

**ROSS VALLEY SANITARY DISTRICT  
FINANCE COMMITTEE REGULAR MEETING NOTES**

Tuesday, December 20, 2022  
11:00 a.m.

via Zoom

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  
Paul Bruemmer, Operations and Maintenance Manager  
Corey Spray, Finance Supervisor  
Christina Winnicki, Accountant II  
Phil Benedetti, Senior Engineer  
Paul Pham, Chavan & Associates

Public Present: None

**Item # 1 – Call Meeting to Order**

The meeting was called to order by President Gaffney at 11:00 a.m.

**Item # 2 – Approval of Agenda**

The Committee discussed moving Items 9 and 12 up in the agenda when the consultant from Chavan and Associates joins the meeting.

**Item # 3 – Approval of November 15, 2022, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for November 15, 2022.

**Item # 5 – Review of December 21, 2022, Agenda Item 7.d.: Authorize the General Manager to Execute Payment in the Amount of \$78,780 to Hadronex, Inc. (dba SmartCover Systems) for the Annual Renewal of Services and Warranties**

The Committee discussed this and Item 6 in tandem since they are both annual renewal items. GM Moore noted that the District added twenty-five additional smart covers, bringing the total

to sixty. Operations and Maintenance Manager Paul Bruemmer detailed how smart covers helped avoid a sewer overflow in the most recent storm.

GM Moore added that the Innovyze CMMS system is specifically suited to the District's asset management style. It is highly flexible and helps document work completed by operations staff. Operations and Maintenance Manager Bruemmer further explained ways that the Innovyze system increases efficiency. The Committee expressed support for both items and the technological advances they provide.

**Item # 9 – Review of December 21, 2022, Agenda Item 8: Consideration of Accepting the Fiscal Year 2022 Financial Audit and Annual Comprehensive Financial Report (ACFR)**

AGM Newhouse introduced this item and stated the District received a positive, unmodified opinion. She said Finance Supervisor Corey Spray worked closely with the auditor on incorporating Board comment in the narrative sections. Paul Pham of Chavan & Associates reviewed audit highlights, like capital project costs, accounting calculations for lease income, and unfunded liability changes. Mr. Pham commended Finance Supervisor Spray for his hard work. President Gaffney noted the many sources of positive data in this document that he is interested in reviewing with the full Board. The Committee reviewed key components of the statistical analysis section.

**Item # 12 – Review of the Ross Valley Public Financing Authority December 21, 2022, Agenda Item 6: Consideration of Accepting the Fiscal Year 2022 Financial Audit of the Ross Valley Public Financing Authority (RVPFA)**

Mr. Pham reviewed the changes in the narrative section for the RVPFA audit based on Committee feedback. However, the overall data remains stable year over year. This is a clean audit as well, and President Gaffney said the District will look out for bond refunding opportunities.

**Item # 4 – Review of December 21, 2022, Agenda Item 7.b.: Accept the Monthly Financial Statements of November 2022**

AGM Newhouse made a point of information regarding the Comcast lease revenue amount based on square footage. The Committee discussed the operating reserve compared to the reserve target to fund the period before receiving property tax revenue.

**Item # 6 – Review of December 21, 2022, Agenda Item 7.e.: Approve Annual License Renewal with Innovyze for Computerized Maintenance and Management System (CMMS) Software in the Amount of \$76,596.54**

Please see the discussion for Item 5; the two items were reviewed in tandem.

**Item # 7 – Review of December 21, 2022, Agenda Item 7.g.: Accept the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Fiscal Year 2020-2021 Annual Comprehensive Financial Report (ACFR)**

The Committee noted that the District received this award for several years in a row. AGM Newhouse said that the GFOA also provides notes on the ACFR.

**Item # 8 – Review of December 21, 2022, Agenda Item 7.h.: Authorize the General Manager to Execute an Agreement with Pedersen Associates Landscape Architecture in an Amount Not to Exceed \$40,000 for Landscape and Site Design Services at 1111 Andersen Drive, the RVSD Headquarters Consolidation Project (#901)**

AGM Newhouse reviewed the presentation from Pedersen Associates at the November Board meeting for the site work improvements, and this agreement responds to Board direction for specific tasks to move this portion of the project forward.

*Note: The Committee took a brief break between 12:04 and 12:09 p.m.*

**Item # 10 – Review of December 21, 2022, Agenda Item 9: Consideration of Accepting the Fiscal Year 2022 Popular Annual Financial Report (PAFR) and Direct Staff to Submit to the Government Finance Officers Association (GFOA) for Consideration of the PAFR Award**

AGM Newhouse introduced this item that Finance Supervisor Spray brought to her attention. He worked with Management Analyst Courtney Buel to create the first District PAFR. Finance Supervisor Spray cited the additional GFOA award that the District would be eligible to receive. The PAFR is designed for an audience without a finance background, and the references are intended to be easily understood. Director Sylla offered formatting suggestions to improve the visual layout. President Gaffney also provided comments and said he appreciated the numerous pictures of staff.

**Item # 11 – Review of December 21, 2022, Agenda Item 11: Consideration of Approval of Contract Change Order No. 1 in the Amount Not to Exceed \$657,730 for Additional Work on the FY 22/23 Gravity Sewer Improvements Project (#953) with Glosage Engineering, Inc.**

GM Moore introduced this item and thanked Senior Engineer Phil Benedetti with taking the initiative to add work for this capital project rather than waiting until next year. Based on the current IAMP and other data, this work could potentially make a significant dent in the Infiltration & Inflow in that area. Senior Engineer Benedetti reviewed the field conditions that add to the urgency of this work; the pipes are currently unsafe to assess due to the old clay material.

**Adjourn:** The Committee adjourned the meeting at 12:42 p.m.