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3 **ORDINANCE NO. 2015-01**
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5 **AN ORDINANCE REGULATING THE CONSTRUCTION, USE AND**
6 **MAINTENANCE OF PRIVATE SEWER LATERALS**
7 **IN THE ALTO SANITARY DISTRICT**
8

9 THE BOARD OF DIRECTORS OF THE ALTO SANITARY DISTRICT DOES HEREBY
10 ADOPT THIS ORDINANCE TO REGULATE THE CONSTRUCTION, USE AND
11 MAINTENANCE OF PRIVATE SEWER LATERALS WITHIN THE DISTRICT, AND TO
12 OPERATE IN CONJUNCTION WITH EXISTING DISTRICT ORDINANCES.
13

14 IN ORDER TO ENSURE THE PROPER CONSTRUCTION AND MAINTENANCE OF
15 PRIVATE SEWER LATERALS WITHIN THE SANITARY DISTRICT (HEREIN AFTER
16 REFERRED TO AS THE “DISTRICT”) THE BOARD OF DIRECTORS DO HEREBY
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24 **Sections:**

25	100	Findings
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27	200	New Construction Sewer Laterals
28	250	Connection Permits
29	280	Improper and Illegal Connections
30	300	Sewer lateral – ownership, maintenance, repair
31	400	Sewer laterals – mandatory inspections
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38	500	Prohibited discharges
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40	560	Damage to District sewer system
41	570	Punishment–Contractors-Violation of Section 280
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45 **Section 100: FINDINGS**
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47 The District finds and determines that Infiltration and Inflow (hereinafter referred to as I
48 & I) is a serious problem for the District in that during heavy rains a significant amount of
49 water is introduced into the District's system as a result of I & I from breaches in the entire
50 pipeline system that leads to the SASM treatment facility. To a great extent, much of this I
51 & I is introduced into the District's pipelines and sewer mains from the sewer laterals or
52 unpermitted drainage structures leading from a property to the District's sewer mains. As a
53 result of I & I, the Sewerage Agency of Southern Marin's (SASM's) sewer treatment
54 facilities have the potential to become overburdened during periods of heavy rains leading to
55 sewage overflows and possible spills into the waters of Richardson Bay. Such overflows
56 and spills can lead not only to significant fines and penalties against the Agency by state and
57 federal water regulatory agencies, but may pose a significant risk to the environment, and
58 the health and safety of the public at large.
59

60 The District has determined that it is in the public interest to address I & I contributed
61 by private sewer laterals and, as such, it is a District priority to authorize the enforcement of
62 the upgrade and repair of private sewer laterals.
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64 **Section 150: DEFINITIONS**
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66 **LATERAL SEWER, LATERAL or PRIVATE SEWER LATERAL** is hereby
67 defined as a privately owned sewer which conveys sewage from a building to the District's
68 collection system, including all pipes, fittings, and appurtenances, from the outer face of the
69 building served to the connection into the District's sewer main, including the connection
70 itself.
71

72 **INFLOW** means any water other than sewage that is directed toward or connected to
73 the District's collection system through drainage ditches, open or enclosed culverts, roof
74 drains, yard or area drains, or any other source of storm or ground water.
75

76 **INFILTRATION** means water other than sewage which enters into the District's
77 collection system through cracks, breaks, open joints, or other deficiencies which may exist
78 in laterals or in the District's system.
79

80 **INFLOW AND INFILTRATION** are sometimes referred to collectively as "I and I".
81

82 **COMMERCIAL BUILDING** means any building, or portion thereof, designed,
83 intended or used to accommodate a business, commercial, mixed commercial and residential
84 or industrial enterprise, or a public or private school.
85

86 **COMMON INTEREST DEVELOPMENT** means a development characterized by
87 individual ownership of a condominium housing unit or a residential parcel coupled with the
88 shared ownership of (or right to use) common areas and facilities, including, but not limited

89 to, condominium projects, community apartment projects, stock cooperatives and planned
90 unit developments, which contains three (3) or more dwelling units and which has a sewer
91 service lateral shared by three (3) or more dwelling units.
92

