



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, September 14, 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 August 17, 2021, Finance Committee Meeting Notes
4. Review of September 15, 2021, Agenda Item 11.b.: [Accept the Interim Financial Statements of July 2021](#)

5. Review of September 15, 2021, Agenda Item 11.c.: [Approve Purchase of Replacement CCTV Push Cameras for an Amount Not to Exceed \\$81,471.48](#)
6. Review of September 15, 2021, Agenda Item 11.d.: [Approve a One-Year Lease Amendment with Andersen Place Associates to be Executed by the General Manager for a Total Amount of \\$50,976](#)
7. Review of September 15, 2021, Agenda Item 12: [Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 8 with Nute Engineering for Design Engineering Services for the LS20 \(Larkspur Landing A\) Lift Station Improvements Project, for an Amount Not to Exceed \\$87,708](#)
8. Review of September 15, 2021, Agenda Item 13: [Discussion and Direction on CEPPT and CERBT Fund Investment](#)

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, August 17, 2021
11:00 a.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
Melvin Garcia, Finance Supervisor

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:01 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for August 17, 2021.

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

The Committee approved the Finance Committee notes for July 20, 2021.

Item # 4 - Review of August 17, 2021, Agenda Item 11.b.: Accept the Year-End Financial Statements of Fiscal Year 2020/2021

AGM Newhouse introduced this item and described the successes reflected in this report. She thanked Finance Supervisor Melvin Garcia for his diligence in the monthly reports and keen reporting of revenue and expenditures. She explained the context of specific line items including office supplies, claims management, and information on pension and OPEB liabilities.

Director Gaffney offered questions and comments regarding the debt service summary, the bond ratings, and the funding strategies for the pension trust. He said he would like to review the strategies at a future Board meeting. The Committee reviewed the check register portion of this report.

Item # 5 – Review of August 17, 2021, Agenda Item 12: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Ross Creek Sewer Removal Project (Project # 944) with Coastside Concrete and Construction in the Amount Not to Exceed \$82,500

GM Moore reported that this item relates to the removal of an abandoned sewer in the creek. He told the Board that this project is the recipient of a grant. This low bid contractor was selected through the informal bidding process adopted in Ordinance No. 110. The Committee discussed the benefits of this chosen process and construction details of the capital project. They expressed support for the project and the use of informal bidding for this work.

Item # 6 – Review of August 17, 2021, Agenda Item 13: Consideration of Approving Disposal of Surplus District-Owned Equipment

GM Moore highlighted the technology that the District does use effectively, and how that differs from the items recommended for surplus. The Committee commended the effort by staff.

Director Gaffney suggested raising the threshold for the value of items brought to the Board. GM Moore said there will be many items declared surplus in the moving process to 1111 Andersen. AGM Newhouse said that staff could include the suggestion in an update to the Financial Policies.

Adjourn: The Committee adjourned the meeting at 11:54 a.m.