

# 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 September 25th, 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 7:02 P.M. Present: Lew Kious, Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (District Manager), Shonn Dougherty (Assistant to the District Manager).
2. Approval of Minutes for August 28th, 2017 Board Meeting and amended Minutes for June 26, 2017 meeting and July 24, 2017 meeting. Motion to approve by Anne Lahaderne, seconded by Linda Rames. Approved 5-0.
3. Public Open Time: No public present.
4. Secretary-Treasurer's Report: Emily noted that Lew will be paid \$20 extra in October for a mistake on September's payroll. He was paid \$80 for Sept. ASD Board Meeting instead of \$100. PayStar will be notified and amount will be adjusted on pay check. Dave explained the validity of complex Roto-Rooter charges for USA's and annual pipe cleaning. Emily had questioned the descriptions on the invoices. Motion to approve by Kevin Reilly, Emily Landin seconded. Motion approved: 5-0.
5. Reports by Representatives to Other Meetings: Lew reported that the SASM Board approved \$66,000 to proceed rebidding the WWTP refurbishment project.

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

**ALMONTE SANITARY DISTRICT**

DATE: September 25, 2017

On September 25, 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   |
|----------------|---------------------------|---|--------------------|--------|----------|
| 182180172      | Roto Rooter               | M127183,M127713,M127729,M127733,M128144,M128147, M127111. 5 USA'S- 5 @ \$163.50 | 8035               | 521810 | 2,149.50 |
| 182180173      | Shonn Dougherty           | Board Packet Copying Kinkos Receipt #5177828391                                 | 8035               | 521810 | 42.42    |
| 182180174      | Dave Haflich              | Notary Services 9-13-2017- Christina Williams Inv #999612                       | 8035               | 521810 | 15.00    |
| 182180175      | Dave Haflich              | County Clerk of Marin receipt notarized to Recorder                             | 8035               | 521810 | 29.00    |
| 182180176      | Dave Haflich              | ATT-District Landline   | 8035               | 521810 | 40.99    |
| 182180177      | Almonte Sanitary District | Payroll Funding, exact September payroll liability                              | 8035               | 511110 | 5,227.89 |

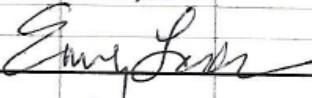
**SUMMARIES BY CLASS**

|                             |                 |
|-----------------------------|-----------------|
| 511110 - SALARIES           | 5,227.89        |
| 521810 - OPERATING EXPENSES | 2,276.91        |
| 522512- CAPITAL PROJECTS    |                 |
| <b>Total</b>                | <b>7,504.80</b> |

PAGE TOTAL: 7,504.80

BY:  Emily Landin  
 TITLE: 9/25/17 Sec/Treas

Almonte Sanitary District  
 September 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 | 10129               |            |
| Loretta Figueroa Bookkeeper  | 1099 Fixed    | 200.00   | 200.00    | 200.00   | 10130               |            |
| David Haflich  | Salary        | 1,850.00 | 1,850.00  | 1,577.12 | 10131               |            |
| Lew Kious/Almonte  | 1             | 80.00    | 80.00     |          | 10132               |            |
| SASM   | 1             | 0.00     | 0.00      | 73.88    |                     | \$20 short |
| Anne Lahaderne   | 1             | 80.00    | 80.00     | 73.88    | 10133               |            |
| Emily Landin   | 1             | 80.00    | 80.00     | 73.88    | 10134               |            |
| Linda Rames  | 1             | 80.00    | 80.00     | 73.88    | 10135               |            |
| Kevin Reilly   | 1             | 80.00    | 80.00     | 73.88    | 10136               |            |
| Paystar Charges  |               |          | 76.00     |          | EFT US Bank         |            |
| Employer Soc. Sec  |               |          | 285.20    |          | EFT US Bank         |            |
| Employer Medicare  |               |          | 66.69     |          | EFT US Bank         |            |
| Total Financial Liability  |               |          | 5,227.89  |          | US Bank             |            |
| BY:  Emily Landin, Sec/Treas |               |          |           |          |                     |            |
| DATE: 9/25/17  |               |          |           |          |                     |            |

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

7. New Business:

Dave recommended that Roto-Rooter inspect and clean sewer line from Gibson to Morning Sun before consideration of CIP. Line starts at Gibson and travels up to Morning Sun. Estimated cost for Roto-Rooter is \$1000, Board will decide on project after condition of pipes. Motion to approve, Kevin Reilly, seconded by Anne Lahaderne. Approved 5-0.

8. Old Business:

Emily and Kevin could not open old bookkeeping files that were received by email. Emily is going to forward email to Anne to see if old District laptop's software can open files. Lew addressed audit support, he suggested Dave contact Terry Krieg on what more is needed from our bookkeeping services.

9. Board Directors Members Open Time: Kevin asked Dave about D&D Pipelines CIP alternate bid and when they could start project. Dave stated they could start immediately, but best to wait until Spring for better conditions and traffic flow. Lew reported there was no interest in consolidation of Sanitary Districts in Mill Valley.

10. Next Meeting Date: The next Regular Meeting was set to be October 23rd, 2017, 7:00pm in the SASM Conference Room

11. Adjournment: The meeting was adjourned at 7:43pm. Motion to adjourn made by Lew, seconded by Emily. Approved 5-0.