

ITEM 7.a.

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, February 16, 2022
5:15 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
Justin Seufert, Psomas
Paul Pham, Chavan and Associates

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 Kelly at 5:18 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 – Approval of Agenda

Motion: M/s Boorstein/Gaffney to Approve the Agenda
Vote: 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

There was no public comment or requests for future agendas.

Item # 7 – Consent Calendar

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

For Item 7.e., Justin Seufert from Psomas provided additional context and project details. The funds requested in this change order are for the portion of the capital project that will not be reimbursed through the SRF loan.

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

Item # 8 – Consideration of Accepting the Fiscal Year (FY) 2020-21 Financial Audit and Annual Comprehensive Financial Report (ACFR)

Motion: M/s Gaffney/Boorstein to Accept the Fiscal Year (FY) 2020-21 Financial Audit and Annual Comprehensive Financial Report (ACFR)
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

AGM Newhouse introduced this item and thanked Chavan and Associates and staff for their collaboration in preparing the annual report. The Finance Committee reviewed the ACFR and offered copious notes and edits for future reports.

Paul Pham from Chavan and Associates told the Board that it was a smooth audit process even with recent staff changes. He highlighted specific areas of interest including the GFOA award and the remaining pension and OPEB liabilities. Director Meigs inquired about the trusts that the District uses for investment and thanked staff for the clear, well-organized report.

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

Item # 4 – Committees Report Out

Finance Committee – Director Gaffney reported the Committee discussed the RVSD and RVPFA audits, the mid-year financials, and the contract change order on the Consent Calendar.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that CMSA reviewed potential risks of a pension obligation bond based on questions from RVSD staff. The Board discussed the bond’s potential effect on RVSD. Director Boorstein also reported on the progress of the digester repairs.

North Bay Watershed Association (NBWA) – Director Meigs reported on the recent NBWA meeting and recent newsletter. She informed the Board of drought monitoring tools, a presentation regarding Highway 37, and the upcoming virtual conference date.

Item # 5 - Verbal Report by General Manager

GM Moore reported on the bid opening for the 1111 Andersen remodel project. Several of the bids came in below the engineer’s estimate. There will be a special meeting on March 2nd to award a construction contract.

Next, GM Moore reviewed the annual report to the Regional Water Board regarding the Cease and Desist Order. He stated that he does not believe that RVSD needs to be included on the CMSA NPDES permit renewal in 2023, and there are other methods in place for regulatory reporting.

GM Moore shared his screen and showed the current response to the community survey regarding the disposition of 2000 Larkspur Landing. He also said that notice of the survey has been published in several town newsletters, and it will be available until March 10.

Lastly, he reported on the upcoming round of public service announcements they will be shown on Comcast channels and YouTube for the next three months. Nine sanitary districts in Marin share the cost of these commercials.

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

The Board discussed methods to distribute the Larkspur Landing community survey.

Item # 9 – Consideration of Approving a One-Year Contract Term Extension Amendment to the Consultant Services Agreement with Chavan & Associates, LLP to perform Audit Services for Fiscal 2021-22, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement

Motion: M/s Sylla/Gaffney to Approve a One-Year Contract Term Extension Amendment to the Consultant Services Agreement with Chavan & Associates, LLP to perform Audit Services for Fiscal 2021-22, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement

Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.

The motion passed.

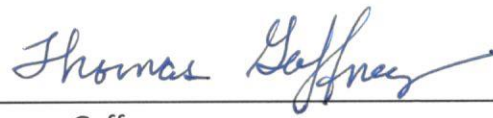
GM Moore introduced this item and reiterated that Chavan and Associates completed the District’s audit for the last five fiscal years. Director Gaffney added that they have not increased their contract price. AGM Newhouse clarified the limits on government code and said that this additional year will give Finance Supervisor Corey Spray an opportunity to work with Chavan and Associates before starting the RFP process.

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

Item # 10 - Informational Items

GM Moore reviewed the monthly metrics, including the single overflow and the comparatively low recycled water use. He also reviewed the CSRMA informational reports.

Adjourn: The Board adjourned at 6:34 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by:  _____
Clerk of the Board