

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

Wednesday, March 17, 2021
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
Sean Filippini, Downey Brand
Melvin Garcia, Finance Supervisor
Justin Seufert, Psomas
Bryant Sparkman, Century Urban
Lynette Dias, Urban Planning Partners
Ross Guehring, Town Hall Public Affairs

Public Present: Lisel Blash
Robert Upton
David Vierra

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 Sylla at 5:01 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 – Item # 2 –Adjourn to Closed Session

The Board adjourned to Closed Session at 5:02 p.m.

Item # 3 – Closed Session

- a) Conference with Legal Counsel – Existing Litigation (Govt. Code 54956.9(d)(1)): *Telstar Instruments, Inc. v. Ross Valley Sanitary District* (Sup. Court Case No. CIV-20033065)

Item # 4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:31 p.m.

Item # 5 – Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

There was nothing to report from Closed Session.

Item # 6 - Approval of Agenda

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

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

Item # 7 – 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 # 8 – Committees Report Out

Finance Committee – Director Gaffney reported that the Committee reviewed the monthly financial statements including the District’s current cash position. They discussed agenda items related to the Notice of Completion and surplus district property.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported that CMSA reviewed the monitoring process for Fats, Oils, and Grease (FOG) and mercury reduction efforts. They made minor changes to the project bid ordinance, reclassified a job title, and updated specific administrative policies.

North Bay Watershed Association (NBWA) – Director Meigs gave a short presentation using screen sharing. She reported on the main watersheds of the North Bay, NBWA’s mission statement, structure, breakout groups, and goals.

Item # 9 - Verbal Report by General Manager

GM Moore reported on the metrics for the Public Service Announcements playing on Comcast channels, which are funded along with eight other agencies. He reviewed which channels and platforms that the commercials appeared on most often. Director Kelly asked if staff shared this data with the other agencies, and GM Moore confirmed that he would share the information.

Next, GM Moore reported on the recently launched easement initiative. Almost 450 ratepayers have responded in the first two weeks of the program. AGM Newhouse read a few letters from ratepayers related to this initiative.

GM Moore reported on recent outreach to local contractors in response to recent sewer overflows, circulated in English and Spanish.

GM Moore reported that staff is finalizing a forthcoming submittal of the latest IAMP to the Regional Water Board. This submittal outlines a path for the District out of the Cease and Desist Order.

GM Moore reported that he received a request from a neighboring community in the San Geronimo Valley. They inquired as to the feasibility of conveying wastewater to CMSA through RVSD infrastructure. Jason Dow of CMSA confirmed that there was sufficient plant capacity for the approximate 1700 connections in the valley.

Lastly, GM Moore gave brief updates on upcoming construction bid openings and the 1111 Andersen lease negotiations.

Item # 10 - Verbal Report by Board Members and Requests for Future Items

Director Kelly expressed his support for the San Geronimo project. Then, he reported on a recent field visit to the San Quentin Village lift station and confirmed its excellent condition. He requested a future agenda item analyzing the winter water usage for the District’s restaurant accounts. He expressed interest in knowing whether COVID-19 would affect the District’s revenue.

Director Meigs reported on positive feedback from a neighbor who installed a new lateral after building an ADU. She relayed the homeowner’s compliments to RVSD staff.

Item # 11 – Consent Calendar

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

Director Gaffney offered minor edits to Item 11.a.

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

Item # 12 – Consideration of Adopting a Communications and Engagement Strategy for Potential Disposition of Property at 2000 Larkspur Landing Circle

Motion: M/s Boorstein/Kelly to Adopt a Communications and Engagement Strategy for Potential Disposition of Property at 2000 Larkspur Landing Circle
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and reviewed previous informational presentations. He said that staff is still anticipating USEPA final sign off, and this draft strategy for public engagement will be

implemented when that is complete. He introduced Bryant Sparkman from Century Urban, who introduced the suite of firms and their realms of expertise.

Lynette Dias of Urban Planning Partners reviewed the proposed memorandum which prioritizes adhering to relevant state law, involving key stakeholders, and providing opportunities for public input where appropriate. Some community materials could include a survey, media outreach, items on the District’s website, and potential virtual community forums. Ross Guehring of Town Hall Public Affairs highlighted the importance of being proactive within the community throughout this lengthy process.

Director Kelly said that he would like to see a physical sign at the site once the District gets final USEPA approval. Director Meigs asked who will lead facilitation at the forums, and Ms. Dias responded that it will be a collective effort which will adapt depending on the meeting’s content. The Board also discussed different paths to engage ratepayers and collaborate with NV5.

Director Boorstein expressed concern for who at the District will receive materials and field questions for future RFQs, and Mr. Sparkman responded that Century Urban will act as a clearinghouse for those types of requests. GM Moore summarized the discussion and proposed communications strategy.

There was no public comment on this item. The motion as stated above carried unanimously via a roll-call vote.

Item # 13 – Consideration of Adopting Resolution No. 21-1601 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the FY 2019/20 Force Main Appurtenance Project with Trinet Construction, Incorporated. (Project # 960)

Motion: M/s Gaffney/Boorstein to Adopt Resolution No. 21-1601 Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the FY 2019/20 Force Main Appurtenance Project with Trinet Construction, Incorporated. (Project # 960)
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and explained the construction details of this project. The replacement of these valves was necessary for staff to respond to an emergency in the force main or complete regular maintenance. He reviewed the minor project delays. There was no Board or public comment for this item.

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

Item # 14 - Consideration of Adopting Resolution 21-1602, Adopting the Provisions of CMSA Ordinance No. 2021-1, Regulating the Control of Fats, Oils, and Grease (FOG) into the Wastewater Collection System, and Rescinding RVSD Ordinance No. 62

Motion: M/s Boorstein/Kelly to Adopting Resolution 21-1602, Adopting the Provisions of CMSA Ordinance No. 2021-1, Regulating the Control of Fats, Oils, and Grease (FOG) into the Wastewater Collection System, and Rescinding RVSD Ordinance No. 62

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

The motion passed.

GM Moore introduced this item and told the Board that Jason Dow of CMSA requested that all the JPA partners adopt this updated ordinance. He gave a brief history of the District’s FOG program and the need to rescind Ordinance No. 62. He also said that adopting CMSA’s ordinance will improve the program’s clarity. President Sylla recalled her experience with the District’s program and agreed there was no need to continue it.

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

Item # 15 - Consideration of Approving Disposal of Surplus District-Owned Property

Motion: M/s Kelly/Boorstein to Approving Disposal of Surplus District-Owned Property

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

The motion passed.

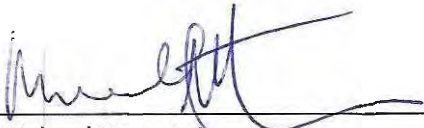
AGM Newhouse introduced this item and reviewed the list of items that are eligible for disposal and have a value over \$1,000. She also reviewed the Financial Policy that requires Board Approval for the disposition of surplus items. GM Moore added that the materials and machinery are under review partly in anticipation of the move to 1111 Andersen. Director Kelly said that he was interested in knowing the final sale price after auction.

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

Item # 16 - Informational Items

GM Moore thanked the pump station crew for supporting the capital program with valuable information for upgrades. Then, GM Moore addressed the month’s spills, which precipitated the outreach to sewer contractors.

Adjourn: The Board adjourned at 7:22 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board