

ALTO SANITARY DISTRICT

Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, 24 February 2021

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 Todd Gates, & Director Marc Nash
Board Members absent: None
Staff present: Manager Bill Hansell

2. **Adoption of the Agenda:**

Motion: To adopt the agenda as presented.
Moved: Elam, Seconded by Kennedy.
Vote: Ayes: Bosenko, Elam, Kennedy, Gates, 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 Meeting of 01/27/2021.
- b. Financial Report for January 2021 and February 2021 List of Payments to be approved.

Motion: To adopt the Consent Calendar as presented.
Moved: Kennedy, Seconded by Gates.
Vote: Ayes: Bosenko, Elam, Kennedy, Gates, Nash
Nays: None
Absent: None

5. **New Business:**

- a. FY2019-2020 Audit

Amy Arend with R.J.Ricciardi, Inc, presented the draft audit and noted that the review process went smoothly. The only management comment was a minor one suggesting that the District obtain additional insurance coverage for employee fraud and errors. Hansell said he would follow up with SASM, whose joint policy covers Alto, to see if this is an option.

Motion: To accept and approve the FY2019-2020 Audit as presented.
Moved: Kennedy, Seconded by Elam.
Vote: Ayes: Bosenko, Elam, Kennedy, Gates, Nash
Nays: None

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Absent: None

b. Capital Improvement Project FY2020-21

Pippin Cavagnero with Nute Engineering presented the bids submitted and reviewed for the CIP project. Pippin described the recent SSO from the end of December which occurred in a portion of main intended to be replaced by this CIP. The proposed project involves a bigger main compared to others Alto has replaced in the past few years. Also, the private connections are mostly multi-family units that will require larger diameter pipe connections. There will be more paving repairs with this project due to the nature of the replacement. The bids came in more than \$100K below the expected engineer's estimate. There were eight (8) bids and the low bid was placed by Glosage Engineering. The expected start date is about three to four weeks from the award date and finished within 60 days after that.

Motion: To accept the low bid from Glosage Engineering for the FY2020-2021 CIP

Moved: Gates, Seconded by Kennedy.

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

Nays: None

c. Joint MVRS Agencies Meeting

Hansell reviewed the history to date regarding a joint study of MVRS solid waste and recycling services. Since the last meeting, R3 Consulting Group has offered a draft proposal to review three scopes of work including the regular triennial audit, an investigation of the impact of SB1383, and the contract/services comparison between the MVRS agencies. Hansell informed the board that he is still trying to obtain agreement from all the agencies on a way to proceed.

d. District Manager Contract

President Bosenko thanked Director Gates for his work on revising the proposed contract. Hansell asked if there were any other board comments to be included. Bosenko suggested that the agreement be initiated at the start of the next Fiscal Year and Hansell agreed.

6. Manager's Report:

Hansell presented his written report covering management activity since the last meeting. Hansell said the lateral tracking has been lagging but he will attend to that as his schedule eases up in the late Spring/Summer. The funds for the Zero-Waste Marin were received and Hansell is working on a plan to utilize it per the grant rules.

7. Reports on Outside Meetings:

- a. SASM Board Meeting of 02/18/2021 – Gates said that an agreement was reached with Comcast for compensation on the use of SASM property for its equipment. Gates also

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pointed out to the Board that the SASM mural is up and they should stop by to see it.

- b. District Managers Meeting of 02/10/2021 – Hansell said that most of the discussion was regarding Roto-Rooter’s services.

8. Future Agenda Items:

None

9. Directors’ Open Time:

None

10. Adjournment:

Motion: To adjourn the meeting at approximately 8:26pm.

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, MARCH 24, 2021**