

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

Tuesday, February 15, 2022
11:00 a.m.

via GoToMeeting

Committee

Members Present: Thomas Gaffney
Doug Kelly

Committee

Members Absent: None.

Board Directors

Present: Pamela Meigs
Michael Boorstein

Staff and

Steve Moore, General Manager
Consultants Present: Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Corey Spray, Finance Supervisor
Justin Seufert, Psomas
Paul Pham, Chavan and Associates

Public Present: None.

Item # 1 – Call Meeting to Order

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

Item # 2 - Approval of Agenda

The Committee amended the meeting agenda for February 15, 2022, to discuss Item 5 after Item 3 to accommodate a present consultant.

Item # 3 – Approval of January 18, 2021, Finance Committee Meeting Notes

The Committee approved the Finance Committee notes for January 18, 2022.

Item # 5 - Review of February 16, 2022, Agenda Item 7.e.: Approve Contract Change Order No. 4 for the Butterfield/Arroyo-Kenrick Gravity Sewer Improvements Project, with Ranger Pipelines Incorporated, in the Amount of \$87,670.75

GM Moore described the scope and construction details of this project, which is near completion. Justin Seufert from Psomas provided additional context for the item, including the projected timeline for completion. Director Gaffney asked about the change order relative to the budget for the portions of the project covered by State Revolving Funds (SRF). President Kelly asked about paving restoration on Butterfield and condition of the removed line. The

Committee discussed the replacement of private laterals in conjunction with the sewer improvements.

Note: The Committee agreed to review Item 6 next to accommodate the present consultant from Chavan and Associates.

Item # 6 - Review of February 16, 2022, Agenda Item 8: Consideration of Accepting the Fiscal Year (FY) 2020-21 Financial Audit and Annual Comprehensive Financial Report (ACFR)

Paul Pham from Chavan and Associates told the Committee that the District received a clean audit this year, despite staffing changes. He gave some additional details about the report, and commended staff for their effort. AGM Newhouse reiterated the positive financial position of the District and thanked Finance Supervisor Corey Spray for his contributions. The Committee asked questions regarding the outstanding OPEB and pension liabilities, capital project spending, and minor inconsistencies between the report and the updated financial policies. Director Gaffney suggested changes to the report to streamline language.

The Committee asked for further clarification on the RVPFA audit documentation.

Note: The Committee agreed to review Item 7 next to accommodate the present consultant from Chavan and Associates.

Item # 7 - Review of February 16, 2022, Agenda Item 9: Consideration of Approving a One-Year Contract Term Extension Amendment to the Consultant Services Agreement with Chavan & Associates, LLP to perform Audit Services for Fiscal 2021-22, and Authorizing the General Manager, upon Review and Approval of Counsel, to Execute the Agreement

The Committee reviewed this item and discussed the basis for the contract extension.

Item # 4 - Review of February 16, 2022, Agenda Item 7.b.: Accept the Mid-Year Financials for the First Half of Fiscal Year (FY) 2021-22

AGM Newhouse introduced this item and reviewed the mid-year report. The Committee reviewed the reports including the revenue received in December. President Kelly commented on specific line items like staff vacancies, operating budget expenditures, and the summary of legal fees. Director Gaffney expressed support for sending staff to conferences for professional development.

Item # 8 - Review of the Ross Valley Public Financing Authority February 16, 2022, Agenda Item 6: Consideration of Accepting the Fiscal Year 2020-21 Financial Audit of the Ross Valley Public Financing Authority (RVPFA)

The Committee reviewed this item with Chavan and Associates in conjunction with the District ACFR discussion.

Adjourn: The Committee adjourned the meeting at 11:56 a.m.