

ITEM 10.a.

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, April 22, 2020
5:00 PM

Ross Valley Sanitary District
2960 Kerner Blvd., San Rafael, CA

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 McEntee, Clerk of the Board
Andrea Clark, District Counsel
Stephen Miksis, Operations and Maintenance Manager
Erik Stromberg, RGS

Public Present: Stephen Keese
Mollie Cummings

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 Boorstein at 5:02 p.m. The Clerk of the Board called roll. The Board recited the Pledge of Allegiance.

Item # 2 –Approval of Agenda

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

The Board agreed that, due to a consultant's presentation, that the Board should discuss Item 10 after the Consent Calendar.

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

Mollie Cummings, resident of Fairfax, addressed the Board about granting an exception to the Lateral Replacement Grant Program (LRGP). She was intending on replacing the sewer lateral in anticipation of selling her home, but three weeks prior to the scheduled work, she experienced a toilet backup. She was not able to live in her home for several days, and she was not able to fill out and submit the grant application.

Director Gaffney asked if the issue was that she did not submit an application in time. AGM Newhouse clarified that Ms. Cummings is asking for an exception to the clause in the grant program that the application must be approved before work on the sewer lateral begins. There are exceptions for unforeseen emergency work. However, the grant application is clear that one cannot retroactively apply for grant funding.

District Counsel clarified that the Board could address this on a future agenda. President Boorstein said that this item would be appropriate to deliberate on a future agenda. Ms. Cummings said that it was her intention to apply for the grant, but the work needed to be expedited, and she worked ten-hour days and was not able to navigate the situation.

Item # 4 – Committees Report Out

HR Committee – Director Sylla told the Board that the Committee met on April 20 and discussed the position reclassification item. The discussed the needs of the Engineering department, the budgetary impact, and the future of the organization. President Boorstein said that this new position marks a progression of the agency’s internal design.

Finance Committee – Director Gaffney reported that the Committee met and discussed most of the Consent Calendar. They reviewed the contract change orders and the Notice of Completion. President Boorstein reported that they also reviewed different project milestones, and the monthly financials looked strong.

Central Marin Sanitation Agency (CMSA)— Director Kelly reported that they discussed the annual update to the Other Post Employment Benefits (OPEB) funding, and they recommended that they take no action. He reported on updates regarding a wastewater service agreement with San Quentin State Prison and the General Manager’s purchasing authority. President Boorstein added that they also discussed the emergency procedures.

Item # 5 - Verbal Report by Board Members and Requests for Future Items

Director Meigs reported that there was no April meeting for the North Bay Watershed Association, but they plan to meet in May.

President Boorstein gave an anecdote about interacting with the public regarding signage on Pump Station 15.

Item # 6 - Verbal Report by General Manager

GM Moore told the Board about the recruitment process for the Assistant/Associate Engineer position. President Boorstein confirmed that the interviews will be virtual. He also updated the Board on upcoming capital projects and employee safety updates.

Stephen Miksis told the Board that Goldstreet Designs is creating District materials like, bandanas, placards, and signs, to ask for appropriate social distancing when out in the field. The COVID-19 commercial is being recreated by sanitary districts around the state.

Director Meigs asked for updates on the potential annexation of the San Quentin Village Sanitary District (SQVSD). GM Moore told the Board that Marin LAFCo and Marin County urged the District to consider annexing the County sewer maintenance District. GM Moore discussed annexation with Central Marin Sanitation Agency (CMSA) and San Rafael Sanitary District (SRSD). They discussed the geographic details and the infrastructure that the District would need to maintain.

GM Moore also updated the Board on the latest discussions with Comcast regarding the 1111 Andersen building.

Item # 7 – Consent Calendar

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

Director Meigs asked to discuss Item 7.f. She asked GM Moore to explain items from the completed construction. GM Moore said that this project was done well under difficult environmental circumstances, and it was completed in many fragmented pieces to comply with the Cease and Desist Order (CDO).

The motion as stated above carried with a 4-1 vote via a roll-call vote. Director Meigs voted no on this item.

