

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

Wednesday, March 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, Operations & Maintenance Manager
Phil Benedetti, Senior Engineer
Saeed Shahmirzai, Zoon Engineering

Public Present: Elizabeth Mooney

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 5:02 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 5:03 p.m.

Item #3 – Closed Session

- a) Conference with Legal Counsel Pursuant to Govt. Code Section 54956.9(d)(2)
Anticipated Litigation: Two Potential Cases

Item #4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:49 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 Kelly/Boorstein 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

Elizabeth Mooney – Reported that she wrote an email that she would like to Board to review.

Item #8 – Committee and Representative Report Out**Finance Committee**

Director Gaffney highlighted that the financial reports have been shortened and are now easier to read. He described the items that the Finance Committee reviewed.

Ad-Hoc Interpretive Sign Committee

Director Boorstein reported that the Committee reviewed different options available for the interpretive sign and discussed the possibility of collaborating with other entities. Director Sylla expressed excitement about the opportunity to inform the public about the work the District does.

Central Marin Sanitation Agency (CMSA)

Director Kelly reported that CMSA received a large grant for the co-digester upgrade and the Commission certified that the work was done. He updated the Board on capital projects.

North Bay Watershed Association (NBWA)

Director Meigs reported that the Board reviewed a work plan for the coming year and discussed relevant legislation.

Item #9 - Verbal Report by General Manager

General Manager Moore provided updates on activities at District headquarters, including the installation of a backup generator and the restart of the Business Breakfast outreach program. He updated the Board on last month's spill, confirming that the 45-day technical report was submitted on time.

He informed the Board of the proposed timeline for disposing the exempt-surplus property at Larkspur Landing and discussed a collaborative effort with the Marin Emergency Radio Authority and the Marin Municipal Water District to transfer ownership of a radio tower located at the edge of the District's service area. He emphasized the importance of retaining the tower, as District staff rely on its radio frequency for communication in areas with limited or no cell service.

Last, General Manager Moore announced that District Counsel Clark will be transitioning to a new role at River Partners and thanked her for her ten years of dedicated service to the District.

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

Director Meigs commended General Manager Moore and Senior Engineer Benedetti for their presentation to the Fairfax Chamber of Commerce regarding the upcoming capacity work being performed in the Town of Fairfax.

Item #11 – Consent Calendar

Motion: M/s Boorstein/Gaffney 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 Approving and 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 FY 24/25 Gravity Sewer Improvements Project (Project #958), in an amount not to exceed \$597,996

Motion: M/s Kelly/Boorstein to approve and authorize 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 FY 24/25 Gravity Sewer Improvements Project (Project #958), in an amount not to exceed \$597,996
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

Senior Engineer Benedetti introduced this item relayed that the District reached out to Zoon Engineering based on a reference from Glosage Engineering who was awarded the construction contract. He recalled the positive references he received from other public entities Zoon Engineering has worked with and introduced Construction Manager Shahmirzai.

Construction Manager Shahmirzai described his previous experience working on similar projects and his appreciation for the opportunity to work with the District.

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

Motion: M/s Gaffney/Boorstein to terminate the emergency action adopted in Resolution No. 25-1664 for rehabilitation for 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 this item reminding the Board of the previous action to declare emergency. He reported on total project costs.

Senior Engineer Benedetti detailed the work that was completed as part of this emergency action. The Board and staff discussed the removal of the tree that had fallen.

Item #14 – Consideration of Approving Contract Change Orders No. 4 and 5 in the amount of \$1,071,834.60; Adopt Resolution No. 25-1667 Approving Final Acceptance and Authorizing the General Manager to File Notice of Completion for the FY 23/24 Gravity Sewer Improvement Project (#955), Glosage Engineering, Incorporated.

Motion: M/s Boorstein/ to approve contract change orders no. 4 and 5 in the amount of \$1,071,834.60; adopt Resolution No. 25-1667 approving Final Acceptance and authorizing the General Manager to file Notice of Completion for the FY 23/24 Gravity Sewer Improvement Project (#955), Glosage Engineering, Incorporated.

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

The motion passed.

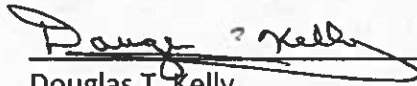
General Manager Moore introduced this item describing the locations covered in this project which spanned several jurisdictions. He spoke about the opportunities the District had during this project to address additional areas of concern.

Senior Engineer Benedetti detailed the work covered by the change orders, including the discovery of many inactive laterals that had to be researched and removed during this project.

Item #15a – Monthly Operations and Maintenance Metrics Report – February 2025

Operations & Maintenance Manager Bruemmer recalled the work that was accomplished by the Operations Department throughout the month, including creating an inventory for the pump stations and finding lost nodes. The Board inquired about the cadence of Fats, Oils, and Grease inspections.

Adjourn: The Board adjourned at 6:57 p.m.


Douglas T. Kelly
Secretary of the Board

Submitted by: 
Christina Winnicki
Clerk of the Board