

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF WEDNESDAY, JULY 26, 2017

1. Call to Order and Roll Call:

Acting Chair Gainer called the meeting to order at 7:30 p.m.
Other board Members present: Directors Janis Bosenko, Todd Gates, and Tania Kennedy.
Board Members absent: None (One Board Position Vacant)
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 06/28/17.
- b. Financial Report for June 2017 and List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$478,659.68 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 \$318,010.66 (not incl. any pending tax revenue.) The Reserve Fund has a balance of \$217,025.15. The most recent Personnel Payment account balance is \$3,189.05. The following warrants were included for approval:

Warrants to be issued:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00121	Alto Sanitary District	Personnel Payment Account	4,000.00
00122	Bill Hansell	Office copies, ink, pkg	39.03
00123	AT&T	Office Telephone 41538836960732	102.19
00124	Consumer Cellular	Cell Phone Acct #102040632	21.77
00125	Nute Engineering	General Engineering & Laterals	2,204.00
00126	Nute Engineering	CIP Engineering	6,343.00
00127	Roto-Rooter Plumbers	USA work	774.00
00128	Roto-Rooter Plumbers	Annual Cleaning	942.50
00129	Loretta Figueroa Bkng	FY15/16 Bookkeeping for Audit	1,738.75
00130	Marin County Tax Coll	County Counsel - Q4 FY16/17	440.00
00131	Marin County Tax Coll	LAFCO FY17/18	284.68
00132	USA of Nor Cal	CA Annual % of Tickets Fee	309.60
00133	CA Special Dist Assoc	FY17/18 Membership Fee	1,997.00
00134	TCSD	Share of MarinMap Reimbursmnt	1,500.00
00135	Westland Contractors Inc	FY16/17 CIP Progress Pmt	146,195.50

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Total Warrants: 166,892.02

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

5. New Business:

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

Motion: To elect Bosenko as President of the Board.
Moved: Gainer, seconded by Kennedy
Vote: Ayes: Unanimous

b. Capital Improvement Project FY2016-17 – Progress Update:

Pippin Cavagnaro of Nute Engineering presented a status update on the CIP. He noted that since the previous board meeting the Contractor has picked up the pace and added labor to the project. There have been approximately 10 people observed on the job. It appears that the work will be completed soon. The Contractor said that he would have testing finished by 7/28/17 but Cavagnaro believes it will take another week. There were some issues over the weekend caused by the Contractor's failure to connect a few laterals late Friday night. Gainer asked about the staging areas being used. Generally, Cavagnaro said he has heard positive reactions from the residents with a few exceptions. Cavagnaro will be away next week but other Nute personnel will monitor the work. Gainer asked how many laterals were replaced/repared for this project. Cavagnaro said he doesn't have a total but the repair ratio is about 60% for those inspected. Hansell noted that is only for notifications and pending repairs, not completed yet. Cavagnaro explained that the initial contacts to residents resulted in the discovery of some APN conflicts and inaccurate District records. Hansell stated that as he works thru new information and lateral reviews, he is endeavoring to keep a consistent policy approach with regards to reviews and fees. From the experience of this project, Hansell believes that the District needs more advance notice to those residents who are affected so that lateral reviews can be completed earlier.

The issue was discussed re: one residence where a temporary lateral connection was not installed. The current progress payment was reviewed and Hansell asked about the completion process. Cavagnaro said that claims for additional services and requests for additional days have not been received yet. Cavagnaro conveyed to the project manager that the District is waiting for written requests.

Bosenko asked if any additional EDU's were discovered. Hansell said that would be part of the later agenda discussion. The board thanked Cavagnaro for attending the meeting to report on the work.

c. Alto EDU Count Revisions – Progress Update:

Hansell discussed a previous list of EDU questions created by Roger Paskett and Nute. He reviewed that info in a meeting with Nute and discovered that the District is still trying to achieve a base reference point where we know all of the existing conditions so that as things change in the future (for example, via construction projects) we will be able to easily make revisions to the EDU list. Cavagnaro discussed the confusion that arises between the

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County's records for number of units versus the District's. Hansell said that he will continue to work with Nute prior to the County's deadline to get the EDU number as correct as possible.

- d. Properties Requiring Sewer Lateral Inspections/Repairs – Progress Update:
Hansell reviewed spreadsheets showing the latest updates on lateral reviews and repairs. There have been some pre-sales calls on inspections which is encouraging to see. Cavagnaro described some discrepancies on EDU billing relative to remodels undertaken without permits. Hansell reviewed current tasks he is undertaking to keep the District's records up to date with the County permit applications. He noted that it would be helpful to have a database program to track property info rather than just a spreadsheet. Gainer suggested a future session to discuss and review operations and resources on this issue.

- e. Recognition of Director Stanley Bransgrove's service to the District:

*Motion: To issue a Certificate of Appreciation as follows:
The Alto Sanitary District Board of Directors wishes to convey to Stanley Bransgrove their sincerest appreciation for faithfully representing the best interests of the residents of the Alto Sanitary District for thirty-two years. The Board recognizes that Stanley's professional leadership and reliable engagement were steadfast pillars for his fellow directors to rely upon. He provided an institutional memory for the agency that will be missed as much as his camaraderie and good nature. We, therefore, present this Certificate of Appreciation expressing our deepest gratitude on July 26th, 2017.*

*Moved: Kennedy, seconded by Bosenko
Vote: Ayes: Unanimous*

- f. Appointment Process for a new Director:
Hansell has not received any applications but he posted the required notices. Kennedy spoke to some neighbors but they are not interested. Bosenko mentioned one possibility. Hansell said he would repost the notice on NextDoor.
- g. District staffing needs re: part-time assistance and Manager's hours:
Hansell did not exceed the regular hours in the last month so he did not include any additional request for payment. Gainer asked Hansell to supply a list of tasks that could be off-loaded by the next board meeting.
- h. Resolution 2017-03: Confirming the FY2017-18 Budget Adoption:
Hansell explained that this was a formality since the budget was adopted at the last meeting but it had not been put in Resolution form. There have been no proposed changes to the budget since the last adoption.

*Motion: To approve and forward the draft response
Moved: Bosenko, seconded by Gates
Vote: Ayes: Unanimous*

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6. Manager's Report:

The written report was reviewed. The SSO at a SASM main was discussed. Gainer asked if outreach to the community could be placed on the next agenda.

7. Reports on Outside Meetings:

- a. SASM Board Meeting – No report (July meeting was canceled.)
- b. District Managers' Meeting – No report (July meeting was canceled.)

8. Future Agenda Items:

- a. Noted above in item 6.

9. Directors' Open Time:

- a. Bosenko asked if getting together with Directors Femenia and Bransgrove would be possible at this point. It was noted that it might be difficult.
- b. Gainer & Bosenko signed the approved checks.

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:48 p.m.

Moved: Gates, 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, AUGUST 23, 2017**