

SEWER SYSTEM MANAGEMENT PLAN

Updated October 31st, 2018

Table of Contents

District Overview	1
Section 1 SSMP Goals	2
Section 2 Organization	2
Section 3 Overflow Emergency Response Program	4
Section 4 FOG Control Program	5
Section 5 Legal Authority	5
Section 6 Measures and Activities	6
Section 7 Design and Construction Standards	8
Section 8 Capacity Management	9
Section 9 Monitoring, Measurement and Program Modifications	10
Section 10 SSMP Audits	11
Section 11 Communications Program	11
Section 12 Change Log	12
Appendices	12

This Sewer System Management Plan (SSMP) has been prepared in compliance with requirements of the San Francisco Regional Water Quality Control Board (RWQCB) and the Statewide Waste Discharge Requirements. The District's waste discharge identification number in the California Integrated Water Quality System (CIWQS) is 2SSO10090.

Section D.13 of the Sanitary Sewer System Waste Discharge Requirements (SSS WDR), requires all Enrollees to develop an SSMP and make it available to the public and to the SWRCB and RWQCB. The SSS WDR further specifies eleven (11) mandatory Elements that must be addressed in the SSMP. The SSS WDR also requires that the SSMP be audited at least every two (2) years from the original governing board approval date and updated or revised and re-certified by the governing board at least every five (5) years from adoption or whenever and must include any significant changes to the SSMP, as specified in Section D.14 of the SSS WDR.

DISTRICT OVERVIEW

The Alto Sanitary District is an unincorporated suburban residential area located adjacent to and northeast of the City of Mill Valley including an area east of Highway 101. The District has an estimated population of about 1,200. The Alto Sanitary District has one part-time employee, the Manager. The District has no plant or equipment. All maintenance, engineering and other professional services are performed under contract with outside firms. The Alto Sanitary District is one of six agencies which are part of a Joint Powers Authority known as the Sewerage Agency of Southern Marin (SASM). Sewage collected by these districts, including Alto, is conveyed to the SASM treatment plant, which is operated by the City of Mill Valley under contract with SASM. The treated sewage from SASM is then pumped to a diffuser in Raccoon Straits by way of a force main.

The Alto sewer system was constructed in the late 1940s and early '50s, and consists of approximately three miles of gravity sewers; there are no pump stations maintained by the District. The system consists mostly of six-inch vitrified clay pipe, and over the years, due to ground shifting and other causes the pipes have developed many cracks, offset joints and other problems typical of such systems. The pipes are subject to considerable root-intrusion. Several years ago the District embarked on a program to replace and/or rehabilitate the old pipes through a phased replacement program. The District's Engineering Consultant, Nute Engineering, and our Maintenance Contractor, Roto Rooter Sewer Service, have televised the District's system and have evaluated the problem sites. Roto Rooter has been assigned the task of addressing point-source problems and Nute Engineering prepares construction contracts for the Capital Improvement Program.

SSMP ELEMENTS

1. GOALS

Requirements

D.13.(i) Goals: The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

- a) To achieve zero Sewer System Overflows (SSOs).
- b) To manage, operate and maintain the District's sewer system in an efficient, cost-effective manner.
- c) To upgrade the District system to reduce to as great an extent as possible the problems associated with an aging infrastructure.
- d) To act in the best interest of the District's residents in all matters relating to the operation and maintenance of their sewer system.
- e) To reduce Infiltration and Inflow in the District's system by locating problems in private laterals and working with the property owners to rehabilitate or replace such lower portions of laterals during Capital Projects, and implementing a Lateral Ordinance requiring inspections and repairs of entire laterals based on the following trigger points: Home Sales, Remodels over \$50,000, Legalization of a Second Unit, and properties associated with District Capital Projects.

