

**ALTO SANITARY DISTRICT**  
MINUTES OF THE MEETING OF MONDAY, NOVEMBER 25, 2015

1. Call to Order and Roll Call: Chairman Stanley Bransgrove called the meeting to order at 7:29 p.m. Board Members present: Directors Janis Bosenko, Pedro Femenia, Roger Gainer, and Tania Kennedy. Also present, Manager Roger Paskett.

2. Visitors to the Meeting and Open Time for Public Expression: There were no visitors from the public.

3. Minutes of the Meeting of October 28: Chairman Bransgrove called for a motion to approve the minutes as submitted. Action taken: M/S Gainer/Kennedy that the minutes of the meeting of October 28 be approved as submitted; approved 5-0

7:38 pm - Gary Robards, Nute Engineering arrives. His presence requested by the Manager.

4. Manager's Report: Paskett reported on five areas of activity this month.

- a. Sewer Location: Roto-Rooter responded to 4 USA sewer location calls.
- b. Sewer Laterals: No permits were issued or inspections performed but a new construction project at 57 Shell Road has been reviewed and a letter sent to the owner stipulating requirements of the District.
- c. Sewer Overflows: None to report.
- d. Sewer Maintenance: Roto-Rooter checked the sewer main near 30 Central for rocks and debris as requested by the manager. All clear.
- e. Annual Audit: A draft of the Annual Audit has been received and needs to be reviewed.
- f. Problem Pipe Section MH 110.01 – MH L-18: A proposal for studying solutions to the adverse grade near the intersection of Shell Road and Lomita Drive was presented to the board. This proposal was the result of a meeting held at SASM with Gary Robards and Pippin Cavagnaro, SASM plant manager, Mark Grushayev and Alto manager Roger Paskett. Scott Schneider did not attend this meeting as reported in Item 7a. The complexity of this issue was explored with the help of Gary Robards who answered jurisdictional and feasibility questions. Director Gainer suggested taking this issue to the SASM Board because the repairing of the adverse grade will involve the sewers of three entities; Alto Sanitary District, Mill Valley, and SASM. The Board directed manager Paskett to do the following for next meeting:
  - i. Jurisdiction Agreement – Find the agreement that we made between SASM, Homestead Valley SD, Almonte SD, and the City of Mill Valley that gave sections of sewer to SASM on Miller Avenue, call the “South Side Agreement”.
  - ii. Bonner Beuhler – Ask him what he knows about the South Side Agreement.
  - iii. Six-month Budget Status – Find out where the District stands financially so that the Board can determine if we have funds available to pay for the proposed \$10,000 study by Nute Engineering.

Agenda Adjustment – At this point Chairman Bransgrove called to move agenda item 8a to come next in order to allow our guest, Gary Robards, to leave the meeting when that item had been addressed.

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5. Unfinished Business

- a. Adopt Ordinance No. 2015-02, ADOPTING A SCHEDULE OF FEES FOR SERVICES PROVIDED BY THE DISTRICT – Concern was raised by Director Gainer that the permit fee for sewer lateral replacement may be too high. By imposing a \$643 permit fee we may be discouraging homeowners from getting their sewer laterals repaired.

Action Taken: Chairman Bransgrove called the question to adopt Alto Sanitary District Ordinance No. 2015-02. The Ordinance was adopted by a vote of 5-0.

Gary Robards leaves the meeting.

