

**ALTO SANITARY DISTRICT**  
**MINUTES OF THE MEETING OF MONDAY, DECEMBER 16, 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, Pedro Femenia, and new board member Todd Gates, who has taken the seat vacated by Tania Kennedy. Director Roger Gainer 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. Administer the Oath of Office for Newly Elected and Appointed Directors: Chairman Bransgrove administered the oath of office to Pedro Femenia, Janis Bosenko, and Todd Gates after which the new directors took their seats to continue the meeting.
4. Minutes of the Meeting of November 25: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Femenia/Bosenko that the minutes of the meeting of November 25 be approved as submitted; approved 4-0
5. Manager's Report: Paskett reported on eight areas of activity this month.
  - a. Sewer Location: none to report.
  - b. Sewer Laterals: none to report
  - c. Sewer Overflows: The sewer backed up in the parking lot at 62 Shell Road on December 3<sup>rd</sup> due to a blockage in the sewer main on Shell Road. It was reported that 35 gallons spilled before Roto-Rooter could clean it up. The proper reports were filed with the State of California.
  - d. The Master Fee Schedule Ordinance is on course to go into effect on December 25th.
  - e. Annual Audit: A draft of the Annual Audit has been received and needs to be reviewed.
  - f. Marin County Civil Grand Jury: The District received a Website Transparency Report card from the Grand Jury stating that our website did not meet transparency standards. Paskett reported that he filled out an audit form for the Grand Jury that will enable the Grand Jury to come out with a report on each of the sewer districts. Director Bosenko wanted to know if other districts were audited and Paskett responded that others had been audited. Director Gates observed that the LAFCO website has more information about Alto Sanitary District than the District's website. Paskett explained that the Alto website was non-existent a year ago so we are making some progress. But time and funds are preventing us from adding to it. Director Bosenko suggested that we might get a high school student doing community service to work on our website. Paskett responded that this may be an idea worth pursuing but he does not have the time to recruit high school students and asked if one of the board members would be willing to take this on. Chairman Bransgrove and Director Bosenko suggested that they might have time to put into this idea. Chairman Bransgrove suggested we continue the subject at the next meeting.
  - g. SASM Tour: Paskett explained to new Director Gates the motivation for planning a tour of the wastewater plant, that being to inform the directors of the member agencies about the reasons why a 30 million dollar upgrade over the next five years is being requested. A date will be set for some time in January, 2016. Since the tour will occur before the next board meeting the directors will be informed of the tour date via email.

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h. Shell/Lomita Problem: As directed at the November 25<sup>th</sup> board meeting Paskett located copies of agreements between SASM member agencies concerning jurisdiction of joint-use facilities, such as sewer mains conveying sewage from multiple districts. Discussion followed about three possible solutions to the grade problem that had been identified in a proposal by Nute Engineering. Next steps are to have Director Gainer, our SASM representative, bring this item before the SASM board. Paskett will ask Gainer to bring the issue before the SASM board at its December 17<sup>th</sup> meeting so that the issue can be put on the agenda at a future SASM board meeting.

6. Reports on outside meetings

- a. SASM – No Report. The December meeting will occur on December 17th.
- b. District Manager’s Meeting – There was a meeting in December but Paskett forgot to bring his notes and could not recall what took place so there was no report delivered.

7. Financial Report and List of Disbursements: Paskett reported that the sole revenue this month was from the Mill Valley Refuse Service franchise fee of \$3193.63. With October warrants amounting to \$11,674.33, a balance of \$81,066.66 was left in the O&M account. After expenses this month the account will hold a balance of \$62,259.66. The personnel payment account had a balance of \$804.39 after payroll last month. The reserve account had no activity and has a balance of \$200,000. The following list of expenses (check nos. 989 to 996) was submitted for approval.

