



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, July 19, 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 June 14, 2022, Finance Committee Meeting Notes
4. Review of July 20, 2022, Agenda Item 8.b.: [Accept the Monthly Financial Statements of May 2022](#)

5. Review of July 20, 2022, Agenda Item 8.c.: [Accept the Year-End Financial Statements of Fiscal Year 2021/2022](#)
6. Review of July 20, 2022, Agenda Item 8.e.: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order No. 4 in the Amount of \\$65,000 with Weir Andrewson Architects for Architectural and Structural Design Services](#)
7. Review of July 20, 2022, Agenda Item 8.f.: [Approve Annual Managed Services with IT Hub LLC for Information Technology \(IT\) Support in Fiscal Year 2022-23 for an Amount Not to Exceed \\$87,000](#)
8. Review of July 20, 2022, Agenda Item 8.g.: [Adopt Resolution No. 22-1627 Determining the Annual Appropriation Limit for the Budget Fiscal Year 2023](#)
9. [Review of July 20, 2022, Agenda Item 9: Conduct Public Hearing and Consideration of Adopting of Resolution No. 22-1628 Approving the Report of Sewer Service Charges for Fiscal Year 2022/23 and Directing the Filing of Charges for Collection by the County Tax Collector](#)
10. Review of July 20, 2022, Agenda Item 10: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Payment in the Total Amount of \\$178,589.12 to QOVO Solutions, Inc. for the Installation of Verkada Video Surveillance, Access Control, Alarm System, and Guest Management Integrations at 1111 Andersen Drive](#)
11. Review of July 20, 2022, Agenda Item 11: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve a Master Services Agreement with Ardurra and Task Order No. 1 for an Amount Not to Exceed \\$150,000](#)
12. Review of July 20, 2022, Agenda Item 12: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Sourcewell Contract Purchase Agreement in the Total Amount of \\$373,624.95 to Vac-Con for a Vac-Con V230H/500 Combination Sewer Cleaning Truck](#)

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, June 14, 2022
11:00 a.m.

via Zoom

Committee

Members Present: Thomas Gaffney
Doug Kelly

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
Austin Cho, Downey Brand
Phil Benedetti, Associate Engineer
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Justin Seufert, Psomas
Jaemin Park, Park Engineering
Mark Wilson, Nute 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 agenda for the June 14, 2022, to consider Items 7 and 8 after Item 3 to accommodate present consultants.

Item # 3 – Approval of May 17, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for May 17, 2022.

Item # 7 - Review of June 15, 2022, Agenda Item 7.g.: Approve Contract Change Order No. 6 in the Amount of a Credit of \$(172,057.48); Adopt Resolution No. 22-1623 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines, Incorporated

GM Moore introduced this item and reviewed the balancing change order, Notice of Completion, and the total contract amount. Justin Seufert from Psomas reported on the SRF funding for a portion of the project, construction details, and changes to the work based on field conditions. He added that the City of San Anselmo intends to do additional paving next year. GM Moore thanked Mr. Seufert for his diligent work on this project.

Item # 8 - Review of June 15, 2022, Agenda Item 8: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve an Amendment to Task Order No. 8 with Nute Engineering for Design Engineering Services for the LS20 (Larkspur Landing A) Lift Station Improvements Project, to add LS31 (Via La Brisa) and LS32 (Corte del Bayo) for an Amount Not to Exceed \$99,434

GM Moore introduced this item and reviewed the initial contract, the current difficulties with Lift Station 20, and the benefits of improving stations based on risk assessment. Mark Wilson from Nute Engineering said that the three stations are similar and will have the same electrical treatment. He also noted the design considerations for the surrounding neighborhoods. The Committee asked questions about the project risk and the remaining pump station rehabilitations.

Note: The Committee agreed to amend the agenda to consider Items 9 and 10 next to accommodate a present consultant.

Item # 9 - Review of June 15, 2022, Agenda Item 9: Consideration of Approving Contract Change Order No. 5 in the Amount Not to Exceed \$666,452 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project (#951) with Glosage Engineering, Inc.

GM Moore reviewed the additional work completed during construction to address issues that appeared in the field. Associate Engineer Phil Benedetti highlighted the overall savings from Glosage Engineering as a responsive and effective contractor. Jaemin Park from Park Engineering added that the work will be useful for decades and using the contractor currently in the field saves costs on bidding and opening the street. The Committee agreed that this was the most efficient way to do some of this capital work.

Item # 10 - Review of June 15, 2022, Agenda Item 10: Consideration of Approving Contract Change Order No. 6 in the Amount Not to Exceed \$222,748 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project (#951) with Glosage Engineering, Inc.

GM Moore described the location of this work and the need to rectify a bottleneck in the sewer line. Associate Engineer Benedetti said that this area is an area of high inflow and infiltration (I&I) and other complex field situations. President Kelly asked if there was an estimate for the I&I in the area, and Associate Engineer Benedetti gave a rough estimate based on qualitative field observations.

Item # 4 - Review of June 15, 2022, Agenda Item 7.b.: Accept the Monthly Financial Statements of April 2022

The Committee reviewed specific items in the monthly financial statements including insurance and bank transactions. President Kelly asked for a note that indicates that CEPPT will pay the liability. The Committee also discussed line items on the check register.

Item # 5 - Review of June 15, 2022, Agenda Item 7.d.: Approve Disposal of Surplus District-Owned Equipment

AGM Newhouse reviewed this item and described the surplus of these items based on the approved Financial Policies. Director Gaffney asked if staff would sell any of them, and AGM Newhouse said that they intend to sell the fire safe.

Item # 6 - Review of June 15, 2022, Agenda Item 7.e.: Approve Removal of Fourteen Obsolete Items from the District's Fixed Assets

The Committee discussed this item in conjunction with Item 5. The District no longer has possession of these items, so the District will not be selling them.

Item # 11 - Review of June 15, 2022, Agenda Item 13: Consideration of Adopting Resolution No. 22-1624 to Adopt the Fiscal Year 2022-23 Budget

The Committee discussed the increase in departmental costs. AGM Newhouse said this is likely due to filling open positions and inflation. She also added the 4.5% COLA increase is based on the most recent CPI. The Committee also reviewed moving costs to 1111 Andersen to the proposed budget, classification of other revenue, CMSA charges, and the summary of bond calls.

Item # 12 - Review of June 15, 2022, Agenda Item 14: Consideration of Adopting Resolution No. 22-1625 Approving Salary and Benefit Schedule for Unrepresented Employees of the District

AGM Newhouse reviewed this item which accompanies the annual budget. The Committee discussed changes which improve the District's recruitment strategy.

Adjourn: The Committee adjourned the meeting at 12:36 p.m.

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