

**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**  
**7:30 P.M. WEDNESDAY, April 22, 2026**

**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 March 25, 2026 Meeting
- 6. Regular Business**
  - a. Approval of March 2026 Financial Reports & April 2026 List of Payments
  - b. Discuss status of transition process for TCSD to provide services to Alto
  - c. Adopt resolution to change the regular meeting time from 7:30pm to 6:30pm
  - d. Authorize changes to the “key executives” listed in the Alto SD Wells Fargo Account
  - e. Update on changing website provider and designing a new website.
- 7. Update Reports**
  - a. Manager’s Report – Update on staff activities to date including website
  - b. SASM annual retreat on 4/16/26
  - c. District Managers meeting of 04/01/2026
- 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 **Wednesday, May 27, 2026 at 6:30pm or 7:30pm.**

**ALTO SANITARY DISTRICT**  
**Staff Report**  
**Board Meeting**  
**April 22, 2026**

**TO: BOARD OF DIRECTORS**

**FROM: GARRETT TOY, DISTRICT MANAGER**

**SUBJECT: STAFF REPORT FOR APRIL 22, 2026 AGENDA**

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This is the staff report for Consent Calendar, Agenda Items 6a-e, Item 7a-c

**5. Consent Calendar –Approval of the Minutes of March 25, 2026 Meeting**

**6. Regular Business**

**a. Approval of March 2026 Financial Reports & April 2026 List of Payments.**

This continues to be a work in progress. At the Board’s request, we prepared the monthly “ budget v. ytd actuals” report. Please note the Board has not received this report in FY25-26. Mr. Hansell continues to work to finalize all the financial information for FY24-25 to provide to the bookkeeper who then consolidates and provides to the auditor. Once TCSD can receive the QuickBooks file from the bookkeeper we can set up a QuickBooks account for Alto to use for monthly financial reports. Also TCSD will bill for its services once every 2-3 months

Recommended Action: Motion to approve

**b. Discuss status of transition process for TCSD to provide services to Alto.**

We will provide a status update on the transition process at the meeting. We continue to work with Mr. Hansell on the transition.

Recommended Action: none

**c. Adopt resolution to change the regular meeting time from 7:30pm to 6:30pm.**

Staff has determined from District records that Alto established the regular meeting day and time by resolution. The adoption of the resolution will allow regular meetings to begin at 6:30pm.

Recommended Action: Motion to adopt Resolution No. 2026-01

**d. Authorize changes to the “key executives” listed in the Alto Wells Fargo Account**

In order to change the “key executive” listing in the Alto Wells Fargo Account, the Bank has requested the Board approve the following motion:

“Authorize the District Manager to do everything necessary and appropriate for ‘Removing

Roger A. Parkett as key executive with control of the entity and adding Garrett Toy as the new key executive with control of the entity.’ This authority takes effect with the passage of the motion. For purposes of the account, the address for Alto will be 305 Bell Lane, Mill Valley, CA 94941, but mail will continue to go to the Alto PO Box.”

e. Update on changing website provider and designing a new website.

At the last meeting, the Board approved the change to Proud City, which is an open source platform that TCSD uses for its website. This will allow Alto to have a website that can meet state and federal standards for website accessibility requirements. The deadline for website compliance is April 2027. In response to a Board question regarding the requirements, Attachment C provides an overview of the key compliance requirements.

Recommended Action: No action needed.

## 7. Update Reports

a. Manager’s Report

Oral report on update on staff activities to date. Nute Engineering will attend the May 27<sup>th</sup> Board meeting to provide an update on Alto projects and maintenance activities.

b. SASM April 16<sup>th</sup> Board meeting

c. District Managers meeting of 04/01/2026

The SASM General Manager has recommended not revising the EDU calculation until upcoming projects warrant an analysis be conducted.

## ATTACHMENTS

- A. March 25, 2026 Meeting Minutes
- B. Draft financial reports
- C. Resolution changing regular meeting time
- D. Website compliance requirements

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

The Regular Meeting of the Board of Directors, Wednesday, March 25, 2026

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

Called the meeting to order at 7:38pm.

