



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, September 15, 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/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 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 August 18, 2020, Finance Committee Meeting Notes
4. Review of September 16, 2020, Agenda Item 11.b.: Accept the Interim Financial Statements of July 2020

5. Review of September 16, 2020, Agenda Item 11.c.: Authorize the General Manager, Upon Review and Approval of Counsel, to Approve a Contract with H&R Plumbing to Rehabilitate Seven Lift Station Wet Wells with Mainstay Composite Liner for \$84,602
6. Review of September 16, 2020, Agenda Item 11.d.: Approve the Purchase of Fifteen Replacement "Rugged" Laptops in the Total Amount of \$55,288
7. Review of September 16, 2020, Agenda Item 11.e.: Approve Contract Change Order No. 5 in the Amount of a Credit of \$(203,116.91); Adopt Resolution No. 20-1594 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the Large Diameter Gravity Sewer Project II-3B Lower Shady Lane/Poplar Avenue, with Cratus Incorporated
8. Review of September 16, 2020, Agenda Item 12: Consideration of Approving a One-Year Lease Amendment with Andersen Place Associates to be Executed by the General Manager for a Total Amount of \$50,976
9. Review of September 16, 2020, Agenda Item 13: Consideration of Adopting New Job Description and Salary Range for Operations and Maintenance Superintendent Position
10. Review of September 16, 2020, Agenda Item 14: Discussion and Approval of Board Policy on Board Member Compensation
11. Review of September 16, 2020, Agenda Item 15: Consideration of Adopting Resolution No. 20-1595, Approving the Amended and Restated Payment Agreement Relating to Central Marin Sanitation Agency (CMSA) Revenue Bonds
12. Review of September 16, 2020, Agenda Item 16: Consideration of Authorizing the General Manager to Release Retention in the Amount of \$72,500 to Ranger Pipelines, Inc. for the FY 2014 Gravity Sewer Rehabilitation Projects - Group A
13. Review of September 16, 2020, Agenda Item 17: Review and Terminate Emergency Adopted in Resolution No. 20-1593 to Declare Emergency for Bolinas Avenue 8-inch Sanitary Sewer Repair in San Anselmo and Authorize General Manager to Issue Payment of \$65,881.51 to Maggiora and Ghilotti, Inc.

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 August 18, 2020
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Mary Sylla

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
Phil Benedetti, Associate Engineer
Bryant Sparkman, Century Urban
Leo Ma, Century Urban
Ross Guehring, Century Urban
Griselda Blackburn, Century Urban
Lynette Dias, Urban Planning Partners, Inc.
Toby Levy, LDP Architecture
Robert Hensley, CBRE
Mike Taquino, CBRE
Robert Gamble, Public Financing Strategies
Mikhail Reyes, Enterprise Fleet Management

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:08 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for August 18, 2020. The Committee decided to move Item 9 to after Item 3 to accommodate present consultants.

Item # 3 – Approval of July 14, 2020, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for July 14, 2020.

Item # 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

GM Moore introduced this item and reviewed the soil remediation project of the property, the Request for Qualifications (RFQ) process initiated in May, and the selection process that staff has undergone so far. AGM Newhouse reviewed the specifics of the RFQ and introduced Bryant Sparkman from Century Urban.

Mr. Sparkman gave a brief presentation about the firm’s qualifications, introduced members of the Century Urban team, and the services they can provide the District. The other present consultants introduced themselves to the Committee and reviewed their areas of expertise. The Committee discussed potential risks and benefits for different transaction structures.

Director Gaffney asked questions regarding the City of Larkspur’s General Plan, bond refunding, and the proposal details. President Sylla reviewed her concerns and thanked the consultants for their expertise.

Note: The Committee agreed to review Item 8 next to accommodate present consultants.

Item # 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

GM Moore introduced this item, and Stephen Miksis reviewed the details of the item. He told the Committee that this is a pilot for moving more of the fleet to leasing over purchases. Mikhail Reyes of Enterprise answered specific questions from the Committee. Director Gaffney reviewed the current financial situation and the anticipated annual mileage. President Sylla said that she thinks that this course of action makes a lot of sense.

Item # 4 – Review of August 19, 2020, Agenda Item 10.c.: Accept the Year End Financial Statements of Fiscal Year 2019/20

The Committee reviewed the year-end financials and discussed items such as the bond ratings, interest and the District’s operating reserve. Director Gaffney expressed appreciation for the detailed claim information and offered clarification and corrections on particular items.

The Committee also discussed line items on the check register, and President Sylla pointed out the reimbursement she received for damage to her home from the main. Staff said that neighborhood is on the docket for future capital work.

Item # 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

Staff and the Committee reviewed this item; Stephen Miksis said that this technology will keep the District from having to contract out this work.

Item # 6 – Review of August 19, 2020, Agenda 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

The Committee discussed this item and the average life of these vehicles. Stephen Miksis detailed some of the immense miles of sewer lines they have cleaned and how they will still be kept for parts or in case of an emergency.

Item # 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

The Committee reviewed this item, and AGM Newhouse told the Board that this is relatively the same cost as the past few years. Staff told the Committee that IT Hub is a great asset to the District, and the value of a contract service rather than an IT employee.

Item # 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)

GM Moore introduced this item and the careful attention that Kennedy Jenks provides on this project that is required. GM Moore gave context of this overall cost compared to the percentage of the total project. He also acknowledged the risk management for splitting this project into two summers of work rather than one and their additional work for COVID-19 compliance.

Item # 11 – Review of August 19, 2020, Agenda Item 14: Discussion and Direction on Board Compensation Policy

Director Gaffney made a suggestion of how to report Board reimbursement, and they reviewed the previous methods by which the Board was previously reimbursed. The Committee agreed that it would be good to have a clear, written policy for which meetings are eligible for reimbursement.

Item # 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)

The Committee discussed this item that increases the amount for informal bids and direct awards. GM Moore said that he and Phil Benedetti worked together and researched the benefits of the UPCCAA. Mr. Benedetti added details about the procedures and the current code allowances which are very low compared to the current cost of capital work. He also gave the few downsides to adopting the act. GM Moore clarified that how this would work within the bounds of the current Financial Policies. President Sylla said that this streamlines the work.

Item # 13 – Review of August 19, 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

The Committee reviewed the details of this emergency and highlighted the need for a streamlined process. Staff also discussed the context of this project, and the great urgency for the repair.

Item # 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

The Committee approved the need to continue this emergency.

Adjourn: The Committee adjourned the meeting at 12:58 p.m.