6. Reports on outside meetings

- a. SASM – Director Gainer attended the SASM board meeting on October 15<sup>th</sup>.
- i. Camino Alto Pump Station – Repairs were made to a break in the force main that conveys sewage from the Camino Alto Pump station by the Redwoods Retirement complex.
  - ii. Master Plan – Nute Engineering and Carollo Engineering were the only two firms bidding on the job. Other firms may have been discouraged because they may have thought Carollo had an advantage since they did the preliminary study.
  - iii. SASM Bond – Director Gainer raised the question to the SASM board of allowing smaller districts like Alto SD to piggy-back on the bond when SASM gets its money. This would allow member agencies to take advantage of better terms than they would be able to get on their own.
  - iv. Sutton Manor Pump Station – The construction of the new pump station is being held up for two more weeks while political issues over access to the bike path above the property are ironed out.
  - v. Visual Appeal – Choices were presented on screening to the north side of the wastewater treatment plant. Costs ranged from \$16,000 to \$93,000. SASM may ask the City of Mill Valley to pay for improving visual appeal since it was their bike-path improvement project that cleared the eucalyptus trees; the previous screen.
- b. District Manager’s Meeting – There was no District Manager meeting in November.

7. Financial Report and List of Disbursements: Paskett reported that revenues from October property taxes and Agency income, totaled \$57.90. With warrants amounting to \$7,860.82, a balance of \$89,547.36 was left in the O&M account. After expenses this month the account will hold a balance of \$77,873.03. The personnel payment account had a balance of \$809.57 after payroll last month. The reserve account had no activity and has a balance of \$200,000. The following list of expenses (check nos. 982 to 988) was submitted for approval.

FUND 72200

Ending Balance 9/30/15, Beginning Balance 10/01/15 97,350.28

Revenues:

Rev fr Use of Mny Prop - Int. (Sept. Statement Revised)	55.20	
Prop Taxes # Redemptions	2.70	
<b>Total Revenues</b>	<b>57.90</b>	<b>57.90</b>

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Debits:

Checks issued 10/28/15 (00976 thru 00981) (7,860.82)

**Ending Balance in Fund 72200 as of 10/31/15** **89,547.36**

**FUND 34120**

Balance on 10/01/2015 200,000.00

Revenues:

None 0.00

Total Revenues 0.00

Debits:

None

**Ending Balance in Fund 34120 as of 10/31/15** **200,000.00**

LIST OF EXPENSES FOR 11/25/15

<u>CHECK</u>	<u>NUM</u>	<u>PAY TO</u>	<u>FOR</u>	<u>AMOUNT</u>	
	982	Alto Sanitary District	Personnel Payment Account	3,200.00	
	983	Nute Engineering	Engineering Services, September	3,258.50	
	984	Roto-Rooter	Location and Inspections - Sept.	2,948.05	
	985	AT&T	Telephone Service	57.71	
	986	Consumer Cellular	Cell Phone Service	22.07	
	987	SWRCB	Annual Permit Fee	2,088.00	
	988	Roger Paskett	Office Expense Reimbursement	100.00	(11,674.33)

**Balance in Fund 72200 after payment of above:** **77,873.03**

PERSONNEL PAYMENT ACCOUNT

Ending Balance 10/15/2015		701.71	
Deposit 10/30/2015		3,200.00	
			3,901.71
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 11/16</b>			<b>809.57</b>

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

8. New Business

- a. Item 7a – Extending the Contract with Mill Valley Refuse Service – Because county counsel is still in negotiations with MVRS for a new contract (which ends on 12/31/2015) the board considered giving approval to manager Paskett to sign an extension to the current contract.

Action Taken: M/S Gainer/Kennedy to allow the District Manager to extend the contract with MVRS until March 31, 2016 while a new contract is drawn up for approval by the Alto Sanitary District Board of Directors; approved 5-0.

9. Director's Open Time:

- a. Director Gainer asked manager Paskett to re-send the contact information for the director of Marin County Finance, Edmond Dea.
- b. Raising Sewer Rates – Director Gainer suggested that we start looking into raising our sewer service fees which would trigger the proposition 218 process. He suggested that we might follow Homestead Valley Sanitary District's lead by proposing incremental increases over a two or three year period and make the increase in the final year optional depending on need. Start working on a 10-year budget for adoption at a future meeting so we will be prepared to adopt a rate increase for the next fiscal year.

10. Adjournment: M/S Femenia / Gainer; approved 5-0. 8:37 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, DECEMBER 16, 2015**