

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

Wednesday, August 16, 2023
5:00 PM

CMSA, 1301 Andersen Dr., San Rafael

Directors Present: Michael Boorstein
Thomas Gaffney
Doug Kelly
Pamela Meigs
Mary Sylla

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager
Andrea Clark, District Counsel
Paul Bruemmer, Operations & Maintenance Manager
Corey Spray, Finance Supervisor
Philip Benedetti, Senior Engineer
Jaemin Park, Park 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 Boorstein at 5:00 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:02 p.m.

Item #3 – Closed Session

- a) Conference with Real Property Negotiations – Govt. Code 54956.8 Property: 625 College Avenue, Kentfield, CA 94904

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

The Board had no action to report.

Item #6 – Approval of Agenda

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

The Board agreed to consider Items 12, 13, and 14 after Item 7 to accommodate present consultants and a timing constraint.

The amended motion as stated above was carried unanimously.

Item #7 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas

There was no public comment or requests for future items.

Item #12 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Construction Contract, with Precision Engineering, Inc., for the Woodlands Capacity and Creek Crossings Project (#956), in the Amount Not to Exceed \$1,926,665

Motion: M/s Sylla/Gaffney to award and authorize the General Manager, upon review and approval of counsel, to execute a construction contract, with Precision Engineering, Inc., for the Woodlands Capacity and Creek Crossing Project (#956), in the amount not to exceed \$1,926,665
Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item reporting that this project was spun off the 22/23 Gravity Sewer Project due to the construction complexity and permitting required for creek crossings. He commented that the creek crossings addressed in this project received high risk scores on the IAMP.

SE Benedetti described the bid opening process and reported that Precision Engineering’s bid came in under the engineers estimate. SE Benedetti informed the Board that the District had not worked with this firm before, but he called several references and received positive reviews. He mentioned that Park Engineering had positive experiences working with them as well. He detailed the work that would be performed during the project and the problems that this project would alleviate.

Director Meigs inquired about Fish and Game permitting and the length of the project. SE Benedetti recalled that only three of the four creek crossings trigger Fish and Game permitting and reported that the project will take roughly one hundred days to complete. GM Moore described the extensive permitting process for this project. Director Kelly asked for more detailed information about the types of creek crossings that this project was proposing. SE Benedetti responded by describing each crossing and its proposed construction.

The motion as stated above carried unanimously.

Item #13 – Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement for Construction Management Services with Park Engineering for the Woodland Capacity and Creek Crossings Project (#956), in the Amount Not to Exceed \$288,800

Motion: M/s Sylla/Kelly to approve and authorize the General Manager, upon review and approval of counsel, to execute a consultant services agreement for construction management services with Park Engineering for the Woodland Capacity and Creek Crossing Project (#956), in the amount not to exceed \$288,800

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

The motion passed.

SE Benedetti introduced this item, explaining that a request for proposal (RFP) was issued for this project and proposals were solicited from several firms, however, Park Engineering was the only firm to submit a proposal for review. He stated that he followed up with the nonresponsive firms and they reported that they did not have capacity to take on this project, at this time. SE Benedetti reminded the Board that Park Engineering oversaw the FY20/21 Gravity Sewer Improvement Project which was located in the same area as this project so they are familiar with this area and the complexity of the project.

CM Park reiterated that he worked with Precision Engineering on past projects with comparable specialty work and that they performed well. He added that he is excited to work on a project that is interesting and dynamic.

The motion as stated above was carried unanimously.

Item #14 – Consideration of Repealing and Replacing Ordinance 74 with a New Ordinance 75 Amending the Framework and Guidelines of the Lateral Replacement Loan Program to include Septic-to-Sewer Conversions

Motion: M/s Sylla/Kelly to adopt Ordinance 75

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

The motion passed.

GM Moore introduced this item explaining that the District consulted with the County of Marin, the entity responsible for septic system oversight, in preparing the proposed changes to Ordinance 74. He reported on the public health and environmental benefits of connecting residences to the sewer system versus maintaining septic systems.

SE Benedetti recalled recent examples of these conversions within the District service area commenting that often times homes still using septic are in areas that are difficult to connect and the conversions can be quite expensive. He expressed that the proposed changes demonstrate the District’s commitment to aiding and serving those in our service area.

Director Gaffney questioned whether those receiving the loan would be eligible for the Lateral Replacement Grant Program (LRGP) as well. GM Moore responded that the LRGF is governed by a

different ordinance and that staff will investigate further if these conversions would be eligible for a grant.

The motion as stated above was carried unanimously.

Item #8 – Committees Report Out

Ad Hoc Facilities Committee – Director Gaffney reported that the interior work is coming along nicely and the décor is nice, but not posh. He reported that the October Board Meeting would likely be held there, though the dais will be delivered in November.

Finance Committee – Director Gaffney recalled that the Committee calculated that over seven million dollars has been approved for capital expenditures over the last two meetings. He reported that the Finance Committee went through the year-end financials in detail and encouraged the Board to thoroughly review the document.

Central Marin Sanitation Agency (CMSA) – Director Kelly relayed that there was no Regular Board Meeting for the month and the Finance Committee is meeting to go over the OPEB actuarial evaluation.

North Bay Watershed Authority (NBWA) – Director Meigs reported that the meeting was focused on the employee deficit in the water and wastewater industry. She mentioned that BayWORK and BACWE are working on programs to help get people into the field. She also mentioned that Director Boorstein spoke about the District’s Competency Based Training Program during the meeting as a way to avoid losing knowledge as employees retired.

Item #9 - Verbal Report by General Manager

GM Moore announced that the District officially received the organizational excellence award at the CASA Conference and the Marin IJ printed two favorable articles about the recent accomplishments in the last month. He reported that the District also received an award for the Popular Annual Financial Report (PAFR) and that there is one more financial reporting award, for the budget, that the District is waiting to hear about. He reminded the Board about the summer gathering that the District is holding on August 22, 2023.

GM Moore announced that the move-in to 1111 Andersen is scheduled for October 2, 2023.

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

Director Kelly reported that he was invited to lunch by a reporter from the Marin IJ to speak about District successes. Director Gaffney gave several examples of the District being mentioned favorably during the CASA Conference. Director Meigs promoted an organization focusing on women in the water and wastewater industry.

Item #11 – Consent Calendar

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

The motion as stated above was carried unanimously for the items on the Consent Calendar.

Item #15 – Informational Items

GM Moore introduced this item detailing the new features that have been added to the report and mentioning that there were no SSO’s during the month. O&M Manager Bruemmer relayed the significance of the new features. He reported on the accomplishments of each O&M department and gave an update on the PS15 pump rebuild.

Adjourn: The Board adjourned at 6:45 p.m.

Thomas Gaffney
Secretary of the Board

Submitted by: _____
Clerk of the Board