2. ORGANIZATION

Requirements

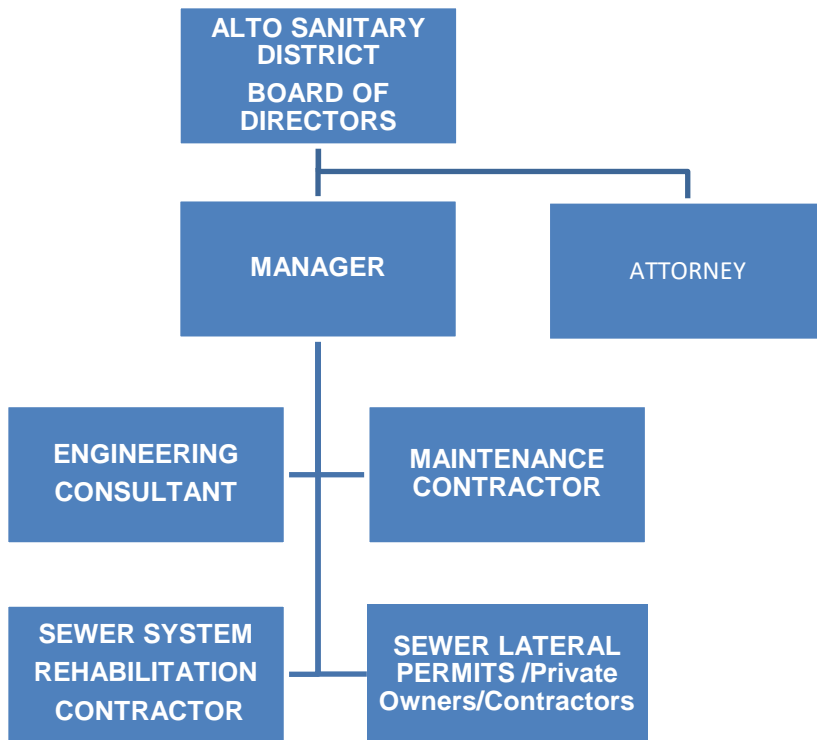
D.13.(ii) Organization: The SSMP must identify:

- (a) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR).
- (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and
- (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).

ALTO SANITARY DISTRICT BOARD OF DIRECTORS: Elected by and responsible to property owners and rate payers. This five member Board governs the District, adopts policies and plans, approves budget to implement maintenance and rehabilitation programs, and represents the District in all matters pertaining to operation of the sewer system.

MANAGER: Responsible to the Board of Directors. Conducts the day-to-day business activities of the District; oversees the maintenance and operation of the District’s sewer system; coordinates the activities of the Maintenance Contractor and the Engineering Consultant; maintains records and reports required by regulatory agencies. The current District Manager is Bill Hansell.

ORGANIZATION CHART



ENGINEERING CONSULTANT: Responsible to the Manager. Provides technical expertise in assessing the condition of the District’s system leading to the preparation of rehabilitation projects; coordinates findings determined by Maintenance Contractor into the Capital Improvement Program; prepares contracts for the implementation of the program; provides field engineering for construction while work is in progress. Implements the smoke testing and lateral rehabilitation programs, and coordinates this work with the Maintenance Contractor.

MAINTENANCE CONTRACTOR: Responsible to the Manager. Provides emergency service to stop overflows immediately upon notification; under direction of the Manager,

performs the District's periodic cleaning and preventive maintenance program; provides emergency sewer repair and/or replacement in situations where preparing and awarding a contract would expose the public to the risk of sewage overflows. Performs field work related to the smoke testing and lateral rehabilitation programs, and coordinates this work with the Engineering Consultant. Current Primary Maintenance Contractor: Roto-Rooter.

SEWER SYSTEM REHABILITATION CONTRACTOR AND SMOKE TESTING CONTRACTOR: Responsible to the Manager and to the Engineering Consultant. Under contracts prepared by the Engineering Consultant and awarded by the Board of Directors, the Contractor performs smoke testing for sewer rehabilitation and/or replacement projects.

3. OVERFLOW EMERGENCY RESPONSE PLAN **Requirements**

D.13.(vi) Overflow Emergency Response Plan - Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following:

- (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;
- (b) A program to ensure appropriate response to all overflows;
- (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc...) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;
- (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;
- (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and
- (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

Public observation is the most common way that blockages and SSOs are reported. The Alto Sanitary District has a listed phone number, 415-388-3696 and the phone message allows direct selection of Roto-Rooter's phone number (415-388-2740) for an emergency. The Alto Sanitary District has arranged with the firm of Roto-Rooter Sewer Service to provide emergency response, 24 hours, 7 days per week, to respond to calls

from residents of the District reporting sewage overflows. On-Call personnel are required to be on site within 60 minutes of being notified. Each service technician has been provided with a set of the District's system maps to facilitate their efforts. The Maintenance Contractor immediately advises the Manager of exceptional problems such as SSOs, and as necessary the Engineering Consultant is brought into the matter to recommend procedures for remedying the situation.

