

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

Wednesday, July 21, 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
Melvin Garcia, Finance Supervisor
Phil Benedetti, Associate Engineer
Jeff Pelz, West Yost 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 Sylla at 5:01 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 - Approval of Agenda

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

The Board agreed to review Item 13 after Item 3 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 # 13 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 2 with West Yost in the Total Amount of \$299,800, for Flow Monitoring and System Capacity Hydraulic Evaluation

Motion: M/s Kelly/Boorstein to Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 2 with West Yost in the Total Amount of \$299,800, for Flow Monitoring and System Capacity Hydraulic Evaluation
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and detailed the project as a continuation of the studies in 2006 and 2014. The proposed consultant, West Yost, completed the last study and consulted on the IAMP, thereby bringing additional knowledge. Jeff Pelz from West Yost described components of the proposed scope of work, including the feasibility of adding additional customers in San Geronimo Valley. Mr. Pelz also highlighted the drought’s effect on wastewater flows statewide. Director Gaffney confirmed that the SmartCovers do not provide an adequate level of detail for this study. Director Meigs asked about the timeframe for this data.

The Board discussed the San Geronimo Valley residents that are currently on septic, the portion of this study which will enable staff to answer questions from stakeholders regarding the feasibility of connecting to RVSD infrastructure. Mr. Pelz said that this is a very small portion of the study, costing around ten thousand dollars of the proposed budget. Director Meigs warned that this is a very divisive political issue.

Director Gaffney added that the winter’s rainfall will dictate whether the study will need to be postponed. Mr. Pelz said that there will be an increase in cost if the monitoring is postponed, but some of the calculations can be completed regardless. Director Kelly expressed interest in getting a full estimate from staff to connect San Geronimo Valley residences to the RVSD system. Director Boorstein reminded the Board that staff was approached to address these questions, and he would be in favor of the study to retain the health of the watershed.

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

Item # 4 – Committees Report Out

Finance Committee – Director Gaffney reported that the Committee reviewed the Consent Calendar items in detail. He said that they offered solutions to minor issues in the financial reports, and they had a good discussion on the lateral grant program.

Ad Hoc Education and Outreach Committee – Director Kelly reported that they reviewed staff’s progress with public service announcements. Director Meigs said that a new PSA will be about what an overflow can look like. GM Moore said that he introduced Courtney Buel to the Committee. Director Kelly reported that the Committee discussed a questionnaire related to the Larkspur Landing property. He would like to maintain a transparent process and encourage participation in public events.

Ad Hoc Business Plan Committee – Director Kelly reported that the Committee reviewed the current Business Plan in detail as well as the proposed plan that is before the Board.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that they approved the RVSD FOG agreement, addressed an emergency with a digester, and discussed that the new cogen engine will likely be operational early next year.

North Bay Watershed Association (NBWA) – Director Meigs reported on the guest speaker at the recent NBWA meeting. This speaker from the Marin Wildfire Prevention Association recounted education and evacuation programs.

Item # 5 - Verbal Report by General Manager

GM Moore reported on progress with the Larkspur Landing property and the lease discussions for the 1111 Andersen property.

GM Moore reported on the Cease and Desist Order (CDO), and the final required line items. He commended Line Repair Supervisor Manuel Vigil for the thirty-one required repairs his crew completed a month ahead of schedule. GM Moore wrote a letter of superior performance for Mr. Vigil’s personnel file. He reported that there will be a potential rescission of the CDO in 2022.

He described staff’s recycled water use which doubled in June. MMWD agreed to continue allowing water meters on vehicles. Then, he reviewed the purchase of two new RamJets. Staff is developing training and procedures for these vehicles, and they are using the old vehicles as water delivery trucks to maximize recycled water use.

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

Director Kelly requested a future item to further understand the costs related to connecting San Geronimo Valley.

Item # 7 – Consent Calendar

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

Director Kelly asked to discuss Item 7.d. He asked staff to prioritize cybersecurity with IT Hub. AGM Newhouse responded that an advantage of this agreement is they are a part of a larger IT service provider who conducts best practices.

Director Gaffney asked to review Item 7.h. He reported that the Finance Committee reviewed this ordinance related the lateral loan program. The Board discussed the number of required estimates that should be included in this amended ordinance and agreed on language requiring “at least two estimates” for a complete application.

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

Item # 8 – Conduct Public Hearing and Consider Adoption of Resolution No. 21-1607 Approving the Report of Sewer Service Charges for Fiscal Year 2021/22 and Directing the Filing of Charges for Collection by the County Tax Collector

Motion: M/s Boorstein/Gaffney to Adopt of Resolution No. 21-1607 Approving the Report of Sewer Service Charges for Fiscal Year 2021/22 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.

GM Moore introduced this item and explained the annual process required to collect sewer service charges. The rates were adopted in 2019 as part of a Proposition 218 process. President Sylla opened the public hearing. There was no public present and no written objections, so she closed the public hearing.

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

Item # 9 – Consideration of Adopting Resolution No. 21-1608 Amending the Framework and Guidelines of the Lateral Replacement Grant Program

Motion: M/s Boorstein/Kelly to Adopt Resolution No. 21-1608 Amending the Framework and Guidelines of the Lateral Replacement Grant Program
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and described staff’s collaborative effort to respond to customers who are currently ineligible for the grant program. They revised the permit application process, which now includes much of the information previously required in the grant application. He added that the proposed grant program is more clear, efficient, and aligned with partner agencies. The Board discussed how this would affect ratepayers seeking to participate in the grant program.

