

ALTO SANITARY DISTRICT

Meeting Minutes

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

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

President Janis Bosenko called the online meeting to order at 7:33 p.m.

Other board Members present: Secretary/Treasurer Tania Kennedy, Director Emily Elam, & Director Marc Nash

Board Members absent: Director 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 Meeting of 10/28/2020.

b. Financial Report for October 2020 and November 2020 List of Payments to be approved.

Motion: To approve the Consent Calendar, as submitted.

Moved: Kennedy, seconded by Elam.

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

Nays: None

Absent: Gates

5. **New Business:**

a. Compliance with Healthy Workplaces/Healthy Families Act of 2014 – Review/Discuss the District's responsibilities under the Act.

Hansell presented the requirements of the Act and the board discussed the requirements for compliance.

Motion: To comply with the requirements of the Healthy Workplaces/Healthy Families Act of 2014 and to credit hours previously accrued by the District Manager's service time dating to Sept 2016 with no cap on the annual accrual amount of 1 hr sick leave per 30 hrs worked granted at the beginning of each calendar year with the requirement that any unused accrued time existing at the end of the term of the District Manager's employment will be lost.

ALTO SANITARY DISTRICT

Meeting Minutes

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Moved: Elam, seconded by Kennedy.
Vote: Ayes: Bosenko, Elam, Kennedy, Nash.
Nays: None
Absent: Gates

- b. District Manager Contract – The District Manager’s At-Will contract has not been reviewed since 09/15/2016 and should be updated to stipulate the State’s required sick leave policy. Staff recommends updating the contract as needed.

President Bosenko stated that she will discuss with Director Gates the formation of an ad-hoc committee to draft a new contract to bring before the board at a regular meeting for approval.

- c. Capital Improvement Project FY2020-2021.

Hansell presented an updated report from Nute Engineering. The project is proceeding on schedule.

6. **Manager’s Report:**

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

7. **Reports on Outside Meetings:**

- a. SASM Board Meeting of 11/19/20 – Hansell noted Gate’s email about the meeting which was very brief and addressed the approval of an emergency repair project for the treatment plant.
- b. District Managers Meeting of 11/11/20 – No meeting was held.

8. **Future Agenda Items:**

None

9. **Directors’ Open Time:**

None

10. **Adjournment:**

Motion: To adjourn the meeting at approximately 8:05pm.
Moved: Kennedy, seconded by Elam.
Vote: Ayes: Bosenko, Elam, Kennedy, Nash
Nays: None
Absent: Gates

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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 23, 2020**