FUND 72200

Ending Balance 10/31/15, Beginning Balance 11/01/15	89,547.36
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Revenues:

MVRS Q3 Franchise Fee	<u>3,193.63</u>
Total Revenues	3,193.63

Debits:

Checks issued 11/25/15 (00982 thru 00988)	<u>(11,674.33)</u>
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<b>Ending Balance in Fund 72200 as of 11/30/15</b>	<b>81,066.66</b>
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FUND 34120

Balance on 11/01/2015	200,000.00
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Revenues:

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

Debits:

None
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<b>Ending Balance in Fund 34120 as of 11/30/15</b>	<b>200,000.00</b>
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LIST OF EXPENSES FOR 12/16/15

<u>CHECK NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>
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989	Alto Sanitary District	Personnel Payment Account	3,200.00
990	Nute Engineering	Engineering Services, September	11,106.25
991	Roto-Rooter	Location and Inspections - Sept.	2,909.75
992	AT&T	Telephone Service	58.00
993	Consumer Cellular	Cell Phone Service	23.00
994	Marin County Tax Coll.	County Counsel Q1 Invoice	820.00
995	Marin County DPW	Annual Encroachment Permit	490.00
996	Roger Paskett	Office Expense Reimbursement	200.00
			(18,807.00)

<b>Balance in Fund 72200 after payment of above:</b>	<b>62,259.66</b>
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**PERSONNEL PAYMENT ACCOUNT**

Ending Balance 11/16/2015	809.57
Deposit 11/27/2015	<u>3,200.00</u>
	4,009.57
August Withdrawals	
Payroll	1,706.19
IRS Tax Payment	1,189.88
Employment Devel Edd Eftpmt	21.24
Employment Devel Edd Eftpmt #2	275.87
Total Withdrawals	(3,193.18)
Bank Fees	(12.00)
<b>Ending Balance 12/16</b>	<b>804.39</b>

Action Taken: M/S Femenia/Bosenko to approve the financial report and pay the above listed expenses;  
Approved 4-0.

8. New Business

- a. Item 8a – Consideration of approving financial statement by auditor Terry Krieg, CPA – Before approving the audit Director Gates asked about the extra revenue from 60 units that hadn't been paying in the past. Paskett explained that these units had not been placed on the tax rolls by the previous management. The non-billed properties were discovered by Gary Robards of Nute Engineering during a meeting with Roger Paskett when he was just coming on board. Paskett further explained that it is the sewer district's responsibility that the County Tax Collector knows how much to charge each parcel on the tax bill. Regarding the audit, Director Bosenko wanted to know what action we are taking with this item. Paskett explained that the Board must approve the Financial Statement as provided by Terry Krieg before he can publish the final audit.

Action Taken: M/S Bosenko/Femenia to approve the Financial Statement for fiscal year 2014-15 titled Alto Sanitary District Financial Statements June 30, 2015; motion carried 4-0.

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- b. Item 8b – Consider approving proposed District Board meeting schedule for 2016 – Paskett explained that the schedule for the year should be set now to prevent modifying meeting dates on the spur of the moment as was done this year. Action Taken: M/S Femenia/Bosenko to adopt the meeting schedule as submitted; adopted 4-0.
  - c. Item 8c – Election of officers for the Alto Sanitary District Board of Directors – Chairman Bransgrove opened up for nominations for Chairman and Secretary-Treasurer. Director Femenia suggested that the current officers continue for another year. There were no other nominations so the nominations were closed. Chairman Bransgrove called for a vote to approve the proposed slate. The slate was approved 4-0.
9. Director's Open Time:
- a. Chairman Bransgrove welcomed the new director, Todd Gates to the Board.
  - b. Director Bosenko suggested that we send a letter of appreciation to Tania Kennedy for her service on the Board. Chairman Bransgrove suggested a resolution. Manager Paskett requested that the Board members write down what they want to be said in the resolution and he would prepare it. Chairman Bransgrove agreed to work on the wording of the resolution.
10. Adjournment: M/S Femenia / Bosenko; approved 4-0. 8:16 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, JANUARY 27, 2016**