

**ALTO SANITARY DISTRICT**  
**Meeting Minutes**

The Regular Meeting of the Board of Directors, Wednesday, 23 March 2022

**1. Call to Order and Roll Call:**

President Janis Bosenko called the online meeting to order at 7:32 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: Kennedy, Seconded by Elam*  
*Vote: Ayes: Bosenko, Elam, Gates, Kennedy, Nash*  
*Nays: None*  
*Absent: None*

**3. Visitors to the Meeting and Open Time for Public Expression:**

No comments were received.

**4. Consent Calendar:**

- a. Minutes of the Meeting of 02/23/2022.
- b. Financial Report for February 2022 and March 2022 List of Payments
- c. Resolution 2022-04 Remote Meetings Findings

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

**5. New Business:**

- a. **Review and Action on Violation of Ordinance 2015-01, Section 560 “Damage to District Sewer System”, in accordance with Section 430, Part D, Paragraph 3, “Corrections of Violations”, by the owner of 106 Lomita Dr, Mill Valley, CA, APN 030-155-02. Action will include authorization by the Board of Directors to add fees to the Sewer Service Charge of 106 Lomita Dr, Mill Valley, CA.**

Hansell reported on the history of the ordinance violation at 106 Lomita Dr. and the steps required by the District to resolve the issue. Per legal counsel’s advice, Hansell recommended that the District recover the costs and fees associated with the correction, as allowed by Ordinance 2015-01. The Board asked questions and discussed the violation. Pippin Cavagnaro of Nute Engineering shared his observations from the property

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inspections as well as the District's standards, given his experience with Alto over the past 20 years. The property owner stated her reasons for exposing the lateral. The owners of the lateral in question, who live at 106A Lomita Dr, expressed their concern about the violation and the exposure of their completed lateral. The plumbing contractor, Hardiman Construction, commented on the work as originally completed prior to its disturbance. The neighboring owner at 110 Lomita Dr expressed their interest in the street trees. Hansell explained that the purview of the District is over the sanitary lines and not private property issues such as easement or tree disputes. He also clarified that the charges were calculated on the direct time spent on the issue in addition to the contractor's cost for repair and re-inspection.

*Motion: To request that the Marin County Tax Assessor add sewer lateral compliance charges totaling \$5,781.90 based on the violation of Alto Sanitary District Ordinance 2015-01 to the Tax Rolls of the following property: 106 Lomita Dr, Mill Valley CA, APN 030-155-2.*

*Moved: Kennedy, Seconded by Elam.*

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

*Nays: None*

*Abstain: None*

*Absent: None*

**b. Reimbursement of Sewer Service Charges to the Owner of 38 Shell Rd, Mill Valley CA, APN 033-091-17, for Correction to EDU Count.**

Hansell explained that incorrect charges were billed to 38 Shell Rd, Mill Valley CA based on a misunderstanding that a second-unit existed on the property between FY2003/2004 and FY2021/2022. Upon the owner's request, Hansell inspected the property and researched prior records, which confirmed that only one unit exists. In order to correct the error, Hansell proposed that the District provide a reimbursement, as detailed in the report.

*Motion: To approve reimbursement to the owner of 38 Shell Rd, Mill Valley CA for prior incorrect EDU charges between FY2003/2004 and FY2021/2022 totaling \$12,677.00, as presented*

*Moved: Kennedy, Seconded by Nash*

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

*Nays: None*

*Abstain: None*

*Absent: None*

**c. Capital Improvement Project FY2021-2022:**

Pippin Cavagnero with Nute Engineering discussed the scope and progress on the next Capital Improvement Project. He explained that the County is planning for street work on

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Lomita Drive that calls for the District to repair a main under the east end of the street. The expanded scope of work will be reviewed at the April BOD meeting.

**6. Manager's Report:**

Hansell reviewed the written report. Pippin Cavagnaro commented on the smoke testing proposal.

**7. Reports on Outside Meetings:**

- a. SASM Board Meeting of 03/17/2022 – Nash provided a report on the meeting and shared information on the SASM CIP and the remaining funds left.
- b. District Managers Meeting of 03/09/2022 – The SASM board report covered the same issues. Hansell noted that there will eventually be another review of the SASM rates when the next round of capital planning is assessed.

**8. Future Agenda Items:**

Given the interest of the Board, Hansell noted that he will plan for a Zoom meeting for April.

**9. Directors' Open Time:**

None.

**10. Adjournment:**

*Motion: To adjourn the meeting at approximately 9:34pm.*

*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 BY ZOOM TELECONFERENCE AT  
7:30 P.M. ON WEDNESDAY, APRIL 27, 2022, AND NOTICED IN ADVANCE PER  
THE BROWN ACT ON THE DISTRICT'S WEBSITE.**