

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, OCTOBER 25, 2017

1. Call to Order and Roll Call:

Secretary/Treasurer Roger Gainer called the meeting to order at 7:32 p.m.
 Other board Members present: Directors Todd Gates, Tania Kennedy, and Marc Nash.
 Board Members absent: Janis Bosenko
 Staff present: Manager Bill Hansell.

2. Adoption of the Agenda:

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

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

Colleen Haley, Field Representative from CSDA, introduced the Board to CSDA's mission and services. She distributed info on education workshops, State lobbying efforts, finance assistance, the CSDA ListServ, and legal resources. Haley explained that CSDA works to benefit all special district members by representing them at the State level. There are over 1,000 members out of California's approximately 2,000 special districts. CSDA has business affiliates available to provide discounted specialty services. Haley discussed training programs including webinars. Gainer thanked Haley for attending the meeting and updating the board.

4. Consent Calendar:

- a. Minutes of the Meetings of 09/27/17.
- b. Financial Report for September 2017 and October 2017 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$315,809.21 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 \$310,226.21 (not incl. any pending tax revenue.) The Reserve Fund has a balance of \$217,307.50. The most recent Personnel Payment account balance is \$3,924.20. The following warrants were included for approval:

<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
00155	Alto Sanitary District	Personnel Payment Account	5,000.00
00156	Bill Hansell	Office copies, ink	35.30
00157	AT&T	Office Telephone 41538836960732	117.56
00158	Consumer Cellular	Cell Phone Acct #102040632	21.80
00159	Roto-Rooter Plumbers	USA work	684.00
00160	Nute Engineering	CIP Engineering	1,215.00
00161	Nute Engineering	Other (70 N Knoll annexation ?'s)	288.00
00162	Nute Engineering	Lateral Oversight	1,896.00
		Total Warrants:	9,257.66

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, OCTOBER 25, 2017

Motion: To approve the Consent Calendar, as submitted.
Moved: Kennedy, seconded by Nash
Vote: Ayes: Kennedy, Nash, Gainer
Abstain: Gates

5. New Business:

- a. Capital Improvement Project FY2016-17 – Progress Update:
Hansell presented a letter from Nute Engineering on the outstanding items including revisions to As-Built drawings, alterations to incorrect mark-ups, and installation quality issues. The board expressed concern and disappointment at the continued delays by Westland to finish the work and submit a final billing request. Gates noted that at least the District maintains final leverage given the low percentage of work paid to date.
- b. Properties Requiring Sewer Lateral Inspections/Repairs – Progress Update:
Hansell reviewed properties on the private lateral inspection and repair list. He explained that he spent numerous hours over the past month trying to move properties into compliance. The good news is that numerous permit fees were paid and the work is pending. There are some properties that continue to be problematic. Hansell said that he also consolidated the CIP-related list with the non-CIP projects. Gates noted that the progress looks very positive. Gainer thanked Hansell for his work on this issue.
- c. Public Outreach for Alto Sanitary District Issues:
Gainer shared materials from Almonte including a refrigerator magnet and postcard. He also sent other materials earlier in the day to be forwarded. Hansell explained that since the last board meeting, \$5,000 was transferred from ZeroWaste Marin (a County JPA formed to address and promote sustainable waste) which was supposed to be forwarded to Corte Madera’s outreach program to commercial properties. Corte Madera, though, decided they could not handle implementation at this time so fortunately the funding is available for Alto to use on its own effort. Nash has worked on some items but needs to coordinate with Kennedy. Gainer recommends sending something out every month or three months to gain people’s attention. The money could be used for a mail campaign if we set-up a pre-sort and for the most economical printing. Gainer suggested bringing a format and plan to the board with topics (2-3 bullet points) so it can be discussed and approved. Hansell also noted that the National Drug Take-Back Program was posted on the Next Door app.

6. Manager’s Report:

The written report was reviewed. Hansell noted that the annual Sewerage Spill Reduction Action Plan (SSRAP) was submitted. Gainer stated that he read the full report and it looked good. He asked when the EPA would respond. Hansell said that he sends the reports but usually does not receive any responses other than a minimal acknowledgement of receipt. Hansell explained that he met with Crystal Yezman, Facilities and Watershed Division Manager with Marin Municipal Water District. Yezman was reaching out to district managers to discuss the County’s re-paving policies and enforcement. There are DPW policy issues that arise which affect other agencies and Yezman suggested we work together to communicate our concerns to DPW jointly. Hansell agreed and they will keep in touch on this in the future.

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, OCTOBER 25, 2017

7. Reports on Outside Meetings:

- a. SASM Board Meeting – Gainer said that the ribbon cutting occurred for the opening of the new Sutton Manor Pump Station. He described the 35ft deep well given the grade changes. He pointed out that the other pump station near the Redwoods is 65% complete. SASM’s paperwork has been submitted for the private lateral program since all the money has been distributed and the agency is hoping to receive approvals for the cumulative work that has been achieved even though the specific program did not hit the required replacement. SASM wants to replenish the fund but needs approval first.
SASM will soon issue the bid package for the treatment plant. The base bid estimate is \$17.54M with bid alts of \$3.1M. There is a \$20.7M total budget for the project but when all is said and done given the budgeted amounts for collection system improvements there will be \$220K out of the \$38M bond. Bids should be back in December and the project awarded in January.
- b. District Managers’ Meeting – The new engineering manager, Elisa Sarlatte, from Mill Valley was introduced. Hansell discussed with her the reverse-grade main on Shell which is shared with Mill Valley.

8. Future Agenda Items:

- a. Gainer requested that the Shell main be addressed in a future agenda.
- b. Hansell said that the next CIP will be proposed after he meets with Nute and Roto-Rooter. The former CIP schedule listed some projects individually that may be better combined. Gainer would like to get a basic idea of that at the next meeting.

9. Directors’ Open Time:

- a. Gates asked if we have a sense of how the permit fees are covering Nute’s costs. Hansell said that when the fees were approved there was a calculation showing the relationship of time needed for processing v. fee needed but on a month to month basis he has not been able to check that relationship yet. Hansell said that Nute’s expenses are invoiced in general categories (CIP, Lateral Engineering, etc) and he does issue separate checks for each of those. In general, he feels there is an even correlation but he wants to look into it further. Gates said when the outstanding lateral issues are addressed it would be helpful to check this.

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:45 p.m.

Moved: Kennedy, seconded by Nash

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, NOVEMBER 22, 2017**