

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF MONDAY, JANUARY 27, 2016

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:35 p.m. The meeting start time was delayed due to massive congestion on Highway 101 while we waited for a quorum to arrive. Board Members present: Directors Pedro Femenia and Roger Gainer. Also present, Manager Roger Paskett. Directors Todd Gates and Janis Bosenko arrived at 7:36 and 7:38, respectively.
2. Visitors to the Meeting and Open Time for Public Expression: There were no visitors from the public.
3. Minutes of the Meeting of December 16: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Femenia/Gainer that the minutes of the meeting of December 16 be approved as submitted; approved 3-0 (Bosenko and Gates not yet present)
4. Manager's Report: Highlights of the report were:
  - a. Sewer Overflows: The sewer backed up near 4 Neila Way on January 6<sup>th</sup> due to roots blocking in the sewer main. It was reported that 25 gallons spilled before Roto-Rooter could clean it up. The proper reports were filed with the State of California.
  - b. New Encroachment Permit Requirements: Marin County Public Works Department is now requiring that road repairs must be done by a contractor with a Class A or C-12 contractor's license. Paskett explained that this new requirement was implemented because of shoddy work by plumbers in recent years when pot-holing roads to make new sewer connections. During discussion on this topic it seems that there have been inconsistencies in enforcement of road moratoriums in the past. Perhaps the road repairs were done by a paving contractor and that's why cutting into the road was permitted.
  - c. Quarterly EPA Report: This report of the sewer system overflows during the 4<sup>th</sup> quarter of 2015 is required each quarter.
  - d. Civil Grand Jury, Website Transparency: Paskett reported that he had been doing some work on the District's website to satisfy requests made by the Grand Jury to improve transparency. He requested that the Directors submit two- or three- sentence bios from them so that he could put them on the website. Chairman Bransgrove reported that prospective community service students fell through. Director Gainer offered that his son recently graduated from coding school and may be able to help. Gainer asked Paskett if he would send the list of items that need to be done on the website so that his son could look it over. That way he could determine if he would be able to help us out.
  - e. SASM Tour: Paskett reported that the tour of the SASM wastewater treatment plant attended by the directors of our member agencies was a success. Director Bosenko said that she was impressed with the laboratory and the fact that we were doing analysis for other agencies.
5. Reports on outside meetings
  - a. SASM – No Report. The January meeting was cancelled.
  - b. District Manager's Meeting – Manager Paskett reported the following:
    - i. There was a discussion about joint-use facilities, such as the sewer main on Shell Road that is shared by Alto and Mill Valley.
    - ii. The Private Lateral Replacement Program (PLRP) has only two years to go until the goal of 400 videos is reached and loans or grants for 200 private laterals repairs are made under the program. \$600,000 in seed money for the program will have to

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be paid as a fine if the goal is not met. Paskett suggested that the District engage in a publicity campaign to encourage residents to participate in the program.

Director Gainer suggested that it would be better to send a large postcard rather than a letter because letters are not read as readily as large colorful postcards. We could also possibly ask Mill Valley Refuse Service to include a flyer with their bills. The topic of road moratoriums was brought up again in the context that forcing residents to repair the whole road discourages private lateral repairs. Director Gates thought it would be a good idea to get clarity on the County's position on road moratoriums so that we can advise our residents with certainty when they want to replace their laterals. Paskett said he would contact Marin County DPW to get answers.

- iii. It was reported that the SASM tour was a success and that there was at least one representative from each of the member agencies.
  - iv. At the next district manager's meeting, Tuesday February 9<sup>th</sup>, Margaret Gurley from the Marin County Planning Department will attend as a guest to explain how sea level rise may affect each district.
6. Financial Report and List of Disbursements Paskett reported that tax revenue has begun to flow in this month totaling \$173,148.50. With December warrants amounting to \$18,807.00 and bank fees amounting to \$751, a balance of \$234,657.16 was left in the O&M account. After expenses this month the account will hold a balance of \$219,710.90. The personnel payment account had a balance of \$912.25 after payroll last month. The reserve account had no activity and has a balance of \$200,000. The following list of expenses (check nos. 997 to 1004) was submitted for approval.

