



# 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, March 14, 2023 – 11:00 a.m. 2960 Kerner Blvd. San Rafael, 94901 – Crew Room

**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 February 13, 2022, Finance Committee Meeting Notes
4. Review of March 15, 2023, Agenda Item 11.b.: [Accept the February 2023 Monthly Financials](#)
5. Review of March 15, 2023, Agenda Item 12: [Consideration of Authorizing the General Manager Upon Review and Approval of Counsel to Execute Amendment No. 1 to the Contract for Real Estate Services with Century Urban Not to Exceed \\$50,000](#)
6. Review of March 15, 2023, Agenda Item 13: [Consideration of Approving Contract Change Order No. 1 in the Amount Not to Exceed \\$106,178 for Additional Work on the PS14, 24, 25 Larkspur Pump Stations Improvements Project \(#906\) with Pacific Infrastructure Corporation](#)
7. Review of March 15, 2023, Agenda Item 14: [Consideration of Approving Contract Change Order No. 4 in the Amount Not to Exceed \\$104,610 for Additional Work on the FY 22/23 Gravity Sewer Improvements Project \(#953\) with Glosage Engineering, 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 SPECIAL MEETING NOTES**

Monday February 13, 2023  
11:00 a.m.

via Zoom

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  
Paul Bruemmer, Operations and Maintenance Manager  
Corey Spray, Finance Supervisor

Public Present: None

**Item # 1 – Call Meeting to Order**

The meeting was called to order by President Gaffney at 11:08 a.m.

**Item # 2 – Approval of Agenda**

The Committee approved the agenda of this meeting.

**Item # 3 – Approval of January 17, 2023, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for January 17, 2023.

**Item # 4 – Review of February 15, 2023, Agenda Item 7.b.: Accept the January 2023 Monthly Financials**

AGM Newhouse asked the Finance Committee if they would like to review items before it is presented before the full Board. President Gaffney noted some highlights with the new format and asked questions regarding the descriptions of the fixed asset register and the capital improvement reserve. Director Sylla asked for clarification of the unassigned balance reserves. President Gaffney requested a staff presentation at the regular meeting. The Committee reviewed specific line items like the supply vending machines, updated GPS locators, and pipe cleaning replacement nozzles.

**Item # 5 – Review of February 15, 2023, Agenda Item 7.d.: Approve Disposal of Surplus District-Owned Equipment**

Operations & Maintenance Manager Paul Bruemmer told the Committee that the forklift vendor offered to do a consignment sale for the old equipment. The forklift was already replaced and will be removed from the fixed asset register.

**Adjourn:** The Committee adjourned the meeting at 11:33 a.m.