

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF THURSDAY, SEPTEMBER 29, 2016

1. Call to Order and Roll Call: Chairman Stanley Bransgrove was not present at meeting time so Secretary-Treasurer Pedro Femenia called the meeting to order at 7:40 p.m. Board Members present: Directors Janis Bosenko, and Todd Gates. Also present, Manager Roger Paskett and incoming manager, Bill Hansell.
2. Visitors to the Meeting and Open Time for Public Expression: There were no visitors from the public.
3. Minutes of the Meetings of August 24 and September 9: Director Femenia called for a motion to approve both of the minutes as submitted. Action taken: M/S BosenkoGates that the minutes of both the meetings of August 24 and September 9 be approved as submitted; approved 3-0
4. Manager's Report: Manager Paskett reported on the following:
 - a. USA locations - four.
 - b. Sewer Lateral Ordinance Projects – at 57 Shell Road a large remodel has begun. Awaiting documents from contractor. 16 Lomita Road had a sewer lateral inspection. An NTR was issued for defects found that requires replacing the lateral.
 - c. Sewer overflows – none.
 - d. Fixture Count Inspections – one
 - e. Sewer Maintenance - none. Six-month cleaning is due in September and Shell-Lomita adverse grade is overdue. Roto-Rooter was notified that work needs to be done.
 - f. Annual Audit – complete. Draft was received today.
 - g. Master Fee Schedule Guide – was developed to assist inspectors and incoming manager to know what fees are charged and when.
 - h. New Manager Transition – Bill Hansell met with manager Paskett once and has been learning about District operations.
5. Reports on outside meetings
 - a. SASM Board Meeting – Manager Paskett gave the report in Director Gainer's absence:
 - i. 2016 Bond for \$38 million approved. The original bond amount was \$30M but due to several factors, primarily lower than anticipated interest rates, the bond company will be able to sell \$38M worth without raising the debt service on SASM. By folding in the balance due on the 2012 bond of \$4.6 M, the \$2M Bond anticipation note, and \$2.8M in additional fund achieved from low interest, the Bond amount became \$38M. The SASM Board was unanimous in pressing staff to spend some of the windfall on odor control. This is a hot issue for them now.
 - ii. Sludge Hauling Contract – A request for proposals was sent out to haulers for a new sludge hauling contract. There were representatives of both contenders in the room. Each made their case but no decision was made. Will be continued at the next meeting.
 - iii. It was announced that SASM was fined \$3,000 by the State Water Quality Control Board for mercury exceedances over a three year period between February 2009 and March 2012.
 - b. District Manager's Meeting – Nothing to report. No meeting was held.

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6. New Business – Review and Sign At-Will Agreement between incoming manager, William Hansell and the District. Manager Paskett suggested that this item be held until the end of the meeting in hopes that Chairman Bransgrove would make it to the meeting by then. (He had called that he was running late).
7. Financial Report and List of Disbursements – Paskett presented a revised Financial Report stating that earlier that day the County Finance Department finally sent the trial balance reports for August which allowed missing data to be added to the report. Between revised July accounting and the August report, revenues amounted to \$5,633.05. With warrants from last month and this month amounting to \$67,346.85 there will be a balance in the O&M account of \$99,907.15 after warrants are paid this month. The reserve fund gained \$224.73 in interest for a total of \$216,283.51. The personnel payment account had a balance of \$3,421.59 after payroll last month. The following list of expenses (check nos. 0038 to 0045) was submitted for approval.

<u>CHECK</u>			
<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>
0038	Alto Sanitary District	Personnel Pymt Account	4,000.00
0039	Nute Engineering	Engineering work for August	2,783.25
0040	Roto-Rooter	USA Sewer Locations	774.00
0041	AT&T	Telephone Service	68.86
0042	Consumer Cellular	Cell Phone	22.10
0043	Pipe Spy Marin	Reimburse Permit Fee	549.00
0044	D and D Pipelines	Final Retention Payment	6,280.00
0045	Loretta Figueroa Bkpng.	Bookkeeping for FY2015-16	1,119.30

Action Taken: M/S Bosenko /Gates to approve the financial report and pay the above listed expenses; Approved 3-0.

8. Chairman Bransgrove arrives. The group fills him in on what has transpired. Chairman Bransgrove and Bill Hansell signed three copies of the At-Will Agreement. After that, Chairman Bransgrove co-signed the checks with the Secretary/Treasurer.
9. Director's Open Time – Nothing was offered
10. Adjournment: M/S Femenia/Bosenko; approved 4-0. 8:11 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, OCTOBER 26, 2016**