

**ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES**

Wednesday, September 21, 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
Andrea Clark, District Counsel
Paul Bruemmer, Operations and Maintenance Manager
Phil Benedetti, Senior Engineer
Corey Spray, Finance Supervisor
Christina Winnicki, Accountant II
Courtney Buel, Management Analyst I
Cristina Velazquez, Senior Administrative Coordinator
Bridgette DeShields, Integral Consulting Inc.

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. AGM Newhouse called roll. The meeting attendees recited the Pledge of Allegiance.

Item # 2 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:01 p.m.

Item # 3 – Closed Session

- a) Performance Review Pursuant to Govt. Code section 54957(b). Title: General Manager

Item # 4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:30 p.m.

Item # 5 – Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

There was nothing to report from Closed Session.

Item # 6 – Approval of Agenda

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

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

Item # 7 – 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 # 8 – Committees Report Out

Finance Committee – Director Sylla reported that the Committee reviewed the financial statements and new format of the monthly financial report and how the new formatting helps automate processes and reduce staff time. President Gaffney discussed the proactive cleanup of activated carbon at three Pump Stations.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported that the new Jenbacher engine is completely cleared by PG&E and is getting ready to start generating power out to Marin Clean Energy. CMSA has been researching what to do with recycled water and what it would take to go to tertiary cleaning or direct potable reuse via MMWD. He recommended direct potable reuse as the more cost-effective route. He reported that CMSA received a large grant in the amount of \$2.5 million from the CalRecycle Co-Digestion Grant Program.

Director Kelly recommended focus on larger ongoing projects to maintain cost effectiveness.

North Bay Watershed Authority (NBWA) – Director Meigs reported on a tour of the CMSA Plant on organic waste treatment and energy generation. A guest speaker from UCLA discussed the causes and consequences of urban tap water trust and equity.

Ad Hoc Education & Outreach Committee – Director Kelly reported on outreach projects that were completed in FY21/22. Projects included the District website refresh, the new “Call Us First” public service announcement, Comcast campaigns, new outreach webpages for common laterals and backwater prevention devices, compliance mailings welcoming new residents, and the high outreach success rate of the GM bulletin. He discussed the new outreach goals for FY22/23.

Management Analyst Courtney Buel discussed collaboration with CMSA’s “Save Our Bay” for tabling and outreach. Fairfax Ecofest is upcoming next summer. She stated the District will also be applying for the CWEA Collection System of the Year award.

President Gaffney asked about updating District FOG and “Don’t Flush Wipes” signage on bike paths.

Item # 9 - Verbal Report by General Manager

GM Moore updated the Board on the 1111 Andersen project progress. Demolition for the remodel is complete and framing is underway and on schedule.

Next, he stated the District has received all leased vehicles ordered late last Fiscal Year, pending one delivery.

Third, he addressed the work that is currently underway at Memorial Park in San Anselmo. The District has a major trunk line going through the park and the Town is currently renovating and putting in new irrigation and turf. The District is coordinating with the Town to come up with a creative solution to bring the manhole up and put artificial turf on top for easy access.

Last, he updated the Board on his attendance at the WateReuse California Annual Conference in San Francisco. The State Water Board’s Division of Drinking Water provided an update on the Direct Potable Reuse Regulations which have been drafted. State Law requires the regulations to be adopted by the end of 2023.

Item # 10 - Verbal Report by Board Members and Requests for Future Items

There were no verbal reports or requests for future items from the Board.

Item # 11 – Consent Calendar

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

For Item 11.b., Director Meigs asked about the low percentage items listed as “other operating income” shown on the Page 3 charts. President Gaffney stated these items can be found in the narrative under description of revenue.

AGM Newhouse stated other income is comprised of Lease Fees, Investment Income, Permit Fees, and Miscellaneous Income. President Gaffney requested a language change to “other operating income”.

Director Meigs asked for clarification of language on Page 13. AGM Newhouse provided clarification.

Director Meigs asked for the Credit Card Detail to be in larger font. AGM Newhouse stated this will be revised.

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

Item # 12 – Consideration of Adopting Resolution No. 22-1633 Adopting a Mitigated Negative Declaration for the FY 2022/23 Gravity Sewer Improvements Project (#953)

Motion: M/s Boorstein/Kelly to Adopt Resolution No. 22-1633 Adopting a Mitigated Negative Declaration for the FY 2022/23 Gravity Sewer Improvements Project (#953)

Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.

