

ALMONTE SANITARY DISTRICT

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

DIRECTORS

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

DISTRICT MANAGER

Shonn Dougherty

(AMENDED)

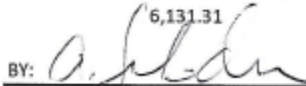
Minutes from August 27, 2018

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, Anne Lahaderne, Linda Rames, Kevin Reilly arrived at 7:03 P.M., Shonn Dougherty (District Manager).
2. Approval of Minutes for July 23, 2018. Motion to Approve by Anne Linda Rames, Anne Lahaderne Seconded. Approved 3-0.
3. Public Open Time: No Public Present.
4. Secretary-Treasurer's Report: Anne presented Board with a brief analysis of Warrant List and financial status. Lew signed a copy of July's minutes section of Board Directors Members Open Time. The recorded minutes released Emily Landin as Secretary Treasurer and approved Anne Lahaderne as interim Secretary treasurer for a 3-month period. The signed copy will be presented to US Bank for record. Lew asked Shonn for usage analysis of our Marin Map Membership to justify the \$750 yearly fee. Dave and Shonn will discuss importance of membership and give Board an answer before renewing. Motion to Approve Payroll and Warrant List made by Kevin, Seconded by Anne. Approved 4-0.
5. Reports by Representatives to Other Meetings: No Report, meeting cancelled.
6. Manager's Report: A comprehensive Manger's report was included in the Board Packet. Board agreed on not pursuing Paul Chenevert (222 Beryl St. Contractor) for \$1100 County Counsel fee. Board was satisfied with repair and replacement work performed, and Paul kept his word on property improvement with addition of fence.
7. New Business: Board voted on retaining Terry Kreig's services for 2018 Fiscal Year Audit. Motion to Approve by Kevin, Seconded by Anne. Approved 4-0.

Almonte Sanitary District
August 2018
Staff Consultant Payments

	A	B	C	D	E	F	G
1							
2							
3	Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
4							
5							
6	Shonn Dougherty	Salary	3,700.00	3,700.00	3,060.46	10210	
7							
8	David Haflich	Salary	500.00	500.00	461.75	10211	
9	Lew Klous/Almonte						
10	SASSI	1	100.00	100.00	92.35	10212	
11							
12	Anne Lahaderne	1	80.00	80.00	73.88	10213	
13	Emily Landin						
14	Linda Rames	1	80.00	80.00	73.88	10214	
15	Kevin Reilly	1	80.00	80.00	73.88	10215	
16	Alyssa Schiffmann	1099 9 hours	\$130/hr	1,170.00	1,170.00	10216	
17							
18	Paystar Charges			74.00		EFT US Bank	
19							
20	Employer Soc. Sec			281.48		EFT US Bank	
21	Employer Medicare			65.83		EFT US Bank	
22							
23	Total Financial Liability			6,131.31		US Bank	
24							
25							
26							
27							
28							
29							

BY:  Anne Lahaderne Sec/Treas (acting)
DATE: 8-27-18

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

ALMONTE SANITARY DISTRICT

August 27th, 2018

On August 27, 2018 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
182180246	Roto Rooter	Invoices: 9777245, 12025738, 12037792, 12413456, 12419465, 12457985, 12505445, 12502296, 1205009 9 USA's- 7@ \$168.00, 1@ \$198.00 and 1@ \$792.00	8035	521810	2,166.00
182180247	Shonn Dougherty	AT&T-District Line, Fed Ex Copies, Office Depot Ink	8035	521810	153.61
182180248	SASM	Marin Map Membership	8035	521810	750.00
182180249	CMSA	FOG Control Program Invoice #18-8138	8035	521810	135.31
182180250	SDRMA	Worker's Compensation Program Invoice #62990	8035	521810	862.01
182180251	USA North 811	CA Annual % of Tickets Fee Invoice #18070017	8035	521810	382.05
182180252	Nute Engineering	2018 CIP & Spot repairs Invoice #14409	8035	522512	2,862.50
182180253	D&D Pipelines Inc.	2018 CIP 8744 Retention Release	8035	522512	16,234.50
182180254	Almonte Sanitary District	Payroll Funding, Exact August Payroll Liability	8035	511190	6,131.31

SUMMARIES BY CLASS

511110- SALARIES 6,131.31
521810- OPERATING EXPENSES 4,448.98
522512- CAPITAL PROJECTS 19,187.00
Total 29,767.29

PAGE TOTAL: 29,767.29

BY:  Anne Lahaderne
TITLE: 8-27-18 Sec/Treas

Kevin suggested contacting selling and buying agents in Almonte's District for recruiting a new Board Member. Lew suggested we advertise in the Independent Journal or Mill Valley Herald. Anne mentioned posting on Next Door as a good resource for Almonte.

8. Old Business:

2018/19 Budget still not finalized, Dave will have an update at next Board Meeting. Lew requested that Dave and Shonn meet with him before next Board Meeting to address Budget issues.

Shonn informed Board D & D Pipelines final retention amount for the 2018 CIP is paid and completed.

Shonn provided a revised District Manager Transition Plan for Board review.

9. Board Directors Members Open Time:

10. Next Meeting Date: The next Regular Meeting was set to be Monday, September 24, 2018, 7:00pm in the SASM Conference Room.

11. Adjournment: The meeting was adjourned at 8:03pm. Motion to adjourn made by Kevin, Seconded by Linda. Approved 4-0.