93 **NOTICE TO REPAIR** means the notice issued by the District Engineer to the Owner
94 advising that the Owner appears to be in violation of the respective Code or Ordinance with
95 respect to the Owner's sewer service lateral, or in violation of the Code or Ordinance in a
96 manner of the sewer service lateral's connection to the District Sewer System, which order
97 directs the abatement of the identified violation in a timely manner.
98

99 **OWNER** means any person, partnership, association, corporation or fiduciary having
100 legal title (or any partial interest) in any real property situated within the District.
101

102 **REPAIR** means restoration of the lateral in a manner that eliminates breaks, voids,
103 separations, sags, or other defects that allow non-sewage materials, including but not limited
104 to groundwater, roots, soils, and infiltration, to enter the lateral.
105

106 **SEWER MAIN** means a District owned pipeline designed and operated to accept
107 sewage from a sewer service lateral for disposal.
108

109 **SEWER SERVICE LATERAL INSPECTION** means an inspection of a sewer
110 service lateral that consists of the retention of a licensed plumber by the Owner in order to
111 visually examine and inspect a sewer service lateral in the manner deemed appropriate by
112 the District Engineer. Such an inspection shall, at a minimum, include the use of a closed-
113 circuit television inspection device for the purposes of determining whether the sewer
114 service lateral complies with the requirements of this Chapter.
115

116 **Section 200: NEW CONSTRUCTION SEWER LATERALS**
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118 All new residential, apartments, industrial and commercial buildings shall have
119 installed a new sewer service lateral. A minimum four-inch lateral shall serve single or
120 duplex residential dwelling units. A minimum six inch lateral shall be installed to serve
121 buildings with three or more residential units, and industrial and commercial buildings.
122 Construction shall conform to District standards.
123

124 **Section 250: CONNECTION PERMITS**
125

126 Prior to constructing a lateral or connecting a new building to an existing lateral, or
127 undertaking a major repair of a lateral, the owner shall apply for and obtain a connection
128 permit from the District. The application shall include a plan showing the location of the
129 lateral and the proposed repair or replacement, and all buildings, other utilities, significant
130 features and topography of the property and showing the public right-of-way or easement in
131 which the lateral and the District sewer are located, and the proposed connection of the
132 lateral to the District's sewer.
133

134 **Section 280: IMPROPER AND ILLEGAL CONNECTIONS TO PRIVATE**
135 **SEWER LATERAL**

136
137 It shall be improper and illegal for a Contractor or Homeowner to connect the following
138 to a private sewer lateral: storm drains, roof drains, pool drains and/or non-sewage pipes or
139 drains. Violation of this Section is punishable under Section 570.
140

141 **Section 300: OWNERSHIP, MAINTENANCE AND REPAIR OF PRIVATE**
142 **SEWER LATERALS**

143
144 **A.** Private sewer laterals shall be owned, maintained and repaired by the owner of the
145 property, which the lateral serves. The entire service lateral, from the building connection to
146 and including the “wye” connection or other-tie-in to the sewer main, shall fall within the
147 owner’s responsibility for installation, maintenance and repair.
148

149 **B.** Property owners must clean, maintain and repair laterals serving their property
150 sufficient to keep the lateral in operable condition at all times. The property owner shall
151 perform such duties as may be required in response to observed overflows or seepage
152 attributable to the lateral, or as discovered by smoke testing, televising or other surveys of
153 the lateral. Where such maintenance requires excavation and/or replacement of existing
154 facilities, the property owner shall apply for and receive a connection permit (see Section
155 250 above) from the District.
156

157 **Where there are multiple connections to a sewer lateral please refer to Section 450 A.**
158 **for recommendations on sharing costs for maintenance.**
159

160 **Section 400: MANDATORY INSPECTIONS**

161
162 **A. HEALTH AND SAFETY BASIS FOR REQUIRING A SEWER SERVICE**
163 **LATERAL INSPECTION.** An Owner shall have the sewer service lateral of his or her
164 real property inspected in accordance with the requirements of this Chapter (as directed and
165 within the time period indicated by the District Engineer) upon the occurrence of any of the
166 following events:

