



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

1111 Andersen Drive, San Rafael, Ca 94901

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

REGULAR FINANCE COMMITTEE MEETING AGENDA

January 20, 2026: Committee Convenes at 11:00 a.m.

1111 Andersen Drive San Rafael, 94901 – Executive Conference Room

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.

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of December 15, 2025 Finance Committee Meeting Notes
4. Review of January 21, 2026, Agenda Item 11b: [Accept the Mid-Year Financial Reports](#)
5. Review of January 21, 2026, Agenda Item 11e: [Approve a Lateral Replacement Loan for 166 Wolfe Grade, Kentfield in the Amount of \\$27,500, Exceeding the \\$25,000 Loan Maximum](#)

Adjourn

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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 1111 Andersen Drive, 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.

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

Monday, December 15, 2025
11:00 a.m.

1111 Andersen Drive, San Rafael, CA

Committee

Members Present: Thomas Gaffney
Doug Kelly

Board Directors

Absent: None

Staff/Consultants

Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Victor Damiani, Finance Officer
Paul Bruemmer, Operations & Maintenance Manager
John Cropper, Cropper Accountancy

Public Present: None

Item #1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:00 a.m.

Item #2 – Approval of Agenda

The Committee agreed to review item 6 after item 3 to accommodate consultants present.

Item #3 – Approval of November 18, 2025 Finance Committee Meeting Notes

The Committee approved the November 18, 2025, meeting minutes.

Item #6 – Review of December 17, 2025, Agenda Item 12: Consideration of Accepting the Fiscal Year 2025 (FY25) Financial Audit and Annual Comprehensive Financial Report (ACFR)

Finance Officer Damiani introduced Auditor Cropper from Cropper Accountancy to review the outcome of the District's annual audit. Auditor Cropper relayed that the audit was very organized and Finance Officer Damiani completed the District's ACFR timely. He noted that within the payroll department there is a possible segregation of duties issue. Assistant General Manager Newhouse informed the Committee that the District is addressing this issue by separating payroll from Human Resources into Finance.

Auditor Cropper reviewed the Independent Auditors Report, the unrestricted net position, and balance sheet. The Committee, auditor, and staff reviewed the District's liabilities. The Committee reviewed the statistical section of the ACFR.

Item #4 – Review of December 17, 2025 Agenda Item 11b: Accept the November 2025 Financial Reports

Assistant General Manager Newhouse noted that the District dipped into the emergency reserves in November due to the treatment charge billing coming due in November, before the District receives the property tax revenue. She suggested that the Board members who also serve as CMSA

Commissioners inquire about a new billing schedule for the treatment charges to align with when the property tax payments are received.

The Committee reviewed the check register.

Item #5 – Review of December 17, 2025 Agenda Item 11d: Approve Disposal of Surplus District-Owned Vehicles

Operation & Maintenance Manager Bruemmer reported that the two trucks being suggested for surplus are older vehicles that require extensive maintenance. He added that they have been replaced with fully electric vehicles in alignment with the Governor’s Executive Order for clean vehicle adoption.

Item #7 – Review of December 17, 2025, Agenda Item 13: Consideration of Accepting the Fiscal Year 2025 Popular Annual Financial Report

Assistant General Manager Newhouse reviewed the Popular Annual Financial Report (PAFR) and expressed appreciation for Buel Designs who assisted in putting the report together.

The Committee and staff discussed the layout of the report.

Adjourn: The Committee adjourned the meeting at 12:05 p.m.