

# 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 January 22, 2024 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 6:00 P.M. Present: Lew Kious, Anne Lahaderne, Casey Bertenthal, Robert Cox, David Haflich, Shonn Dougherty (District Manager).
2. Approval of Minutes for January 22, 2024 Meeting. Motion to Approve by Anne, Seconded by Casey. 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 \$578,990.50 which is 44.3% of the annual budget. This period equates to 58.3% of the 2023-24 annual budget year. We have \$845,556.25 remaining in reserves. Motion to Approve made by Anne, Seconded by Linda. Approved 5-0.
5. Reports by Representatives to Other Meetings: Lew reported that he attended two meetings last month. The DC-3 and SASM Board Meetings. DC-3 Board Meeting addressed administrative items. SASM Board Meeting included the elections of SASM officers. Lew was elected President once again. Lew canceled SASM's January Board Meeting.

January 2024  
Staff Consultant Payments

Almonte Payroll	# of Mee	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	4,270.00	4,270.00	3,552.77	10702	
David Haflich	Salary	500.00	1,000.00	923.50	10703	\$500 Bonus
Lew Kious/Almonte	1	175.00	175.00	300.14	10704	Meetings-Almonte, DC3
	1	150.00	150.00			
Anne Lahaderne	1	150.00	150.00	138.52	10705	
Linda Rames	Absent	Dec Meeting				Receiving Last Month's Check For January
Robert Cox	Absent	Dec Meeting				Receiving Last Month's Check For January
Casey Bertenthal	1	175.00	175.00	161.61	10701	
Alyssa Schiffmann	1099-1.5	\$135/hr	202.50	202.50	10706	
Coastal Payroll Charges			277.52		EFT US Bank	
Employer Soc. Sec			367.04		EFT US Bank	
Employer Medicare			85.85		EFT US Bank	
Total Financial Liability			6,852.91		US Bank	

On January 22, 2024 THE GOVERNING BOARD OF THE ALMONTE SANITARY DISTRICT APPROVED THE FOLLOWING WARRANTS FOR PAYMENT:

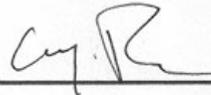
WARRANT NUMBER	IN FAVOR OF	PURPOSE	FUND TO BE CHARGED	OBJECT	AMOUNT
182180610	Roto Rooter (Donald J Calegari Ent Inc)	7 USAs @ (\$225.00)- \$1,575.00, Cleaning Program (\$7,860.00), Repair (\$2,100.00)	8035	521810	11,535.00
182180611	Shonn Dougherty	AT&T District Phone Bill (\$42.51), Google Workspace (\$24.00), Staples (\$76.45), Marin County DPW (\$501.52)	8035	521810	647.18
182180612	Nute Engineering	2023 CIP Engineering	8035	521810	3,881.00
182180613	Glosage Engineering, Inc.	Less 5% Retention CIP 2023	8035	521810	21,905.68
182180614	Sewerage Agency of Southern Marin	2024 Pooled Liability Insurance CSRMA	8035	521810	5,451.00
182180615	Sewerage Agency of Southern Marin	2023-24 SASM Assessment- First Installment	8035	521810	267,472.00
182180616	Streamline	Annual Web Hosting Invoice	8035	521810	1,512.00
182180617	Almonte Sanitary District	Payroll Funding, January Payroll Liability	8035	511110	6,852.91

**SUMMARIES BY CLASS**

511110 SALARIES	6,852.91
521810 OPERATING EXPENSES	286,617.18
522512 CAPITAL PROJECTS	25,786.68

**Total 319,256.77**

PAGE TOTAL: 319,256.77

BY:  Casey Bertenthal

TITLE: Secretary Treasurer Sec/Treas

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

7. New Business:

**Form 700 Annual Filing**

Shonn informed the Board of the due date to file Form 700 is April 2<sup>nd</sup> 2024. The efileing Netfile link has been updated and is a functioning alternative to mailing by postage. Dan Miller's email from the County of Marin Elections Department was included in Board Packet.

8. Old Business:

9. Board Directors Members Open Time:

10. Next Meeting Date: February 26, 2024 @ 6pm.

11. Adjournment: The meeting was adjourned at 6:21pm. Motion to adjourn made by Linda, Seconded by Casey. Approved 5-0.