

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
Robert Cox

DISTRICT MANAGER

Shonn Dougherty

Minutes from August 24, 2020 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 5:10 P.M. Present: (Via Zoom Video Platform) Lew Kious, Anne Lahaderne, Linda Rames , Robert Cox , Dave Haflich, Shonn Dougherty (District Manager).
2. Approval of Minutes for July 27, 2020 Meeting. Motion to Approve by Robert, seconded by Anne. Approved 4-0.
3. Public Open Time: No Public.
4. Public Hearing: Review and Approval of Dipsea Café Administrative Order. (Postponed due to Covid-19 circumstances)
5. Secretary-Treasurer's Report: Anne reported as of this warrant cycle in fiscal 2020-2021, we have spent, \$22,709.23 which is 2.0% of the annual budget. This period equates to 16% of the 2020-2021 annual budget. We have \$942,239.31 remaining in reserves. Motion to approve Warrant List and payroll made by Linda, Robert seconded. Approved 4-0.
6. Reports by Representatives to Other Meetings: SASM Board Meeting: A review of the billing practices of SASM to the Districts revealed miscalculations. SASM Board agreed on the reasons for mistakes, adjustments were made moving forward. Almonte's annual bill to SASM will decrease by \$10,000. Financial planning exercise for SASM CIP for the next five years. Charging 5% per year increase to Districts, money will be used to fund CIP. Board acknowledged there will be no out of plan increase to Districts to fund CIP, money left over in SASM financial reserves must be income from Districts. Muriel is complete on the SASM wall.
7. Manager's Report: A comprehensive Manager's report was included in the Board Packet.

8. New Business:

9. Old Business: New Auditor FY 2020-21- RFP template to be vetted by an established entity, (CSDA website, City of Mill Valley or Neighboring Sanitary District). Present to Board for approval in September.

Board approved \$120 to use for obtaining names of homeowners in the Almonte Sanitary District from the County Assessors Office. Information will be used to mail certified letters informing homeowners of District assessment charges.

An RFP for a new ASD website was created with modifications from the LAFco website RFP made by Lew and Shonn. Lew needs to review list of firms to send RFP to before sending out. Motion was made to approve releasing website RFP with proviso that Shonn must provide Lew the entities receiving the RFP. Motion made by Linda, seconded by Anne, approved 4-0.

10. Board Directors Members Open Time:

11. Next Meeting Date: September 28, 2020 @ 5pm.

12. Adjournment: The meeting was adjourned at 5:43pm. Motion to adjourn made by Robert, Seconded by Linda. Approved 4-0.

