



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

SPECIAL FINANCE COMMITTEE MEETING AGENDA

February 18, 2025: Committee Convenes at 10:00 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 January 21, 2025 Finance Committee Meeting Notes
4. Receive a Bond Refunding Update from the District's Municipal Advisor, Sperry Capital
5. Review of February 19, 2025, Agenda Item 11b: [Accept the Mid-Year Financial Reports](#)
6. Review of February 19, 2025, Agenda Item 11c: [Authorize the General Manager to execute a Consultant Services Agreement with Van Dermeyden Makus for an amount not to exceed \\$75,000](#)
7. Review of February 19, 2025, Agenda Item 11d: [Approve Prior Fiscal Years 22, 23, and 24 Complete Salary Schedules](#)
8. Review of February 19, 2025, Agenda Item 11e: [Adopt Resolution 25-1660 Directing Certain Actions In Connection with the Sale Proceeds from the District's Former Administration Building at 2960 Kerner Boulevard](#)
9. Review of February 19, 2025, Agenda Item 11f: [Approve Contract Change Order No. 1 in the amount of \\$16,047.20; Adopt Resolution No. 25-1661 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the Woodland Capacity and Creek Crossings Project \(#956\), with Precision Engineering, Incorporated](#)
10. Review of February 19, 2025, Agenda Item 11g: [Adopt Resolution No. 25-1662 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the RVSD Headquarters Site Improvement Project \(#901-B\), with Coastside Concrete & Construction, Inc.](#)

11. Review of February 19, 2025, Agenda Item 13: [Consideration of Adopting Resolution No. 25-1664 to Declare an Emergency for Rehabilitation of the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield](#)
12. Review of February 19, 2025, Agenda Item 15: [Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 24/25 Gravity Sewer Improvements Project \(#958\), with Glosage Engineering, Inc., in the Amount Not to Exceed \\$6,137,410](#)

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, January 21, 2025
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
 Paul Bruemmer, O&M Manager
 Victor Damiani, Finance Officer
 Phil Benedetti, Senior Engineer
 Persia Kia, West Valley Construction
 Joseph Camaddo, West Valley Construction
 Daniel Wilkins, West Valley Construction

Public Present: None.

Item #1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:01 a.m.

Item #2 – Approval of Agenda

The Committee agreed to review Item 7 next to accommodate consultants present.

Item #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

General Manager Moore introduced this item reporting that Marin County scheduled a paving project in this area and gave a high-level overview of why staff is recommending this project get on the books ahead of the paving.

Senior Engineer Benedetti detailed the work being proposed as part of this project and the capacity issues that this will address. He described the robust paving project that Marin County is performing and reiterated why it is important for the District to begin this project beforehand.

Consultant Wilkins introduced the team that will be working on the design project and recalled his history of working with the District. The Committee and staff discussed the proposed contract.

Item #3 – Approval of December 17, 2024 Finance Committee Meeting Notes

The Committee approved the meeting notes.

Item #4 – Review of January 22, 2025, Agenda Item 7b: Accept the November 2024 Monthly Financials

The Committee reviewed the monthly financials.

Item #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

Assistant General Manager Newhouse introduced the item by describing the current staffing of the finance department. She explained the rationale behind the proposal to hire a lower-level accountant. The Committee and staff discussed the positive impact of adding the new classification.

Item #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

General Manager Moore introduced this item by describing the importance of the cultural resources review and compliance process and the work that subcontractor Far West performs. Senior Engineer Benedetti relayed the types of communication typically received as part of the cultural and environmental resource compliance process.

Item #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

General Manager Moore introduced the item, explaining how the District currently uses the Esri and Innovyze software. He reported that staff recommends transferring more data from Innovyze into Esri, with the goal of primarily using Esri for operational system management. O&M Manager Bruemmer elaborated on how the Esri software will enhance the program, making it more robust.

Item #9 – Review of January 22, 2025, Agenda Item 12b: NBS Annual Reports

The Committee and staff reviewed the NBS reports, focusing on the annual loan program. The Committee discussed the rate assistance program and the great impact that it has made.

Adjourn: The Committee adjourned the meeting at 12:26 p.m.