

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF MONDAY, OCTOBER 28, 2015

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:30 p.m. Board Members present: Directors Janis Bosenko, Roger Gainer, and Tania Kennedy. Director Pedro Femenia was absent. Also present, Manager Roger Paskett.
2. Visitors to the Meeting and Open Time for Public Expression: There were no visitors from the public.
3. Minutes of the Meeting of September 23: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Bosenko/Kennedy that the minutes of the meeting of September 23 be approved as submitted; approved 4-0
4. Manager's Report: Paskett reported on five areas of activity this month.
 - a. Sewer Location: Roto-Rooter responded to 5 USA sewer location calls.
 - b. Sewer Laterals: No permits were issued but one long-standing lateral repair was completed at 1060 Redwood Hwy.
 - c. Sewer Overflows: None to report.
 - d. Sewer Maintenance: Gasket material was added to 2 noisy manhole covers to quiet them. Two hot spot areas were given scheduled cleaning.
 - e. Annual Audit: Work continues but we are near the end of the period to gather materials for CPA Terry Krieg.
 - f. SSRAP Annual Report: This report was due October 15th. It was worked on by Nute Engineering and the District Manager, and filed with the EPA. A complete copy was given to each board member.
5. Reports on outside meetings
 - a. SASM – Director Gainer attended the SASM board meeting on October 15th and gave the following report.
 - i. Jill Barnes, the City Engineer for the City of Mill Valley attended the meeting to say her good-byes. She had recently resigned from the City.
 - ii. A new Secretary-Treasurer was voted for to complete the rest of Pedro Femenia's term since his recent resignation from the board. Commissioner John McCauley was appointed.
 - iii. Rip rap repair to protect the SASM pipeline was discussed. There was some question of jurisdiction that had been settled.
 - b. District Manager's Meeting – There was no District Manager meeting in October.
6. Financial Report and List of Disbursements: Paskett reported that revenues from September property taxes and Agency income, totaled \$1,767.40. With warrants amounting to \$8,661.16, a balance of \$97,350.28 was left in the O&M account. After expenses this month the account will hold a balance of \$89,489.46. The personnel payment account had a balance of \$1,180.82 after payroll last month. The reserve account had no activity and has a balance of \$200,000. The following list of expenses (check nos. 976 to 981) was submitted for approval.

FUND 72200

Ending Balance 8/31/15, Beginning Balance 9/01/15

104,244.04

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Revenues:

Prop Taxes # Prior Year ERAF/Reverse ERAF	862.85	
Prop Taxes # Redemptions	4.55	
Agency Receipts	900.00	
Total Revenues		1,767.40

Debits:

Checks issued 9/23/15 (00967 thru 00975)		<u>(8,661.16)</u>
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Ending Balance in Fund 72200 as of 8/31/15 **97,350.28**

FUND 34120

Balance on 9/01/2015		200,000.00
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Revenues:

None	<u>0.00</u>	
Total Revenues		0.00

Debits:

None		
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Ending Balance in Fund 34120 as of 9/30/15 **200,000.00**

LIST OF EXPENSES FOR 9/23/15

<u>CHECK</u>	<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>	
	976	Alto Sanitary District	Personnel Payment Account	3,200.00	
	977	Nute Engineering	Engineering Services, September	1,499.50	
	978	Roto-Rooter	Location and Inspections - Sept.	2,931.54	
	979	AT&T	Telephone Service	57.71	
	980	Consumer Cellular	Cell Phone Service	22.07	
	981	Roger Paskett	Office Expense Reimbursement	150.00	(7,860.82)

Balance in Fund 72200 after payment of above: **89,489.46**

PERSONNEL PAYMENT ACCOUNT

Ending Balance 9/16/2015	1,180.82	
Deposit 9/25/2015	<u>2,500.00</u>	
		3,680.82

August Withdrawals

Payroll	1,519.28	
IRS Tax Payment	1,159.30	
Employment Devel Edd Eftpmt	14.46	
Employment Devel Edd Eftpmt #2	274.07	

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Total Withdrawals	(2,967.11)
Bank Fees	(12.00)
Ending Balance 9/15	701.71

Action Taken: M/S Kennedy /Gainer to approve the financial report and pay the above listed expenses; adopted 4-0.

7. New Business

- a. Consider Resolution 2015-05, DETERMINING THE APPROPRIATION OF TAX PROCEEDS FOR THE YEAR ENDED June 30, 2015. There was some discussion about the source from which proceeds from appropriation taxes come from. No one seemed to know and so Director Gainer said that he would check with the Marin County Finance department to get an answer. Manager Paskett said he would give Director Gainer the contact information for the Marin County Auditor-Controller, Edmond Dea so that he could follow up.

Action Taken: M/S Kennedy /Gainer to adopt Resolution 2015-05; adopted 4-0.

- b. Consider Question of Responsibility for Pipe Section MH 110.01 to MH L-18. Manager Paskett explained that because of the ambiguity of ownership of this section of pipe, maintenance has been spotty or non-existent. Furthermore, the problems with this section of pipe, which are major, can only be addressed by a joint effort between all of the agencies that have a stake in it. The stake holders in this case are Alto Sanitary District, Mill Valley, and SASM.

Action Taken: M/S Gainer / Kennedy to direct the manager to get a proposal from the engineers at Nute Engineering to study this problem and give us solutions and their costs; adopted 4-0

8. Unfinished Business

- a. Review Draft Ordinance 2015-02, ADOPTING A SCHEDULE OF FEES FOR SERVICES PROVIDED BY THE DISTRICT. This Ordinance was introduced at the September 23rd meeting at which time the Board directed the District Manager to prepare an Ordinance for adoption at this meeting. Paskett reported that, though a draft was completed, the ordinance was not ready for adoption because a few points still needed to be worked out. Paskett included the draft ordinance with this meeting's board packet so that the directors could review it and bring up concerns or ideas. Director Gainer expressed concern that by raising permit fees for sewer lateral repairs we might be discouraging residents from getting their private laterals repaired by making it cost prohibitive. There was a discussion about whether the suggested fees in the Master Fee Schedule Ordinance were appropriate and fair. The idea of having no fees and having the District absorb all of the costs was explored as well. Paskett explained that if fees are charged for services, those fees must be justified and serve to reimburse the District and nothing more. Director Kennedy wondered if the fees could be changed after the ordinance was adopted or if line items could be tweaked at the time of adoption. Paskett agreed to get clarification on these questions from legal counsel. This item will be continued until the November 25th meeting at which there is a plan to adopt it.

9. Director's Open Time:

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- a. Director Gainer wanted to know how long he is required to keep his copies of the board packet. Paskett responded that it is up to him but that copies are kept with the district files.
 - b. Manager Paskett announced that the swearing-in of the newly elected and appointed directors will be sworn in at the December meeting. The oath of office will be administered at the beginning of the meeting and the new directors will be seated immediately.
 - c. Manager Paskett wondered if the scheduled December 23rd meeting is too close to Christmas if it were to be held on that day. The Directors agreed to change the meeting to Wednesday, December 16th.
 - d. Manager Paskett got consensus from the Board that having the SASM plant tour for the Alto Board of Directors should take place after the new board is seated in December. The Board also agreed that having the tour on a weekday at 9:00 in the morning on a Monday would work best.
10. Adjournment: M/S Kennedy / Gainer; approved 4-0. 9:05 pm

Minutes respectfully submitted by Roger Paskett

**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, NOVEMBER 25, 2015**