

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 May 23, 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 7:00 P.M. Present: Lew Kious, Anne Lahaderne, Linda Rames, Kevin Reilly, Dave Haflich (Assistant Manager), Shonn Dougherty (District Manager). Emily Landin not present.
2. Approval of Minutes for April 23, 2018. Motion to Approve by Linda Rames, Anne Lahaderne Seconded. Approved 4-0.
3. Public Open Time: One Member of Public present, Rod Izquierdo. Rod addressed Board during the Agenda item (Old Business) concerning 222 Beryl Street.
4. Secretary-Treasurer's Report: Emily was not present at meeting, Lew was appointed Secretary-Treasurer's position. Lew pointed out a mistake on the payroll's Net Amounts. Two Paychecks were off by one cent a piece. Shonn reconciled correct amount before Lew signed approval. Emily's Paycheck was held in her absence, will be given to her after attending next Board Meeting. Motion to Approve Warrant List and Payroll by Anne, Seconded by Kevin. Approved 4-0.
5. Reports by Representatives to Other Meetings: Lew reported that SASM Board approved half a million dollars to fix main line in Tiburon on Ricardo Rd. Work scheduled for completion by end of June. Board discussed Civil Grand Jury Report on District consolidations. Board voted opposition to consolidation at this time, directed staff to prepare a response to Grand Jury for approval at next meeting. ASD will vote on Grand Jury Report next month. Board approved 2018-19 budget, consistent with previous plans. Total expenses will be \$6.275M with additional \$1.360M allocated to reserve replenishment. Almonte's Assessment was \$375,000 last year, this year \$406,653.

Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	2,730.00	2,730.00	2,340.96	10188	
David Hafflich	Salary	1,470.00	1,470.00	1,294.50	10189	
Lew Kiou/Almonte	1	100.00	100.00		10190	
SASM		80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10191	
Emily Landin	1	80.00	80.00	73.88	10192	
Linda Rames	1	80.00	80.00	73.88	10193	
Kevin Reilly	1	80.00	80.00	73.88	10194	
Alyssa Schiffman	1099/12hrs	\$130/hr	1,560.00	1,560.00	10195	
Paystar Charges			76.00		EFT US Bank	
Employer Soc. Sec			291.40		EFT US Bank	
Employer Medicare			68.16		EFT US Bank	
Total Financial Liability			6,695.56		US Bank	
			BY: <i>[Signature]</i>		Lew Kiou,	<i>[Signature]</i>
			DATE: 5/23/18			

5/23/2018

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: May 23, 2018

On May 23, 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
182180224	Reto Rooter	Invoices: M132530, M132531, M132535, M132825, M132829, M132834, M132854, M132850, M132914, M132840, M132961, M132955 (24USA's) 16 in 5@ \$168 invoices, 3 in \$289.50 inv., 1@ \$193, 4 in \$252 inv.	8035	521810	4,738.50
182180225	Shonn Dougherty	AT&T-District Line, Post Office Stamps, Staples Copy, Staples Boxes	8035	521810	130.78
182180226	SASM	Second Installment 2017/2018 Member Agency Assessment	8035	521810	187,744.00
182180227	Nute Engineering	2018 CIP Plans Invoice# 18175	8035	522512	8,527.00
182180228	Marin County Tax Collector	County Counsel	8035	521810	165.00
182180229	Almonte Sanitary District	Payroll Funding, Exact May Payroll Liability	8035	511110	6,090.56

SUMMARIES BY CLASS

511110 - SALARIES	6,695.56
521810 - OPERATING EXPENSES	192,778.28
522512 - CAPITAL PROJECTS	8,527.00
Total	208,000.84

PAGE TOTAL: 208,000.84

BY: *[Signature]* 5/23/18 Lew Kiou

TITLE: *[Signature]* Sec/Treas

6. Manager's Report: A comprehensive Manger's report was included in the Board Packet.
7. New Business: Civil Grand Jury Report on consolidation was rejected by SASM Board members. Anne mentioned Almonte and Homestead Sanitary Districts decided to remain independent when considered a merge last year. Linda reminded members that residential voters once voted not to consolidate all the Districts. A formal response officially signed by Almonte can be completed next month. Motion to respond to Grand Jury made by Lew, Seconded by Kevin. Approved 4-0.
8. Old Business: Dave attended a pre-construction meeting with Nute Engineering and D & D Pipelines on Friday May 18th. Consideration of the Additive Alternate of Almonte's CIP was discussed. Dave pointed out the increased market price and a renegotiated union contract will affect job if done next year. Union rates increase 5% July 1st, and price increases by (give or take) 12% next year due to market costs. It would be in best interest to complete the Bid Alternate with 2018 CIP. Our CIP commitment to State is \$125,00 per year until 2025. Lew asked if we could get credit for over commitment since our total cost for CIP would be estimated at \$300,000 with a potential \$15,000 deduction after video inspection. Dave replied we could present our CIP costs to State and request taking a break from 2019's CIP. Kevin Motioned to Approve Additive Alternate for 2018 CIP, Anne seconded. Approved 4-0. Shonn informed Board that a meeting was held earlier in day between Rod Izquierdo, Dave Haflich, Nick Ramirez, and Shonn Dougherty at 222 Beryl Street. The replacement of District's line and compaction of soil was discussed in detail. Rod is attending Board Meeting to inquire about standards being met in construction of District Line and soil compaction. Lew and the Board reassured Rod Almonte is monitoring and complying with District standards during construction. Rod brought handouts for Board members of another District's specs for backfill and compaction. Dave and Shonn informed Rod handout is practically identical to Almonte's standards. Kevin reminded Rod that Almonte can only inspect when called to a standard and Almonte is on top of our responsibility. Lew pointed out that Rod served Almonte with a PRA (Public Records Act), our County Counsel (Jack Govi) will be responding by May 29th. Rod stated he wanted to drop the PRA, he is satisfied about communication with Board and contact between Jack Govi. Lew asked Rod to send Almonte something in writing regarding dropping PRA request. Rod agreed, then five minutes later he said his lawyer won't want him to drop PRA. He is 100% satisfied with ASD's work, but thinks his lawyer wants all interactions documented between District and contractor of 222 Beryl St.
9. Board Directors Members Open Time:
10. Next Meeting Date: The next Regular Meeting was set to be Monday, June 25, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 7:46 pm. Motion to adjourn made by Anne, seconded by Kevin. Approved 4-0.