



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

SPECIAL FINANCE COMMITTEE MEETING AGENDA

Tuesday, February 9, 2021 – 10:00 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 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 January 19, 2021, Finance Committee Meeting Notes
4. Review of February 10, 2021, Agenda Item 11.c.: Accept the Mid-Year Financials for the First Half of Fiscal Year (FY) 2020-21
 - [Agenda Item](#)

5. Review of February 10, 2021, Agenda Item 12: Consideration of an Appeal for a Retroactive Lateral Replacement Grant at 27 Terrace Avenue in Kentfield
 - [Agenda Item](#)

6. Review of February 10, 2021, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Task Orders 11 and 12 with Jill Barnes Consulting, in the Total Amount of \$130,660 for Project Management Support Services on the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project No. 947) and Consultant Selection for Construction Management Services for FY 20/21 Gravity Sewer Improvements Project (Project No. 951)
 - [Agenda Item](#)

7. Review of February 10, 2021, Agenda Item 14: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 6 with Psomas, Inc., in the Total Amount of \$265,610, for Construction Management Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project # 947)
 - [Agenda Item](#)

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 January 19, 2021
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 Cooper, Clerk of the Board
Melvin Garcia, Finance Supervisor
Stephen Miksis, Operations & Maintenance Manager
Paul Pham, Chavan & Associates

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 January 19, 2021. The Committee agreed to review Item 7 after Item 3 to accommodate a present consultant.

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

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

Item # 7 - Review of January 20, 2021, Agenda Item 14: Consideration of Accepting the Fiscal Year (FY) 2019-20 Financial Audit and Comprehensive Annual Financial Report (CAFR)

AGM Newhouse introduced this item and told the Committee that this is the fourth audit completed by Chavan & Associates. She introduced Paul Pham from Chavan & Associates, and he reviewed the auditing process and changes from previous years. Director Gaffney offered several small notes and questions on the item including wording changes, term definitions, debt service maturities, and the removal of the Larkspur seat from the CMSA Commission. President Sylla thanked staff for their efforts.

Item # 4 - Review of January 19, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of November 2020

The Committee reviewed the monthly financial statements with clarifications related to specific budget items, treatment plant costs, and the lateral grants and loans issued for the month. They also reviewed incoming ERAF funding that will appear on a future report.

President Sylla made a note on the budget item for claims/premiums and her reimbursement line item in the check register.

Item # 5 – Review of January 20, 2021, Agenda Item 12: Consideration of Adopting Resolution No. 21-1600 Reducing Sewer Connection Fees for the Senior Housing Facility at 1 Lincoln Park, San Anselmo

GM Moore introduced this item as an opportunity for the Board to modify capacity charges for specific projects per Ordinance 92. The organization requested a 50% reduction in capacity charges. He noted the location of the project in relation to the District's sewer infrastructure and concluded that the lines can handle the increased capacity from this project.

Director Gaffney expressed concern that the residents would not see the benefits of this reduction, since this is a for-profit venture. There are also only two low-income units in the developments. AGM Newhouse reviewed the difference between the language in Ordinance 92 and the recently expanded Sewer Service Change Assistance Program. She outlined the specific parameters of this project. The Committee was interested in the full Board's discussion on the item. AGM Newhouse reviewed the ordinance language clarifying the Board's discretion to justify reductions. GM Moore reviewed other attachments to the Board item and the costs related to this project and developing senior housing.

Item # 6 – Review of January 20, 2021, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Master Services Agreement and Task Order Nos. 1, 2 and 3 with Harris & Associates, Inc. to Provide Design and Engineering Services during Construction (ESDC) for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements, Winship Capacity Improvements and Bridge Sewer Relocation, and Nokomis Bridge Sewer Relocation Projects for an Amount Not to Exceed \$417,271 (Project Nos. 947, 946, and 952)

GM Moore introduced this item and explained the necessity to clean up and repackage the contracts with this contractor. He described the capital work delays with bridge relocation projects, confusing contract language that was embedded in the previous contracts, and a portion of the budget was already approved through previous contracts. He told the Committee about the team and the intended construction timeline for this year's projects.

Director Gaffney asked about other Master Service Agreements that the District holds with contractors, the timeline for design work, and the likelihood of continued project delays.

Adjourn: The Committee adjourned the meeting at 11:53 p.m.