The motion passed.

GM Moore introduced this item by stating that because this specific project includes potential impact to cultural resources, this resolution must be adopted prior to the start of construction. He introduced Bridgette DeShields of Integral Consulting who is overseeing the District’s mitigation monitoring program to ensure there are no significant impacts.

The District consulted with the local Native American tribe, Federated Indians of Graton Rancheria, and received guidance on archaeological studies in advance of construction. No other comments were received for the ISMND.

Bridgette DeShields added there is a measure to protect nesting birds which is common for these projects. Director Meigs asked if trees will be cut down as part of this project. GM Moore stated the majority of this project is trenchless which makes tree removal very rare and unlikely.

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

Item # 13 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 2022/23 Gravity Sewer Improvements Project (#953), with Glosage Engineering, Inc., in the Amount Not to Exceed \$1,974,857

Motion: M/s Boorstein/Sylla to Award and Authorize the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 2022/23 Gravity Sewer Improvements Project (#953), with Glosage Engineering, Inc., in the Amount Not to Exceed \$1,974,857

Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.

The motion passed.

GM Moore introduced this item by stating that this was a very favorable bid of five bids received. All bids came in under the Engineers Estimate which accounted for inflation, materials, and supply chain issues. The bids came in low due to more competition for work going into the wet season. To account for the wet season, the method of replacement will be pipe bursting.

GM Moore highly recommended Glosage who has been very responsive and efficient in other projects for the District. He stated that local governments also greatly appreciate Glosage’s paving which is done inhouse. The project completion date is scheduled for February 2023 weather permitting.

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

Item # 14 – Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 8 with Psomas, Inc., in the Total Amount of \$386,463, for Construction Management Services for the FY 22/23 Gravity Sewer Improvements Project (#953)

Motion: M/s Kelly/Sylla to Approve and Authorize the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 8 with Psomas, Inc., in the Total Amount of \$386,463, for Construction Management Services for the FY 22/23 Gravity Sewer Improvements Project (#953)

Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.

The motion passed.

GM Moore introduced this item by stating that the Project Manager will be Justin Seufert of Psomas who has assisted the District with construction management for the last few years. Psomas also has experience working with Glosage on the District’s Laurel Grove Sewer Rehabilitation Project.

The same personnel will be available for inspections and project management including Martin Acholonu, Construction Inspector, who has also worked with the District in previous years. The total amount for this project is related to contract times meaning this project may come in under budget assuming that there are no significant delays.

President Gaffney suggested the District review other hourly rates for comparison.

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

Item # 15 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement in the Total Amount of \$144,850 to Riverview International Trucks for a 2023 International HV Cab, Chassis, and Rodder Body Retrofit

Motion: M/s Kelly/Sylla to Authorize the General Manager, Upon Review and Approval of Counsel, to Execute a Purchase Agreement in the Total Amount of \$144,850 to Riverview International Trucks for a 2023 International HV Cab, Chassis, and Rodder Body Retrofit

Vote: Ayes: Boorstein, Kelly, Meigs, Sylla, Gaffney Noes: None. Absent: Abstain: None.

The motion passed.

GM Moore introduced this item by stating that this purchase was approved in the FY22/23 budget at a total of \$265,000 based on preliminary estimates and that the actual amount came in under that at \$144,850.

Operations and Maintenance Manager Paul Bruemmer stated that due to BAAQMD new regulations, the 2001 Chassis is no longer compliant. American Truck & Tailer Body will perform the retrofit which will save the District around \$120,000. He stated the company is a reputable company that he has experience working with in the past.

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

Item # 16 – Informational Items

GM Moore reviewed items from the monthly Performance Metrics Report.

O&M Manager Bruemmer reviewed specific items from the monthly metrics report such as wet well cleaning, preventative maintenance, CMSA Fog Compliance, and hydraulic model updating. He stated that District crews have been working to find lost manholes and rod holes covered by landscaping and that staff found a storm drain piped through a District manhole. The District is collaborating with the County to get rid of this high risk of inflow and infiltration (I&I) before the wet season. He reviewed the new lateral program initiative in place for failing laterals. When the District finds a defect in a private lateral connection, owners are notified to make them aware before they have an overflow.

GM Moore stated these are great corrective action measures. He stated this is the right direction to help reduce I&I and sewer overflows that are due to private sewer lateral defects.

Adjourn: The Board adjourned at 7:08 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: 
Clerk of the Board – Senior Administrative Coordinator