

# ALTO SANITARY DISTRICT

## Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 22 July 2020

### 1. Call to Order and Roll Call:

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

Other board Members present: Secretary/Treasurer Tania Kennedy, Director Emily Elam, Director Todd Gates, & Director Marc Nash

Board Members absent: None

Staff present: Manager Bill Hansell

### 2. Adoption of the Agenda:

*Motion: To adopt the agenda as presented.*

*Moved: Gates, Seconded by Kennedy.*

*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 06/24/20.

b. Financial Report for June 2020 and July 2020 List of Payments to be approved.

*Motion: To approve the Consent Calendar, as submitted.*

*Moved: Kennedy, seconded by Elam.*

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

*Nays: None*

*Absent: None*

### 5. New Business:

a. Public Hearing on Termination of Sewer Service to 1050 Redwood Hwy, Mill Valley – Open hearing to review non-compliance with Notice To Repair.

President Bosenko opened the hearing. Hansell briefly described the history that was conveyed in the email communications shared in the board packet. Mark Adams, owner of 1050 Redwood Hwy, Mill Valley, explained that he was unaware of the Notice To Repair prior to 7/8/20 but has contacted several plumbers for repair estimates. Hansell described the prior attempts to notify the owner during the FY18-19 CIP. Adams noted that the CIP contractor did not respond to him and believes his water line was cut during that work.

Hansell explained that he investigated the water line issue but an underground service alert was completed at the time prior to the CIP work and there was no report of damage to the

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water line. Matt from Gopher-It stated that he visited the site to provide a proposal earlier in the day. Given the owner's intent to repair, Bosenko suggested a motion to table the hearing. Hansell asked that Adams keep him updated on the progress. Adams stated he expected there would be a permit application prior to the August board meeting.

*Motion: To table the Public Hearing on Termination of Sewer Service to 1050 Redwood Hwy for a later board meeting pending progress by the owner.*

*Moved: Gates, seconded by Kennedy.*

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

*Nays: None*

*Absent: None*

- b. Capital Improvement Project FY2020-21 – Progress update.

Hansell described the completed work and reviewed the change orders. Hansell is waiting for the final paperwork from Nute confirming project completion. Overall, Hansell feels the work was completed well but was unhappy with the slow paperwork from the contractor.

- c. Response to Follow-Up Web Transparency Report

Hansell has the final response signed by Bosenko and will forward that to the Grand Jury as required.

- d. MVRS Rate Request

Hansell has reached out to the managers of the other agencies to discuss their positions on the increase but received only a couple of responses. He suggested that outreach might be more successful between the boards/councils instead. Bosenko concurred. Hansell will try to establish connections to that end and to set up a meeting for Bosenko. Gates would like to know why the MVRS insurance rates have increased and if they are shopping around for better rates or just passing on increases. Bosenko would like to know that the purchase of two trucks will be amortized and why the employee salary increases are so high given the pandemic.

- e. FY2019-20 Audit – Proposal from R.J. Ricciardi, Inc. for services.

Hansell indicated that the prior auditor has reached the six year limit for providing service to the District and a different firm is needed. Hansell reviewed his prior experience with an audit RFP and recommended proceeding with the proposal from R.J. Ricciardi, Inc. for the FY2019-20 audit.

*Motion: To accept the approval, as submitted.*

*Moved: Gates, seconded by Elam.*

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

*Nays: None*

*Absent: None*

- f. Legislative Advocacy Policy – Proposal to allow the District Manager to monitor and respond to State and Federal legislative actions on behalf of the District.

Hansell presented the template provided by CSDA to empower the District Manager to respond expeditiously to important legislative actions on behalf of the board without waiting for the next monthly meeting.

*Motion: To approve the policy, as submitted.*

*Moved: Kennedy, seconded by Nash.*

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

*Nays: None*

*Absent: None*

- g. Marin County Special Districts Association – Membership Application

Hansell recommended approval of the membership application in order to complete the initial steps to support the re-formation of the association. Hansell has been elected as the Vice-President of the association. There is no cost for membership at this time.

*Motion: To approve the membership application, as submitted.*

*Moved: Kennedy, seconded by Gates.*

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

*Nays: None*

*Absent: None*

### 6. Manager's Report:

Hansell presented his written report covering management activity since the last meeting. The City of Mill Valley has offered a proposal for maintenance services and that will be presented in a future meeting. The lateral compliance list was briefly reviewed. Hansell applied for a \$5,000 grant from Zero Waste Marin to produce more information flyers. The award is expected to be confirmed. A reminder of the election deadline was provided.

### 7. Reports on Outside Meetings:

- a. SASM Board Meeting of 07/16/20 – Cancelled  
b. District Managers Meeting of 07/08/20 – Cancelled

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**8. Future Agenda Items:**

None

**9. Directors' Open Time:**

None

**10. Adjournment:**

*Motion: To adjourn the meeting at approximately 8:15pm.*

*Moved: Kennedy, seconded by Elam.*

*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, AUGUST 26, 2020**