

ITEM 11.a.

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, October 21, 2020
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
Julia McEntee, Clerk of the Board
Andrea Clark, District Counsel
Stephen Miksis, Operations and Maintenance Manager
Melvin Garcia, Finance Supervisor
Riley Hurd, Ragghianti & Freitas
Bryant Sparkman, Century Urban
Mark Wilson, Nute Engineering

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 Boorstein/Kelly to Approve the Agenda
Vote: 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 – Committees Report Out

Finance Committee – Director Gaffney reported that the Committee reviewed Consent Calendar items including the monthly check register, two implementations of sewer extensions, and contract change orders. Director Kelly asked for clarification about the connection fee payment from Marin Health; GM Moore clarified that a portion of those fees was already forwarded to CMSA. Melvin Garcia also clarified that Marin Health did not choose to implement the financing offer that was brought before the Board at a previous meeting.

Ad Hoc Facilities Committee – This Committee did not meet, and there was nothing to report.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that the bond sale was rescheduled for October 22 and reviewed the update to CMSA’s agreement with PG&E for the next ten years. Director Kelly added that people can find real-time energy information on CMSA’s website.

North Bay Watershed Association (NBWA) – Director Meigs reported on the Association’s discussion on groundwater in the Sonoma and Petaluma Valleys, and they reviewed the legislation implementation.

Item # 5 - Verbal Report by General Manager

GM Moore reported to the Board that he met with Marin LAFCo, County representatives, and CMSA General Manager Jason Dow regarding annexation of San Quentin Village potentially by July 1, 2021. The Board discussed the different infrastructure that the District would maintain as a result of that annexation.

GM Moore reported that staff awarded three scholarships to applicants from the Class of 2020 and recognized the recipients.

He also reported on the progress of the Competency Based Training initiative; the third-party assessment phase is currently underway, staff completed Standard Operating Procedures for Inspections and SSO response. Operations and Maintenance Manager Stephen Miksis said that staff developed this program, and everyone is excited to have an Individual Training Plan.

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

Director Meigs told the Board that this year’s pharmacy drug take-back day is located at the Fairfax police station on October 24. She asked if staff could add the notice to the homepage of the website. Director Gaffney clarified that this is open to more than Fairfax residents.

Director Boorstein asked if the Board could have a presentation from Stephen Miksis and staff on new scanning technology for manhole inspections and other CCTV functions.

Item # 7 – Consent Calendar

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

Director Gaffney asked to discuss Item 7.d. He commended Finance Supervisor Garcia and staff for their work to achieve this award.

President Sylla pulled Item 7.g. for discussion and told the Board that this acknowledges the successful completion of work by Creekside HOA. GM Moore shared his screen and offered details form the construction process.

GM Moore told Director Gaffney that staff will address the minor correction discussed at the Finance Committee.

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

Item # 8 - Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute an Agreement for Land Use-Related Legal Services with Ragghianti Freitas LLP

Motion: M/s Boorstein/Gaffney to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Execute an Agreement for Land Use-Related Legal Services with Ragghianti Freitas LLP and Inform the Board of the Fees Beyond the \$5,000 Retainer
Vote: Ayes: Gaffney, Boorstein, Kelly, Sylla Noes: None. Absent: None. Abstain: Meigs.
The motion passed.

GM Moore introduced this item and told the Board that this item is an outcome from the informational presentation on September 30. He introduced Mr. Hurd and said he was available for questions. Mr. Hurd addressed the Board and reviewed his qualifications as a land use specialist, previous projects, and experience with public agencies.

President Sylla asked how staff decided that these services were needed in addition to the contract with Century Urban. GM Moore responded that Bryant Sparkman from Century Urban is also available for questions. Legal counsel is not part of the suite of services with Century Urban, so staff sought out local options to assist the District with technical questions as needed. Director Kelly asked Mr. Hurd if he had an expectation of the hours needed. He answered that it differs with every project, but he often splits up his billing into separate portions at different project phases.

