

ALTO SANITARY DISTRICT

Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 28 April 2021

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: Kennedy, Seconded by Elam.
Vote: Ayes: Bosenko, Elam, Kennedy, Gates, Nash
Nays: None
Absent: None

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

There were no comments from visitors to the meeting.

4. Consent Calendar:

- a. Minutes of the Meeting of 03/24/2021.
- b. Financial Report for March 2021 and April 2021 List of Payments to be approved.

Motion: To adopt the Consent Calendar as presented.
Moved: Kennedy, Seconded by Elam.
Vote: Ayes: Bosenko, Elam, Kennedy, Gates, Nash
Nays: None
Absent: None

5. New Business:

- a. MVRS Rate Increase Proposal –

Hansell noted that the rate increase will be reviewed in the June meeting for approval. R3 Consulting is working on the rate/contract comparison between the different MVRS agencies and plans to have a report available by the end of May. It will be issued alongside the triennial audit also taking place now. The directors expressed a concern about the rate increase and asked why the reduced revenue from commercial customers would not have a related reduced expense. Although the proposal is extensive, an explanation of certain cost drivers and efficiency is still warranted. Bosenko asked Hansell to advertise the hearing via Next Door so residents are aware of the proposed increase.

ALTO SANITARY DISTRICT

Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 28 April 2021

b. Draft FY2021-22 Budget –

Hansell reviewed projected revenues and expenses for the coming fiscal year. SASM rates for sewage treatment will rise by 5%. Other revenue and expenses are projected to remain relatively flat from the prior year. Hansell pointed out that CIP budgets should continue around \$400K for the next few years but there may be some more expensive ones down the line. Gates asked about a cap on the Reserve Fund and Hansell recalled that the board's stated target is \$500K to \$800K. The current total is \$485K and should be nearly \$600K by the end of the next fiscal year. Although SASM has indicated that its treatment cost increases should remain low (+/-5%), Hansell would like to continue building funds if that changes. While other SASM agencies are currently increasing rates, Hansell doesn't see Alto needing to do so in the near term. The annual review of the District Manager will be scheduled for the May meeting and the final budget will be presented for approval in June.

c. Non-Compliant Private Sewer Laterals –

Hansell reviewed the list of properties with non-compliant laterals and shared details on disconnection of service letters that are being sent out. Hearings will be scheduled for the May board meeting if owners do not respond to the notices.

6. **Manager's Report:**

Hansell presented his written report covering management activity since the last meeting. Generally, it was a slow month for lateral inspections and permits. The Zero Waste Marin grant strategy was discussed and Hansell will proceed with the proposed outreach program on food waste prevention and recycling. Bosenko asked if the distributed material could also cover general recycling instructions and if the number of giveaway kitchen buckets could be increased from the proposed (25). Hansell will discuss that with the consultant. CIP delays due to DPW's encroachment permit were discussed. Nute Engineering expects the project to proceed in the first week of May.

7. **Reports on Outside Meetings:**

- a. SASM Board Meeting of 04/22/2021 – Gates said the board was presented with salary and benefit data that identified SASM as below market and apparently the cause of employee retention problems. The board also had a closed session about an undisclosed legal issue.
- b. District Managers Meeting of 04/14/2021 – Hansell said there was nothing more to report from the meeting.

8. **Future Agenda Items:**

Bosenko asked that the Roto-Rooter contract be discussed at a future meeting since prior concerns were raised but the issue not been reviewed recently.

ALTO SANITARY DISTRICT

Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 28 April 2021

9. Directors' Open Time:

Director Elam will be available for the May meeting via Zoom although she will be out of town at the time.

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:25pm.

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, MAY 26, 2021**