

ITEM 8.a.

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, June 15, 2022
5:00 PM

Via Zoom

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

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Austin Cho, Downey Brand
Paul Bruemmer, Operations and Maintenance Manager
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Phil Benedetti, Associate Engineer
Justin Seufert, Psomas
Mark Wilson, Nute Engineering

Public Present: None

Note: These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which will be available on the District's website at www.rvsd.org.

Item # 1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Kelly at 5:00 p.m. The Board Clerk called roll. The Board recited the Pledge of Allegiance.

Item # 2 – Approval of Agenda

Motion: M/s Boorstein/Meigs to Approve the Amended Agenda
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None
The motion passed.

The Board agreed to consider Item 8 after Item 3 to accommodate a present consultant.

The motion as stated above carried via a roll-call vote.

Item # 3 – Open Time for Public to Raise Items Not on Agenda or for Future Agendas

There was no public comment or requests for future agendas.

Item # 8 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve an Amendment to Task Order No. 8 with Nute Engineering for Design Engineering Services for the LS20 (Larkspur Landing A) Lift Station Improvements Project, to add LS31 (Via La Brisa) and LS32 (Corte del Bayo) for an Amount Not to Exceed \$99,434

<p>Motion: M/s Gaffney/Boorstein to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve an Amendment to Task Order No. 8 with Nute Engineering for Design Engineering Services for the LS20 (Larkspur Landing A) Lift Station Improvements Project, to add LS31 (Via La Brisa) and LS32 (Corte del Bayo) for an Amount Not to Exceed \$99,434</p>
<p>Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.</p>
<p>The motion passed.</p>

GM Moore introduced this item and shared a map to indicate the locations of the lift stations recommended for improvement and their proximity to waterways. He said the recommended vendor has a contract to design the rehabilitation of similar lift stations. Mark Wilson of Nute Engineering detailed aspects of the project and the desire to consider the landscaping for the aboveground portion.

Director Meigs confirmed the selection of this project from IAMP recommendations and differentiated these projects from the repairs to major pump stations. Director Gaffney noted an exhibit that indicated the consequences of failure. The Board also discussed how to combine the projects for public bidding.

The motion as stated above carried via a unanimous roll-call vote.

Item # 4 – Committees Report Out

Finance Committee – Director Gaffney reported that the Committee reviewed the monthly financial statements, the Consent Calendar, and engineering items. He said they also reviewed the final budget and salary and benefits resolution.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that CMSA reviewed a previous recycled water feasibility study which is costly compared to direct potable reuse. He also discussed that the second digester cover replacement and budget adjustments.

North Bay Watershed Association (NBWA) – Director Meigs reported on the recent meeting with a guest presentation discussing the integration of regional water management. She also reviewed how to include tribes and disadvantaged communities into this discussion.

Item # 5 - Verbal Report by General Manager

GM Moore reported that construction is on track to begin at 1111 Andersen on June 27. He said that staff is amending the Comcast lease and is awaiting approval from the City of San Rafael.

Also, he reported on his attendance at a recent workshop connecting land use planners with water and sewer services. He learned new information that affects capital programming and said that NBWA could be essential in facilitating discussions between the two entities.

Item # 6 - Verbal Report by Board Members and Requests for Future Items

Director Meigs stated that she would like the RVSD Board to have input on major CMSA decisions which would require moving the regular meeting dates. President Kelly said that she was welcome to attend and participate in any CMSA meeting as a member of the public. District Counsel Austin Cho confirmed this was the path least likely to risk a violation of the Brown Act. President Kelly added that the CMSA representatives currently report out thoroughly. The Board did not request a future item on this topic.

Item # 7 – Consent Calendar

Motion: M/s Boorstein/Sylla to Accept Items in the Consent Calendar
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

For Item 7.g., Justin Seufert from Psomas reviewed the project budget and described the partial SRF funding.

The motion as stated above carried unanimously via a roll-call vote.

Item # 9 – Consideration of Approving Contract Change Order No. 5 in the Amount Not to Exceed \$666,452 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project (#951) with Glosage Engineering, Inc.

Motion: M/s Sylla/Gaffney to Approve Contract Change Order No. 5 in the Amount Not to Exceed \$666,452 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project (#951) with Glosage Engineering, Inc.
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this capital project which includes work in many neighborhoods throughout the District. The change order reflects construction infill and immediately adjacent work on nearby sewer lines. Associate Engineer Phil Benedetti said that staff input and field data drove these changes. Director Gaffney said that the beneficial cost is based off unit prices since the contractor is on site. Director Meigs noted the high percent of total project cost. The Board discussed the surface paving in cites and towns in the District.

The motion as stated above carried unanimously via a roll-call vote.

