

ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, June 21, 2023
5:00 PM

CMSA, 1301 Andersen Dr., San Rafael

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
Andrea Clark, District Counsel
Paul Bruemmer, Operations & Maintenance Manager
Corey Spray, Finance Supervisor
Justin Seufert, Psomas

Public Present: Jeff Martin

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 Gaffney at 5:03 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – Approval of Agenda

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

The Board agreed to consider Items 8 after Item 4 to accommodate present consultants.

The amended motion as stated above carried unanimously.

Item #3 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas

Jeff Martin thanked Director Boorstein for inviting him tonight. He had no comment for future

agenda items.

Item #8 – Approve Contract Change Order Nos. 6, 7 and 8 in the Amount of \$520,309.54; Adopt Resolution No. 23-1643 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 22/23 Gravity Sewer Improvements Project (#953), with Glosage Engineering, Inc.

Motion: M/s Boorstein/Sylla to Approve Contract Change Order Nos. 6, 7, and 8 in the Amount of \$520,309.54 and Adopt Resolution 23-1643 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 22/23 Gravity Sewer Improvement Project (#953), with Glosage Engineering, Inc.

Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.

The motion passed.

GM Moore introduced the item as well as Construction Manager (CM) Justin Seufert and Senior Engineer (SE) Philip Benedetti. GM Moore spoke to the success of the project and reminded the Board that this project addressed the highest risk infrastructure at the District according to the Risk Assessment Based Infrastructure Asset Management Plan Update. GM Moore discussed the balancing change orders, detailing efficiencies that were gained. CM Seufert reiterated that this project was highly successful, adding mileage while remaining under the allotted timeframe. CM Seufert described some critical deficiencies that this project addressed.

President Gaffney asked CM Seufert if his fee was reduced because the project was completed faster than anticipated. CM Seufert estimated that his fee will be reduced by half. SE Benedetti thanked the Board for all the change order approvals throughout this project which allowed the engineering team to be agile and reduced wear on the communities that the project was in.

The motion as stated above carried unanimously.

Item #4 – Committees Report Out

Ad Hoc Human Resources Committee – Director Sylla reported that the HR committee met in May and reminded the Board that last month the item they discussed was taken off the agenda due to union concerns.

Ad Hoc Facilities Committee – Director Boorstein reported that the renovation has moved quickly in the last month. He recounted that almost all the lighting is installed and O&M Manager Bruemmer will be learning how to operate all the lighting and HVAC equipment in the coming days. Director Boorstein also commented on the computer room and how great it looks.

Finance Committee – Director Sylla reported the Committee went over the proposed budget and monthly financials. She reported that the budget is formatted to be submitted for a GFOA award. President Gaffney reported that they discussed the OPEB and Pension funding plan. Director Sylla pointed out that the budget has a longer forecast than in years past.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported that the CMSA Board was meeting the following night. He read through the agenda for the meeting. He reported that CMSA has

received the National Association of Clean Water 5-year Peak Performance Award.

North Bay Watershed Authority (NBWA) – Director Meigs reported that NBWA met and had a presentation on the Delta Wetlands Future, Marsh Resilience, and Blue Carbon. There was also a presentation on sea-level rise.

Item #5 - Verbal Report by General Manager

GM Moore started his report with an update about the ribbon cutting ceremony for PS 14 on Wednesday, July 19. This is the last project for the Cease-and-Desist Order and community partners have been invited to celebrate this achievement.

Next, he reported that the District, along with its JPA partners, appealed the NPDES permit from CMSA. This aligns with action taken five years ago when they appealed the same permit requirements. He confirmed that even though the District and JPA partners appealed the permit, they still comply with all requirements.

Then, he reported on the three current engineering projects out to bid. First, a pump station upgrade project which will upgrade three of the highest risk lift stations. Second, the Woodland capacity and creek crossing project. Third, the site improvements for 1111 Andersen.

Lastly, he unofficially announced that the District will receive the Organizational Excellence Award from CASA.

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

Director Meigs brought up an issue related to septic tanks in Fairfax and requested staff research how many septic tanks are currently in the District’s entire service area. Director Gaffney suggested staff look into offering super grants that could aid the public in their septic conversions.

GM Moore explained that County Health is the enforcement agency for failing septic tanks and spoke to the current practices for enforcement. He also reminded the Board that if the public raises a proposal to connect to the sewer system the Board has means and procedures in place to address that.

Item # 7 – Consent Calendar

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

The motion as stated above carried unanimously for the items on the Consent Calendar.

Item # 9 – Consideration of Replacing the Existing Budgeted Position of Associate Engineer with a Second O&M Superintendent Position and Updating Clerk of the Board Position to Board Clerk/Management Analyst

Motion: M/s Sylla/Boorstein to Replace the Existing Budgeted Position of Associate Engineer with a Second O&M Superintendent Position and Updating Clerk of the Board Position to Board Clerk/Management Analyst
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item which was postponed from the May Board Meeting in order to address union concerns. GM Moore addressed that the proposed changes from Associate Engineer to O&M Superintendent have a slight impact on the personnel budget and the proposed Board Clerk title change aligns more closely with the actual work being done in that position.