**2. Roll Call**

President Janis M. Bosenko

Secretary/Treasurer Marc Nash, Director Todd Gates, Director Michael Faust, Director Porter Merriman

Staff present: Garrett Toy, TCSD General Manager

Other: none

**3. Approve Agenda**

Motion to approve the agenda

Motion/Second (M/S): Nash/Faust

Ayes: 5 (Bosenko, Gates, Faust, Nash, Merriman)

Nays: 0

Absent: 0

**4. Open Time for Public Expression:**

No comments were received. No public in attendance.

**5. Consent Calendar:**

a. Approval of February 25, 2026 meeting minutes

No public comment.

Motion to approve consent calendar

Motion/Second (M/S): Merriman/Nash

Ayes: 5 (Bosenko, Gates, Faust, Merriman, Nash)

Nays: 0

Absent: 0

**6. Regular Business:**

**a. Approval of February 2026 Financial Reports & March 2026 List of Payments**

Staff indicated this would typically be on the consent calendar. However, since this is the first report we prepared with Mr. Hansell's assistance, we thought it would be beneficial to have this as a discussion item. Mr. Hansell is working to finalize all the financial information for FY24-25 to provide to the bookkeeper who then consolidates and provides to the auditor. The Board indicated it previously received a monthly "budget v. ytd actuals" report and that they would like to begin receiving this report again.

# ALTO SANITARY DISTRICT

## Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, March 25, 2026

No public comment.

Motion to approve February 2026 Financial Reports & March 2026 List of Payments

Motion/Second (M/S): Gates/Faust

Ayes: 5 (Bosenko, Gates, Faust, Merriman, Nash)

Nays: 0

Absent: 0

b. Discuss status of transition process for TCSD to provide services to Alto.

Staff stated this is the first meeting where we have prepared most of the materials.

Specifically, there were minor adjustments to the agenda format and that we prepared a staff report for items. Staff discussed meeting with Bill Hansell to continue the transition process. The Board asked staff questions.

No public comment.

c. Discuss/consider process to change meeting time.

Staff indicated we'll need to research the records to find the ordinance and/or resolution which established the meeting times. At the previous meeting, the Board expressed a willingness to start meetings earlier at 6:30pm. We indicated we will report back at the next meeting with our findings and any actions that need to be taken for meeting to begin at 6:30pm. However, we clarified that the next meeting will still begin at 7:30pm.

No public comment.

d. Discuss/consider costs to change website provider and design a new website.

Staff reported that Alto uses a service called Yola for the website. The annual cost is approximately \$100. However, the website does not meet state or federal standards for website accessibility requirements. The deadline for website compliance is April 2027. Staff recommended switching to Proud City, which is the platform that TCSD uses for its website. The costs is approximately \$310/mo., but it's fully ADA compliant. Streamline/CivicPlus website services is approximately \$350/mo.

We estimated it would take TCSD staff between 6-10 hours to set up the new Alto website since we are familiar with the platform. The Board expressed concerns over the cost, but recognized the need for the website to be ADA compliant. The Board requested that after the website has been changed, we continue to explore less costly options.

No public comment.

# ALTO SANITARY DISTRICT

## Meeting Minutes

The Regular Meeting of the Board of Directors, Wednesday, March 25, 2026

Motion to approve changing website providers and design a new website

Motion/Second (M/S): Merriman/Gates

Ayes: 5 (Bosenko, Gates, Faust, Merriman, Nash)

Nays: 0

Absent: 0

- e. Consider interest in CSDA Board of Directors Bay Area seat  
Board members did not express an interest in applying for the seat.

No public comment.

### 7. Update Reports

- a. Manager's Report

We reported that Roto-Rooter was increasing rates. We confirmed that the Board would like Nute Engineering to attend a Board meeting to provide an update on Alto projects and maintenance activities. The Board indicated that the May 27<sup>th</sup> meeting would work best.

No public comment.

- b. No SASM meeting in March.

- c. District Managers Meeting in March

GM Toy reported on the District manager meeting which discussed options for recalculating EDU allocations.

