

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

Wednesday, July 20, 2022
5:00 PM

Via Zoom

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, Downey Brand
Paul Bruemmer, Operations and Maintenance Manager
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Matthew Fiala, QOVO
Kevin Meller, Verkada
Carmen Kasner, Ardurra
Gabriela Dow, Ardurra

Public Present: Stephen Keese
Steven Gortler

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

Item # 2 – Approval of Agenda

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

The Board agreed to consider Item 10 after Item 4 to accommodate a present consultant.

The motion as stated above carried 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 items.

Item # 4 – Administer Oaths of Office for Board Directors

The Board Clerk administered the oaths of office for Directors Boorstein, Gaffney, and Meigs. Their term will be from 2022 to 2026.

There was no Board action on this item; it was a legislative procedural item only.

Item # 10 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Payment in the Total Amount of \$178,589.12 to QOVO Solutions, Inc. for the Installation of Verkada Video Surveillance, Access Control, Alarm System, and Guest Management Integrations at 1111 Andersen Drive

Motion: M/s Boorstein/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Payment in the Total Amount of \$178,589.12 to QOVO Solutions, Inc. for the Installation of Verkada Video Surveillance, Access Control, Alarm System, and Guest Management Integrations at 1111 Andersen Drive

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

The motion passed.

GM Moore introduced this item stating that staff reviewed several options to maximize efficiency and optimization for the 1111 Andersen headquarters. Operations and Maintenance Manager Paul Bruemmer said that they were interested in a full-service solution, and the recommended vendor can address several aspects of security and guest management. Kevin Meller of Verkada shared a brief presentation highlighting their enterprise system, access control, and state of the art security measures.

Director Gaffney said the Finance Committee reviewed this item and is in favor because the guest management system on the first floor saves a staff position. President Kelly said his workplace uses Verkada and they are very happy with it. Director Meigs asked who will manage the system on a daily basis, and O&M Manager Bruemmer responded that he will address any issues, but Verkada has twenty-four-hour surveillance. Director Meigs also asked about the ten-year agreement and hardware processing power. Mr. Meller responded that the camera software can be updated remotely at no charge. Director Meigs also inquired how the system would respond to a power outage, and O&M Manager Bruemmer responded that the building will have a backup generator.

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

Minutetaker’s Note: M/s Gaffney/Sylla to consider Item 11 next on the agenda to accommodate present consultants. This motion carried unanimously via a roll call vote.

Item # 11 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve a Master Services Agreement with Ardurra for Communication and Outreach Services and Task Order No. 1 for an Amount Not to Exceed \$150,000

<p>Motion: M/s Boorstein/Gaffney to Authorize the General Manager, Upon Review and Approval of Counsel, to Approve a Master Services Agreement with Ardurra for Communication and Outreach Services and Task Order No. 1 for an Amount Not to Exceed \$150,000</p>
<p>Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and reviewed the existing Master Services Agreement that the District has with NV5. He also listed projects completed under task orders including creating consistent branding and website updates. The public relations team recently moved from NV5 to Ardurra. Carmen Kasner from Ardurra answered questions from the Board regarding outreach efforts and reassured them that Lawrence McGuire will continue as the primary project manager for RVSD. The Board also discussed the proposed budget compared to the previous year.

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

Item # 5 – Committees Report Out

Ad Hoc Facilities Committee – Director Boorstein reported that Comcast offered the District space on the first floor. The District drafted plans to move the Assembly Room to make it an accessible community asset. The plans were amended for ADA compliance, and Director Gaffney said the Committee reviewed a draft plan for additional first-floor changes.

Ad Hoc Business Plan Committee – Director Meigs reported that the draft Business Plan is easy to read and understand. They reviewed the current and proposed plans at this meeting and set goals for the next year.

Finance Committee – Director Gaffney reported the Committee reviewed the monthly financial statements for May, the year-end financial statements, and told the Board the layout of these reports may change with the implementation of new financial software. He reported they also discussed several Consent Calendar items.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported they approved a five-year MOU, rotated chair positions between the representatives, and reviewed the proposed business plan. President Kelly asked for a continuance on the Conflict of Interest Code update to clarify a specific question.

North Bay Watershed Association (NBWA) – Director Meigs reported on the guest presentations regarding the need for permitting uniformity for stormwater regulation. She also reported that there will be no August NBWA meeting. Director Boorstein also described a current bill regarding pollution and source control.

