

# ALTO SANITARY DISTRICT

## Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 27 November 2019

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

President Janis Bosenko called the meeting to order at 7:31 p.m.  
Other board Members present: Tania Kennedy, Emily Elam & Marc Nash  
Board Members absent: Todd Gates  
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, Kennedy, Nash*  
*Nays: None*  
*Absent: Gates*

**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 10/23/19.
- b. Financial Report for October 2019 and November 2019 List of Payments to be approved.

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

**5. New Business:**

- a. Capital Improvement Project FY2019-20 – Review/Discuss progress.  
Hansell provided an update from Nute Engineering on the schedule. Bid opening is planned to be in January 2020 with construction occurring in the late Spring.
- b. Draft FY2018-19 Audit – Review.  
Hansell presented the draft audit and noted that translation of some expenses by the bookkeeper required re-categorization in the transfer to Quickbooks. No changes were proposed by the board. The final audit will be presented in the December meeting for approval.

**6. Manager's Report:**

Hansell presented his written report covering management activity since the last meeting. He

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noted that the SSRAP report is still pending completion. Notifications regarding non-conforming laterals are pending as well.

### 7. Reports on Outside Meetings:

- a. SASM Board Meeting of 11/21/19 – Gates attended the meeting. Hansell reviewed the discussion regarding the SASM mural selection process as well as the further discussions after the meeting regarding ownership of the end of the Shell Rd main. Responsibility for the main remains in question as Mill Valley does not acknowledge ownership despite its location within the city limits.
- b. District Managers Meeting of 11/13/19 – Hansell discussed the meeting agenda. Questions on updating the SASM 1992 Ordinance remain and resolving the prior reporting discrepancies of EDUs. An extended study of ADU charges was approved as well to see if a different fee basis should be proposed. Flow monitoring by SASM has begun in different areas of the JPA. Hansell also stated that Roto-Rooter is investigating a groundwater leak into Alto's system in front of 30 Central Dr.

### 8. Future Agenda Items:

None

### 9. Directors' Open Time:

None

### 10. Adjournment:

*Motion: To adjourn the meeting at approximately 8:25pm.*

*Moved: Kennedy, seconded by Elam.*

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

*Nays: None*

*Absent: Gates*

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, DECEMBER 18, 2019**