No public comment

- 8. **Future Agenda Items:** Nute Engineering presentation

- 9. **Directors Open Time:** none

- 10. **Adjournment:**

*Motion to adjourn meeting at 8:17pm.*

Minutes respectfully submitted by Garrett Toy

Approved on: \_\_\_\_\_

**ALTO SANITARY DISTRICT**  
**FINANCIAL REPORT, MARCH 2026**

<b>FUND 8036 - Operations Fund</b>			
02/28/26		Former Balance (re: last report):	1,216,878.61
		Starting Balance	<u>1,216,878.61</u>
<b>Revenues:</b>			
03/13/26		Levy	82.30
03/12/26		Levy Dlnq	0.29
03/05/26		Age Fund Receipt	<u>6,685.20</u>
		Total Revenues:	6,767.79
<b>Debits:</b>			
		Warrants issued in March	8,366.00
		Total Debits:	<u>(8,366.00)</u>
03/31/26		Ending Balance:	<b>1,215,280.40</b>
<b>Warrants to be issued:</b>			
<u>Check #</u>	<u>Payee</u>	<u>For</u>	<u>Amount</u>
TBD	Nute Engineering	Inv 28212= \$1,230.00 (GIS & Gen Eng)	2,266.00
		Inv 28213 = \$1,036.00 (Lat Ord)	
		Total Warrants:	<u>(2,266.00)</u>
<b>Deposits to be credited:</b>			
<u>Date</u>	<u>Payer</u>	<u>For</u>	<u>Amount</u>
		Total Deposits:	<u>0.00</u>
		<b>Projected Balance*:</b>	<b>1,213,014.40</b>

\*Not incl unreported interest or tax revenue.

**ALTO SANITARY DISTRICT**  
**FINANCIAL REPORT, MARCH 2026**

<b>FUND 8129 - Reserve Fund</b>			
02/28/26			759,486.81
		0.00	
	Starting Balance		759,486.81
<u>Revenues:</u>			
	Transfer from Operations Fund	0.00	
	Total Revenues:		0.00
<u>Debits:</u>			
	None	0.00	
	Total Debits:		0.00
03/31/26	Ending Balance:		<b>759,486.81</b>

<b>Personnel Payment Account</b>			
03/17/26	Beginning Balance		5,850.08
<u>Deposits:</u>			
03/17/26	Interest Pmt	0.05	
			0.05
<u>Withdrawals:</u>			
03/23/26	Zoom	16.99	
03/27/26	Ooma Inc	66.91	
04/07/26	Paychex TPS Taxes	146.51	
04/07/26	Paychex Payroll	705.63	
04/10/26	Paychex Invoice	64.80	
04/15/26	Google Play	19.99	
	Total Withdrawals:		(1,020.83)
<u>Fees:</u>			
	Monthly Service Fee		0.00
04/15/26	Ending Balance:		<b>4,829.30</b>

**Alto Sanitary District**  
 Budget and Actuals for Fiscal Year 2025-26  
 PRELIMINARY

Revenue															
<i>Item</i>	<i>Budget</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>YTD</i>	<i>%</i>
<b>Operating Revenue</b>															
Program Revenues (Sewer Service Charges)	758,385													0	0%
Franchise Fees (MVRs)	18,188				4,522		5,264	5,199						14,986	82%
Marin Housing Authority Sewer Fee	84,000				84,000									84,000	100%
Permits & Fees	4,500	1,122			1,307			1,486	1,122					5,037	112%
MarinMap Reimbursement	0														
Misc	0														
Operating Revenue:	<b>865,073</b>	<b>1,122</b>	<b>0</b>	<b>0</b>	<b>89,829</b>	<b>0</b>	<b>5,264</b>	<b>6,685</b>	<b>1,122</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104,023</b>	<b>12%</b>
<b>Non-Operating Revenue</b>															
Property Taxes	72,870	36,915	6	14	1,338	194	486,313	1,186	5,340	6,768				538,075	738%
Excess ERAF	30,848		3,674				17,551							21,226	69%
Aid from Govt Agencies (HOPTR)	219													0	0%
Interest (Operations Acct Only)	18,871				10,851			13,789						24,639	131%
Grants	0													0	
Misc	0													0	
Non-Operating Revenue:	<b>122,808</b>	<b>36,915</b>	<b>3,681</b>	<b>14</b>	<b>12,189</b>	<b>194</b>	<b>503,864</b>	<b>14,975</b>	<b>5,340</b>	<b>6,768</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>583,940</b>	<b>475%</b>
<b>Total Revenue:</b>	<b>987,881</b>	<b>38,037</b>	<b>3,681</b>	<b>14</b>	<b>102,019</b>	<b>194</b>	<b>509,128</b>	<b>21,660</b>	<b>6,462</b>	<b>6,768</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>687,962</b>	<b>70%</b>

