

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

Tuesday January 19, 2021
11:00 a.m.

via GoToMeeting

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
Julia Cooper, Clerk of the Board
Melvin Garcia, Finance Supervisor
Stephen Miksis, Operations & Maintenance Manager
Paul Pham, Chavan & Associates

Public Present: None.

Item # 1 – Call Meeting to Order

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

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for January 19, 2021. The Committee agreed to review Item 7 after Item 3 to accommodate a present consultant.

Item # 3 – Approval of December 15, 2020, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for December 15, 2020.

Item # 7 - Review of January 20, 2021, Agenda Item 14: Consideration of Accepting the Fiscal Year (FY) 2019-20 Financial Audit and Comprehensive Annual Financial Report (CAFR)

AGM Newhouse introduced this item and told the Committee that this is the fourth audit completed by Chavan & Associates. She introduced Paul Pham from Chavan & Associates, and he reviewed the auditing process and changes from previous years. Director Gaffney offered several small notes and questions on the item including wording changes, term definitions, debt service maturities, and the removal of the Larkspur seat from the CMSA Commission. President Sylla thanked staff for their efforts.

Item # 4 - Review of January 19, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of November 2020

The Committee reviewed the monthly financial statements with clarifications related to specific budget items, treatment plant costs, and the lateral grants and loans issued for the month. They also reviewed incoming ERAF funding that will appear on a future report.

President Sylla made a note on the budget item for claims/premiums and her reimbursement line item in the check register.

Item # 5 – Review of January 20, 2021, Agenda Item 12: Consideration of Adopting Resolution No. 21-1600 Reducing Sewer Connection Fees for the Senior Housing Facility at 1 Lincoln Park, San Anselmo

GM Moore introduced this item as an opportunity for the Board to modify capacity charges for specific projects per Ordinance 92. The organization requested a 50% reduction in capacity charges. He noted the location of the project in relation to the District's sewer infrastructure and concluded that the lines can handle the increased capacity from this project.

Director Gaffney expressed concern that the residents would not see the benefits of this reduction, since this is a for-profit venture. There are also only two low-income units in the developments. AGM Newhouse reviewed the difference between the language in Ordinance 92 and the recently expanded Sewer Service Change Assistance Program. She outlined the specific parameters of this project. The Committee was interested in the full Board's discussion on the item. AGM Newhouse reviewed the ordinance language clarifying the Board's discretion to justify reductions. GM Moore reviewed other attachments to the Board item and the costs related to this project and developing senior housing.

Item # 6 – Review of January 20, 2021, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Master Services Agreement and Task Order Nos. 1, 2 and 3 with Harris & Associates, Inc. to Provide Design and Engineering Services during Construction (ESDC) for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements, Winship Capacity Improvements and Bridge Sewer Relocation, and Nokomis Bridge Sewer Relocation Projects for an Amount Not to Exceed \$417,271 (Project Nos. 947, 946, and 952)

GM Moore introduced this item and explained the necessity to clean up and repackage the contracts with this contractor. He described the capital work delays with bridge relocation projects, confusing contract language that was embedded in the previous contracts, and a portion of the budget was already approved through previous contracts. He told the Committee about the team and the intended construction timeline for this year's projects.

Director Gaffney asked about other Master Service Agreements that the District holds with contractors, the timeline for design work, and the likelihood of continued project delays.

Adjourn: The Committee adjourned the meeting at 11:53 p.m.