

# 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 February 27th, 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 7:03 PM. Present: Lew Kious, Emily Landin, Anne Lahaderne, Linda Rames, Dave Haflich (District Manager), Shonn Dougherty (Assistant to the District Manager) present. Kevin Reilly arrived at 7:05
2. Approval of Minutes for January 23, 2017 Meeting. Motion to approve by Linda Rames, seconded by Emily Landin. Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily, Dave and District bookkeeper, Loretta Figueroa, had met with Edmond Dea earlier in afternoon on February 27<sup>th</sup> toward better understanding of new MUNIS reports (Munis reports are currently almost two months behind). Report of this meeting generated a long discussion of the purpose of Fund 8035 (Operating Fund) and Fund 8002 (Capital Improvement Fund). Lew felt that a 3<sup>rd</sup> fund might be needed as a separate Reserve fund so that encumbered capital funds be clearly identified. At the end of the discussion, Lew requested that Emily try to develop a more complete understanding of how funds function in the County system. Board members agreed there needs to be a report which clearly identifies encumbered and available capital Funds

Emily noted that the Warrant List category labeled Sub Object should be labeled Object to agree with MUNIS. Emily also noticed that the Payroll page date was January rather than February.

Anne made a motion to approve the 02/27/2017 Warrant List and the February Payroll. Linda seconded. Motion approved: 5-0.



5. Reports by Representatives to other meetings: Lew reported SASM Board approved the final contract to build Sutton Manor Pump station to JMB construction for \$1,224,017. Construction has begun to move station from eastside of street to the westside of street due to station being outdated, and more room was needed for expansion. The SASM Board also approved the Statement of Work to bid the final plans for Camino Alto pump station, part of the \$38,000,000 bond fund approved a few months ago. There was also a demonstration of new SASM website which is up and running. He noted website's new feature of entering address to see what District applies to each address.
6. Manager's Report: Dave reported no new SSO's, but noted that Almonte is going to get a bill from RotoRooter for a call out from County to check a depression in pavement in the Almonte District. Since the RotoRooter investigation found no issues with the District sewer, indicating that it was likely County storm drainage system, the Board agreed that the District should seek repayment from the County when the RotoRooter invoice is in hand.

Shonn is updating the Almonte website. Shonn will provide link to the unpublished site so Board Members can view it during the process.

Dave reported the meeting with Edmond Dea to discuss financials went well.

Dave noticed a seeming type-o on page 6 of the Audit: Capital Assets netted a 6% Increase not Decrease as reported in Audit. Terry Krieg (auditor) will be asked to verify and correct if necessary.

Dave mentioned that free AB1234 Ethics training was available through CSDA membership until March 15. He will check with CSDA on how to access it and communicate the answer to Board members.

Lew asked that the Manager's Report be presented as a separate document in the Board packet rather as bullets on the Agenda, with the goal of regularly posting it on the District website.

7. New Business:
  - a. Comments on 15/16 Audit – None.
  - b. SDRMA Nomination: Dave briefly explained that nominations were open for SDRMA if anyone was interested. No interest expressed.

8. Old Business:

- a. 2017 CIP- Dave described the proposed project as having 2 parts: The main project would be completing the replacement of the line in Cleveland prior to County paving this summer. The Additive Alternate (work to be done at the discretion of the District depending on bid cost (at the same rate as the main project)) would be 3 sections on Morning Sun. The Board was asked to authorize a call for bids, which in turn authorizes bid package preparation by Nute Engineering. Lew made a motion to authorize bid package preparation. Anne seconded. Motion approved 5-0.
  - b. FY 2016/2017 Budget – Dave briefly presented a draft budget. Lew requested that discussion be undertaken at the March meeting, so that Board members would have more opportunity to review the draft.
9. Board Directors Members Open Time: Lew requested Nute’s projection on costs for pipe repair work into the future. This information will help determine how to best expend capital. Lew also requested the use of envelopes for the hand delivery of packets to the Board.
10. Next Meeting Date: The next Regular Meeting is set to be March 27<sup>th</sup>, 2017, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 8:25pm. Motion to adjourn made by Kevin, seconded by Anne. Approved 5-0.