

**ROSS VALLEY SANITARY DISTRICT
FINANCE COMMITTEE REGULAR MEETING NOTES**

Tuesday, August 17, 2021
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None

Board Directors

Present: Pamela Meigs

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Melvin Garcia, Finance Supervisor

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:01 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for August 17, 2021.

Item # 3 – Approval of July 20, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for July 20, 2021.

Item # 4 - Review of August 17, 2021, Agenda Item 11.b.: Accept the Year-End Financial Statements of Fiscal Year 2020/2021

AGM Newhouse introduced this item and described the successes reflected in this report. She thanked Finance Supervisor Melvin Garcia for his diligence in the monthly reports and keen reporting of revenue and expenditures. She explained the context of specific line items including office supplies, claims management, and information on pension and OPEB liabilities.

Director Gaffney offered questions and comments regarding the debt service summary, the bond ratings, and the funding strategies for the pension trust. He said he would like to review the strategies at a future Board meeting. The Committee reviewed the check register portion of this report.

Item # 5 – Review of August 17, 2021, Agenda 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

GM Moore reported that this item relates to the removal of an abandoned sewer in the creek. He told the Board that this project is the recipient of a grant. This low bid contractor was selected through the informal bidding process adopted in Ordinance No. 110. The Committee discussed the benefits of this chosen process and construction details of the capital project. They expressed support for the project and the use of informal bidding for this work.

Item # 6 – Review of August 17, 2021, Agenda Item 13: Consideration of Approving Disposal of Surplus District-Owned Equipment

GM Moore highlighted the technology that the District does use effectively, and how that differs from the items recommended for surplus. The Committee commended the effort by staff.

Director Gaffney suggested raising the threshold for the value of items brought to the Board. GM Moore said there will be many items declared surplus in the moving process to 1111 Andersen. AGM Newhouse said that staff could include the suggestion in an update to the Financial Policies.

Adjourn: The Committee adjourned the meeting at 11:54 a.m.