

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF WEDNESDAY, AUGUST 23, 2017

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

President Janis Bosenko called the meeting to order at 7:31 p.m.  
 Other board Members present: Directors Roger Gainer, 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: Gainer, seconded by Kennedy.*  
*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 07/26/17.
- b. Financial Report for July 2017 and August 2017 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$318,750.88 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 \$309,309.69 (not incl. any pending tax revenue.) The Reserve Fund has a balance of \$217,307.50. The most recent Personnel Payment account balance is \$3,418.41. The following warrants were included for approval:

Warrants to be issued:

<u>Check</u> #	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00136	Alto Sanitary District	Personnel Payment Account	4,000.00
00137	Bill Hansell	Office copies, ink, pkg	34.07
00138	AT&T	Office Telephone 41538836960732	102.29
00139	Consumer Cellular	Cell Phone Acct #102040632	21.77
00140	Nute Engineering	Lateral Oversight	1,129.00
00141	Nute Engineering	CIP Engineering	4,129.00
00142	Nute Engineering	Reporting (EDU)	2,846.00
00143	Roto-Rooter Plumbers	USA work	877.50
00144	U.S. Postal Service	PO Box Annual Fee	108.00
00145	SASM	MarinMap Membership	3,875.00
		Total Warrants:	17,122.63

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

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**5. New Business:**

- a. Appointment of a new Director to Fill the Vacant Board Position:  
Hansell noted that he has not received applications to consider. He indicated that he would have to report this to the Elections Department prior to the appointment deadline and the task would then fall to the Board of Supervisors. Gainer asked that the Directors reach out again. The Board discussed ways to better advertise the activities of the position.
  
- b. Alto EDU Count for 2017-2018 – Review of County Submittal:  
A description was included in the Manager’s Report and Hansell reviewed the summary of changes from the prior year. When Hansell started there was already a list of questions related to a number of priorities and he reviewed that with Nute Engineering. There are still a few properties that need verification of the EDU count. Primarily, these are due to owners who had construction projects but did not notify the District or follow the proper permit process. Hansell has attempted to contact the owners but they have not been responsive. He will continue to research the existing conditions but will not make EDU changes until the District has confirmation. Hansell pointed out that the County assessment total is different than the revenue amount included in the FY17-18 budget since the latter was based on an estimate. Bosenko asked about the term “second unit amnesty” which is noted on one of the properties. Hansell stated that some of the notes are old and just historical records. In that case, the property is charged for two EDU so it may have been a note about the approval process and not the fees. Gainer asked about some lots with zero EDU that Hansell noted did not have structures. Hansell also explained the difference between EDU’s and Fixture Units as well as the UC (Use Code) designation.
  
- c. Capital Improvement Project FY2016-17 – Progress Update:  
Hansell presented a summary on the current status from Nute Engineering. The District is waiting for a final invoice, record drawings, some paving, and any written Change Order requests. When the final materials are received, Hansell will collect a summary for the Board. Gates asked about the history of CIP projects and noted the difficulty of this particular project. Hansell said he will be checking with Nute and Roto-Rooter in the Fall to discuss the next CIP so we can get notices out to property owners earlier. Gainer mentioned the issue of the dip in the main on Shell that needs to be resolved with Mill Valley. Hansell noted that there were some issues with the final inspection where Nute’s Engineer was accidentally sprayed during the test and the contractor was contacted with a complaint on their process.
  
- d. Public Outreach for Alto Sanitary District Issues:  
Gainer discussed his concerns about notifying the residents about what should not be put down their drains. Hansell asked if he should check into mailing out SASM’s safety mailers. Gainer said that postage options should be considered to save cost. Gainer suggested that a Board member should take on this issue. Hansell would also like to notify residents of Alto procedures and news. Bosenko suggested regular posts on NextDoor, especially with the upcoming expense of the SASM CIP. Gainer would like to emphasize the environmental stewardship of the District. Gates agreed that it would be a good re-branding.

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- e. Properties Requiring Sewer Lateral Inspections/Repairs – Progress Update:  
Hansell reviewed spreadsheets showing the latest updates on lateral reviews and repairs. Hansell said he would be sending out notices soon that the deadlines are coming up on the Notice To Repair properties. Gates noted that the list is looking more concise and Gainer said that progress is being made. Hansell said he will eventually have to go to County Counsel to verify the legal process for chasing down the holdouts on the list. There are properties on a separate lateral list related to the CIP and those need to be reviewed in the next month.
  
- f. District staffing needs re: part-time assistance and Manager’s hours:  
Hansell updated his timesheets and a list of job tasks related to his position. He did not exceed the allotted hours due to other priorities. Gainer feels that Hansell is more acquainted with the position at this point. Hansell said that the additional budget hours for special projects will be necessary in the future and the recorded hours are showing that. He said that he has not been able to get the finance info to the auditor yet and there are other follow-ups to residents that he would like to reply to more quickly but the limited time has not allowed that.

**6. Manager’s Report:**

The written report was reviewed. Hansell noted that he would like to look into efficiencies for getting the finance info to the auditor.

**7. Reports on Outside Meetings:**

- a. SASM Board Meeting – Gainer stated that the meeting started an hour early with a closed session. There were no actions that came out of the closed session to report. There were two issues in the regular meeting that were covered. The first was the significant spill that occurred due to a SASM pipe failure. Gainer showed images of the break and the 37K+ gallon leak that went into a storm drain. He described the cleanup and repair process. The second issue was the re-bidding of the SASM CIP and issues with the engineers. Some of the problems had to do with the way the bid form was written. Bosenko asked about the project timeline. Gainer said the intention is to still start the work in the Spring.
  
- b. District Managers’ Meeting – No report (August meeting was canceled.)

**8. Future Agenda Items:**

- a. None requested.

**9. Directors’ Open Time:**

- a. Gainer asked that all the Directors follow up on the open seat recruitment. He offered to help re-write the advertising copy for the ad.
  
- b. Bosenko & Gainer signed the approved checks.

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**10. Adjournment:**

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

*Moved: Kennedy, seconded by Gainer*

*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, SEPTEMBER 27, 2017**