



# 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

**July 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 June 17, 2025 Finance Committee Meeting Notes
4. Review of July 16, 2025, Agenda Item 11b: [Accept the May 2025 Financial Reports](#)
5. Review of July 16, 2025, Agenda Item 11c: [Adopt Resolution No. 25-1672 Determining the Annual Appropriation Limit for the Budget Fiscal Year 2026](#)
6. Review of July 16, 2025, Agenda Item 11d: [Authorize the General Manager to Approve a Purchase Order for Annual Managed Services with IT Hub LLC for Information Technology \(IT\) Support in Fiscal Year 2025/26 for an Amount Not to Exceed \\$91,680](#)
7. Review of July 16, 2025, Agenda Item 12: [Consideration of Authorizing the General Manager, upon Review and Approval of Counsel, to Execute Amendment No. 2 to the Contract for Real Estate Services with Century Urban not to exceed \\$178,505, and Consider Adopting Resolution 25-1673 Authorizing Budget Amendment 2601 to the Fiscal Year 2025/26 Budget](#)
8. Review of July 16, 2025, Agenda Item 13: [Consideration of Approval of Contract Change Order No. 1 for Additional Work on the FY 2024/25 Gravity Sewer Improvements Project \(#958\) with Glosage Engineering, Inc., in an Amount Not to Exceed \\$137,890](#)
9. Review of July 16, 2025, Agenda Item 14: [Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Contract with Tyler Technologies for Permit Tracking Software in an Amount Not to Exceed \\$290,532](#)
10. Review of July 16, 2025, Agenda Item 15: [Discussion and Direction on CMSA Treatment Cost Allocation Policy and Procedures](#)

## ***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, June 17, 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  
Phil Benedetti, Senior Engineer  
Victor Damiani, Finance Officer  
Brian McRea, Zoon 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 moved item number 6 to be discussed next due to Consultants present.

**Item #6 – Review of June 17, 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**

General Manager Moore introduced this item by recalling that the District currently has an ongoing project with Glosage Engineering with Zoon Engineering as Construction Management. He reported that staff is recommending that Zoon Engineering perform Construction Management services for the Palm/Mann/Cypress project as they are currently working so well with Glosage. Senior Engineer Benedetti reiterated that Glosage and Zoon Engineering are working very well together, and the current FY 24/25 Gravity Sewer Improvements Project will integrate easily with the new Palm/Mann/Cypress project. The Committee and staff discussed the project location and traffic considerations.

### **Item #3 – Approval of May 20, 2025 Finance Committee Meeting Notes**

The Committee approved the May 20, 2025, meeting minutes.

### **Item #5 – Review of June 17, 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**

Senior Engineer Benedetti introduced the item, reporting that five bids had been received, most within a few percentage points of each other, with one outlier. Glosage Engineering was identified as the apparent low bidder. He spoke positively about past experiences working with Glosage Engineering. The Committee and staff then discussed the details of the bid.

### **Item #4 – Review of June 17, 2025, Agenda Item 7b: Accept the April 2025 Financial Reports**

The Committee and staff reviewed the monthly financials. The Committee inquired about timing for closing out the Canyon Road Assessment District.

### **Item #7 – Review of June 17, 2025, Agenda Item 12: Consideration of Adopting Resolution No. 25-1670 to Adopt the Ross Valley Sanitary District Fiscal Year 2025/26 Final Budget**

The Committee and staff discussed the Budget and Budget in Brief document. The Committee expressed appreciation for the Budget in Brief. The Committee and staff reviewed the budget document.

### **Item #8 – Review of June 17, 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**

The Committee and staff discussed the proposed resolution and expressed agreement for adding the holiday schedule into the resolution and for the addition of Juneteenth as a District holiday.

**Adjourn:** The Committee adjourned the meeting at 11:51 a.m.