

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

Tuesday, May 18, 2021  
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney  
Mary Sylla

Committee

Members Absent: None.

Board Directors

Present: Michael Boorstein  
Pamela Meigs

Staff and

Consultants Present: Steve Moore, General Manager  
Felicia Newhouse, Assistant General Manager  
Julia Cooper, Clerk of the Board  
Melvin Garcia, Finance Supervisor  
Phil Benedetti, Associate Engineer  
Justin Seufert, Psomas  
Jaemin Park, Park Engineering

Public Present: None.

**Item # 1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 11:00 a.m.

**Item # 2 - Approval of Agenda**

The Committee amended the meeting agenda for May 18, 2021, to review Items 5 and 6 next to accommodate the current consultant.

**Item # 5 – Review of May 19, 2021, Agenda Item 11.c.: Approve Contract Change Order Nos. 9 and 10 in the amount of \$63,619.31 and (\$56,896.77), Respectively; Adopt Resolution No. 21-1603 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the Laurel Grove Sewer Rehabilitation Project, with Glosage Engineering, Incorporated (Project # 949)**

GM Moore introduced this item and reviewed the project's complexity, the inclusion of additional work, and the included change orders. He shared his screen to show an image of the sewer infrastructure in relation to other utility lines. He summarized the completed construction work, project collaborators, and the costs.

Justin Seufert from Psomas elaborated on specific aspects of the construction project, lateral replacement constraints, and the ways that this project will benefit future construction projects. He highlighted the hurdles that the project faced, including changing requirements and restoration efforts.

Director Gaffney discussed the cost effectiveness of the change orders for unanticipated work related to this construction.

**Item # 6 – Review of May 19, 2021, Agenda Item 12: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Park Engineering, Inc., in the Total Amount of \$516,140 for Construction Management Services for the 20/21 Gravity Sewer Improvements Project (Project # 951)**

Phil Benedetti introduced Jaemin Park of Park Engineering, which is the top candidate for the upcoming capital project based on the qualifications-based selection process. He highlighted their qualifications and experience to the Committee. Mr. Park thanked the District for the opportunity to work together and the construction portion of the project is relatively straightforward. He also told the Committee about his project team that has previously worked in Marin County with public agencies.

Director Gaffney asked where their offices were located and gave a few specific comments on the selection process. Associate Engineer Benedetti reviewed the scoresheet and the top candidate rankings. He told the Committee that staff was diligent to check references for the candidates, and they discussed the District precedent for selecting consultants.

**Item # 3 – Approval of April 20, 2021, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for April 20, 2021 with Director Gaffney offering additional comment on Item 4 in the notes.

**Item # 4 - Review of May 19, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of March 2021**

President Sylla commented on a check register item related to an exiting employee, and Director Gaffney had a clarifying question regarding interest accrual. He also asked questions related to maintenance overtime costs. The Committee noted the lateral replacement grants and loans, which are currently under budget. They also noted the cost of reimbursing the City of Larkspur for repaving projects which adjust District infrastructure.

**Item # 7 – Review of May 19, 2021, Agenda Item 13: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines, Inc., in an Amount Not to Exceed \$2,177,140 (Project # 947)**

GM Moore introduced this item as the final phase of a multi-year improvement project. He reviewed the SRF loan related to this project, the positive bid process, and the anticipated community outreach.

Director Gaffney recalled a dispute with the contractor on a previous project, its resolution, and its speculative benefit on this bid submittal. Associate Engineer Benedetti added detail on their proposed project costs.

### **Item # 8 – Review of May 19, 2021, Agenda Item 14: Consideration of Accepting the Draft Fiscal Year 2021-22 Budget**

GM Moore introduced this item and told the Committee that this budget reflects the Board's direction to move to a pay-go system. AGM Newhouse reviewed the recently published figure that will affect cost-of-living increases for salaries, and the budget will need revision to include modifications based on this item.

The Committee had comments on specific budget items including commercial strength sewer service charges, rate increases, CMSA contribution reductions, ad valorem taxes, reserve fund targets, lateral grant program funds, and bond maturity schedules. GM Moore commented on the District's ability to absorb unanticipated issues and remain on track based on assumptions from the recent rate study.

**Adjourn:** The Committee adjourned the meeting at 12:44 p.m.