

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

Wednesday, August 18, 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
Sean Filippini, Downey Brand

Public Present: Eric Morey, Resident of San Geronimo Valley

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 –Adjourn to Closed Session

The Board adjourned to Closed Session at 5:01 p.m.

Item # 3 – Closed Session

- a) Conference with Legal Counsel – Existing Litigation (Govt. Code 54956.9(d)(1)): *Telstar Instruments, Inc. v. Ross Valley Sanitary District* (Sup. Court Case No. CIV-20033065)

Item # 4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:30 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 Boorstein/Gaffney to Approve the Agenda
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 # 7 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas

Eric Morey, resident of San Geronimo Valley, made a public comment regarding the flow capacity study recently approved at the July Board meeting. He suggested how the Board can better understand and serve community needs. President Kelly thanked him for his comment and said the Board will seek public feedback when the study is complete.

Item # 8 – Committees Report Out

Finance Committee – Director Gaffney reported that the Committee reviewed the year-end financial statements in detail. They recommended that staff bring a future item explaining the pension investment strategies. He also reported that the Committee discussed the possibility of increasing the surplus items for sale minimum value threshold for Board approval.

Ad Hoc Education and Outreach Committee – President Kelly reported that the Committee did not review the survey drafted by Century Urban for the future disposition of the Larkspur Landing property. He said that he wants the full Board’s input and include the public. He detailed a previous negative experience with a public survey. Though they could not discuss it during the report out, President Kelly received feedback from the Board requesting a future agenda item.

CASA Annual Conference – Director Boorstein reported on his experience at the California Association of Sanitary Agencies (CASA) Annual Conference in San Diego. He reviewed discussion topics related to onboarding, fleet management, and mitigating the effects of the drought.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that there was no meeting this month, but he gave an update on the digester’s cover replacement.

North Bay Watershed Association (NBWA) – Director Meigs reported that there was no meeting this month.

Item # 9 - Verbal Report by General Manager

GM Moore reported that staff received comments on the final report for the Larkspur Landing property, and they were all clerical in nature. They submitted a revised report today to the USEPA.

Next, he told the Board that Weir Andrewson Architects submitted an application to the City of San Rafael for the 1111 Andersen remodel. Staff is meeting with Comcast next week to review final items on the lease agreement.

GM Moore reported that staff finalized the update to the Infrastructure Asset Management Plan, which will dictate future capital improvement projects. Once the report is completed, staff will post it to the website and give a copy to the Regional Water Control Board.

Lastly, he reported that very little potable water was used for sewer cleaning in July. Director Meigs suggested he inform MMWD of these conservation efforts.

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

Director Gaffney requested a future item related to the investment strategies of the District pension funds. Director Meigs added a request to include CMSA pensions, since RVSD is a JPA member.

Then, Director Gaffney requested a future item recommending an increase in the minimum surplus value required for Board approval.

Item # 11 – Consent Calendar

Motion: M/s Gaffney/Sylla 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 via a roll-call vote.

Item # 12 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Ross Creek Sewer Removal Project (Project # 944) with Coastside Concrete and Construction in the Amount Not to Exceed \$82,500

Motion: M/s Boorstein/Sylla to Award and Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Ross Creek Sewer Removal Project (Project # 944) with Coastside Concrete and Construction in the Amount Not to Exceed \$82,500
Vote: Ayes: Gaffney, Boorstein, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and told the Board that the contractor was selected through informal bidding processes for construction projects established by Ordinance No. 110. The District received three bids, and GM Moore recommended the lowest bidder. He described details of the project and sensitive environmental factors.

Director Meigs thanked GM Moore for his conservation work and the additional effort of applying for grant to help offset construction costs. Director Sylla suggested that this project be publicized, and GM Moore said that he would follow up with NV5 once the work is complete.

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

Item # 13 – Consideration of Approving Disposal of Surplus District-Owned Equipment

Motion: M/s Boorstein/Meigs to Approve Disposal of Surplus District-Owned Equipment
Vote: Ayes: Gaffney, Boorstein, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

GM Moore introduced this item and thanked staff, including Acting O&M Manager Ben Conner and Courtney Buel, for compiling the list of items to declare as surplus. The District has a commitment to use technology to make work safer and effective, but the items for surplus no longer have a use.

The District’s Financial Policies require Board approval for surplus equipment valued over \$1,000. Director Boorstein expressed support for staff using Craigslist or other avenues to get the best return on the District’s investment.

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

Item # 14 - Informational Items

President Kelly noted the no-spill report, and GM Moore added that this is the second month of no overflows. He also noted the reduced influent to CMSA on the monthly metrics.

Adjourn: The Board adjourned at 6:23 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board