



# 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

## FINANCE COMMITTEE MEETING AGENDA

**March 18, 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 February 18, 2025 Finance Committee Meeting Notes
4. Review of March 19, 2025, Agenda Item 11b: [Accept the January 2025 Financial Reports](#)
5. Review of March 19, 2025, Agenda Item 11c: [Authorize the General Manager to Execute a Purchase Order Agreement to Rockwell Solutions of Walnut Creek for Pump Replacement at Pump Station 14, in the Total Amount of \\$88,357.31](#)
6. Review of March 19, 2025, Agenda Item 11e: [Adopt a New Salary Range for the Accounting Technician Position and Approve an Updated Complete Salary Schedule](#)
7. Review of March 19, 2025, Agenda Item 12: [Consideration of Approving and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with Zoon Engineering, Inc., for Construction Management Services for the FY 24/25 Gravity Sewer Improvements Project \(Project # 958\), in an amount not to exceed \\$597,996](#)
8. Review of March 19, 2025, Agenda Item 14: [Consideration of Approving Contract Change Orders No. 4 and 5 in the amount of \\$1,071,834.60; Adopt Resolution No. 25-1667 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 23/24 Gravity Sewer Improvements Project \(#955\), with Glosage Engineering, Incorporated.](#)

### **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, February 18, 2025  
10:00 a.m.

1111 Andersen Drive, San Rafael, CA

Committee                    Thomas Gaffney  
Members Present:        Mary Sylla

Board Directors            Michael Boorstein  
Present:

Staff/Consultants        Steve Moore, General Manager  
Present:                    Felicia Newhouse, Assistant General Manager  
                                 Paul Bruemmer, O&M Manager  
                                 Victor Damiani, Finance Officer  
                                 Jim Gibbs, Sperry Capital  
                                 Martha Vujovich, Sperry Capital

Public Present:            None

**Item #1 – Call Meeting to Order**

The meeting was called to order by Director Gaffney at 10:00 a.m.

**Item #2 – Approval of Agenda**

The Committee approved the agenda.

**Item #3 – Approval of January 21, 2025 Finance Committee Meeting Notes**

The Committee approved the meeting notes.

**Item #4 – Receive a Bond Refunding Update from the District’s Municipal Advisor, Sperry Capital**

Consultant Gibbs reviewed the current state of the municipal bond market. He described two different approaches to refunding the District’s bonds. The Committee and staff discussed the options and deliberated the advantages and disadvantages of both.

**Item #5 – Review of February 19, 2025, Agenda Item 11b: Accept the Mid-Year Financial Report**

Finance Officer Damiani reviewed the mid-year financial report highlighting the District’s current revenue and expenses to date. He relayed that the District overestimated property tax revenue for this year, but the loss would be offset by the sale of the Kerner property.

The Committee reviewed the monthly expenses.

**Item #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**

Assistant General Manager Newhouse described the purpose of the contract and relayed that this item was also reviewed by the Human Resources Committee in detail.

**Item #7 – Review of February 19, 2025, Agenda Item 11d: Approve Prior Fiscal Year 22, 23, 24 Complete Salary Schedule**

The Committee and staff discussed the CalPERS audit. Assistant General Manager Newhouse relayed that the Human Resources Committee also reviewed this item.

**Item #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**

The Committee and staff discussed the proposed Resolution.

**Item #9 – Review of February 19, 2025, Agenda Item 11f: Approve Contract Change Order No. 1 in the Amount of \$16,047.20; Adopt Resolution 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**

General Manager Moore reported on the close out process for this project and expressed appreciation for Senior Engineer Benedetti's expertise and patience throughout.

**Item #10 – Review of February 19, 2025, Agenda Item 11g: Adopt Resolution 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 Coastsides Concrete & Construction Inc.**

General Manager Moore relayed that Assistant General Manager Newhouse and Operations & Maintenance Manager Bruemmer worked closely together managing this project to completion. He described the delays and final touches that took longer than anticipated. General Manager Moore reminded the Committee of the change order approved previously for the repaving and reinforcement of the enclosed parking lot.

**Item #11 – Review of February 19, 2025, Agenda Item 13: Consideration of Adopting Resolution 25-1664 to Declare an Emergency for Rehabilitation of the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield**

General Manager Moore described the event and why it necessitated the declaration of emergency. He reported on the different utilities that were affected by the fallen tree.

**Item #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**

General Manager Moore reported on the bids received and the winning bidder, Glosage Engineering. He described the anticipated schedule and locations where the work would be performed. General Manager Moore detailed the various construction methods that would be used during the project.

**Adjourn:** The Committee adjourned the meeting at 11:18 a.m.