

ROSS VALLEY SANITARY DISTRICT REGULAR BOARD MEETING MINUTES

Wednesday, June 18, 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
Phil Benedetti, Senior Engineer
Yancey Cashell, Integral Consulting
Brian McRae, Zoon Engineering
Saeed Shahmirzai, Zoon Engineering

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.rvsvd.org.

Item #1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Sylla at 5:01 p.m. The clerk called roll. The meeting attendees recited the Pledge of Allegiance.

Item #2 – 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 #3 – Public Comment

There was no public comment.

Item #4 – Committee and Representative Report Out

Finance Committee

Director Gaffney reported that the Finance Committee discussed the construction contracts coming up on the

agenda as well as the salary and benefits resolution and budget.

Business Plan Committee

Director Kelly reported that the Business Plan Committee went over the status of items in the business plan. Director Meigs reported that the Committee also went over additions to the Business Plan.

North Bay Watershed Association (NBWA)

Director Meigs reported that the NBWA Board received a presentation about climate adaptation planning along the San Francisco Bay. She stated they were also invited to participate in a tour of the North Marin Water District facilities.

Central Marin Sanitation Agency (CMSA)

Director Boorstein reported that the Commission reviewed the budget, a prepurchase agreement for a crane and the business plan.

Item #5 - Verbal Report by General Manager

General Manager Moore reported that the District received the CSDA award for its public outreach campaign, “Trash it, Don’t Flush it,” and that the District had been invited to attend the conference in August to accept the award. He reminded the Board of the District’s previous District of Transparency award from SDLF and noted that, as a recipient, the District was now eligible for the District of Distinction award. He commented that to qualify, both the Board and the General Manager would need to complete governance training. He added that the Board Clerk would be sending out training options for the fall later in the week.

General Manager Moore provided an update on the interpretive sign project, suggesting that it might be beneficial to install the sign in conjunction with the Corte Madera Creek reconstruction project.

General Manager Moore recalled that the most recent Business Breakfast, which focused on updates to the District’s standards and specifications, had been well attended by contractors and staff from neighboring sanitary districts. He reported that the event featured robust discussion and a positive interactions among participants.

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

Director Kelly requested that the CMSA/SRSD AD Hoc Committee have a report out in the Board Member Report Out portion of the monthly meeting.

Director Gaffney reported that General Manager Moore has done an extensive review of the charges the District receives from CMSA and a report will be forthcoming.

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 Adopting Resolution 25-1669 Adopting a Mitigated Negative Declaration for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959)

Motion: M/s Kelly/Boorstein to adopt Resolution 25-1669 adopting a mitigated negative declaration for the Palm/Mann/Cypress Gravity Sewer Improvement Project (#959)

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

The motion passed.

Senior Engineer Benedetti reported that there is no substantial evidence that this project will have a negative impact on the environment. There was one comment from the Fish and Game Department that was addressed. The Board and staff discussed public outreach for capital projects.

Item #9 – Consideration of Awarding and Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute Construction Contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with Glosage Engineering, Inc., in the Amount Not to Exceed \$3,544,115

Motion: M/s Boorstein/ to authorize the general manager, upon review and approval of counsel, to execute construction contract for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), with Glosage Engineering, Inc., in the amount not to exceed \$3,544,115

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

The motion passed.

General Manager Moore introduced this item by declaring that this project was a good example of how nimble the District is in responding to necessary work. Senior Engineer Benedetti detailed the scope of this project and the original planning timeline. He reported that the District moved this project up quickly to get this section of the system replaced before the County of Marin does a large-scale paving project in the coming months.

Senior Engineer Benedetti reported that the District received five bids with Glosage Engineering being the apparent low bidder. He reviewed the remaining bid amounts and discussed how Glosage Engineering, if awarded, would be able to transition easily between the FY 24/25 Gravity Sewer Improvements Project they are currently working on and this new project which is in close proximity.

The Board and staff discussed lateral work that can be accomplished during District construction.

Item #10 – Consideration of Authorizing the General Manager, Upon Review and Approval of Counsel, to Execute a Consultant Agreement with Zoon Engineering Inc., for Construction Management Services for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), in an Amount Not to Exceed \$346,552.50

Motion: M/s Kelly/Gaffney authorize the general manager, upon review and approval of counsel, to execute a consultant agreement with Zoon Engineering, Inc., for construction management services for the Palm/Mann/Cypress Gravity Sewer Improvements Project (#959), in an amount not to exceed \$346,552.50

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

The motion passed.

General Manager Moore introduced the item noting that Zoon Engineering is currently serving as the construction manager for the FY 2024–25 Gravity Sewer Improvements Project. He emphasized the operational synergies and efficiencies that would result from continuing with the same team.

Senior Engineer Benedetti Phil elaborated on the proposal, stating that Zoon Engineering has been performing well, with strong communication and coordination between the District, the contractor, and the construction manager. He highlighted that Zoon's proposal represents 7.3% of the engineer's estimate and 9.8% of the actual lowest bid, which was considered very reasonable.

Construction Manager Shahmirzai from Zoon Engineering confirmed their readiness to begin work immediately, citing established relationships with both the District and the contractor.

