

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

Shonn Dougherty

Minutes from March 26, 2018 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 7:04 P.M. Present: Lew Kious , Emily Landin, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (Assistant Manager), Shonn Dougherty (District Manager).
2. Approval of Minutes for February 26, 2018 and Amended Minutes from January 22, 2018. Motion to Approve by Linda Rames, Anne Lahaderne Seconded. Approved 5-0.
3. Public Open Time: One Member of Public present, Rod Izquierdo, resident of 223 Julia Ave.
4. Secretary-Treasurer's Report: Emily noted PayStar electronically withdrew a \$72.00 charge for 1099 tax processing. The amount should be added to April's Payroll summary. Dave Haflich provided bank statement for reimbursement of amount paid to CA Waterboard SWRCB (\$2088.00). Check amount was included in the January 22nd, 2018 Warrant List. Proper documentation released check to Dave at March 26 Board Meeting. Emily reported ASD has spent 58% of Budget to date. Motion to Approve Warrant List and Payroll by Anne, Seconded by Kevin. Approved 5-0.
5. Reports by Representatives to Other Meetings: Lew reported a presentation was received from David Stier regarding the creation of a common set of standards for the District's sewer lines and private laterals. Presently, these standards do not exist. Dave disagrees, stating we do have established guidelines and sewer standards, he has the documents to proof the fact. This topic will be expanded and discussed at the SASM Annual Planning Session in April. Jeff Slavitz joined the Board as the new RBSD representative, and Roger Gainer is leaving Board to be replaced by Todd Bates as new Alto representative.

6. Manager's Report: A comprehensive Manger's report was included in the Board Packet. Public Open Time was given to Rod since property in question was included in Manager's Report. Excavation at 222 Beryl Street has exposed and moved our lateral line. Rod presented the Board with a letter he sent to County Officials regarding 222 Beryl's exposed sewer line, soil erosion and Easement disruption. Rod lives above Beryl street and is very concerned about the upcoming weather destroying the unsecured excavated hillside. He requested that hillside be restored to original condition, retaining walls are solid, and plans be presented to County from structural engineer. Kevin pointed out that County must have granted permission, therefore; permits had been issued. Contractor is fully aware of liability and responsibility to secure hillside and Almonte's line. Apparently Almonte's easement wasn't properly recorded when line was restored in 2014. Shonn is in process of identifying and recording Easement. Authority of Easement must be resolved, exact definition and proper recording need to be documented. Shonn is going to contact County Officials regarding Easement clarification.
7. New Business: Nute Engineering intend to publish CIP plans by end of week. Bid openings scheduled for April 19th allowing Board approval on April 23rd. Pippen from Nute is concerned about getting enough Bids. If there is a lack of reasonable bids, he recommends delaying bid opening til May or hold a special Board meeting to approve.
8. Old Business: Bookkeeping meeting with Emily, Alyssa and Shonn was postponed til Friday March 30th. Audit is almost complete, should be finalized by April. Lew reminded Shonn that a draft of Audit must be sent to the Mill Valley Finance Director by Wednesday March 28th.
9. Board Directors Members Open Time:
10. Next Meeting Date: The next Regular Meeting was set to be April 23, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 7:52 pm. Motion to adjourn made by Linda, seconded by Kevin. Approved 5-0.