



# 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 17, 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 October 20, 2020, Finance Committee Meeting Notes
4. Review of November 18, 2020, Agenda Item 11.c.: Accept the Interim Financial Statements of September 2020

5. Review of November 18, 2020, Agenda Item 11.d.: Repeal Resolution No. 20-1588 and Adopt Resolution No. 20-1596 Approving Salary and Benefit Schedules for Unrepresented Employees of the District
6. Review of November 18, 2020, Agenda Item 12: Consideration of Adopting Resolution No. 20-1598 Approving Expanded Eligibility for the Sewer Service Charge Assistance Program to Non-Profit, Low-Income Affordable Housing Developments
7. Review of November 18, 2020, Agenda Item 14: Discussion of a Cost Recovery Program for Interagency Work Assistance and Consideration of Authorizing the General Manager to Enter into Agreements with Agencies in Marin County for Interagency Work Assistance

### ***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 20, 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 11:00 a.m.

**Item # 2 - Approval of Agenda**

The Committee approved the meeting agenda for October 20, 2020.

**Item # 3 – Approval of September 15, 2020, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for September 15, 2020.

**Item # 4 - Review of October 20, 2020, Agenda Item 7.b.: Accept the Interim Financial Statements of August 2020**

The Committee reviewed the monthly financial statements and discussed the Marin Health capacity charge payment, the potential impact on the system, the use of the District's operating reserve. The Committee also reviewed particular items on the check register.

**Item # 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**

The Committee congratulated staff for their work to earn this award.

**Item # 6 – Review of October 21, 2020, Agenda Item 7.e.: Approve Contract Change Order No. 5 in the Revised Amount of a Credit of \$(189,546.91)**

The Committee discussed the clerical error that needs to be corrected on the record for the final contract amount. GM Moore clarified that the District does not need to file another Notice of Completion. Also, the Committee confirmed that no retention has been released to the contractor.

**Item # 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**

GM Moore said that these two items do not have a financial component, but staff is available if the Committee has any questions.

**Item # 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**

President Sylla gave context to the history of the project, and the Committee briefly reviewed the construction details of this project. GM Moore added that Nute Engineering also provided consulting assistance to correct defects and bring the system to the District standards and specifications. AGM Newhouse added that members of the HOA may be in attendance at the regular meeting on October 21.

**Item # 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**

GM Moore reviewed his reasons for selecting Nute Engineering for the project including familiarity with the project, proposed budget, and that they are the original designers of many of these smaller lift stations. President Sylla said that she was glad to do work with Nute Engineering.

**Item # 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.**

GM Moore told the Committee that this work is intentionally done close to the wet season for the best chance of environment rehabilitation. The Committee reviewed the total budget and construction details, including change orders for additional fertilizer and unearthing a buried storm drain. They also reviewed the contractor’s project experience and parcel information.

**Adjourn:** The Committee adjourned the meeting at 11:47 p.m.