

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

Wednesday, July 15, 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
Haden Ongaro, Newmark Knight Frank
Joe McCallum, Newmark, Knight Frank

Public Present: Stephen Keese

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 5:05 p.m. The Clerk of the Board called roll. The Board recited the Pledge of Allegiance.

Item # 2 –Adjourn to Closed Session

The Board adjourned to Closed Session.

Item # 3 – Closed Session

- a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code section 54956.8)
Property: 1111 Andersen Drive, San Rafael, CA 94901
Agency negotiator: Steve Moore, Haden Ongaro
Negotiating Parties: Ross Valley Sanitary District, Comcast Corporation
Under negotiation: Lease – price and terms of payment

Item # 4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:57 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

Motion: M/s Gaffney/Kelly to Approve the Amended Agenda
Vote: Ayes: Gaffney, Boorstein, 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 – President Boorstein reported that the Committee reviewed the monthly financial statements and did not see any abnormalities. They reviewed other items on the agenda such as the appropriations limit, the tax roll, and the task order requests.

Ad Hoc Facilities Committee – President Boorstein reported that the Committee reviewed the updated drawings that the Board received.

Central Marin Sanitation Agency (CMSA) – Director Kelly reported items that the Commission discussed including bids for an upcoming capital project, the annual business plan, and a ten-year capital improvement plan.

North Bay Watershed Association (NBWA) – Director Meigs told the Board that there was no meeting, but they did elect a new executive officer.

Item # 9 - Verbal Report by General Manager

GM Moore reported that staff is working with the Federated Indians of Graton Rancheria on the Larkspur Landing Soil Remediation project. They have an agreement for a representative to observe excavations, and they work together when cultural resources are found. He told the Board that the Federated Indians of Graton Rancheria requested a cultural easement to access these reburied resources. AGM Newhouse added that it is a time sensitive issue that needs to be addressed before soil backfill. Director Gaffney clarified whether the resources found in the two years of work will all be buried together.

GM Moore reported about the progress in the Senior Collection System Worker recruitment; they held interviews on July 7 for the two open positions. This position created advancement opportunity.

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

The Board had no items to report or request.

Item # 11 – 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.

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

Item # 12 - Conduct Public Hearing and Consider Adoption of Resolution No. 20-1591 Approving the Report of Sewer Service Charges for Fiscal Year 2020-21 and Directing the Filing of Charges for Collection by the County Tax Collector

Motion: M/s Sylla/Kelly to Adopt Resolution No. 20-1591 Approving the Report of Sewer Service Charges for Fiscal Year 2020-21 and Directing the Filing of Charges for Collection by the County Tax Collector
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

President Boorstein opened the public hearing for this item. GM Moore gave brief background information explaining that the rates must be approved every year before tax roll is sent to the County Tax Collector. AGM Newhouse told the Board that a notice for this hearing was published twice in the Marin Independent Journal, and this is the second year of an approved five-year schedule.

President Boorstein asked for any public comment, there were no comments or protests, and he closed the public hearing.

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

Item # 13 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order Nos. 7 and 8 to the Master Services Agreement with CTS International Corp. for an Amount Not to Exceed \$156,000

Motion: M/s Kelly/Gaffney/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order Nos. 7 and 8 to the Master Services Agreement with CTS International Corp. for an Amount Not to Exceed \$156,000
Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore told the Board that these task orders mark a sunset for Competency Based Training (CBT) assistance from CTS International. He reviewed task order details like third-party assessments, fleet management software updates, and individual training plans.

Operations and Maintenance Manager Stephen Miksis told the Board that employees are looking forward to implementing the standard operating procedures (SOPs) they created in collaboration with CTS International. Director Meigs requested that Jim McPherson of CTS International join a future meeting to give updates. Mr. Miksis said he would also be happy to present milestones when there is progress to report.

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

Item # 14 - Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 to the Master Services Agreement with NV5 for an Amount Not to Exceed \$200,000

Motion: M/s Gaffney/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 5 to the Master Services Agreement with NV5 for an Amount Not to Exceed \$200,000

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

The motion passed.

GM Moore presented this item and told the Board that this task order renews the annual contract with NV5, the District’s public relations firm. The proposed budget is the same as last fiscal year and is a decrease from previous years. He reviewed NV5 projects from the past year like facilitating the GM Bulletin, updating the website and intranet, and updating communications regarding capital projects. He commended NV5 for their attention and responsiveness, and he noted that the website is especially important because the office is closed to the public.