**Alto Sanitary District**  
Budget and Actuals for Fiscal Year 2025-26  
PRELIMINARY

Expenses															
Item	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	%
<b>Sewage Treatment</b>															
Sewage Treatment SASM	397,090						210,037							210,037	53%
Sewage Treatment:	<b>397,090</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210,037</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210,037</b>	<b>53%</b>
<b>Sewer System Maintenance</b>															
Cleaning	20,000		4,920					2,460						7,380	37%
Televising Program	0				3,000									3,000	
Repairs	5,000													0	
Lateral Rehab Prog (Inspections)	0													0	
Lateral Abatement (Charged to Property)														0	
Underground Service Alert	7,500	700	225	675	225	1,013								2,838	38%
Smoke Testing	15,000													0	0%
Unscheduled Services	10,000													0	0%
Sewer System Maintenance:	<b>57,500</b>	<b>700</b>	<b>5,145</b>	<b>675</b>	<b>3,225</b>	<b>1,013</b>	<b>0</b>	<b>2,460</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,218</b>	<b>23%</b>
<b>Professional Services</b>															
Marin County Admin Fees	1,500						987							987	66%
LAFCO Dues	750	591												591	79%
Marin County Encroachment Fee	490				490									490	100%
CSDA Dues	3,500			3,632										3,632	104%
PO Box Fee	216	234												234	108%
SWRCB (Annual Permit)	3,500					3,945								3,945	113%
Underground Service Alerts Fees - USA Nor Cal	300	300												300	100%
Audit (FY23 & F24)	10,400	4,853												4,853	47%
Bookkeeping	2,500													0	0%
EDU Consultant	0													0	
Legal	2,000													0	0%
MarinMap Membership Share	0													0	#DIV/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)	5,000	2,148	4,579	2,823	99	111		1,630	456	1,230				13,074	261%
Engineering (Lateral Oversight)	7,500	419	66	419	177	1,867	1,237	3,366	1,910	1,036				10,497	140%
Engineering (Other)	5,000													0	0%
Professional Services:	<b>47,656</b>	<b>8,544</b>	<b>4,645</b>	<b>6,874</b>	<b>766</b>	<b>5,923</b>	<b>2,224</b>	<b>4,996</b>	<b>2,366</b>	<b>2,266</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>38,602</b>	<b>81%</b>

