

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, May 21, 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
Bryant Sparkman, Century Urban

Public Present: Leo Ma

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.rvsvd.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 – Approval of Agenda

Motion: M/s Gaffney/Boorstein to approve the amended agenda.

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

The motion passed.

The Board moved item 9 to be discussed after public comment.

Item #3 – Public Comment

There was no public comment.

Item #9 – Consideration of Authorizing the General Manager to Issue a Request for Qualifications (RFQ) to Interested Developers for the Surplus Property at 2000 Larkspur Landing Circle, Larkspur, CA

Motion: M/s Boorstein/Gaffney to authorize the General Manager to issue a Request for Qualifications (RFQ) to interested developers for the surplus property at 2000 Larkspur Landing Circle, Larkspur, CA

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

The motion passed.

GM Moore introduced this item reminding the Board of the exempt surplus property resolution that was adopted in February 2025. He detailed the RFQ process and invited Real Estate Consultant Sparkman to answer any questions the Board may have about the process. The Board discussed the RFQ process.

Item #4 – Committee and Representative Report Out

Finance Committee

Director Gaffney reported that the Finance Committee reviewed the monthly financials, draft budget and Larkspur Landing Request for Qualifications.

Human Resources Committee

Director Sylla reported that the Human Resources Committee discussed the AB 2561 vacancy reporting requirements, reviewed a draft salary and benefits resolution for the unrepresented staff, and learned about an overhaul of the Personnel Policy Book that uses the LCW model policies as a template.

Central Marin Sanitation Agency (CMSA)

Director Kelley reported that the CMSA Commissioners held a fee ordinance public hearing. He relayed that there was an update to the treasurer's report format and a vote on the San Quentin prison service contract.

Item #5 - Verbal Report by General Manager

General Manager Moore opened his report by celebrating the District's achievement in receiving the SDLF Transparency Award, recognizing its commitment to openness and accountability.

General Manager Moore relayed that the District presentation at the CWEA conference was well received and that Operations Supervisor Vogel was voted in as the Vice President. He recalled his participation on a BACWA panel, where discussions focused on climate resilience and managing uncertainty in operations. General Manager Moore reported that Sanitary District #2 hosted a regional meeting of sanitary districts throughout Marin County and the meeting led to collaborative discussions on shared challenges and opportunities relevant to all participating agencies.

General Manager Moore highlighted the Touch-a-Truck event as a successful community outreach initiative. The event was well attended and served as an excellent opportunity to engage with the public and raise awareness about the District's services. Director Boorstein expressed his appreciation for the District's participation.

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

Doug Kelly commended the excellent traffic control arrangement that was set up during capital work in Fairfax along Sir Francis Drake.

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 – Consideration of Accepting the District’s Draft Fiscal Year 2025-26 Budget and Provide Direction to Staff

Motion: M/s Gaffney/Boorstein to accept the District’s draft fiscal year 2025-26 budget and provide direction to staff

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

The motion passed.

Assistant General Manager Newhouse introduced this item highlighting that the draft budget was reviewed with the Finance Committee and comments from the Board are welcome through June 4, 2025. She expressed appreciation for Finance Officer Damiani for his work completing the draft budget and reminded the Board that the format aligns with the GFOA requirements for the Distinguished Budget award.

Finance Officer Damiani reviewed the budget document, highlighting items of importance including the overall funding sources for the District and major expense categories. He reviewed the capital budget plan and the reserve strategy. The Board and staff discussed the draft budget reserve targets and possibly including a narrative about funds coming from the disposition of the Larkspur Landing property.


Item #10a – Monthly Operations and Maintenance Metrics Report – April 2025

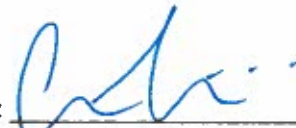
General Manager Moore reported that there were no spills in the month of April. O&M Manager Bruemmer reported on activity in the operations department including confined space training and continuing outreach to local healthcare agencies regarding not flushing latex gloves.

Item #10b – Recap of the Touch-a-Truck event on May 4, 2025

This item was discussed during the General Managers report.

Adjourn: The Board adjourned at 6:04 p.m.


Douglas T. Kelly
Secretary of the Board

Submitted by: 
Christina Winnicki
Clerk of the Board