- 167 **1. Overflow or Malfunction.** Whenever the District Engineer determines that the
168 sewer service lateral has recently overflowed or has recently malfunctioned;
- 169 **2. Lateral Failure or Lack of Maintenance.** Whenever the District Engineer finds
170 that there is sufficient evidence to conclude that the sewer service lateral has failed,
171 is likely to fail, or has not been properly maintained.
- 172 **3. Public Health Threat.** Upon any other reasonable cause to believe that there is a
173 threat to the public health, safety, or welfare due to the condition of a sewer service
174 lateral.
- 175 **4. Age of pipes and/or extent of foliage causing higher flow within the service**
176 **area.** Whenever the District Engineer determines that the age of pipes (clay, plastic
177 or other material) in combination with observed foliage (tree roots near the sewer
178 lateral suggesting root intrusion causing infiltration) or the age of the pipes

179 independently are causing a higher than average flow in a neighborhood or area, the
180 District Engineer may direct an inspection of the sewer service lateral to determine
181 the need for repair.

- 182 5. This Section shall apply to residential properties, fixed and floating properties,
183 commercial properties, publicly owned buildings, common interest developments,
184 apartment buildings and any structure which has a sewer lateral.

185 **B. EVENTS REQUIRING A SEWER SERVICE LATERAL INSPECTION –**
186 **ALL PROPERTIES.** An Owner shall have the sewer service lateral of his or her Property
187 inspected in accordance with the requirements of this Chapter upon the occurrence of any of
188 the following events:

- 189 1. **Additions and Improvements.** Prior to the issuance of a county or city building
190 permit for a building addition or new improvements on the real property where said
191 addition or improvements (or cumulative additions or improvements through
192 multiple projects over the prior 3 years) have a value of \$50,000 or greater.

193 a. District shall notify the relevant jurisdiction (City or County) of this requirement
194 so that Issuance of a building permit is conditioned upon meeting the
195 requirement of a lateral inspection.

- 196 2. **Transfer of Property Title.** Where the sale of any real property with sewer
197 improvements is proposed, the seller shall have the sewer service lateral inspected
198 prior to transfer of property title.

199 a. It is suggested that the seller provide an inspection report to the District engineer
200 as specified in Section 420 of the sewer lateral upon offering the home for sale.

201 **The responsibility for any repair of a lateral is an issue between the buyer**
202 **and seller.**

203 b. Should the seller fail to have an inspection conducted on the property prior to the
204 sale of the property, the District shall require the new owner to conduct an
205 inspection and make any necessary repairs to the lateral.

- 206 3. **Whenever the District is replacing a sewer main or conducting repair of a**
207 **sewer main or the City or County is doing road resurfacing on or near the road**
208 **where the private sewer lateral connects to the sewer main.** Owners will be
209 notified by the District of the current work and need for an inspection report on their
210 lateral prior to the road work or construction so that any remedial work to the lateral
211 is completed prior to the construction or road work.

212 **Where an Owner refuses to provide an inspection, District may conduct a**
213 **televised inspection and Owner shall be responsible for the costs of such**
214 **inspection. Should an inspection reveal the need for repairs, the District may**
215 **issue a Notice of Repair to the Owner and have the remedies provided for in**
216 **Section 430 D. of this Ordinance to ensure repairs are made and costs are paid.**

217
218 **C. EXCEPTION TO INSPECTION FOR RECENT PRIOR INSPECTIONS**
219 **AND REPAIRS.** The following exceptions do not apply to any Inspection required under
220 subparagraph A. above. The following are exceptions to the Inspection requirements of
221 subparagraph B. above as indicated.
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1. **Prior Replacement of Service Lateral.** An Owner otherwise required to **perform a sewer service lateral inspection under B. above hereof** shall not be required to perform such an inspection if the Owner (or the Owner's predecessor-in-interest) has originally installed or has replaced his or her Property's sewer service lateral within the twenty (20) years prior to the date of **the application for a building permit, listing the property for sale or the road work or sewer repair.**
 2. **Prior Inspection or Repair of a Service Lateral.** An Owner otherwise required to perform an inspection under B. above shall not be required to perform such an inspection if the Owner has either completed a remedial inspection (conducted in accordance with the Inspection requirements of this Chapter) or completed a permitted repair of the sewer lateral within the three (3) years prior to the date the inspection would otherwise be required.
 3. **Proof of Prior Replacement, Prior Inspection or Repair of a Sewer Service Lateral.** Owner shall provide proof of any prior replacement, inspection or repair of a sewer service lateral in the form of a certificate, a paid bill or any sufficient documentation that ensures such prior replacement, repair or inspection of a sewer service lateral occurred pursuant to Sections 1. and 2. above. The form and content of the document or proof must be deemed sufficient by the District or its designated representative.

