

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
Robert Cox

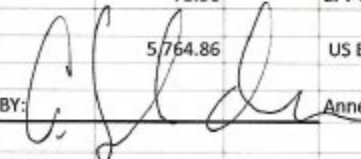
DISTRICT MANAGER

Shonn Dougherty

Minutes from October 28, 2019 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, Robert Cox, Dave Haflich (Assistant Manager) Shonn Dougherty (District Manager).
2. Approval of Minutes for September 23, 2019. Motion to Approve by Anne Lahaderne, seconded by Robert Cox. Approved 3-0.
3. Public Open Time: No Public
4. Secretary-Treasurer's Report: Anne reported as of this warrant cycle in fiscal 2019-2020, we have spent \$99,682.58 which is 12.8% of the annual budget. This period equates to 33% of the 2019-2020 annual budget. We have \$1,059,251.63 remaining in reserves. Motion to approve Warrant List and payroll made by Lew, Robert seconded. Approved 3-0.
5. Reports by Representatives to Other Meetings: No Meeting to report.
6. Manager's Report: A comprehensive Manager's report was included in the Board Packet. Board authorized up to \$500 to repair District computer. Motion to approve by Lew, Rob Seconded. Approved 3-0.
7. New Business: Dave recommended Almonte repair remaining District lines that need repair before Board approves a rate change. Lew suggested Board look at possibilities and justify what amount of money Almonte is bringing in and what Almonte is spending. Analyze what is appropriate reserve dollar amount after CIP money is spent. Adopt a plan like Ross Valley's rebate for certain income levels.

Almonte Sanitary District
October 2019
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	3,700.00	3,700.00	3,069.15	10314	
David Haflich	Salary	500.00	500.00	461.75	10315	
Lew Kious/Almonte SASM	2	125.00	250.00	230.87	10316	
Anne Lahaderne	2	125.00	250.00	230.87	10317	
Linda Rames	2	100.00	200.00	184.70	10318	
Robert Cox	2	100.00	200.00	184.70	10313	
Alyssa Schiffmann	1099 1.5 hr	\$130/hr		195.00	10319	
Paystar Charges			79.70		EFT US Bank	
Employer Soc. Sec			316.20		EFT US Bank	
Employer Medicare			73.96		EFT US Bank	
Total Financial Liability			5,764.86		US Bank	
BY: 			Anne Lahaderne Sec/Treas			
DATE:						

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

ALMONTE SANITARY DISTRICT

October 28th, 2019

On October 28th, 2019 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
182180320	Roto Rooter (Donald J. Calegari Ent. Inc.)	8 USA's 3@(\$168.00, 4@(\$198.00,1@(\$210- (\$1,505.00) 2019 Cleaning Program, 27 Invoices- (\$43,483.00)	8035	521810	44,989.00
182180321	Nute Engineering	CIP Invoice #20570- (\$4,595.02), CIP Invoice #20621- (\$3,357.50)	8035	52180	7,952.52
182180322	Shonn Dougherty	Fed Ex(\$17.81), Rile Aid \$(10.27), AT&T(\$65.22),USPS(\$15.75)	8035	521810	129.06
182180323	Almonte Sanitary District	Payroll Funding, Exact October Payroll Liability	8035	511110	5,784.86

SUMMARIES BY CLASS

511110 - SALARIES 5,764.86
521810 - OPERATING EXPENSES 45,118.05
522512- CAPITAL PROJECTS 7,952.52

Total 58,835.43

PAGE TOTAL: \$58,835.43

BY:  Anne Lahaderne
TITLE: Sec. Treasurer Sec/Treas

8. Old Business:

Capital Improvement Project- Shonn reported he is waiting on contract documents from Glosage Engineering Inc. Pippin from Nute estimates a late November start for CIP.

New Website- Shonn is working on creating an RFP document for bidding on new District website.

222 Beryl St.- Lew, Jack Govi, Shonn and James (homeowner of 222 Beryl St.) met to formally file an easement within property boundaries. Discussion clearly stated what Almonte will do and not do to file an official easement with County. An agreement was met by both parties. Jack will proceed with drafting official documents.

Board Member Recruitment- Lew sent an email blast to Almonte community. Robert will try and recruit his neighbors.

9. Board Directors Members Open Time:

10. Next Meeting Date: November 25, 2019 @ 7pm.

11. Adjournment: The meeting was adjourned at 7:37pm. Motion to adjourn made by Anne, Seconded by Rob. Approved 3-0.