Back-up plans: Roy's Sewer Service – 415-381-0256
SASM Staff – 415-388-2402
Maggiora and Ghilotti Contractors – 415-459-8640

The District has formalized its agreement with Roto-Rooter Sewer Service for the continued maintenance of the District's system. The agreement was reviewed and approved by Marin County Counsel, acting as the District's Counsel in the matter.

For regulatory notification, reporting and certification purposes, the District is to follow the most current State Water Resources Control Board (SWRCB) requirements.

A Category 1 SSO results in a discharge of sewage equal to or greater than 1,000 gallons or discharge of sewage to a surface water, drainage channel or storm drain which is not fully captured and returned to the sewer system.. These SSOs need to be reported to the Office of Emergency Service (OES) at 800-852-7550 (and obtain a control number) and the Marin County Environmental Control Services at 415-499-7237. Within 3 business days a report also needs to be made to the SWRCB California Integrated Water Quality System (CIWQS) together with a final report within 15 days of the SSO event.

For Category 2 events which do not meet the Category 1 SSO criteria, the District must call the OES and file a report with CIWQS.

For Category 3 events which do not meet the Category 1 or 2 SSO criteria, the District must file a report with CIWQS.

For Private Lateral SSO's, the District must document and file information internally when the District is notified.

4. FATS OILS AND GREASE, FOG

A FOG control program is not needed for the Alto Sanitary District because the District has no restaurants or other sources where significant amounts of fats, oils or grease are generated. Communication with the Public as described in the Section 11 below indicates methods for public outreach, and actions are in collaboration with the SASM JPA FOG program.

5. LEGAL AUTHORITY Requirements

D.13.(iii) Legal Authority: Each Enrollee must demonstrate, through sanitary sewer

system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- (a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc...);
- (b) Require that sewers and connections be properly designed and constructed;
- (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;
- (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and
- (e) Enforce any violation of its sewer ordinances.

Alto Sanitary District is a Special District registered with the State of California and LAFCO with a publicly elected Board of Directors. It conducts its business with regularly scheduled Public Meetings. Alto is a member of the Sewerage Agency Southern Marin Joint Powers Authority (JPA), and obtains sewer treatment from that JPA. Alto administers its Lateral Ordinance number No. 2015-01 which gives authority to investigate private laterals for defects and require repairs. The District published Design Standard Specifications and Drawings in July 2015 which are available on its website.

6. MEASURES AND ACTIVITIES

Requirements

D.13.(iv) Operation and Maintenance Program. The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system:

- (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;
- (b) Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, with documentation;
- (c) Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan

should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan;

- (d) Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and
- (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

a) *Collection System Maps*

In 2002, the District directed its Engineering Consultant to prepare a set of GIS maps of the District's collection system. The District's map is complemented by an add-on to ArcGIS provided by Talavera & Richardson. In addition, the Data is hosted live for JPA members to view at Marin Map. The maps have since been put to extensive use. They are utilized by the Maintenance Contractor in the day-to-day maintenance of the system and for emergency service calls, and by the Engineering Consultant for evaluation of the system's condition and for establishing priorities for rehabilitation projects. The system maps are continually updated to reflect changes to the system. Additionally, cleaning records can be associated with pipe segments and a cleaning schedule.

CCTV worst pipe ratings, Cleaning, and SSO and hot spot records from 2008 to the present have been entered into the GIS database associated with the maps. Attributes of this data can be plotted on the maps.

b) *Resources and Budget*

The Alto Sanitary District derives its operating funds principally from service charges levied on the District's property owners. The charges are collected along with the property taxes by the County of Marin. The service charges are currently \$1500 per EDU per year. This amount was determined adequate to fund an aggressive CIP for replacement of the old sewers, along with an increase in SASM's assessment for treatment. The SASM increase is needed for treatment plant rehabilitation based on a consultant's extensive survey. Alto completed a Prop. 218 process for increasing the annual service charges to fund the administration of the district as well as the SASM rehabilitation program in 2016.

The District completed the televising of all the sewers in the system. Scheduled Inspections and Condition Assessment for system re-examination happens with cleaning and CIP activities to provide the Engineering Consultant, the Maintenance Contractor, and the District with current information. The District's cleaning program is for the cleaning of all the sewers in the system on a min. of a three year cycle.