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Section 410: ACCESS TO PROPERTIES FOR SEWER LATERAL INSPECTIONS

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The District Engineer (or any designated representative thereof) is hereby authorized to inspect private laterals with advance notice to the property owner for the following purposes:

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- A. To determine the size, depth, and location of any sewer connection.
 - B. To determine the end outlet of any sewer connection by depositing harmless testing materials in any plumbing fixture attached hereto and flushing the same, if necessary.
 - C. To determine, by measurements and samples, the quantity and nature of the sewage or wastewater being discharged into any sewer.
 - D. To determine the location of the roof, swimming pool, floor and surface drains, and whether or not they physically connect to a sewer.
 - E. To assess the condition of the lateral where he/she suspects that the lateral may be allowing inflow or infiltration.

267 Nothing herein shall be deemed to provide the District Engineer with any right or authority
268 to enter a building or other apparently private or interior area of a real property, except to the
269 extent such entry is expressly authorized by state law or by consent or permission of the
270 resident.

271
272 **Section 420: SEWER LATERAL INSPECTION REPORT – REQUIREMENTS**

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274 **A. INSPECTION REPORT STANDARDS.** The sewer service lateral Inspection
275 Report required by this Chapter shall be prepared in accordance with the following
276 requirements and specifications.

- 277 1. The Inspection Report shall be prepared by a licensed plumber;
- 278 2. The Inspection Report shall identify all of the following:
 - 279 a. Any and all defects that could allow infiltration into the lateral or otherwise
280 create a maintenance issue in the District sewer system. Such defects may
281 include but not be limited to the following: displaced joints, open joints, root
282 intrusion, substantial deterioration of the line, cracks, leaks, inflow or infiltration
283 or extraneous water, root intrusion, grease and sediment deposits or other
284 conditions likely to increase the chance for blockage of the sewer service.
 - 285 b. Whether any connection, by pipes or otherwise, allows rainwater to groundwater
286 to enter the sewer service lateral or public sewer.
 - 287 c. Whether the sewer service lateral has an installed backwater device where any
288 outlet or trap of the sewer service lateral is below the level of the nearest
289 manhole. If a backwater device is already installed, the report shall indicate
290 whether the backwater device is functioning properly.
- 291 3. The Inspection Report shall contain an express certification from the certified
292 inspector that the property has been inspected for any outdoor drain connection to
293 the District sewer system and that no such unpermitted Lateral exists. The Report
294 shall be prepared in a format acceptable to the District.
- 295 4. Based upon the District staff evaluation of the deficiencies outlined in the Report,
296 the District will determine the level of repair or replacement that is necessary.

297
298 **B. COMPLIANCE WITH REGULATIONS.** The Inspection Report shall, in all
299 other aspects, comply with the requirements and specifications described in the District
300 Engineer’s specification for a sewer service lateral Inspection Report as established in
301 subsection 1, below.

- 302 1. Requirements for an Inspection Report: The following items are required to be
303 addressed in an inspection report:
 - 304 a. Date of inspection;
 - 305 b. Name of inspector and name of plumbing firm along with license #;
 - 306 c. Certification that a televised video was taken of the lateral;
 - 307 d. A certification that no roof, swimming pool, floor and/or surface drains or any
308 other non-sewage drains are physically connected to the lateral or sewer main;
 - 309 e. Identification with respect to the sewer lateral of any displaced joints, open
310 joints, root intrusion, substantial deterioration of the line, cracks, leaks, inflow or

311 infiltration or extraneous water, root intrusion, grease and sediment deposits or
312 other conditions likely to increase the chance for blockage of the sewer service.

- 313 f. Certification that an installed backwater device is in place where any outlet or
314 trap of the sewer service lateral is below the level of the nearest manhole. If a
315 backwater device is already installed, the report shall indicate whether the
316 backwater device is functioning properly.
- 317 g. A Declaration under penalty of perjury that the report is true and correct.

