## ALMONTE SANITARY DISTRICT

P.O. BOX 698, MILL VALLEY, CALIFORNIA 94942-0698 (415) 388-8775

DIRECTORS Lew Kious, Chair Casey Bertenthal, Secretary-Treasurer Anne Lahaderne Linda Rames Robert Cox DISTRICT MANAGER Shonn Dougherty

Minutes from December 18, 2023 Regular Meeting of the Board of Directors at Sewerage Agency of Southern Marin 450 Sycamore Avenue, Mill Valley

- 1. <u>Call to Order:</u> Chair Kious called the meeting to order at 6:04 P.M. Present: Lew Kious, Anne Lahaderne, Casey Bertenthal, Shonn Dougherty (District Manager).
- 2. <u>Approval of Minutes</u> for November 27, 2023 Meeting. Motion to Approve by Casey, Seconded by Anne. Approved 3-0.
- 3. Public Open Time:
- 4. Secretary-Treasurer's Report: Casey reported as of this warrant cycle in fiscal 2023-24, we have spent \$527,403.23 which is 40.3% of the annual budget. This period equates to 50% of the 2023-24 annual budget year. We have \$897,143.52 remaining in reserves. Check # 80605- (\$3,950.50) to Nute Engineering is being held pending correction of their invoice. Motion to Approve made by Anne, Seconded by Lew. Approved 3-0.
- 5. Reports by Representatives to Other Meetings: Lew reported that he attended two meetings so far this month, the SASM meeting is on December 21st. The LAFCo meeting addressed the final vote on the Southern Marin Wastewater treatment review. Lew was the lone voice against several items in the report. LAFCo officially accepted the Municipal Service Review for Southern Marin wastewater treatments. DC3 Meeting included a presentation pertaining to the new staff in the office of Emergency Services.

December 2023 Staff Consultant Payments

Almonte Payroll	# of Med	Rate	Gross	Net	Check # or	Notes	
			Amt	Amt	Function		
Shonn Dougherty	Salary	4,270.00	4,270.00	3,526.50	10695	(-\$16.26) miscaculted salary	
						increase in November	
David Haflich	Salary	500.00	500.00	461.75	10696		
Lew Kious/Almonte	2	175.00	350.00	461.75	10697	Meetings-Almonte,SASM, DC3	
	1	150.00	150.00				
Anne Lahaderne	1	150.00	150.00	138.52	10698		
Linda Rames	1	150.00	150.00	138.52	10699		
Robert Cox	1	150.00	150.00	138.53	10694		
Casey Bertenthal	2	175.00	350.00	323.23	10693	Casey is paid for an extra	COLUMN TO THE PARTY OF THE PART
Alyssa Schiffmann	1099-1.5	\$135/hr	202.50	202.50	10700	Meeting in November that	
						wasn't added last month	
Coastal Payroll Charges			128.56		EFT US Bank		
Employer Soc. Sec			375.33		EFT US Bank		
Employer Medicare			87.78		EFT US Bank		
Shonn's Check			-16.26				
Total Financial Liabili	ty		6,847.91		US Bank		-
	-	BY: Ch	1 7 %		Casey Berten	Soc/Treas	

On December 18, 2023 THE GOVERNING BOARD OF THE ALMONTE SANITARY DISTRICT

APPROVED THE FOLLOWING WARRANTS FOR PAYMENT:

WARRANT			FUND TO BE		
NUMBER	IN FAVOR OF	PURPOSE	CHARGED	OBJECT	AMOUNT
182180603	Roto Rooter (Donald J Calegari Ent Inc)	1 USA @ (\$225.00)	8035	521810	225.00
182180604	Shonn Dougherty	AT&T District Phone Bill (\$42.44), Google Workspace (\$24.00), Staples (\$12.01), Fed Ex (\$45.23), Fed Ex (\$23.82), Fed Ex (\$74.95), McAfee (\$149.99)	8035	521810	372.44
182180605	Nute Engineering	2023 CIP Engineering	8035	521810	3,950.00
182180606	Glosage Engineering, Inc.	Progress Payment #1, CIP 2023	8035	521810	354,457.83
182180607	Glosage Engineering, Inc.	Progress Payment #2, CIP 2023	8035	521810	61,750.00
182180608	State Water Resources Control Board	Annual Permit Fees 2023	8035	521810	3,746.00
182180609	Almonte Sanitary District	Payroll Funding, December Payroll Liability	8035	511110	6,847.91

## SUMMARIES BY CLASS

511110 SALARIES

6,847.91 4,343.44

521810 OPERATING EXPENSES

522512 CAPITAL PROJECTS

420,157.83

Total 431,349.18

PAGE TOTAL: 431,349.18

Casey Bertenthal

6. <u>Manager's Report</u> : A comprehensive Manager's report was included in the Board Packet.
7.New Business:
8. Old Business:
MVRS Contract Renewal-
The Board reviewed the contract agreement. Our County Counsel and MVRS's Counsel reviewed and submitted a final draft. The Board approved the final draft agreement with
two minor adjustments. The Board caught two pages to look at, one was just a strike
through word to be removed on page 8, "such" was used twice unnecessarily. Then on page

13 section c. The Board is looking into the newsletter arrangements to see whether we will generate a newsletter, or the Improvement Club will distribute. Motion to Approve made

11. Adjournment: The meeting was adjourned at 6:38pm. Motion to adjourn made by Lew,

by Casey, Seconded by Anne. Approved 3-0.

9. Board Directors Members Open Time:

Seconded by Anne. Approved 3-0.

10. Next Meeting Date: January 22, 2024 @ 6pm.