

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF WEDNESDAY, MAY 24, 2017

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

Chairman Stanley Bransgrove called the meeting to order at 7:34 p.m.  
Other board Members present: Directors Janis Bosenko, Tania Kennedy, and Roger Gainer.  
Board Members absent: Todd Gates  
Staff present: Manager Bill Hansell.

**2. Adoption of the Agenda:**

*Motion: To adopt the agenda as presented.*  
*Moved: Kennedy, seconded by Bosenko.*  
*Vote: Ayes: Unanimous*

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

No visitors attended the meeting.

**4. Consent Calendar:**

- a. Minutes of the Meetings of 04/26/17.
- b. Financial Report for April 2017 and List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$543,684.50 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 \$548,614.28 (not incl. pending tax revenue.) The Reserve Fund has a balance of \$216,851.38. The most recent Personnel Payment account balance is \$3,466.78. The following warrants were included for approval:

Warrants to be issued:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00103	Alto Sanitary District	Personnel Payment Account	3,800.00
00104	Bill Hansell	Office copies, ink, pkg	137.61
00105	AT&T	Office Telephone 41538836960732	100.96
00106	Consumer Cellular	Cell Phone Acct #102040632	21.75
00107	Nute Engineering	General Engineering & Laterals	1,632.50
00108	Nute Engineering	CIP Engineering	1,813.50
00109	Roto-Rooter Plumbers	USA work	580.50
00110	Roto-Rooter Plumbers	Annual Cleaning	1,417.50
00111	Marin County Tax Collector	Legal Counsel - FY16/17 Q3	110.00
		Total Warrants:	9,614.32

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

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF WEDNESDAY, MAY 24, 2017

**5. New Business:**

- a. Capital Improvement Project FY2016-17 – Progress Update:  
Hansell reviewed work to date on the CIP. The public notice from Westland was presented and discussed. Hansell pointed out that Westland is offering private services to owners for lateral replacement but the District is not holding up the schedule of the main for any private work that Westland undertakes. The tracking spreadsheet of the laterals was presented. Most homeowners have been responsive but there are a few still outstanding (approx 5 of 24.) Some individual properties were discussed. Hansell asked Nute and Westland to include Director Gainer on all correspondences so the board would have a direct eye on the process.
  
- b. Properties Requiring Sewer Lateral Inspections/Repairs – Progress Update:  
Hansell presented a revenue summary for lateral fees collected and noted the increase due to lateral reviews and permits over the last couple of months. He reviewed spreadsheets showing lateral tracking for property sales and construction projects. He described the work he has been doing to pursue overdue inspections and repairs. Gainer recognized that the extra work it is taking time beyond Hansell’s employment agreement and suggested addressing that in a future meeting. Hansell appreciated the acknowledgement and said he would like to address that subject as part of the draft budget talk.  
In reviewing the tracking list, Hansell stated that the District is now better documenting compensation for admin and consultant expenses and that Nute has been directed to not provide any services unless fees have been paid. Hansell is requiring that all videos must be submitted and logged thru him rather than going to Nute directly. This helps the progress tracking for properties and keeps the District’s records more precise.
  
- c. Draft FY2017-2018 Budget – Review:  
Hansell reviewed the Budget to Actuals for the current FY as a reference for next year’s draft. No updates were made to the FY17-18 draft since the April meeting. For the line item on Management Cost, Hansell discussed his experience to date on time required for regular operations work (approximately 10hrs/wk) versus time for CIP and lateral replacements (approximately 5hrs/wk.) Currently, Hansell is not being compensated for the additional 5hrs/wk and he suggested that the board review options to offload that work or assign it as a separate line item in the budget. Gainer suggested that a further discussion take place at the next meeting. He noted that it’s clear there was work that wasn’t being done previously but is now being addressed. He would like to review all options on how to pay for that. President Bransgrove agreed that an ad-hoc committee would be a good way to review options. Directors Bosenko and Kennedy agreed to serve in that capacity. In the meantime, the board directed Hansell to include a \$20K line item for additional management time of Special Projects (e.g. lateral replacements and CIP.)

**6. Manager’s Report:**

The written report was reviewed and no additional items discussed.

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE MEETING OF WEDNESDAY, MAY 24, 2017**

**7. Reports on Outside Meetings:**

a. SASM Board Meeting – 05/18/17

Director Gainer highlighted the SASM agenda items including Wetland Days coming up on June 7<sup>th</sup> and 8<sup>th</sup>, County Counsel's opinion on the Grand Jury's suggestion to reduce fees, the remaining budget in the Cash4Sewers program (+/- \$28K), Debt Service of \$7M next year, the riprap repair costing about \$80K, the RFP info meeting for SASM's CIP project, and the bid opening on June 7<sup>th</sup> to see how the budget looks. Gainer requested a substitute rep for the June meeting since he will not be able to attend. Bosenko offered to attend.

b. District Managers' Meeting – 05/10/17

Hansell stated that the meeting was mostly a preview of the SASM meeting agenda but that the MarinMap membership issue was debated further. It was argued that MarinMap is beneficial to Alto and TCSD. Gainer requested that Hansell send him a recommendation on the issue.

**8. Future Agenda Items:**

a. President Bransgrove requested that Future Agenda Items be designated as either "able to be completed within 60 days or outside of 60 days" (short term v long term.)

b. Gainer requested the previously noted division of labor discussion be addressed in the short term.

**9. Directors' Open Time:**

a. President Bransgrove announced that he has accepted a work promotion and will be moving to Sacramento. Therefore, he will be submitting his resignation from the board. The board expressed its surprise given Bransgrove's 32 yrs of service (Hansell confirmed that Bransgrove joined the board in November of 1985.) The board congratulated Bransgrove on his promotion and wished him the best.

Hansell was asked about the appointment process and he stated that the County Elections Department had already been notified. The appointment will be until December of 2018 and Hansell will start the notification process for candidates.

b. President Bransgrove & Director Gainer signed the approved checks.

**10. Adjournment:**

*Motion: To adjourn the meeting at approximately 8:50 p.m.*

*Moved: Gainer, seconded by Kennedy*

*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, JUNE 28, 2017**