

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF MONDAY, AUGUST 26, 2015

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, Roger Gainer, and Tania Kennedy. Director Pedro Femenia was absent. 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 July 22: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Gainer/Kennedy that the minutes of the meeting of July 22 be approved as submitted; approved 4-0
4. Manager's Report: Paskett reported on four areas of activity this month.
 - a. Sewer Location: Roto-Rooter responded to 3 USA sewer location calls.
 - b. Sewer Laterals: None to report.
 - c. Sewer Overflows: None to report.
 - d. 1060 Redwood Hwy: Manager Paskett elaborated on the narrative in the manger's report detailing the condition of the Districts manhole and the six-inch District main that the laterals for 1060 Redwood Hwy. and 10 Thomas are connected to. He also explained that the lateral for 10 Thomas was recently replaced but done without a permit and therefore, without District oversight, resulting in an improper connection to the District sewer. Paskett further explained that the manhole should be moved about ten feet, into the parking lot at 1058. Because this is a major project it will be done at a later date. In the meantime the District will request proposals for restoring the frame and cover and spot repair the inside of the manhole for leaks. Paskett also clarified that the District will not be asking the property owners connected to this sewer main to pay a share of the cost for moving the manhole. We are, however, continuing to press the Van Ackers to replace their lateral by September 16th.
5. Reports on outside meetings
 - a. SASM – Director Gainer, who had substituted for Director Femenia, reported the following highlights from the SASM board meeting:
 - i. The question of fairness in setting sewer rates based on flow rather than a flat fee was discussed. Einar Asbo, the commissioner from Homestead Valley Sanitary District, said that rates should be based on availability of service, not how much sewage a household produces.
 - ii. The SASM board was asked to approve a \$350,000 adjustment to this year's CIP budget. The extra funds would pay for the sewer lateral program, rip rap repair along the water line near Blackie's Pasture in Tiburon, and SASM sewer repairs as part of the Miller Avenue Streetscape project. The adjustment was approved but the board asked that the rip rap project not start until it was determined if Tiburon could chip in on the cost. Bruce Abbot, commissioner from Richardson Bay Sanitary District, wondered if the sewer repairs on Miller Ave. could be done less expensively if pipe bursting was done rather than open trench pipe replacement.
 - iii. Funding for the SASM Wastewater Treatment Plant Master Plan design was discussed. SASM needs \$2.5 million in bridge funding to pay for design work.

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The board was asked to pass a resolution naming Wulff Hansen & Co. as the Municipal Financial Advisor to SASM for securing bond funding. Because Mill Valley's Finance Director, Eric Erickson, did not provide some of the information required to make a decision, the adoption of the resolution was tabled until the September meeting.

- b. The District Manager's meeting was not held in August. At this point Director Gainer asked manager Paskett if the Districts are doing anything in particular to prepare for the potential heavy winter that is expected. Paskett responded that Alto is keeping up with the cleaning schedule and making repairs as required to make sure the collection system has no backups.

6. Financial Report and List of Disbursements: Paskett reported that revenues from a June income adjustment, Agency income, totaling \$8,400, warrants amounting to \$11,438.07, and transferring \$200,000 from our Operational funds to create a reserve fund, resulted in a balance of \$110,421.37. After expenses this month the account will hold a balance of \$101,041.53. Note that check #953 was voided due to being lost. The personnel payment account will have a balance of \$1,072.94 after payroll. The following list of expenses was submitted for approval.

FUND 72200

Ending Balance 6/30/15, Beginning Balance 7/01/15		313,154.24
June Income Adjustment - County Finance 8/7/2015	305.20	313,459.44

Revenues:

Agency Receipts	8,400.00	
Total Revenues		8,400.00

Debits:

Transfer to Investment Fund (Reserves) 34120		(200,000.00)
Checks issued 7/22/15 (00951 thru 00959)		<u>(11,438.07)</u>

Ending Balance in Fund 72200 as of 7/31/15 **110,421.37**

FUND 34120

Opening Balance on 7/6/2015		0.00
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Deposits:

Transfer from Fund 72200	200,000.00	
Total Revenues		200,000.00

Debits:

None

Ending Balance in Fund 34120 as of 7/31/15 **200,000.00**

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LIST OF EXPENSES FOR 8/26/15

<u>CHECK</u>			<u>AMOUNT</u>	
<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>		
960	Alto Sanitary District	Personnel Payment Account	3,200.00	
961	Nute Engineering	Engineering Services, May	2,913.50	
962	Roto-Rooter	Location and Inspections - June/July	4,130.00	
963	AT&T	Telephone Service	66.40	
964	Consumer Cellular	Cell Phone Service	21.79	
965	Underground Service Alert	USA North Faxes	270.65	
966	US Postal Service	Post Office Box fee	102.00	
	Cancelled Check to Roto-Rooter #953 on 8/19/15, lost		<u>(1,324.50)</u>	
				(9,379.84)
Balance in Fund 72200 after payment of above:				101,041.53

PERSONNEL PAYMENT ACCOUNT

Ending Balance 7/14/2015		1,778.14	
Deposit 7/23/2015		<u>2,500.00</u>	
			4,278.14
July Withdrawals			
Payroll		1,706.19	
IRS Tax Payment		1,189.88	
Employment Devel Edd Eftpmt		21.26	
Employment Devel Edd Eftpmt #2		275.87	
	Total Withdrawals		(3,193.20)
	Bank Fees		(12.00)
Ending Balance 8/14			1,072.94

Action Taken: M/S Kennedy /Bosenko to approve the financial report and pay the above listed expenses; adopted 4-0.

7. Unfinished Business

- a. Four-month Report on hours spent performing the duties of the District Manager – In the report by manager Paskett, two tables listing a rough break-down of time spent on various tasks were included. This stimulated discussion and suggestions on ways to lessen the amount of time required by the manager to run the district. Some of the suggestions were:
 - i. Have board packet be printed by a service like Kinkos.
 - ii. Website development be done by a high school student or intern.
 - iii. Have board members pick up the board packets or mail them rather than hand delivery.
 - iv. Stop including copies of the invoices in with the board packet.
 - v. Have the board members help out for some things.

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8. Director's Open Time: Director Kennedy clarified her situation as a candidate for the coming election. She learned from County Election Commissioner, Dan Miller that she had missed the deadline for incumbents to file so she will not be on the ballot. Since no one else registered as a candidate for her seat, the Marin County Board of Supervisors will be asked to assign someone to fill Director Kennedy's seat at the completion of her term on December 31st, 2015. If our board suggests that they re-assign Ms. Kennedy then they will probably oblige us.
9. Adjournment: M/S Gainer/Kennedy; approved 4-0. 8:16 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, September 23, 2015**