

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

Wednesday, June 16, 2021  
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  
Sean Filippini, Downey Brand  
Melvin Garcia, Finance Supervisor  
Phil Benedetti, Associate Engineer  
Justin Seufert, Psomas

Public Present: Michael Tarnoff  
Glen Sherman

*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](http://www.rvsd.org).*

**Item # 1 – Call Meeting to Order and Roll Call**

The meeting was called to order by President Sylla at 5:01 p.m. The Board Clerk called roll. The Board 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 Legal Counsel – Existing Litigation (Govt. Code 54956.9(d)(1)): *Telstar Instruments, Inc. v. Ross Valley Sanitary District* (Sup. Court Case No. CIV-20033065)

**Item # 4 – Reconvene to Open Session**

The Board reconvened to Open Session at 5:31 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**

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

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

**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 agendas.

**Item # 8 – Committees Report Out**

Finance Committee – Director Gaffney reported that the Committee reviewed the monthly financials and proposed ordinance amendments. They also discussed upcoming capital projects and the proposed budget.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that CMSA reviewed a contract update with Marin Clean Energy, and they will vote on a ten or twenty year agreement in the next meeting. Director Kelly added that he would prefer the longer agreement option. Director Boorstein then reported that the JPA agencies will be signing updated FOG agreements; the District’s agreement is on the Consent Calendar.

North Bay Watershed Association (NBWA) – Director Meigs reported on the recent meeting where there was a presentation on the economics of bay wetlands sediment. She told the Board that NBWA was established twenty years ago, and members are looking forward with a OneWater strategy. She also reported on recycled water measures taken by other agencies.

**Item # 9 - Verbal Report by General Manager**

GM Moore reported that the final report on the Larkspur Landing property will be delivered to USEPA later this week, and no further changes are expected.

Next, he reported on the discussions with Comcast about the warehouse usage at the 1111 Andersen property.

GM Moore updated the Board on CDO compliance progress, the District needs to finish the remaining work by June 30, but all the in-house repairs are complete thanks to Repair Supervisor, Manny Vigil.

He reported that the District recently hired a new Administrative Coordinator, Katie Dunbar. He said that the District received many qualified applications, and that they also hired two temporary administrative employees, Christina Winnicki and Courtney Buel.

GM Moore reported that RVSD is the cover feature of the latest Municipal Sewer and Water magazine. This feature article focuses on repair work and Competency Based Training at the District.

He then described the measures that the District is taking to address the serious drought conditions. The District rented a truck to transport recycled water to the field, but it has been a struggle to meet productivity goals without needing employee overtime.

He told the Board about a grant award from the California Fish Passage Forum for \$20,190 for an upcoming capital project that includes creek restoration.

GM Moore reported that several acacia trees were removed at the Kerner location at the suggestion of an arborist. Staff is planning to adjust the landscaping without invasive species.

The District was nominated for two CASA awards which will be announced before the annual conference in August.

Lastly, GM Moore reported that Cal-OSHA will be meeting soon to update their requirements for COVID-19 safety in the workplace. The Board briefly discussed when they would return to having in-person public meetings.

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

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

**Item # 11 – Consent Calendar**

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

Director Kelly requested to comment on Items 11.a. and 11c. For Item 11.a., he gave additional context for his comments on the OPEB/pension portion of the CMSA report out. He then clarified with the Board Clerk that Item 11.c., the CASA Annual Conference, is on track to be in person.

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

**Item # 12 – Consideration of Granting Tentative Approval for Public Sewer Extension (PSX) Permit No. 405, to be Constructed within Crescent Lane, San Anselmo, CA**

<b>Motion:</b> M/s Kelly/Gaffney to Grant Tentative Approval for Public Sewer Extension (PSX) Permit No. 405, to be Constructed within Crescent Lane, San Anselmo, CA
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and described the unique project details of the first PSX in a few years. Associate Engineer Phil Benedetti introduced the guests present for this item and told the Board that the main will be shortened by 113 feet and fifty additional feet will be rehabilitated. Michael Tarnoff, the engineer designing the project, told the Board about replacing four laterals in addition to the main to remove it from private property. Glen Sherman, the resident who is funding this project, told the Board that Associate Engineer and GM Moore have been fantastic collaborators. He said that he appreciates his home county and working with local municipalities to improve infrastructure. Directors Kelly and Gaffney thanked Mr. Sherman for his initiative.

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

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

<b>Motion:</b> M/s Gaffney/Boorstein to Award and Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 20/21 Gravity Sewer Improvements Project, with Glosage Engineering, Inc., in an Amount Not to Exceed \$4,370,172 (Project # 951)
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and said that this item is the second of three capital projects slated for Summer 2021. He thanked Associate Engineer Benedetti for managing the formal bidding process. The Board reviewed the bid responses, and several were below the engineer’s estimate. GM Moore added that this work is part of the CDO requirement.

GM Moore told the Board that the low bid was unresponsive in a few areas, but the recommended contractor was the next lowest bidder. Director Meigs expressed disappointment that no one from Glosage Engineering was present to answer questions and recommended consultant presence for future construction awards.

The Board discussed the bid package and reviewed the project’s timeline, and Director Boorstein recounted his positive experiences with Glosage Engineering when they previously worked in his neighborhood for an RVSD project.

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

**Item # 14 – Consideration of Adopting Resolution No. 21-1604 Adopting the Budget for Fiscal Year 2021-22**

<b>Motion:</b> M/s Gaffney/Boorstein to Adopt Resolution No. 21-1604 Adopting the Budget for Fiscal Year 2021-22
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<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
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The motion passed.
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GM Moore introduced this item and thanked AGM Newhouse and Finance Supervisor Melvin Garcia for their hard work. He reviewed the significant changes from the draft budget. AGM Newhouse reported on the financial impact of the reduced EDU count for high-strength commercial customers, and the Board discussed the effect of COVID-19 on these accounts including restaurants, bars, and hospitals.

The Board also discussed the proposed line item for a recycled water feasibility study at length. They reviewed the potential for cost-sharing for the study and any following action. Director Meigs said that she would prefer if the study was removed from the budget and brought before the Board for separate approval. The Board confirmed that future action regarding the study would appear before the Board.

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

**Item # 15 – Consideration of Adopting Resolution No. 21-1605 Approving Salary and Benefit Schedule for Unrepresented Employees of the District**

<b>Motion:</b> M/s Kelly/Meigs to Adopt Resolution No. 21-1605 Approving Salary and Benefit Schedule for Unrepresented Employees of the District
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<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
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The motion passed.
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AGM Newhouse introduced this item and said it is identical to the last salary resolution of this type, except for the updated salary schedule that reflects the cost-of-living increase. She said that the Board previously suggested a two-year schedule for unrepresented employees, but she would like to review the financial impact of the enhanced retiree benefit program before extending the terms of this resolution. Director Kelly expressed his support for the cost-of-living increase.

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

**Item # 16 – Consideration of Approving Amendment to Assistant General Manager Contract Effective July 1, 2021**

<b>Motion:</b> M/s Boorstein/Kelly to Approve Amendment to Assistant General Manager Contract Effective July 1, 2021
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<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
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The motion passed.
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GM Moore introduced this item and told the Board that he worked with District Counsel to create an amendment to extend AGM Newhouse's contract to 2024. He said that he also conducted a positive annual performance evaluation. The Board expressed their support for this amendment and AGM Newhouse's work in this role.

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

**Item # 17 - Informational Items**

**Adjourn:** The Board adjourned at 7:23 p.m.



Michael Boorstein  
Secretary of the Board

Submitted by: Julia Cooper  
Clerk of the Board