Director Kelly gave a comment about the Board materials on the website, and Director Gaffney commented that public information and communications have improved.

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

Item # 15 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Professional Services Agreement with Harris and Associates, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$332,803 and Ratification of Termination of Master Services Agreement with Brown and Caldwell

Motion: M/s Sylla/Gaffney to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Execute Professional Services Agreement with Harris and Associates, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$332,803 and Ratify of Termination of Master Services Agreement with Brown and Caldwell

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

The motion passed.

GM Moore introduced this item with context that the District awarded this contract to Brown & Caldwell in January, but they did not communicate team vacancies. This proposed project with Harris and Associates takes advantage of the already completed work, and it is projected to come in under the budget that was approve in January.

Director Kelly expressed excitement to ultimately save money on the project. Director Meigs clarified that Katherine Kayden was not on the Brown & Caldwell team working on this project.

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

Minutetaker’s Note: The Board took a break between 6:59 and 7:05 p.m.

Item # 16 – Consideration of Appointing Board Officers, Representatives, and Committee Members for Fiscal Year 2020/21

Motion: M/s Kelly/Sylla to Appointing Board Officers, Representatives, and Committee Members for Fiscal Year 2020/21
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None
The motion passed.

The Board agree to move and second a slate of candidates, and they would ratify it with a single vote.

M/s Gaffney/Kelly to appoint Mary Sylla for President. Director Meigs expressed that she would like the role of President to rotate through the Board. She said that she has not been President in her ten years on the Board.

M/s Gaffney/Sylla to appoint Michael Boorstein for Secretary.

M/s Sylla/Kelly to appoint Thomas Gaffney for Treasurer.

M/s Boorstein/Sylla to appoint Pamela Meigs for Alternate Secretary.

M/s Sylla/Gaffney to appoint Doug Kelly for Alternate Treasurer.

M/s Kelly/Gaffney to appoint Michael Boorstein and Doug Kelly be Representatives to CMSA.

M/s Kelly/Boorstein to appoint the remaining Board members to be Alternate Representatives to CMSA.

The Board agreed to appoint Michael Boorstein Representative to CSRMA and appoint Thomas Gaffney as an Alternate.

M/s Kelly/Boorstein to appoint Pamela Meigs for Representative to NBWA.

M/s Kelly/Boorstein to appoint Thomas Gaffney and Mary Sylla to the Standing Finance Committee.

M/s Sylla/Boorstein to appoint Michael Boorstein and Doug Kelly to the Standing Committee for Human Resources.

M/s Boorstein/Sylla to appoint Doug Kelly and Pamela Meigs to the Ad Hoc Education and Outreach Committee.

M/s Sylla/Kelly to appoint Thomas Gaffney and Michael Boorstein to the Ad Hoc Facilities Committee. The Board discussed whether the Committee was still needed, and they agreed that they would keep it until staff moved into 1111 Andersen.

M/s Sylla/Gaffney to appoint Pamela Meigs and Doug Kelly to the Ad Hoc Committee for the Business Plan.

The Board discussed the need for an Ad Hoc Real Estate Committee. Director Meigs said that she did not think this was necessary because the District will not move forward with the disposition of Larkspur Landing this year. Director Kelly added they will also not sell the 2960 Kerner location this year either. AGM Newhouse said that this Committee would be helpful to review RFQ responses for real estate services. The Board did not think this was necessary, and they did not appoint any members to this Committee.

The motion as stated above carried unanimously via a roll-call vote, with the exception that Director Meigs requested to abstain from the President vote due to her previously stated concerns.

Item # 17 - 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 # 18 - Review and Terminate 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 Kelly/Meigs to Terminate 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.

President Boorstein told the Board that the Finance Committee reviewed this item. GM Moore told the Boar that this emergency action was instituted to address staff concerns related to salary, working from home, and adhering to the County health order during the COVID-19 pandemic. He said that staff has addressed these concerns, and they do not need the emergency to complete essential work. AGM Newhouse added that it is adhering with the public contract code to terminate the emergency action at the earliest possible time. Director Kelly said that the District needs to comply with the law.

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

Item # 19 — Informational Items

GM Moore thanked Stephen Miksis and Patrick Filipelli for their help with the monthly metrics, and he detailed items of note like progress on the easement initiative. This progress is due to new door hangers to facilitate communications with homeowners.

Adjourn: The Board adjourned at 7:44 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: Julia McEntee
Clerk of the Board