AGM Newhouse spoke to the changes being proposed to the Board Clerk job description. O&M Manager Brummer spoke to the changes being proposed to the Superintendent position and how the new role will add needed electrical and instrumentation expertise to the operations staff. AGM Newhouse added that the union’s comments have been addressed.

The motion as stated above carried unanimously.

Item #10 – Consideration of Adopting Resolution No. 23-1644 to Adopt the Fiscal Year 2023-24 Budget

Motion: M/s Boorstein/Sylla to Adopt Resolution No 23-1644 to Adopt the Fiscal Year 2023-24 Budget
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item complimenting the presentation of the budget and its eligibility for the GFOA Distinguished Budget Award. He pointed out that the Capital budget forecast has been updated from five years to ten years and that the “pay-go” fiscal strategy the Board asked for has been implemented.

AGM Newhouse thanked all staff that helped to compile and construct the budget document explaining how many departments and staff work to create the finished product. AGM Newhouse details the revenues and expenditures, noting that the proposed budget includes a \$2.9 million transfer from reserves. AGM Newhouse then presented the proposed OPEB and Pension funding plans, recommending that no additional funds be paid toward the pension liability at this time.

Director Kelly questioned the recommendation to allocate no additional funds. President Gaffney explained his observations about the actuarial process and pointed out that the District is already highly funded compared to other agencies. Director Kelly motioned to make an additional payment of \$300,000 to the unfunded pension liability. There was no second to this motion.

The motion as stated above carried unanimously.

Item #11 – Consideration of Adopting Resolution No. 23-1645 Approving Salary and Benefit Schedule for Unrepresented Employees of the District

Motion: M/s Kelly/Boorstein to Adopt Resolution No. 23-1645 Approving the Salary and Benefits Schedule for Unrepresented Employees of the District
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item recounting that this resolution is updated annually compared to the MOU for represented staff which is updated every five years.

AGM Newhouse presented the proposed updates to the schedule, including a 5% COLA, an expanded Physical Wellness Reimbursement Program, and a new incentive benefit for Preventive Care. President Gaffney asked for clarification about whether the incentive benefit was a reimbursement, which AGM Newhouse clarified it is not. Next, she went over the proposed phone allowance for employees who work from home and the proposed take home vehicle policy for employees in the role of O&M Superintendent.

President Gaffney asked about parity with the represented staff regarding the expanded benefits. AGM Newhouse stated that the expanded benefits as outlined in the staff report are not adopted in the current MOU.

The motion as stated above carried unanimously.

Item #12 – Consideration of Adopting the Fiscal Year 2023-24 Annual Business Plan

Motion: M/s Boorstein/Sylla to Adopt the Fiscal Year 2023-24 Annual Business Plan, as amended
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced the item explaining that the Business Plan has been moved up a month from the typical review period so that it could be included in the new budget document. He spoke to the review process and how the Business Plan is linked to the strategic goals the Board adopted in 2016. Next, GM Moore went over specific objectives for the upcoming year, such as the ribbon cutting ceremony for PS14, updating the five-year MOU, and conducting the five-year rate study.

The motion as stated above carried unanimously.

Item #13 - Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement with Municipal Maintenance Equipment (MME) in the Total Amount of \$757,867.52 for a Vac-Con TAQD312LHAE/1500 Combination Sewer Cleaning Truck

Motion: M/s Boorstein/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement with Municipal Maintenance Equipment (MME) in the Total Amount of \$757,867.52 for a Vac-Con TAQD312LHAE/1500 Combination Sewer Cleaning Truck
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.

The motion passed.

O&M Manager Bruemmer introduced the item describing the current state of the District’s Vac-Con and the importance of the vehicle. O&M Manager explained that these vehicles have a very long lead time and the anticipated price increases after July 1. Director Kelly asked about the plan for the current Vac-Con when the District receives the new one. O&M Manager Bruemmer responded that the District will retain the current Vac-Con for non-emergency purposes until it is no longer usable.

District Council Clark questioned whether the contract price will be honored as written in the motion. O&M Manager Bruemmer confirmed that the price has been locked in until July 1, 2023.

The motion as stated above carried unanimously.

Item #14 – Informational Items

GM Moore introduced the item explaining that the District is meeting its targets and that the District had only eight sewer overflows for the fiscal year. O&M Manager Bruemmer explained the circumstances surrounding the sewer overflow that occurred that month.

Adjourn: The Board adjourned at 7:16 p.m.



Michael Boorstein
Secretary of the Board



Submitted by: _____
Clerk of the Board