

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

Tuesday, February 9, 2021
10:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Mary Sylla

Committee

Members Absent: None.

Board Directors

Present: Pamela Meigs

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Melvin Garcia, Finance Supervisor
Stephen Miksis, Operations & Maintenance Manager
Paul Pham, Chavan & Associates
Jill Barnes, Jill Barnes Consulting

Public Present: None.

Item # 1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 10:01 a.m.

Item # 2 - Approval of Agenda

The Committee approved the meeting agenda for February 9, 2021.

Item # 3 – Approval of January 19, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for January 19, 2021.

Item # 4 - Review of February 10, 2021, Agenda Item 11.c.: Accept the Mid-Year Financials for the First Half of Fiscal Year (FY) 2020-21

The Committee reviewed the financial report for the first half of the fiscal year. They discussed the property tax revenue, the capital project budget, and the cost of adding work to existing capital project designs. The Committee reviewed costs for items like insurance claims, but overall, the report looks positive. Director Gaffney said that he appreciated the well-written summary.

Director Gaffney asked for clarification on debt service and a typographical error related to reserve budgets. The Committee also discussed line items on the check register.

Item # 5 – Review of February 10, 2021, Agenda Item 12: Consideration of an Appeal for a Retroactive Lateral Replacement Grant at 27 Terrace Avenue in Kentfield

The Committee reviewed the situation and timing surrounding the requestor's grant application. AGM Newhouse explained the grant application process, and the Committee asked questions about the timing of the application related to the change of the ordinance. They also laid out the situation in which an exception could be granted. GM Moore reminded the Committee that the Board set strict guidelines for this program, which is a use of public funds. Director Gaffney stated that both staff and the Board must comply with the resolution. The Committee also discussed the difference in the sewer service charge ordinance compared to the grant program.

Note: The Committee agreed to review Item 8 next on the agenda to accommodate a present consultant.

Item # 8 – Review of Ross Valley Public Financing Authority February 10, 2021, Agenda Item 4: Consideration of Accepting the Fiscal Year 2019-20 Financial Audit of the Ross Valley Public Financing Authority (RVPFA)

AGM Newhouse introduced this item and the history of RVPFA audits as related to the District's bond covenants. Director Gaffney clarified the language surrounding RVPFA's authority.

Paul Pham of Chavan & Associates reviewed key items of this clean audit, including the total outstanding debt, the revenue from the recent bond issuance, and the breakdown of each bond. Director Gaffney asked if a specific bond from 2013 was issued through the RVPFA, which was before his time on the Board. The Committee agreed that it is a legal requirement for all bond issuances. The Committee reviewed specific sections and potential items for future inclusion.

Item # 6 – Review of February 10, 2021, Agenda Item 13: Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Task Orders 11 and 12 with Jill Barnes Consulting, in the Total Amount of \$130,660 for Project Management Support Services on the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project No. 947) and Consultant Selection for Construction Management Services for FY 20/21 Gravity Sewer Improvements Project (Project No. 951)

GM Moore introduced this item and said that last year's capital work was completed on time and on budget despite being short staffed, and Jill Barnes was a key asset. He told the Committee that staff consulted with Jill Barnes to review tasks and reduce budget items. He also reminded the Board of the District's receipt of SRF funding and one of her responsibilities will be keeping the proposed capital project compliant. He introduced Ms. Barnes, and she described previous community workshops, work with local stakeholders, and management of the monitoring for cultural and biological resources.

GM Moore also described the second task order for the item related to drafting an RFP for a future gravity sewer project. Director Gaffney asked for timing for the upcoming project, and he wanted to confirm whether this contract could affect the SRF loan.

Item # 7 – Review of February 10, 2021, Agenda Item 14: Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 6 with Psomas, Inc., in the Total Amount of \$265,610, for Construction Management Services for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project (Project # 947)

The Committee reviewed the previous project costs and reviewed Psomas's history with the District. GM Moore said that they are a good fit for this project, but it will not be the case with every future project. Director Sylla said that she believes it is cost and time saving to keep the team together for such a delicate construction project.

Adjourn: The Committee adjourned the meeting at 11:02 a.m.