

ALMONTE SANITARY DISTRICT

P.O. BOX 698, MILL VALLEY, CALIFORNIA 94942-0689 (415) 388-8775

DIRECTORS

Lew Kiou, Chair
Emily Landin, Secretary-Treasurer
Anne Lahaderne
Linda Rames
Kevin Reilly

DISTRICT MANAGER

Dave Haflich

Minutes from July 24th, 2017 Regular Meeting of the Board of Directors at Sewerage Agency of Southern Marin 450 Sycamore Avenue, Mill Valley

1. Call to Order: Chair Kiou called the meeting to order at 7:01 P.M. Present: Lew Kiou, Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (District Manager). Shonn Dougherty (Assistant to the District Manager) absent due to birth of his first child, Liam on Sunday the 23rd.
2. Approval of Minutes for May 22nd, 2017 Board Meeting: After noting some minor edits needed, Kevin Reilly motioned to approve the Minutes subject to the identified edits. Anne Lahaderne seconded. Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily noted that she has not been able to fully understand the USBank statements and how they are incorporated into District financials. She will try and clarify with Loretta. Kevin made a motion to approve the 07/24/2017 Warrant List and the July Payroll. Anne seconded. Motion approved: 5-0.
5. Reports by Representatives to other meetings: Even though the SASM Board Meeting had been cancelled, Lew reported that currently the situation regarding the unacceptable bids for the treatment plant improvements was not good, with the design engineer bearing much of the responsibility, in his opinion. Lew also related that a 37-year-old force main had separated, allowing 30 to 40 thousand gallons of raw sewage to flow into a storm sewer and then directly into the bay. He felt a fine was probable.
6. Manager's Report: The Manager's Report was included in the Board Packet. Dave briefly highlighted some of its contents.

07/24/2017

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: July 24th, 2017

On July 24th, 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
182180154	Roto Rooter	Invoices: M128034, M126445. 2 USA's @ \$193.50 = \$387.00	8035	521810	387.00
182180155	Marin County Tax Collector	LAFCO Charges FY1718	8035	521810	352.43
182180156	D&D Pipelines	2017 CIP - Progress Payment Inv 06/30/2017	8035	522512	102,913.00
182180157	John G. Colwell	2017 CIP - Geotechnical Observation and Testing Inv. 07707217	8035	522512	840.00
182180158	Nute Engineering	2017 CIP - Engineering Inv #17238 (6/7/2017)	8035	522512	1,853.50
182180159	Shonn Dougherty	Board Packet Copying Kinkos Receipt #5177824708	8035	521810	40.72
182180160	Dave Haflich	ATT-District Landline	8035	521810	40.94
182180161	Almonte Sanitary District	Payroll Funding, exact June payroll liability	8035	51110	5,297.30

SUMMARIES BY CLASS

511110 - SALARIES	5,297.30
521810 - OPERATING EXPENSES	821.09
522512- CAPITAL PROJECTS	105,606.50
Total	111,724.89

PAGE TOTAL: 111,724.89

BY:

Emily Landin

TITLE:

Sec/Treas

Almonte Sanitary District
July 2017
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	1099 25hours	\$20/hr	500.00	500.00	10113	
Loretta Figueroa Bookkeeper	1099 Fixed	200.00	200.00	200.00	10114	
David Haflich	Salary	3,700.00	3,700.00	2,984.48	10115	
Lew Kious/Almonte	1	100.00	100.00			
SASM	1	80.00	80.00	166.23	10116	SASM meeting cancelled, adjust in Aug. →
Anne Lahaderne	1	80.00	80.00	73.88	10117	
Emily Landin	1	80.00	80.00	73.88	10118	
Linda Rames	1	80.00	80.00	73.88	10119	
Kevin Reilly	1	80.00	80.00	73.88	101120	
Paystar Charges			76.00		EFT US Bank	
Employer Soc. Sec			260.40		EFT US Bank	
Employer Medicare			60.90		EFT US Bank	
Total Financial Liability			5,297.30		US Bank	
			BY:		Emily Landin,	Sec/Treas
			DATE: 7/24/17			

7. New Business:

- a. Review and consider approval of the FY1718 Budget: No Board member expressed any issues with the budget as presented. Dave questioned the whether depreciation expenses, as neither a revenues or expenditure, should be included in the budget. Lew suggested that Dave ask Terry Krieg, the District's CPA. Lew made a motion to approve the budget. Kevin seconded. Approved 5-0.
- b. District Manager/Assistant District Manager salary and responsibility redistribution: The "District Manager Transition Plan - Draft" as presented by Dave is basically a 3-step process over 4 to 9 months to transition Shonn into the District Manager position. The Board briefly discussed the estimated timeframes with concerns expressed that the suggested timeframes were too short. However, since the plan indicated that "The Almonte Board of Directors shall approve the timing of each step.", it was recognized that the Board has control of the process. Lew made a motion to accept the Transition Plan, subject to Dave checking with Jack Govi, County Council to see if he has any concerns. Anne seconded. Approved 5-0.

8. Old Business:

- a. 2017 CIP- Change Order Request by D&D Pipelines: Dave presented that because there were more than 25% less lower laterals connections (7 actual, 10 estimated) and lower lateral footage (91' actual, 250' estimated), D&D had presented a Change Order documenting extra costs incurred as a result, in the amount of \$20,688. Nute Engineering felt that their request was justified (rather unusual according to Pippin Cavagno of Nute). Once the Board was clear on the reasoning and facts, Lew made a motion that Nute be authorized to create a Change Order for \$20,688. Emily seconded. Approved 5-0.
- b. ASD participation in private street repair costs on Highland Lane and Lark Lane: Lew had presented the issue to Jack Govi who had concluded that "Yes, I believe there is sufficient nexus and thus, the contribution is proper." The Board debated the issues at length, with the issues of precedence, being a good neighbor and the District's impact on the streets being the most frequently discussed. Lew made a motion to contribute \$250.00 to each of the private streets in question. Linda seconded. Approved 3 (Lew, Anne, Linda) to 2 (Kevin, Emily)

9. Board Directors Members Open Time: Emily volunteered to consider the issues involved in having direct deposit for the paychecks..

10. Next Meeting Date: The next Regular Meeting was set to be August 28th, 2017, 7:00pm in the SASM Conference Room.

11. Adjournment: The meeting was adjourned at 7:58 pm. Motion to adjourn made by Linda, seconded by Anne. Approved 5-0.