



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, November 15, 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 October 18, 2022, Finance Committee Meeting Notes
4. Review of November 16, 2022, Agenda Item 7.c.: [Accept the Monthly Financial Statements of October 2022](#)

5. Review of November 16, 2022, Agenda Item 8: [Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 6 to the Master Services Agreement with Harris & Associates, Inc. for Design and Engineering Services During Construction \(ESDC\) for FY 2023/24 Gravity Sewer Improvements Project \(#955\) in the Amount of \\$598,747](#)

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, October 18, 2022
11:00 a.m.

via Zoom

Committee

Members Present: Thomas Gaffney
Mary Sylla

Committee

Members Absent: None

Board Directors

Present: Michael Boorstein

Staff and

Steve Moore, General Manager

Consultants Present: Felicia Newhouse, Assistant General Manager
Paul Bruemmer, Operations and Maintenance Manager
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Phil Benedetti, Senior Engineer
Cristina Velazquez, Senior Administrative Coordinator

Public Present: None

Item # 1 – Call Meeting to Order

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

Item # 2 – Approval of Agenda

The Committee approved the agenda.

Item # 3 – Approval of September 20, 2022, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for September 20, 2022.

Item # 4 – Review of October 19, 2022, Agenda Item 11b: Accept the Monthly Financial Statements of September 2022

President Gaffney asked about page 10 “Unassigned Funds”. Finance Supervisor Spray stated these are unassigned reserves designated for the District to utilized where needed.

President Gaffney asked about the Capital Improvement Reserve on Page 11. AGM Newhouse stated that the target reserve for this fiscal year is \$6,445,000.

Director Sylla noted the helpful addition of pie charts and asked if capacity charges are autogenerated. Finance Supervisor Spray confirmed they are autogenerated. Director Sylla thanked the finance team for making these reports clear and concise.

The Committee thanked staff for their consistent financial reporting.

Item # 5 – Review of October 19, 2022, Agenda Item 11c: Approve Disposal of Surplus District-Owned Vehicles

Operations & Maintenance Manager Paul Brummer introduced this item by stating that the District received new vehicles pending one delivery and is ready to surplus older vehicles. As part of the Districts agreement with Enterprise, the company will manage the auction and sale of surplus vehicles on behalf of the District.

Item # 6 – Review of October 19, 2022, Agenda Item 11d: Approve Disposal of Surplus District-Owned Equipment

O&M Manager Bruemmer introduced this item by stating that it will be listed on an online platform for bidders called GovDeals. The item will be auctioned on the site with a set reserve amount and has been approved for surplus.

Item # 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.

President Gaffney introduced this item by stating these change orders were expected as part of the expansion at the first floor.

GM Moore noted a typographical error for Change Order 1 requiring amendment.

Senior Engineer Phil Benedetti reviewed each change order and summarized the work and costs of each. He stated the District received credits towards work no longer required upstairs.

President Gaffney asked how much square footage the new space added. AGM Newhouse confirmed the acquisition of the first floor is 2177 square feet.

GM Moore stated this is a great central Marin location with easy access. The Committee agreed this new space is much needed and they look forward to the improvements and potential use for the space.

Item # 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.

ITEM 3

GM Moore introduced this item by stating that this is the latest Capital Improvement Project completed by the District. Throughout the project there were many opportunities to fix adjacent sewer laterals in the area at a low cost and within the contract definition.

Senior Engineer Phil Benedetti stated this was a great project overall with many longstanding issues resolved. The public was happy with the outcome of the project due to the contractor being able to move quickly and efficiently.

Adjourn: The Committee adjourned the meeting at 12:04 p.m.