**Alto Sanitary District**  
 Budget and Actuals for Fiscal Year 2025-26  
 PRELIMINARY

Expenses (Continued)															
Item	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	%
<b>Administration Costs</b>															
Insurance: CSRMA	2,750						4,006							4,006	146%
Election Notices and Fees	0													0	
Office Expenses (Postage, Printing, Supplies)	1,300													0	0%
Utilities (Office Phone, Zoom,Website)	1,000	84	84	84	84	84	84	84	84	84	104			857	86%
Miscellaneous	1,000										6,000			6,000	600%
Administration Costs:	<b>6,050</b>													0	0%
<b>Payroll Expenses</b>															
Payroll for Manager	64,480		3,770		1,032	1,032	2,064		2,064					9,962	15%
Stipends for Board (includes YTD Special Mtgs)	9,000		1,050		775	775	1,550		775	625	775			6,325	70%
Management of Special Projects	0													0	
Employer Taxes	6,000	225	392		155	155	311		280	62	77			1,431	24%
Payroll Service	1,500	138	54		138	60	63		189		65			706	47%
Payroll Bank Account Fees	0													0	
Payroll Expenses:	<b>80,980</b>	<b>363</b>	<b>5,266</b>	<b>0</b>	<b>2,100</b>	<b>2,022</b>	<b>3,988</b>	<b>0</b>	<b>3,307</b>	<b>687</b>	<b>917</b>	<b>0</b>	<b>0</b>	18,650	23%
<b>Grant Expenses</b>															
Grant Distribution for Private Laterals	20,000													0	0%
Grant Expenses:	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	0	0%
<b>Total Operating Expenses:</b>	<b>609,276</b>	<b>9,607</b>	<b>15,055</b>	<b>7,549</b>	<b>6,091</b>	<b>8,957</b>	<b>216,248</b>	<b>7,456</b>	<b>5,673</b>	<b>2,953</b>	<b>917</b>	<b>0</b>	<b>0</b>	<b>280,506</b>	<b>46%</b>
<b>Net Operations (Revenue - Expenses):</b>	<b>378,605</b>	<b>28,430</b>	<b>(11,375)</b>	<b>(7,535)</b>	<b>95,928</b>	<b>(8,763)</b>	<b>292,880</b>	<b>14,204</b>	<b>789</b>	<b>3,815</b>	<b>(917)</b>	<b>0</b>	<b>0</b>	<b>407,456</b>	<b>108%</b>
<b>CIP Program</b>															
Item	Budget	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD	%
2022-2023 CIP Contractor														0	
2022-2023 CIP Engineering														0	
2024-2025 CIP Contractor	375,000													0	
2024-2025 CIP Engineering														0	
<b>CIP Expense:</b>	<b>375,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Operations - CIP Expense:</b>	<b>3,605</b>	<b>28,430</b>	<b>(11,375)</b>	<b>(7,535)</b>	<b>95,928</b>	<b>(8,763)</b>	<b>292,880</b>	<b>14,204</b>	<b>789</b>	<b>3,815</b>	<b>(917)</b>	<b>0</b>	<b>0</b>	<b>407,456</b>	

**ATTACHMENT C- ALTO SANITARY DISTRICT**

**RESOLUTION NO. 2026-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ALTO SANITARY DISTRICT CHANGING THE  
REGULAR MEETING TIME**

**WHEREAS**, the Board of Directors of the Alto Sanitary District (“District”) previously established the date and time of its regular meetings by resolution; and

**WHEREAS**, the current regular meeting time is 7:30 p.m.; and

**WHEREAS**, staff has reviewed the District’s records and confirmed that the regular meeting schedule was established by formal resolution; and

**WHEREAS**, the Board of Directors desires to change the regular meeting time to better accommodate the needs of the District and the public;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Alto Sanitary District as follows:

1. The regular meetings of the Board of Directors shall continue to be held on the fourth Wednesday of the month, unless otherwise changed by resolution.
2. The regular meeting **time is hereby changed from 7:30 p.m. to 6:30 p.m.**
3. This change shall take effect immediately upon adoption of this Resolution and shall remain in effect until modified by subsequent resolution of the Board.
4. The District Manager and/or Secretary is directed to update all official records, postings, and notices to reflect the new meeting time.

**PASSED AND ADOPTED** by the Board of Directors of the Alto Sanitary District at a regular meeting held on April 22, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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President, Board of Directors

**ATTEST:**

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District Secretary

## **ATTACHMENT D- WEBSITE ACCESSIBILITY (ADA) COMPLIANCE**

### Overview

Website accessibility is required under federal ADA law and California law. Public agencies must ensure their websites, documents, and online services are accessible to individuals with disabilities. The current standard is Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, with federal compliance deadlines for Alto in April 2027.

### Key Compliance Areas

1. Accessibility Statement and Policy
2. Accessible Documents (agendas, minutes, forms)
  - Color contrast, text size, readable pdfs
3. Keyboard Navigation and Site Structure
  - WCAG requires full operability without a mouse.
  - Screen reader compatible
4. Accessible Forms and Online Services
5. Ongoing Testing and Maintenance
  - Train staff on accessible content
  - Perform regular audits
  - Maintain compliance documentation