

ALMONTE SANITARY DISTRICT

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

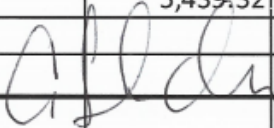
DIRECTORS

Lew Kious, Chair
Anne Lahaderne, Secretary-Treasurer
Linda Rames
Robert Cox
Casey Bertenthal

DISTRICT MANAGER
Shonn Dougherty

Minutes from March 22, 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 5:05 P.M. Present: (Via Zoom Video Platform) Lew Kious, Anne Lahaderne, Linda Rames joined at 5:06pm, Robert Cox, Casey Bertenthal, Dave Haflich, Shonn Dougherty (District Manager).
2. Approval of Minutes for January 25, 2021 Meeting. Motion to Approve by Anne, Seconded by Casey. Approved 4-0.
3. Public Open Time: No Public.
4. Secretary-Treasurer's Report: Anne reported as of this warrant cycle in fiscal 2020-2021, we have spent, \$397,732.01 which is 35.6% of the annual budget. This period equates to 75% of the 2020-2021 annual budget. We have \$1,040,479.88 remaining in reserves. Lew requested Shonn get an updated invoice with the date of work completed from Hardiman Construction. Anne decided to hold check for Hardiman until a valid invoice with the work detail date is presented to Almonte. Motion to approve Warrant List and payroll made by Linda, Seconded by Robert. Approved 5-0.
5. Reports by Representatives to Other Meetings: Lew reported the Board discussed SASM turnover/resignations and the need to be more competitive in SASM's hiring and salary practices to attract and retain staff. SASM Manager and Mill valley City Manager will work on a plan to address this and present to Board at next meeting. Board authorized \$250k for Digester #1 repairs.

| Almonte Payroll | # of Meetings | Rate | Gross Amt | Net Amt | Check # or Function |
|---------------------------|---------------|--|-----------|----------|---------------------|
| Shonn Dougherty | Salary | 3,700.00 | 3,700.00 | 3,081.52 | 10434 |
| David Haflich | Salary | 500.00 | 500.00 | 461.75 | 10435 |
| Lew Kious/Almonte | 1 | 125.00 | 125.00 | 207.79 | 10436 |
| | 1 | 100.00 | 100.00 | | |
| Anne Lahaderne | 1 | 125.00 | 125.00 | 115.44 | 10437 |
| Linda Rames | 1 | 100.00 | 100.00 | 92.35 | 10438 |
| Robert Cox | 1 | 100.00 | 100.00 | 92.35 | 10433 |
| Casey Bertenthal | 1 | 100.00 | 100.00 | 92.35 | 10432 |
| Alyssa Schiffmann | 1099- 1 hr | \$130/hr | 130.00 | 130.00 | 10439 |
| Caostal Payroll Charges | | | 88.30 | | EFT US Bank |
| Employer Soc. Sec | | | 300.70 | | EFT US Bank |
| Employer Medicare | | | 70.32 | | EFT US Bank |
| Total Financial Liability | | | 5,439.32 | | US Bank |
| | | BY:  | | | Anne Lahaderne |
| | | DATE: 3/22/21 | | | |

SAN RAFAEL, CA 94903

March 22, 2021

On March 22, 2021 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 |
|----------------|---|--|--------------------|--------|----------|
| 182180415 | SASM- Sewerage Agency of Southern Marin | 2021 Pooled Liability Insurance Inv# 3274 | 8035 | 521810 | 3,136.00 |
| 182180416 | Hardiman Construction, Inc. | District Line Repair 284 Morning Sun Ave. Inv# 2021-0272 | 8035 | 521810 | 6,848.54 |
| 182180417 | Shonn Dougherty | AT&T District Phone Bill (\$36.81) | 8035 | 521810 | 36.81 |
| 182180418 | Almonte Sanitary District | Payroll Funding, Exact March Payroll Liability | 8035 | 511110 | 5,439.32 |

SUMMARIES BY CLASS

511110 SALARIES
 521810 OPERATING EXPENSES
 522512 CAPITAL PROJECTS

| |
|------------------------|
| 5,439.32 |
| 10,021.35 |
| |
| Total 15,460.67 |

PAGE TOTAL: 15,460.67

BY:  Anne Lahaderne

TITLE:  Sec/Treas

3/22/21

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet.

7. New Business: **BACWA Staff Draft of Statewide Sanitary Waste Discharge Requirements**

Shonn informed Board of the upcoming BACWA staff draft and discussions for reporting overflows and spillage. BACWA is proposing Special Districts requirements for reporting overflows to include certified responsible officials, private lateral SSOs required to report to state, plus many other changes on how Special Districts report overflows to State. The date proposed to effect is still in the works.

8. Old Business: **Board Review of Letter to be Sent to Homeowners Concerning Parcel Back Charges- Special District Assessment (Ordinance 2015-02)**

Shonn and Linda drafted a letter for Board approval regarding collection of back charges from homeowners. The letter will be sent via certified mail. Lew requested an invoice be sent with the letter. Motion to approve the draft to be sent made by Lew, Seconded by Casey. Approved 5-0.

New Website Review

Shonn is going to update Board Member profiles on website with profile pics and bios. Lew sent his info to Shonn; Anne is putting her profile together. The rest of Board has the option of posting or not posting.

9. Board Directors Members Open Time: Board discussed support for a letter from Sharon Rushton to the Marin County Board of Supervisors re: Marin County's Development Code Amendments pertaining to Accessory Dwelling Units (ADUs). Board agreed to support the content of the letter.

10. Next Meeting Date: April 26, 2021 @ 5pm.

11. Adjournment: The meeting was adjourned at 5:54pm. Motion to adjourn made by Linda, Seconded by Robert. Approved 5-0.

