

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

Tuesday, June 15, 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

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

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 approved the meeting agenda for June 15, 2021, and agreed to review Item 11.f. next to accommodate the present consultant.

**Item # 6 – Review of June 16, 2021, Agenda Item 11.f.: Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Amendment No. 1 to Task Order No. 5 with Psomas for \$45,020, for Construction Management of the Laurel Grove Sewer Rehabilitation Project (Project #949)**

GM Moore introduced this item and reminded the Board of the added work on the capital project that led to extended management time. He reviewed the cost of the amendment in relation to the overall project cost. He introduced Justin Seufert to answer any questions. Director Gaffney asked for clarification on the project's location. President Sylla had no comments or questions for the consultant.

**Item # 3 – Approval of May 19, 2021, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for May 19, 2021.

**Item # 4 - Review of June 16, 2021, Agenda Item 11.b.: Accept the Interim Financial Statements of April 2021**

Director Gaffney suggested additional clarifying language to the interim financial statements. The Committee reviewed the check register and asked about specific line items. The Committee reviewed the benefits of the grant and loan programs.

**Item # 5 – Review of June 16, 2021, Agenda Item 11.e.: Adopt Administrative Amendments to Ordinance 100 and Ordinance 101**

AGM Newhouse reviewed the context of the proposed administrative edits. Director Gaffney further detailed the definitions from Ordinance No. 101. The Committee discussed this item and approved the necessity for these changes.

**Item # 7 – Review of June 16, 2021, Agenda Item 13: Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the 20/21 Gravity Sewer Improvements Project, with Glosage Engineering, Inc., in the Amount Not to Exceed \$4,370,172 (Project #951)**

GM Moore introduced this item and offered explanation for the rejection of one of the bids. He detailed the reasons for rejecting this bid, and the recommended contractor's bid is still below the engineer's estimate. Director Gaffney asked if the lowest bidder responded, and Associate Engineer Benedetti said that he had not. The Committee discussed the details of the bidding process and sensitive areas of the construction project.

**Item # 8 – Review of June 16, 2021, Agenda Item 14: Consideration of Adopting Resolution No. 21-1604 Adopting the Budget for Fiscal Year 2021-22**

AGM Newhouse introduced the item and reviewed the increased budgets for capital expenses professional services, and the increased cost of living projection. GM Moore added information on the effects of COVID-19 for high-strength commercial customers. Finance Supervisor Garciasaid that the District could see the normal trend of growth within a few years. The Committee discussed this item, and Director Gaffney offered specific comments on the budget.

**Item # 9 – Review of June 16, 2021, Agenda Item 15: Consideration of Adopting Resolution No. 21-1605 Approving Salary and Benefit Schedule for Unrepresented Employees of the District**

AGM told the Committee that this resolution is largely identical to previous years and shows the salary ranges for unrepresented employees. The Committee discussed the benefits and drawbacks of adopting this resolution on a multiyear schedule.

**Item # 10 – Review of June 16, 2021, Agenda Item 16: Consideration of Approving Amendment to Assistant General Manager Contract Effective July 1, 2021**

GM Moore said this item responds to the Board’s request to update managerial contracts. He detailed the specific updates as reviewed by District Counsel. Director Gaffney offered comments on the contract, and President Sylla asked if there is additional senior staff who will also require the contract review process.

**Adjourn:** The Committee adjourned the meeting at 12:13 p.m.