

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF WEDNESDAY, AUGUST 22, 2018**

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

President Janis Bosenko called the meeting to order at 7:35 p.m.

Other board Members present: Secretary/Treasurer Tania Kennedy, Directors Roger Gainer, and Todd Gates, Marc Nash.

Board Members absent:

Staff present: Manager Bill Hansell.

**2. Adoption of the Agenda:**

*Motion: To adopt the agenda as presented.*

*Moved: Gates, seconded by Kennedy.*

*Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash.*

*Nays: None*

*Absent: None*

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

There were no visitors to the meeting.

**4. Consent Calendar:**

a. Minutes of the Meetings of 07/25/18.

b. Financial Report for July 2018 and August 2018 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$230,171.43 after adjusting for all revenues and warrants cleared by the meeting date. After payment of the proposed warrants and application of deposits, it will have a balance of \$196,723.39 (not incl. any unreported tax revenue.) The Reserve Fund has a balance of \$269,373.57. The most recent Personnel Payment account balance is \$4,210.99. The following warrants were included for approval:

00267	Alto Sanitary District	Personnel Payment Account	4,300.00
00268	Bill Hansell	Printer Ink Reimbursement	10.81
00269	AT&T	Office Telephone	128.44
00270	Consumer Cellular	Cell Phone (Final Payment)	8.78
00271	Nute Engineering	CIP Engineering FY17-18	667.00
00272	Nute Engineering	Lateral Oversight	887.00
00273	Roto-Rooter Plumbers	USA	840.00
00274	U.S. Postal Service	PO Box	112.00
00275	Glosage Engineering, Inc.	FY17_18 CIP Progress Pmt 2 & Retention Release	26,494.01

*Motion: To approve the Consent Calendar, as submitted.*

*Moved: Gainer, seconded by Gates*

*Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash*

*Nays: None*

*Absent: None*

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**5. New Business:**

- a. Alto EDU Count for 2018-19 – Review of County Submittal.

Hansell reviewed the summary of the EDU totals which include 305 parcels and a calculated charge of \$787,569.32. There was one residential change from 1 to 2 EDU but the other revisions were for the commercial properties which are based on water usage. Bosenko asked to confirm the charge for a residence on Meadow and Hansell noted that it was correct. He pointed out that the “Comments” column includes references to permit numbers and second units, etc, in order to clarify the EDU count when necessary. Gainer asked about properties on Lomita that are listed for sale.

- b. Status of Election Filings for Board Vacancies / Possible Future Appointment.

Hansell said that he spoke to Dan Miller at the Elections Department who suggested waiting until information from the Department is sent to the District. Hansell also called the Supervisor’s assistant who suggested posting on Next Door. Gainer recalled that Hansell had done that previously and Kennedy thought it would be a good idea again. Bosenko suggested that the Directors continue to ask their neighbors. Hansell will not have a schedule for the appointment until he receives the Elections Department notice.

**6. Manager’s Report:**

Hansell reviewed the report as published. There were a few USA calls but no maintenance last month. There was one Certificate of Compliance issued for a completed lateral replacement. The audit materials were sent to the bookkeeper and she will be working on the Quickbooks file that the auditor needs for his work. Hansell found that easier this year since he has continued to improve file organization during the course of the year.

Regarding Public Outreach, Hansell noted that the postcards went out and Bosenko confirmed she received it in the mail. For postcard #2, Hansell replied to Greg Knell that the board wants to continue public reminders about prescription meds and other items not to flush. He sent him a federal flyer as an example on that issue and hopes to have a draft card by the next meeting. Hansell recorded the statement of completion for the most recent CIP and is planning a meeting with Nute Engineering next month to determine the scope of the next project.

Hansell has been working on the list of properties with unresolved lateral issues. It is time intensive. For example, the first two took approximately 2 ½ hrs total as he had to review all the prior correspondences, summarize the status into a new email for the resident, and then follow up. He explained further details on those two properties and explained that he followed up with County Counsel asking for his advice. Bosenko stated that the District has to have a definitive line where non-compliance is subject to punitive action. Gainer is eager to hear from Counsel on the best way to proceed and was wondering if it would be helpful to walk the District and visit the problem residences. Gates asked if putting a lien on the properties will help. Hansell assumes that would be an appropriate step but so far Counsel has expressed concern about the District pro-actively making repairs on the private properties which is what the lien would cover. Gainer asked if charges could be added as a special assessment on the property tax. Hansell said that

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would work for outstanding fixture count and inspection fees but a lateral replacement charge would first require the District to access the property and make the repair(s) which is what Counsel is concerned about. Gainer suggested finding some way to encumber the property. Bosenko asked if the cost of a spill on a property can be charged back to the resident. Gainer asked if collection fees, interest, or other remedies such as filing the lien can be charged back as well?

Finally, Hansell noted that Nute has been charging services at a higher rate since losing Fernanda and he asked Pippin to review the work to see what can be done about that. Pippin replied that for those tasks which do not require the higher engineering skills he will use the lower rate even though they have not filled that position yet.

**7. Reports on Outside Meetings:**

- a. SASM Board Meeting of 08/16/18 – Mtg was cancelled.
- b. District Managers’ Meeting of 08/08/18 – Mtg was cancelled.

**8. Future Agenda Items:**

None

**9. Directors’ Open Time:**

Kennedy stated that she will be unable to attend the September meeting. She also said that September 15<sup>th</sup> and 16<sup>th</sup> is the Mill Valley Arts Festival.

**10. Adjournment:**

*Motion: To adjourn the meeting at approximately 7:59pm.*

*Moved: Kennedy, seconded by Gainer*

*Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash*

*Nays: None*

*Absent: None*

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 26, 2018**