

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF WEDNESDAY, AUGUST 24, 2016

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:38 p.m. Board Members present: Directors Janis Bosenko, and Roger Gainer. Also present, Manager Roger Paskett.
2. Visitors to the Meeting and Open Time for Public Expression: General Manager Candidate, William Hansell was present to be interviewed in closed session.
3. Closed Session pursuant to Government Code Section 54957(b)(1), PUBLIC EMPLOYEE APPOINTMENT Title: District Manager – Chairman Bransgrove immediately called for a closed session to interview William Hansell for District Manager position. After the interview Mr. Hansell was asked to leave the room so that the Board could discuss the interview in private.
4. Report Out on Closed Session – Mr. Hansell was asked back into the room. The Board offered the General Manager Job to Mr. Hansell with two provisions: 1) The starting salary would be \$2,500 per month with a reevaluation in six months after tracking hours and 2) the appointment would be formalized with an At-Will agreement. Mr. Hansell expressed that he was concerned about how many hours it might actually take to perform the duties and that the compensation offered is lower than he was comfortable with. Mr. Hansell asked for a copy of Mr. Paskett’s time log for review before he decided on accepting the offer and that he would get back to the board in a few days.
5. Minutes of the Meeting of July 27: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Gainer/Bosenko that the minutes of the meeting of July 27 be approved as submitted; approved 3-0
6. Manager’s Report: Manager Paskett reported on the following:
  - a. USA locations - three.
  - b. Lateral Sewer Repairs – one
  - c. Sewer overflows – none.
  - d. Fixture Count Inspections – none
  - e. Sewer Maintenance - none.
  - f. Website Development – The website has been improved to satisfy some of the concerns of the Grand Jury’s request for web transparency.
7. Reports on outside meetings
  - a. SASM Board Meeting – Chairman Bransgrove attended the August 18<sup>th</sup> meeting and reported:
    - i. This was the annual planning session.
    - ii. Presentation by Carollo Engineers on the progress of the Wastewater Treatment Plant Master Plan. They revealed \$3 million in unexpected costs that caused SASM staff to reevaluate priorities.
    - iii. Review of last year’s goals and realignment for the coming year. The projects and priorities are pretty much the same for next year except that the sea level rise study is complete.
  - b. District Manager’s Meeting – Manager Paskett reported that the new district manager of Almonte Sanitary District, Dave Haflich (pronounced “Hay-flee”) was introduced and the managers welcomed him and encouraged him to contact them if he needed anything.

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8. Consider adopting RESOLUTION 2016-04, accepting completion of the 2016 Capital Improvement Project and approving payment of the Contractor.

Action taken: M/S Gainer/Bosenko to adopt Resolution 2016-04, accepting completion of the 2016 CIP and to approve payment for the Contractor; approved 3-0

9. Financial Report and List of Disbursements – Paskett reported that the Trial Balance reports from Marin County were delayed so no income was reported. Neither was there income data for the reserve fund either. The personnel payment account had a balance of \$3,369.04 after payroll last month. The following list of expenses (check nos. 0029 to 0037) was submitted for approval.

LIST OF EXPENSES FOR 8/24/16

<u>CHECK</u>			
<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>
0029	Alto Sanitary District	Personnel Pymt Account	3,600.00
0030	Nute Engineering	Engineering work for July	5,516.75
0031	Roto-Rooter	USA Sewer Locations	774.00
0032	AT&T	Telephone Service	68.90
0033	Consumer Cellular	Cell Phone	22.10
0034	USA North	Fee for processing location tickets	207.85
0035	D and D Pipelines	2016 CIP - Islamic Center Parking	44,935.00
0036	U.S. Postal Service	Post Office Box Annual Fee	106.00
0037	Roger Paskett	Office Fund Reimbursement	<u>671.46</u>
			<b>\$55,902.06</b>

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

10. Director's Open Time

- a. Chairman Bransgrove announced that, after 1,220 days of waiting his wife would be allowed back into the country. She will return in about ten days.
- b. Manager Paskett informed the Board that a special meeting may have to be called to sign bond documents before the next SASM board meeting. The Directors discussed possible time conflicts in late August and early September. Mr. Paskett said he would determine the date after he received the bond-related documents.

11. Adjournment: M/S Bosenko/Gainer; approved 3-0. 9:29 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, SEPTEMBER 28, 2016**