Director Meigs expressed concern about the lack of contract in the agenda packet. She asked if there were options that were less expensive. She said that she would not be able to give an aye vote with this little comparison. The Board discussed potential options for reporting expenses beyond the retainer to the Board and the rationale for Board consideration rather than approving this contract administratively.

The amended motion as stated above carried via a roll-call vote. Director Meigs abstained from this vote.

Item # 9 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 6 with Nute Engineering for Lift Station Condition Assessment for Infrastructure Asset Management Plan (IAMP) Update, for an Amount Not to Exceed \$120,127

<p>Motion: M/s Gaffney/Boorstein to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 6 with Nute Engineering for Lift Station Condition Assessment for Infrastructure Asset Management Plan (IAMP) Update, for an Amount Not to Exceed \$120,127</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Kelly, Sylla Noes: None. Absent: None. Abstain: None</p>
<p>The motion passed.</p>

GM Moore introduced this item that addresses three minor lift stations that were not evaluated in the previous IAMP. The bid for this task from HDR was relatively high, and staff found that Nute Engineering’s bid was lower, and they designed 10 of the 15 District’s minor pump stations. GM Moore introduced Mark Wilson from Nute Engineering for Board questions. Director Gaffney said that, with this task order, the District saves thousands of dollars and hires a local, qualified contractor.

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

Item # 10 - Discussion and Approval of Board Policy on Board Member Compensation

GM Moore introduced this item and reviewed the progress that the Board made in discussions at the September meeting. He said that the Board Clerk and District Counsel made changes and updated the draft policy. Director Kelly requested that conference locations be reported in the annual reporting data. The Board and Counsel reviewed the terms of Ordinance 80 in 2017, the removal of regular Board reimbursement increases, and reimbursement for the CMSA appointment. Director Gaffney offered to send his specific notes to staff after the meeting. The Board reviewed the appointment to NBWA and its reimbursement status. Director Meigs verified that there is a cap of the number of meeting days served per month.

This item was for discussion and direction only; there was no action taken on this item.

Item # 11 – Consideration of Accepting the Year-End Metrics Report for Fiscal Year 2019/20

<p>Motion: M/s Kelly/Boorstein to Accepting the Year-End Metrics Report for Fiscal Year 2019/20</p>
<p>Vote: Ayes: Gaffney, Meigs, Boorstein, Sylla, Kelly Noes: None. Absent: None. Abstain: None</p>
<p>The motion passed.</p>

GM Moore introduced this item and reviewed document highlights like soft blockages broken, number of SSOs, number of Grade 5 defects, lateral replacements, and the total miles restored through the Repair crew compared to the Capital Program. Stephen Miksis noted the reduced number of service calls that reduces interruption and overtime costs. He also said that this impresses

staff and is an overall morale boost. The Board also discussed various metrics, including the reduced flow to CMSA.

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

Item # 12 - 12. Review and Terminate the Emergency Action Adopted in Resolution No. 20-1586 for 31 Ellsworth Easement Pipeline Slide Repair in Oak Manor and Authorize General Manager to Issue Payment of \$83,225 to Hanford ARC, Inc.

Motion: M/s Boorstein/Kelly to Review and Terminate the Emergency Action Adopted in Resolution No. 20-1586 for 31 Ellsworth Easement Pipeline Slide Repair in Oak Manor and Authorize General Manager to Issue Payment of \$83,225 to Hanford ARC, Inc.

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

The motion passed.

GM Moore told the Board that the District extended the remediation of this emergency to complete the landscape work close to the wet season. He reviewed the two change orders related to hydroseeding, fertilizer, and unearthing a storm drain outlet that was buried in a 2017 landslide. GM Moore shared his screen and reviewed the before and after images from the agenda packet.

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

Item # 13 -- Informational Items

President Sylla congratulated staff on the no spill report. Stephen Miksis said that this has been a great month with few service calls even in a pandemic. GM Moore also noted the recycled water metric included hydroseeding at the Larkspur Landing cleanup project.

Adjourn: The Board adjourned at 6:58 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: Julia McEntee
Clerk of the Board