

# ALMONTE SANITARY DISTRICT

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

## DIRECTORS

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

## DISTRICT MANAGER


Shonn Dougherty

### Minutes from July 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 7:05 P.M. Present: Lew Kious, Anne Lahaderne, Linda Rames, Kevin Reilly, Emily Landin, Dave Haflich (Assistant Manager), Shonn Dougherty (District Manager).
2. Approval of Minutes for June 25, 2018 and (Special Meeting) July 12, 2018. Before Board was seated, Kevin Reilly and Linda Rames took the Oath of Office. Kevin and Linda received their Certificate of Appointment of Office. (Approval of Minutes) Lew caught a correction to be made in (5.) Reports by Representatives to Other Meetings in the June 25<sup>th</sup> Minutes. CIP Collection System budget was misprinted at \$50.3M, corrected amount should be \$5.03M. An Amended version of minutes will be included in the August Board Packet. Motion to Approve June 25<sup>th</sup> Minutes by Kevin Reilly, Anne Lahaderne Seconded. Approved 5-0. Motion to Approve (Special Meeting) on July 12<sup>th</sup> by Anne Lahaderne, Linda Rames Seconded. Approved 5-0.
3. Public Open Time: No Public Present.
4. Secretary-Treasurer's Report: Lew acted as Secretary-Treasurer. Alyssa Schiffmann introduced herself to the Board as Almonte's new Bookkeeper. Alyssa reported she is working on reconciling the Munis bank account discrepancy of \$12,000. She is in process of going through 2108-19 bookkeeping, 2107-18 is complete. Emily reminded Board that financials weren't categorized correctly in QuickBooks affecting Budget and Balance Sheet. Board rejected Roto Rooter's July Statement for \$702.00, Shonn is going to check with Roto Rooter about correct amount owed. Emily would like Shonn to get an Invoice from D&D Pipelines verified from Nute concerning Additive CIP work on Perry Street. Motion to Approve Warrant List by Linda, Seconded by Kevin. Approved 5-0. Lew noticed a meeting count of (1) was missing for his SASM meeting in July's Payroll. Payroll will be Amended for next month's Board packet. Motion to Approve payroll made by Emily, Seconded by Anne. Approved 5-0.

Almonte Sanitary District  
July 2018  
Staff Consultant Payments

	A	B	C	D	E	F	G
1							
2							
3	<b>Almonte Payroll</b>	<b># of Meetings</b>	<b>Rate</b>	<b>Gross Amt</b>	<b>Net Amt</b>	<b>Check # or Function</b>	<b>Notes</b>
4							
5							
6	Shonn Dougherty	Salary	2,730.00	2,730.00	2,340.96	10202	
7							
8	David Haflich	Salary	1,470.00	1,470.00	1,294.50	10203	
9	Lew Kious/Almonte	2	100.00	200.00		10204	
10	SASM	1	80.00	80.00	258.58		
11							
12	Anne Lahaderne	2	80.00	160.00	147.76	10205	
13	Emily Landin	1	80.00	80.00	73.88	10206	
14	Linda Rames	2	80.00	160.00	147.76	10207	
15	Kevin Reilly	1	80.00	80.00	73.88	10208	
16	Alyssa Schiffmann	1099 7 hours	\$130/hr	910.00	910.00	10209	
17							
18	Paystar Charges			76.00		EFT US Bank	
19							
20	Employer Soc. Sec			307.52		EFT US Bank	
21	Employer Medicare			71.93		EFT US Bank	
22							
23	Total Financial Liability			6,325.45		US Bank	
24							
25							BY:  Lew Kious, President
26							
27							DATE: <u>7/23/18</u>
28							
29							

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: July 23, 2018

On July 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
182180236	Reto Roelar	Invoices: M132829, 9777245, 12025738, 12037792 4 USA's- 3@ \$168.00, 1@ \$198.00 <b>(VOID)</b>	8035	521810	702.00
182180237	Shonn Dougherty	AT&T-District Line, Adobe Purchase, Fed Ex Copies, Starbucks	8035	521810	300.81
182180238	D & D Pipelines	2018 CIP Progress Payment No. 1	8035	522512	160,439.00
182180239	D & D Pipelines	2018 CIP Progress Payment No. 2	8035	522512	79,448.50
182180240	D & D Pipelines	Additional Work Perry Street, Excavate & Backfill due to water lines	8035	522512	10,615.00
182180241	Nute Engineering	2018 CIP & Spot repairs	8035	522512	3,612.56
182180242	Nute Engineering	2018 CIP & Spot repairs	8035	522512	6,406.81
182180243	Marin County Tax Collector	LAFCO Charges Fiscal Year 2018/19	8035	521810	629.31
182180244	Marin County Tax Collector	County Counsel Fiscal Year 2017/18	8035	521810	1,100.00
182180245	Almonte Sanitary District	Payroll Funding, Exact July Payroll Liability	8035	511110	6,325.45

**SUMMARIES BY CLASS**

511110 - SALARIES	6,325.45
521810 - OPERATING EXPENSES	2,030.12
522512- CAPITAL PROJECTS	293,521.87
<b>Total</b>	<b>301,877.44</b>

PAGE TOTAL: 301,877.44

BY: 

Lew Kious

TITLE: 

President

5. Reports by Representatives to Other Meetings: Lew reported that the Tiburon sewer line repair is complete. SASM Board approved \$173k to Nute for Ricardo Road Pump Station engineering.
6. Manager's Report: A comprehensive Manger's report was included in the Board Packet.
7. New Business: Oath of Office (Kevin Reilly and Linda Rames) Ceremony was moved up to item #2 on Board Agenda.
8. Old Business: Dave working on producing a hard copy of 2108-19 Budget to be included in next month's Board Packet.

Shonn updated the Board on the finalization of the 2018 Capital Improvement Project. Nute is working on approved paperwork for retention payment and additive work. D & D Pipelines completed all project work on June 12, 2018.

Shonn and Dave visited 222 Beryl Street and reported work on Almonte's District line was complete. Certificate of compliance was issued for pipe replacement. Contractor finished upper retaining wall and removed neighbor's old fence. Contractor is going to install a new fence and restore soil and property line as promised.

A draft and timeline of the District Manager Salary Redistribution from July 21, 2017 was presented to the Board. Current update would adjust Shonn's salary to \$3,700 a month (from \$2,730/month) and Dave would receive \$500a month (from \$1,470/month). A revised agreement will be drafted for next month's meeting. Motion to Approve Salary Redistribution by Anne, Seconded by Linda. Approved 5-0.

9. Board Directors Members Open Time: Emily informed Board that July's Meeting would be her last. She is resigning from The Board of Directors due to family circumstances. Lew appointed Anne Lahaderne as new Secretary-Treasurer for a 3-month period (August to October) 2018.
10. Next Meeting Date: The next Regular Meeting was set to be Monday, August 27, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 8:10pm. Motion to adjourn made by Linda, seconded by Kevin. Approved 5-0.