

**ROSS VALLEY SANITARY DISTRICT
FINANCE COMMITTEE SPECIAL MEETING NOTES**

Tuesday, April 19, 2022
1:00 p.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Pamela Meigs

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Corey Spray, Finance Supervisor
Courtney Buel, Management Analyst I
Justin Seufert, Psomas
Rosalyn Brandt, Rosalyn Brandt Design Associates
Ira Summer, GovInvest

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 1:01 p.m.

Item # 2 - Approval of Agenda

The Committee amended the agenda to review Items 5, 9, and 8 after Item 2 to accommodate the present consultants.

Item # 5 - Review of April 20, 2022, Agenda Item 7.e.: Approve Contract Change Order No. 5 for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (#947), with Ranger Pipelines Incorporated, in the Amount of \$63,691.96

Justin Seufert from Psomas explained the funding sources for different components of this capital project related to street paving. He also reviewed these costs as a percentage of the total project. President Kelly stated that he approves of the paving after the recent work in the area, and the Committee reviewed the material details.

Item # 9 - Review of April 20, 2022, Agenda Item 9: Consideration of Authorizing the General Manager to Execute an Amendment to an Approved Consultant Services Agreement with Rosalyn Brandt Design Associates, Related to Project Management for the RVSD Headquarters Consolidation Project

AGM Newhouse reviewed the original agreement and scope of services with Rosalyn Brandt as well as the expected next steps for interior design and move management. The Committee discussed the timeline for 1111 Andersen and additional details.

Item # 8 - Review of April 20, 2022, Agenda Item 8: Consideration of Accepting the District's Defined Benefit Pension Plan and OPEB Valuation Reports as of Measurement Date June 30, 2020; and Discussion and Direction on CEPPT and CERBT Investment Strategies

AGM Newhouse introduced the actuarial reports, unfunded liabilities, and the two established trusts included in this item. She reviewed the financial policies that guide the District's investments. Ira Summer from GovInvest gave a presentation reviewing the Other Post Employment Benefits (OPEB) and pension liabilities of the District. He compared the unfunded liabilities to other districts in the CalPERS risk pool, funding strategies, and offered options to use the assets currently in the investment trust. The Committee discussed these options and stated their preferences regarding the funding plan for the pension and OPEB liabilities.

They also discussed the employee funded benefit and its effect on the OPEB liability. AGM Newhouse offered options to expedite the funding of the OPEB liability with additional investment.

Item # 3 – Approval of March 15, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for March 15, 2022.

Item # 4 - Review of April 20, 2022, Agenda Item 7.c.: Accept the Interim Financial Statements of February 2022

The Committee reviewed the interim financial statements for February, including comments on the revenue summary setting up a pay-go capital program. Director Gaffney made a suggestion to indicate employee-funded check register items.

Item # 6 - Review of April 20, 2022, Agenda Item 7.f.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Contract with Primex for the Lift Station Level Controllers Project, (# 935) in an Amount Not to Exceed \$99,842

GM Moore introduced this item to address the replacement lift station components and this new software will be more integrated with CMSA monitoring programs. The Committee asked about the anticipated cost, and GM Moore reviewed the qualifications of the three quotes.

Item # 7 - Review of April 20, 2022, Agenda Item 7.g.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment to Bay City Electric Works in the Amount of \$95,591.84 for the Purchase of a Towable Kohler Diesel Powered Generator

GM Moore introduced this item and reviewed the critical need for this generator should there be a power outage in a certain service area of the District in response to the PG&E power shutoffs of the last few years. Management Analyst Courtney Buel detailed the specific dimensions needed, the long supply lead time, and how the District sourced the item.

Item # 10 - Review of April 20, 2022, Agenda Item 11: Consideration of Authorizing the General Manager to Grant a Temporary Construction Easement on the 2000 Larkspur Landing Circle Property to Pacific Gas & Electric (PG&E) for its Electric Transmission Tower Relocation/Replacement Project

GM Moore reviewed the need for PG&E to replace a transmission tower and their request to utilize the Larkspur Landing property as a construction staging area. GM Moore detailed the lease items and expectations of the District for the work agreement. Director Gaffney asked if there are any contaminants involved in this project, and GM Moore said that it was a low likelihood.

Item # 11 - Review of April 20, 2022, Agenda Item 12.b.: Press Release: Fitch Revises Ross Valley Sanitary District, CA's Outlook to Positive; Affirms 'AA-' Ratings

AGM Newhouse introduced this item regarding a change in the Fitch credit rating increase. Staff reviewed the types of questions involved in the annual status review. The Committee discussed items that may further improve the credit rating.

Adjourn: The Committee adjourned the meeting at 2:43 p.m.