Item # 10 - Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Consultant Services Agreement with Restoration Design Group, Inc. (RDG) for \$109,507 for Design, Permitting, Grant Application, Regulatory Reporting, and Construction Documentation Services for Ross Creek Sewer Removal Project (Project # 944)

Motion: M/s Sylla/Kelly to Approve and Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Consultant Services Agreement with Restoration Design Group, Inc. (RDG) for \$109,507 for Design, Permitting, Grant Application, Regulatory Reporting, and Construction Documentation Services for Ross Creek Sewer Removal Project (Project # 944)
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and described the proposed capital project to remove the sewer that was installed in Ross Creek in 1926. He told the Board that the District is not required to remove it, but they are responding to community requests and the desire to improve the wildlife habitat. They determined that the sewer was removable based on a geomorphic study, and the construction will take place in Summer 2021.

GM Moore introduced consultant Erik Stromberg from RDG, and he described specifics of the project. They intend to mitigate any unintended consequences. The final product should look natural, and it will improve the chances for juvenile salmon. The Board discussed environmental monitoring, the design process, and applying for state grant funding. President Boorstein asked for clarification on the actual location of the sewer. Director Meigs asked questions regarding the permitting process, the scope of the RDG contract, and the proposed construction schedule. Director Kelly said that he was in full support of this project.

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

Item # 8 – Consideration of Reclassifying Engineering Technician Position to Assistant/Associate Engineer in Fiscal Year 2019/20 Budget Position Allocation and Discuss Recommendations for Fiscal Year 2020/21 Budget Position Allocations

Motion: M/s Sylla/Meigs to Reclassify Engineering Technician Position to Assistant/Associate Engineer in Fiscal Year 2019/20 Budget Position Allocation and Discuss Recommendations for Fiscal Year 2020/21 Budget Position Allocations
Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

AGM Newhouse introduced this item and told the Board that this item requires a modification of the current budget position allocations. The Board reviewed Schedule 6 of the current budget. AGM Newhouse told the Board that the current recommendation is to maintain the current employee count, and GM Moore reviewed the vacant positions to determine the needs of the Engineering department.

AGM Newhouse also told the Board that staff is recruiting for an Assistant/Associate Engineer position, but they will not be able to fill the role without Board approval. GM Moore added that this position would have a higher salary than the current Engineering Technician, but the total salary will be under budget for the year. The Board also discussed potential future positions, that would be up for approval with next year’s budget, including two Senior Collection System Workers. Director Sylla clarified that this position change is supported by the union.

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

Item # 9 - Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 with Psomas, Inc., in the Total Amount of \$329,840, for Construction Management Services for the Laurel Grove Sewer Rehabilitation Project (Project # 949)

<p>Motion: M/s Kelly/Sylla to Approve and Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 with Psomas, Inc., in the Total Amount of \$329,840, for Construction Management Services for the Laurel Grove Sewer Rehabilitation Project (Project # 949)</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None. Abstain: None</p>
<p>The motion passed.</p>

GM Moore introduced this item to the Board and discussed the factors involved in managing this project. He recommended Psomas for this project; they are currently wrapping up other projects, and their proposal is a reasonable 15% of the total construction cost. Construction Manager Justin Seufert has been instrumental in completing several capital projects.

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

Item # 11 - Review and Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Global Coronavirus Disease 2019 (COVID-19)

<p>Motion: M/s Sylla/Kelly to Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Global Coronavirus Disease 2019 (COVID-19)</p>
<p>Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None</p>
<p>The motion passed.</p>

The District was one of the first agencies to adopt an exposure prevention plan. Director Meigs asked if the District had applied for FEMA funding, and AGM Newhouse said that the pending application is first in line to receive initial funding.

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

Item # 12 — Informational Items

GM Moore told the Board about the monthly metrics which are affected by COVID-19. There are no metrics for CCTV, but recycled water is in use once again. Stephen Miksis added that staff incorporated this helpful data to bring staff back for maintenance of sewer lines and pump stations.

Staff told the Board about the measures that staff is taking to protect the public and employees.

Director Kelly asked about the small, construction related sewer overflow. Stephen Miksis explained the situation, the reporting process, and its resolution over the course of months.

Adjourn: The Board adjourned at 6:33 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by:  _____
Clerk of the Board