

**ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES**

Wednesday, February 19, 2025
5:00 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
Phil Benedetti, Senior District Engineer
Gregory Newmark, Special Counsel

Public Present: Elise Semonian

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 – Adjourn to Closed Session

The Board adjourned to Closed Session at 5:01 p.m.

Item #3 – Closed Session

- a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(e)(3): Notice of Violation and Intent to File Suit Under the Federal Water Pollution Control Action (Clean Water Act), received January 6, 2025.

Item #4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:40 p.m.

Item #5 – Report any Action Taken During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

The Board had no action to report.

Item #6 – Approval of Agenda

Motion: M/s Boorstein/Gaffney 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 #7 – Public Comment

There was no public comment

Item #8 – Committee and Representative Report Out

Finance Committee

Director Gaffney reported the Finance Committee discussed most of the items on consent, and received an update on bond refunding.

Business Plan Committee

Director Kelly reported that the Committee received an update on the business plan, including a review of how employee cross training is going and a discussion regarding permitting software.

Education & Outreach Committee

Director Kelly reported that the Committee reviewed engagement metrics for the District's social media outreach campaigns and discussed the presence of District ads and outreach materials across multiple platforms. Director Kelly thanked District staff for their efforts to generate community engagement.

Human Resources Committee

Director Boorstein reported Committee reviewed the consultant services agreement on consent.

Central Marin Sanitation Agency (CMSA)

Director Kelly reported that CMSA received a California Water Environment Association (CWEA) Engineering Achievement Award for 2024 and reviewed the efforts of CMSA to produce energy. He announced the achievement of CMSA being energy positive in 2024.

The Board discussed CMSA being energy-positive, and possible revenue opportunities.

North Bay Watershed Association (NBWA)

Director Meigs reported that NBWA received presentations on fleet management and electric vehicle infrastructure.

Director Meigs reported NBWA awarded their first grants and scholarships.

Item #9 - Verbal Report by General Manager

General Manager Moore updated the Board on staff efforts and cost information regarding a potential new interpretive sign by Pump Station 15. The Board formed the Interpretive Sign Ad Hoc Committee with President Sylla and Director Boorstein to consider the possible options.

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General Manager Moore updated the Board on a recent spill in Greenbrae and reported on an avoided spill in Kentfield.

General Manager Moore discussed the Local Agency Formation Commission (LAFCo) meeting that he and Assistant General Manager Newhouse attended, and the updates to the District's sphere of influence.

Item #10 – Verbal Report by Board Members and Requests for Future Items

Director Boorstein and Director Gaffney discussed the sessions they attended at the CASA Conference.

Director Kelly reported on ongoing District efforts to mitigate a private sewer overflow in Larkspur.

Item #11 – Consent Calendar

Motion: M/s Gaffney/Kelly 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 #12 – Consideration of Resolution No. 25-1663 Declaring the Property at 2000 Larkspur Landing Circle in Larkspur, CA as Exempt Surplus, and Authorizing the General Manager to Develop a Request for Qualifications and/or Proposals (RFQ/P) for its Sale or Lease for Consideration at a Future Board Meeting

Motion: M/s Boorstein/Kelly adopting Resolution No. 25-1663 declaring the property at 2000 Larkspur Landing Circle in Larkspur, CA as Exempt Surplus and authorizing the General Manager to develop a request for qualifications and/or proposals (RFQ/P) for its sale or lease for consideration at a future Board Meeting.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore introduced the item with a brief history of the project, and an update on the current status. He provided an overview of the options available to the Board through the Surplus Lands Act (SLA).

The Board discussed next steps for the disposition of the property.

Item #13 – Consideration of Adopting Resolution No. 25-1664 to Declare an Emergency for Rehabilitation of the Storm-Damaged Sewer Main and Lower Laterals at 125-137 Hillside Avenue in Kentfield

Motion: M/s Gaffney/Boorstein to adopt Resolution No. 25-1664 to declare an emergency for rehabilitation of the storm-damaged sewer main and lower laterals at 125-137 Hillside Avenue in Kentfield
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

General Manager Moore introduced the item by providing information regarding the damage at 125-137 Hillside Avenue in Kentfield.

Senior Engineer Phil Benedetti discussed the history of the damaged infrastructure and detailed the District's response.

The Board discussed the process and policies for emergency items.

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Item #14 – Consideration of Adopting Resolution No. 25-1665 Adopting a Mitigated Negative Declaration for FY 24/25 Gravity Sewer Improvements Project (Project #958)

Motion: M/s Kelly/Boorstein to adopt Resolution No. 25-1665 adopting a mitigated negative declaration for FY 24/25 Gravity Sewer Improvements Project (Project #958)

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

The motion passed.

General Manager Moore briefly summarized the item for the Board.

Item #15 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the FY 24/25 Gravity Sewer Improvements Project (#958), with Glosage Engineering, Inc., in the Amount Not to Exceed \$6,137,410

Motion: M/s Kelly/Gaffney to authorize the General Manager, upon review and approval of counsel, to execute construction contract for the FY 24/25 Gravity Sewer Improvement Project (#958), with Glosage Engineering Inc., in the amount not to exceed \$6,137,410

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

The motion passed.

General Manager Moore introduced the item providing background information on the project. Senior Engineer Benedetti provided the Board with a summary of the bids received.

The Board discussed the project and the importance of reducing inflow and infiltration (I&I).

Item #16a – Monthly Operations and Maintenance Metrics Report – January 2025

Operations and Maintenance Manager Bruemmer informed the Board of the Emergency Action training received by staff and recent work done by crews to address I&I. He reported January was a no-spill month.

Adjourn: The Board adjourned at 7:46 p.m.



Douglas T. Kelly
Secretary of the Board

Submitted by:



Christina Winnicki
Clerk of the Board