



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

Ph: 415.259.2949 Fax: 415.460.2149

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

REGULAR FINANCE COMMITTEE MEETING AGENDA

Tuesday, October 19, 2021 – 11:00 a.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

Consistent with AB 361 and Resolution No. 21-1611, this meeting will be conducted by teleconference; members of the Board of Directors and members of the public may participate in this meeting through the following call-in information:

Meeting URL: <https://global.gotomeeting.com/join/719763349>

Call In Phone number: +1 (571) 317-3129

Meeting ID: 719-763-349

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 September 14, 2021, Finance Committee Meeting Notes
4. Review of October 20, 2021, Agenda Item 11.c.: [Accept the Interim Financial Statements of August 2021](#)

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, September 14, 2021
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Michael Boorstein
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
Mark Wilson, Nute Engineering

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 September 14, 2021.

Item # 3 – Approval of August 17, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for August 17, 2021.

Item # 4 - Review of September 14, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of July 2021

Director Gaffney noted the amended format for this item, and he reviewed specific items related to the District's bank accounts and the July revenue. Director Gaffney clarified the effect of the cost-of-living increase on salaries and other items in the check register. President Kelly requested a legal report for biannual Board review.

Note: The Committee agreed to review Item 7 next to accommodate a present consultant.

Item # 7 – Review of September 14, 2021, Agenda Item 11.d.: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 8 with Nute Engineering for Design Engineering Services for the LS20 (Larkspur Landing A) Lift Station Improvements Project, for an Amount Not to Exceed \$87,708

GM Moore gave details of this project to the Committee and described Nute Engineering's experience reviewing assets for the IAMP update. He also told the Committee about the additional benefits of contracting with Nute Engineering for this design work.

Mark Wilson of Nute Engineering answered questions from the Committee related to the project's scope, budget, and climate considerations. Mr. Wilson also informed the Committee of new industry standards, and President Kelly asked for more detail on traffic control expectations.

Item # 5 – Review of September 14, 2021, Agenda Item 11.c.: Approve Purchase of Replacement CCTV Push Cameras for an Amount Not to Exceed \$81,471.48

GM Moore shared that this item affects two operations crews, Condition Assessment and Line Repair, and he described the field uses for the proposed items. These equipment replacements were anticipated in the annual budget, and he noted the price discount. Director Gaffney asked about the training included in the camera purchases.

Item # 6 – Review of September 14, 2021, Agenda Item 11.d.: Approve a One-Year Lease Amendment with Andersen Place Associates to be Executed by the General Manager for a Total Amount of \$50,976

AGM Newhouse gave a brief history of the agreements for the storage spaces used by operations crews. Staff recommends a one-year lease, rather than a multiyear agreement. The Committee expressed gratitude that this agreement is the same price as the current lease, and they discussed the warehouse space at 1111 Andersen.

Item # 8 – Review of September 14, 2021, Agenda Item 13: Discussion and Direction on CEPPT and CERBT Fund Investment

Director Gaffney reviewed the different fund strategies and expressed his desire to reduce overall risk.

President Kelly asked about real estate investment limits, and AGM Newhouse responded that those limits are set by CalPERS. The District can only choose within the offered strategy options. Director Gaffney also provided information about the management of these investments.

AGM Newhouse reminded the Committee of the current Board direction for these investments. Director Gaffney shared strategies and outcomes from similar agencies. The Committee discussed the history of the District's investments.

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