

ITEM 10.a.

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, January 15, 2020
5:00 PM

Ross Valley Sanitary District
2960 Kerner Blvd., San Rafael, CA

Directors Present: Michael Boorstein
Thomas Gaffney
Doug Kelly
Pamela Meigs
Mary Sylla

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia McEntee, Clerk of the Board
Andrea Clark, District Counsel
Suzanne Solomon, Liebert Cassidy Whitmore
Stephen Miksis, Operations and Maintenance Manager
Rosalynd Brandt, Rosalynd Brandt Design Associates
Albert DeLima, WA Architects
Pete Herschelman, ECS Imaging, Inc.
Brian Grove, ECS Imaging, Inc.
Gary Skrel, Psomas
Colin Dudley, Brown and Caldwell

Public Present: Marjorie Sun

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 Boorstein at 5:02 p.m. The Clerk of the Board called roll. The Board recited the Pledge of Allegiance.

Item # 2 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:03 p.m.

Item # 3 – Closed Session

- a) Performance Review Pursuant to Govt. Code Section 54957(b). Title: General Manager

Item # 4 – Reconvene to Open Session

The Board reconvened to Open Session at 6:09 p.m.

Item # 5 – Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

There was nothing to report from Closed Session.

Item # 6 – Approval of Agenda

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

The motion, with the change to move Items # 9 and 10 to after Item # 16, carried unanimously.

Item # 7 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas

Marjorie Sun, resident of San Anselmo, addressed the Board to advocate for a reduction in capacity charges for Type 4 ADUs. Director Kelly asked to review this item on a future agenda.

Item # 8 – Presentation of Proclamation in Appreciation of Service for Inspections Superintendent, Dennis Gavallos

Director Sylla read the proclamation, and the Board commended Mr. Gavallos for his service.

Item # 11 – Consent Calendar

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

Director Meigs asked to review Items # 11.c. and 11.d. First, she asked how these consultants were chosen. AGM Newhouse said that Ms. Brandt was recommended by the staff of Las Gallinas Valley Sanitary District after she completed a project for them. Albert DeLima was the architect that helped staff with the needs assessment and gathering necessary measurements of the building.

President Boorstein said that he understands the need for Ms. Brandt’s services because the District is consolidating several locations as well as building out this new location. Director Gaffney said that the scheduled move in is November 2020, and he appreciated that both firms are local.

Director Meigs clarified with AGM Newhouse whether the WA Architects contract will cover all architectural needs.

The motion as stated above carried unanimously.

Item # 12 – Consideration of Authorizing Amendment No. 2 to the Consultant Services Agreement with Psomas, Inc. (formerly The Covello Group, Inc.) Dated October 11, 2016, for an Additional \$130,000 for Construction Management of the Large Diameter Gravity Sewer Rehabilitation Projects

<p>Motion: M/s Sylla/Gaffney to Authorize Amendment No. 2 to the Consultant Services Agreement with Psomas, Inc. (formerly The Covello Group, Inc.) Dated October 11, 2016, for an Additional \$130,000 for Construction Management of the Large Diameter Gravity Sewer Rehabilitation Projects</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and told the Board that this project package was based on condition assessment findings. It was originally three projects, but one needed repackaging, so there is now a total of four construction projects. The Board discussed the total construction cost and asked questions to the consultant from Psomas, Gary Skrel. President Boorstein said that this step is required to finish the project.

The motion as stated above carried unanimously.

Item # 13 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with ECS Imaging, Inc., in the Total Amount of \$54,073, for Laserfiche Software Implementation and Training

<p>Motion: M/s Gaffney/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with ECS Imaging, Inc., in the Total Amount of \$54,073, for Laserfiche Software Implementation and Training</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None.</p>
<p>The motion passed.</p>

GM Moore told the Board that this is the next step to streamline the records management process to build in the current institutional memory. The Clerk of the Board summarized the history of this recent records project and introduced the consultant.

Director Gaffney told the Board that the Finance Committee discussed working on the most current records first so that there is relevant information for employees as soon as possible. President Boorstein added that future documents can be fed directly into the system. The Board discussed particular line items in the quote.

The motion as stated above carried unanimously.

