



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, December 15, 2020 – 11:00 a.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The call-in information for the Board of Directors and the public is as follows:

Meeting URL: <https://global.gotomeeting.com/join/719763349>

Meeting ID: 719-763-349

Phone number: **+1 (571) 317-3129**

Any member of the public on the telephone may speak during Public Comment or may email public comments to jmcentee@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 December 15, 2020, Finance Committee Meeting Notes
4. Review of January 20, 2020, Agenda Item 11.b.: Accept the Interim Financial Statements of November 2020
 - [Agenda Item](#)

5. Review of January 20, 2020, Agenda Item 12: Consideration of Adopting Resolution No. 21-1600 Reducing Sewer Connection Fees for the Senior Housing Facility at 1 Lincoln Park, San Anselmo
 - [Agenda Item](#)
6. Review of January 20, 2020, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Execute Master Services Agreement and Task Order Nos. 1, 2 and 3 with Harris & Associates, Inc. to Provide Design and Engineering Services during Construction (ESDC) for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements, Winship Capacity Improvements and Bridge Sewer Relocation, and Nokomis Bridge Sewer Relocation Projects for an Amount Not to Exceed \$417,271 (Project Nos. 947, 946, and 952)
 - [Agenda Item](#)
7. Review of January 20, 2020, Agenda Item 14: Consideration of Accepting the Fiscal Year (FY) 2019-20 Financial Audit and Comprehensive Annual Financial Report (CAFR)
 - [Agenda Item](#)

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 December 15, 2020
11:00 a.m.

via GoToMeeting

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 McEntee, Clerk of the Board
Melvin Garcia, Finance Supervisor
Stephen Miksis, Operations & Maintenance Manager
Wade Walker, Caselle
Aimee Gamble, Caselle

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:01 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for December 15, 2020. The Committee agreed to review Item 8 after Item 3 to accommodate a present consultant.

Item # 3 – Approval of November 17, 2020, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for November 17, 2020.

Item # 8 - Review of December 16, 2020, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute an Agreement with Caselle for Hosted Financial Software and Services in an Amount Not to Exceed \$55,000

AGM Newhouse introduced this item and reviewed staff discussions to update the current financial software systems, project cost accounting, and several proposed solutions. She explained the four software solutions that staff reviewed as well as the rationale for recommending Caselle. She introduced Wade Walker of Caselle, and he gave a brief

presentation via screen sharing. This presentation included information on the company's history, focus, and fellow California customers. Director Gaffney asked for clarification between server and hosted services, and Mr. Walker explained the differences. The Committee reviewed pricing for specific items. No members of the public were present to ask questions about this item. He showed a brief video and introduced Aimee Gamble if the Committee had further questions about the software itself. President Sylla asked for budget comparison between the current financial software and Caselle. The Committee discussed this item, potential staff time savings, integration with CMSA, and potential module expansion.

Item # 4 - Review of December 15, 2020, Agenda Item 11.c.: Accept the Interim Financial Statements of October 2020

The Committee reviewed specific items on the monthly financial reports, including the monthly expenses, the allocation of funds to CMSA, and the number of issued lateral grants and loans. The Committee reviewed whether the District received their biannual property tax revenue. Finance Supervisor Melvin Garcia reviewed items related to the monthly financials. The Committee reviewed the monthly cash register, including special counsel services.

Item # 5 – Review of December 16, 2020, Agenda Item 11.f.: Approve InfoCare Annual Renewal with Innovyze for Computerized Maintenance and Management System (CMMS) Software Support in the Amount of \$70,474

GM Moore introduced this item and described the annual renewal of the District's InfoAsset software. The cost increased since last year, and there are also additional unit costs that are more expensive. Operations and Maintenance Manager Stephen Miksis reviewed specific line items including software integration, functional upgrades, and the price compared to other operational software. The Committee reviewed types of maintenance software, and O&M Manager Miksis explained how supervisors use this software daily.

Item # 6 – Review of December 16, 2020, Agenda Item 11.g.: Authorize the General Manager to Execute Payment in the Amount of \$42,523 to Hadronex, Inc. (dba SmartCover Systems) for the Annual Renewal of Services and Warranties

GM Moore provided information on this item related to the annual cost increases. He reminded the Committee of the benefits of SmartCovers in preventing sewer overflows and minimizing staff time to respond to sensor alarms. GM Moore said that the District intends to increase the number of SmartCovers from 35 to 60, but the annual cost will increase as well. The Committee reviewed the cost of the renewal quotation, and SmartCover versatility and flexibility to prepare for wet weather events or potential spills at pump stations.

Item # 7 - Review of December 16, 2020, Agenda Item 12: Consideration of Adopting Resolution No. 20-1599, Approving Final Acceptance and Authorizing General Manager to File Notice of Completion for the Larkspur Excavation and Remediation Project, 2000 Larkspur Landing Circle, Larkspur, CA with ERRG, Inc. (Project # 900)

GM Moore introduced this item and reviewed the project history, including the two summers of construction, avoided risks, and the next steps for final approval from the EPA. He reviewed

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specific elements of the project design and execution. He explained elements of the maps and tables from the agenda packet.

Adjourn: The Committee adjourned the meeting at 12:27 p.m.