

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, FEBRUARY 28, 2018

1. Call to Order and Roll Call:

President Janis Bosenko called the meeting to order at 7:44 p.m.

Other board Members present: Secretary/Treasurer Tania Kennedy, Directors Roger Gainer, Todd Gates, and Marc Nash.

Board Members absent: None

Staff present: Manager Bill Hansell.

2. Adoption of the Agenda:

Motion: To adopt the agenda as presented.

Moved: Kennedy, seconded by Gainer.

Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash

Nays: None

3. Visitors to the Meeting and Open Time for Public Expression:

There were no visitors to the meeting.

4. Consent Calendar:

a. Minutes of the Meetings of 01/24/18.

b. Financial Report for January 2018 and February 2018 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$441,064.01 after adjusting for all revenues and warrants cleared or not cleared by the meeting date. After payment of the proposed warrants and application of deposits, it will have a balance of \$436,861.03 (not incl. any pending tax revenue.) The Reserve Fund has a balance of \$218,288.97. The most recent Personnel Payment account balance is \$3,664.99. The following warrants were included for approval:

Warrants to be issued:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00197	Void	Void	0.00
00198	Void	Void	0.00
00199	Void	Void	0.00
00200	Void	Void	0.00
00201	Void	Void	0.00
00202	Alto Sanitary District	Personnel Payment Account	4,300.00
00203	Bill Hansell	Printer Ink	21.72
00204	AT&T	Office Telephone	117.67
00205	Consumer Cellular	Cell Phone	21.82
00206	Nute Engineering	CIP Engineering FY2016-17	53.00
00207	Nute Engineering	Lateral Oversight	563.00
00208	Nute Engineering	CIP Engineering FY2017-18	350.00
00209	Nute Engineering	Gen Engineering - SSRAP	443.00

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00210	Roto-Rooter Plumbers	Jan '18 USA	1,145.50
00211	Terry E. Krieg, CPA	FY16_17 Audit Final Billing	500.00
00212	Marin Cnty Tax Collector	FY17_18 Q2 Legal Fees	440.00
		Total Warrants:	7,955.71

Motion: To approve the Consent Calendar, as submitted.

Moved: Gainer, seconded by Kennedy

Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash

Nays: None

5. New Business:

a. Capital Improvement Project FY2017-18 – Planning Update:

Hansell presented the drawings and specs for the project which were released for bid. Bids are due on March 15th, 2018. To date, one potential bidder picked up the package. An addendum with the list of homes affected was distributed. Bosenko asked if the GC on the prior CIP picked up a package. Hansell said he heard they were busy with another project. Hansell described the three different main sections that were included and some potential challenges with other utilities and storm drains adjacent to the lines. Gainer asked if cost would be increased by separate phases on either side of 101. Hansell said Nute did not anticipate a problem with that. Gainer asked if Nute had reached out to contractors personally to notify them of the project and create more interest. Hansell said he would check to make sure more outreach is undertaken than just publishing the notices. Gainer suggested that phone calls would help. Bosenko asked if contractors would be harder to find as North Bay area fire work ramps up. Gates agreed and is anticipating that might happen. Hansell said he will keep an eye on it. In terms of preparation, some homeowners have begun to respond to the notice. Hansell pointed out that he is requiring videos and required replacements even if the District postpones some of the work due to higher bids than anticipated. Any alternate work not undertaken this year will probably be done the following year so it makes sense to keep a consistent policy on replacements.

b. Public Outreach for Alto Sanitary District Issues – Discuss options & priorities:

Gainer forwarded info from prior outreach work to the subcommittee. The first topic and priorities need to be determined. Gainer suggests that what is put down drains should be first. Gainer said the info is material that Almonte and the County has used. Nash clarified that he should focus on the content. Hansell said content and/or a layout would be fine. Gainer emphasized that the headlines should be high-impact to compete with other mailers. He suggested that it be sent out pre-sort via the post office.

6. Manager's Report:

The written report was reviewed. Hansell described the minor spill that occurred on Meadow Drive the prior Friday. Fortunately, the spill was contained quickly. Roto-Rooter televised the line to investigate the blockage and found that a Mill Valley City Limits sign post had been inserted directly about the pipe most probably causing the main to fail. Hansell said that one discovery

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from the incident is that the line is an older clay pipe and not plastic as shown on the District maps. Hansell asked Nute to include it on the future CIP list for replacement.

Hansell said that he met with Roto-Rooter and Nute for an annual review of maintenance issues. A notice from the County DPW was reviewed that requires increased advance notice for any work done in the public right of way. To date, Rotor-Rooter has used the District's annual permit to do cleanings without any additional prior notice. In future, they will contact DPW before all maintenance work. This will result in additional administrative charges but Roto-Rooter said they will endeavor to minimize it.

In the meeting, a private main on Courtney Lane was discussed. This main was discovered after a sale inspection and subsequent Notice To Repair which clarified that the private lateral should be replaced from the house to the private main only (instead of all the way to the District main.) The Courtney Lane line is apparently owned by a small HOA of houses on that street but the HOA does not seem to be an active entity and the homeowners may not even be aware of its existence.

Hansell asked Roto-Rooter to add the line to the cleaning schedule but the District should look into clarifying the legal and financial responsibility for it. Gainer suggested that this be agendized for a future meeting to discuss how to notice the neighbors about it. Hansell said it was helpful that Gary Robards from Nute has so much history with the District and was able to recall details about this development. Hansell pointed out that there is another private development issue coming up at 70 N Knoll Rd. This is the site of a former development proposal that Robards recalls from the late 1980's for a dozen homes. It is now being designed for single family use. Hansell said he will be coming back to the board with more info as he receives it. The District may be asked to annex the property as it currently falls outside the service boundary. LAFCO would have to approve of the annexation.

7. Reports on Outside Meetings:

- a. SASM Board Meeting of 02/15/18 – Gainer reported that on 4/18/18 there will be a pump station dedication at Camino Alto followed by the annual working meeting. Gates will be attending as the Alto rep as Gainer's last meeting will be in March. Gainer said that the construction management award was given to Nute Engineering. Gates asked if they had the bandwidth for that. Hansell said that was his concern as well but Gainer noted that their staffing was reviewed during the bid award consideration. On a separate issue, Gainer said that the plant's overflow basins were being renamed because toxins are present, they need to be enlarged, and therefore no longer serve well as publically accessible nature areas. Finally, Gainer said that upon request from Hansell he asked the SASM board to look into uniform construction specs and the topic will be addressed at the March meeting. Hansell added that it would be helpful for both the public and plumbers if the Districts had the same specs. Gates confirmed that he will begin attending the meetings in March.
- b. District Managers' Meeting of 02/14/18 – Hansell said the meeting covered the same topics just discussed and no additional issues were raised.

8. Future Agenda Items:

- a. Discussion of the Courtney Lane private main.

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9. Directors' Open Time:

Hansell reminded the board that the free ethics training expires on March 15th, 2018. The District also received notice from the CSDA for nominations to seats on its Board of Directors. Gainer reminded the Board that he will not be seeking another term and the Board should start looking into possible candidates.

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:44 p.m.

Moved: Kennedy, seconded by Gainer

Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash

Nays: None

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, MARCH 28, 2018**