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FUND 72200

Ending Balance 11/30/15, Beginning Balance 12/01/15 81,066.66

Revenues:

Prop Taxes - Current Secured	23,700.40	
Prop Taxes - Current Unsecured	786.86	
Prop Taxes - Excess ERAF	7,750.00	
Prop Taxes - Supplemental - Current Year Secured	260.82	
Prop Taxes - Supplemental - Unsecured	13.75	
Prop Taxes - Redemptions	2.67	
Prop Taxes - Prior Unsecured	24.92	
Special Benefit Tax/Assessment - Prop Tax	140,572.30	
State Homeowners Prop Tax Relief	36.78	
Total Revenues	173,148.50	

Debits:

Contra Revenue SB2557 Admin Fee Basic Taxes		(293.5)
Contra revenue Admin Fee Special Taxes		(457.50)
Checks issued 12/16/15 (00989 thru 00996)		<u>(18,807.00)</u>

**Ending Balance in Fund 72200 as of 12/31/15 234,657.16**

FUND 34120

Balance on 12/01/2015 200,000.00

Revenues:

None		0.00
Total Revenues		0.00

Debits:

None

**Ending Balance in Fund 34120 as of 12/31/15 200,000.00**

LIST OF EXPENSES FOR 1/27/16

<u>CHECK</u>	<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>	
	997	Alto Sanitary District	Personnel Payment Account	3,000.00	
	998	Nute Engineering	Engineering Services, Nov & Dec	3,218.00	
	999	Roto-Rooter	Location and Inspections - Dec & Jan	2,251.00	
	1000	AT&T	Telephone Service	86.06	
	1001	Consumer Cellular	Cell Phone Service	21.20	
	1002	Marin County Registrar of Voters	Nov 3, 2015 Gen. Election Charges	269.50	
	1003	USA North	Fax Charges	100.50	
	1004	Terry E. Krieg, CPA	Audit services for FY2014-15	6,000.00	(14,946.26)

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**Balance in Fund 72200 after payment of above: 219,710.90**

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PERSONNEL PAYMENT ACCOUNT

Ending Balance 12/15/2015	804.39	
Deposit 12/18/2015	3,200.00	
		4,004.39
August Withdrawals		
Payroll	1,612.74	
IRS Tax Payment	1,174.56	
Employment Devel Edd Eftpmt	17.86	
Employment Devel Edd Eftpmt #2	274.98	
	Total Withdrawals	(3,080.14)
	Bank Fees	(12.00)
<b>Ending Balance 1/15</b>		<b>912.25</b>

Action Taken: M/S Gainer/Femenia to approve the financial report and pay the above listed expenses; Approved 5-0.

7. New Business

- a. Item 7a: Consider Request to Adjust the FY2015-16 Budget – Manager Paskett proposed that the Board of Directors approve a budget adjustment. An assessment of the budget six months into the fiscal year revealed expenditures exceeding amounts allotted by \$17,657 for Engineering and Legal services. A plan to move funds from different accounts was submitted. The Lateral Rehabilitation Program was eliminated to recover \$5,000. \$5,000 increased revenue is expected because of adoption of the master fee schedule. The rest was made up by reallocating \$14,140 from Reserves Buildup as required.

Action Taken: M/S Gainer/Femenia to make the adjustments to the FY2015-16 Budget as proposed; motion carried 5-0.

- b. Item 7b: FY2015-16 CIP Project, Islamic Center Parking – Paskett explained to the Board that funds have started to fill our coffers from tax revenue so now is the time to move forward with this fiscal year’s capital improvement project. Director Gainer wanted clarification on a point made in the report on this item describing a concern that doing this work ahead of the Shell-Lomita Adverse Grade Study might be problematic. Paskett explained that by stopping the work at the property line instead of connecting to the manhole in the street the pipe replacement in the parking lot could proceed on schedule and make the connection in the street when work is done on the sewer main in Shell Road.

Action Taken: M/S Gainer/Bosenko to direct Manager Paskett to initiate PSE from Nute Engineering and initiate bidding for sewer replacement between manholes 111.01 and 110.03; adopted 5-0.

8. Unfinished Business

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- a. Item 8a: Shell Road-Lomita Drive Adverse Grade Study – Request to Move Forward – Manager Paskett requested an expenditure of \$2,500 as Alto’s one-third share to have Nute Engineering study solutions to the adverse grade issue on Shell Road. SASM and The City of Mill Valley have agreed to share in the cost of this study, each paying \$2,500, because of the joint-use nature of this issue.

Action Taken: M/S Gainer/Bosenko to authorize the expenditure of \$2,500 toward Alto’s share of the Shell-Lomita Study that will determine ways the adverse grade can be addressed; motion carried 5-0.

9. Director’s Open Time

- a. Roger Gainer welcomed Todd Gates to the Board as Director Gainer was not here at Director Gates’ first meeting in December.
- b. Director Gainer asked that we get started sooner rather than later on the process of raising sewer rates since we know we have to do it. Chairman Bransgrove requested that items pertaining to next year’s rate increase be placed on the February meeting agenda.

10. Adjournment: M/S Femenia / Bosenko; approved 5-0. 8:40 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, FEBRUARY 24, 2016**