



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 18, 2021 – 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 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, 2021, Finance Committee Meeting Notes
4. Review of May 19, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of March 2021
 - [Agenda Item](#)

5. Review of May 19, 2021, Agenda Item 11.c.: Approve Contract Change Order Nos. 9 and 10 in the amount of \$63,619.31 and (\$56,896.77), Respectively; Adopt Resolution No. 21-1603 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the Laurel Grove Sewer Rehabilitation Project, with Glosage Engineering, Incorporated (Project # 949)
 - [Agenda Item](#)
6. Review of May 19, 2021, Agenda Item 12: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Park Engineering, Inc., in the Total Amount of \$516,140 for Construction Management Services for the 20/21 Gravity Sewer Improvements Project (Project # 951)
 - [Agenda Item](#)
7. Review of May 19, 2021, Agenda Item 13: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines, Inc., in an Amount Not to Exceed \$2,177,140 (Project # 947)
 - [Agenda Item](#)
8. Review of May 19, 2021, Agenda Item 14: Consideration of Accepting the Draft Fiscal Year 2021-22 Budget
 - [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, April 20, 2021
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Mary Sylla

Committee

Members Absent: None.

Board Directors

Present: Michael Boorstein

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Melvin Garcia, Finance Supervisor
Ira Summer, GovInvest

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by President Sylla at 11:01 a.m.

Item # 2 - Approval of Agenda

The Committee amended the meeting agenda for April 20, 2021, to review Item 6 next to accommodate the current consultant.

Item # 6 – Review of April 21, 2021, Agenda Item 9: Consideration of Accepting the District's Defined Benefit Pension Plan Valuation Reports as of June 30, 2019, and the GASB 75 OPEB Valuation Report Measured as of June 30, 2019

AGM Newhouse introduced this item and offered history and context related to the approved software, GovInvest, and previous payments to unfunded liabilities made by the District. She introduced Ira Summer from GovInvest for a presentation. First, he described pension funding concepts and causes for unfunded liabilities, and reviewed CalPERS history of investment returns and offered details on average returns. Then, he showed specific information about the District's position compared to other agencies. Finally, he described potential directions the pension liability will go in the future.

For the Other Post-Employment Benefits (OPEB) portion of the presentation, he explained the District's current position, the regular contribution schedule, and the District's approved schedule and anticipated plan to fund this liability. He added information regarding the

employee paid enhanced retiree benefit, and he recommended revisiting this program to make any necessary adjustments.

Director Gaffney said that the full Board should review these positions as a future item and increase the investment amount to pay down the liability faster. AGM Newhouse agreed and suggested that the review come after CalPERS makes recommendations for discount adjustments later this year. Director Gaffney thanked Mr. Summer for his clear report.

Item # 3 – Approval of March 16, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for March 16, 2021.

Item # 4 - Review of April 21, 2021, Agenda Item 7.c.: Accept the Interim Financial Statements of February 2021

The Committee reviewed the interim financial statements, and Director Gaffney suggested labelling a chart differently to improve clarity. AGM Newhouse agreed and suggested changes to this report beginning next fiscal year. President Sylla asked about a few line items, and AGM Newhouse provided clarification.

Director Gaffney asked about the annual number of lateral grants, and the Committee discussed the number of grants compared to the budget amount as well as lateral enforcement programs.

Item # 5 – Review of April 21, 2021, Agenda Item 8: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 7 with Psomas, Inc., in the Total Amount of \$223,003, for Construction Management Services for the PS 14, 24, 25 Larkspur Pump Stations Improvements Project (Project # 906)

GM Moore described this item and reviewed the rationale for the sole source recommendation. He described the benefits of using this consultant for the final portion of the pump station projects, as well as the proposed budget for this project given the delicate nature of the project.

Director Gaffney added that the three locations are very close to a creek, so the need for care is quite high. GM Moore added that this firm has previously come in on projects under budget.

Adjourn: The Committee adjourned the meeting at 12:28 p.m.