

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

Wednesday, January 19, 2022  
5:00 PM

Via GoToMeeting

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 Cooper, Clerk of the Board  
Andrea Clark, District Counsel  
Corey Spray, Finance Supervisor

Public Present: Rick Adler  
Stephen Keese

*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](http://www.rvsd.org).*

**Item # 1 – Call Meeting to Order and Roll Call**

The meeting was called to order by President Kelly at 5:00 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

**Item # 2 – Approval of Agenda**

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

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

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

Rick Adler addressed the Board and proposed that RVSD collaborate with Marin Municipal Water District (MMWD) to recycle treated wastewater. He also suggested working with Marin Clean Energy (MCE) to install solar panels to power this project. President Kelly responded and directed Mr. Adler

to a recent CMSA agenda proposing a study to better understand the feasibility of different levels of recycled water, including potable reuse for drinking water.

**Item # 4 – Committees Report Out**

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that CMSA is currently considering a tertiary cleaning process for potable water. GM Moore clarified the proportion of proposed recycled water compared with total water use. Director Boorstein also reported that the Commissioners reviewed performance metrics, the unfunded pension liability, and potential solar efficiencies.

Finance Committee – Director Gaffney reported that they reviewed the interim financial statements, which reflect an annual period of low income. The Committee offered edits to the financial policy updates and reviewed the NBS annual reports. President Kelly thanked staff for the policy updates because of their importance in improving the District’s credit rating.

North Bay Watershed Association (NBWA) – Director Meigs reported that the meeting was cancelled due to COVID-19.

**Item # 5 - Verbal Report by General Manager**

GM Moore reported that the District was not able to secure funding from FEMA for the \$90K that was spent on COVID-19 related costs. However, they received \$15K from CSDA from the American Rescue Plan Act (ARPA). He thanked staff and CSDA for these funds to cover construction change orders, personal protective equipment, and other expenditures specific to COVID-19.

Next, GM Moore informed the Board of the bid opening postponement for the 1111 Andersen construction in order to respond to contractor questions.

Lastly, he reported that staff issued a press release announcing the USEPA approval of the Larkspur Landing site remediation. The community survey is also available until March 10 for feedback from ratepayers.

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

Director Meigs requested a report out on the responses to the community survey for the 2000 Larkspur Landing disposition. She also said she would like to see a future report out from California Sanitation Risk Management Authority (CSRMA). Director Boorstein says that he represents RVSD at the CSRMA section of CASA conferences the CSRMA Board of Directors is a separate entity.

**Item # 7 – Consent Calendar**

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

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

**Item # 8 – Consideration of Accepting the Improvements Completed per Public Sewer Extension (PSX) Permit No. 405, for the Public Sewer Main Constructed within Crescent Lane, San Anselmo, CA**

<b>Motion:</b> M/s Sylla/Boorstein to Accept the Improvements Completed per Public Sewer Extension (PSX) Permit No. 405, for the Public Sewer Main Constructed within Crescent Lane, San Anselmo, CA
<b>Vote:</b> Ayes: Boorstein, Meigs, Sylla, Kelly Noes: None. Absent: Gaffney Abstain: None
The motion passed.

GM introduced the culmination of a public sewer extension approved by the Board in June 2021. The project was constructed, inspected, and approved by the District, and it was funded completely by a ratepayer. GM Moore said this is a prime example of a public private partnership. Director Gaffney confirmed that there was no cost to the District staff.

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

**Item # 9 – Consideration of Approving the Updated District Financial Policies**

<b>Motion:</b> M/s Gaffney/Boorstein to Approve the Updated District Financial Policies Including Previously Proposed Changes
<b>Vote:</b> Ayes: Boorstein, Meigs, Sylla, Kelly Noes: None. Absent: Gaffney Abstain: None
The motion passed.

AGM Newhouse introduced the new Finance Supervisor, Corey Spray. She said that he made valuable contributions to this item despite recently joining the staff. She detailed the update history and the Finance Committee review.

The Board reviewed the proposed policy edits, and Director Gaffney recounted the comments from the Finance committee at the December and January meetings. Director Sylla asked about a language change in an investment policy, and Director Gaffney explained that the language needed to change to invest in LAIF. The Board agreed to the changes suggested to improve the document

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

**Item # 10 – Consideration of Adopting Resolution No. 22-1616 Approving, Authorizing, and Directing Execution of Certain Financing Documents for Improvements Funded by the Clean Water State Revolving Fund Program**

<b>Motion:</b> M/s Meigs/Boorstein to Adopt Resolution No. 22-1616 Approving, Authorizing, and Directing Execution of Certain Financing Documents for Improvements Funded by the Clean Water State Revolving Fund Program
<b>Vote:</b> Ayes: Boorstein, Meigs, Sylla, Kelly Noes: None. Absent: Gaffney Abstain: None
The motion passed.

GM Moore introduced this item and acknowledged the work of District Counsel Andrea Clark to coordinate the State Water Board and bond counsel. He detailed the SRF program and the timeline

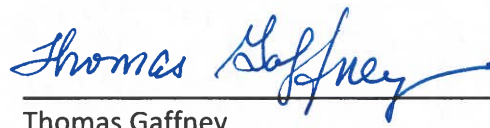
of the District's award. District Counsel Clark added information on the complex state requirements to submit a reimbursement request, and the Board discussed the necessary procedures. Director Meigs complimented the team and their work to complete this agreement.

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

**Item # 11 - Informational Items**

GM Moore reviewed the performance metrics and annual reporting from NBS.

**Adjourn:** The Board adjourned at 6:19 p.m.



Thomas Gaffney  
Secretary of the Board

Submitted by: Julia Cooper  
Clerk of the Board