

ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES

Wednesday, August 17, 2022
5:00 PM

Via Zoom

Directors Present: Michael Boorstein
Thomas Gaffney
Pamela Meigs
Mary Sylla

Directors Absent: Doug Kelly

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Andrea Clark, District Counsel
Paul Bruemmer, Operations and Maintenance Manager
Phil Benedetti, Senior Engineer
Corey Spray, Finance Supervisor
Cristina Velazquez, Senior Administrative Coordinator
Kourosh Iranpour, Harris & Associates
Michael Eisenmenger, Community Media Center of Marin

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

The Board agreed to consider Item 9 and Item 8 after Item 3 to accommodate present consultants.

The motion as stated above carried via a roll-call vote. Director Kelly was absent for this 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 items.

Item # 9 – Consideration of Authorizing the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 5 to the Master Services Agreement with Harris & Associates, Inc. for Design and Engineering Services During Construction (ESDC) for the Woodland Capacity and Creek Crossings Project (#956) in the Amount of \$286,306

Motion: M/s Boorstein/Sylla to Authorize the General Manager, Upon Review and Approval of Legal Counsel, to Approve Task Order No. 5 to the Master Services Agreement with Harris & Associates, Inc. for Design and Engineering Services During Construction (ESDC) for the Woodland Capacity and Creek Crossings Project (#956) in the Amount of \$286,306
Vote: Ayes: Boorstein, Meigs, Sylla, Gaffney Noes: None. Absent: Kelly Abstain: None.
The motion passed.

GM Moore introduced this item and described the work as an offshoot of the FY 2022/23 Gravity Sewer Improvements Project after receiving feedback from regulatory agencies. The proposed project includes four creek crossings, which will require more complex permitting. Senior Engineer Phil Benedetti reviewed project details including the high I&I in the area. Harris & Associates designed approximately fifty percent of the project as part of the gravity sewer improvements design. Kourosh Iranpour from Harris & Associates described the firm’s experience with the District, knowledge of expectations, and the intricacies of the landscape. Director Meigs asked if this project is eligible for grant funding like a previous creek rehabilitation, and GM Moore responded the proposed improvements are not as significant, but it is worth considering. The Board discussed the process of environmental review and cost savings by selecting the recommended consultant.

The motion as stated above carried via a roll-call vote. Director Kelly was absent for this vote.

Item # 8 – Consideration of Authorizing the General Manager to Approve a Purchase Agreement with Community Media Center of Marin (CMCM) in the Total Amount of \$19,297.37 for the Installation of Audiovisual Equipment at 1111 Andersen Drive

Motion: M/s Boorstein/Sylla to Authorize the General Manager to Approve a Purchase Agreement with Community Media Center of Marin (CMCM) in the Total Amount of \$19,297.37 for the Installation of Audiovisual Equipment at 1111 Andersen Drive
Vote: Ayes: Boorstein, Meigs, Sylla, Gaffney Noes: None. Absent: Kelly Abstain: None.
The motion passed.

GM Moore introduced this item and reviewed the Board’s interest in hybrid meetings once headquarters are relocated to 1111 Andersen Drive. AGM Newhouse added that the District already works with Community Media Center of Marin (CMCM); they edit Board meeting footage and upload it to YouTube for website posting. She reviewed the proposed room setup, suggestions from the Finance Committee, and the possibility of making the space available for rent to community partners. Michael Eisenmenger from CMCM also detailed the proposal and said it is a simple, inexpensive option with the capability to expand. The Board discussed the proposal and the benefits of a

permanent audiovisual setup. Director Sylla stressed the desire to make the room available for rent.

The motion as stated above carried via a roll-call vote. Director Kelly was absent for this vote.

Item # 4 – Committees Report Out

Finance Committee – Director Sylla reported that the Committee reviewed the new format of the monthly financial report as well as most items on the agenda.

CASA Annual Conference – Director Meigs reported on her attendance at the conference, including a presentation on wastewater viral testing and a session on regulating PFAS. Director Boorstein reported on the CSRMA session he attended at the conference, where they discussed reducing overflow risks and a learned from a case study from Truckee. The Board discussed other items from the conference like cybersecurity, renewable energy, and RVSD being runner up for a small agency award.

Item # 5 - Verbal Report by General Manager

GM Moore updated the Board on the 1111 Andersen progress. Demolition for the remodel began on August 15. Staff also renegotiated the lease with Comcast with a rent reduction for the amended layout.

Next, he read a resident letter regarding Collection System Workers returning a beloved dog found in the neighborhood.

Thirdly, he addressed the caulking discussed in the conference report out from Truckee. Staff began using this product earlier this year after Operations Supervisor John Vogel saw a similar presentation.

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

Director Boorstein reported that he recently visited 1111 Andersen, and it was exciting to see the work in progress. He also expressed interest in a recycled water pipeline from CMSA for District use. GM Moore said a feasibility study is listed in the recently approve Business Plan.

Item # 7 – Consent Calendar

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

The Board asked to discuss several items from the Consent Calendar.

For Item 7.d., President Gaffney requested a language change in Appendix B.

For Item 7.a., Director Boorstein noted a typographical error to be changed before posting.

For Item 7.b., President Gaffney reviewed the new financial report format. It was designed to be

more streamlined to prepare with fewer manual manipulations. All the information is available in this new version, and staff is open to feedback to improve it over the next several months. The Board discussed the accomplishment of reporting the financials one month earlier, the change in printed layout, and information necessary for the check detail.

For Item 7.e., Director Meigs asked why the District chooses to lease Dell products. AGM Newhouse responded that the IT consultant recommends PCs for the business environment, and they are compatible with Microsoft software. The Board reviewed the configuration of these laptops.

The motion as stated above carried via a roll-call vote. Director Kelly was absent for this vote.

Item # 10 – Informational Items

GM Moore reviewed additional items that are being tracked as part of the SSMP. Operations and Maintenance Manager Paul Bruemmer reviewed specific items from the monthly metrics report such as pump station repairs, release valve maintenance, and training new staff before the wet season.

Adjourn: The Board adjourned at 7:09 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: 
Clerk of the Board - Senior Administrative Coordinator