

ITEM 7.b.

ROSS VALLEY SANITARY DISTRICT SPECIAL BOARD MEETING MINUTES

Wednesday, March 2, 2022
4 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
Philip Benedetti, Associate Engineer
Jaemin Park, Park Engineering
Albert DeLima, W|A Associates, Inc.
Roselyn Brandt, Roselyn Brand Design Associates
Joe Pycz, Kirby Construction
York Saccomanno, Kirby Construction

Public Present: Adrian Rodriguez, Marin Independent Journal
Paul Bruemmer
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.

Item # 1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Kelly at 4:08 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 – Approval of Agenda

Motion: M/s Gaffney/Boorstein 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 # 4 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the RVSD Headquarters Consolidation Project (#901), with Kirby Construction Company, Inc., in the Amount Not to Exceed \$2,403,659

Motion: M/s Gaffney/Boorstein to Award and Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the RVSD Headquarters Consolidation Project (#901), with Kirby Construction Company, Inc., in the Amount Not to Exceed \$2,403,659

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

The motion passed.

GM Moore introduced the item and reviewed the need for operational consolidation from the current five facilities to 1111 Andersen. Since the building purchase, staff negotiated a lease agreement with the tenant, Comcast. Associate Engineer Philip Benedetti described the bidding process, including the addenda and the price distribution over the eight bids opened on February 16. He determined that the lowest bidder, Kirby Construction, submitted a responsive bid, and he introduced the representatives from Kirby Construction for questions. York Saccomanno and Joe Pycz introduced themselves and described their professional construction experience.

Director Gaffney asked questions regarding the mobilization and specific portions of the bid, and he said that this price is reasonable based on personal research on the cost of remodeling. The Board discussed the differences in bid price, and GM Moore said that he has confidence that RVSD is getting a fair value.

President Kelly asked specific questions regarding the replacement cost of networking cable, electrical wiring, and mechanical construction of ducting. Mr. Pycz answered these questions and referred to the bid plan set. Mr. Saccomanno said that some costs are due to changes in building code, but they would be willing to work with the District if the project scope changes. Albert DeLima added that replacing these elements during the remodel provides the best opportunity for the District to not face future issues.

Director Meigs had questions regarding the design plan and whether the City of San Rafael approved of the District’s remodel application. Mr. DeLima confirmed the permit approval, and he explained budget and material considerations for the project. She said that she would be more comfortable postponing consideration of this item to the next regular meeting to review the plans more thoroughly. The Board discussed the project price and potential supply delays. Rosalyn Brandt of Rosalyn Brand Design Associates stated that product availability was a crucial factor when choosing finishes for the project.

President Kelly asked if there was a motion to continue consideration of this item to March 16 per the request by Director Meigs. Seeing none, he asked staff if there was a need to act immediately. GM Moore said that the tenant lease creates time sensitivities, and the price is well below the engineer’s estimate, but it is the decision of the Board to postpone the item. President Kelly stated he would not vote yes on the item as currently stated. The Board discussed the item further and the

opportunities for change orders that will affect the project price. District Counsel Andrea Clark clarified that this is a construction contract rather than a professional services agreement, and a conservative course of action would be to confirm the scope and price before execution of the agreement. GM Moore said that the flexibility mechanisms already in place for capital project billing make him confident that they can work cooperatively.

The motion as stated above carried via a roll-call vote. Director Meigs and President Kelly voted no on this item.

Item # 5 – Consideration of Approving a Two-Year Employment Contract for the Position of Operations and Maintenance Manager and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute the Agreement

Motion: M/s Boorstein/Sylla to Approve a Two-Year Employment Contract for the Position of Operations and Maintenance Manager 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 Paul Bruemmer to the Board who staff recruited for the position of Operations and Maintenance Manager. He worked for CMSA for the last seven years and has directly relevant professional experience with pump stations. Mr. Bruemmer further described his experience in the wastewater industry that makes him qualified for this role.

The Board welcomed Mr. Bruemmer to RVSD and discussed the approval of contracts for executive level employees.

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

Adjourn: The Board adjourned at 5:24 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board