Current expenses carried by Alto include the following:

Sewage Treatment (SASM assessment).....	\$290,000
System Rehabilitation Program & Professional Services..... (including engineering)	\$108,723
Other Operating Costs.....	\$ 68,560
Total of Above O&M Budgeted for FY2018/19.....	\$467,283
CIP Budget for FY2018/19.....	\$443,000
FY2018/19 Total:	\$910,283

c) *Prioritized Preventive Maintenance*

The televising survey has located problems requiring point repairs, sometimes of an emergency nature. Depending on their severity, the problems are either dealt with as emergencies or are maintained (cleaned) on an increased schedule.

The District continues to perform cleaning and televising of the system as required. The District completed a Prop. 218 process in 2016 that increased fees to a level that will allow annual system rehabilitation projects (CIP) to complete full pipe replacement in a ~50 year time frame. The process is well under way and will meet that expectation.

d) *Training* is performed frequently by Roto-Rooter Staff, and quarterly meetings with the District to stay current on State Requirements and CIWQS updates.

7. DESIGN AND CONSTRUCTION Requirements

D.13.(v) Design and Performance Provisions:

- (a) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and
- (b) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

a) *Standards for Installation, Rehabilitation and Repair*

The Alto Sanitary District follows construction standards established by its Engineering Consultant for sewer extensions and connections, and private sewer laterals, and have been adopted by the Board and published on its website. The District further requires contractors to adhere to the construction standards set forth by the County of Marin for pavement restoration and other work within the County’s jurisdiction. These standards have been found to be appropriate and adequate for the District’s purposes. If and when need arises, the standards will be expanded and/or

modified to follow changing technologies and construction methods.

b) *Standards for Inspection and Testing of New and Rehabilitated Facilities*

The Alto sewer system is essentially complete, and the only new construction is the replacement and/or rehabilitation of existing facilities. This work is done under contract with private construction firms, and is inspected by the District's Engineering Consultant in conjunction with their administration of the contracts. Standards followed for this work are as set forth above. County inspection is performed where applicable for road restoration and building permits.

8. CAPACITY MANAGEMENT

Requirements

D.13.(viii) System Evaluation and Capacity Assurance Plan: The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include:

- (a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events;
- (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in "a" above to establish appropriate design criteria; and
- (c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding.
- (d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

Alto Sanitary District does not have many property lots still available for new construction, so capacity management for system grown on a large scale is not required. Individual expansions require the developer to define new capacity and evaluate downstream pipes for capacity impact.

Cleaning have revealed one area where settlement has led to reduced pipe grades verified

by a joint survey with the adjacent JPA members who share the downstream pipes. This soil settlement has reduced those pipe segment efficiency and capacity. These pipes have been placed on the CIP, and until they can be replaced they are cleaned on a 6th month schedule.

9. MONITORING, MEASUREMENT AND PROGRAM MODIFICATIONS

Requirements

D.13.(ix) Monitoring, Measurement, and Program Modifications: The Enrollee shall:

- (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities;
- (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;
- (c) Assess the success of the preventative maintenance program;
- (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and
- (e) Identify and illustrate SSO trends, including: frequency, location, and volume.

The Alto Sanitary District is small and employs a part-time District Manager so field service for the District has for many years been provided by a contract with Roto-Rooter Sewer Service who respond to emergency calls regarding SSOs. Residents calling in to report an SSO are directed by the phone voice mail system to Roto-Rooter at a number reserved for that purpose. Roto-Rooter has personnel on call at all times and they have been directed to place the highest priority on calls from District residents reporting overflows. Roto-Rooter's response time is within one hour of notification. Each Roto-Rooter vehicle carries a set of the District's system maps and little time is lost searching out the source of SSOs, once the service technician is on the scene.

In general, the Alto Sanitary District is making a strong effort to upgrade an aging system with an active CIP that executes projects each fiscal year cycle while at the same time maintaining the system in as serviceable a condition as possible.

The Board of Directors has set the sewer service rate at a level which will allow the rehabilitation of the sewer system in accordance with the program set forth by the Engineering Consultant and updated by the District Manager and approved by the District Board. The rates will provide sufficient funds for maintaining and operating the old pipes until such time as they can be rehabilitated.