Item #11 – Conduct Public Hearing in Compliance with Assembly Bill 2561 and Receive Report Regarding District Vacancies and Recruitment Efforts

Director Sylla opened the public hearing at 5:45 pm. Assistant General Manager Newhouse introduced the item, explaining that it was being presented in accordance with AB 2561 and that this legislation requires public agencies to conduct a noticed public hearing each fiscal year prior to budget adoption to provide transparency regarding job vacancies, recruitment, and retention efforts. She noted that the public would have an opportunity to comment during the hearing.

Board Clerk Winnicki explained that the District calculated its vacancy rate for each employee unit, as outlined in the staff report. She noted that between June 1 and June 18, the AFSCME unit's vacancy rate dropped to 0% following the hiring of two new employees and one unrepresented position was nearly filled, and recruitment for the remaining position was scheduled to begin in the next fiscal year. She stated that the District had not experienced retention issues, with most separations due to retirements or relocations. She highlighted the District's competitive salary and benefits, employee engagement opportunities, and a positive work environment.

She confirmed that the District had complied with AB 2561's requirement to notify bargaining units of the hearing and had published notice in the Marin Independent Journal ten days prior to the meeting.

There were no comments from the public. Director Sylla closed the public hearing at 5:50 pm.

Item #12 – Consideration of Adopting Resolution No. 25-1670 to Adopt the Ross Valley Sanitary District Fiscal Year 2025/26 Final Budget

Motion: M/s Gaffney/Boorstein adopt Resolution No. 25-1670 to adopt the Ross Valley Sanitary District fiscal year 2025/26 final budget

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

General Manager Moore introduced the item by reviewing the District's budget process and acknowledging Finance Officer Damiani for the idea and production of the Budget-in-Brief. Assistant General Manager Newhouse expressed appreciation to all staff involved in assembling the budget. She highlighted two key accomplishments reflected in the budget: the successful implementation of a pay-as-you-go capital program and the realization of the OPEB funding goal established in 2019.

Finance Officer Damiani reported on the few changes made between the draft and final versions of the budget. The Board and staff discussed these updates, along with the continued use of the pay-as-you-go capital model.

Item #13 – Consideration of Adopting the Fiscal Year 2025/26 Business Plan

Motion: M/s Kelly/Boorstein to adopt the fiscal year 2025/26 business plan

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

General Manager Moore introduced the item by noting that the Business Plan Committee met on May 30, 2025, to review the status of the business plan. He explained the structure and purpose of the plan as a tool for implementing the Board's strategic objectives. He highlighted a new section in the staff report that specifically identifies initiatives and items that, while already underway or completed, remain ongoing and will continue to be part of the business plan.

General Manager Moore noted that this year's business plan includes an update to the Strategic Plan, which was last revised in 2016.

Director Gaffney requested the inclusion of two new items, the integration of AI where feasible and closing out the Canyon Road Assessment District. Director Boorstein requested that the interpretive sign project be added as well.

The Board and staff discussed the objectives.

Item #14 – Consideration of Adopting Resolution No. 25-1671 Approving the Salary and Benefit Schedule for Unrepresented Employees of the District and Approving the Complete Salary Schedule for FY 2025/26

Motion: M/s Boorstein/Gaffney to adopt Resolution No. 25-1671 approving the salary and benefit schedule for unrepresented employees of the District and approving the complete salary schedule for FY 2025/26.

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

Assistant General Manager Newhouse introduced this item by noting that the HR Committee had reviewed the resolution in April, followed by the Finance Committee's review the day before. She highlighted that the proposed 5% COLA for the unrepresented group aligns with the adjustment provided to the represented group. Assistant General Manager Newhouse reported on the remaining recommended updates.

The Board and staff discussed the updates.

Item #15 – Consideration of Electing Board Officers, Representatives, and Committee Members for Fiscal Year 2025/26

Motion: M/s Kelly/Gaffney to elect board officers, representatives and committee members for fiscal year 2025/26.
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Vote: Ayes: Boorstein, Gaffney, Kelly, Meigs, Sylla. Noes: None. Absent: None. Abstain: None.
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The motion passed.

The Board agreed to nominate the full slate of Board officers, representative appointments, and committee appointments and complete via a single vote.

Director Kelly nominated for President.

Director Meigs nominated for Secretary.

Director Gaffney nominated for Treasurer.

Director Gaffney and Director Boorstein nominated as Representatives to CMSA. The remaining Board members nominated to be Alternate Representatives to CMSA.

Director Boorstein nominated as Representative to CSRMA and Director Meigs nominated as Alternate Representative to CSRMA.

Director Meigs nominated as Representative to NBWA and Director Boorstein as Alternate Representative to NBWA.

Director Gaffney and Director Kelly nominated to the Standing Finance Committee.

Director Boorstein and Director Sylla nominated to the Standing Committee for Human Resources.

Director Kelly and Director Meigs nominated to the Standing Education and Outreach Committee.

Director Kelly and Director Meigs nominated to the Standing Committee for the Business Plan.

Director Boorstein and Director Sylla nominated to the Ad Hoc Interpretive Sign Committee


The Ad Hoc Kerner Facilities Committee was dissolved.

The motions as stated above carried unanimously.

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

Operations and Maintenance Manager Bruemmer reported on the work completed by staff over the past month, including updates to the Standard Operating Procedure for the large Vaccon hydro-flushing unit and the discovery of bricks that had fallen into a pipe following a paving project.

Adjourn: The Board adjourned at 6:38 p.m.

Submitted by: 
Christina Winnicki
Clerk of the Board



Pamela Meigs
Secretary of the Board