

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, January 22, 2025
5:30 PM

1111 Andersen Dr., San Rafael CA 94901

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

Directors Absent: None

Staff/Consultants
Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Andrea Clark, District Counsel
Paul Bruemmer, O&M Manager
Victor Damiani, Finance Officer
Bryant Sparkman, Century Urban
Riley Hurd, Ragghianti Freitas, LLP
Joseph Camaddo, West Valley Construction
Daniel Wilkins, West Valley Construction
Samantha Eanes, Integral Consulting

Public Present: Elizabeth Mooney
Cody Gunstenson
Cameron Sardi

Note: These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which will be available on the District's website at www.rvsd.org.

Item #1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Sylla at 5:00 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – Approval of Agenda

Motion: M/s Boorstein/Kelly to Approve the Agenda
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

The Board approved the Agenda.

Item #3 – Public Comment

There was no public comment or requests for future items.

Item #4 – Committees and Representatives Report Out

Finance Committee

Director Gaffney reported that the District is in good financial position. He mentioned that the financial reports may be changing in the coming months. He stated that the Committee reviewed most items on the agenda.

Central Marin Sanitation Agency (CMSA)

Director Kelly reported that the CMSA Commission reviewed the Annual Metrics report and that the agency received several CWEA awards. He relayed that the plant is producing energy from biowaste solids and that CMSA anticipates this increasing in the coming years to fully sustain the plant and have excess to sell.

North Bay Watershed Association (NBWA)

Director Meigs reported on the scholarship subcommittee meeting programming.

Item #5 - Verbal Report by General Manager

General Manager Moore reported that the Sewer System Management Plan(SSMP) internal audit has been conducted and will be used to inform the update of the SSMP later this year, which are requirements of the statewide permit for collection systems. He thanked O&M Manager Bruemmer and Patrick Filipelli for assisting in the efforts to complete the audit.

General Manager Moore thanked Assistant General Manager Newhouse for arranging the hosting of the Bay Area Clean Water Agencies (BACWA) manager's roundtable at RVSD headquarters and reported a strong attendance by BACWA members.

GM Moore updated the Board on the status of bond refunding, and ongoing discussions regarding the Larkspur Landing disposition process.

Item #6 – Verbal Report by Board Members and Requests for Future Items

Director Kelly updated the Board regarding his investigation into resident Mooney's claims. He acknowledged the life of Joe Garbarino, a visionary in Marin, who recently passed away. Director Kelly relayed that Supervisor Rodoni will be visiting the District on Friday, January 24.

Director Boorstein reported that Supervisor Colbert visited the District on Tuesday.

Director Sylla inquired about public use of the Board room. Assistant General Manager Newhouse responded that there have been no public requests, however professional organizations have met in the space.

Item #7 – Consent Calendar

Motion: M/s Kelly/Boorstein to accept items in the Consent Calendar.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

The Board approved the Consent Calendar.

Item #8 – Informational Presentation and Discussion and Direction Regarding the Property at 2000 Larkspur Landing Circle, Larkspur, CA

General Manager Moore introduced this item reminding the Board that the District has worked closely with Century Urban since 2020. He recalled that there have been several meetings prior to today regarding the future of the District's property at Larkspur Landing.

Consultant Sparkman presented a recap of the work that has led up to the current conditions in which the property is able to be disposed by the District.

Land use counsel Hurd described the *Mixed Use* designation that the City of Larkspur assigned to the District's property at Larkspur Landing. He explained that the housing element that the City of Larkspur adopted includes 320 units on the property as well as the designation of *T5 Transit Village*.

District Counsel Clark reviewed the Surplus Lands Act (SLA) and how it relates to the District's disposition of the property in Larkspur.

Consultant Sparkman reviewed next steps in the process. General Manager Moore reported that staff anticipates this property is ready to declare surplus or exempt surplus in calendar year 2025. The Board discussed the presentation and asked questions regarding objective standards, possible uses of the property, and utilities.

General Manager Moore invited the Board to discuss and comment on the proposed next steps as outlined in the presentation. The Board inquired about the exempt surplus process.

