

# ALMONTE SANITARY DISTRICT

P.O. BOX 698, MILL VALLEY, CALIFORNIA 94942-0689 (415) 388-8775

## Directors

Lew Kious, Chair  
Emily Landin, Secretary-Treasurer  
Anne Lahaderne  
Linda Rames  
Kevin Reilly

## District Manager

Dave Haflich

### Minutes from May 22nd, 2017

Regular Meeting of the Board of Directors  
at Sewerage Agency of Southern Marin  
450 Sycamore Avenue, Mill Valley

1. Call to Order: Chair Kious called the meeting to order at 7:00 PM. Present: Lew Kious, Emily Landin, Anne Lahaderne, Linda Rames, Shonn Dougherty (Assistant to the District Manager). Dave Haflich (District Manager) and Kevin Reilly were not present.
2. Approval of Minutes for April 24th, 2017 meeting and March 27th Amended minutes. Motion to approve by Linda Rames, seconded by Anne Lahaderne, Approved 4-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily noted discrepancy on SASM franchise fee invoice. Our first installment was a clerical error resulting in a payment of \$148,548 instead of the 50% installment of \$148,580. Check was \$32 less than due payment, thus added on to 2nd installment for a due and payable total of \$148,612 equaling \$297,160 total assessment for 2016/2017. Kevin not present so Emily mentioned his paycheck should be carried over to next month, withhold from June payroll. Lew would like to have USA's from Rooter Rooter tracked and recorded in future Board packets. A list of how many USA's and total cost invoiced per monthly billing. Lew mentioned we should project forward a desired balance in our reserve fund, taking in consideration estimated operating expenses per month until December.

Emily made a motion to approve the 05/22/2017 Warrant List and the May Payroll. Lew seconded. Motion approved: 4-0.

05/22/2017

TO: ROY GIVEN

AUDITOR -CONTROLLER  
ROOM 225, CIVIC CENTER  
SAN RAFAEL, CA 94903

ALMONTE SANITARY DISTRICT

DATE: May 22nd, 2017

On May 22nd, 2017 THE GOVERNING BOARD OF THE ALMONTE SANITARY DISTRICT  
APPROVED THE FOLLOWING WARRANTS FOR PAYMENT:


WARRANT NUMBER	IN FAVOR OF	PURPOSE	FUND TO BE		
			CHARGED	OBJECT	AMOUNT
182180141	Roto Rooter	Invoices:M125059,M125061,M124898,M125072,M125375,M125378 M125385,M125392,M125447,M125403,M125407	8035	521810	3,733.26
182180142	SASM	2016/2017 2nd Member Agency Assessment	8035	521810	148,612.00
182180143	Nute Engineering	2017 CIP Engineering Invoice# 17156 5/6/2017	8035	522512	8,327.00
182180144	Dave Haflich	Patt's Copy World Receipt# 042117	8035	521810	27.11
182180145	Dave Haflich	ATT-District Landline	8035	521810	20.83
182180146	Almonte Sanitary District	Payroll Funding, exact May payroll liability	8035	511110	5,297.30

SUMMARIES BY CLASS

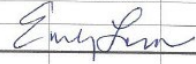
511110 - SALARIES 5,297.30  
521810 - OPERATING EXPENSES 152,393.20  
522512 - CAPITAL PROJECTS 8,327.00

Total 166,017.50

PAGE TOTAL: 166,017.50

BY:  5-22-17 Emily Landin  
TITLE: Sec/Treas

Almonte Sanitary District  
May 2017  
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	1099	25hours \$20/hr	500.00	500.00	10098	
Loretta Figueroa Bookkeeper	1099	Fixed	200.00	200.00	10099	
David Haflich		Salary	3,700.00	2,984.48	10100	
Lew Kiou/Almonte	1	100.00	100.00			
SASM	1	80.00	80.00	166.23	10101	
Anne Lahaderne	1	80.00	80.00	73.88	10102	
Emily Landin	1	80.00	80.00	73.88	10103	
Linda Rames	1	80.00	80.00	73.88	10104	
Kevin Reilly *	1	80.00	80.00	73.88	10105	
Paystar Charges			76.00		EFT US Bank	
Employer Soc. Sec			260.40		EFT US Bank	
Employer Medicare			60.90		EFT US Bank	
Total Financial Liability			5,297.30		US Bank	
BY:  Emily Landin, Sec/Treas						
DATE: 5-22-17						

\* Kevin was not in attendance. This check will be for next month.

5. Reports by Representatives to other meetings: Lew reported the Board approved the 2017/2018 draft budget. SASM's operating budget will be \$6,881,982, adding an additional \$341,496 to reserves. No changes from plan will be made to member assessments. Discussed the Grand Jury request for info on affordable housing. SASM agreed legal counsel will draft letter with rejection of request, all members can use for responding.

6. Manager's Report: As requested by the Board a comprehensive, written Manager's report was included in the Board Packet.

7. New Business:

Grand Jury Report- (Was discussed at SASM meeting, letter being drafted by legal counsel rejecting Grand Jury Request).

8. Old Business:

2017 CIP- Board approved recommended base bid by Nute Engineering from D&D Pipelines for \$142,112. Motion to approve made by Anne, seconded by Emily. Approved 4-0.

Shonn reported 4 bids were received on May 18th, and D&D Pipelines had the lowest base Bid. An Additive Alternate Bid of \$249,498 for completion of project was submitted by D&D. Base bid would cover costs of replacing the line on Cleveland prior to County paving in summer. Alternate Bid consists of 3 sections on Morning Sun. Board did not approve Alternate Bid. Lew requested for Dave to have a thorough breakdown of the detailed work to be completed with the Base and Alternative bid.

9. Board Directors Members Open Time: Linda is working on getting extra space for Almonte's document and files storage at the Almonte Clubhouse, 105 Wisteria Way.

10. Next Meeting Date: The next Regular Meeting was set to be June 26th, 2017, 7:00pm in the SASM Conference Room.

11. Adjournment: The meeting was adjourned at 7:32pm. Motion to adjourn made by Emily, seconded by Anne. Approved 4-0.