

**MINUTES OF JUNE 4, 2019**

**SANITARY DISTRICT NO. 2  
A SUBSIDIARY DISTRICT OF THE TOWN OF CORTE MADERA**

Board President Ravasio called the Sanitary District No. 2 Meeting to order at Town Hall Council Chambers, 300 Tamalpais Drive, Corte Madera, CA on June 4, 2019 at 8:20 p.m.

**1. CALL TO ORDER, SALUTE TO THE FLAG AND ROLL CALL**

Board Members Present: President Ravasio; Vice President Andrews and Board Members Bailey, Beckman and Kunhardt

Board Member Absent: None

Staff Present: Town Manager Todd Cusimano  
District Counsel Teresa Stricker  
Finance Director Daria Carrillo  
Planning and Building Director Adam Wolff  
District Manager Peter Brown  
Senior Civil Engineer Jared Barrilleaux  
District Clerk Rebecca Vaughn

**SALUTE TO THE FLAG** – President Ravasio led in the Pledge of Allegiance.

**2. OPEN TIME FOR PUBLIC COMMENT** - None

**3. PRESENTATIONS** – None

**4. CONSENT CALENDAR**

President Ravasio opened the public comment period, and there were no speakers.

A. Authorize introduction and/or adoption of resolutions and ordinances by title only  
(Standard procedural action – no backup information provided)

B. Approval of Minutes of May 21, 2019 Sanitary District Board Meeting  
Recommendation: Approve

MOTION: Moved by Bailey, seconded by Beckman, and approved unanimously by the following vote: 5-0 (Ayes: Andrews, Bailey, Beckman, Kunhardt and Ravasio; Noes: None).

To approve Sanitary District No. 2 Consent Calendar Items A and B

**5. PUBLIC HEARINGS – None**

**6. BUSINESS ITEMS**

- A. Review Proposed Sanitary District No. 2 Operating Budget for Fiscal Years 2019-202 and 2020-2021 and Provide Direction to Staff as Appropriate  
Recommendation: Review item and provide direction to staff

Finance Director Daria Carrillo presented the Sanitary District No. 2 Operating Budget, stating she divided all various expenditures into different categories of operating expenses, debt service to Central Marin Sanitation Agency (CMSA), grant programs and the capital projects listed on a separate page.

The budget is increasing by \$4.5 million, most of which is for capital projects. Another \$1 million has to do with the grant programs which were discussed at the previous meeting. Additionally, \$225,000 represents expenditures for Town staff providing Sanitary District services. The Engineering Department is adding personnel and some of this cost will be offset by the amount the District pays to the Town.

A legal services line item has been added to the budget for the first time and the other increases were sewer treatment and disposal which is assigned from CMSA as are the debt service program payments. The budget retains more than the \$3 million ending fund balance recommended by the Finance Committee and a \$9 million balance is projected for FYs 2019-2020 and \$6 million for 2020-2021.

Boardmember Bailey asked staff to describe the legal services budget given there has not been one in the past. Secondly, he asked why pump station maintenance has significantly increased.

Ms. Carrillo explained that there had always been legal expenditures but they were not captured in a line item and charged to the Sanitary District budget. She noted \$15,000 has been spent to date, and the \$100,000 line item serves as a placeholder and could be reduced depending on what is seen next year.

District Manager Peter Brown responded to the pump station maintenance, noting that the District contracts work out to CMSA staff so some costs are due to escalations. Due to the age of pump stations, they require more maintenance and one pump station is being rebuilt which will save money in terms of improved maintenance over time. He has also been working with both agencies' staff to distinguish between maintenance and capital costs.

President Ravasio opened the public comment period.

ALLISON PENCE cited the amount of water coming off of Ring Mountain and said all summer long there is water in their streets, gutters and sewers. She asked if this could be

required to be banked in the soil wherever possible so it does not affect sewers and result in flooding during rain events.

Mr. Brown recognized the infiltration of water into the system during heavy rain flows which increases treatment, and the District's CIP program attempts to address this.

Board Member Bailey said he counts 7 pump station projects on the CIP list. Of those 7 projects he asked which were ramping up the almost doubling of costs. He thought the extra \$400,000 would become enough of an added maintenance cost to justify prioritizing the rehabilitation projects earlier.

Mr. Brown said he will work with CMSA to hone in on these costs, identify where costs are coming from and can use that to better inform the ranking of the pump station projects.

- B. Review Proposed Sanitary District No. 2 Capital Improvement Program (CIP) and Budget for Fiscal Years 2019-2020 and 2020-2021 and Provide Direction to Staff As Appropriate

Recommendation: Review item and provide direction to staff

Mr. Brown gave an overview of the item, stating the program was reviewed previously and there are no significant changes since that time.

Vice President Andrews cited previous issues with Paradise Cay and he asked if a pump station needs to be put there or not.

Mr. Brown clarified there is a pump station there and Trinidad II is being replaced which serves Paradise Cay and pumps it uphill and over down towards the Paradise pump station. This project is \$1.1 million and it is a rebuild of the entire pump station.

President Ravasio opened the public comment period, and there were no speakers. No additional direction was given by the District Board.

## **7. BOARD MEMBER AND DISTRICT MANAGER REPORTS**

- District Manager Report – None
- Board Member Reports - None

## **8. REVIEW OF DRAFT AGENDA FOR UPCOMING SANITARY DISTRICT BOARD MEETING**

- A. Review of Draft Agenda for June 18, 2019 District Board Meeting  
Recommendation: Review item and provide direction to staff

**9. ADJOURNMENT**

The meeting was adjourned at 8:40 p.m. to the June 18, 2019 Sanitary District No. 2 Board meeting at Town Hall Council Chambers.