ALTO SANITARY DISTRICT

P.O. BOX 163, MILL VALLEY, CA 94942; PHONE: (415) 388-3696

Regular meeting of the Board of Directors held at the
Sewerage Agency of Southern Marin, 450 Sycamore Avenue, Mill Valley, CA
6:30 P.M. WEDNESDAY, October 28, 2026
(Please note new meeting time)

AGENDA

1. Call to Order
2. Roll Call- President Janis M. Bosenko
   Directors: Secretary/Treasurer Marc Nash, Michael Faust, Todd Gates, Porter Merriman
3. Approve Agenda
4. Public Open Time – The Public is invited to address the Board on items that do not appear on the agenda and that are within the subject matter jurisdiction of the Board. State law prohibits Board action on any item not listed on the agenda. Please avoid repetition and please limit your comments to three minutes.
5. Consent Calendar – The following items listed are considered routine and may be approved by a single motion without discussion. The Board President or any Board Director or the public may request that any item listed under the Consent Calendar be removed and action taken separately. In the event an item is removed from the Consent Calendar, it shall be considered in its numerical order.
   a. Approval of the Minutes of September 23, 2026 Meeting
   b. Approval of September 2026 Financial Report and October 2026 List of Payments
6. Regular Business
   a. Status update on shared services agreement with Tamalpais Community Services District (TCSD)
   b. Discuss/consider alternate meeting dates for the November 2026 Board meeting
7. Update Reports (oral reports)
   a. Manager's Report – Update on staff activities
   b. SASM meeting(s) - October
   c. District Managers meeting
8. Future Agenda Items
9. Directors Open Time – Information Only. No actions to be taken.
10. Adjournment

The next regular meeting will be held in the conference room of Sewerage Agency of Southern Marin, 450 Sycamore Ave, Mill Valley, CA, unless noticed otherwise on the district's website, on a date to be determined at 6:30pm.

Americans with Disabilities Act (ADA) Accommodations: In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact the District Manager at least 48 hours prior to the meeting at (415) 388-3696 or by email. Notification at least 48 hours in advance of the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

ALTO SANITARY DISTRICT
Staff Report
Board Meeting
October 28, 2026

TO: **BOARD OF DIRECTORS**

FROM: **GARRETT TOY, DISTRICT MANAGER**

SUBJECT: **STAFF REPORT FOR OCTOBER 28, 2026 AGENDA**

This is the staff report for Consent Calendar and Regular Business, Agenda Items 5a-b and 6a-b.

5. **Consent Calendar**
   - **a.** Approval of the Minutes of September 23, 2026 Meeting
   - **b.** Approval of September 2026 Financial Report and October 2026 List of Payments.

6. **Regular Business**

   a. **Status update on shared services agreement with Tamalpais Community Services District (TCSD).**

   Staff will report on progress on various activities such as new website development, QuickBooks set up, and the FY25-26 audit.

   Recommended Action: Receive update.

   b. **Discuss/consider alternate dates for the November 2026 Board meeting.**

   The proposed November 18th Alto Board meeting conflicts with the TCSD Board meeting scheduled for the same evening. The Board should consider an alternative meeting date.

   Recommended Action: Discuss and provide direction on the November meeting date.

7. **Update Reports** (oral reports)
   - **a.** Manager's Report – Update on staff activities.
   - **b.** SASM meeting(s) – October
   - **c.** District Managers' meeting

ATTACHMENTS

A. September 23, 2026 Meeting Minutes
B. September 2026 Financial Report & October 2026 List of Payments

ALTO SANITARY DISTRICT

Meeting Minutes

Regular Meeting of the Board of Directors

Wednesday, September 23, 2026, 6:30 p.m.

Location: SASM, 450 Sycamore Ave, Mill Valley, CA

1. Call to Order and Roll Call

President Janis M. Bosenko called the meeting to order at 6:37 p.m.

2. Roll Call

Present: Directors Bosenko, Nash, and Merriman

Absent: Directors Faust and Gates

Staff: Garrett Toy, District Manager

3. Approve Agenda

Motion to approve the agenda.

Motion/Second: Merriman/Nash

Ayes: 3 (Bosenko, Nash, Merriman)

Nays: 0

Absent: 2 (Faust, Gates).

4. Public Open Time

Public comments: no members of the public present for the entire meeting.

5. Consent Calendar

a. Approval of the Minutes of July 22, 2026 Meeting (no meeting in August).

b. Approval of August 2026 Financial Reports and August 2026 List of Payments

District Manager (DM) Toy handed out revised August Financial Reports and List of Payments to reflect additional payments.

Motion to approve the Consent Calendar.

