

**ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES**

Wednesday, April 21, 2021
5:00 PM

Via GoToMeeting

Directors Present: Michael Boorstein (Arrived 5:04 p.m.)
Thomas Gaffney (Arrived 6:23 p.m.)
Doug Kelly
Pamela Meigs
Mary Sylla

Directors Absent: None.

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Andrea Clark, District Counsel
Ira Summer, GovInvest

Public Present: None.

Note: These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which will be available on the District's website at www.rvsd.org.

Item # 1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Sylla at 5:01 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 - Approval of Agenda

Motion: M/s Kelly/Meigs to Approve the Amended Agenda
Vote: Ayes: Kelly, Meigs, Sylla Noes: None. Absent: Boorstein, Gaffney Abstain: None
The motion passed.

GM Moore suggested amending the agenda to accommodate the present consultant. The Board agreed to review Item 9 after Item 3.

The motion as stated above carried via a roll-call vote.

Item # 3 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas

There was no public comment or requests for future agendas.

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

<p>Motion: M/s Kelly/Meigs to Accept 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</p>
<p>Vote: Ayes: Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: Gaffney Abstain: None</p>
<p>The motion passed.</p>

AGM Newhouse introduced this item and recalled the District’s partnership with GovInvest and the Board’s direction to increase the annual contribution to pay down the unfunded liability. She introduced Ira Summer from GovInvest for a presentation.

Mr. Summer shared his screen and described the District’s pension position as of June 30, 2019, reviewed the contribution rates, and compared it to other agencies. He differentiated the pension liabilities between Miscellaneous and PEPRAs employees. Next, he reviewed the liability changes based on different CalPERS investment scenarios. Director Kelly asked if the District is on track per the approved funding policy, and Mr. Summer confirmed that it is. The Board discussed CalPERS’ investment strategies and annual returns.

Next, Mr. Summer shifted the presentation to the District’s Other Post-Employment Benefits (OPEB) unfunded liability. He said that the District is set to be 100% funded in 6 years. Director Meigs clarified that this liability did not include the spouse or family benefit costs. Mr. Summer reviewed the employee-funded medical benefit and recommended that a study be done to understand the true cost of this program. The Board thanked him for this presentation and explaining the results.

The motion as stated above carried via a roll-call vote.

Item # 4 – Committees Report Out

Finance Committee – President Sylla reported that the Committee reviewed a more detailed GovInvest presentation and noted that there may be a need for additional contributions. She also reported that the Committee recommended some changes to the interim financial statements that align with staff’s plans to amend the format next fiscal year.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported that CMSA held a public hearing regarding an updated project bid ordinance. He reported on a pilot digester study, and CMSA would like to publish their process to increase energy output levels. He also reviewed the roof replacement of the administrative building, a proposal to change the regular meeting time, and Director Boorstein added that they received a proposal to have beehives on CMSA land.

North Bay Watershed Association (NBWA) – Director Meigs reported the activities for the meeting on April 2nd, which included members reporting on initiatives for family education related to Earth Day.

Item # 5 - Verbal Report by General Manager

GM Moore reported on the Larkspur Landing Circle property’s USEPA approval process. Staff received feedback and they are working with them to further improve the report before approval. He estimated 2-4 weeks for the next phase to be complete.

Then, GM Moore shared his screen to update the Board on the Cease-and-Desist Order (CDO) progress. Staff submitted a report to the Regional Water Board on March 31, 2021. They reviewed the remaining pipe repairs and capital projects, and GM Moore said the next report will be submitted in January 2022.

Next, he shared metrics and website data regarding the easement program which indicates the public’s interest in this initiative.

GM Moore reported that staff brainstormed changes to the permit application process that will be beneficial to an updated lateral grant program. The permit application will require information that is currently only captured in a grant application, and it will go into effect May 17. After this new system is implemented, staff will prepare changes to the grant program for the Board’s review.

He reported that RGS has used the initially allotted 40 hours approved by the Board in April 2020 to draft the COVID-19 Exposure plan. They are now working on the District’s claims to FEMA for related expenses, which are currently in the appeals process.

Lastly, he noted that the allocation of RVSD funds to CMSA is down 1.42% from the last measurement date based on flow. He added that Sanitary District No. 2 is also down by 0.37%. and San Rafael Sanitary District is up 1.79%

Item # 6 - Verbal Report by Board Members and Requests for Future Items

Director Kelly reminded the Board of the Marin LAFCo shared services workshop on April 29.

Director Meigs reported on a Prescription Drug Takeback Event on April 24 in Larkspur.

Item # 7 – Consent Calendar

Motion: M/s Boorstein/Kelly to Accept Items in the Consent Calendar
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: Gaffney Abstain: None
The motion passed.

The motion as stated above carried via a roll-call vote.

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)

<p>Motion: M/s Kelly/Gaffney to Approve and Authorize 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)</p>
<p>Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None</p>
<p>The motion passed.</p>

GM Moore introduced this item as one of the three capital projects set for construction this summer. He said that all three pump stations are in sensitive locations near creeks and waterways. These projects are the last rehabilitations of the major pump stations. He said that Psomas has a good reputation with the public and local agency partners.

Director Kelly asked about the timeline, and GM Moore said that construction will go beyond the summer, since the work is isolated and there are not dust issues. Director Kelly also asked if there is an engineer’s estimate available, and GM Moore responded with a rough estimate of \$1.3 million. Then, Director Kelly asked if there is a possibility that Psomas will come in under budget, and GM Moore said that they were under budget for last year’s force main appurtenance project, so it is possible.

Director Gaffney stressed the location of these pump stations and the necessity for rehabilitation. President Sylla said that this contract is a legally permissible recommendation, but GM Moore will not necessarily be using sole sourcing for future capital projects.

The motion as stated above carried unanimously via a roll-call vote.

Item # 10 – Consideration of Adopting an Administrative Policy for COVID-19 Supplemental Paid Sick Leave (“SPSL”) Under Labor Code § 248.2

<p>Motion: M/s Kelly/Meigs to Adopt an Administrative Policy for COVID-19 Supplemental Paid Sick Leave (“SPSL”) Under Labor Code § 248.2</p>
<p>Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None</p>
<p>The motion passed.</p>

AGM Newhouse introduced this item and told the Board that this is a result of COVID-19 legislation passed in March 2020, creating paid leave for COVID-19 related activities. The proposed policy is retroactive from January 1, 2021 and is set to expire in September 2021.

Director Gaffney asked if employees have taken advantage of the leave, and AGM Newhouse confirmed that several people have for different situations like quarantining after interstate travel or vaccine reactions.

The motion as stated above carried unanimously via a roll-call vote.

Item # 11 - Informational Items

Director Kelly asked about the reported sewer overflow, and GM Moore clarified that it is a Category 1 because it may have affected surface water due to its location. The overflow was due to debris that was removed from a private lateral. The Board discussed recent efforts to collaborate with local plumbers to reduce overflows of this type.

GM Moore said that the line repair crew is doing amazing work to complete the CDO requirements. The Board discussed the benefits of shared services.

Adjourn: The Board adjourned at 6:47 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board