



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, June 15, 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 May 19, 2021, Finance Committee Meeting Notes
4. Review of June 16, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of April 2021
 - [Agenda Item](#)

5. Review of June 16, 2021, Agenda Item 11.e.: Adopt Administrative Amendments to Ordinance 100 and Ordinance 101
 - [Agenda Item](#)
6. Review of June 16, 2021, Agenda Item 11.f.: Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Amendment No. 1 to Task Order No. 5 with Psomas for \$45,020, for Construction Management of the Laurel Grove Sewer Rehabilitation Project (Project #949)
 - [Agenda Item](#)
7. Review of June 16, 2021, Agenda Item 13: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the 20/21 Gravity Sewer Improvements Project, with Glosage Engineering, Inc., in the Amount Not to Exceed \$4,370,172 (Project #951)
 - [Agenda Item](#)
8. Review of June 16, 2021, Agenda Item 14: Consideration of Adopting Resolution No. 21-1604 Adopting the Budget for Fiscal Year 2021-22
 - [Agenda Item](#)
9. Review of June 16, 2021, Agenda Item 15: Consideration of Adopting Resolution No. 21-1605 Approving Salary and Benefit Schedule for Unrepresented Employees of the District
 - [Agenda Item](#)
10. Review of June 16, 2021, Agenda Item 16: Consideration of Approving Amendment to Assistant General Manager Contract Effective July 1, 2021
 - [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, May 18, 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
Phil Benedetti, Associate Engineer
Justin Seufert, Psomas
Jaemin Park, Park Engineering

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 May 18, 2021, to review Items 5 and 6 next to accommodate the current consultant.

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)

GM Moore introduced this item and reviewed the project's complexity, the inclusion of additional work, and the included change orders. He shared his screen to show an image of the sewer infrastructure in relation to other utility lines. He summarized the completed construction work, project collaborators, and the costs.

Justin Seufert from Psomas elaborated on specific aspects of the construction project, lateral replacement constraints, and the ways that this project will benefit future construction projects. He highlighted the hurdles that the project faced, including changing requirements and restoration efforts.

Director Gaffney discussed the cost effectiveness of the change orders for unanticipated work related to this construction.

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)

Phil Benedetti introduced Jaemin Park of Park Engineering, which is the top candidate for the upcoming capital project based on the qualifications-based selection process. He highlighted their qualifications and experience to the Committee. Mr. Park thanked the District for the opportunity to work together and the construction portion of the project is relatively straightforward. He also told the Committee about his project team that has previously worked in Marin County with public agencies.

Director Gaffney asked where their offices were located and gave a few specific comments on the selection process. Associate Engineer Benedetti reviewed the scoresheet and the top candidate rankings. He told the Committee that staff was diligent to check references for the candidates, and they discussed the District precedent for selecting consultants.

Item # 3 – Approval of April 20, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for April 20, 2021 with Director Gaffney offering additional comment on Item 4 in the notes.

Item # 4 - Review of May 19, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of March 2021

President Sylla commented on a check register item related to an exiting employee, and Director Gaffney had a clarifying question regarding interest accrual. He also asked questions related to maintenance overtime costs. The Committee noted the lateral replacement grants and loans, which are currently under budget. They also noted the cost of reimbursing the City of Larkspur for repaving projects which adjust District infrastructure.

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)

GM Moore introduced this item as the final phase of a multi-year improvement project. He reviewed the SRF loan related to this project, the positive bid process, and the anticipated community outreach.

Director Gaffney recalled a dispute with the contractor on a previous project, its resolution, and its speculative benefit on this bid submittal. Associate Engineer Benedetti added detail on their proposed project costs.

Item # 8 – Review of May 19, 2021, Agenda Item 14: Consideration of Accepting the Draft Fiscal Year 2021-22 Budget

GM Moore introduced this item and told the Committee that this budget reflects the Board's direction to move to a pay-go system. AGM Newhouse reviewed the recently published figure that will affect cost-of-living increases for salaries, and the budget will need revision to include modifications based on this item.

The Committee had comments on specific budget items including commercial strength sewer service charges, rate increases, CMSA contribution reductions, ad valorem taxes, reserve fund targets, lateral grant program funds, and bond maturity schedules. GM Moore commented on the District's ability to absorb unanticipated issues and remain on track based on assumptions from the recent rate study.

Adjourn: The Committee adjourned the meeting at 12:44 p.m.