M/S: Nash/Merriman

Ayes: 3 (Bosenko, Nash, Merriman)

Nays: 0

Absent: 2 (Faust, Gates)

6. Regular Business

a. Receive FY24-25 Financial Audit Report

The Board received the FY2024-25 Financial Audit Report.

Staff handed out a revised Note 1- D page correcting the depreciation amount. We also handed out a table comparing the FY23-24 audit to the FY24-25 audit.

Motion to receive the FY2024-25 Financial Audit Report.

M/S: Nash/Merriman

Ayes: 3 (Bosenko, Nash, Merriman)

Nays: 0

Absent: 2 (Faust, Gates)

b. Discuss six-month review and status update on shared services agreement with Tamalpais Community Services District (TCSD)

The Board discussed the six-month review and status of the shared services agreement with TCSD.

District Manager Toy provided a six-month review of the shared services agreement with TCSD. He reported that the transition has gone well overall, although the time and costs associated with the transition have been greater than anticipated, including additional work on the financial audit, SSMP update, and administrative systems. He recommended continuing the current agreement and conducting a more comprehensive evaluation after 12 months, when ongoing workload and costs can be better assessed. The Board expressed satisfaction with the services provided by TCSD to date.

7. Update Reports (oral reports)

a. Manager's Report – Staff activities, including new Roto-Rooter ownership and upcoming election.

We reported we attended a meeting coordinated by SASM for the special districts to meet with the new Roto-Rooter ownership. We also reported that no candidate filed papers for the Alto Board elections. As a result, the County will open an application period. Ultimately, the Board of Supervisors will need to make an appointment. Staff indicated that incumbents may apply and that we would send Board member a link to the County application.

b. SASM meetings

Staff distributed a written report of the September SASM meeting to the Board. Since Director Gates could not attend this Alto meeting, he submitted his report in writing.

c. District Managers meeting.

Staff reported that at the DM meeting the key topics discussed were the proposed I&I study and an update on the BACWA Nutrient Trading Program.

8. Future Agenda Items

The Board discussed future meeting dates and the need to reschedule the November meeting to November 18th and the December meeting to December 16th due to the holidays.

9. Directors Open Time

Requested we contact the former DM for info regarding past meeting minutes.

10. Adjournment

Motion to adjourn. Meeting adjourned at 7:11 p.m.

M/S: Nash/Merriman

Minutes respectfully submitted by Garrett Toy

APPROVED: _____

FUND 8036 - Operations Fund

	08/31/26	Former Balance (re: last report):		1,415,689.12
		Starting Balance		1,415,689.12
Revenues:				
	08/17/26	ALTO SD SUP PROP TX PR REDM	8.30	
	08/24/26	ALTO SD AGE FUND RECEIPT	5,584.38	
		Total Revenues:		5,592.68
Debits:				
		Total Debits:		0.00
	09/30/26	Ending Balance:		**1,421,281.80**

Warrants to be issued:

Check #	Payee	For	Amount	
803600824	O'Connor & Company	Inv. 0926-11	3,888.75	
803600825	Nute Engineering	Inv. 28525 (Laterals) and Inv. 28524 (GIS Engineering)	1,378.00	
803600826	Loretta Figueroa	Bookkeeping For Audit dated June 30, 2025	2,986.10	
803600827	California Special District Assoc.	2027 CSDA Membership Renewal	3,814.00	
803600828	Roto-Rooter	Oct. Maint.	450.00	
803600829	TCSD	Additional Svcs. - SSMP and Audit	4,350.00	
		Total Warrants:		**(16,866.85)**

Deposits to be credited:

Date	Payer	For	Amount	
10/13/26	Resident	Permit fee at 114 Lomita Dr.	743.00	
		Total Deposits:		**743.00**

Projected Balance*: **1,405,157.95**

*Not incl unreported interest or tax revenue.

FUND 8129 - Reserve Fund				
	08/31/26			772,870.95
		Starting Balance		772,870.95
Revenues:				
		Transfer from Operations Fund	0.00	
		Total Revenues:		0.00
Debits:				
		N/A	0.00	
		Total Debits:		0.00
	09/30/26	Ending Balance:		**772,870.95**
Personnel Payment Account				
	08/18/26	Beginning Balance		1,907.05
Deposits:				
	07/20/26	Interest Pmt	0.01	
				0.01
Withdrawals:				
	08/27/26	USPS Annual Renewal for Mailbox	250.00	
	08/28/26	Ooma Inc	66.90	
		Total Withdrawals:		(316.90)
Fees:				
		Monthly Service Fee		0.00
	09/17/26	Ending Balance:		**1,590.16**

