

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF MONDAY, SEPTEMBER 23, 2015

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:31 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 August 26: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Kennedy/Bosenko that the minutes of the meeting of August 26 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 4 USA sewer location calls.
  - b. Sewer Laterals: A total of 3 permits were issued for sewer lateral repairs.
  - c. Sewer Overflows: None to report, though our crew was called out to a possible spill which ended up being a private lateral backup at 30 Central Ave.
  - d. Fixture Count Inspections: There were 2 properties that completed remodels and needed a count of the fixtures added.
  - e. 1060 Redwood Hwy: Manager Paskett reported that the District manhole has been repaired and a new frame and cover installed. Daniel Van Acker has scheduled the sewer lateral repair and it should be completed by Friday, September 25<sup>th</sup> with a final inspection the following week.
5. Reports on outside meetings
  - a. SASM – No report. Alto did not have a representative at the September 17<sup>th</sup> SASM meeting.
  - b. District Manager's Meeting – Paskett reported that there was a district manager's meeting on Wednesday, September 9<sup>th</sup>. In attendance were Bonner Beuhler (HVSD and Almonte SD), Jon Elam (TCSD), Schott Schneider (Mill Valley SD), and Mark Grushayev (SASM). Johnny Tucker (RBSD) was not present. Topics covered:
    - i. Grushayev explored the idea of SASM establishing construction standards for repair of the trunk sewers under its responsibility.
    - ii. Beuhler wondered how the member districts calculate the amount for SASM (based on EDU counts) if their district uses flow-based sewer charges. All managers reported that their sewer fees are EDU based, even TCSD who has a flow-based formula for apartments only.
    - iii. Schneider expressed that he has had trouble coordinating paving and sewer lateral repairs because of the complexities of notification and coordinating with other utilities to get work done within short time frames.
    - iv. Paskett suggested that SASM host tours for member agency boards to help them understand the need for the master plan and to understand that SASM is theirs, not some entity that takes their money.
6. Financial Report and List of Disbursements: Paskett reported that revenues from July property taxes and Agency income, totaled \$3,200.68. With warrants amounting to \$9,379.84, a balance of \$104,244.04 was left in the OSM account. After expenses this month the account will hold a

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balance of \$95,582.88. Note that check #965 was voided because the wrong amount (of \$207.65) was entered on the check and it had to be reissued. Check number 974 was voided due to an error in writing the check. The personnel payment account had a balance of \$1,072.94 after payroll last month. The reserve account had no activity and has a balance of \$200,000. The following list of expenses was submitted for approval.

FUND 72200

Ending Balance 7/31/15, Beginning Balance 8/01/15 110,421.37

Revenues:

Prop Taxes # Redemptions	1.83	
Agency Receipts	3,200.68	
	3,200.68	
Total Revenues		3,202.51

Debits:

Checks issued 8/26/15 (00960 thru 00966) (9,379.84)

**Ending Balance in Fund 72200 as of 8/31/15 104,244.04**

FUND 34120

Balance on 8/01/2015 200,000.00

Revenues:

None	0.00	
	0.00	
Total Revenues		0.00

Debits:

None

**Ending Balance in Fund 34120 as of 8/31/15 200,000.00**

LIST OF EXPENSES FOR 9/23/15

<u>CHECK</u>	<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>
	967	Alto Sanitary District	Personnel Payment Account	2,500.00
	968	Nute Engineering	Engineering Services, July	2,643.00
	969	Roto-Rooter	Location and Inspections - Aug./Sept.	2,504.00
	970	AT&T	Telephone Service	57.12
	971	Consumer Cellular	Cell Phone Service	21.79
	972	USA North	Faxes (reissue ck. from last month)	270.65
	973	Roger Paskett	Office Supplies Fund	100.00
	974	VOID	error while writing check	0.00
	975	Loretta Figueroa	Bookkeeping for 2014/15 Audit	835.25
		VOIDED Check to USA North #965, wrong amt entered		(270.65)
				(8,661.16)

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**Balance in Fund 72200 after payment of above:** **95,582.88**

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PERSONNEL PAYMENT ACCOUNT

Ending Balance 8/15/2015	1,072.94	
Deposit 8/27/2015	3,200.00	
		4,272.94
August Withdrawals		
Payroll	1,612.74	
IRS Tax Payment	1,174.56	
Employment Devel Edd Eftpmt	17.84	
Employment Devel Edd Eftpmt #2	274.98	
Total Withdrawals		(3,080.12)
Bank Fees		(12.00)
<b>Ending Balance 9/15</b>		<b>1,180.82</b>

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

7. New Business

- a. Consider Resolution 2015-04, ADOPTING A SCHEDULE OF FEES FOR SERVICES PROVIDED BY THE DISTRICT. Director Gainer felt that the item was well presented and that the fees that were suggested are fair.

Action Taken: M/S Gainer /Bosenko to adopt Resolution 2015-04 which directs Manager Paskett to prepare an Ordinance for a fee schedule that will be presented at the October 28<sup>th</sup> Alto Board meeting for consideration; adopted 4-0.

8. Unfinished Business - none

9. Director's Open Time:

- a. Replacing Director Femenia as Alto's Commissioner on the SASM Board – Paskett conveyed to the Board Pedro Femenia's request to have one of the Directors replace him as Commissioner to the SASM board. After some discussion it was decided that Director Gainer would serve as Commissioner and that Director Bransgrove would serve as Alternate Commissioner. Action M/S Bosenko/Kennedy; approved 4-0

10. Adjournment: M/S Gainer/Kennedy; approved 4-0. 8:15 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, October 28, 2015**