

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 January 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 PM. Present: Lew Kious, Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (District Manager), Shonn Dougherty (Assistant to the District Manager).
2. Approval of Minutes: for October 24 2016 (amended spelling) and December 12 2016 Meetings. Motion to approve by Emily Landin, seconded by Anne Lahaderne, Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily noted she needed more information concerning transfer methods between the two US bank accounts. The day to day and capital transfer access with the County accounts. Emily would like to be on the same page with County on the new system (MUNIS) reports. Dave to arrange meeting with Edmond Dea at the County.
 - a. 01/23/2017 Warrant List and January Payroll: Motion to Approve: Linda. Second: Kevin. Motion Approved: 5-0.
5. Reports by Representatives to other meetings: Lew cancelled the SASM meeting. Since the payroll was completed to include that meeting, he will not be paid for the February SASM meeting.
6. Manager's Report: Dave reported no new SSO's with all the rain and noted 5 USA's were done by RotoRooter. For the ongoing Audit, Dave is in process of locating check stubs from Oct-Nov 2015 and June 2016 Warrant List and Minutes. Shonn Dougherty is now assisting Dave with reorganizing files, invoices and agendas of years past, also keeping records moving forward. Dave reported on 234 Cleveland Ave and the markings made in street and driveway. Dave noted that the lateral line was already replaced in street. The markings are not ours: we mark in green and the markings and flags are orange.

Approved Warrant List and Payroll, January 23rd, 2017

01/23/2017

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: January 23rd, 2017

On January 23rd, 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	SUB-OBJECT	AMOUNT
182180115	Roto Rooter	invoices: M122292, M122673, M122701, M122712, M122716	72100	2078	1,064.25
182180116	Marin County Dept of Public Works	2017 Encroachment Permit	72100	2078	490.00
182180117	Nute Engineering	System Map Printing for RotoRooter Annual Cleaning	72100	2078	524.50
182180118	Terry E. Krieg, CPA	Progress Payment, FY 1516 Audit	72100	2078	5,500.00
182180119	Judith Rogers	Over Assessment APN 051-095-05, FY1112 - FY1516 (5 yrs)	72100	2078	2,400.00
182180120	Dave Haflich	ATT - District Landline Payment 121916	72100	2078	57.46
182180121	Dave Haflich	ATT - District Landline Payment 011917	72100	2078	57.44
182180122	Dave Haflich	Dec Board Packet Reproduction, Patt's Copy World	72100	2078	25.43
18218123	Almonte Sanitary District	Payroll Funding, exact January payroll liability	72100	1001	4,795.30

SUMMARIES BY CLASS

1001 - SALARIES \$4,795.30
2078 - MAINTENANCE \$10,119.08 **AMOUNT**

TOTAL 14,914.38

\$14,914.38

PAGE TOTAL: \$14,914.38

BY:  1/23/17 Emily Landin

TITLE: _____ Sec/Treas

Almonte Sanitary District
January 2017
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Loretta Figueroa Bookkeeper	1099 Fixed	200.00	200.00	200.00	10067	
Lew Kious/Almonte	1	100.00	100.00			
SASM	1	80.00	80.00	166.23	10069	
Emily Landin	1	80.00	80.00	73.88	10071	
Kevin Reilly	1	80.00	80.00	73.88	10073	
Linda Rames	1	80.00	80.00	73.88	10072	
Anne Lahaderne	1	80.00	80.00	73.88	10070	
David Haflich	Salary	3,700.00	3,700.00	2,984.48	10068	
Paystar Charges			74.00		EFT US Bank	
Employer Soc. Sec			260.40		EFT US Bank	
Employer Medicare			60.90		EFT US Bank	
Total Financial Liability			4,795.30		US Bank	

7. New Business:

- a. Marin LAFCO nominations: Lew is now an alternate board member of LAFCO and can't vote except the event of absences. He wants to get a regular seat on board so that southern Marin is better represented. Lew stated that he was simply informing the Board, and would carry the process forward on his own.
- b. 2016/2017 Budgeting: Lew felt that three important concerns were: District income, SASM assessments, and Capital Improvements (at least \$120,000) a year. Dave will try to present a draft budget next meeting.

8. Old Business:

- a. 2017 CIP- Sewer Replacement Planning: Dave indicated that main focus of the CIP would be to complete the replacement of the sewer in Cleveland since the County is planning to pave that street this late spring/summer. The Board noted Pacific Trenchless did the replacements on Cleveland Ave a few years ago, The Board also noted that the last repaving was on Morning Sun and that as a result manhole covers had to be raised.

9. Board Directors Members Open Time: Board welcomed Shonn Dougherty and discussed employment agreement for part time work. Initially, he will be contracted for four months until May 23rd 2017. At that time, the Board will assess the continuation of his employment. Kevin suggested that Shonn and Dave work together in creating a District Manager's Handbook, keeping track of duties and processes, log notes, and keep records of activities. This will help with future training and transitions.

10. Next Meeting Date: The next Regular Meeting is set to be February 27th, 2017, 7:00pm in the SASM Conference Room.

11. Adjournment: The meeting was adjourned at 7:45pm. Motion to adjourn made by Anne, Seconded by Linda. Approved 5-0.