FY26-27 Budget

Revenue						
Item	*Budget*	*July*	*Aug*	*Sept*	*YTD*	*%*
Operating Revenue						
Program Revenues (Sewer Service Charges)	758,385				0	0%
Franchise Fees (MVRS)	18,588				0	0%
Marin Housing Authority Sewer Fee	84,000				0	0%
Permits & Fees	4,500		1,146	573	1,719	38%
MarinMap Reimbursement	0					
Misc	0					
Operating Revenue:	**865,473**	**0**	**1,146**	**573**	**1,719**	0%
Non-Operating Revenue						
Property Taxes	90,000		4	5,592	5,597	6%
Excess ERAF	33,000		3,434		3,434	10%
Aid from Govt Agencies (HOPTR)	219				0	0%
Interest (Operations Acct Only)	24,000		0		0	0%
Grants	0				0	
Misc	0				0	
Non-Operating Revenue:	**147,219**	**0**	**3,439**	**5,592**	**9,031**	6%
Total Revenue:	**1,012,692**	**0**	**4,585**	**6,165**	**10,750**	1%

Expenses						
Item	*Budget*	*July*	*Aug*	*Sept*	*YTD*	*%*
Sewage Treatment						
Sewage Treatment SASM	427,981				210,037	49%
Sewage Treatment:	**427,981**				0	0%
Sewer System Maintenance						
	30,000					
Cleaning				675	675	2%
Televising Program	0				0	
Repairs	5,000				0	
Lateral Rehab Prog (Inspections)	0				0	
Lateral Abatement (Charged to Property)					0	
Underground Service Alert	10,000			300	300	3%
	15,000					
Manhole inspections (I&I prevention)					0	0%
Unscheduled Services	10,000				0	0%
Sewer System Maintenance:	**70,000**	**0**	**0**	**975**	975	1%
Professional Services						
Marin County Admin Fees	1,800				0	0%
LAFCO Dues	750	520			520	69%
Marin County Encroachment Fee	490				0	0%
CSDA Dues	3,700				0	0%
PO Box Fee	250				0	0%
SWRCB (Annual Permit)	4,000				0	0%
Underground Service Alerts Fees - USA Nor Cal	300				0	0%
Audit (F25)	10,400			4,744	4,744	46%
Bookkeeping	2,500				0	0%
EDU Consultant	0				0	
Legal	2,000				0	0%
Marketing/Public Outreach	4,500				0	0%
SASM Consultant (SERP Revision)	0				0	
Professional Development (CWEA Cert, Etc)	500				0	0%
Engineering (GIS,EPA,SSMP, EDU, Reporting)	15,000	228		2,014	2,242	15%
Engineering (Lateral Oversight)	15,000	262		1,446	1,708	11%
Engineering (Other)	5,000			922	922	18%
Professional Services:	**66,190**	**1,010**	**0**	**9,126**	10,136	15%

Expenses (Continued)						
Item	*Budget*	*July*	*Aug*	*Sept*	*YTD*	*%*
Administration Costs						
Insurance: CSRMA	4,200				0	0%
Election Notices and Fees	0				0	
Office Expenses (Postage, Printing, Supplies)	1,300				0	0%
New website (incl. $4,000 one-time set-up)	7,000	5,000				
Utilities (Office Phone)	1,000		67	67	134	13%
Miscellaneous - Shared Service Contract	40,000			9,000	9,000	23%
Administration Costs:	**53,500**				0	0%
Payroll Expenses						
Stipends for Board (includes YTD Special Mtgs)	9,000				0	0%
Management of Special Projects	0				0	
Employer Taxes	1,500				0	0%
Payroll Service	1,500		73	73	146	10%
Payroll Bank Account Fees	0				0	
Payroll Expenses:	**12,000**	**0**	**73**	**73**	146	1%
Grant Expenses						
none	0				0	N/A
Grant Expenses:	**0**	**0**	**0**	**0**	0	N/A
Total Operating Expenses:	**629,671**	**1,010**	**73**	**10,173**	**11,257**	2%
Net Operations (Revenue - Expenses):	**383,021**	**(1,010)**	**4,512**	**(4,008)**	**(506)**	0%

CIP Program						
Item	*Budget*	*July*	*Aug*	*Sept*	*YTD*	*%*
Manhole replacement (allowance)	50,000				0	
GPS mapping of specific manholes	15,000				0	
	0				0	
					0	
CIP Expense:	**65,000**	**0**	**0**	**0**	**0**	
Net Operations Revenue - CIP Expense:	**318,021**	**(1,010)**	**4,512**	**(4,008)**	**(506)**	
Transfer to Capital Reserves for "Under Highway" pipe	318,021					