



# 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, September 20, 2022 – 11:00 a.m.

### MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

Consistent with AB 361 and Resolution No. 21-1611, this meeting will be conducted by teleconference; members of the Board of Directors and members of the public may participate in this meeting through the following call-in information:

Meeting URL:

<https://us06web.zoom.us/j/87503322148?pwd=UTNYaHlXNmQwZ0o1NkpiQ3JxK1ByUT09>

Call In Phone number: +1 (669) 900-6833

Meeting ID: 875-0332-2148

Any member of the public on the telephone may speak during Public Comment or may email public comments to [jcooper@rvsd.org](mailto:jcooper@rvsd.org) and comments will be read from each member of the public. During this period of modified Brown Act Requirements, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

### 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 August 16, 2022, Finance Committee Meeting Notes
4. Review of September 21, 2022, Agenda Item 11b: [Accept the Monthly Financial Statements of August 2022](#)

5. Review of September 21, 2022, Agenda Item 11e: [Approve a One-Year Lease Amendment with Andersen Place Associates for 1221 Andersen Warehouse to be Executed by the General Manager for a Total Amount of \\$50,976](#)
6. Review of September 21, 2022, Agenda Item 11f: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Service Agreement in the Total Amount of \\$72,578.40 to Carbon Activated Corporation for the Exchange and Disposal of Activated Carbon Odor Scrubber Media from Pump Stations PS10 \(Larkspur Landing B\), PS13 \(Greenbrae\) and PS15 \(Kentfield\)](#)
7. Review of September 21, 2022, Agenda Item 11g: [Approve Disposal of Surplus District-Owned Equipment](#)
8. Review of September 21, 2022, Agenda Item 11h: [Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement in the Total Amount of \\$35,506.25 to Accurate Forklift, Inc. of Santa Rosa](#)
9. Review of September 21, 2022, Agenda Item 13: [Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 2022/23 Gravity Sewer Improvements Project \(#953\), with Glosage Engineering, Inc., in the Amount Not to Exceed \\$1,974,857](#)
10. Review of September 21, 2022, Agenda Item 14: [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 8 with Psomas, Inc., in the Total Amount of \\$386,463, for Construction Management Services for the FY 22/23 Gravity Sewer Improvements Project \(#953\)](#)
11. Review of September 21, 2022, Agenda Item 15: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement in the Total Amount of \\$144,850 to Riverview International Trucks for a 2023 International HV Cab, Chassis, and Rodder Body Retrofit](#)

## **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**

Tuesday, August 16, 2022  
11:00 a.m.

via Zoom

Committee

Members Present: Thomas Gaffney  
Mary Sylla

Committee

Members Absent: None

Board Directors

Present: Michael Boorstein  
Pamela Meigs

Staff and

Steve Moore, General Manager  
Consultants Present: Felicia Newhouse, Assistant General Manager  
Julia Cooper, Clerk of the Board  
Paul Bruemmer, Operations and Maintenance Manager  
Corey Spray, Finance Supervisor  
Phil Benedetti, Senior Engineer  
Cristina Velazquez, Senior Administrative Coordinator  
Michael Eisenmenger, Community Media Center of Marin

Public Present: None

**Item # 1 – Call Meeting to Order**

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

**Item # 2 - Approval of Agenda**

The Committee approved the agenda.

**Item # 3 – Approval of July 19, 2022, Finance Committee Meeting Notes**

The Committee approved the Finance Committee notes for July 19, 2022. Staff reported out on a follow up question from President Gaffney from the July Committee meeting.

*Note: The Committee agreed to consider Item 8 next to accommodate a present consultant.*

**Item # 8 - Review of August 17, 2022, Agenda Item 8: Consideration of Authorizing the General Manager to Approve a Purchase Agreement with Community Media Center of Marin (CMCM) in the Total Amount of \$19,297.37 for the Installation of Audiovisual Equipment at 1111 Andersen Drive**

AGM Newhouse introduced this item and described the need for audiovisual equipment in the Assembly Room at 1111 Andersen to accomplish hybrid meetings. Michael Eisenmenger from CMCM briefly described the proposal. He added that there are supply issues for some of the equipment. The Committee discussed future additions to the system, like additional cameras and an operator. Director Sylla added that the District could rent the room to other agencies.

**Item # 4 - Informational Item: Monthly Financial Report for the New Fiscal Year 2022-23**

GM Moore introduced this item and thanked AGM Newhouse and Finance Supervisor Corey Spray for their effort to reformat the reports for the new fiscal year. AGM Newhouse requested feedback on the new report style for content and transparency. She highlighted new items, and Finance Supervisor Spray added that all the same information is still represented, but this memorandum explains how to navigate the new report style. President Gaffney appreciated the new style, and he had several comments for the report.

**Item # 5 - Review of August 17, 2022, Agenda Item 7.b.: Accept the Monthly Financial Statements of July 2022**

President Gaffney reviewed this document and provided detailed feedback for the content including operating fund reporting, expenditure variances, and language for fund categories. Director Sylla asked about chart visualization, and Finance Supervisor said that the report will include current month and year-to-date documentation. The Committee reviewed the need for additional notation, removing columns, and Board member salaries.

**Item # 6 - Review of August 17, 2022, Agenda Item 7.e.: Authorize the General Manager to Execute an Agreement for a Three-Year Lease with Dell Financial Services for Replacement of Eleven Laptop Units in the Total Amount of \$39,961.05**

AGM Newhouse introduced this item replacing eleven computers with leased machines. Staff highlighted the importance of maximizing use for the District's technology. The Committee reviewed the cost of the laptops, including warranty and customization. Finance Supervisor Spray added that these are more powerful than a home laptop in terms of speed and memory. GM Moore said that the need to review video and GIS systems contribute to the cost.

**Item # 7 - Review of August 17, 2022, Agenda Item 7.f.: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Task Order No. 23 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the Woodland Capacity and Creek Crossings Project (Project #956) for an Amount Not to Exceed \$54,823**

GM Moore stated that it this item is on the Board agenda because it exceeds his signing authority. He described the feedback from regulatory agencies and the benefits of separating this into a separate project. The Committee discussed this project and potential grant funding sources.

**Item # 9 - Review of August 17, 2022, Agenda Item 9: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 5 to the Master Services Agreement with Harris & Associates, Inc. for Design and Engineering Services During Construction (ESDC) for the Woodland Capacity and Creek Crossings Project (#956) in the Amount of \$286,306**

GM Moore introduced this item and said that the recommended firm already completed a portion of the design. Senior Engineer Phil Benedetti further described the work as an offshoot of another capital project. The Committee inquired about contacting homeowners in the area, and Senior Engineer Benedetti said he would look into it further.

**Adjourn:** The Committee adjourned the meeting at 12:28 p.m.