

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 April 23, 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 arrived at 7:04 P.M., Dave Haflich (Assistant Manager), Shonn Dougherty (District Manager).
2. Approval of Minutes for March 26, 2018. Motion to Approve by Linda Rames, Anne Lahaderne Seconded. Approved 5-0.
3. Public Open Time: One Member of Public present, Jim Iavarone with The Mill Valley Refuse Service.
4. Secretary-Treasurer's Report: Emily requested that percentage line be on the same page in the Budget vs. Actual report, print page in landscape format. Alyssa found \$12,000 unaccounted for in her bookkeeping evaluation, she is investigating though files for answer. Alyssa will be added to payroll next month. Lew asked Linda about availability of the Almonte Clubhouse for Bookkeeping meetings, Linda said she would ask Almonte's Clubhouse members. Emily mentioned that Roto Rooter invoices are now cutting off on the 15th of each month. This allows time for Board to sign checks and not have any bills over 30 days outstanding. Motion to Approve Warrant List and Payroll by Anne, Seconded by Lew. Approved 5-0.
5. Reports by Representatives to Other Meetings: Lew reported that SASM held their annual planning session and approved a \$57,000 budget adjustment for additional work needed to complete the new Camino Alto Pump station. Staff to begin work to develop a draft Sewer Design and Construction Standard to set a standard across all Districts. SASM approved amount NTE \$500,000 for emergency repair of a conveyance line in Strawberry on Belvedere Ave. SASM staff will be analyzing and preparing for possibly converting SASM power to MCE Deep Green. This total recyclable energy is better for environment. Lew attended the groundbreaking ceremony for the SASM Refurbishment Project. Lew also attended the ribbon cutting at the Redwoods for the new pump station.

On April 23, 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
182180217	Roto Rooter	Invoices:M131859,M131868,M132156,M131371,M131966,M132210, M132177, M132180, M125476, M132511, M132538, M132521 16 USA's-1@ \$193.00, 13 in \$168.00 invoices, 2 in \$252.00 invoice.	8035	521810	2,652.00
182180218	Shonn Dougherty	AT&T-District Line	8035	521810	48.36
182180219	Shonn Dougherty	Office Depot Receipt Ink For Printer	8035	521810	30.51
182180220	Shonn Dougherty	Staples Board Packet Printing Receipt # 14050	8035	521810	22.66
182180221	Terry Krieg	Final Billing/Retainer for Audit Services Rendered 2017 Fiscal Year	8035	521810	2,000.00
182180222	SASM	2018 Liability Insurance CSRMA	8035	521810	1,669.00
182180223	Almonte Sanitary District	Payroll Funding, Exact April Payroll Liability	8035	511110	5,133.54

SUMMARIES BY CLASS

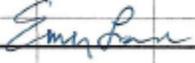
511110 - SALARIES 5,133.54
521810 - OPERATING EXPENSES 6,422.53
522512- CAPITAL PROJECTS

Total 11,556.07

PAGE TOTAL: 11,556.07

BY:  4/23/18 Emily Landin
TITLE: Sec/Treas

April 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	10181	
David Hafflich	Salary	1,470.00	1,470.00	1,294.51	10182	
Lew Kious/Almonte	1	100.00	100.00		10183	
SASM		80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10184	
Emily Landin	1	80.00	80.00	73.88	10185	
Linda Rames	1	80.00	80.00	73.88	10186	
Kevin Reilly	1	80.00	80.00	73.88	10187	
Paystar Charges			74.00		EFT US Bank	
Employer Soc. Sec			291.40		EFT US Bank	
Employer Medicare			68.14		EFT US Bank	
Total Financial Liability			5,133.54 *		US Bank	
BY:  Emily Landin, Sec/Treas						
DATE: 4/23/18						
*2017 Year End Work: 1099's x2						
Prepared and Filed-Charge 72.00	Paystar Charge		72.00		EFT US Bank	
Electronic withdraw US Bank*						
Total Financial Liability			5,205.54			

6. Manager's Report: A comprehensive Manger's report was included in the Board Packet. Dipsea Café was informed that their sewer tax is much larger than their neighbors due to strength of sewage. Three times factored by strength of sewage based on water consumption.
7. New Business: Jim Iavarone was asked to be present and explain the 13.48% rate adjustment to the Board. Jim was in front of Board three years ago to explain rate increase then, there has not been an increase in past two years. Jim explained he is now paying \$72 a ton for recycling, compared to not paying anything in the past. He said China is not excepting recyclables anymore. MV Refuse is negotiated a new labor contract with drivers and the new California Fuel Tax both contribute to rate adjustment. An independent Auditor (R3 Consulting Group) is reviewing the rate application. Recycling represents 8% of the 13% rate increase. A dual stream service with two marked garbage cans alternating pick up weeks is being tested in Marin. Dual stream Pilot Project is hoping to eventually reduce recycle price to \$17.50 a ton. Lew asked Jim when R3 Consulting's Audit will be complete? Jim replied before June elections, so Boards can vote on Dual Stream Recycling. Jim also stated plastics market not expected to change anytime soon, and recycling markets are unpredictable in California. Lew asked Jim to check on a carry forward surplus from years ago crediting Almonte. Lew noted that Government entities have been trying to get rid of Special Districts for years. Civil Grand Jury has no authority. LAFCO wanted to create MUD, (Marin Utilities District). Grand Jury response will be addressed at the next SASM meeting in May. Dave mentioned the resident at 65 Morning Sun Ave. is considering a pressure sewer option. She might want to apply for grant trough SASM's Cash for Sewers program. Board agreed on Base Bid for 2018 CIP. Kevin motioned, and Linda seconded, Approved 5-0. The Bid Alternate was put on hold with Kevin explaining it cost Board nothing to wait and hold price, can revisit price later. Dave informed Board that bid was 18% higher for same work this year. Lew was pleased with D and D Pipeline's work and fair prices last year.
8. Old Business: Shonn informed Board Audit has been completed, and he will distribute hard copies next week. Lew asked for Jack Govi's advice on recording our Easement at 222 Beryl St. Almonte could leave it as a Public Utilities Subdivision. Kevin wanted an estimate from engineers on recording a proper easement before a decision was made.
9. Board Directors Members Open Time:
10. Next Meeting Date: The next Regular Meeting was set to be Wednesday, May 23, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 8:22 pm. Motion to adjourn made by Kevin, seconded by Linda. Approved 5-0.