

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

Wednesday, April 19, 2023
5:00 PM

CMSA, 1301 Andersen
Dr., San Rafael

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
Andrea Clark, District Counsel
Paul Bruemmer, Operations & Maintenance Manager
Corey Spray, Finance Supervisor
Phil Benedetti, Senior Engineer
Ben Shick, Schaaf & Wheeler
John Cropper, Cropper Accountancy
Pete Pedersen, Pedersen Associates
Bridgette DeShields, Integral Consulting

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 Gaffney at 5:03 p.m. The Board Clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item # 2 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:03 p.m.

Item # 3 – Closed Session

- a) Conference with Labor Negotiator – Govt. Code 54957.6. Agency designated representatives:
Steve Moore

Item # 4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:38 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 Kelly/Sylla to Approve the Amended Agenda
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None Absent: None Abstain: None
The motion passed.

The Board agreed to consider Items 12, 14, and 15 after Item 7 to accommodate the present consultants.

The amended motion as stated above carried unanimously.

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 items.

Item # 12 – Consideration of Approving an Agreement with Cropper Accountancy Corp to Perform Audit Services for Fiscal Years Ending June 2023, June 2024 and June 2025 for a Total Amount Not to Exceed \$63,000, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement

Motion: M/s Boorstein/Sylla to Approve an Agreement with Cropper Accountancy Corp to Perform Audit Services for Fiscal Years Ending June 2023, June 2024 and June 2025 for a Total Amount Not to Exceed \$63,000, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.
The motion passed.

AGM Newhouse introduced this item and reviewed the RFP process after six years of working with Chavan & Associates. The District received three responses which were reviewed by a staff panel. John Cropper introduced himself, the firm, and their relevant clients. President Gaffney asked how long they have worked with JPA partner CMSA, and Mr. Cropper responded that it has been at least five years. Director Sylla noted that the price is presumed for three years, but the District can terminate as needed.

The motion as stated above carried unanimously.

Item # 14 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 3 to the Master Services Agreement with Schaaf & Wheeler, Consulting Civil Engineers, for Design and Engineering Services During Construction (ESDC) for LS30 Heather Gardens Improvements Project (#908) in the Amount of \$259,711

Motion: M/s Boorstein/Sylla to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 3 to the Master Services Agreement with Schaaf & Wheeler, Consulting Civil Engineers, for Design and Engineering Services During Construction (ESDC) for LS30 Heather Gardens Improvements Project (#908) in the Amount of \$259,711

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

The motion passed.

GM Moore introduced this item and offered context that LS30 has the second highest risk likelihood and a high consequence of failure based on data in the recent IAMP update. It is currently co-located with a stormwater pump station, which is not ideal under current standards. Schaaf & Wheeler is currently designing the stormwater station redesign, so it would be prudent to work with them as well. Senior Engineer Phil Benedetti said they also intend to convert the type of pump to standardize all the lift stations, and Ben Shick from Schaaf & Wheeler detailed the firm’s history of designing District capital projects. The construction for this project is set for next summer.

President Gaffney clarified the proposed updates and asked if an easement will be needed for the new station location.

The motion as stated above carried unanimously.

Item # 15 – Consideration of Authorizing Staff to Issue a Notice Inviting Bids for the RVSD Headquarters Site Improvements Project (#901-B) at 1111 Andersen Drive in San Rafael

Motion: M/s Kelly/Boorstein to Authorize Staff to Issue a Notice Inviting Bids for the RVSD Headquarters Site Improvements Project (#901-B) at 1111 Andersen Drive in San Rafael

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

The motion passed.

GM Moore introduced this item and reviewed components of the planned site improvements. AGM Newhouse said that a significant portion of this project is to address specific parking needs. She also included details like electric vehicle charging stations, outdoor space for staff, and feedback from the City of San Rafael addressed by design firm Pedersen Associates. The Board asked about the proposed dumpster, the landscaping plan, and the potential for future solar installation. Director Kelly suggested RVSD sign monuments for both sides of the building, with one specifically facing the nearby freeway. President Gaffney inquired what types of contractors would bid on this project, and Senior Engineer Benedetti responded that the Notice Inviting Bids will most likely require a Class A contractor license. The Board discussed the construction schedules and staff move in dates.

The motion as stated above carried unanimously.

Item # 8 – Committees Report Out

Ad Hoc Facilities Committee – Director Boorstein reported that the Committee visited on April 18, and noted progress including painted walls, installed lighting, and HVAC systems. Director Kelly expressed interest in a building tour.

Finance Committee – Director Sylla reported the Committee reviewed the monthly financials and appreciate the more automated report. President Gaffney noted the importance of the budget comparison tables for the operating and capital funds.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported the CMSA lab received special accreditation for on-site testing, awarded a clarifier construction contract, and learned about the rising costs of chemical contracts.

North Bay Watershed Authority (NBWA) – Director Meigs reviewed a presentation focused on groundwater basins throughout the state. She reported that NBWA updated bylaws to include a designation for non-voting members and requested topics for future agenda items.

Item # 9 - Verbal Report by General Manager

GM Moore first reported on the emergency response plan updates completed by Operations & Maintenance Manager Paul Bruemmer. These updates, including training, were completed two months early on April 5.

Next, he described a recent presentation at the Utility Management Conference in Sacramento after submitting an abstract. He co-presented with the consultant who completed the IAMP updates, and they were asked to present it again in May at the BACWA conference. The Board requested to see the presentation deck, and GM Moore agreed to share it with them.

GM Moore announced that RVSD won the CWEA Small Collection System of the Year award, and several members of staff are currently at the CWEA conference in San Diego, and there are about 900 small collection systems in the State not all of whom are eligible for the CWEA award.

He told the Board that staff is designing a new custom manhole cover for to celebrate 125 years of the District next year. Staff said that manhole lids need periodic replacement due to wear and tear caused by traffic and the elements.

Next, he informed the Board that the new finance software, Caselle, went live in April. He thanked the Finance Team for their work to implement this program.

Lastly, GM Moore reported that he worked with Melissa Thorne of Downey Brand on a comprehensive comment letter to the Regional Water Board with legal insight objecting to the District's inclusion in the CMSA NPDES permit. Director Kelly asked to see the letter, and the Board reviewed how RVSD was added to the current permit.

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

There were no reports by Board members or requests for future items.

Item # 11 – Consent Calendar

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

The motion as stated above carried unanimously.

Item # 13 – Consideration of Adopting Resolution No. 23-1642 Adopting a Mitigated Negative Declaration for the Woodland Road Creek Crossings and Capacity Improvements (#956)

Motion: M/s Boorstein/Sylla to Adopt Resolution No. 23-1642 Adopting a Mitigated Negative Declaration for the Woodland Road Creek Crossings and Capacity Improvements (#956)
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.
The motion passed.


GM Moore introduced this item planned for construction later this year in Kent Woodlands. The monitoring for this project will include cultural and biological resources in the area, including surveys during the flower bloom period for rare plants. Senior Engineer Benedetti discussed project details like the number of crossings and permit process to complete this work.

The motion as stated above carried unanimously.


Item # 16 – Informational Items

For Item 16.a., GM Moore announced there were no sewer spills in March, despite several atmospheric rivers. He reviewed peak wet weather flows from the last few annual reports. Operations & Maintenance Manager Bruemmer discussed the sewer emergency response plan (SERP) updates. He reviewed crew activities and FOG compliance goals.

Adjourn: The Board adjourned at 7:30 p.m.



 Michael Boorstein
 Secretary of the Board

Submitted by: 

 Clerk of the Board