

# ALTO SANITARY DISTRICT

## Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 25 March 2020

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

President Janis Bosenko called the online meeting to order at 7:34 p.m.

Other board Members present: Emily Elam, Todd Gates, Tania Kennedy, & 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 02/26/20.

b. Financial Report for February 2020 and March 2020 List of Payments to be approved.

*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. COVID-19 Impact – General discussion on conditions affecting District operations and protocols:

Hansell noted that the District's consultants are using best practices and social distancing per the County Health Dept orders.

b. Capital Improvement Project FY2019-20 – Progress update on work stoppage:

Hansell reviewed the current pause in the work due to the Shelter In Place orders even though the project falls under the category of Essential Services. Director Gates asked

Hansell to clarify the contractor's email stating that the company was asked not to work on

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private property. Gates also suggested that a Change Order should be issued defining the stoppage. Pippin Cavagnaro of Nute Engineering confirmed that a 30-day extension could be issued.

### 6. **Manager's Report:**

Hansell presented his written report covering management activity since the last meeting. Of note, Hansell confirmed that he audited Roto-Rooter's last maintenance billing and it conformed to the District's schedule. Hansell noted that he will be taking the CWEA Collection System Maintenance Grade Level 2 exam in the Fall. The following motion was approved:

*Motion: To reimburse the District Manager for the cost of the CWEA exam.*

*Moved: Kennedy, seconded by Elam.*

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

*Nays: None*

*Absent: None*

Hansell presented a letter from County Counsel Jack Govi regarding his retirement after serving 42 years with the County of Marin. The Board directed Hansell to send a letter of appreciation on behalf of the District.

*Motion: To issue a Resolution commending Jack Govi on the occasion of his retirement from the County Counsel's office for his many years of service to the District.*

*Moved: Kennedy, seconded by Gates.*

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

*Nays: None*

*Absent: None*

### 7. **Reports on Outside Meetings:**

- a. SASM Board Meeting of 03/19/20 – Canceled. No report.
- b. District Managers Meeting of 03/11/20 – Hansell reported that the options for the SASM assessment distribution were voted on and the managers were split on whether to change the basis or not.

### 8. **Future Agenda Items:**

None

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### 9. Directors' Open Time:

Director Kennedy described the recent sale of 31 Shell Rd and the owner's intent to keep the existing structures as is but recommended checking at a later date on whether it would qualify for additional EDU charges.

The Directors shared their personal experiences of conditions under the Shelter In Place order.

### 10. Adjournment:

*Motion: To adjourn the meeting at approximately 8:11pm.*

*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, APRIL 22, 2020**