

ALTO SANITARY DISTRICT
MINUTES OF THE MEETING OF MONDAY, JULY 22, 2015

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:29 p.m. Board Members present: Directors Janis Bosenko, Pedro Femenia, Roger Gainer, and Tania Kennedy. 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 June 24: Director Bosenko made two corrections to the minutes. They were both in the third part of the meeting; item 6a. 1) The word “general” should replace the word “yard” in the second question to MVRs, “How many *general* cleanups are there per year... and 2) MVRs answered that they are not self-insured but are covered by State Fund Workers Compensation in the third question asked. Action taken: M/S Kennedy/Bosenko that the minutes of the meeting of June 24 be approved as amended; approved 5-0
4. Manager’s Report: Paskett reported on six areas of activity this month.
 - a. Sewer Location: Roto-Rooter responded to 8 USA sewer location calls.
 - b. Sewer Laterals: Roto-Rooter/Nute inspected one sewer lateral at 28 Thomas that was response to the sewer lateral ordinance adopted this spring.
 - c. Sewer Overflows: None to report.
 - d. 1060 Redwood Hwy: On July 1st a letter was received from the VanAckers’ attorney agreeing to pay the fees but refusing to fix their North/East lateral or the manhole. Their position was that the lateral passed inspection and they didn’t touch the manhole. The next few weeks was spent researching evidence. The Video of the inspection clearly shows that the North/East lateral is leaking. There is less clear evidence that the manhole was modified by the VanAckers. At County Counsel’s advice, this evidence was shared with the attorney in a phone conversation. The attorney suggested that a meeting be scheduled with Daniel VanAcker to show the video and make the case for lateral replacement. For the manhole, Paskett will review options with the District engineer and repair the manhole at district expense unless clear cut evidence can be found that implicate the VanAckers.

This topic generated questions and a discussion about how the District keeps up with new permits issued by the County and if we have any teeth when enforcing sewer standards. Paskett explained that our current system involves checking for new permits issued by the County on their website. When a major remodel is found it is up to the District Manager to place a hold on the permit. This will ensure that the County will not do the final sign-off on the permit until the District releases its hold. Director Gainer asked that the board members be updated progress is made in the 1060 Redwood Hwy issue. Paskett agreed.
 - e. Reserve Fund Account: Paskett reported that the Investment Fund 34120 was opened on July 6th and has a balance of \$200,000. We will see the transaction next month after the June SAP report comes out. Paskett estimates that there is about \$100,000 left in the General Fund.
 - f. Master Fee Schedule: Paskett reported that the master fee schedule was not presented at this meeting as planned because it was found that Alto has no set of codes that are the basis for a fee schedule. The building codes will be presented in the form of a document titled, *Standard Specifications and Drawings for the design and construction of public sewerage*

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facilities and side sewers as agenda item 7a of this meeting. The fee schedule will be presented at the August meeting.

1. Reports on Outside Meetings

- a. SASM Board Meeting – Femenia reported that the annual SASM retreat, held on July 16th, was at the Mill Valley Community Center. The SASM board approved a request to proceed with refining the costs of implementing the proposed five-year, \$30 million CIP improvements. This means that SASM staff will proceed with hiring an engineering firm to design the various improvements like a new headworks and digester rehabilitation. Doing this will give the SASM board more realistic numbers to determine how much the five-year CIP will cost. . This will happen between now and September, 2015. The actual construction will start sometime in FY 2016/17. At that time SASM will need to find funding. Director Gainer suggested that the member agencies may be able to partner in the bond that SASM applies for so that we might save money on bond fees and rates. Director Femenia will update the board when there is news.
- b. District Manager’s Meeting – The managers discussed ways they can manage the sewer lateral ordinances in our districts. At issue is how to get the real estate agents to make it standard procedure to include a sewer lateral inspection as part of the disclosure process. Currently the Districts are having to look for houses that have just come on the market to make sure the agents are following the ordinance. A way to automate notification has not been established. We are hoping that as time goes on it will become part of the standard procedure for selling a home. Because it is part of the disclosure process the agents will most likely take responsibility for seeing to it that inspections are made sooner rather than later in the selling process.

FUND 72200

Ending Balance 5/31/15, Beginning Balance 6/01/15 280,132.38

Revenues:

Prop Tax - Current Secured	1,932.93	
Prop Tax Supplemental - Current Yr. Secured	63.21	
Prop Tax - Redemptions	1.44	
Special Benefit Tax/Assmnt - Prop Tax	40,693.90	
State - Homeowners Prop Tax Relief	37.39	
Agency Receipts	2,100.00	
Total Revenues		44,828.87

Debits:

Checks issued 6/24/15 (00945 thru 00950) (11,807.01)

Ending Balance in Fund 72200 as of 3/31/15 313,154.24

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LIST OF EXPENSES FOR 7/22/15

<u>CHECK</u>			
<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>
951	Alto Sanitary District	Personnel Payment Account	2,500.00
952	Nute Engineering	Engineering Services, May	6,237.00
953	Roto-Rooter	Location and Inspections - June/July	1,324.50
954	AT&T	Telephone Service	56.58
955	Consumer Cellular	Cell Phone Service	21.55
956	Marin Co. Tax Collector	LAFCO Charges FY 2015-16	187.26
957	Marin Co. Tax Collector	County Counsel Fees, Q4 FY 14-15	922.50
958	AABET Business Systems	Check order	88.70
959	Roger Paskett	Office Fund - cash on hand	100.00
			(11,438.09)
Balance in Fund 72200 after payment of above:			301,716.15

PERSONNEL PAYMENT ACCOUNT

Ending Balance 6/12/2015	2,257.23	
Deposit 6/26/2015	2,500.00	
		4,757.23
June Withdrawals		
Payroll	1,519.29	
IRS Tax Payment	1,159.26	
Employment Devel Edd Eftpmt	14.46	
Employment Devel Edd Eftpmt #2	274.08	
	Total Withdrawals	(2,967.09)
	Bank Fees	(12.00)
Ending Balance 7/14		1,778.14

Action Taken: M/S Kennedy /Femenia to approve the financial report and pay the above listed expenses; adopted 5-0.

2. New Business:

- a. Consider Resolution 15-03 to adopt Standard Specifications and Drawings for the design, repair, and construction of sewer systems in the Alto Sanitary District:
 Because the need for these standards was discussed during the manager's report action was taken without discussion.

Action Taken: M/S Gainer/Kennedy to adopt 15-03; Approved 5-0.

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3. Director's Open Time: Manager Paskett announced that he would be resigning as soon as he completes some projects he is working on. A discussion ensued to explore how the work might be distributed to ease the time required for the manager so that he might stay on. A resignation letter was not submitted and no date has been set at this time.
4. Adjournment: M/S Femenia/Kennedy; approved 5-0. 8:30 pm

**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, August 26, 2015**