

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE MEETING OF WEDNESDAY, DECEMBER 28, 2016**

1. **Call to Order and Roll Call:** Chairman Stanley Bransgrove called the meeting to order at 7:46 p.m. Other board Members present: Directors Janis Bosenko and Todd Gates. Board Members absent: Directors Pedro Femenia and Roger Gainer. Staff present: Manager Bill Hansell.

2. **Adoption of the Agenda:**  
*Motion: To adopt the agenda as submitted.*  
*Moved: Bosenko, seconded by Gates.*  
*Vote: Ayes: Unanimous*

3. **Visitors to the Meeting and Open Time for Public Expression:**  
Resident Tania Kennedy attended and was welcomed.

4. **Consent Calendar:**  
a. Minutes of the Meetings of November 23<sup>rd</sup>, 2016.  
b. Financial Report for November 2016 and List of Payments to be approved.

Hansell reported that the Operations Fund has a balance of \$63,127.61 after adjusting for all revenues and warrants cleared or not cleared by the meeting date. After payment of the proposed warrants, it will have a balance of \$53,424.89 (not incl. pending tax revenue.) Hansell reported that the Reserve Fund has a balance of \$216,469.31 and the most recent statement balance on the Personnel Payment account is \$4,848.13.

Hansell presented the following warrants for approval:

Warrants to be issued:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00063	Alto Sanitary District	Personnel Payment Account	4,000.00
00064	Bill Hansell	Office copies	41.70
00065	AT&T	Office Telephone 41538836960732	68.28
00066	Consumer Cellular	Cell Phone Acct #102040632	21.74
00067	Nute Engineering	Engineering work	3,562.00
00068	Roto-Rooter Plumbers	Location work	774.00
00069	SWRCB	Annual Permit Fees	2,088.00
		Total Warrants:	(10,555.72)

*Motion: To approve the Consent Calendar, as submitted.*  
*Moved: Bosenko, seconded by Gates*  
*Vote: Ayes: Unanimous*

5. **Manager's Report:**  
Hansell reported on the following:  
a. USA locations – Four calls were responded to by Roto-Rooter.  
b. Sewer Lateral Ordinance Projects – None to report.  
c. Fixture Count Inspections – Nute completed a fixture count review for 57 Shell Rd.  
d. Nute/Roto-Rooter Coordination – Further joint discussions were held.  
e. Sewer Overflows – None to report.  
f. Sewer Maintenance – None to report.

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- g. Nute Coordination – Coordination on updating the County EDU tax information is ongoing. The typical timing for the updates is June/July.
- h. Capital Improvement Project Proposal for FY2016-17 – Nute is updating the previous proposal to accommodate as much as \$300K in CIP expenses. A schedule w/benchmarks for the next six months has been requested. Anticipated review will be in the January board meeting. When the plan is approved, the board will need to amend the budget as required.
- i. Memorial Commendation for former manager Tom Roberts – Letters from Supervisor Sears in honor of Tom Roberts to the Roberts family were presented. Hansell will send a similar letter regarding the adjournment of this meeting.

**6. Reports on Outside Meetings:**

- a. SASM Board Meeting on 12/15/16 – Hansell reported on the meeting as follows:

Most of the agenda items were covered expeditiously but the presentation of the draft SASM website looked good and was helpful. Hansell noted that there will be an information page where residents can input their address to confirm what agency their property falls under. The other matter of interest was the info sheet on the Cash for Sewers participation by agency. The program funding is being used but not by Alto residents. Hansell noted that it would be helpful to improve outreach and Bosenko suggested the website NextDoor as a good vehicle for that.

- b. District Manager’s Meeting on 12/14/16 – Hansell reported on the meeting as follows:

The meeting covered much of the same material as the SASM meeting, in particular the review of the website.

Bransgrove asked about the expiration date of the Cash for Sewers funding and Hansell noted that he would clarify the date and consequence of unused funding.

**7. New Business:**

- a. Election of Officers for the Alto Sanitary District Board of Directors:

*Motion: To elect Bransgrove as Chairman.*

*Moved: Bosenko, seconded by Gates*

*Vote: Ayes: Unanimous*

- b. *Motion: To elect Gainer as Secretary.*

*Moved: Gates, seconded by Bosenko*

*Vote: Ayes: Unanimous*

*Note: Bransgrove subsequently appointed Gainer as SASM representative.*

- c. Discussion and approval of the appointment process for a Director to succeed Director Femenia’s resignation:

Hansell described the requirements for the appointment process provided by the election department and the Board agreed to target the regular January meeting to accept applications and fill the seat.

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- d. Discussion and approval of a nomination to the Marin LAFCO board per the information packet dated 12/13/16:  
Hansell described the process and Bransgrove recalled his experience with the District's input on the selection. Hansell noted that it would be helpful to have District representation on the LAFCO board.

*Motion: To nominate Gates as a candidate for one of the LAFCO Special District seats.*

*Moved: Bosenko, seconded by Gates*

*Vote: Ayes: Unanimous*

**8. Future Agenda Items:**

- a. Bosenko would like a report back on the Cash for Sewers program.
- b. Hansell will have Nute attend the January meeting to present the CIP proposal.
- c. Bosenko asked for a discussion on a low-income and/or senior discount for the agency's annual fees. Hansell noted that he was previously told other agencies did not offer discounts but he would check again. Bransgrove suggested investigating if it would be analogous to PGE's LifeLine. Bransgrove asked that an analysis should include the impact of such a discount on the District revenue.
- d. Bosenko requested a recognition/commendation for Femenia's years of service.

**9. Directors' Open Time:**

Bransgrove signed the approved checks. Note: Femenia was absent but co-signed the checks after the meeting.

**10. Adjournment:**

*Motion: To adjourn the meeting at approximately 8:28 p.m. in honor of former District Manager Tom Roberts who served the Boar very ably for many years.*

*Moved: Bosenko, seconded by Gates*

*Vote: Ayes: Unanimous*

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, JANUARY 25, 2017**