Item # 10 – Consideration of Approving Contract Change Order No. 6 in the Amount Not to Exceed \$222,748 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project (#951) with Glosage Engineering, Inc.

Motion: M/s Boorstein/Sylla to Approve Contract Change Order No. 6 in the Amount Not to Exceed \$222,748 for Additional Work on the FY 20/21 Gravity Sewer Improvements Project (#951) with Glosage Engineering, Inc.
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item and differentiated the project scope from the previous item; the total mileage of both items amounts to half a mile of repaired sewer line. The quote for work on this trunk line keeps the same, lower price from last summer. Associate Engineer Benedetti shared a map to illustrate that this is an area of high inflow and infiltration (I&I). Director Gaffney asked if there was more work planned for the same area, and GM Moore responded that another section is in the upcoming capital project plan.

The Board discussed the public contract code language which allows staff to bid this as additional work rather than a separate project. District Counsel Cho clarified that it is a policy discussion to decide what determines a new project rather than work applicable under a change order. Director Meigs asked how this was determined to be an area of high I&I, and Associate Engineer Benedetti said he witnessed the flow on a few separate field visits. President Kelly urged staff to address high I&I risk areas and inadequate pipe diameters.

The motion as stated above carried unanimously via a roll-call vote.

Item # 11 – Consideration of Granting Tentative Approval for Public Sewer Extension (PSX) Permit No. 406, to be Constructed within Forrest Avenue, Fairfax, CA

Motion: M/s Gaffney/Boorstein to Grant Tentative Approval for Public Sewer Extension (PSX) Permit No. 406, to be Constructed within Forrest Avenue, Fairfax, CA
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

Associate Engineer Benedetti introduced this item and reviewed the project location. He also reviewed the public sewer extension (PSX) process and described the project to reroute sewer line from private property to a public right of way. The Board discussed the potential cost to the homeowner and the location of the new line.

The motion as stated above carried unanimously via a roll-call vote.

Item # 12 – Consideration of Granting Tentative Approval for Public Sewer Extension (PSX) Permit No. 407, to be Constructed within Oak Rd, Larkspur, CA

Motion: M/s Boorstein/Meigs to Grant Tentative Approval for Public Sewer Extension (PSX) Permit No. 407, to be Constructed within Oak Rd, Larkspur, CA
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item and stated that this will extend sewer pipe into a hilly area of Larkspur to serve four new residences. He noted a section that will be an easement, but the line will largely be in the road. Director Meigs asked if the property was previously open space, and Associate Engineer Benedetti said that the homes will be constructed on privately titled parcels.

The motion as stated above carried unanimously via a roll-call vote.

Item # 13 – Consideration of Adopting Resolution No. 22-1624 to Adopt the Fiscal Year 2022-23 Budget

Motion: M/s Boorstein/Gaffney to Adopt Resolution No. 22-1624 to Adopt the Fiscal Year 2022-23 Budget
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

GM Moore introduced this item and thanked the Board for their feedback on the draft budget. He reviewed the budget highlights including funding the pension liability through the District’s CEPPT trust. AGM Newhouse thanked Finance Supervisor Corey Spray for restructuring the budget document to qualify for the GFOA Distinguished Budget Award. She also reviewed the document and noted different points of interest including operations equipment purchases. The Board discussed the level of reserves and projecting future capital projects.

The motion as stated above carried unanimously via a roll-call vote.

Item # 14 – Consideration of Adopting Resolution No. 22-1625 Approving Salary and Benefit Schedule for Unrepresented Employees of the District

Motion: M/s Boorstein/Meigs to Adopt Resolution No. 22-1625 Approving Salary and Benefit Schedule for Unrepresented Employees of the District
Vote: Ayes: Boorstein, Gaffney, Meigs, Sylla, Kelly Noes: None. Absent: None. Abstain: None.
The motion passed.

AGM Newhouse introduced this item and reminded the Board of the annual adoption process. She also reviewed changes including a cost-of-living increase and amendments to language in the enhanced retiree medical benefit and the vacation accrual schedule. The Board discussed the vacation accrual and the benefits of this item to improve recruitment and retention.

The motion as stated above carried unanimously via a roll-call vote.

Item # 15 – Informational Items

GM Moore reviewed this report, including zero overflows and reduced percentage of inflow to CMSA. O&M Manager Paul Bruemmer reviewed the document and noted interagency work, progress on the easement initiative and an important catch by the Condition Assessment crew. The Board discussed this report and thanked staff for their efforts.

Adjourn: The Board adjourned at 7:23 p.m.



Thomas Gaffney
Secretary of the Board

Submitted by: Julia Cooper
Clerk of the Board