



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, March 15, 2022 – 2:00 p.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 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 February 16, 2022, Finance Committee Meeting Notes
4. Review of March 16, 2022, Agenda Item 7.c.: [Accept the Interim Financial Statements of January 2022](#)

5. [Consideration of Approving Amendment No. 1 to Task Order No. 6 of Consultant Services Master Services Agreement with Psomas, Inc. for Construction Management and Inspection Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project \(Project # 947\) in an Amount Not to Exceed \\$76,324.88](#)
6. Review of March 16, 2022, Agenda Item 8: [Consideration of Approving Amendment No. 1 to Task Order No. 5 of Consultant Services Master Services Agreement with Nute Engineering for Engineering Services for Design and During Construction for the PS 14, 24, 25 Larkspur Pump Station Improvements Project \(Project #906\) in an Amount Not to Exceed \\$84,765](#)
7. Review of March 16, 2022, Agenda Item 9: [Consideration of Approving Amendment No. 1 to Task Order No. 6 of Consultant Services Master Services Agreement with Psomas, Inc. for Construction Management and Inspection Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project \(Project # 947\) in an Amount Not to Exceed \\$76,324.88](#)

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, February 15, 2022
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Pamela Meigs
Michael Boorstein

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Corey Spray, Finance Supervisor
Justin Seufert, Psomas
Paul Pham, Chavan and 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 amended the meeting agenda for February 15, 2022, to discuss Item 5 after Item 3 to accommodate a present consultant.

Item # 3 – Approval of January 18, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for January 18, 2022.

Item # 5 - Review of February 16, 2022, Agenda Item 7.e.: Approve Contract Change Order No. 4 for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines Incorporated, in the Amount of \$87,670.75

GM Moore described the scope and construction details of this project, which is near completion. Justin Seufert from Psomas provided additional context for the item, including the projected timeline for completion. Director Gaffney asked about the change order relative to the budget for the portions of the project covered by State Revolving Funds (SRF). President Kelly asked about paving restoration on Butterfield and condition of the removed line. The

Committee discussed the replacement of private laterals in conjunction with the sewer improvements.

Note: The Committee agreed to review Item 6 next to accommodate the present consultant from Chavan and Associates.

Item # 6 - Review of February 16, 2022, Agenda Item 8: Consideration of Accepting the Fiscal Year (FY) 2020-21 Financial Audit and Annual Comprehensive Financial Report (ACFR)

Paul Pham from Chavan and Associates told the Committee that the District received a clean audit this year, despite staffing changes. He gave some additional details about the report, and commended staff for their effort. AGM Newhouse reiterated the positive financial position of the District and thanked Finance Supervisor Corey Spray for his contributions. The Committee asked questions regarding the outstanding OPEB and pension liabilities, capital project spending, and minor inconsistencies between the report and the updated financial policies. Director Gaffney suggested changes to the report to streamline language.

The Committee asked for further clarification on the RVPFA audit documentation.

Note: The Committee agreed to review Item 7 next to accommodate the present consultant from Chavan and Associates.

Item # 7 - Review of February 16, 2022, Agenda Item 9: Consideration of Approving a One-Year Contract Term Extension Amendment to the Consultant Services Agreement with Chavan & Associates, LLP to perform Audit Services for Fiscal 2021-22, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement

The Committee reviewed this item and discussed the basis for the contract extension.

Item # 4 - Review of February 16, 2022, Agenda Item 7.b.: Accept the Mid-Year Financials for the First Half of Fiscal Year (FY) 2021-22

AGM Newhouse introduced this item and reviewed the mid-year report. The Committee reviewed the reports including the revenue received in December. President Kelly commented on specific line items like staff vacancies, operating budget expenditures, and the summary of legal fees. Director Gaffney expressed support for sending staff to conferences for professional development.

Item # 8 - Review of the Ross Valley Public Financing Authority February 16, 2022, Agenda Item 6: Consideration of Accepting the Fiscal Year 2020-21 Financial Audit of the Ross Valley Public Financing Authority (RVPFA)

The Committee reviewed this item with Chavan and Associates in conjunction with the District ACFR discussion.

Adjourn: The Committee adjourned the meeting at 11:56 a.m.