

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF WEDNESDAY, FEBRUARY 22, 2017

1. Call to Order and Roll Call:

Chairman Stanley Bransgrove called the meeting to order at 7:31 p.m.

Other board Members present: Directors Janis Bosenko, Todd Gates, Tania Kennedy, and Roger Gainer.

Board Members absent: none

Staff present: Manager Bill Hansell.

2. Adoption of the Agenda:

Motion: To adopt the agenda as published.

Moved: Gainer, seconded by Gates.

Vote: Ayes: Unanimous

3. Oath of Office Proceedings:

Chairman Bransgrove administered the Oath of Office for Director Tania Kennedy and the Board welcomed her back.

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

None

5. Consent Calendar:

a. Minutes of the Meetings of 01/25/16.

b. Financial Report for January 2017 and List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$395,036.39 after adjusting for all revenues and warrants cleared or not cleared by the meeting date. After payment of the proposed warrants and application of deposits, it will have a balance of \$348,897.17 (not incl. pending tax revenue.) The Reserve Fund has a balance of \$216,851.38. The most recent Personnel Payment account balance is \$4,336.60. The following warrants were included for approval:

Warrants to be issued:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00077	Alto Sanitary District	Personnel Payment Account	3,500.00
00078	Bill Hansell	Office copies	66.01
00079	AT&T	Office Telephone	83.29
00080	Consumer Cellular	Cell Phone	21.74
00081	Nute Engineering	General Engineering & Laterals	989.00
00082	Nute Engineering	CIP Engineering	10,310.00
00083	Roto-Rooter Plumbers	Location work	2,500.50
00084	SASM	2016/17 Assessment - 1st Instmnt	101,111.50
		Total Warrants:	(118,582.04)

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

6. Manager's Report:

Hansell reported on the following:

- a. USA locations – Three calls were responded to by Roto-Rooter.
- b. Fixture Count/Lateral Inspections – Nute worked on three properties as well as the EDU count list and sold properties notices.
- c. Sewer Overflows – None to report.
- d. Sewer Maintenance – Roto-Rooter completed the 4-month scheduled cleaning of the main on Shell Rd.
- e. CIP for FY16/17 – The 90% drawings/specs were provided in the packet for review.
- f. Discount Fees/Hardships – Hansell noted that further inquiries have not provided new information on this issue and that he is seeking a consultant who might assist with analysis.
- g. Violation Warning Notice – A notice sent to 49 Lomita regarding drainage of surface water into the District's sewer was included in the board packet. The CIP scope will include corrective measures to prevent access by replacing the perforated access cover.
- h. The board was presented with Nute Engineering's rate change. Hansell confirmed that he will request a contract for services. Bransgrove requested that it describe in detail the scope of Nute's services.
- i. Hansell distributed a Budget to Actuals spreadsheet and noted that certain categories such as sewer maintenance and engineering expenses need further breakdown. Generally, distribution of revenues and expenses were on track.
- j. Hansell described an issue with the Shell main that was discovered during cleaning. He is working with Roto-Rooter and Nute to further investigate a break in the line that requires repair.
- k. Sewer Lateral Ordinance Projects – Hansell shared the in-progress list of sewer lateral issues and noted that he was working with Nute to contact the owners to move the properties into compliance with the Lateral Ordinance.

7. Reports on Outside Meetings:

- a. SASM Board Meeting on 02/16/17 – Gainer reported on the meeting and noted SASM's new website, an update on the odor control work that will be part of the CIP, current work on Lomita, and planning for the Camino Alto pumpstation.
- b. District Manager's Meeting on 02/08/17 – Hansell reported that the Managers discussed SASM membership in MarinMap and whether continuing subscription was necessary. Also, the new TCSD manager, Heather Abrams, was introduced..

8. New Business:

- a. Resolution 17-01 – The board discussed a resolution to comply with the California Voter Participation Rights Act of 2015 (SB 415) by moving the District's 2017 and 2019 elections to 2018 and 2020, respectively, and henceforth holding elections on statewide election dates in accordance with the law. Gainer stated that he preferred to keep the current election schedule due to his desire to

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complete his regular term this year rather than extend it to 2018.

Motion: To approve Resolution 17-01 as presented

Moved: Kennedy, seconded by Bosenko

Vote: Ayes: Bransgrove, Gates, Kennedy, Bosenko

Nays: Gainer

The Resolution was adopted on a vote of 4-1.

b. Capital Improvement Project FY2016-17 – Hansell reported on the status/schedule and noted that bids will be received on 03/16/17 in time for review and award at the March meeting.

9. Future Agenda Items:

a. The board requested that further discussion on the Sewer Lateral Ordinance compliance and enforcement be included in the March agenda, and that it be made a standing item in future meetings.

10. Directors' Open Time:

President Bransgrove & Director Gainer signed the approved checks.

11. Adjournment:

Motion: To adjourn the meeting at approximately 8:30 p.m.

Moved: Gainer, seconded by Bosenko

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, MARCH 22, 2017**