

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

Wednesday, September 30, 2020  
4:00 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  
Phil Benedetti, Associate Engineer  
Bryant Sparkman, Century Urban  
Leo Ma, Century Urban

Public Present: Robert Silvestri  
Michael Hooper  
Jason Dow  
Robert Upton  
Julian Skinner  
Kristin Teiche  
Nathan Ballard  
Franklin Escobedo  
Clarke Miller  
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](http://www.rvsd.org).*

**Item # 1 – Call Meeting to Order and Roll Call**

The meeting was called to order by President Sylla at 4:01 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

**Item # 2 – Approval of Agenda**

<b>Motion:</b> M/s Boorstein/Kelly to Approve the Amended Agenda
<b>Vote:</b> Ayes: Boorstein, Gaffney, 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 # 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 # 4 – Consideration of Approving Contract Change Order No. 2 in the Amount Not to Exceed \$169,250 for Additional Work on 1 Fawn Court Easement Sewer Replacement in San Anselmo for the Laurel Grove Sewer Rehabilitation Project with Glosage Engineering, Inc.**

<b>Motion:</b> M/s Boorstein/Gaffney to Approving Contract Change Order No. 2 in the Amount Not to Exceed \$169,250 for Additional Work on 1 Fawn Court Easement Sewer Replacement in San Anselmo for the Laurel Grove Sewer Rehabilitation Project with Glosage Engineering, Inc.
<b>Vote:</b> Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None
The motion passed.

GM introduced this time sensitive item that required review before the regular meeting. He gave the Board context related to easements and sewer upgrade opportunities. He gave context on the scope of work.

Director Gaffney asked about the linear foot cost of the materials, and Associate Engineer Phil Benedetti agreed that it is a reasonable cost for this project. He said that other things, like pavement restoration, is wrapped up in the price. He also confirmed that Glosage Engineering, Inc. is already working on the Laurel Grove Project from formal bidding proceedings. Director Meigs asked questions about pipe bursting equipment. Director Boorstein commended the work of the current company to keep on schedule, traffic control, and he has not heard complaints from the community. Director Kelly asked GM Moore about whether this item was planned for replacement, and GM Moore said that this an opportunistic upgrade based on the current remodel in place. Director Kelly then asked Mr. Benedetti about specific items of the construction work. Mr. Benedetti explained the benefits of having the pipe bursting done at this time.

There was no public comment on this item. The motion as stated above carried unanimously via a roll-call vote.

**Item # 5 – Informational Presentation by Century Urban on Conceptual Approaches to Disposition of Larkspur Landing Property (No Staff Report)**

GM Moore introduced this item and reminded the Board that Century Urban is the District’s real estate consultant, and he introduced Bryant Sparkman.


Mr. Sparkman gave a presentation that reviewed Century Urban as a company and its partners, the Larkspur Landing site, potential transaction structures, and tasks for Phase One of the disposition process with Century Urban. This presentation also included information on different risks and benefits of the first two structures (option to purchase and ground lease). He introduced Leo Ma who further explained the second two potential structures, joint ventures and development management agreements. Mr. Sparkman added that, while all four options are important for the Board's education, there are two that are generally recommended for public agencies like RVSD, the option to purchase and ground lease. He reviewed the potential risks involved for the District with these options.

President Sylla asked about legal requirements related to a long-term lease. Director Meigs asked for a copy of the presentation and that it be added to the website. Director Gaffney asked a clarifying question about the ground lease and the Board's involvement before and after development. Mr. Ma and Mr. Sparkman gave specific responses to his questions. Director Kelly asked for additional specific information related to ground lease terms and clarification on current entitlements. District Counsel said that she will have to consult with land use counsel before giving a specific answer. The Board discussed next steps of the project and the issue of entitlements.

Robert Silvestri, member of the public, had clarifying comments regarding a couple of the transaction structure options. He gave specific information regarding entitlements and other details of the Larkspur General Plan. He requested that the District get an appraisal of the property and make it available to the public.

There was no additional public comment. This item was an informational presentation only; there was no action taken.

**Adjourn:** The Board adjourned at 5:12 p.m.

  
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Michael Boorstein  
Secretary of the Board

Submitted by: Julia McEntee  
Clerk of the Board