

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 August 28th, 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 7:01 P.M. Present: Lew Kious, Emily Landin, Anne Lahaderne, Linda Rames (arrived at 7:03), Kevin Reilly (arrived at 7:05), Dave Haflich (District Manager), Shonn Dougherty (Assistant to the District Manager).
2. Approval of Minutes for July 24th, 2017 Board Meeting and amended Minutes for June 26, 2017 meeting. Minor wording changes were requested by Emily for both sets of minutes. Motion to approve as amended by Emily Landin, seconded by Anne Lahaderne. Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily mentioned Lew will not get paid for SASM meeting in September. There was no meeting in July, but Lew was paid. Therefore Lew will not be paid in September for the SASM Board Meeting to balance overpayment in July. A revised August Warrant List (at Lew's request) included a \$250 check for Nerviani Paving as a contribution to the Highland Lane paving project. Lew will hold the check until Nerviani Paving supplies an invoice. Lew wanted to insure the contribution went to the actual project, not a private party. Philip Lau has been organizing funds from neighbors contributing to paving project. Kevin Reilly Motioned to approve 8/28/2017 Warrant List and August Payroll. Anne Lahaderne seconded. Motion approved: 5-0.
5. Reports by Representatives to Other Meetings: Lew reported the first hour of SASM meeting was a closed session. Legal counsel was present and nothing is allowed to be reported. After closed session, the SASM Board officially granted Mill Valley an easement for a bike path connection through the Sutton Manor Pump Station property. Official ribbon cutting ceremony for Sutton Manor Pump Station is October 23rd. SASM approved \$43,000 for a pumping motor control center,

08/28/2017

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: August 28th, 2017

On August 28th, 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
182180162	Roto Rooter	Invoices: M126598, M127206, M127371, M127374, 4 USA's- 3@ \$163.50, 1@ \$193.50	8035	521810	684.00
182180163	SASM	Marin Map Membership Fee	8035	521810	750.00
182180164	USA North	Annual Billing (% of Tickets Fee)	8035	521810	438.74
182180165	Nute Engineering	2017 CIP Engineering Inv 17239, 6/7/17	8035	521812	700.43
182180166	Nute Engineering	2017 CIP Engineering Inv 17315, 7/10/17	8035	521812	4,956.50
182180167	D & D Pipelines	2017 CIP-Progress Payment 2	8035	521812	17,357.86
182180168	Dave Haflich	ATT-District Landline	8035	521810	41.04
182180169	Dave Haflich	Board Packet Copying-Pat's Copy World 072117	8035	521810	36.48
182180170	Almonte Sanitary District	Payroll Funding, exact August payroll liability	8035	511110	5,335.56
182180171	Nerviani Paving, Inc.	Highland Lane Paving (pending invoice) <i>hold check until invoice is submitted.</i>	8035	521810	250.00

SUMMARIES BY CLASS

511110 - SALARIES 5,335.56
521810 - OPERATING EXPENSES 2,200.24
522512- CAPITAL PROJECTS 23,014.88

Total 30,550.68

PAGE TOTAL: 30,550.68

BY: Emily Landin 8/28/17 Emily Landin

TITLE: _____ Sec/Treas

Almonte Sanitary District
August 2017
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	2,350.00	2,350.00	2,021.65	10121	
Loretta Figueroa	Bookkeeper	1099 Fixed	200.00	200.00	10122	
David Haflich	Salary	1,850.00	1,850.00	1,577.11	10123	
Lew Kiou/Almonte	1	100.00	100.00			
SASM	1	80.00	80.00	166.23	10124	no meeting in July, will adj. in Sept.
Anne Lahaderne	1	80.00	80.00	73.88	10125	
Emily Landin	1	80.00	80.00	73.88	10126	
Linda Rames	1	80.00	80.00	73.88	10127	
Kevin Reilly	1	80.00	80.00	73.88	10128	
Paystar Charges				76.00	EFT US Bank	
Employer Soc. Sec			291.40		EFT US Bank	
Employer Medicare			68.16		EFT US Bank	
Total Financial Liability			5,335.56		US Bank	
BY: <u>Emily Landin</u> Emily Landin, Sec/Treas						
DATE: <u>8-28-17</u>						

\$50,000 to Nute Engineering for design work, and \$148,000 to repair damaged sewer line. Lew reported that Sausalito Sewer Agency is officially suing Tam Valley Sewer Agency for a minimum of \$500,000 for lost revenue. The plant improvement project, for which bids were too high, is still in abeyance.

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet. Dave briefly highlighted some of its contents.

7. New Business:

Dave discussed bookkeeping services for this year's audit. Loretta is maintaining she can't do all services required this year because of confusion within the General Manager transition. She is asking for \$65 an hour for audit related work with no estimation on how many hours needed. Lew called Terry Kreig to talk about Audit and how much work is involved. Terry explained to Lew if general ledger is up to date in Quick Books, it doesn't entail much work. Lew is against paying Loretta \$65 an hour. Anne added we need backup financial files, Board agreed. Almonte needs Loretta to perform an entire dump of files into a backup drive or link for archiving. Emily will contact Loretta about situation. The discussion on bookkeeping services will be continues at the September meeting.

8. Old Business:

2017 CIP: Lew made a motion to approve the Statement of Completion for the 2017 CIP from Nute Engineering. Kevin seconded. Approved 5-0. This allows the recording of the Notice of Acceptance of Completion with the County, which then gives 35 days for vendors to make claims against the contractor, D&D Pipelines.

9. Board Directors Members Open Time: Emily suggested considering consolidation with other districts. Lew responded that he felt that Homestead Valley was the best option and that he would make contact with their Board.

10. Next Meeting Date: The next Regular Meeting was set to be September 25th, 2017, 7:00pm in the SASM Conference Room

11. Adjournment: The meeting was adjourned at 8:04pm. Motion to adjourn made by Lew, seconded by Emily. Approved 5-0.