The smoke testing completed in the past revealed some laterals to be repaired but the District has focused energy on its Lateral Ordinance which has been much more effective is requiring lateral rehabilitation. The District lateral program is intended to correct the I&I problems and defects which may have contributed to the public and private SSOs experienced by the District in the past.

Each year, the financial status of the District and the demands of the maintenance and operation of the system along with the requirements of the rehabilitation program are examined in detail. The Board stands ready to go to the rate payers with a proposal to increase the sewer service charge should the economic inflation or deterioration of the sewers so require.

In 2016, the District, through the Proposition 218 process, raised the sewer service rates from \$500/EDU to the current level of \$1,500/EDU over three years. The increased rate allowed full resumption of the Capital Improvement Program and funds the ongoing cleaning, televising, and flow monitoring programs required by the regulatory agencies.

10. SSMP PROGRAM AUDITS

Requirements

D.13.(x) SSMP Program Audits - As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them.

The District reviews its performance with Roto-Rooter on a quarterly basis and annually sets the budgets for the next CIP. After the budget is approved, the District reviews the cleaning records and verifies priorities with both the Consultant Engineer and the Maintenance Contractor to ensure priorities are kept current. Any program changes for cleaning, notification, Ordinance compliance, etc. are reviewed and updated.

11. COMMUNICATION PROGRAM

Requirements

D.13.(xi) Communication Program. The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

Public Outreach and Education include website updates and postcard mailers to the public with topical sewer and garbage information for educating customers on actions they can take to improve systems performance.

JPA Managers Meetings: The District Manager attends monthly JPA joint managers meetings to discuss system updates, plant improvements, lateral ordinance compliance, regulatory requirements, and feedback from the public outreach and education programs.

12. SUMMARY SSMP CHANGE LOG

This section is meant to provide a quick reference for changes made in the current 2018 SSMP Update from the 2016 SSMP.

1. Updated the CIWQS registration Waste Water Discharge Identification Number.
2. Added Element Requirements.
3. Clarify Infiltration investigations with CIP projects and Lateral Ordinance Inspection Requirements.
4. Updated Organization Chart to show Private Lateral Contractors.
5. Listed Current Primary Maintenance Contractor: Roto-Rooter.
6. Revised Spill Category 1, 2, and 3 and Private Lateral SSO requirements.
7. Clarified Public Outreach for Fats Oils and Grease.
8. Update Legal Authority Description
9. Added details for Capacity Management
10. Updated Measures and Activities, CIP Plan, and budget.
11. Clarified Construction Standards to include Private Laterals.
12. Added details to the Monitoring, Measurements and Program Changes quarterly activities, and updated budget.
13. Added updated 5 Year SSO Details.
14. Added the Communication Program Description.
15. Added the Change Log.

APPENDICES

Alto Sanitary District Fiscal Year 2018/19 Budget

Capital Improvements Project (CIP) Planning to FY 2028/29

Alto Sanitary District System Maps

Alto Sanitary District

Budget for Fiscal Year 2018-19 - FINAL DRAFT FOR APPROVAL 06/27/18

Revenue			
<i>Item</i>	<i>FY17-18 Proj</i>	<i>FY18-19 Budget</i>	<i>%</i>
Operating Revenue			
Program Revenues (Sewer Service Charges) FY18/19 = 1,500/EDU	621,478	745,773	120%
Franchise Fees (MVRS)	14,022	16,000	114%
Marin Housing Authority Sewer Fee	70,000	84,000	120%
Permits & Fees	49,805	25,000	50%
Operating Revenue:	755,305	870,773	115%
Non-Operating Revenue			
Property Taxes	49,883	49,574	99%
Excess ERAF	21,559	20,000	93%
Aid from Govt Agencies (HOPTR)	126	126	100%
Interest	2,660	2,000	75%
Grant	5,000	0	0%
Non-Operating Revenue:	79,228	71,700	90%
Total Revenue:	834,533	942,473	113%