Item # 6 - Verbal Report by General Manager

GM Moore reported that the construction at 1111 Andersen is tentatively scheduled to start next week. However, the architect has not yet received comments from the City of San Rafael. He also reviewed the goals placed in the Business Plan.

Item # 7 - Verbal Report by Board Members and Requests for Future Items

Director Sylla asked if PS 15 is louder post renovation; she noticed more noise in recent months. GM Moore responded that trees are currently being removed from the site, which may have acted as a noise barrier. O&M Manager Bruemmer said that he would look into it and follow up.

Item # 8 – Consent Calendar

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

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

Item # 9 – Conduct Public Hearing and Consideration of Adopting of Resolution No. 22-1628 Approving the Report of Sewer Service Charges for Fiscal Year 2022/23 and Directing the Filing of Charges for Collection by the County Tax Collector

Motion: M/s Sylla/Boorstein to Adopt Resolution No. 22-1628 Approving the Report of Sewer Service Charges for Fiscal Year 2022/23 and Directing the Filing of Charges for Collection by the County Tax Collector
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

President Kelly opened the public hearing. AGM Newhouse introduced the item and described the annual process of submitting the annual tax roll to the County. She also noted increased participation in the low-income rate assistance program. President Kelly asked if the District received any protests to the rates, and Board Clerk responded that they had not. The Board agreed that it would be most prudent to keep the rates as scheduled until the next Proposition 218 process. President Kelly closed the public hearing.

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

Item # 12 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Sourcewell Contract Purchase Agreement in the Total Amount of \$373,624.95 to Vac-Con for a Vac-Con V230H/500 Combination Sewer Cleaning Truck

Motion: M/s Sylla/Boorstein to Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Sourcewell Contract Purchase Agreement in the Total Amount of \$373,624.95 to Vac-Con for a Vac-Con V230H/500 Combination Sewer Cleaning Truck
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item and stated this purchase is included in the in approved annual budget. The conditions in the District warrant the purchase of a smaller, combination unit. It is cumbersome to navigate the current vacuum unit though narrow roadways or easements to remove debris. O&M Manager Bruemmer said that lead time was a major consideration; other companies had lead time of over one year.

Director Meigs expressed a desire for an electric vehicle option, but that is not currently available on the market. GM Moore said that this is more viable with other trucks in the fleet. President Kelly confirmed the capacity of the proposed vehicle.

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

Item # 13 – Consideration of Adopting the Fiscal Year 2022/23 Annual Business Plan

Motion: M/s Gaffney/Boorstein to Adopt the Fiscal Year 2022/23 Annual Business Plan
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item and reviewed the purpose of the business plan, the organizing attributes, and the newly added items for the upcoming year. Director Meigs said she appreciated the clarity of the document. The Board thanked staff for their work and reviewed specific items like the disposal of 2960 Kerner property and the pump station asset inventory. They also requested a meeting of the ad hoc committee in January for a mid-year update.

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

Item # 14 – Consideration of Appointing Board Officers, Representatives, and Committee Members for Fiscal Year 2022/23

Motion: Appoint Board Officers, Representatives, and Committee Members for Fiscal Year 2022/23
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

The Board agreed to nominate the full slate of Board officers and appointments and complete via a single vote.

M/s Boorstein/Sylla to appoint Doug Thomas Gaffney for President.

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

M/s Boorstein/Sylla to appoint Pamela Meigs for Treasurer.

M/s Boorstein/Gaffney to appoint Mary Sylla for Alternate Secretary.

M/s Boorstein/Meigs to appoint Doug Kelly for Alternate Treasurer.

M/s Gaffney/Meigs to appoint Michael Boorstein and Doug Kelly as Representatives to CMSA

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

M/s Meigs/Sylla to appoint Michael Boorstein Representative to CSRMA.

M/s Boorstein/Gaffney to appoint Pamela Meigs as the Alternate Representative to CSRMA.

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

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

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

M/s Sylla/ Meigs to appoint Thomas Gaffney and Michael Boorstein to the Ad Hoc Facilities Committee.


Director Meigs made a motion to nominate Director Kelly for President, but he declined.

The motions as stated above carried unanimously via a roll-call vote apart from the vote for President in which Director Meigs abstained.

Item # 15 – Informational Items

For Item 15.a., GM Moore noted items of interest in the monthly metrics report such as the sewer overflow, recycled water use, and reduced inflow to CMSA. O&M Manager Bruemmer also reviewed specific items including a cost recovery project with the City of Larkspur.

Adjourn: The Board adjourned at 7:02 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board