

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

Wednesday, April 20, 2022
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
Paul Bruemmer, Operations and Maintenance Manager
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Ira Summer, GovInvest
Justin Seufert, Psomas
Roselyn Brandt, Roselyn Brandt Design Associates

Public Present: Carol Reyes

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 5:00 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 – Approval of Agenda

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

The Board agreed to consider Items 4, 5, and 6 after Item 8 to accommodate present consultants. The amended 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 # 7 – Consent Calendar

Motion: M/s Boorstein/Gaffney to Accept Items in the Consent Calendar
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.

Minutetaker’s Note: M/s Boorstein/Gaffney to consider Item 9 next to accommodate a present consultant. The motion carried unanimously via a roll-call vote.

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

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

AGM Newhouse introduced this item and thanked Rosalyn Brandt for her work on this project and other design projects in response to COVID-19. She described the proposed scope of work including move management and interior design for 1111 Andersen. President Kelly asked about the construction window. Director Meigs asked about the expected hours of work, and Ms. Brandt said that she must approximate based on project experience.

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

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

Motion: M/s Boorstein/Gaffney to Accept the District’s Defined Benefit Pension Plan and OPEB Valuation Reports as of Measurement Date June 30, 2020
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this annual update for the Board to review the District’s unfunded pension and Other Post Employment Benefits (OPEB) liabilities. He reviewed the Board’s previous direction to proactively pay down these liabilities.

Ira Summer from GovInvest gave a detailed presentation based on the actuarial reports as of June 30, 2020. He reviewed the pension liability basics, assumptions made by CalPERS, current benefit structures, and the District's remaining liability compared to agencies in the same risk pool. The Board asked questions about the investment strategies and the nature of the CEPPT trust used for the additional contributions. Mr. Summer detailed options regarding the investment risk level, potentially affecting the funding timeline. Director Gaffney recommended continuing to invest via Option 1 and shifting later if needed. President Kelly added that the Board will continue to rely on GovInvest for advice.

Next, Mr. Summer continued the presentation and discussed the OPEB unfunded liability. He reviewed the effect of the enhanced retiree medical benefit, which the employees will eventually pay for that portion in total. Director Meigs asked about the reduction in employee contribution per pay period, and AGM Newhouse said that the amount is evaluated every two years. Mr. Summer said the District should increase the annual contribution by \$100K to fund the OPEB liability on schedule. Otherwise, the OPEB liability may take an additional two years. The Board discussed the funding options and directed staff to not make changes to the investment strategies at this time.

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

Item # 4 – Committees Report Out

Ad Hoc HR Committee – Director Sylla reported that the Committee met to review Item 10, and everything seemed to be in good order.

Finance Committee – Director Gaffney reported the Committee reviewed several items on the Consent Calendar and discussed the District's pension and OPEB liabilities.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that they received an IT vulnerability presentation and discussed the current procedures and precautions. He also reported on the current capital projects, continuing virtual meetings, and the digester cover replacement.

North Bay Watershed Association (NBWA) – There was no April NBWA meeting in addition to the conference.

North Bay Watershed Association Virtual Conference – April 8, 2022 – Director Meigs read the conference summary and its mission. She said there were fantastic speakers and sessions, including Congressman Jared Huffman. Director Gaffney also reported on specific sessions from the conference.

Item # 5 - Verbal Report by General Manager

GM Moore welcomed the new Operations and Maintenance Manager, Paul Bruemmer. He gave a brief professional history and expressed appreciation for the work already completed. O&M Manager Bruemmer thanked the Board and staff for the warm welcome. The Board briefly discussed the recent sinkhole in San Anselmo.

Next, GM Moore updated the Board on his comments to the State Water Board regarding the cost of increased wastewater regulation.

Lastly, he reported that construction on 1111 Andersen building is set proceed on April 25. A preconstruction meeting was held with contractors and subcontractors.

Item # 10 – Consideration of Replacing the Existing Budgeted Position of Compliance Officer with the New Classification of Management Analyst I/II and Adopting a New Job Description and Salary Range

Motion: M/s Sylla/Boorstein to Replace the Existing Budgeted Position of Compliance Officer with the New Classification of Management Analyst I/II and Adopting a New Job Description and Salary Range

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

The motion passed.

GM Moore introduced this item and proposed organizational chart changes. AGM Newhouse explained the role of Management Analyst and that the recommended position would replace Compliance Officer. The job description and salary recommendation were created by Bryce Consulting, who conducted the last classification and compensation study for the District. She described the current projects in which the temporary employee provided support. Director Sylla noted that this change results in a small savings. Accountant Christina Winnicki added that if staff has the future need to create a Senior Management Analyst position, the pay will likely be comparable to the current Compliance Officer role.

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

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

Director Meigs reported that National Pharmaceutical Takeback Day is April 30, 2022.

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

Motion: M/s Boorstein/Sylla to Authorize 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

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

The motion passed.

GM Moore introduced this item and stated that PG&E has a pressing construction need for space to build a crane and replace a transmission tower. He said District Counsel reviewed this draft agreement to use the Larkspur Landing property, and the District prioritized site restoration. The District will receive compensation of \$4K per month for the duration of construction.

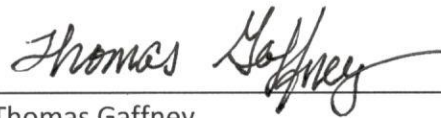
The motion as stated above carried unanimously via a roll-call vote.

Item # 12 - Informational Items

For Item 12.a., GM Moore thanked O&M Manager Bruemmer for enhancing the details of crew activities in the monthly metrics report, and the Board discussed specific items.

For Item 12.b., AGM Newhouse said the Finance Committee meeting reviewed this press release. The Board discussed the different rating agencies and actions that could improve the District's credit rating.

Adjourn: The Board adjourned at 7:01 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by: _____
Clerk of the Board

