

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

Wednesday, April 16, 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
Austin Cho, District Counsel
Paul Bruemmer, Operations & Maintenance Manager
Victor Damiani, Finance Officer
Ira Summer, Actuarial Consultant, TrueComp
Tom Edwards, Root Control Consultant, Dukes Root Control

Public Present: None

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(d)(2)
Anticipated Litigation: One Potential Case

Item #4 – Reconvene to Open Session

The Board reconvened to Open Session at 5:52 p.m.

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

Director Sylla reported that the Board agreed to initiate an alternate dispute resolution process.

Item #6 – Approval of Agenda

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

The Board agreed to move item 12 next to accommodate consultants present and approved the agenda as amended.

Item #12 – Consideration of Accepting the FY2024 Defined Benefit Pension and OPEB Actuarial Reports, as presented, and Discussion on the District’s Retirement Obligation Funding Plans

Motion: M/s Boorstein/Gaffney to accept the FY24 Defined Benefit Pension and OPEB Actuarial Reports, as presented and direct staff to use CEPPT 115 Trust funds to pay pension costs in FY2026 and direct staff to budget a \$280 thousand contribution to the District’s OPEB plan in FY2026.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

Finance Officer Damiani introduced this item explaining the recurring process of actuarial evaluation and introducing Actuarial Consultant Summer. Actuarial Consultant Summer presented the FY24 Defined Benefit Pension and OPEB actuarial reports. He reported that the District is roughly seventy percent funded for pension benefits and will reach one hundred percent funded for OPEB benefits in fiscal year 2025.

The Board Clerk informed the Board that Root Control Consultant Edwards was online. The Board voted to amend the agenda to discuss item 13 next.

Motion: M/s Kelly/Boorstein

Item #13 – Informational Presentation Regarding District Use of Sewer Line Root Control

General Manager Moore introduced this item by reporting that the District began using this tool in December 2024 and has implemented a very targeted approach to which lines receive the treatment. Operations & Maintenance Manager Bruemmer relayed that the District uses this tool to target lines that require high frequency cleaning. Root Consultant Edwards delivered his presentation.

The Board and staff discussed environmental concerns.

Item #7 – Public Comment

There was no public comment.

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

Director Gaffney relayed that the Finance Committee received a more detailed presentation regarding the pension and OPEB liabilities as well as reviewed several of the items on consent and the financial policies.

Central Marin Sanitation Agency (CMSA)

Director Kelly stated that the Commission revised the fee ordinance, approved a contract to explore alternatives to building a nutrient removal plant, and discussed the San Quentin contract.

North Bay Watershed Association (NBWA)

Director Meigs reported that the Board met in the city of American Canyon and toured the ecology center that they developed. They also received a presentation about Lake Berryessa and the invasive golden mussel problem in the area.

Item #9 - Verbal Report by General Manager

General Manager Moore relayed that the first business breakfast was a success and the next one will be in June. He celebrated the District's recruitment efforts, including the successful hiring a new Operations Supervisor for the Pumps Stations, Joe Padilla, and receiving over fifty applications for the Collection System Worker position. General Manager Moore updated the Board on the status of the FY24/25 Gravity Sewer Improvement Project which is currently underway. He described the presentation that he and staff will be delivering at the CWEA conference next week.

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

There were no requests for future items.

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 #14 – Consideration of Adopting Updated District Financial Policies

Motion: M/s Gaffney/Boorstein to adopt updated District Financial Policies.
Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
The motion passed.

Finance Officer Damiani highlighted policies that have been updated, including a target funding percentage for pension liabilities, escheatment, and purchasing authorities. He mentioned that the investment policy will be revisited once the District engages an investment advisor.

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

Operations & Maintenance Manager Bruemmer reported that the District had no spills during the month of March and highlighted the District's aid to the Larkspur Corte Madera School District regarding sewer flow trouble they have been experiencing.

Adjourn: The Board adjourned at 7:04 p.m.



Douglas T. Kelly
Secretary of the Board



Submitted by:
Christina Winnicki
Clerk of the Board