

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF WEDNESDAY, DECEMBER 26, 2018**

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

President Janis Bosenko called the meeting to order at 7:37 p.m.  
Other board Members present: Directors Emily Elam, 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: Kennedy, seconded by Elam.*  
*Vote: Ayes: Bosenko, Elam, 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 11/28/18.
- b. Financial Report for November 2018 and December 2018 List of Payments to be approved.

The Financial Report noted that the Operations Fund has a balance of \$179,515.59 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 \$151,335.03 (not incl. any unreported tax revenue.) The Reserve Fund has a balance of \$270,396.35 after application of revised interest. The most recent Personnel Payment account balance is \$4,350.46. The following warrants were included for approval:

00297	Alto Sanitary District	Personnel Payment Account	4,200.00
00298	Bill Hansell	Printer Ink	10.81
00299	AT&T	Office Telephone	148.22
00300	Nute Engineering	FY18_19 CIP Engineering	182.00
00301	Nute Engineering	FY18_19 Lateral Ordinance	182.00
00302	Nute Engineering	FY18_19 GIS Mapping Services	910.00
00303	Nute Engineering	Water Board Inspection Asst	2,366.00
00304	Roto-Rooter Plumbers	USA	336.00
00305	State Water Resources Control Board	Annual Permit Fee	2,286.00
00306	SASM	FY18/19 Assessment - 1st Inst	140,224.00
00307	Marin County Dept of Public Works	FY18/19 Annual Encroachment Permit Renewal	490.00

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF WEDNESDAY, DECEMBER 26, 2018**

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

*Moved: Kennedy, seconded by Nash.*

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

*Nays: None*

*Absent: None*

**5. New Business:**

a. Election of Officers for Calendar Year 2019

*Motion: To elect Janis Bosenko as President and Tania Kennedy as Secretary/Treasurer for Calendar Year 2019.*

*Moved: Kennedy, seconded by Gates.*

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

*Nays: None*

*Absent: None*

b. Regional Water Board Inspection – Review.

Hansell noted that he is working on a response to the Inspection Report dated 12/12/18. Gates stated that the process seemed thorough. Infiltration was noted at a manhole pulled during the inspection and warranty follow-up was discussed in general. Hansell will calendar a reminder one month prior to the expiration of CIP warranties to televise the lines.

c. Draft FY2017-18 Audit – Review.

Gates indicated that both the audit and the Water Board Inspection Report give one a good idea of the District's operations and status. Elam agreed. Hansell stated that it's always helpful to see the end of year balance summary from the auditor because the County finance system is not as immediately accessible for quick and current balance reports. A final draft of the audit will be available for approval at the January board meeting.

**6. Manager's Report:**

Hansell reviewed the written report. There were no spills over the past month. Roto-Rooter responded to four USA calls. No cleaning was scheduled. As soon as Hansell finishes the response to the Water Board Inspection, he will refine the maintenance schedule as previously discussed. The District is making progress on the private lateral corrections and Hansell will be spending more time on that prior to the next CIP when new lines will be added to the list for repair. The CIP planning work is progressing. The next info postcard is overdue and will be worked on prior to the January meeting. Bosenko asked about verifying USA calls and Hansell said he occasionally has questions but most of the response protocol is governed by the State and regional organization. Gates asked about the contract with Roto-Rooter. Hansell believed that SASM would be taking the lead on a contract review but that doesn't seem to be the case. Hansell will be redlining the 2009 agreement to indicate what should be changed or re-evaluated.

**7.**

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE REGULAR MEETING OF WEDNESDAY, DECEMBER 26, 2018**

**8. Reports on Outside Meetings:**

- a. SASM Board Meeting of 12/20/18 – The meeting was canceled.
- b. District Managers’ Meeting of 12/12/18 – Hansell discussed SASM’s work plan for creating a uniform set of construction specs for all the agencies. Nute Engineering was going to execute that but has been too busy with the treatment plant work so Vivian Housen will be doing it. Hansell provided an update on the MVRS pilot program in the form of an email he received earlier in the day. The program is ending in the next week and surveys will be sent out to evaluate public review. Summaries will be provided to the agencies prior to any requests for service fee changes. Elam stated that she generally didn’t have a problem with the program but the extra loads created during the holidays were difficult to deal with.

**9. Future Agenda Items:**

None.

**10. Directors’ Open Time:**

None.

**11. Adjournment:**

*Motion: To adjourn the meeting at approximately 8:20pm.*

*Moved: Kennedy, seconded by Elam*

*Vote: Ayes: Bosenko, Elam, 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, JANUARY 23, 2019**