

## ITEM 7.a.

### ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, March 16, 2022  
5:00 PM

Via GoToMeeting

Directors Present: Michael Boorstein  
Thomas Gaffney  
Doug Kelly  
Pamela Meigs (*Arrived 5:02 p.m.*)  
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: David Egan

*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 Gaffney/Sylla 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**

There was no public comment or requests for future agendas.

**Item # 4 – Committees Report Out**

Finance Committee – Director Gaffney reported that the Committee reviewed the monthly financials and the contract change orders on the agenda. President Kelly noted the Committee’s question regarding forklift rental on the monthly check register.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that CMSA received a presentation on tertiary water recycling for an additional fill station. He reported on discussion items like roof repairs and the agency’s improved credit rating. President Kelly added that CMSA lowered the unfunded pension liability due to changes in interest rates.

North Bay Watershed Association (NBWA) – Director Meigs reported on the guest presentation regarding a study monitoring COVID-19 in wastewater collected at sites throughout the Bay Area. GM Moore added that RVSD has participated in the study. She listed the scheduled sessions for the upcoming virtual conference on April 8.

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

GM Moore reported that PG&E requested use of the Larkspur Landing property as a staging area for the replacement of a transmission tower nearby. He confirmed the tower is not on the Larkspur Landing property. He also added that PG&E is drafting a lease agreement, and staff is happy to assist a fellow public agency.

He told the Board about his recent attendance at a State Water Board hearing to consider revising collection regulation. He provided three minutes of comments on the need to reduce regulation of smaller agencies.

Lastly, GM Moore reported that he received correspondence from the Regional Water Board about the completed pipe defect repairs. They communicated that they may soon rescind the Cease and Desist Order and noted the comprehensive IAMP.

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

Director Gaffney commented on the field work being done on Skyland Way near his home. He was impressed by their work and the efficient fix of an engineering problem.

**Item # 7 – Consent Calendar**

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

Director Boorstein reported that the Ad Hoc Human Resources Committee reviewed Item 7.e. The Board discussed use of the funds and the possibility of a future policy mandating vaccination.

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

**Item # 8 – Consideration of Approving Amendment No. 1 to Task Order No. 5 of Consultant Services Master Services Agreement with Nute Engineering for Engineering Services for Design and During Construction for the PS 14, 24, 25 Larkspur Pump Station Improvements Project (Project #906) in an Amount Not to Exceed \$84,765**

<p><b>Motion:</b> M/s Boorstein/Sylla to Approve Amendment No. 1 to Task Order No. 5 of Consultant Services Master Services Agreement with Nute Engineering for Engineering Services for Design and During Construction for the PS 14, 24, 25 Larkspur Pump Station Improvements Project (Project #906) in an Amount Not to Exceed \$84,765</p>
<p><b>Vote:</b> Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and explained that this recommended amendment is above staff signing authority. This is the last capital project listed on the Cease and Desist Order. He described the amendment details and the proposed engineering work that would make these pump stations more identical to the other major stations.

Director Sylla noted the importance of improving sewer infrastructure due to the proximity to groundwater. President Kelly reported that the Finance Committee reviewed this item and agreed that the pump stations should all be uniformly constructed and programmed.

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

**Item # 9 – Consideration of Approving Amendment No. 1 to Task Order No. 6 of Consultant Services Master Services Agreement with Psomas, Inc. for Construction Management and Inspection Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project # 947) in an Amount Not to Exceed \$76,324.88**

<p><b>Motion:</b> M/s Boorstein/Sylla to Approving Amendment No. 1 to Task Order No. 6 of Consultant Services Master Services Agreement with Psomas, Inc. for Construction Management and Inspection Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project # 947) in an Amount Not to Exceed \$76,324.88</p>
<p><b>Vote:</b> Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and explained that the construction management support is above staff signing authority for this capital project. He said that there are only punch list items remaining despite challenging construction conditions.

President Kelly said the Town of San Anselmo does not plan to slurry seal the road. Director Gaffney asked for clarification on the date of completion stated in the amendment. GM Moore responded that a longer contract end date adds flexibility to work with the contractor as needed.

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

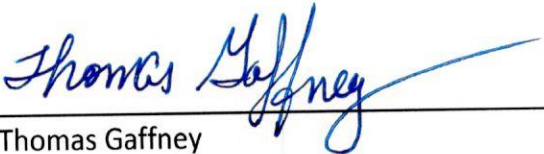
**Item # 10 - Informational Items**

For Item 10.a., GM Moore noted the first no-spill February in District history and reduced recycled water use especially in certain trucks.

For Item 10.c. Director Sylla reported that the Ad Hoc HR Committee reviewed this item and appreciated how the District has adapted this program from the private sector. Director Boorstein thanked staff for their efforts to turn around the work culture in his time on the Board. The Board discussed the CultureWise program implementation.

For 10.b. GM Moore thanked the Clerk of the Board for obtaining a Certificate of Transparency for the District. Director Gaffney asked if there were any changes needed to apply, and the Clerk described the brief alterations to the website.

**Adjourn:** The Board adjourned at 6:01 p.m.

  
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Thomas Gaffney  
Secretary of the Board

Submitted by:   
Clerk of the Board