

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 October 23rd, 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, Kevin Reilly, Dave Haflich (District Manager), and Shonn Dougherty (Assistant to the District Manager). Linda Rames not present.
2. Approval of Minutes for September 25, 2017. Motion to approve by Emily Landin, Anne Lahaderne seconded. Approved 4-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily noted the correction on October's Warrant List for Lew's Almonte Board meeting: he received an extra \$20 because he was only paid \$80 instead of \$100 for September meeting. Linda's check for \$80 was put on hold since she was absent – the check will be used for her attendance at November meeting. Lew requested to remove the Roto Rooter invoices from future Board Packets. Packets will now only include Roto Rooter Statement, but Loretta, Emily and Lew will receive Invoices by email. Motion to approve by Kevin, Anne seconded. Approved 4-0.
5. Reports by Representatives to Other Meetings: Lew reported that new, revised RFPs were approved for release for SASM Improvement Project. They were reworked in attempt to receive bids under \$20 million. Mark Grushayev negotiated a new five-year city contract with Redwood Landfill. This is an important contract because at some point that landfill will become full. This deal eliminates competition with others to dump at Redwood Landfill.

TO: ROY GIVEN
 AUDITOR -CONTROLLER
 ROOM 225, CIVIC CENTER
 SAN RAFAEL, CA 94903

ALMONTE SANITARY DISTRICT

DATE: October 23, 2017

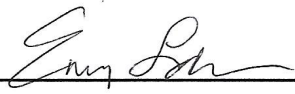
On October 23, 2017 THE GOVERNING BOARD OF THE ALMONTE SANITARY DISTRICT
 APPROVED THE FOLLOWING WARRANTS FOR PAYMENT:

WARRANT NUMBER	IN FAVOR OF	PURPOSE	FUND TO BE		
			CHARGED	OBJECT	AMOUNT
182180178	Roto Rooter	Invoices:M125549, M127987, M128150, M127114, M128280, M125537, M127115, M128154, M128284, M125547, M128160, M128165, M128169, M128295, M128303, M125539, M128176, M128314, M128181, M128326, M127653, M128328, M128634, M128559 USA'S- 2 @ \$163.50, 3 @ \$193.50	8035	521810	27,383.38
182180179	Nute Engineering	Invoice# 17466-(Operating Expense) Inv. #17467, 17348-(CIP)	8035	522512	1,220.50
182180180	D&D Pipelines Inc	Retention Invoice	8035	522512	6,330.05
182180181	Gotelli Plumbing	Invoice # 45735	8035	521810	4,646.67
182180182	Shonn Dougherty	Board Packet Copying Kinkos Receipt #5177830241	8035	521810	38.59
182180183	Shonn Dougherty	ATT-District Landline	8035	521810	41.07
182180184	Almonte Sanitary District	Payroll Funding, exact October payroll liability	8035	511110	5,359.09

SUMMARIES BY CLASS

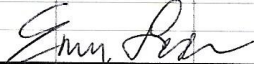
511110 - SALARIES	5,359.09
521810 - OPERATING EXPENSES	32,227.71
522512- CAPITAL PROJECTS	7,432.55
Total	45,019.35

PAGE TOTAL: **45,019.35**

BY:  10-23-17 Emily Landin

TITLE: Sec/Treas

Almonte Sanitary District
 October 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	10137	
Loretta Figueroa Bookkeeper	1099 Fixed	200.00	200.00	200.00	10138	
David Hafflich	Salary	1,850.00	1,850.00	1,577.12	10139	
Lew Kious/Almonte	1	100.00	100.00		10140	Oct 2017
SASM	1	80.00	80.00	166.23		Oct 2017
				20.00	10141	Corrected for Sept underpayment
Anne Lahaderne	1	80.00	80.00	73.88	10142	
Emily Landin	1	80.00	80.00	73.88	10143	
Linda Rames	1	80.00	80.00	73.88	10144	hold for next mtg
Kevin Reilly	1	80.00	80.00	73.88	10145	
Paystar Charges			78.00		EFT US Bank	
Employer Soc. Sec			292.64		EFT US Bank	
Employer Medicare			68.45		EFT US Bank	
Total Financial Liability			5,359.09		US Bank	
			BY: 	Emily Landin,	Sec/Treas	
			DATE: 10-23-17			

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet. Dave briefly highlighted some of its contents.
7. New Business: None
8. Old Business: Dave talked to Terry Krieg about Audit. Terry doesn't use QuickBooks and needs files in Excel format. Kevin mentioned he has a friend who can take a look at transferring files from QuickBooks to Excel. Lew requested that Dave ask Loretta for an estimate of the extra paid hours she anticipates will be necessary to provide Terry the necessary data files given the accounting difficulties resulting from Brian Robinson's tenure and the County's change to Munis.
9. Board Directors Members Open Time: No Comments.
10. Next Meeting Date: The next Regular Meeting was set to be November 27th, 2017, 7:00pm in the SASM Conference Room
11. Adjournment: The meeting was adjourned at 7:45pm. Motion to adjourn made by Emily, seconded by Kevin. Approved 4-0.