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319 **Section 430: SEWER LATERALS – REQUIRED REPAIRS**

320
321 **A. NOTICE TO REPAIR.** Upon receipt of the sewer service lateral Inspection
322 Report pursuant to this Chapter, the District Engineer will determine whether it indicates
323 any deficiencies in the operation of the sewer service lateral and, thereafter, shall provide the
324 Owner(s) with a Notice to Repair as may be deemed appropriate by the Engineer. The
325 District Engineer shall provide the determination and issue a Notice to Repair within 3
326 business days after receipt of the Inspection Report. The Notice to Repair/Replace shall
327 specifically identify the deficiencies to be corrected and shall establish a deadline of 180
328 days, within which the Owner(s) shall complete the required corrective actions. The
329 corrective action may include a requirement that the lateral be replaced altogether and also
330 may include the installation of cleanouts and backwater valves if those devices are otherwise
331 required by this Ordinance or any uniform code adopted by the District.

332
333 **B. OBLIGATIONS OF THE OWNER.** The Owner shall repair his or her sewer
334 service lateral to the satisfaction of the District Engineer, and, if a building permit is
335 required for the repairs, the Owner shall obtain a final permit inspection and approval of the
336 relevant Building Official.

337
338 **C. REPAIRS TO IMPROPER CONNECTIONS CONSISTING OF MULTIPLE
339 PRIVATE CONNECTIONS TO A COMMON LATERAL.** A sewer service lateral
340 serving more than one residential dwelling, except as provided for in Section 450 is an
341 improper connection and shall be repaired or replaced as deemed appropriate by the District
342 Engineer. The Owner of each affected residential dwelling shall be responsible for
343 disconnecting their sewer service lateral from the common lateral and connecting to the
344 nearest sewer main.

345
346 **D. FAILURE TO REPAIR UPON DISTRICT NOTIFICATION:** Should an
347 Owner fail to conduct the required repairs upon issuance of a Notice to Repair by the
348 District, the District shall have several options in order to ensure that the repair or
349 replacement is completed:

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351 **1. Public Nuisance:** Continued habitation of any home, building or continued
352 operation of any industrial facility in violation of a Notice to Repair or Replace a
353 private sewer lateral is hereby declared to be a Public Nuisance. The District may
354 cause proceedings to be brought for the abatement of the occupancy of the home,
355 building or industrial facility (i.e., a court order directing the occupant(s) to vacate

356 the home, building or industrial facility until the directed repairs are made) during
357 the period of such violation. The District shall have the right to recover its attorney
358 fees and costs for the pursuit of the abatement.

359 **2. Disconnection of Private Sewer Lateral to Sewer Main:** The District shall have
360 the right to commence proceedings in Marin Superior Court to seek a court order
361 disconnecting the private sewer lateral from the sewer main, thus leaving the home,
362 building or industrial facility without sewer service. The District shall have the right
363 to recover its attorney fees and costs for the pursuit of disconnection.

364 **3. Corrections of Violations:** Section 6523 of the California Health and Safety Code
365 provides that in order to enforce the provisions of any Ordinance of a District, the
366 District may correct any violation of an Ordinance of the District. The cost of such
367 correction may be added to any sewer service charge payable by the person violating
368 the Ordinance or the owner or tenant of the property upon which the violation
369 occurred, and/or the District may place a lien on the property wherein the violation
370 occurred or the District may pursue a civil action for recovery of the costs.
371 Whatever option the District pursues under this subsection 3. the District shall be
372 entitled to its costs and attorney fees.

373
374 **Section 440: COMMON INTEREST DEVELOPMENTS**

375
376 The Homeowners association of a Common Interest Development shall, along with the
377 Owner, be jointly and severally liable for the duties and obligations imposed by this Chapter
378 in relation to any sewer service lateral located within a common area of the Development. If
379 no homeowners association exists, then the individual unit owners, considered jointly, shall
380 be liable for the duties and obligations with respect to sewer service laterals established by
381 this Chapter.

382
383 **Section 450: PRIVATE SEWER LATERALS – MULTIPLE CONNECTIONS**

384
385 It shall be the policy of the District to require one private sewer lateral serving one
386 single family home. However, the District is cognizant that the sewer service system within
387 the District is very old and contains many hillside single-family homes that are serviced by
388 one private sewer lateral (e.g., one private sewer lateral for two or more homes). Where no
389 apparent deficiency exists with a shared service lateral, the District shall allow the multiple-
390 service lateral. Where repairs are necessary, the owners of the residences served by the
391 lateral shall jointly be responsible for the repairs. Where repairs and/or replacement of such
392 a lateral is necessary, the District may require the construction of a new private service
393 lateral for each residential single family home or the construction of a new larger private
394 service lateral to accommodate the multiple residences.

