

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

Wednesday, January 18, 2023
5:00 PM

Via Zoom

Directors Present: Michael Boorstein
Thomas Gaffney
Doug Kelly (*Arrived 5:03*)
Pamela Meigs
Mary Sylla

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Andrea Clark, District Counsel
Cristina Velazquez, Senior Administrative Coordinator
Corey Spray, Finance Supervisor

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 Gaffney at 5:01 p.m. The Board Clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item # 2 – Approval of Agenda

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

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 items.

Item # 4 – Committees Report Out

Ad Hoc Facilities Committee – Director Boorstein reported that the lateral was replaced at 1111 Andersen. He also said that the interior first floor plumbing is complete.

Finance Committee – Director Sylla reported that the Committee reviewed the financial reports. They were pleased with the readability of the report. President Gaffney said they also discussed the NBS annual reports.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported they chose a consultant to design the next capital project. The contract for construction will be at a future meeting. He also said the Commission will be holding hybrid meetings starting in February.

North Bay Watershed Authority (NBWA) – Director Meigs reported the meeting was cancelled because of the storms.

Ad Hoc Business Plan Committee – Director Kelly reported that the Committee discussed the business plan status review including items like the easement program, outreach measures and code enforcement. Director Meigs said the update included staff cross training and the need for a generator at 1111 Andersen. GM Moore offered to send this update to the full Board after the meeting.

Item # 5 - Verbal Report by General Manager

GM Moore reported that the City of Larkspur is considering their housing element update next week. The District's land use counsel is communicating with the City to fine tune zoning recommendation and reiterating the Board's requests from 2021. AGM Newhouse said the final draft must go to the State by the end of January.

Next, he reported on the storms from December and January; he said that there were no sewer spills in December.

GM Moore told the Board of a new video highlighting the pipe repair crew.

Lastly, staff will be meeting with Dave Patzer in order to update sewer spill emergency response plans in order to be compliant with the new statewide collection requirements when they go into effect in June.

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

Director Kelly reported on a series called "Sewer Divers" on Comcast that the Board may be interested in viewing.

Director Sylla said she loved the pipe repair video especially because it features two longtime employees, Manny Vigil and Frank Sousa.

President Gaffney stated a resident contacted him regarding a sinkhole, and he said RVSD was the most responsive agency.

Item # 7 – Consent Calendar

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

Director Kelly asked to discuss Item 7.a. to add language regarding the Board’s commitment to hybrid meetings. The Clerk of the Board noted where this language was included in the minutes.

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

Item # 8 – Consideration of Repealing and Replacing Ordinance 70 with a New Ordinance 74 Amending the Framework and Guidelines of the Lateral Replacement Loan Program

Motion: M/s Boorstein/Kelly to Repeal and Replace Ordinance 70 with a New Ordinance 74 Amending the Framework and Guidelines of the Lateral Replacement Loan Program
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.
The motion passed.

GM Moore introduced this item and gave contextual information with the updated grant program in 2021. The proposed ordinance brings the sequence of the loan program in line with the grant process. Senior Administrative Coordinator Cristina Velazquez detailed the benefits to ratepayers, program consistency, and improved administration. GM Moore highlighted the success of the grant program change as noted in the annual metrics report. Director Meigs asked if there was language to prevent an influx of applications from previously denied ratepayers, and Senior Administrative Coordinator Velazquez reviewed language in the ordinance that addressed the concerns. The Board discussed the drop in grant applications, and President Gaffney said he is in favor of making District programs more accessible. He also noted the proposed change in interest rate and asked if the District loses money with this program. AGM Newhouse responded that the rate covers administrative costs, and she was confident that the program does not cost the District too much to offer.

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

Item # 9 – Informational Items

For Item 15.a., GM Moore noted specific items such as the zero sewer spills in four of the six months in the current fiscal year. He also told the Board of a situation in which a smart cover prevented a sewer spill. Director Kelly noted on the year over year reduction in flow to CMSA.

For Item 9.b., AGM Newhouse reviewed the annual reports from NBS detailing the work on various programs like the loan program and sewer service charges. The Board discussed the Canyon Road Assessment District program and whether a similar agreement can be made for additional homes.

Adjourn: The Board adjourned at 6:07 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board