

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF MONDAY, JULY 27, 2016

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:29 p.m. Board Members present: Directors Janis Bosenko, Pedro Femenia, Roger Gainer and Todd Gates. Also present, Manager Roger Paskett.
2. Visitors to the Meeting and Open Time for Public Expression: There were no visitors from the public.
3. Minutes of the Meeting of June 22: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Femenia/Bosenko that the minutes of the meeting of June 22 be approved as submitted; approved 5-0
4. Manager's Report: Manager Paskett reported on the following:
 - a. USA locations - six. Paskett pointed out that Roto-Rooter has been fair in their charging the district when answering location calls. When they can determine that there is no sewer by looking at a map, they will respond to the USA ticket without going to the site. That saves the District \$100.
 - b. Lateral Sewer Repairs – four
 - c. Sewer overflows – none.
 - d. Fixture Count Inspections – two
 - e. Sewer Maintenance - none.
 - f. 2015-16 CIP Project – The Islamic Center is working with our contractor to coordinate replacement of its sewer lateral. Due to the danger of hitting a 12 inch MMWD main without pot-holing first, Nute Engineering and Paskett decided not to replace the section of pipe between the property line and the manhole (MH 110.03). This section will be replaced when the main on Shell is replaced.
 - g. Shell-Lomita Adverse Grade Study – in an exchange with the City of Mill Valley they indicated that they are willing to work with the District whenever we are ready and wanted the District to take the lead. Paskett suggested that the Shell-Lomita project be undertaken sooner than later due to the risk of damaging private property should a backup occur. In estimating the cost of replacing this sewer main, Nute Engineering included the cost of replacing the entire road surface because the moratorium would probably not be lifted in the next five years... maybe 15 years. Director Gainer explored the idea of waiting until the District had saved enough money to do several projects together and by then the moratorium might be lifted.
 - h. Annual Audit for FY 2015-16 – Paskett's goal is to get all of the material to the auditor before his departure on September 1st.
 - i. EDU Count Discrepancy – Paskett reported that he could not present the Board with a complete analysis of this issue at this meeting but did explain that the first thing that had to be done was for the District to adopt a definition of a second unit. Once we can define what a second unit is then we can determine if the discrepancies between the Assessor's accounting and the District's accounting should be corrected.
5. Reports on outside meetings
 - a. SASM Board Meeting – Director Gainer attended the July 19th meeting and reported:

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- i. RBSD has a new commissioner, Frank Trusheim.
 - ii. Annual SASM workshop will be Thursday, August 18th. Director Gainer asked if someone would stand in for him and Chairman Bransgrove agreed to go.
 - iii. Carollo is 50 percent complete with the Master Plan Design work.
 - iv. Jack Govi determined that SASM compensation for extra meetings could only be adopted by a unanimous vote by all of the member agencies. Since RBSD is against it the motion will not be adopted.
- b. (District Manager’s Meeting – Manager Paskett reported that none was held in July.
6. Financial Report and List of Disbursements – Paskett reported that income in June was \$13,113.33. With June warrants amounting to \$9,858.17 and a transfer of \$16,000 to the reserve fund a balance of \$159,193.32 was left in the O&M account. After expenses this month the account will hold a balance of \$148,056.03. The personnel payment account had a balance of \$169.86 after payroll last month. After the transfer of \$16,000 the reserve account has a balance of \$216,058.78. The following list of expenses (check nos. 0022 to 0028) was submitted for approval. Paskett noted that the deposit to the Personnel Payment Account is double what it normally is. This is because there the County Controller has new software that may take longer to approve the warrant list. So having a buffer in the Personnel Payment Account allows us send out payroll on time.

LIST OF EXPENSES FOR 7/27/16

<u>CHECK</u>			
<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>
0022	Alto Sanitary District	Personnel Pymt Account	6,400.00
0023	Nute Engineering	Engineering work for March, April	3,746.00
0024	Roto-Rooter	USA Sewer Locations	677.25
0025	AT&T	Telephone Service	70.47
0026	Consumer Cellular	Cell Phone	22.17
0027	Marin Co Tax Collector	LAFCO Charges	221.40
0028	Marin Co Tax Collector	Legal Counsel - Q4	<u>307.50</u>
			11,137.29

Action Taken: M/S Gainer/Femenia to approve the financial report and pay the above listed expenses, including the larger-than-normal deposit to the Personnel Payment Account; Approved 5-0.

7. Unfinished Business (None)

8. New Business

a. Item 8a: Sign Corrected version of Resolution 16-01 Establishing Target Reserves

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– Manager Paskett presented the corrected version of the resolution to the board showing the reserve amounts of \$500,000 and \$800,000. Chairman Bransgrove and Secretary/Treasurer Femenia signed the document.

- b. Item 8b: Consider Adopting a District Logo – Paskett explained to the Board the reason for bringing this item to the Board. Chairman Bransgrove wanted to know if Nute Engineering charged us for the sample logos. Paskett said he had not seen a charge for it but will ask. Director Gainer wanted Nute Engineering tell the District why we need a logo. Paskett was directed to get the answers to these questions and get back to the board. But will table the motion until a future meeting, as yet to be determined.

- c. Item 8c: Hiring New District Manager to Replace Roger Paskett – the Board complimented Paskett on a job well done. Director Gainer asked if there was a way that the load could be lightened on the manager that would allow Paskett to reconsider leaving. The idea of hiring a clerical person so that the manager would be free to focus on the Capital Improvement Plan was brought up and discussed. Paskett responded that the clerical type tasks could possibly be broken out and assigned to an aide. A higher pay rate for the new manager was reviewed. Perhaps a salary range should be offered rather than a set amount. The range of \$2,250 to \$3,000 was agreed to. Director Bosenko suggested a sub-committee be set up to study possible clerical duties being assigned and to begin the advertising for either a new manager or a clerical person. Chairman Bransgrove asked Paskett if he would allow the Board table the acceptance of the resignation until the August meeting. Paskett agreed and will schedule a meeting with Director Bosenko for the weekend.

Action Taken: M/S Bosenko/Femenia to form a sub-committee be formed to address the issue of finding a general manager to fill Paskett’s position to study duties that could be given to a new clerical position and make a recommendation;
Approved 5-0.

- 9. Director’s Open Time
 - a. Nothing.

- 10. Adjournment: M/S Femenia/Gainer; approved 5-0. 8:39 pm

Minutes respectfully submitted by Roger Paskett

**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, AUGUST 24, 2016**