

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

Wednesday, June 17, 2020
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 McEntee, Clerk of the Board
Andrea Clark, District Counsel
Stephen Miksis, Operations and Maintenance Manager
Melvin Garcia, Finance Supervisor
Yinlun Xu, Harris & Associates

Public Present: None

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

Item # 2 –Approval of Agenda

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

GM Moore told the Board that the Clerk of the Board emailed a proposed letter that staff drafted for the Board's immediate review and posted it on the website. This came to staff's attention after the packets were distributed. He asked that the Board consider adding it to the agenda. District Counsel clarified that the item requires 2/3 approval to be added as an Immediate Action Item.

Director Kelly moved that the Board consider this item after Item 12 and move Item 10 to after Item 7 to accommodate a present consultant.

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

There was no public comment or requests for future agendas.

Item # 4 – Committees Report Out

Finance Committee – Director Gaffney reported that the Committee discussed the monthly financials, the salary and benefits resolution, and the final budget in great detail. President Boorstein added that they recommended continuing the emergency action presented in Item 12.

Ad Hoc Facilities Committee – Director Gaffney reported that the Committee met and discussed three topics. First, the architect hired by the District is putting together schematics of the first and second floor of the 1111 Andersen building. The Committee saw initial versions of these plans, but staff intends to make a recent version available for the Board to view by the end of next week. President Boorstein added that there were several changes to accommodate for new realities created by the COVID-19 pandemic.

Second, Director Gaffney reported on the progress in obtaining a signed lease with the current tenant, Comcast. He said that the District would like to get a cost estimate by completing the construction plans and going to bid on the project. He told the Board that RVSD has already collected over \$850K in rent from Comcast. Director Meigs asked a clarifying question regarding income taxes, but the District does not pay revenue tax as a public agency. President Boorstein added that the terms of the current agreement state that Comcast will also continue to pay full rent on the property for six months after a lease is signed.

Third, Director Gaffney told the Board that the Committee discussed the current RFQ for real estate consulting services. He detailed the current process that the District uses in which staff vets and interviews the respondents, will often include input from a Board committee, and then present their recommendation before the full Board for approval. He suggested that this can be completed with the input of the Standing Finance Committee, the Ad Hoc Facilities Committee, or create a new Ad Hoc Committee in July during the annual appointments. President Boorstein said that this is not an agenda item, so no decisions can be made at this time. Director Meigs expressed her opposition to the suggested course of action; she wants the full Board to have more discussions on the matter. President Boorstein reiterated that this was a report out, and the Board cannot take any action at this time.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported that the Commission reviewed the agency's new website, reviewed the two-year budget adjustments, the year-end business plan, and decided to cancel the August regular meeting.

North Bay Watershed Association (NBWA) – Director Meigs reported on the meeting held on June 5, 2020. She told the Board about the two guest speakers who addressed topics like regional dam

projects and water oxygenation levels.

Item # 5 - Verbal Report by General Manager

GM Moore announced to the Board that the District’s SRF application was approved by the State yesterday. He shared a table which included the five projects that received loan funds.

He informed the Board that Baywork recently held their annual meeting with 35 virtual participants, and eight new agencies recently joined the organization. GM Moore told the Board that Stephen Miksis is very active with Baywork, and Mr. Miksis added that the District’s involvement has been a fantastic experience for staff and himself.

GM Moore reported the status of the three capital projects that are currently in construction.

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

Director Gaffney gave follow up comments on the SRF loan award. President Boorstein thanked staff and consultants for their hard work on the application.

President Boorstein also thanked staff for the public outreach banners that are on pump stations throughout the District. He said that he regularly sees people interacting with them when on his bicycle. Director Meigs thanked Stephen Miksis for his dedication to public outreach.

Item # 7 – Consent Calendar

Motion: M/s Sylla/Gaffney 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 a clarifying question regarding the July regular Board meeting date.

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

Item # 10 - Consideration of Adopting Resolution No. 20-1589 Updating Ross Valley Sanitary District Standard Specifications, Drawings, and Approved Materials

Motion: M/s Sylla/Kelly to Adopt Resolution No. 20-1589 Updating Ross Valley Sanitary District Standard Specifications, Drawings, and Approved Materials
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item to the Board and explained that this is a five-year update to the District’s standard specifications document. The updates include suggestions from capital program experiences and work on numerous laterals. This document seeks to take the availability of materials, implementation processes, and the reliability and durability of materials into account. Some products were removed because they are no longer available.

GM Moore introduced Yinlun Xu from Harris & Associates who joined the meeting to provide additional comment and be available for Board questions. The Board discussed staff involvement, feedback from consultants. The goal of this document is to ensure that it is standard with industrial requirements and efficiencies.