395
396 Where multiple residential connections are allowed to one private sewer lateral, the
397 District encourages the homeowners to enter into a maintenance agreement between all of
398 the homeowners sharing the private lateral to ensure that there is a mechanism in place to
399 pay for required repairs and/or replacement of the private sewer lateral. In general terms, a
400 common method is to proportion the costs of the maintenance, repair or replacement among

401 the homeowners sharing the lateral. For example, homeowners upstream of the shared-
402 lateral section requiring rehabilitation would proportion their costs relative to the length of
403 the shared lateral which serves their home divided by the length of the entire shared lateral
404 from the sewer main upstream to the point of the repair. The relative percentage may vary
405 along the pipe depending on the number of connections upstream of the repair. Owners that
406 are part of a multiple lateral connection are not subject to the transfer of property title
407 requirement (400 B 2).

408
409 **Section 500: PROHIBITED DISCHARGES**

- 410
411 A. No person shall discharge or deposit, or cause or allow to be discharged or deposited
412 into the District sewer system any wastewater which contains any of the following:
- 413 1. Cooking grease whether emulsified or not.
 - 414 2. Waste automotive radiator coolant
 - 415 3. Explosive mixtures
 - 416 4. Radioactive wastes
 - 417 5. Solid or viscous wastes which may cause obstruction to the flow in a sewer pipeline,
418 including cleansing wipes or “flushable” wipes.
 - 419 6. Any toxic substances in excess of the United States Environmental Protection
420 District standards pursuant to Section 307 (a) of the Clean Water Act, or any other
421 substances which may interfere with the biological processes of the wastewater
422 system.
 - 423 7. Petroleum products of any kind.
- 424

425 **Section 550: PUNISHMENT FOR VIOLATION OF PROHIBITED DISCHARGES**

426
427 A. Misdemeanor: Section 6523 of the California Health and Safety Code provides that
428 the violation of any ordinance, rule or regulation of a sanitary district by any person is a
429 misdemeanor punishable by imprisonment in the county jail not to exceed 30 days or by a
430 fine not to exceed one thousand dollars (\$1,000) or both. Each and every connection,
431 occupancy, prohibited discharge in violation of this Ordinance shall be deemed a separate
432 violation and each and every day or part of a day a violation of the Ordinance, rule or
433 regulation continues shall be deemed a separate offense hereunder and shall be punishable
434 as such.

435
436 **Section 560: DAMAGE TO DISTRICT SEWER SYSTEM**

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438 It is unlawful for any person to maliciously, wilfully, or negligently break, damage,
439 destroy, uncover, deface or tamper with any structure, appurtenance or equipment that is
440 part of the District Sewer System. Any violation of this Section shall be punishable under
441 Section 550 (above) and any violation may constitute other crimes under the California
442 Penal Code or the United States Codes.

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Section 570: PUNISHMENT – CONTRACTORS – VIOLATION OF SECTION 280

Should a Contractor make any connections in violation of Section 280 of this Ordinance, the Contractor shall be guilty of a misdemeanor within the meaning of Section 6523 of the California Health and Safety Code and shall be punished in accordance with the provisions of Section 550 of this Ordinance. Additionally, the District shall report such a Contractor to the State Licensing Board.

Section 600: SEVERABILITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional and invalid, such decision shall not affect the validity of the remaining portion of this ordinance. The Board of Directors hereby declares that it would have passed this ordinance and every section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared unconstitutional or invalid.

Section 650: EFFECTIVE DATE OF ORDINANCE


This Ordinance shall be and the same is hereby declared to be in full force and effect from and after thirty (30) days after the date of its passage and shall be published once before the expiration of fifteen (15) days after said passage, with the names of the Directors voting for or against the same, in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin, State of California.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Alto Sanitary District held on the 25 day of March, 2015 by the following vote:

AYES 5

NOES 0

ABSENT: 0



President, of the Board
Stanley Bransgrove

ATTEST:
 Secretary