Expenses			
Sewage Treatment			
Sewage Treatment SASM	265,398	290,000	109%
Sewage Treatment:	265,398	290,000	109%
Sewer System Maintenance			
Cleaning	20,560	22,000	107%
Televising Program	0	0	
Repairs	4,868	5,000	103%
Lateral Rehab Prog (Inspections)	0	1,000	
Underground Service Alert	10,075	11,000	109%
Unscheduled Services	7,203	8,000	111%
Sewer System Maintenance:	42,706	47,000	110%
Professional Services			
Marin County Admin Fees	547	1,200	219%
LAFCO Dues	285	400	140%
Marin County Encroachment Fee	490	490	100%
CSDA Dues	3,094	2,200	71%
PO Box Fee	108	108	100%
SWRCB	2,088	2,100	101%
Underground Service Alerts Fees	310	350	113%
Audit	5,500	6,000	109%
Bookkeeping	3,575	2,000	56%
Legal	440	2,500	568%
MarinMap Membership Share	3,875	3,875	100%
Marketing & Public Outreach	5,022	2,500	50%
Engineering (GIS,EPA,SSMP)	10,079	11,000	109%
Engineering (Lateral Oversight)	23,688	25,000	106%

Alto Sanitary District

Budget for Fiscal Year 2018-19 - FINAL DRAFT FOR APPROVAL 06/27/18

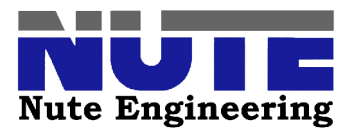
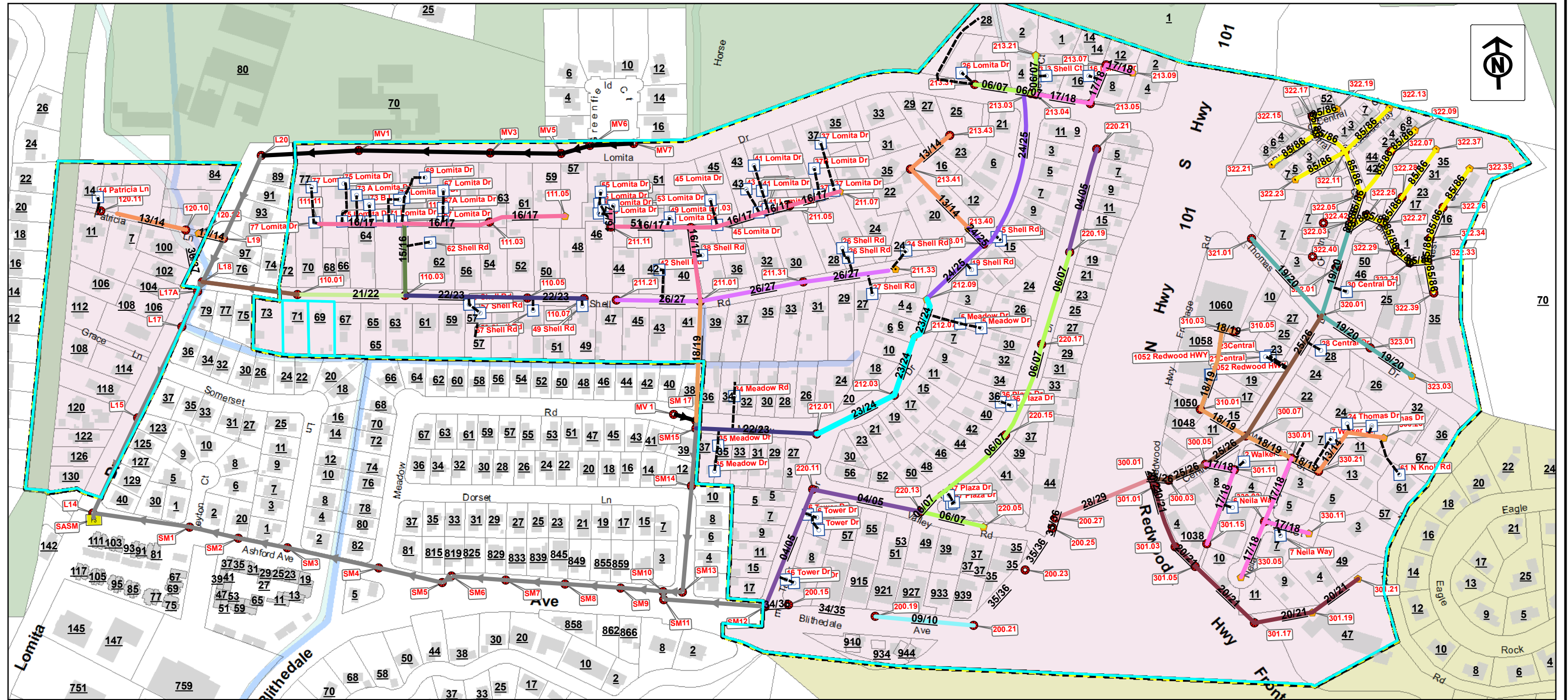
Engineering (Other)	1,781	2,000	112%
Professional Services:	60,882	61,723	101%
Administration Costs			
Insurance: CSRMA	844	900	107%
Election Notices and Fees	40	100	250%
Office Expenses (Postage, Printing, Supplies)	349	500	143%
Utilities (Cell Phone, Office Phone, Website)	1,505	1,660	110%
Miscellaneous (Parking, Mileage)	0	0	
Administration Costs:	2,738	3,160	115%
Payroll Expenses			
Payroll for Manager	36,000	38,000	106%
Stipends for Board (includes YTD Special Mtgs)	6,600	7,000	106%
Management of Special Projects	6,110	15,000	245%
Employer Taxes	3,500	4,252	121%
Payroll Service	1,025	1,100	107%
Payroll Bank Account Fees	12	48	
Payroll Expenses:	53,247	65,400	123%
Total Operating Expenses:	424,971	467,283	110%
Net Operations (Revenue - Expenses):	409,562	475,190	116%