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

Item # 10 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the PS14, 24, 25 Larkspur Pump Stations Improvements Project (Project # 906) with Pacific Infrastructure Corporation in the Amount Not to Exceed \$1,632,500

Motion: M/s Gaffney/Boorstein to Award and Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the PS14, 24, 25 Larkspur Pump Stations Improvements Project (Project # 906) with Pacific Infrastructure Corporation in the Amount Not to Exceed \$1,632,500
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item as the third capital project in Summer 2021. The focus of this work will be upgrading generators in the three pump stations, but it is affected by current supply issues. He also detailed other updates and project details.

Associate Engineer Phil Benedetti described the public bidding process; the District received two bids. They were both over the engineer’s estimate, but this was largely due to equipment costs. The Board reviewed reasons why this project did not receive more bids. GM Moore said that staff expects to rehabilitate one to two smaller stations per year once the District reaches pay-go funding.

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

Item # 11 – Consideration of Adopting Resolution No. 21-1609 Adopting a Mitigated Negative Declaration for the Lower Fawn Drive Gravity Sewer Rehabilitation Project (Project # 947)

Motion: M/s Kelly/Boorstein to Adopt Resolution No. 21-1609 Adopting a Mitigated Negative Declaration for the Lower Fawn Drive Gravity Sewer Rehabilitation Project (Project # 947)
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and reviewed the need for a Mitigated Negative Declaration to review the soil backfill for cultural resources. District Counsel Clark said that this level of review is quite low for CEQA, and it is positive that there were no comments.

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

Item # 12 – Consideration of Adopting Resolution No. 21-1610 Adopting a Mitigated Negative Declaration for the Shady Lane Sewer Removal Project (Project # 944) Located in Ross Creek

Motion: M/s Gaffney/Kelly to Adopt Resolution No. 21-1610 Adopting a Mitigated Negative Declaration for the Shady Lane Sewer Removal Project (Project # 944) Located in Ross Creek
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and said that this Mitigated Negative Declaration is longer because it triggered review for cultural and environmental resources. Staff has worked on this project for the last two years, and it is a recipient of an SRF loan for \$20,000. He added that staff received informal bids for the project construction, and the contract will come before the Board in August.

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

Item # 14 – Consideration of Adopting the Fiscal Year 2021/22 Annual Business Plan

Motion: M/s Kelly/Boorstein to Adopting the Fiscal Year 2021/22 Annual Business Plan
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and told the Board that the ad hoc committee met on June 30 to review the current and draft plans. He gave context to the purpose of the Business Plan to enact the District's Strategic Plan. The Board discussed specific items and methods to track progress in the Business Plan.

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

Item # 15 – Consideration of Appointing Board Officers, Representatives, and Committee Members for Fiscal Year 2021/22

M/s Gaffney/Boorstein to appoint Doug Kelly for President. The motion as stated above carried unanimously via a roll-call vote.

M/s Boorstein/Kelly to appoint Thomas Gaffney for Secretary. The motion as stated above carried unanimously via a roll-call vote.

M/s Kelly/Gaffney to appoint Michael Boorstein for Treasurer. The motion as stated above carried unanimously via a roll-call vote.

M/s Kelly/Boorstein to appoint Pamela Meigs for Alternate Secretary. The motion as stated above carried unanimously via a roll-call vote.

M/s Kelly/Boorstein to appoint Mary Sylla for Alternate Treasurer. The motion as stated above carried unanimously via a roll-call vote.

The Board agreed to vote for the following appointments and Board Committees in sections rather than by a single vote.

M/s Gaffney/Kelly to appoint Michael Boorstein and Doug Kelly as Representatives to CMSA and appoint the remaining Board members to be Alternate Representatives. The motions as stated above carried with a 4-0-1 vote. Director Kelly was absent for this vote due to technical difficulties.

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

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

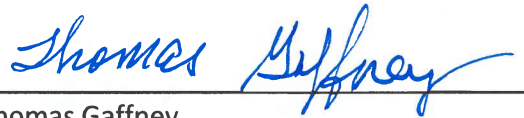
The motions as stated above carried unanimously via a roll-call vote.

M/s Boorstein/Gaffney to appoint Thomas Gaffney and Doug Kelly to the Standing Finance Committee, to appoint Michael Boorstein and Mary Sylla to the newly changed Ad Hoc Committee for Human Resources, to appoint Doug Kelly and Pamela Meigs to the Ad Hoc Education and Outreach Committee, to appoint Pamela Meigs and Doug Kelly to the Ad Hoc Committee for the Business Plan, and to appoint Thomas Gaffney and Michael Boorstein to the Ad Hoc Facilities Committee. Director Gaffney added that the Ad Hoc Facilities Committee would not be compensated. The motion as stated above carried unanimously via a roll-call vote.

Item # 16 - Informational Items

For Item 11.a., President Kelly highlighted the no spill report and clarified the separation between public and private overflows. GM Moore said that staff responds to all service requests but does not report overflows from private sewer laterals. President Kelly also noted the reduced flow to CMSA, which is the lowest since July 2018.

Adjourn: The Board adjourned at 7:22 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board