

ALMONTE SANITARY DISTRICT

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

DIRECTORS

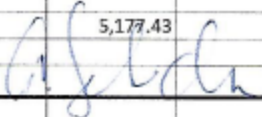
Lew Kious, Chair
Anne Lahaderne, Secretary-Treasurer
Linda Rames
Kevin Reilly

DISTRICT MANAGER

Shonn Dougherty

Minutes from October 22, 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 7:01 P.M. Present: Lew Kious, Anne Lahaderne, Linda Rames, Kevin Reilly, Shonn Dougherty (District Manager), Dave Haflich (Assistant Manager)
2. Approval of Minutes for September 24, 2018. Motion to Approve by Linda Rames, Anne Lahaderne Seconded. Approved 4-0.
3. Public Open Time: Bill Moore and Helen Russell from Equator Coffee were in attendance with two employees from their Tam Valley location at 244 Shoreline Hwy. Bill informed Board about proposed plan submitted to Building Dept and Health Dept regarding drainage conversion. Lew explained that Board can listen to proposed plans but cannot comment since item isn't on Agenda. Equator is considered a mobile food facility, all fresh water tanks and waste water captured are self-contained. Equator must be serviced by a commissary. Equator's Downtown Mill Valley location serves as commissary. Transportation of waste water to Downtown Mill Valley is a lot of work. A minor remodel to convert both existing sinks and floor drains was explained. In addition, a proposal to drain gray water into Almonte's existing laterals was described. Equator's representatives wanted to attend meeting to inform Board and comply with all County and District's regulations.
4. Secretary-Treasurer's Report: Anne presented Board with a brief analysis of Warrant List and financial status. As of this Warrant cycle in fiscal 2018-2019, Almonte has spent \$63,274.49, which is 8.5% of the annual budget. This period equates to 33% of the 2018-2019 annual budget. Almonte has \$891,580.14 remaining in reserves. Motion to Approve Payroll and Warrant List made by Kevin, Seconded by Lew. Approved 4-0.

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	3,700.00	3,700.00	3,060.46	10224	
David Haflich	Salary	500.00	500.00	461.75	10225	
Lew Kious/Almonte	1	100.00	100.00		10226	
SASM	1	80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10227	
Linda Rames	1	80.00	80.00	73.88	10228	
Kevin Reilly	1	80.00	80.00	73.88	10229	
Alyssa Schiffmann	1099 1 hour	\$130/hr	130.00	130.00	10230	
Paystar Charges			74.00		EFT US Bank	
Employer Soc. Sec			286.44		EFT US Bank	
Employer Medicare			66.99		EFT US Bank	
Total Financial Liability			5,177.43		US Bank	
BY:					Anne Lahaderne Sec/Treas	
DATE:			10-22-18			

10/22/2018

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

ALMONTE SANITARY DISTRICT

October 22nd, 2018

On October 22nd, 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
182180260	Robo Rooter (Donald J. Calegarl Ent. Inc.)	Invoices- 12688707, 127121161, 12721346, 12726168, 12755913, 12775879, 12783686, 12801478, 12807175 -9 USA's @ \$168.00	8035	521810	1,542.00
182180261	Shonn Dougherty	AT&T-District Line, Fed Ex Copies, Marin U ad	8035	521810	204.14
182180262	Nute Engineering	Retention release and project close out.	8035	522512	443.50
182180263	Almonte Sanitary District	Payroll Funding, Exact October Payroll Liability	8035	511110	5,177.43

SUMMARIES BY CLASS

511110 - SALARIES 5,177.43
521810 - OPERATING EXPENSES 1,746.14
522512 - CAPITAL PROJECTS 443.50
Total 7,367.07

PAGE TOTAL: \$7,367.07

BY:  Anne Lahaderne

TITLE: Treasurer Sec/Treas

5. Reports by Representatives to Other Meetings: Lew reported on the recent odor issues which have been raised by the nearby community and Middle School parents. After much testing, no violations were noted, and no measurements which would indicate any possible health risk. EPA doesn't share testing info, they only reveal if measurements are above or below threshold. SASM is below violation threshold. No members of the public attended SASM meeting. Monitoring and additional testing for source of odors will continue. Linda asked if SASM will notify the Marin IJ and other news sources when testing is complete. Lew responded, "absolutely"!
6. Manager's Report: A comprehensive Manger's report was included in the Board Packet. Dave informed Board about Roto-Rooter's difficulty with updated software and Almonte's cleaning program. Dave submitted EPA annual report, but Roto Rooter is behind with cleaning our lines. Dave will update report when District lines are serviced by Roto Rooter.
7. New Business: No New Business.
8. Old Business:
 1. On-going Board member recruitment- Held over for next meeting.
 2. 2018-2019 Budget- Dave explained changes to color coded budget worksheet. He updated income to show increase, added a line for Board Member recruitment, increased phone bill and updated CIP to be determined for \$125,000 next year. Motion to approve budget made by Anne, seconded by Kevin, Approved 4-0.
9. Board Directors Members Open Time: Lew brought up article in Marin IJ detailing Marin County's Sanitary Districts meeting pay scale. Almonte Board Members are amongst lowest paid in County. Board Member pay will be addressed at next meeting.
10. Next Meeting Date: The next Regular Meeting was set to be Monday, November 26, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 7:45pm. Motion to adjourn made by Kevin, Seconded by Linda. Approved 4-0.