

ITEM 7.a.

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, October 19, 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
Corey Spray, Finance Supervisor
Cristina Velazquez, Senior Administrative Coordinator
Jaemin Park, Park Engineering 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 5:01 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 5:02 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 6:02 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

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

The Board agreed to consider Item 12 and 13 before Item 8 to accommodate a present consultant.

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 # 12 – Consideration of Approval of Contract Change Orders No. 1, 2, 3, 4, and 5 in the Total Amount Not to Exceed \$280,081.50 for Additional Work on the RVSD Headquarters Consolidation Project (#901) with Kirby Construction, Inc.

Motion: M/s Boorstein/Sylla to Approve Contract Change Orders No. 1, 2, 3, 4, and 5 in the Total Amount Not to Exceed \$280,081.50 for Additional Work on the RVSD Headquarters Consolidation Project (#901) with Kirby Construction, Inc.
Vote: Ayes: Boorstein, Kelly, Sylla, Gaffney Noes: None. Absent: Abstain: Meigs None.
The motion passed.

GM Moore introduced this item by reviewing the details of the project. The construction contract for the remodel at 1111 Andersen was awarded to Kirby Construction in March 2022. The tenant Comcast later contacted the District inquiring whether the District would be interested in additional space on the lower first floor. The District acquired the new space which prompted five change orders as part of the project.

GM Moore summarized the five change orders which include modifications for: framing/demo/installation, sheet rock drywall, painting, doors, ceiling, window, HVAC work, plumbing, electrical, lighting, cabinetry, floor finishings, and carpet.

Construction Manager Jaemin Park of Park Engineering reviewed details of the contract and negotiation stating that the bulk of the work will be framing and plumbing. He affirmed the cost is very reasonable for the work.

President Gaffney stated the acquisition of the first floor is 2177 square feet and that the cost of work is \$140 per square foot which is great pricing. Director Boorstein added that the opportunity to move the Board Room downstairs allows for other public agency use. Director Meigs expressed

concern about the number of restrooms. GM Moore confirmed there are additional restrooms upstairs near the elevator.

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

Item # 13 – Consideration of Approval of Contract Change Order Nos. 5-S1, 6-S1, and 7 in the Total Amount of \$57,096.39; and Consideration of Adopting Resolution No. 22-1635 Approving Final Acceptance and Authorizing the General Manager to File a Notice of Completion for the FY 20/21 Gravity Sewer Improvements Project (#951), with Glosage Engineering, Inc., and Authorizing Release of the 5% Retention at the End of the 35-Day Lien Period.

Motion: M/s Kelly/Boorstein to Approve Contract Change Order Nos. 5-S1, 6-S1, and 7 in the Total Amount of \$57,096.39; and Consideration of Adopting Resolution No. 22-1635 Approving Final Acceptance and Authorizing the General Manager to File a Notice of Completion for the FY 20/21 Gravity Sewer Improvements Project (#951), with Glosage Engineering, Inc., and Authorizing Release of the 5% Retention at the End of the 35-Day Lien Period.

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

The motion passed.

GM Moore introduced this item by stating that this is the latest Capital Improvement Project completed by the District. This was the last list of defects in the cease-and-desist order from the California Regional Water Quality Control Board.

Throughout the project there were many opportunities to fix adjacent sewer laterals in the area at a low cost and within the contract definition. Most of these change orders were within the bid allowance for change conditions.

GM Moore stated this was a very successful project which greatly improved the District’s metrics, and he recommended acceptance.

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

Item # 8 – Committees Report Out

Finance Committee – Director Sylla reported that the Committee reviewed the financial statements and that the new format of the monthly financial reports makes the financials easy to understand.

Ad Hoc Facilities Committee – Director Boorstein stated the committee toured 1111 Andersen and is looking forward to utilizing the Board Room facility. President Gaffney added that performing the work now benefits the District by preventing a future project.

Central Marin Sanitation Agency (CMSA) – Director Boorstein reported on CMSA’s Liquid Organic Waste Receiving and Biogas Treatment Upgrade Project. The project cost is approximately \$2.5 million and CMSA received a CalRecycle Co-Digestion Grant in that amount making the project effectively no cost to CMSA. GSE Engineering who has worked with CMSA on numerous projects in the past has been awarded the contract.

North Bay Watershed Authority (NBWA) – Director Meigs reported on a guest presentation by Laura Cholodenko, Project Manager of California State Coastal Conservancy. She summarized the Bel Marin Keys Wetlands Restoration project and stated that there is movement towards restoring wetlands that have been destroyed.

Item # 9 - Verbal Report by General Manager

GM Moore updated the Board on the District Annual Blood Drive for Lifesaving Blood Donations spearheaded by Christina Winnicki and being held on Wednesday November 9, 2022.

Next, he summarized his guest speech at Marin Conservation League titled, “Water is a Roundtrip Journey”. Treatment plants and sewer collection systems currently treat water as a one-way trip from treatment to the Bay and agencies should instead mimic the circular vision of the water cycle and think of ways to replace rain. GM Moore urges agencies to consider recycling wastewater.

Third, he reviewed the progress of the City of Larkspur’s project to obtain closed circuit television of their storm drain systems with District staff help. The City is now at 60% completion. The project also benefits the District which is able to recover costs for the assistance and also benefit from valuable asset information and data obtained through GPS.

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

Director Meigs commended Christina Winnicki for her excellent work on organizing the District’s Annual Blood Drive.

Item # 11 – Consent Calendar

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 Kelly asked about check detail line item 71. AGM Newhouse stated this was an election year which requires the minimum charge.

Director Kelly asked about Board Compensation transparency. President Gaffney recommended this information be made more easily accessible on the District website.

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

Item # 14 – Consideration of Accepting the Year-End Metrics Report for Fiscal Year 2021/22

GM Moore provided highlights on this year’s Staff Report and Year-End Metrics Report for Fiscal Year 2021/22 including information on the downward trend for rainwater intrusion, decreased Grade 5 Defects, SSO rates, and PG&E usage reports. The District set a new record of 41% for the lowest percentage in dry weather flow recorded compared to joint agencies. The Board is happy with these trends and accepted the report.

Item # 15 – Consideration of an Amendment to the General Manager’s Contract (No Staff Report)

Motion: M/s Kelly/Sylla to Approve Amendment to the General Manager’s Contract (No Staff Report)

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

The motion passed.

Director Boorstein introduced this item by stating that the Board rated GM Moore highly and recommended to extend the current employment contract.

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 including SSO reports, dry weather flow, and the District’s new notification process for private lateral defects.

O&M Manager Bruemmer reviewed current District work at various Pump Stations, new bypass systems, staff preparation in advance of wet weather, and new standard operating procedures.

Adjourn: The Board adjourned at 7:38 p.m.



Michael Boorstein
Secretary of the Board

Submitted by: _____ *Julia Cooper* _____
Clerk of the Board