

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE MEETING OF WEDNESDAY, OCTOBER 26, 2016**

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:34 p.m. Board Members present: Directors Janis Bosenko, Pedro Femenia, Roger Gainer, and Todd Gates. Also present, Manager Bill Hansell.

Adoption of the Agenda:

Motion: To adopt the agenda as submitted  
Moved: Bosenko, seconded by Gainer  
Vote: Ayes: Unanimous

2. Visitors to the Meeting and Open Time for Public Expression: There were no visitors from the public.
3. Minutes of the Meetings of September 29<sup>th</sup>, 2016:  
Motion: To approve the draft minutes of September 29<sup>th</sup>, 2016, as submitted.  
Moved: Femenia, seconded by Gates  
Vote: Ayes: Unanimous
4. Manager's Report: Hansell reported on the following:
  - a. USA locations – Five.
  - b. Sewer Lateral Ordinance Projects – None to report.
  - c. Sewer overflows – None to report.
  - d. Fixture Count Inspections – None to report.
  - e. Sewer Maintenance – Four month cleaning on the adverse grade section of Shell Road was completed on 9/23/16 (rodder) and 9/26/16 (hydro.)
  - f. Annual Audit – The draft report is included in the packet. This will be addressed under new business.
  - g. Appropriations Limit – This will be addressed under new business.
  - h. Manager Transition – The transition has been good. Now that some of the standard day to day procedures are becoming familiar, the next step is to have meetings with Nute and Roto-Router to discuss their work. Hansell thanked former manager Paskett for his help in the transition.
  - i. Sewage Spill Reduction Action Plan – The report was filed on time and Nute was helpful in turning it around quickly. Completing the report was a good exercise for Hansell to review the Alto system. Gates asked whether Hansell would discuss with Nute the capital improvement plan. Hansell confirmed that as well as reviewing their updated tracking/mapping of all Alto work.
  - j. Public Inquiries Regarding Fees – Hansell noted that he received a few calls on the rate changes.

5. Reports on outside meetings
  - a. SASM Board Meeting – Gainer reported on the meeting as follows:
    - i. Sludge Hauling Contract – The contract was awarded to Novato Disposal, the long-term hauler, over Mill Valley Refuse. Gainer noted that Mill Valley Refuse thanked SASM for the opportunity to bid on the project and recognized the company for the classy response despite their not being selected. He shared that they are participating in a Trunk or Treat event at the Community Center.
    - ii. The 2016 Bond rating came up as AA+ so favorable rates are expected. The bid period starts 10/26/16 and will close on 11/09/16.

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE MEETING OF WEDNESDAY, OCTOBER 26, 2016**

- iii. The Richardson Bay board member raised a question about mercury filtering. SASM is reviewing procedures to remove more of it given the previous excess amount that resulted in a fine. Gainer noted that the main mercury sources are dentist offices.
  - b. District Manager's Meeting – Hansell noted that the October meeting was an introduction to SASM staff and to review the purpose of the meetings since three new managers just started. Hansell brought up the issue of public inquiries on fee increases so the capital improvement plan was briefly discussed.
6. a. New Business – Fiscal Year 2015-2016 Draft Audit – Hansell presented the draft audit and noted only minor spelling errors. He pointed out that the audit period does not officially close reconciliations until 12/31/16 but he does not expect any late payments on work done in that fiscal year. Gates asked about the difference between the listed “property tax” revenue versus the sewer service fee. Hansell noted the history going back to Prop 13 as the tax revenue share is distinct from any service charges. There were no other questions. Gainer and Bransgrove felt it aligned with what the District has seen in the past. Hansell informed the board that he would bring the audit back in final form for adoption at a subsequent meeting.
- b. New Business – Resolution 2016-06: Adoption of Appropriations Limit for FY15-16 – Hansell presented the calculations for the appropriations limit based upon the actual from the previous fiscal year.  
Motion: To adopt Resolution 2016-06: Adoption of Appropriations Limit for FY15-16.  
Moved: Gainer, seconded by Femenia  
Vote: Ayes: Unanimous
- c. New Business – Resolution 2016-07: Adoption of Appropriations Limit for FY16-17 – Hansell presented the calculations for the appropriations limit based upon the budget for the current year.  
Motion: To adopt Resolution 2016-07: Adoption of Appropriations Limit for FY16-17.  
Moved: Gainer, seconded by Femenia  
Vote: Ayes: Unanimous
7. Financial Report and List of Disbursements – Hansell reported that the Operations Fund has a balance of \$73,818.07 after adjusting for all revenues and warrants cleared or not cleared by the meeting date. After payment of the proposed warrants, it will have a balance of \$57,957.20. He explained that a previous warrant to Loretta Figueroa had been voided due to an invoicing error but a new warrant was being issued. Gainer noted that the voided check funds would need to be included as an adjustment to properly show the projected balance. Hansell thanked Gainer and said he would notate that in the next report. Hansell reported that the Reserve Fund has a balance of \$216,283.51 and the most recent statement balance on the Personnel Payment account is \$2,914.16.

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF WEDNESDAY, OCTOBER 26, 2016

Hansell presented the following warrants for approval:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
0046	Bill Hansell	"SSRAP" EPA report copies/postage	217.37
0047	Terry Krieg, CPA	FY2015-2016 Audit Services Inv #1	5,500.00
0048	AT&T	Office Telephone 41538836960732	68.82
0049	Consumer Cellular	Cell Phone Acct #102040632	21.96
0050	Nute Engineering	Engineering work	2,462.25
0051	Roto-Rooter Plumbers	Location work; Annual 4 mo. cleaning	2,567.50
0052	Alto Sanitary District	Personnel Payment Account	4,000.00
0053	Loretta Figueroa	FY2014-2015 Audit Services	1,119.30
		Total Warrants:	15,957.20

Motion: To approve the financial report as amended to account for the voided check and to approve the warrants listed above.

Moved: Gainer, seconded by Bosenko

Vote: Ayes: Unanimous

8. Director's Open Time – Femenia noted that former manager Tom Roberts passed away. Gainer pointed out that the SASM meeting was convened in Roberts' honor. Femenia asked that Hansell request a memorial commendation from the Board of Supervisors via Supervisor Sears. Bosenko offered to assist Femenia in gathering a bio for Hansell to present. Bransgrove does not recall when Roberts started with the District but that the years went by fast and he was with Alto for a long time. Gainer stated that he worked with many of the agencies and Gates said that while he listed himself as the "bookkeeper" he was much more than that.

Gainer requested that Hansell check on whether a budget amendment is necessary to accommodate the current management salary as it is different than when the budget was initially approved.

Bransgrove and Femenia co-signed the approved checks.

9. Adjournment:

Motion: To adjourn the meeting at approximately 8:00pm.

Moved: Femenia, seconded by Bosenko

Vote: Ayes: Unanimous

Minutes respectfully submitted by Bill Hansell

**THE NEXT REGULAR MEETING WILL BE HELD IN THE  
 CONFERENCE ROOM OF THE SEWERAGE AGENCY OF  
 SOUTHERN MARIN, 450 SYCAMORE AVENUE, MILL VALLEY  
 AT 7:30 P.M., WEDNESDAY, NOVEMBER 23, 2016**