

ALTO SANITARY DISTRICT
P.O. BOX 163, MILL VALLEY, CA 94942; PHONE: (415) 388-3696

**Regular meeting of the Board of Directors held at the
Sewerage Agency of Southern Marin, 450 Sycamore Avenue, Mill Valley, CA
7:30 P.M. WEDNESDAY, NOVEMBER 25, 2020**

NOTE: Due to the current Shelter In Place order this meeting will be held online and accessible at <https://us02web.zoom.us/j/86770651650?pwd=R1Z1UDZ0TXVoTmlFU3dTeG5sOWh0QT09> or on the phone by calling **669-900-6833** and entering Zoom Meeting ID: **867 7065 1650** and passcode **585349**.

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Public Open Time** – *The Public is invited to address the Board on items that do not appear on the agenda and that are within the subject matter jurisdiction of the Board. State law prohibits Board action on any item not listed on the agenda. Please avoid repetition and please limit your comments to three minutes.*
- 4. Consent Calendar** – *The following items listed are considered routine and may be approved by a single motion without discussion. The Board President or any Board Director or the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event an item is removed from the Consent Calendar, it shall be considered in its numerical order.*
 - a.** Approval of the Minutes of the Regular Meeting of 10/28/2020.
 - b.** Approval of October 2020 Financial Report and November 2020 List of Payments.
- 5. New Business**
 - a.** Compliance with Healthy Workplaces/Healthy Families Act of 2014 –
Review/Discuss the District’s responsibilities under the Act.
Pending Action – Approve a policy complying with the act and addressing the accrued hours of the District Manager to date.
 - b.** District Manager Contract –
Review/Discuss: The District Manager’s At-Will contract has not been reviewed since 09/15/2016 and should be updated to stipulate the State’s required sick leave policy. Staff recommends updating the contract as needed.
Pending Action – Direct staff on next steps for drafting an update.
 - c.** Capital Improvement Project FY2020-2021 –
Review/Discuss progress update from Nute Engineering for the next CIP.
Pending Action – Direct staff with any revisions.
- 6. Manager’s Report** – Update on staff activities to date.
- 7. Reports on Recent Outside Meetings**
 - a.** SASM Board meeting of 11/19/2020
 - b.** District Managers meeting of 11/11/2020 – Holiday. No meeting held.

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- 8. Future Agenda Items** – This section allows the Board to suggest possible agenda items at future meetings. Suggested agenda items should be classified as “Near Term” or “Long Term”. No actions will be taken at this time.
- 9. Directors Open Time** – Information Only. No actions to be taken.
- 10. Adjournment**

The next regular meeting will be held via Zoom online or, alternately if health orders allow and pending updated notification, in the conference room of Sewerage Agency of Southern Marin, 450 Sycamore Ave, Mill Valley, CA on Wednesday, December 23, 2020, 7:30pm