

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

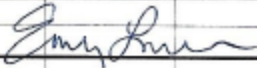
DISTRICT MANAGER

Shonn Dougherty

Minutes from December 19, 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 7:02 P.M. Present: Lew Kious , Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly (Arrived at 7:07 P.M.), Shonn Dougherty (District Manager).
2. Approval of Minutes for November 27, 2017. Lew corrected Minutes for Amendment. Loretta Figueroa is listed as present with Board Members, her presence should be reported in Public Open Time. Motion to approve by Linda Rames, Anne Lahaderne seconded. Approved 4-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily explained that financial reports are missing this month without a bookkeeper. Warrant List and Payroll deductions were applied to determine current balance. District phone bill was clarified on Warrant List as a monthly reimbursement to Shonn's credit card. Motion to approve by Anne, Emily seconded. Approved 5-0.
5. Reports by Representatives to Other Meetings: No meetings to report. SASM meeting is scheduled for Thursday December 23rd. Lew informed Board that Jim Iavarone is showing up to make a presentation on the Impact of Recycling. Meeting will include topic of approving \$20,600,000 for treatment plant refurbishment. The Agenda also calls for yearly elections of Officers for President, Vice President and Secretary.

Almonte Sanitary District
December 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	2,021.66	10153	
Loretta Figueroa Bookkeeper	1099 Fixed		0.00			
David Haflich	Salary	1,850.00	1,850.00	1,577.12	10154	
Lew Kious/Almonte	1	100.00	100.00		10155	
SASM		80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10156	
Emily Landin	1	80.00	80.00	73.88	10157	
Linda Rames	1	80.00	80.00	73.88	10158	
Kevin Reilly	1	80.00	80.00	73.88	10159	
Paystar Charges			99.00		EFT US Bank	
Employer Soc. Sec			291.40		EFT US Bank	
Employer Medicare			68.16		EFT US Bank	
Total Financial Liability			5,158.56		US Bank	
BY:					Emily Landin,	Sec/Treas
DATE:	12/19/17					

12/19/2017

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: December 19, 2017

On December 19, 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
182180192	Rolo Rooter	Invoices- M129548, M129654, M129662, M129570 USA's- 5 @ \$183.50	8035	521810	654.00
182180193	Marin County Tax Collector	County Counsel Services	8035	521810	110.00
182180194	Marin County Dept of Public Works	Annual Encroachment Permit Renewal for 2018	8035	521810	490.00
182180195	Shonn Dougherty	Board Packet Copying FedEx Receipt #5177834446	8035	521810	32.88
182180196	Shonn Dougherty	AT&T-District Landline	8035	521810	41.06
182180197	Almonte Sanitary District	Payroll Funding, exact December payroll liability	8035	511110	5,158.56

SUMMARIES BY CLASS

511110 - SALARIES 5,158.56
521810 - OPERATING EXPENSES 1,327.72
522512- CAPITAL PROJECTS

Total 6,486.28

PAGE TOTAL: **6,486.28**

BY:  Emily Landin
TITLE: Sec/Treas. Sec/Treas

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet. Shonn added that 222 Beryl Lane has the same realtor as 164 Morning Sun, which was issued a Certificate of Non-Compliance on November 28th. Dave emailed Scott Woods of Pacific union making it clear what is needed for District to issue Certificates of Compliance for both properties.
7. New Business: District Manager position changes, Lew stated that he talked to Dave via phone about transition. Dave's recommendation is to stay on as Assistant Manager, switching position of District Manager to Shonn. Lew motioned to approve transition, Anne seconded. Approved 5-0. Kevin noted that a Manger's Handbook should be created so the transfer of information and duties is understood. Dave is currently drafting a handbook for the Board. Kevin asked if Dave could clarify how long he intends to stay onboard as an assistant. Linda and Kevin are up for Board re-elections in June 2018. Motion to approve elections of Kevin Reilly and Linda Rames- Emily motioned, Anne seconded. Approved 5-0.
8. Old Business: Audit Support – Anne mentioned that Loretta promised a thumb drive with a data base of bookkeeping files. Emily is willing to contact Loretta and give her a thumb drive to transfer the District files. Lew suggested Emily contact Loretta with a letter in hopes of cooperation. Terry Kreig is available for Audit support if Loretta refuses to help. New Bookkeeper should be available mid-January.
9. Board Directors Members Open Time: No Comments.
10. Next Meeting Date: The next Regular Meeting was set to be January 22, 2018, 7:00pm in the SASM Conference Room
11. Adjournment: The meeting was adjourned at 7:55 pm. Motion to adjourn made by Lew, seconded by Kevin. Approved 5-0.