

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, JANUARY 23, 2019

1. Call to Order and Roll Call:

President Janis Bosenko called the meeting to order at 7:33 p.m.

Other board Members present: Directors Emily Elam, Todd Gates, Tania Kennedy, 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 Elam.

Vote: Ayes: Bosenko, Elam, Gates, Kennedy, Nash.

Nays: None

Absent: 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 12/26/18.

b. Financial Report for December 2018 and January 2019 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$586,176.45 after adjusting for all revenues and warrants cleared by the meeting date. After payment of the proposed warrants and application of deposits, it will have a balance of \$570,980.08 (not incl. any unreported tax revenue.) The Reserve Fund has a balance of \$270,396.35 after application of revised interest. The most recent Personnel Payment account balance is \$4,488.40. The following warrants were included for approval:

00308	Alto Sanitary District	Personnel Payment Account	4,150.00
00309	Bill Hansell	Postage	13.61
00310	AT&T	Office Telephone	151.28
00311	Nute Engineering	FY18_19 CIP Engineering	1,887.73
00312	Nute Engineering	FY18_19 Lateral Ordinance	136.50
00313	Nute Engineering	SSMP Update	728.00
00314	Nute Engineering	Water Board Inspection Asst	1,001.00
00315	Roto-Rooter Plumbers	USA	504.00
00316	Marin County Tax Collector	FY18-19 2nd Qtr County Counsel	624.25
00317	Terry E. Krieg, CPA	FY17_18 Audit	6,000.00

Motion: To approve the Consent Calendar, as submitted.

Moved: Kennedy, seconded by Gates.

Vote: Ayes: Bosenko, Elam, Gates, Kennedy, Nash.

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Nays: None
Absent: None

5. New Business:

a. Final FY2017-18 Audit:

Hansell presented the final draft of the audit and noted that the revenue provided by the increased service fees is sufficiently funding the CIP and Reserve Account. Continuing to increase the Reserve balance to the goal of \$500K-\$800K is proceeding as the Operations balance allows. Hansell spoke favorably of the ongoing relationship with the current auditor.

Motion: To accept the Fiscal Year 2017-18 Audit as presented.

Moved: Kennedy, seconded by Gates.

Vote: Ayes: Bosenko, Elam, Gates, Kennedy, Nash.

Nays: None

Absent: None

b. Resolution 2019-01 – A Resolution Certifying the Revised Sewer System Management Plan:

Hansell reviewed the substantial changes to the SSMP which were initiated by the Water Board's inspection. The new document is based on SASM's SSMP template and addresses the Water Board's requirements.

Motion: To approve Resolution 2019-01 Certifying the Revised Sewer System Management Plan as presented.

Moved: Kennedy, seconded by Elam.

Vote: Ayes: Bosenko, Elam, Gates, Kennedy, Nash.

Nays: None

Absent: None

6. Manager's Report:

Hansell reviewed the written report. There were no spills over the past month. Issues with the Encroachment Permit were discussed, specifically confirmation of ALL work in the public way including inspections that the County requires. During responses to the County on this topic, it was discovered that the County had paved over one of the District's manhole covers during an emergency repair of a broken water line. The County will be repairing the error.

Progress on the non-complying lateral properties list is slowly moving forward and Hansell went into detail on a few of the most stubborn addresses. Gates asked about applying penalties to non-conforming properties and Hansell said he would discuss that with County counsel.

The FY18-19 CIP schedule was discussed and bid notifications will be posted soon. The plan is still to wrap up the project by the end of the fiscal year.

Form 700 Conflict of Interest forms for the Board are due in April and Hansell will follow up individually on that.

Ethics Training is due on a biennial basis starting with odd-number years. Hansell will provide info on the free course available from CSDA which runs until March 15th.

The Maintenance Schedule still needs to be updated and tracked better. Hansell plans to address

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this after the Water Board Inspection Report response is complete on 02/15/19. On a related note, Hansell discussed adding a requirement to the CIP bid for video inspection 11-months after the end of the project and prior to the expiration of the warranty period. Gates and Elam confirmed that is standard and it should be added.

Hansell discussed the need to review Roto-Rooter's contract after the Maintenance Schedule is refined. He considers this part of his 2019 work plan although there are still items from the 2018 work plan that need to be finished such as the non-conforming properties list.

7. Reports on Outside Meetings:

- a. SASM Board Meeting of 01/17/19 – Gates noted that the Air Quality Report was forwarded and that the new odor-control system will be installed in April. The plant CIP is about 60% complete. The plant has handled the recent storms very well and management believes that the member agencies' CIP and private lateral upgrades have helped to reduce the load. Another CIP will begin on one of SASM's pump stations in the Spring. The water lateral funding program has been successful and continues.
- b. District Managers' Meeting of 01/09/19 – A County Mutual Aid Agreement was discussed that only some of the SASM agencies have membership in. More info will be coming to see if the rest of the agencies should join. The SASM board will consider a resolution approving an alternative to bidding smaller projects but currently Hansell doesn't believe the District Board needs to consider a similar adoption. SSO Training was discussed and a date is pending. A discussion of the annual EDU count by the City of Mill Valley described potential underreporting that would require an audit of the past division of SASM's costs which may have been incorrect. The info has been presented to the City and a response is pending. SASM will be undertaking another Flow Study to update previous data.

8. Future Agenda Items:

Bosenko noted that MVRS will be issuing a survey to follow up on the recycling pilot program. Hansell said a future discussion of the service fee basis still needs more research.

9. Directors' Open Time:

None.

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:40pm.

Moved: Kennedy, seconded by Nash

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

Nays: None

Absent: 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, FEBRUARY 27, 2019**