

# 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

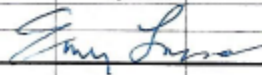
## DISTRICT MANAGER

Shonn Dougherty

### Minutes from February 26, 2018 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 7:02 P.M. Present: Lew Kious , Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (Assistant Manager), Shonn Dougherty (District Manager).
2. Approval of Minutes for January 22, 2018. Amendments made to include Loretta Figueroa's resignation letter, and a grammar correction. (The verb "to be" was misused and will be removed from sentence in New Business section.) Motion to Approve by Linda Rames, Lew Kious Seconded. Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily reminded Shonn to keep track of yearly Microsoft Office renewal next February. She recommended Board purchase permanent download for District computer next year and cancel yearly subscription. Emily noticed that ASD has spent 57% (\$434,944) of yearly Budget and reminded Board to submit Form 700 reports. Motion to Approve Warrant List and Payroll by Linda, Seconded by Anne. Approved 5-0.
5. Reports by Representatives to Other Meetings: Lew reported that the SASM Board approved \$700,000 payment to Nute Engineering Construction Management Services during construction for the WWTP Refurbishment Project. Work is projected to start in late-Spring. SASM Board agreed to allow Equalization Basins to remain empty and not provide wildlife habitat at this time.

Almonte Sanitary District  
February 2018  
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	2,730.00	2,730.00	2,340.97	10167	
David Haflich	Salary	1,470.00	1,470.00	1,294.51	10168	
Lew Klous/Almonte	1	100.00	100.00		10169	
SASM		80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10170	
Emily Landin	1	80.00	80.00	73.88	10171	
Linda Rames	1	80.00	80.00	73.88	10172	
Kevin Reilly	1	80.00	80.00	73.88	10173	
Paystar Charges			176.00		EFT US Bank	
Employer Soc. Sec			291.40		EFT US Bank	
Employer Medicare			68.14		EFT US Bank	
Total Financial Liability			5,235.54		US Bank	
	BY:				Emily Landin,	Sec/Treas
	DATE:					

TO: ROY GIVEN

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

**ALMONTE SANITARY DISTRICT**

DATE: February 26, 2018

On February 26, 2018 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
182180205	Roto Rooter	Invoices: M130677, M130682, M130684 -5 USA's 1 @ \$163.50, 1 @ \$193.50 and 3 @ \$387.00	8035	521810	744.00
182180206	Shonn Dougherty	AT&T-District Line -(Jan.,Feb.)	8035	521810	82.23
182180207	Shonn Dougherty	Microsoft Office 365 for District Computer	8035	521810	69.99
182180208	Shonn Dougherty	Copy Fed Ex Receipt # 5177837619	8035	521810	24.74
182180209	Marin County Tax Collector	County Counsel-Prepare Audit Letter to Auditor	8035	521810	220.00
182180210	Almonte Sanitary District	Payroll funding, Exact February Payroll Liability	8035	511110	5,235.54

**SUMMARIES BY CLASS**

511110 - SALARIES 5,235.54  
521810 - OPERATING EXPENSES 1,140.96  
522512- CAPITAL PROJECTS

**Total 6,376.50**

PAGE TOTAL: **6,376.50**

BY:  Emily Landin

TITLE: \_\_\_\_\_ Sec/Treas

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet.
7. New Business: Linda and Kevin are up for re-election in the June 2018 District elections. Shonn explained filing process for candidates has to be completed by March 9<sup>th</sup>. Shonn agreed to provide necessary paperwork to Linda and Kevin for County submittal. Dave informed Board of the 2018 CIP locations. He explained the five segments of pipe work total a little over 400 feet. Locations are Beryl St., California/Harvard Ave easement pipe, and Perry street.
8. Old Business: New Bookkeeper candidate Alyssa Shiffmann was introduced to the Board via conference phone call. Alyssa explained her experience with other Districts and suggested how Almonte can improve operations with purchase of QuickBooks Pro Desktop. Emily Motioned to purchase QuickBooks Pro Desktop, Anne seconded. Approved 5-0. Lew proposed Bookkeeping payment @ \$130/hr for 2 hours a month, with an estimate of \$3,000 for Audit Support/Bookkeeping clean up. Linda Motioned to hire Alyssa, Anne Seconded. Approved 5-0. Lew noted that Alyssa should receive Board Agenda each month.
9. Board Directors Members Open Time: Kevin mentioned the bidding climate for our CIP isn't great, but there is a lot of competition which adds discipline to the sewer market. Dave informed Board that Nute Engineering predicted our CIP price will be equal or 10% higher than last year.
10. Next Meeting Date: The next Regular Meeting was set to be March 26, 2018, 7:00pm in the SASM Conference Room. Lew Motioned, Kevin Seconded. Approved 5-0.
11. Adjournment: The meeting was adjourned at 7:54 pm. Motion to adjourn made by Emily, seconded by Kevin. Approved 5-0.