

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 March 27th, 2017 - Amended

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 7:03 PM. Present: Lew Kious, Emily Landin, Anne Lahaderne, Kevin Reilly, Linda Rames, Dave Haflich (District Manager), Shonn Dougherty (Assistant to the District Manager).
2. Approval of Minutes for February 27th, 2017 meeting. Motion to approve by Linda Rames, seconded by Lew Kious, Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily presented a draft balance sheet with amounts left in all accounts. After discussion, Board agreed that the similar Balance Sheet from Quickbooks as supplied by Loretta Figueroa, District bookkeeper with the addition of funds encumbered for large expenditures such as SASM assessment and CIPs would be workable. As an adjunct to this discussion, the question of necessary reserves was briefly discussed. Kevin recalled that a reserve amount of \$1,000,000 had been considered in the past. The Board agreed that an official policy on the reserve amount should be established in the near future.

Lew requested that the 15th of the month be the cutoff for receiving invoices so that the reports supplied by Loretta could be included in the Board packet. It was also noted that any changes made in the Warrant List at the Board Meeting need to be communicated to Loretta.

Kevin made a motion to approve the 03/27/2017 Warrant List and the March Payroll. Anne seconded. Motion approved: 5-0.

03/27/2017

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: March 27th, 2017

On March 27th, 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
182180131	Roto Rooter	invoices: M123783, M123587, M124031, M124108	8035	521810	2,948.50
182180132	Dave Haflich	ATT - District Landline Payment 032017	8035	521810	101.06
182180133	Dave Haflich	Computer repair - Sonoma Valley Tech	8035	521810	49.00
182180134	Dave Haflich	Feb2017 Board Packet Reproduction, Platt's Copy World	8035	521810	17.01
182180135	Almonte Sanitary District	Payroll Funding, exact March payroll liability	8035	511110	5,097.30

SUMMARIES BY CLASS

511110 - SALARIES	5,097.30
521810 - OPERATING EXPENSES	2,815.57
522512 - CAPITAL PROJECTS	
Total	7,912.87

PAGE TOTAL: 7,912.87

BY:  3/27/17 Emily Landin

TITLE: _____ Sec/Treas

Almonte Sanitary District
March 2017
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	1099	15hours	300.00	300.00	300.00	10082
Loretta Figueroa Bookkeeper	1099	Fixed	200.00	200.00	200.00	10083
David Haflich		Salary	3,700.00	3,700.00	2,984.48	10084
Lew Kious/Almonte	1		100.00	100.00	92.35	
SASM	1		80.00	80.00	73.88	10085
Anne Lahaderne	1		80.00	80.00	73.88	10086
Emily Landin	1		80.00	80.00	73.88	10087
Linda Rames	1		80.00	80.00	73.88	10088
Kevin Reilly	1		80.00	80.00	73.88	10089
Paystar Charges				76.00	EFT US Bank	
Employer Soc. Sec				260.40	EFT US Bank	
Employer Medicare				60.90	EFT US Bank	
Total Financial Liability				5,097.30	US Bank	
BY: 					Emily Landin, Sec/Treas	
DATE: 3/27/17						

5. Reports by Representatives to other meetings: Lew reported SASM Board agreed that there isn't a benefit or need for the \$10,000/yr Marin maps subscription. Board motioned to cancel at the end of April, but can reverse cancellation until July. Dave noted the alternative is SSGIS mapping system, but Nute Engineering uses Marin

Maps for projects. Concerns about continued Marin Maps usage will be addressed at the next District Manager's Meeting. SASM approved \$85,000 to replace failing lobe pumps at the treatment plant.

6. Manager's Report: As requested by the Board a comprehensive, written Manager's report was included in the Board Packet. Dave added that earlier in the day, he and Shonn were unable to find a clean out or rod hole at 294 Shoreline. Roto Rooter was contacted to locate and mark rod hole when in the area. They also checked 104 Wisteria relative to the report of a missing Christy box cover. RotoRooter will supply and install a cover at a cost of \$20. Dave also noted that on approval of the video inspection at 128 Stadium, he advised homeowner that their backup relief valve is at the property line. This doesn't protect them from backing up on themselves but Almonte is protected from the line not backing up to the property. Dave advised property owner to put a popper up by the house. Lew agreed with Dave's assessment.

7. New Business:

a. Brief discussion of unpublished website updates:

- i. Shonn noted that he had added links for Manager's report and Meeting Minutes on the unpublished website. In response to Lew asking if the format on new unpublished website is how it will look when finished, Shonn responded that the current website format is outdated and the unpublished update uses the updated version. Anne wanted to make sure that the Grand Jury report's requirements were met before the new website is published.
- ii. Emily had noticed that the diagram on Almonte website shows that Almonte SD is responsible for laterals from the property line to connection with Almonte main. It should show that the property owner is responsible for lateral line to the main line connection. Lew wanted to make sure policy is consistent across the districts and noted that the diagram on website is from the City of Mill Valley.

8. Old Business:

- a. 2017 CIP- Dave reported County hasn't responded on when they will be paving Cleveland. He noted that a special meeting in mid-May to approve the bid may be needed. Nute Engineering estimates a six week window for bid approval and expects bids in the \$200,000 range.
- b. 2016/2017 Budget- Emily pointed out the need to add a payroll cost category. Dave stated he would add in \$76 a month for Paystar service once a month, \$90 once a year for W2's, and \$72 once a year for 1099's, for a total of \$1074, recommending a \$1500 budget. Emily also noted that a budget item

for the FOG Program was needed. Dave guessed at an amount of \$6,000 but indicated he would do a little research on the required amount. Lew requested that actual expenditures from 2015/2016 and a preliminary budget for 2017/2018 be added to the document.

9. Board Directors Members Open Time: Completing and signing Forms 700 was discussed. Dave to collect and deliver completed forms to Dan Miller at the County by Friday March 31.
10. Next Meeting Date: The next Regular Meeting was set to be April 24th, 2017, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 8:11pm. Motion to adjourn made by Kevin, seconded by Anne. Approved 5-0.