



# ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

1111 Andersen Drive, San Rafael, Ca 94901

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

## REGULAR FINANCE COMMITTEE MEETING AGENDA

**January 21, 2025: Committee Convenes at 11:00 a.m.**

**1111 Andersen Drive San Rafael, 94901 – Executive Conference Room**

*The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.*

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of December 17, 2024 Finance Committee Meeting Notes
4. Review of January 22, 2025, Agenda Item 7b: [Accept the November 2024 Monthly Financials](#)
5. Review of January 22, 2025, Agenda Item 7d: [Adopt a New Job Description and Salary Range for an Accounting Technician Position and Change the Title of Accountant I/II to Accountant](#)
6. Review of January 22, 2025, Agenda Item 9: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 32 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the Palm-Mann-Cypress Gravity Sewer Improvements Project \(Project #959\) in an Amount Not to Exceed \\$78,590](#)
7. Review of January 22, 2025, Agenda Item 10: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction \(ESDC\) for the Palm-Mann-Cypress Gravity Sewer Improvements Project \(#959\) in the Amount of \\$449,172](#)
8. Review of January 22, 2025, Agenda Item 11: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a three-year Small Utility Enterprise Agreement with Esri in the Amount of \\$87,900 and an annual subscription to ArcGIS Indoors for \\$11,450 per year, for a total amount not to exceed \\$122,250](#)
9. Review of January 22, 2025, Agenda Item 12b: [NBS Annual Reports](#)

**Adjourn**

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 1111 Andersen Drive, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

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

Tuesday, December 17, 2024  
11:00 a.m.

1111 Andersen Drive, San Rafael, CA

Committee                      Thomas Gaffney  
Members Present:          Mary Sylla

Board Directors              Michael Boorstein  
Present:                      Doug Kelly

Staff/Consultants          Steve Moore, General Manager  
Present:                      Felicia Newhouse, Assistant General Manager  
                                 Victor Damiani, Finance Officer  
                                 Paul Bruemmer, O&M Manager  
                                 John Cropper, Cropper Accountancy

Public Present:              None.

**Item #1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 11:02 a.m.

**Item #2 – Approval of Agenda**

The Committee agreed to review items 9 and 10 next to accommodate consultants present. The Committee approved the amended Agenda.

**Item #9 – Review of November 20, 2024, Agenda Item 12: Consideration of Accepting the Fiscal Year 2024 (FY24) Financial Audit and Annual Comprehensive Financial Report (ACFR)**

Finance Officer Damiani introduced this item reviewing the components of the ACFR at a high level. He highlighted a few items such as net financial position, capital program financials, and revenues.

Auditor Cropper expressed his appreciation for Finance Officer Damiani and his dedication to getting the ACFR completed in December. He relayed that the District received an unmodified opinion on the audit for Fiscal Year 2024. He described the components of the audit. The Committee and Auditor Cropper discussed OPEB processes and capital program financials.

The Committee discussed a few suggested edits to the ACFR.

**Item #10 – Review of November 20, 2024, Agenda Item 13: Consideration of Accepting the Fiscal Year 2024 (FY24) Popular Annual Financial Report (PAFR)**

Assistant General Manager and Finance Officer Damiani expressed gratitude for Courtney Buel,

the designer who assisted with the PAFR. Finance Officer Damiani described the purpose of the PAFR.

**Item #7 – Review of November 20, 2024, Agenda Item 11e: Accept the Certificate of Achievement for Excellence in Financial Reporting, the Award for Outstanding Achievement in Popular Annual Financial Reporting (PAFR), and the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA)**

The Committee and staff discussed the awards process.

**Item #3 – Approval of November 19, 2024 Regular Finance Meeting Notes**

The Committee approved the meeting notes.

**Item #4 – Review of December 18, Agenda Item 11b: Accept the October 2024 Financials**

The Committee and staff reviewed the financial report and suggested edits. The Committee inquired about capital work that was performed during the month. General Manager Moore described the capital work and the ordinance in which it was authorized under.

**Item #5 – Review of November 20, 2024, Agenda Item 11c: Authorize the General Manager to Execute Payment to Hadronex, Inc. (dba SmartCover Systems) for the Annual Renewal of Services and Warranties, in the Amount of \$86,001**

The Committee and staff discussed the SmartCover renewal.

**Item #6 – Review of November 20, 2024, Agenda Item 11d: Approve Annual License Renewal with Innovyze for Computerized Maintenance and Management System (CMMS) Software in the Amount of \$84,436.81**

The Committee and staff discussed the CMMS software renewal.

**Item #8 – Review of November 20, 2024, Agenda Item 11f: Authorize the General Manager, Upon Review and Approval of Counsel, to Execute an Amendment to the Agreement for Legal Services with Colantuono Highsmith & Whatley, PC in the total amount not to exceed \$75,000**

General Manager Moore introduced this item reporting that he authorized \$25,000 for this contract originally. The Committee discussed the anticipated length of the contract.

**Item #11 - Discussion and Direction on Proposed Revisions to the Ross Valley Sanitary District Financial Policies**

Assistant General Manager Newhouse reviewed proposed changes to the Financial Policies. The Committee suggested language edits and clarification on several policies.

**Adjourn:** The Committee adjourned the meeting at 12:20 p.m.