



ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

1111 Andersen Drive, San Rafael, Ca 94901

Ph: 415.259.2949

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

FINANCE COMMITTEE MEETING AGENDA

April 15, 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 March 18, 2025 Finance Committee Meeting Notes
4. Review of April 16, 2025, Agenda Item 11b: [Accept the February 2025 Financial Reports](#)
5. Review of April 16, 2025, Agenda Item 11d: [Adopt Resolution No. 25-1668 Reducing Sewer Connection Fees for the Affordable Housing Units at 1141 Magnolia Ave, Larkspur](#)
6. Review of April 16, 2025, Agenda Item 11e: [Approve Exception to Loan Limits for Lateral Replacement at 360 Redwood Road in San Anselmo](#)
7. Review of April 16, 2025, Agenda Item 12: [Consideration of Accepting the FY2024 Defined Benefit Pension and OPEB Actuarial Reports, as presented, and Discussion on the District's Retirement Obligation Funding Plans](#)
8. Review of April 16, 2025, Agenda Item 14: [Consideration of Adopting Updated District Financial Policies](#)

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, March 19, 2025
11:00 a.m.

1111 Andersen Drive, San Rafael, CA

Committee

Members Present: Thomas Gaffney
Mary Sylla

Board Directors

Present: Michael Boorstein

Staff/Consultants

Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Paul Bruemmer, Operations & Maintenance Manager
Victor Damiani, Finance Officer
Bryan Macrae, Zoon Engineering
Saeed Shahmirzai, Zoom Engineering

Public Present: None

Item #1 – Call Meeting to Order

The meeting was called to order by Director Gaffney at 11:00 a.m.

Item #2 – Approval of Agenda

The Committee agreed to review item #7 next to accommodate consultants present.

Item #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 (#958), in an amount not to exceed \$597,996

General Manager Moore recalled the Board action from last month approving the construction contract for this project and gave a high-level review of the process for selecting construction management. He described the various project locations.

Senior Engineer Benedetti detailed the process for selecting the recommended construction management team at Zoon Engineering and introduced the construction management team.

Construction Manager Macrae relayed his construction management experience with other municipalities as well as Glosage Engineering.

Item #3 – Approval of February 18, 2025 Finance Committee Meeting Notes

The Committee approved the meeting notes with one minor editorial change.

Item #4 – Review of March 19, 2025 Agenda Item 11b: Accept the January 2025 Financial Reports

The Committee reviewed the newly formatted monthly financials.

Item #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 Total Amount of \$88,357.31

The Committee discussed the item and expressed their support. General Manager Moore reminded the Committee that there are finances budgeted for on-call projects of this nature. Operations & Maintenance Manager Bruemmer described the differences in the two pumps that were considered for this replacement.

Item #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

Assistant General Manager Newhouse introduced this item describing the history of the new accounting position. She reported that staff recommend that the salary be lowered to align more closely with market expectations for the work required for the position.

Item #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 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.

General Manager Moore introduced this item describing at a high level several of the unanticipated hurdles that were overcome during this project. Senior Engineer Benedetti went through each of the change orders, describing the work that was required and rational for each adjustment. The Committee and staff discussed the change order process.

Adjourn: The Committee adjourned the meeting at 12:07 p.m.