Item #9 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Approve Task Order No. 32 to the Master Services Agreement with Integral Consulting Inc. for CEQA Compliance for the Palm-Mann-Cypress Gravity Sewer Improvements Project (Project #959) in an Amount Not to Exceed \$78,590

Motion: M/s Boorstein/Kelly to authorize the General Manager, upon review and approval of counsel, to approve Task Order No. 32 to the master services agreement with Integral Consulting Inc. for CEQA compliance for the Palm-Mann-Cypress Gravity Sewer Improvements Project (Project #959) in an amount not to exceed \$78,590
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore introduced this item reporting that this project is a new addition to the capital program for this fiscal year.

Senior Engineer Benedetti detailed the scope of the project. He reported that the District is proposing this project as a response to a paving project that is being performed by the County of Marin who has jurisdiction in this location. General Manager Moore commented that in addition to cultural resources, Integral will study the impact to the natural resources of the area including nesting birds and waterways.

Item #10 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Services Agreement with West Valley Construction for Design and Engineering Services During Construction (ESDC) for the Palm-Mann-Cypress Gravity Sewer Improvements Project (#959) in the Amount of \$449,172

Motion: M/s Kelly/Gaffney to authorize the General Manager, upon review and approval of counsel, to execute a consultant services agreement with West Valley Construction for design and engineering services during construction (ESDC) for the Palm-Mann-Cypress Gravity Sewer Improvements Project (#959) in the amount of \$449,172

Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.

The motion passed.

General Manager Moore introduced this item explaining that the fiscal impact of this project will mostly occur in fiscal year 2026 and that there is adequate budget in the current capital program for the design to begin. The Board and staff discussed the pavement project that the County of Marin is planning to execute, including the moratorium that will be in effect afterwards. General Manager Moore highlighted the importance of the District getting this work done now to increase capacity in the area as well as address inflow and infiltration issues that the District currently experiences there.

Senior Engineer Benedetti introduced Consultant Wilkins from West Valley Construction. Consultant Wilkins recounted his history with the District and expressed his appreciation for the partnership. The Board, staff, and consultants discussed how subcontractors are solicited.

Item #11 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a three-year Small Utility Enterprise Agreement with Esri in the Amount of \$87,900 and an annual subscription to ArcGIS Indoors for \$11,450 per year, for a total amount not to exceed \$122,250

Motion: M/s Gaffney/Boorstein to authorize the General Manager, upon review and approval of counsel, to execute a three-year small utility enterprise agreement with ESRI in the amount of \$87,900 and an annual subscription to ArcGIS Indoors for \$11,450 per year, for the total amount not to exceed \$122,250

Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.

The motion passed.

General Manager Moore introduced this item recalling that at the last meeting there was an item to renew the District's Innovyze software support services. He reported on the change of ownership at Innovyze and the diminished customer support services. He estimated that the software is likely no longer going to be maintained by the new ownership. General Manager Moore detailed how the District currently uses ESRI and

how the Operations department is hoping to use it moving forward to supplement and replace some of the functionality currently in Innovyze.

Operations & Maintenance Manager Bruemmer described features of using this software, especially for vertical assets.

Item #12a – Monthly Operations and Maintenance Metrics Report – December 2024

Operations & Maintenance Manager Bruemmer reported on the work that the operations teams have performed over the last month, including Emergency Response Plan training and assisting Marin Municipal Water District. He expressed appreciation for Supervisor Zarco and his innovative idea how to incorporate resident information into the work order system. He reported that there were two spills in December.

Item #12b – NBS Annual Reports

Director Sylla noted that the Finance Committee reviewed this item.

Item #12c – Community Outreach Annual Report

General Manager Moore brought attention to a new campaign of targeted ads that the District is currently running. He described how the outreach campaign is being measured by metrics gathered by the operations department.


Item #12d – Higher Rainfall in RVSD Drives Higher Wet Season Wastewater Flows

General Manager Moore expressed appreciation for Senior Business Systems Analyst Filipelli for putting together the map portrayed in this item. He highlighted that the District experiences a higher level of rain than neighboring Districts.

A member of the public asked the Board for time to make a public comment as they had a scheduling conflict at the beginning of the meeting.

Elizabeth Mooney addressed the Board regarding her property in Fairfax.

Adjourn: The Board adjourned in memory of Joe Garbarino at 7:28 p.m.


Douglas T. Kelly
Secretary of the Board

Submitted by: 
Christina Winnicki
Clerk of the Board