

The Committee approved the continuance of this emergency item. GM Moore endorsed the chosen contractor and project updates.

Item # 11 – Review of July 15, 2020, Agenda Item 18: 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)

The Committee reviewed this item and discussed the termination of this emergency.

Adjourn: The Committee adjourned the meeting at 11:58 p.m.