CIP Program/Rehabilitation			
FY15_16 CIP (Islamic Cntr Parking Lot) - Complete	0	0	
FY16_17 CIP (Easements) - Complete	327,051	0	
FY17_18 CIP (Lomita, Niela, Central, Crystal) - In Progress	297,115	32,000	
FY18_19 CIP - TBD	0	443,000	
Total CIP Expense:	624,166	475,000	

Est. Beginning of Fiscal Year Account Balances:			
Reserve Fund Cash Balance:	217,300	218,756	
Operations Cash Balance:	486,700	272,096	
Total Beginning Cash Balance:	704,000	490,852	

Est. End of Fiscal Year Account Balances:			
2018 Reserve Fund Cash Balance (Incl etimated interest):	218,756	NA	
2019 Reserve Fund Cash Balance (Incl etimated interest):	NA	318,756	
Operations Cash Balance (Beg Ops Bal + Net Ops - CIP):	272,096	272,286	
Total Ending Cash Balance:	490,852	591,042	

EXHIBIT : CIP MAP



907 Mission Avenue
San Rafael, California
TEL: 415-453-4480
FAX: 415-453-0343

ALTO SANITARY DISTRICT

Drawn by: PC

Checked by: PC

SCALE: 350 175 0 350 Feet

Date: 10/30/2018

LEGEND

- 85/86 09/10 16/17 19/20 22/23 25/26 28/29
- 04/05 13/14 17/18 20/21 23/24 26/27
- 06/07 15/16 18/19 21/22 24/25 27/28
- MILL VALLEY PIPES → SASM PIPES

Alto Sanitary District

Capital Improvement Project (CIP) Planning To FY2028/29

NOTES:

_ Present Value Level Budgeting Projection

_ District Total Pipe Footage ~ 16,500 LF

HISTORY:

_ District previously replaced ~3,600 LF (~10 years or less new heavy guage plastic)

_ Developer installed Central Court in 1986 ~29 years old ~2,150 LF (SDR 35 light guage plastic)

_ Remaining pipe to replace: 9,229 LF (not counting Central Court)

GOALS:

