

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, OCTOBER 24, 2018

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, Tania Kennedy, and Marc Nash
Board Members absent: None
Staff present: Manager Bill Hansell.

2. Adoption of the Agenda:

Motion: To adopt the agenda as presented.
Moved: Gainer, 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 09/26/18.
- b. Financial Report for September 2018 and October 2018 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$195,875.62 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 \$190,026.91 (not incl. any unreported tax revenue.) The Reserve Fund has a balance of \$269,373.57. The most recent Personnel Payment account balance is \$4,386.82. The following warrants were included for approval:

00282	Alto Sanitary District	Personnel Payment Account	4,100.00
00283	Bill Hansell	Printer Ink	10.81
00284	AT&T	Office Telephone	148.90
00285	Nute Engineering	CIP Engineering FY17-18	91.00
00286	Nute Engineering	Lateral Ordinance FY17-18	508.00
00287	Roto-Rooter Plumbers	USA	990.00

Motion: To approve the Consent Calendar, as submitted.
Moved: Gainer, seconded by Kennedy.
Vote: Ayes: Bosenko, Gainer, Gates, Kennedy, Nash.
Nays: None
Absent: None

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, OCTOBER 24, 2018

5. New Business:

a. Regional Water Board Inspection – Status Update.

Hansell noted that he is trying to quickly pull the materials together requested by the Regional Water Board prior to the inspection date. He has informed Nute Engineering that he needs their assistance and Pippin Cavagnaro has been working on the material. Hansell recently completed the CSRMA questionnaire for liability insurance which was more extensive than last year, followed by updating the Sewage Spill Reduction Action Plan, and then prepared the current board meeting packet so the inspection prep was in line behind those priorities. Hansell said he expects specific questions on historical info about the District on the day of the inspection and it will be helpful to have Pippin there to more quickly access the records. He has also contacted County Counsel to discuss measures for homeowner compliance with the lateral ordinance assuming that the Water Board will want to know what the District is doing to enforce its ordinances. One important thing for Hansell will be to dig deeper into Roto-Rooter's cleaning schedule to make sure that the specific requirements are being followed. As he has looked into the records, it seems there are some inconsistencies that need clarification. Gainer mentioned that in the past standards were more loose but agreed it is helpful that attention is being paid to the matters now. Hansell said that he is considering having Gary Robards attend the inspection as a resource on the historical data as well as Adam from Roto-Rooter but that will probably not be necessary. Gainer asked if Roto-Rooter supplied advance notice on the cleaning schedule and Hansell replied that they did but the protocol for planning could be much better. Bosenko asked about Hansell's hours in prep for the meeting. Hansell stated that he had fallen behind in the recent month's schedule so the extra time was just making up for that and so far it has not been a problem to accommodate the additional tasks. Once the inspection questionnaire is sent next week there will be two more weeks to prepare prior to the actual meeting date.

b. Status of Board Vacancy / Possible Future Appointment.

Hansell has not heard anything further from potential applicants and the deadline for submittal was yesterday at 5pm. He checked with the Supervisor's assistant regarding a potential applicant but that individual dropped out. The board discussed some other potential residents to contact. Hansell will follow up with the elections department prior to the next board meeting.

6. Manager's Report:

Hansell reviewed the written report and noted there was not much progress on the outstanding laterals list given the Water Board Inspection prep. He noted that the bookkeeper finished her work and the auditor is waiting for additional materials. Hansell hopes to have a draft for the November meeting. The next communications postcard is waiting on edits. Hansell discussed the Thomas Drive extension with Pippin and how it might affect the CIP. They decided to substitute another line in lieu of Thomas Drive that also needs work. Hansell described an issue that Nute raised with inputting data to MarinMap. Apparently, there are some interface problems that require a different type of reference for Alto's lines and Pippin is familiarizing himself with the workaround now that Fernanda is no longer with Nute. Hansell intends to have the data uploaded properly for the inspection.

ALTO SANITARY DISTRICT
MINUTES OF THE REGULAR MEETING OF WEDNESDAY, OCTOBER 24, 2018

7. Reports on Outside Meetings:

- a. SASM Board Meeting of 10/18/18 – Odor control and related inspections at the plant were discussed. After further inspections no problems were found. One of the related problems is the historical location of the plant over a landfill and proximity to the Bay. There are some delayed permit approvals due to the odor complaints that will now push back some of the construction schedule. The board expressed frustration that these delays will affect the construction cost. Finally, the board president wishes to have alterations made to the conference room tables prior to the end of his term. Gainer asked if the lateral program is still being funded. Gates said that was not discussed but the monthly summary is in the board packet.
- b. District Managers’ Meeting of 10/10/18 – Most of the time was spent on the Fats, Oils, and Grease (FOG) program. The plant manager would like the member agencies to do what they can to enforce the FOG controls. Alto does not have commercial properties where FOG is an issue but it was still interesting to review the data and hear about some of the related problems the plant experiences. The managers discussed their recent CIP projects and the City of Mill Valley has been targeted by an environmental watchdog for some compliance issues.

8. Future Agenda Items:

Gainer asked if it would be helpful to discuss Roto-Rooter’s maintenance program and how to formalize it further. The contract has not been up for bid in a long time and it would be helpful to have other opinions on the matter. Hansell believes some of that will be clarified during the inspection but he did discuss other contractors with Pippin just to check on options. Bosenko asked for a report from MVRs on how the recycling pilot program is going. Hansell said he would check.

9. Directors’ Open Time:

Openings on the LAFCO board were discussed. Two of the three special district seats are expiring and the general public seat is also open. Gainer outlined a recent article in the MarinIJ regarding increased board stipends at various sewer districts. Bosenko mentioned online posts and a call regarding current sewer fees in general. Hansell noted that he received one call from a resident complaining about the rate.

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:12pm.

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, NOVEMBER 28, 2018**