

# 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 November 27th, 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 Kious called the meeting to order at 7:02 P.M. Present: Lew Kious (via speaker phone), Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (District Manager), and Shonn Dougherty (Assistant to the District Manager).
2. Approval of Minutes for October 23rd, 2017. Emily mentioned a Water District Project scheduled for next summer in the Members Open Time last month. The project will have an impact on streets in Almonte's District, she will send Project Manager's information to the Board. Motion to approve by Emily Landin, Anne Lahaderne seconded. Approved 5-0.
3. Public Open Time: One public attendee, Loretta Figueroa.
4. Secretary-Treasurer's Report: Emily noted to revise Warrant List with 8 USA's (instead of 2) from Roto Rooter, and Dave was to be reimbursed \$160.00 for PO Box renewal. November payroll did not include check for Linda because check for last month, when she was not present, was used as payment for November. Emily calculated that nearly \$44,000 was spent for cleaning, which was 89% of budget, and that the \$9,000 spent on engineering is around 47% of budget. Motion to approve by Linda, Kevin seconded. Approved 5-0.
5. Reports by Representatives to Other Meetings: No meetings to report.

TO: ROY GIVEN  
 AUDITOR -CONTROLLER  
 ROOM 225, CIVIC CENTER  
 SAN RAFAEL, CA 94903

**ALMONTE SANITARY DISTRICT**

DATE: November 27, 2017

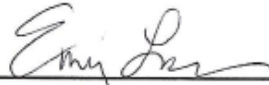
On November 27, 2017 THE GOVERNING BOARD OF THE ALMONTE SANITARY DISTRICT  
 APPROVED THE FOLLOWING WARRANTS FOR PAYMENT:

WARRANT NUMBER	IN FAVOR OF	PURPOSE	FUND TO BE CHARGED	OBJECT	AMOUNT
182180185	Roto Rooter	Invoices- M128188,M128637,M128644,M128645,M128668,M128868,M128869 M128874,M129022,M129043,M129044,M125546,M128581,M129118 M128582,M129122,M127972,M128204,M129065 USA's- 2 @ \$193.50	8035	521810	22,127.68
182180186	Nute Engineering	Invoice# 17408 (CIP)	8035	522512	708.00
182180187	California Special Districts Assoc.	2018 CSDA Membership Renewal	8035	521810	999.00
182180188	Dave Haflich	PO BOX Renewal 2018	8035	521810	160.00
182180189	Shonn Dougherty	Board Packet Copying Kinkos Receipt #5177832176,#5177832178	8035	521810	61.36
182180190	Shonn Dougherty	ATT-District Landline	8035	521810	41.07
182180191	Almonte Sanitary District	Payroll Funding, exact November payroll liability	8035	511110	5,161.30

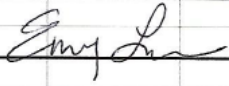
**SUMMARIES BY CLASS**

511110 - SALARIES	5,161.30
521810 - OPERATING EXPENSES	23,389.01
522512 - CAPITAL PROJECTS	708.50
<b>Total</b>	<b>29,258.81</b>

PAGE TOTAL: 29,258.81

BY:  Emily Landin  
 TITLE: Sec/Treas

Almonte Sanitary District  
 November 2017  
 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	2,021.66	10146	
Loretta Figueroa Bookkeeper	1099 Fixed	200.00	200.00	200.00	10147	
David Haflich	Salary	1,850.00	1,850.00	1,577.12	10148	
Lew Kiou/Almonte	1	100.00	100.00	92.35	10149	
SASM			0.00			no meeting
Anne Lahaderne	1	80.00	80.00	73.88	10150	
Emily Landin	1	80.00	80.00	73.88	10151	
Linda Rames						
Kevin Reilly	1	80.00	80.00	73.88	10152	attended - check from Oct was given to Linda
Paystar Charges			74.00		EFT US Bank	
Employer Soc. Sec			281.48		EFT US Bank	
Employer Medicare			65.82		EFT US Bank	
<b>Total Financial Liability</b>			<b>5,161.30</b>		US Bank	
BY: 		Emily Landin,		Sec/Treas		
DATE:						

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet. Dave briefly highlighted some of its contents. Kevin had a question about the response to 234 Cleveland's replacement. Bonner apparently approved video inspection in 2011. Dave had explained to homeowner that the longevity of cast iron pipes is hard to determine. Dave informed homeowner of our grant program. The mystery line at 188 Almonte appears to have once been a lateral, but was apparently replaced with a new line.
7. New Business: Lew brought up the Mill Valley Refuse implied rate increase related China's policy shifts which may dramatically increase costs to recycle there. Since MV Refuse is supported by all the Districts, Lew believed that the matter would better discussed at the next SASM meeting.
8. Old Business: Audit Support - Loretta reported to the Board that she had no way to estimate the extra bookkeeping efforts that would be required for the 2016/2017 Audit since she had never tracked her effort in the past. Therefore, in her view, the District would have to trust her efforts. Lew presented why the District needed an estimate of cost for services before proceeding. A lengthy discussion resulted in Kevin making a motion for the Board to authorize a NTE amount of \$2000 (30.8 hours at \$65/hr.) for Loretta to provide the necessary effort, which Anne seconded. The motion failed 2 - 3, Kevin and Emily voting for and Linda, Anne and Lew voting against. Loretta then gave a verbal resignation as District bookkeeper. She also returned her August, September and October checks from the District, asked that the District not pay her for November and encouraged the Board to find someone else for bookkeeping services. Since Lew was having difficulty hearing via speaker phone, the discussion was tabled until the December 19, 2017 meeting when he would be present.
9. Board Directors Members Open Time: No Comments.
10. Next Meeting Date: The next Regular Meeting was set to be December 19th, 2017, 7:00pm in the SASM Conference Room
11. Adjournment: The meeting was adjourned at 8:02 pm. Motion to adjourn made by Emily, seconded by Kevin. Approved 5-0.