



# 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 19, 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 August 15, 2023 Finance Committee Meeting Notes
4. Review of September 20, 2023, Agenda Item 11b: [Accept the July 2023 Monthly Financials](#)
5. Review of September 20, 2023, Agenda Item 11c: [Accept the August 2023 Monthly Financials](#)
6. Review of September 20, 2023, Agenda Item 11d: [Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 28 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the FY 2023/24 Gravity Sewer Improvements Project \(Project #955\) in an Amount Not to Exceed \\$94,200](#)
7. Review of September 20, 2023, Agenda Item 11e: [Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 29 to the Master Services Agreement with Integral Consulting Inc. for Cultural Resource Training and Biological Monitoring for the Woodland Capacity and Creek Crossings Project \(Project #956\), in an Amount Not to Exceed \\$56,478](#)
8. Review of September 20, 2023, Agenda Item 11f: [Authorize the General Manager, upon Review and Approval of Counsel, to Approve a Consultant Services Agreement with Hildebrand Consulting for a Sewer Rate, Capacity Charge and Permit Fee Study in the Amount of \\$68,000](#)
9. Review of September 20, 2023, Agenda Item 12: [Consideration of Authorizing the General Manager to Reimburse Tamalpais Union High School District for Re-routing of an Unauthorized Lateral Connection from the RVSD System, in the Amount of 50% of the Final Project Costs, Not to Exceed \\$100,000](#)

**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 15, 2023  
11:00 a.m.

2960 Kerner Blvd., San Rafael, CA

Committee

Members Present: Thomas Gaffney  
Michael Boorstein

Committee

Members Absent: None

Board Directors

Present: None

Staff and

Steve Moore, General Manager

Consultants Present: Felicia Newhouse, Assistant General Manager  
Paul Bruemmer, Operations and Maintenance Manager  
Corey Spray, Finance Supervisor  
Phil Benedetti, Senior Engineer

Public Present: None

**Item #1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 11:02 am.

**Item #2 – Approval of Agenda**

The Committee approved the agenda.

**Item #3 - Approval of July 18, 2023, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for July 18, 2023.

**Item #4 – Accept the FY22/23 Year-End Financials**

AGM Newhouse introduced this item, recognizing the work that District staff put into creating the document and reviewing the overall position of the District. She highlighted that revenues came in above budget, primarily due to the SRF Loan the District received, and expenses were below budget, largely due to capital project #907 being moved into the following fiscal year.

Director Gaffney recognized that the ten million dollar capital expenditure target was met. Director Gaffney pointed out that the District dipped into the capital reserve, as planned, and commented that the reserve will be replenished over the next ten years. He inquired why the sewer service charge and property tax revenues were below budget. FS Spray reported that the

sewer service charge deficit was due to a cash timing issue and that the property tax deficit was the result of lower than anticipated home sales in the county.

**Item #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**

GM Moore introduced this item reminding the Committee that this project was split off the FY 22/23 capital project due to its complex nature. He reported that one bid received was below the engineer estimate and that the District has no prior history with this contractor. SE Benedetti described specific aspects of the project, including detailed information about the creek crossings. He reported that while the District has not worked with the lowest bidder, Precision Engineering, Jaemin Park from Park Engineering has completed projects with them before. SE Benedetti relayed that he contacted several references for this contractor and all had positive reviews to share.

**Item #6 – Review of August 16, 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**

Director Gaffney began this discussion questioning why Psomas didn't respond to the RFP. SE Benedetti responded that Psomas, along with several other firms, reported that they didn't have capacity right now for the project. AGM Newhouse offered an explanation that this time of year is very busy for construction. Director Gaffney asked about the terms of the contract. SE Benedetti commented that the contract is based on time worked. GM Moore reported that the District has a very good working relationship with Park Engineering and is confident in their ability to manage this project.

**Adjourn:** The Committee adjourned the meeting at 11:46 am.