



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

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

REGULAR FINANCE COMMITTEE MEETING AGENDA Tuesday, January 14, 2020 – 11:00 a.m. ROSS VALLEY SANITARY DISTRICT – CONFERENCE ROOM 2960 Kerner Blvd., San Rafael, CA

Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.

The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.

The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.

Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the standing committee may attend only as observers and may not comment or otherwise participate.

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of December 16, 2019, Finance Committee Meeting Notes
4. Review of January 15, Agenda Item 11.b.: Accept the Interim Financial Statements of November 2019
5. Review of January 15, Agenda Item 11.c.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Rosalyn Brandt Design Associates, for Project Management Services for the RVSD Headquarters Consolidation Project
6. Review of January 15, Agenda Item 11.d.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order 2 in the Amount of \$86,300 (Eighty-six thousand and three hundred dollars) with Weir Andrewson Architects for Architectural and Structural Design Services for the RVSD Headquarters Consolidation Project
7. Review of January 15, Agenda Item 11.e.: Approve Contract Change Order No. 10 for the PS15 Kentfield Pump Station Improvements Project, with Anderson Pacific Engineering Construction, Inc., in the Amount of \$85,000

8. Review of January 15, Agenda Item 12: Consideration of Authorizing Amendment No. 2 to the Consultant Services Agreement with Psomas, Inc. (formerly The Covello Group, Inc.) Dated October 11, 2016, for an Additional \$130,000 for Construction Management of the Large Diameter Gravity Sewer Rehabilitation Projects
9. Review of January 15, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with ECS Imaging, Inc., in the Total Amount of \$54,073, for Laserfiche Software Implementation and Training
10. Review of January 15, Agenda Item 14: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Task Order No. 2 under the Master Services Agreement with Brown and Caldwell, for Design and Engineering Services During Construction (ESDC) for FY 2020/21 Gravity Sewer Improvements in the Amount of \$500,000

Adjourn

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

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

Monday, December 16, 2019
11:00 a.m.

2960 Kerner Blvd.
San Rafael, CA

Directors Present: Thomas Gaffney
Michael Boorstein

Directors Absent: None

Staff and Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia McEntee, Clerk of the Board
Melvin Garcia, Finance Supervisor
Patrick Filipelli, Business Systems Analyst
Paul Pham, Chavan & Associates
George Hicks, Coastland

Public Present: None

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:02 a.m.

Item # 2 - Approval of Agenda

The Committee approved the agenda with the direction to move Item # 6 to after Item # 3.

Item # 3 – Approval of November 19, 2019, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for November 19, 2019. Director Gaffney made a small note to the Clerk of the Board.

Item # 6 – Review of December 18, 2019, Agenda Item 12: Consideration of Adopting Resolutions No 19-1572, Authorizing the General Manager to File Applications with the State Water Resources Control Board, Resolution 19-1573, Stating Intent to Reimburse the State Water Resources Control Board, and Resolution 19-1574 Pledging Revenues and Funds for the FY 2019/20 Gravity Sewer Improvements, Butterfield/Arroyo-Kenrick Project and Provide Direction on Financing Options

GM Moore told the Committee that this is a third and final part of a capital project series, and the District is applying for state funding. The Committee discussed the proposed construction dates, reviewed application details with George Hicks from Coastland, and current interest rates.

Item # 4 – Review of December 18, 2019, Agenda Item 10.b.: Accept the Interim Financial Statements of October 2019

The Committee discussed the spending budgets, capital expenditures, and specific line items from the interim financial statements.

Note: The Committee moved to skip Item # 5 until the auditor made it to the meeting.

Item # 7 – Review of December 18, 2019, Agenda Item 13: Consideration of Accepting an Infrastructure Asset Management Plan (IAMP) Phase 1 Status Update and Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Task Orders 6 through 9 with HDR Engineering, Inc., in the Total Amount of \$575,845, for Phase 2 of the IAMP Update and Program Support Services

GM Moore told the Committee that Patrick Filipelli is an internal project advisor for the IAMP phases. They discussed the proposed completion, the Phase 2 budget, and how to avoid overflows and emergency costs.

Item # 5 - Review of December 18, 2019, Agenda Item 11: Consideration of Accepting the Fiscal Year (FY) 2018/19 Financial Audit and Comprehensive Annual Financial Report (CAFR)

AGM Newhouse told the Committee that this is the District's third year working with Chavan & Associates for the audit and CAFR process. She introduced the Committee to Paul Pham. He said that the District is in a strong financial position. There were additional funds spent on the 1111 Andersen building and infrastructure, and there was an increase in sewer service charge revenue based on the rate increases set in June. The Committee discussed the amortization of principal and debt service.

Item # 8 – Review of December 18, 2019, Agenda Item 14: Consideration of Adopting Ross Valley Sanitary District Financial Policies

GM Moore commended AGM Newhouse for her work on these policies. The Committee reviewed purchasing authority levels, the scope of District investments, and the frequency which the Board should review the policies.

Adjourn: The Committee adjourned the meeting at 12:11 p.m.