

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 27th 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 3rd 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.

02/27/2017

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: February 27th, 2017

On February 27th, 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	OBJECT	AMOUNT
182180124	Roto Rooter	invoices: M123085, M123481, M123866	8035	521810	580.50
182180125	SASM	2016/17 1st Member Agency Assessment	8035	521810	148,548.00
182180126	Central Marin Sanitation Agency	FY201617 Q2 FOG Program	8035	521810	645.75
182180127	Dave Haflich	ATT - District Landline Payment 021917	8035	521810	57.45
182180128	Dave Haflich	USPS - Postage for SD Compensation Report Mailing	8035	521810	1.40
182180129	Dave Haflich	Jan2017 Board Packet Reproduction, Patt's Copy World	8035	521810	13.93
182180130	Almonte Sanitary District	Payroll Funding, exact February payroll liability	8035	511110	5,301.18

SUMMARIES BY CLASS

511110 - SALARIES \$5,301.18
521810 - OPERATING EXPENSES \$149,847.03 **AMOUNT**
522512 - CAPITAL PROJECTS

TOTAL 155,148.21

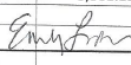
\$155,148.21

PAGE TOTAL: \$155,148.21

BY:  2/27/17 Emily Landin

TITLE: _____ Sec/Treas

Almonte Sanitary District
February
2017

Staff Consultant Payments						
Almonte Payroll	# of Meetings	Rate	Gross	Net	Check # or Function	Notes
			Amt	Amt		
Shonn Dougherty	1099	25hours	500.00	500.00	10074	
Loretta Figueroa Bookkeeper	1099	Fixed	200.00	200.00	10075	
David Haflich	Salary		3,700.00	2,984.48	10076	
Lew Kiou/Almonte	1	100.00	100.00			
SASM	0	80.00	0.00	92.35	10077	
Anne Lahaderne	1	80.00	80.00	73.88	10078	
Emily Landin	1	80.00	80.00	73.88	10079	
Linda Rames	1	80.00	80.00	73.88	10080	
Kevin Reilly	1	80.00	80.00	73.88	10081	
Paystar Charges			166.00		EFT US Bank	
Employer Soc. Sec			255.44		EFT US Bank	
Employer Medicare			59.74		EFT US Bank	
Total Financial Liability			5,301.18		US Bank	
BY: 					Emily Landin, Sec/Treas	
DATE: 2/27/17						

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 27th, 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.