



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

Ph: 415.259.2949 Fax: 415.460.2149

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

REGULAR FINANCE COMMITTEE MEETING AGENDA

Tuesday, October 18, 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 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 September 20, 2022, Finance Committee Meeting Notes
4. Review of October 19, 2022, Agenda Item 11b: [Accept the Monthly Financial Statements of September 2022](#)

5. Review of October 19, 2022, Agenda Item 11c: [Approve Disposal of Surplus District-Owned Vehicles](#)
6. Review of October 19, 2022, Agenda Item 11d: [Approve Disposal of Surplus District-Owned Equipment](#)
7. Review of October 19, 2022, Agenda Item 12: [Consideration of Approval of Contract Change Orders No. 1, 2, 3, 4 and 5 in the Total Amount Not to Exceed \\$280,081.50 for Additional Work on the RSVD Headquarters Consolidation Project \(#901\) with Kirby Construction, Inc.](#)
8. Review of October 19, 2022, Agenda Item 13: [Consideration of Approval of Contract Change Order Nos. 5-S1, 6-S1, and 7 in the Total Amount of \\$57,096.39; and Consideration of Adopting Resolution No. 22-1635 Approving Final Acceptance and Authorizing the General Manager to File a Notice of Completion for the FY 20/21 Gravity Sewer Improvements Project \(#951\) with Glosage Engineering, Inc., and Authorizing Release of the 5% Retention at the End of the 35-Day Lien Period.](#)

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, September 20, 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
Corey Spray, Finance Supervisor
Phil Benedetti, Senior Engineer
Cristina Velazquez, Senior Administrative Coordinator
Christina Winnicki, Accountant
Justin Seufert, Psomas

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 August 16, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for August 16, 2022.

Note: The Committee agreed to consider Item 10 next to accommodate a present consultant.

Item #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)

GM Moore introduced the item and then introduced Psomas representative Justin Seufert to the Board. GM Moore gave positive feedback on the quality of the recommended firm's work,

their understanding of the terrain the project is located through, and their relationship with the lowest bidding contractor. President Gaffney inquired about the team chosen to work on the project and their familiarity with the District. Justin Seufert spoke about the roles each member played and how the billing was administered. President Gaffney commented that the hourly wages aligned with other comparable firms.

Item #4 - Review of September 21, 2022, Agenda Item 11b: Accept the Monthly Financial Statements of August 2022

AGM Newhouse introduced the report and pointed out updates that had been implemented in response to the Board member's requests during the last meeting. The Committee reviewed the newly added pie charts, asking for clearer annotations. The Committee also discussed updates to the Budget to Actual Comparison Table to reflect percentage spent of line item budget. The Committee commended Finance Supervisor Corey and AGM Newhouse for their efforts in making a much more understandable and improved report.

Item #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

AGM Newhouse introduced the item to the Committee providing historical context for the item. Staff reported that the contract was identical to the previous year's contract with no change in monthly costs. AGM Newhouse and Director Sylla shared sentiment that this would be the last year of this rental.

Item #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)

GM Moore introduced this item by describing what the Activated Carbon Odor Scrubber Media does and pointing out that the item was budgeted for this fiscal year. President Gaffney questioned how often the scrubbers need to be replaced and why the item was not brought to the Board previously. GM Moore described that different pump stations have different use rates and that the cost of one replacement does not trigger Board approval, but this year three need to be replaced, triggering Board approval. GM Moore also pointed out that the District is utilizing its CMMS to anticipate maintenance instead of reacting to failures, allowing the District to bundle purchases like this at discounted rates.

Item #7 - Review of September 21, 2022, Agenda Item 11g: Approve Disposal of Surplus District-Owned Equipment

AGM Newhouse reviewed this item and described the surplus of this item based on the approved Financial Policies. She reported that the item will be sold through auction.

Item #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

AGM Newhouse introduced this item with an explanation as to why the District needs to purchase a new forklift. AGM Newhouse described the research O&M Manager Bruemmer did comparing electrical forklifts vs. propane options and detailed why staff is recommending the proposed forklift. Director Sylla commented on the forklift rental that the District has been paying for and GM Moore confirmed that the forklift rental will stop once the replacement unit is delivered.

Item #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

GM Moore introduced this item considering awarding the construction contract to Glosage Engineering. GM Moore reported that Glosage was the lowest bidder, coming in considerably under the engineering estimate. President Gaffney commented favorably on Glosage's much lower General costs and pointed out that they were in line with other bids for their construction costs.

Item #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

GM Moore introduced this item to purchase a replacement chassis for the District's Rodder. President Gaffney questioned how long the District would lose access to the equipment while it was being retrofit. GM Moore offered that O&M Manager Bruemmer would have that information.

Adjourn: The Committee adjourned the meeting at 12:15 p.m.