Item # 14 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Task Order No. 2 under the Master Services Agreement with Brown and Caldwell, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$500,000

<p>Motion: M/s Sylla/Gaffney to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Execute Task Order No. 2 under the Master Services Agreement with Brown and Caldwell, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$500,000</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and told the Board that this capital package includes small projects throughout the District. He introduced Colin Dudley from Brown and Caldwell to answer any potential questions from the Board. The Board discussed the capital improvement goals, the proposal letters the District reviewed for this project, and other details from the item that were addressed in the staff report.

Mr. Dudley said that there is a high need for coordination with partner agencies and utilities during this project because much of the work will be done on narrow streets.

The motion as stated above carried unanimously.

Item #15 - Consideration of Adopting Ross Valley Sanitary District Board Policies

<p>Motion: M/s Sylla/Kelly to Adopt Ross Valley Sanitary District Board Policies</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Kelly, Sylla Noes: None. Absent: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and told the Board that this is a continuation of the direction that staff received at the December meeting. He also said that District Counsel worked with the Board when they passed several of these policies, but a compendium will improve searchability.

Director Meigs addressed some items from these policies including: the number of meetings that constitutes abandonment, verbiage around grand jury responses, and the protocol for Board members to request future items. The Board discussed how to maximize communications for CMSA JPA meetings.

Director Kelly clarified the language in the policy about Board response to state legislation and asked for the Board’s thoughts about limiting the number of meetings per year that Board members can attend via teleconference.

The motion as stated above carried unanimously.

Item #16 - Consideration of an Amendment to the General Manager’s Contract

<p>Motion: M/s Kelly/Gaffney to Amend the General Manager’s Contract Provisions Related to Salary and Term, and Performance Bonus</p>
<p>Vote: Ayes: Gaffney, Boorstein, Kelly, Sylla. Noes: Meigs. Absent: None.</p>
<p>The motion passed.</p>

President Boorstein said there was no staff report for this item. In GM Moore's initial contract in 2018, he requested wages below the market value. So, based on his performance and the recent shift of all District positions to the market value in 2019, the Board has the following proposed contract amendments and performance bonus: (1) effective November 13, 2019, salary increase to \$21,884/month and car allowance of \$500/month; (2) extension of term of agreement to December 31, 2021; (3) a \$10,000 performance bonus.

District Counsel verified the start date of the contract amendments and the extension of the contract through the end of 2021. The Board commended GM Moore for his many accomplishments in the last year.

The motion as stated above carried with a 4-1 vote. Director Meigs voted no on this item.

Item # 9 - Standing Committees Report Out

Finance Committee – Director Gaffney reported that the Committee discussed the interim financials and most of the items in the Board meeting discussion.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported on direction that the Commission gave to staff regarding sludge tipping fees. He also said that they will institute a recycled water truck fill station and the March meeting will need to be rescheduled

North Bay Watershed Association (NBWA) – Director Meigs distributed the minutes from the most recent meeting. She reported on the finalization on the new Las Gallinas Valley Sanitary District (LGVSD) plant. She also reported on the three speakers who gave presentations at the meeting.

Item # 10 – Verbal Report by Board Members and Staff, and Requests for Future Items

Director Meigs asked for an update on the 1111 Andersen building. GM Moore reported that they received a probable cost of tenant improvements, and staff plans to meet with Newmark Knight Frank on Friday to discuss that further. District Counsel suggested that further discussion could be done at a future Closed Session.

GM Moore told the Board about a conference that he attended through the organization ReNUWit. He was asked to be on a recurring discussion group, and he listed some of the other agencies that participated to explore Bay Area water recycling efforts.

GM Moore told the Board that the Marin Country Mart contacted the District for employee short term parking. Nothing came of it, but Director Kelly asked for staff to bring future requests to the Board before approval.

GM Moore reported that he was asked to moderate a panel at next week's CASA conference in Indian Wells. He reminded the Board that the February meeting is a week early on February 12th. AGM Newhouse passed out bound versions of the adopted financial policies.

Item #17 – Informational Items

The Board complimented staff on the no-spill report, and they discussed the non-District incident. Director Kelly asked when the state results of the CWEA competition will be released. Director Gaffney asked about the line repairs to date.

Adjourn: The Board adjourned at 8:13 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by: _____
Clerk of the Board

