



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

Ph: 415.259.2949 Fax: 415.460.2149

Directors: Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla

REGULAR FINANCE COMMITTEE MEETING AGENDA Tuesday, May 17, 2022 – 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://us06web.zoom.us/j/87503322148?pwd=UTNYaHlXNmQwZ0o1NkpiQ3JxK1ByUT09>

Call In Phone number: **+1 (669) 900-6833**

Meeting ID: **875-0332-2148**

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 April 20, 2022, Finance Committee Meeting Notes
4. Review of May 18, 2022, Agenda Item 7.b.: [Accept the Monthly Financial Statements of March 2022](#)

5. Review of May 18, 2022, Agenda Item 7.d.: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order No. 21 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the FY 2022/23 Gravity Sewer Improvements Project \(Project #953\) for an Amount Not to Exceed \\$57,965](#)
6. Review of May 18, 2022, Agenda Item 8: [Consideration of Accepting the District's Draft Fiscal Year 2022-23 Budget](#)

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**

Tuesday, April 19, 2022
1:00 p.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
Corey Spray, Finance Supervisor
Courtney Buel, Management Analyst I
Justin Seufert, Psomas
Rosalyn Brandt, Rosalyn Brandt Design Associates
Ira Summer, GovInvest

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 1:01 p.m.

Item # 2 - Approval of Agenda

The Committee amended the agenda to review Items 5, 9, and 8 after Item 2 to accommodate the present consultants.

Item # 5 - Review of April 20, 2022, Agenda Item 7.e.: Approve Contract Change Order No. 5 for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (#947), with Ranger Pipelines Incorporated, in the Amount of \$63,691.96

Justin Seufert from Psomas explained the funding sources for different components of this capital project related to street paving. He also reviewed these costs as a percentage of the total project. President Kelly stated that he approves of the paving after the recent work in the area, and the Committee reviewed the material details.

Item # 9 - Review of April 20, 2022, Agenda Item 9: Consideration of Authorizing the General Manager to Execute an Amendment to an Approved Consultant Services Agreement with Rosalyn Brandt Design Associates, Related to Project Management for the RVSD Headquarters Consolidation Project

AGM Newhouse reviewed the original agreement and scope of services with Rosalyn Brandt as well as the expected next steps for interior design and move management. The Committee discussed the timeline for 1111 Andersen and additional details.

Item # 8 - Review of April 20, 2022, Agenda Item 8: Consideration of Accepting the District's Defined Benefit Pension Plan and OPEB Valuation Reports as of Measurement Date June 30, 2020; and Discussion and Direction on CEPPT and CERBT Investment Strategies

AGM Newhouse introduced the actuarial reports, unfunded liabilities, and the two established trusts included in this item. She reviewed the financial policies that guide the District's investments. Ira Summer from GovInvest gave a presentation reviewing the Other Post Employment Benefits (OPEB) and pension liabilities of the District. He compared the unfunded liabilities to other districts in the CalPERS risk pool, funding strategies, and offered options to use the assets currently in the investment trust. The Committee discussed these options and stated their preferences regarding the funding plan for the pension and OPEB liabilities.

They also discussed the employee funded benefit and its effect on the OPEB liability. AGM Newhouse offered options to expedite the funding of the OPEB liability with additional investment.

Item # 3 – Approval of March 15, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for March 15, 2022.

Item # 4 - Review of April 20, 2022, Agenda Item 7.c.: Accept the Interim Financial Statements of February 2022

The Committee reviewed the interim financial statements for February, including comments on the revenue summary setting up a pay-go capital program. Director Gaffney made a suggestion to indicate employee-funded check register items.

Item # 6 - Review of April 20, 2022, Agenda Item 7.f.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Contract with Primex for the Lift Station Level Controllers Project, (# 935) in an Amount Not to Exceed \$99,842

GM Moore introduced this item to address the replacement lift station components and this new software will be more integrated with CMSA monitoring programs. The Committee asked about the anticipated cost, and GM Moore reviewed the qualifications of the three quotes.

Item # 7 - Review of April 20, 2022, Agenda Item 7.g.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment to Bay City Electric Works in the Amount of \$95,591.84 for the Purchase of a Towable Kohler Diesel Powered Generator

GM Moore introduced this item and reviewed the critical need for this generator should there be a power outage in a certain service area of the District in response to the PG&E power shutoffs of the last few years. Management Analyst Courtney Buel detailed the specific dimensions needed, the long supply lead time, and how the District sourced the item.

Item # 10 - Review of April 20, 2022, Agenda Item 11: Consideration of Authorizing the General Manager to Grant a Temporary Construction Easement on the 2000 Larkspur Landing Circle Property to Pacific Gas & Electric (PG&E) for its Electric Transmission Tower Relocation/Replacement Project

GM Moore reviewed the need for PG&E to replace a transmission tower and their request to utilize the Larkspur Landing property as a construction staging area. GM Moore detailed the lease items and expectations of the District for the work agreement. Director Gaffney asked if there are any contaminants involved in this project, and GM Moore said that it was a low likelihood.

Item # 11 - Review of April 20, 2022, Agenda Item 12.b.: Press Release: Fitch Revises Ross Valley Sanitary District, CA's Outlook to Positive; Affirms 'AA-' Ratings

AGM Newhouse introduced this item regarding a change in the Fitch credit rating increase. Staff reviewed the types of questions involved in the annual status review. The Committee discussed items that may further improve the credit rating.

Adjourn: The Committee adjourned the meeting at 2:43 p.m.

This Page is Intentionally Blank