



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

June 17, 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 May 20, 2025 Finance Committee Meeting Notes
4. Review of June 18, 2025, Agenda Item 7b: [Accept the April 2025 Financial Reports](#)
5. Review of June 18, 2025, Agenda Item 9: [Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project \(#959\), with Glosage Engineering, Inc., in the Amount Not to Exceed \\$3,544,115](#)
6. Review of June 18, 2025, Agenda Item 10: [Consideration of 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 Palm/Mann/Cypress Gravity Sewer Improvements Project \(#959\), in an Amount Not to Exceed \\$346,552.50](#)
7. Review of June 18, 2025, Agenda Item 12: [Consideration of Adopting Resolution No. 25-1670 to Adopt the Ross Valley Sanitary District Fiscal Year 2025/26 Final Budget](#)
8. Review of June 18, 2025, Agenda Item 14: [Consideration of Adopting Resolution No. 25-1671 Approving the Salary and Benefit Schedule for Unrepresented Employees of the District and Approving the Complete Salary Schedule for FY 2025/26](#)

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, May 20, 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
 Kaman Wanem Limbu, Accountant

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 approved the agenda.

Item #3 – Approval of April 16, 2025 Finance Committee Meeting Notes

The Committee approved the April 16, 2025, meeting minutes.

Item #4 – Review of May 21, 2025, Agenda Item 7b: Accept the March 2025 Financial Reports

The Committee reviewed the monthly financials and suggested a format change.

Item #5 – Review of May 21, 2025 Agenda Item 8: Consideration of Accepting the District's Draft Fiscal Year 2025-26 Budget and Provide Direction to Staff

Assistant General Manager Newhouse commended Finance Officer Damiani for his thorough and complete work in creating the draft budget document. The Committee and staff reviewed the draft budget and noted that the Board member names need to be updated to the current position holders. The Committee asked clarifying questions about the budget narrative and made suggestions regarding the operating reserves.

ITEM 3

Item #6 – Review of May 21, 2025, Agenda Item 9: Consideration of Authorizing the General Manager to issue a Request for Qualifications (RFQ) to Interested Developers for the Surplus Property at 2000 Larkspur Landing Circle, Larkspur, CA

General Manager Moore introduced this item describing the Request for Qualifications process and the criteria that the District will use to evaluate the proposals. The Committee and staff discussed possible options for the property.

Adjourn: The Committee adjourned the meeting at 12:00 p.m.