

# 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 June 26th, 2017-**Amended**

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 (arrived 10 minutes late) Dave Haflich (District Manager) Shonn Dougherty (Assistant to the District Manager).
2. Closed Session: Personnel Evaluation-Discussed Shonn Dougherty's performance during his probationary period. Board directed Dave to draft a plan to transition more responsibility and salary to Shonn.
3. Approval of Minutes for May 22nd, 2017 Board Meeting: Motion to approve by Linda Rames, seconded by Anne Lahaderne, Approved 5-0.
4. Public Open Time: No public present.
5. Secretary-Treasurer's Report: Emily pointed out a voided check on the Warrant List. Dave noted only encumbered fund is \$200,000 CIP. Lew stated, as directors, a strong responsibility is that of Financial Governance. Therefore he requested that the hardcopy Board Packet distributed prior to the meeting needed to include the financials reports from Quickbooks/Loretta. Anne suggested that the District needed to maintain backups of Quickbook files. Lew made a motion to approve the 06/26/2017 Warrant List and the June Payroll. Emily seconded. Motion approved: 5-0.
6. Reports by Representatives to other meetings: Lew reported the SASM Board approved \$260,000 to re-line the Sycamore sewer line. The line has had no major repairs since it was put in 48-50 years ago and is in bad shape. Job cost actually came in less than engineer's projection.

Bids received for the WWTP refurbishment were all significantly above budget amount (\$25M vs \$18M), so none were accepted. A SASM sub-committee meeting was held reiterating that SASM was not going to increase rates, allocating money

06/26/2017

TO: ROY GIVEN

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

**ALMONTE SANITARY DISTRICT**

DATE: June 26th, 2017


On June 26th, 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
182180147	Roto Rooter	Invoices: M125417, M125825, M125840, M125581, M125860, M126092, M126099. 6 USA's @ \$193.50 = \$1,161.00	8035	521810	2,623.50
182180148	SDRMA	Annual 2016/2017 Workman's Comp Billing	8035	521810	712.85
182180149	Nute Engineering	2017 CIP Engineering Invoice#17202 (5/5/2017)	8035	522512	1,414.00
182180150	Shonn Dougherty	Board Packet Copying Kinkos Receipt #5177822300	8035	521810	40.58
182180151	Dave Haflich	ATT-District Landline	8035	521810	39.75
182180152	VOID	VOID	VOID	VOID	VOID
182180153	Almonte Sanitary District	Payroll Funding, exact June payroll liability	8035	51110	5,209.18

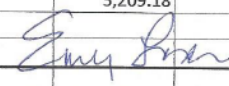
**SUMMARIES BY CLASS**

511110 - SALARIES 5,209.18  
521810 - OPERATING EXPENSES 3,416.68  
522512- CAPITAL PROJECTS 1,414.00  
**Total 10,039.86**

PAGE TOTAL: 10,039.86

BY:  6/27/17 Emily Landin  
TITLE: Sec/Treas

Almonte Sanitary District  
June 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	10106	
Loretta Figueroa Bookkeeper	1099	Fixed 200.00	200.00	200.00	10107	
David Haflich	Salary	3,700.00	3,700.00	2,984.48	10108	
Lew Kiou/Almonte	1	100.00	100.00			
SASM	1	80.00	80.00	166.23	10109	
Anne Lahaderne	1	80.00	80.00	73.88	10110	
Emily Landin	1	80.00	80.00	73.88	10111	
Linda Rames	1	80.00	80.00	73.88	10112	
Kevin Reilly	0	80.00	0.00	0.00		Kevin given check for missed May Meeting
Paystar Charges			74.00		EFT US Bank	
Employer Soc. Sec			255.44		EFT US Bank	
Employer Medicare			59.74		EFT US Bank	
Total Financial Liability			5,209.18		US Bank	
BY: 					Emily Landin,	Sec/Treas
DATE: 6/26/17						

available to important projects. Mark is going to have a follow up session **with the** consultant and figure out how to proceed.

The SASM Board also granted to City of Mill Valley a use easement on the land adjacent to the new Sutton pump station. The city will construct a mixed-use path on the easement.

7. Manager's Report: A comprehensive Manager's report was included in the Board Packet. Dave briefly highlighted some of its contents.

8. New Business:

Road repair on Highland Ln and Lark Ln: Local homeowners are raising money for the estimated \$30,000 needed for pavement improvement on these private streets. These streets are not County maintained. Lew recommended the ASD **contribute**, a good neighbor gesture, a small amount towards the repair work. Dave will ask Jack Govi if we are permitted to contribute money to the such projects.

9. Old Business:

- a. 2017 CIP- Status report: D&D Pipelines has installed the main line. **The** lower laterals are done with exception of one. There are 3 private laterals left to be videoed. No work is required on lines that were previously videoed.
- b. Grand Jury Report, "Overcoming Barriers to Housing Affordability": Dave had drafted a letter, including Jack Govi's legal opinion, saying the District would not adopt waivers for hook-up fees for low-income housing projects and accessory dwelling units, pursuant to recommendation R-5 of the Grand Jury report. Anne motioned that Lew sign letter and it be sent to the Grand Jury. Kevin seconded. Approved 5-0.

10. Board Directors Members Open Time: No Comments.

11. Next Meeting Date: The next Regular Meeting was set to be July 24th, 2017, 7:00pm in the SASM Conference Room.

12. Adjournment: The meeting was adjourned at 8:03pm. Motion to adjourn made by Linda, seconded by Lew. Approved 5-0.