_ Replace 9,229 LF by 2029. Yearly average = 769 LF

_ Estimated Pipe Cost/Ft + 30% Contingencies =

Easement	\$364
Street	\$455

Fiscal Year	Sewer Segments	Easement/Street	Footage	Cost (estimate/ft)	Budget (including 35% contingencies)	Running Total	Action/Notes (Planned, Completed, Hold)
2017/18	213.07-213.05	Easement	120	\$364	\$43,532		Completed 2017/18
2017/18	213.09-213.07	Easement	78	\$364	\$28,299		Completed 2017/18
2017/18	213.05-213.04	Easement	161	\$364	\$58,466		Completed 2017/18
2017/18	330.05-330.03	Street	173	\$455	\$78,544		Completed 2017/18
2017/18	330.03-330.01	Street	196	\$455	\$89,234		Completed 2017/18
2017/18	330.11-330.03	Street	132	\$455	\$59,851		Completed 2017/18
2017/18	301.11-300.05	Easement	84	\$364	\$30,487		Completed 2017/18
2017/18	301.15-301.11	Easement	226	\$364	\$82,415		Completed 2017/18
FY 2017/18 Total			1,168		\$470,828	\$470,828	
2018/19	330.01-300.07	Street	145	\$455	\$65,975		Planned 2018/19
2018/19	330.21-330.01	Street	86	\$455	\$39,149		Planned 2018/19
2018/19	211.01-SM17	Easement/SASM	341	\$364	\$124,124		Planned 2018/19
2018/19	310.01-300.07	Easement	150	\$364	\$54,600		Planned 2018/19
2018/19	310.03-310.01	Easement	240	\$364	\$87,381		Planned 2018/19
2018/19	310.05-310.03	Easement	35	\$364	\$12,629		Planned 2018/19
FY 2018/19 Total			997		\$383,857	\$854,686	
2019/20	323.01-320.01	Street	166	\$455	\$75,530		Planned
2019/20	323.03-323.01	Street	143	\$455	\$65,065		Planned
2019/20	321.01-320.01	Street	296	\$455	\$134,817		Planned
2019/20	322.01-320.01	Street	260	\$455	\$118,300		Planned
FY 2019/20 Total			865		\$393,712	\$1,248,398	
2020/21	301.05-301.03	Easement	79	\$364	\$28,753		Planned
2020/21	301.03-301.01	Easement	183	\$364	\$66,697		Planned
2020/21	301.01-300.01	Easement	23	\$364	\$8,493		Planned
2020/21	301.17-301.05	Easement	234	\$364	\$85,199		Planned
2020/21	301.19-301.17	Easement	167	\$364	\$60,863		Planned
2020/21	301.21-301.19	Easement	162	\$364	\$59,073		Planned
FY 2020/21 Total			849		\$309,077	\$1,557,475	
2021/22	110.03-110.01	Street	307	\$455	\$139,541		Planned
2021/22	110.01-L18	Street	274	\$455	\$124,749		Planned
FY 2021/22 Total			581		\$264,289	\$1,821,765	
2022/23	110.05-110.03	Street	349	\$455	\$158,810		Planned
2022/23	110.07-110.05	Street	161	\$455	\$73,262		Planned
2022/23	212.01-SM15	Street	344	\$455	\$156,668		Planned
FY 2022/23 Total			854		\$388,739	\$2,210,504	
2023/24	212.03-212.01	Street	248	\$455	\$113,004		Planned
2023/24	212.09-212.07	Street	126	\$455	\$57,188		Planned
2023/24	212.07-212.03	Street	176	\$455	\$79,863		Planned

Alto Sanitary District

Capital Improvement Project (CIP) Planning To FY2028/29

FY 2023/24 Total			550		\$250,056	\$2,460,559	
2024/25	213.03-213.01	Street	467	\$455	\$212,365		Planned
2024/25	213.01-212.09	Street	226	\$455	\$103,025		Planned
FY 2024/25 Total			693		\$315,389	\$2,775,949	
2025/26	300.07-300.05	Street	139	\$455	\$63,401		Planned
2025/26	300.05-300.03	Street	115	\$455	\$52,265		Planned
2025/26	300.03-300.01	Street	49	\$455	\$22,287		Planned
2025/26	320.01-300.07	Street	406	\$455	\$184,851		Planned
FY 2025/26 Total			709		\$322,804	\$3,098,753	
2026/27	211.21-211.01	Street	239	\$455	\$108,738		Planned
2026/27	211.31-211.01	Street	299	\$455	\$136,249		Planned
2026/27	211.33-211.31	Street	244	\$455	\$110,850		Planned
FY 2026/27 Total			782		\$355,838	\$3,454,591	
2027/28	200.19-200.15	Street	250	\$455	\$113,775		Planned
2027/28	200.15-SM12	Street	67	\$455	\$30,285		Planned
2027/28	200.25-200.23	Easement	142	\$364	\$51,846		Planned
2027/28	200.27-200.25	Easement	30	\$364	\$10,881		Planned
2027/28	200.23-200.21	Easement	216	\$364	\$78,788		Planned
2027/28	120.10-L17A	Street	179	\$455	\$81,394		Planned
FY2027/28 Total			884		\$366,971	\$3,821,562	
2028/29	300.01-200.27	Crossing	295	\$1,500	\$443,198		Planned
FY 2028/29 Total			295		\$443,198	\$4,264,759	
Grand Total:			9,229			\$4,264,759	