



# 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, October 20, 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](mailto: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 September 15, 2020, Finance Committee Meeting Notes
4. Review of October 21, 2020, Agenda Item 7.c.: Accept the Interim Financial Statements of August 2020

5. Review of October 21, 2020, Agenda Item 7.d.: Accept the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Fiscal Year 2018-19 Comprehensive Annual Financial Report
6. Review of October 21, 2020, Agenda Item 7.e.: Correct the Approval Amount for Contract Change Order No. 5 to a Credit of \$189,546.91 for the Large Diameter Gravity Sewer Project II-3B Lower Shady Lane/Poplar Avenue, with Cratus Incorporated
7. Review of October 21, 2020, Agenda Item 7.f.: Accept the Improvements Completed per Public Sewer Extension (PSX) Permit No. 402, for the Victory Village Project at 2626 Sir Francis Drake Boulevard in Fairfax, CA
8. Review of October 21, 2020, Agenda Item 7.g.: Accept the Improvements Completed per Public Sewer Extension (PSX) Permit No. 404, for the Larkspur Creekside Homeowners Association (HOA) in Larkspur, CA
9. Review of October 21, 2020, Agenda Item 9: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 6 with Nute Engineering for Lift Station Condition Assessment for Infrastructure Asset Management Plan (IAMP) Update, for an Amount Not to Exceed \$120,127
10. Review of October 21, 2020, Agenda Item 12: Review and Terminate the Emergency Action Adopted in Resolution No. 20-1586 for 31 Ellsworth Easement Pipeline Slide Repair in Oak Manor and Authorize General Manager to Issue Payment of \$83,225 to Hanford ARC, 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 September 15, 2020  
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney  
Mary Sylla

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 McEntee, Clerk of the Board  
Melvin Garcia, Finance Supervisor  
Stephen Miksis, Operations & Maintenance Manager  
Philip Benedetti, Associate Engineer

Public Present: None

**Item # 1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 11:01 a.m.

**Item # 2 - Approval of Agenda**

The Committee approved the meeting agenda for September 15, 2020.

**Item # 3 – Approval of August 18, 2020, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for August 18, 2020.

**Item # 4 - Review of September 16, 2020, Agenda Item 11.b.: Accept the Interim Financial Statements of July 2020**

The Committee reviewed the financial statements and check register. President Sylla mentioned a payroll request from Director Meigs, and the Committee discussed the compensation of Board members through the payroll system. Director Gaffney asked a specific question about the District's pension and OPEB liabilities, and Melvin Garcia offered specific clarification.

**Item # 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**

GM Moore gave context information related to this maintenance item, which has been budgeted for this year, and he gave an example of previous work from H&R Plumbing. This work is addressing an incremental effect of climate change on the system. Operations & Maintenance Manager Stephen Miksis gave further information related to the current state of the wet wells. Director Gaffney expressed his appreciation in the District's confidence in the contractor.

**Item # 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**

GM Moore told the Committee that this is required to bring data entry capabilities to field staff. Staff added information related to the proposed purchase's compatibility with current hardware, screen resolution, processing speed, and the recommendation from the IT consultant. Director Gaffney asked a question regarding the service warranty for the laptops.

**Item # 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**

The Committee discussed this item, the total contract amount, the construction schedule, and specific details of this project. GM Moore offered information about the large diameter projects.

**Item # 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**

The Committee discussed this item in preparation of moving to the 1111 Andersen space. GM Moore said that staff is reviewing the contents of the rented space for surplus equipment.

**Item # 9 – Review of September 16, 2020, Agenda Item 13: Consideration of Adopting New Job Description and Salary Range for Operations and Maintenance Superintendent Position**

GM Moore told the Committee that the approved budget includes funds for this new position. He gave information related to the salary range, staff changes in the Engineering department, and how this role fits into the agency's current needs. AGM Newhouse gave further information related to the District's updates to the organizational chart and the job description of this position. Director Gaffney commented on the breadth of responsibilities for this role.

**Item # 10 – Review of September 16, 2020, Agenda Item 14: Discussion and Approval of Board Policy on Board Member Compensation**

GM Moore reviewed the item and attachments and told the Committee that staff does not have a recommendation for this policy and will implement direction from the Board. The Committee discussed the types of meetings that should be eligible for compensation, how the compensation will be reported, and President Sylla said that most of the conversation should occur at the regular meeting. The Committee discussed compensation for Ad Hoc Committee meetings.

**Item # 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**

GM Moore reviewed this item with the Committee and clarified the District's role as a JPA member. This is an updated repayment agreement to the previous agreement of 2015. Director Gaffney asked about the specific language of and updates to the agreement.

**Item # 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**

GM Moore offered context related to the specific process of releasing retention for capital projects and the rehabilitation performed by a subcontractor of Ranger Pipelines. He assured that the work has been completed to the satisfaction of staff despite initial contractor error.

**Item # 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.**

The work was addressed quickly since the August meeting, and the Committee discussed the change order due to unforeseen work conditions. Associate Engineer Phil Benedetti commented on the completed project specifics in advance of a paving project. The Committee reviewed the image of the repaired pipe included in the Board packet.

**Adjourn:** The Committee adjourned the meeting at 12:11 p.m.