



# 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, November 16, 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](mailto: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 October 19, 2021, Finance Committee Meeting Notes
4. Review of November 17, 2021, Agenda Item 7.b.: [Accept the Interim Financial Statements of September 2021](#)

5. Review of November 17, 2021, Agenda Item 7.d.: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment to Pape Machinery in the Amount of \\$72,242.20 for the Purchase of a John Deere Skid Steer](#)
6. Review of November 17, 2021, Agenda Item 8: [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Park Engineering, in the Total Amount of \\$176,958 for Construction Management Services for the RVSD Headquarters Consolidation Project](#)
7. Review of November 17, 2021, Agenda Item 9: [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 4 to the Master Services Agreement with Harris & Associates, Inc. for Design and Engineering Services During Construction \(ESDC\) for FY 2022/23 Gravity Sewer Improvements Project \(#953\) in the Amount of \\$305,363](#)
8. Review of November 17, 2021, Agenda Item 10: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve a Lease Agreement with Enterprise Fleet Management for Three 2022 Ford F-350 Trucks and Two Additional Budgeted Vehicles Not to Exceed the Amount of \\$200,000 for a Five-Year Term](#)

### ***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, October 19, 2021  
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney  
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: 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

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 October 19, 2021.

**Item # 3 – Approval of September 14, 2021, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for September 14, 2021.

**Item # 4 - Review of October 20, 2021, Agenda Item 11.c.: Accept the Interim Financial Statements of August 2021**

The Committee reviewed the interim financial statements and offered policy direction regarding funding allocation to banks rather than investments in LAIF. GM Moore said that those projections are affected by capital project expenses, and staff responded that they review this item. The Committee reviewed other items such as debt service calculations, OPEB unfunded liability, operating reserve levels, and specific check register items.

**Adjourn:** The Committee adjourned the meeting at 11:20 a.m.