

# 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

Shonn Dougherty

### Minutes from January 22, 2018 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, Linda Rames, Kevin Reilly (Arrived at 7:07 P.M.), Shonn Dougherty (District Manager).
2. Approval of Minutes for December 19, 2017. Motion to approve by Linda Rames, Anne Lahaderne seconded. Approved 4-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily is going to schedule a meeting with new Bookkeeping candidate after February 1<sup>st</sup>. Lew reiterated that any invoices with Bonner's name still attached as Almonte's District Manager must be changed. The reimbursement check for Dave's payment to the Water Resources Control Board will be held subject to documentation. Dave needs to provide a receipt or credit card statement. Lew stated that the District Manager should never pay an amount over \$100 for reimbursement. Any amount over \$100 must be approved by the board in advance. Lew can approve amount on an emergency basis. Motion to Hold Dave's check until proper documentation by Lew, Anne seconded. Approved 5-0. Motion to approve Warrant List and Payroll by Emily, Lew seconded. Approved 5-0.
5. Reports by Representatives to Other Meetings: Two SASM Board meeting reports, December 21<sup>st</sup> 2017 and January 18<sup>th</sup> 2018. December's Meeting-SASM Board approved \$20,600,000 for overall construction of treatment plant refurbishment. Estimated to break ground in beginning of April. Jim Iavarone from MV Refuse spoke to SASM Board about recycling charges. Jim will talk about recycling at a

Almonte Sanitary District  
January 2018  
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	2,023.96	10160	
David Haflich	Salary	1,850.00	1,850.00	1,577.69	10161	
Lew Kious/Almonte	1	100.00	100.00		10162	
SASM		80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10163	
Emily Landin	1	80.00	80.00	73.88	10164	
Linda Rames	1	80.00	80.00	73.88	10165	
Kevin Reilly	1	80.00	80.00	73.88	10166	
Paystar Charges			74.00		EFT US Bank	
Employer Soc. Sec			291.40		EFT US Bank	
Employer Medicare			68.16		EFT US Bank	
Total Financial Liability			5,133.56		US Bank	
		BY:	<i>Emily Landin</i>		Emily Landin,	Sec/Treas
		DATE:	1-22-18			

SAN RAJ-AEL, CA 94303

DATE: January 22, 2018

On January 22, 2018 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
182180186	Roto Rooter	M129602,M130147,M130187,M130275,M130198,M130660,M130258,M130665 USA's- 3 @\$193.50 and 9 @\$163.50	8035	521810	2,287.75
182180199	SASM	2017/2018 First Installment of Member Agency Assessment	8035	521810	187,744.00
182180200	Dave Haflich *	SWRCB Annual Permit Fee (Dave Rainbursement) Due by 1/4/18	8035	521810	2,068.00
182180201	Shonn Dougherty	Copy Fed Ex Receipt #5177835882	8035	521810	15.83
182180202	Shonn Dougherty	Vista Print Business Cards	8035	521810	18.38
182180203	Emily Landin	16GB Zip Drive CVS Pharmacy 12/19/2017	8035	521810	23.05
182180204	Almonte Sanitary District	Payroll Funding, exact January payroll liability	8035	511110	5,133.56

SUMMARIES BY CLASS

511110 - SALARIES 5,133.56  
521810 - OPERATING EXPENSES 192,177.01  
522512- CAPITAL PROJECTS  
**Total 197,310.57**

PAGE TOTAL: 197,310.57

BY: *Emily Landin* 1-22-18 Emily Landin

TITLE: Sec/Treas

\* Approved subject to documentation. Check will be held by Treasurer until provided by Dave Haflich.

future Almonte Board meeting. Lew was re-elected as SASM Board President for a sixth year. All Officers were re-elected: Lew Kious-President, Jim Jacobs-Vice President, John McCauley-Secretary. Lew intends on stepping down next year, he promised to stay on until SASM Plant broke ground on construction. January Meeting-Board approved \$300,000 payment to Carollo consulting to provide engineering services during construction for the WWTP Refurbishment Project. Frank Trusheim stepped-down from the Board, being replaced by Jeff Slavitz as the RBSD representative.

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet.
7. New Business: QuickBooks discussion was to be held off until meeting with new Bookkeeper. Pricing and which version to purchase will be included in next Board Packet.
8. Old Business: On-Going bookkeeping services – Emily suggested that Board waits for an estimate from new Bookkeeper about services and help with Audit. A meeting with Shonn, Emily and Alyssa Schiffmann will occur before next Board Meeting. Lew informed Board that Alyssa will attend next meeting.
9. Board Directors Members Open Time: Emily mentioned she has QuickBooks files that she received from Loretta Figueroa, files will be given to new Bookkeeper.
10. Next Meeting Date: The next Regular Meeting was set to be February 26, 2018, 7:00pm in the SASM Conference Room
11. Adjournment: The meeting was adjourned at 7:50 pm. Motion to adjourn made by Emily, seconded by Linda. Approved 5-0.