Director Gaffney asked if the District coordinated with nearby sanitary districts. GM Moore responded that this document is based on internal experience with external input, but he will share it with fellow JPA leaders at their monthly meeting.

Director Kelly told the Board that he received feedback from the Plumbing, Heating, and Cooling Contractors of the Redwood Empire that the District’s Standard Specifications were highly selective. GM Moore agreed that the District wants to use durable and reliable infrastructure on public and private property. The Board discussed the need for uniform requirements throughout the area, but currently, this proposed document includes detailed information that puts the District at the forefront of smartly investing public funds. Director Kelly said that he would like to see this forwarded to the state level to hopefully improve state standards.

Director Sylla made note that the intent was to also pull Dennis Gavallos’ knowledge before he retired earlier this year. GM Moore agreed and added that Dennis and others made significant contributions to this item.

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

Item # 8 – Consideration of Approving Resolution No. 20-1587 Adopting the Budget for Fiscal Year 2020/2021

Motion: M/s Gaffney/Sylla to Approve Resolution No. 20-1587 Adopting the Budget for Fiscal Year 2020/2021 Including Minor Corrections
Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and told the Board that this final version includes changes and suggestions made by the Board in May. He informed them of specific changes to the lateral grant budget, outside services, overtime costs, and capital project costs related to the 1111 Andersen project.

AGM Newhouse thanked Melvin Garcia and managers for the group effort required to compile this year’s budget. She acknowledged that this will be a difficult financial year for public agencies, and staff tried to be as critical as possible when finalizing this budget.

Director Meigs asked questions about the Verizon and AT&T bills, the rate for other post-employment benefits (OPEB), and the debt ratio. President Boorstein commented that the District staff conduct a lot of daily business using cellular data; he said that charges related to this will only likely go up.

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

Item # 9 - Consideration of Adopting Resolution No. 20-1588 Approving Salary and Benefit Schedules for Unrepresented Employees of the District

Motion: M/s Kelly/Sylla to Adopt Resolution No. 20-1588 Approving Salary and Benefit Schedules for Unrepresented Employees of the District
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

AGM Newhouse introduced this item and told the Board that this item was reviewed in September 2019 in conjunction with the MOU as well as in February 2020 when there was an edit related to the enhanced retiree medical benefit.

The Board discussed the low CPI of 1.1% in April, which affects the proposed COLA increase of 2.5%. Director Kelly asked staff if this needs to be approved every year, and AGM Newhouse said that they will look into making it a two-year process.

Director Gaffney requested an edit to include “monthly” to the resolution language and exhibit chart.

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. 20-1586 for the 31 Ellsworth Easement Pipeline Slide Repair in Oak Manor

Motion: M/s Gaffney/Meigs to Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1586 for the 31 Ellsworth Easement Pipeline Slide Repair in Oak Manor
Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore told the Board about the progress made on this item, including potential technical issues and meetings with potential contractors.

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

Item # 12 - 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)

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

GM Moore told the Board that the situation continues, but there are no distinct updates. The Board discussed the District’s expenses, updates to the exposure control plan, and the timeline for ending the emergency.

President Boorstein suggested that the District include the charges for Albert DeLima to make changes to the 1111 Andersen building plans to accommodate layout changes related to COVID-19 protections.

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

IMMEDIATE ACTION ITEM – Consideration of Authorizing the General Manager to Send a Letter in Opposition to Excess Educational Revenue Augmentation Fund (ERAF) Changes Through Budget Process on Behalf of the District

Motion: M/s Gaffney/Sylla to Authorize the General Manager to Send a Letter in Opposition to Excess Educational Revenue Augmentation Fund (ERAF) Changes Through Budget Process on Behalf of the District
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None
The motion passed.

President Boorstein recounted that staff sent the Board an email about an item that came to their attention after the packet was distributed. GM Moore told the Board that this item is a letter that CSDA requested agencies send to state and federal governments. He said that time is of the essence is the District would like to provide input. The Board discussed the budget methodologies and benefits to sending the letter.

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

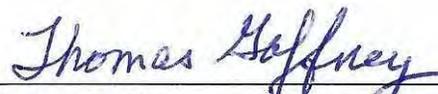
Item # 13 – Informational Items

The Board discussed the recycled water metric, the recent spill that will appear in next month’s report, and the safety status of Corte Madera Creek.

Director Meigs complimented CSW Rick Smith for his patience in teaching her about the Ramjet and manhole cleaning when he came onto her street for line maintenance.

GM Moore shared his screen to show the Board photographs of wipe buildup in manholes and pump stations.

Adjourn: The Board adjourned at 7:12 p.m.



 Thomas Gaffney
 Secretary of the Board

Submitted by: Julia McEntee
 Clerk of the Board