



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

August 19, 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 July 15, 2025 Finance Committee Meeting Notes
4. Review of August 20, 2025, Agenda Item 11c: [Accept the July 2025 Financial Reports](#)
5. Review of August 20, 2025, Agenda Item 11d: [Presentation of CASA Statewide Award for Innovation and Resiliency and Recommendation for Monetary Award to Employees](#)
6. Review of August 20, 2025, Agenda Item 13: [Preliminary Financial Report Fiscal Year Ending June 30, 2025](#)

Adjourn

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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.

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**ROSS VALLEY SANITARY DISTRICT
FINANCE COMMITTEE STANDING MEETING NOTES**

Tuesday, July 15, 2025
11:00 a.m.

1111 Andersen Drive, San Rafael, CA

Committee

Members Present: Thomas Gaffney
 Doug Kelly

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
 Cristina Velazquez, Management Analyst

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 approved the agenda.

Item #3 – Approval of June 17, 2025 Finance Committee Meeting Notes

The Committee approved the June 17, 2025, meeting minutes.

Item #4 – Review of July 16, 2025 Agenda Item 11b: Accept the May 2025 Financial Reports

The Committee and staff reviewed the monthly financials. The Committee and staff discussed expenses from throughout the month.

Item #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

The Committee and staff reviewed the fiscal year 2025/26 appropriation limit.

Item #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

The Committee and staff discussed the IT program and how IT Hub handles breaches, scams, and training for such events. The Committee recommended including last year's cost in the staff report moving forward.

Item #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

The Committee and staff discussed the contract with Century Urban, specifically reviewing the correlation between the hourly billing and the commission. The Committee expressed an interest in speaking with the consultant regarding billing at the Board meeting.

Item #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

The Committee and staff discussed the project progress and the additional work that is being proposed. The Committee commented that the community has been impressed by the work that Glosage has performed.

Item #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

The Committee and staff reviewed the need for permitting software and what the District issues permits for. The Committee inquired about the cost and whether the income from the permits would cover the cost of the software. Staff reported that the District collects a technology fee on permits to cover the cost of the software required to issue permits.

Item #10 – Review of July 16, 2025, Agenda Item 15: Discussion and Direction on Impacts to RVSD from CMSA Treatment Cost Allocation Policy and Procedures

General Manager Moore reviewed the historical trend of treatment costs and how the treatment costs have been calculated over time based on collected data. He relayed his process to analyze the data collection that determines the costs and the findings from his analysis. The Committee and staff discussed the analysis and findings.

General Manager Moore made recommendations on policy and procedure improvements for collecting the data that is used for calculating the treatment costs. The Committee and staff discussed the recommendations.

Adjourn: The Committee adjourned the meeting at 12:33 p.m.