

# 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

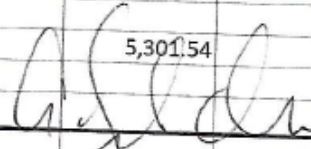
## DISTRICT MANAGER

Shonn Dougherty

### Minutes from April 22, 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 7:00 P.M. Present: Lew Kious, Anne Lahaderne, Linda Rames, Kevin Reilly, Shonn Dougherty (District Manager) Dave Haflich (Assistant Manager).
2. Approval of Minutes for March 25, 2019. Motion to Approve by Linda Rames, Kevin Reilly, Seconded. Approved 4-0.
3. Public Open Time:
4. Secretary-Treasurer's Report: Anne reported as of this warrant cycle in fiscal 2018-2019, Almonte has spent \$380,380.59, which is 51.3% of the annual budget. This period equates to 83% of the 2018-2019 annual budget. We have \$1,031,173.15 remaining in reserves. Anne caught a payroll mistake involving Lew's pay for SASM Board Meetings. He should have been getting \$100 a meeting since January 2019, instead he'd been receiving \$80 a meeting. Board voted and approved increase pay in December 2018. So next month it will be changed to \$100 a meeting and he will be compensated retroactively. Motion to Approve Warrant List made by Linda, Kevin seconded. Approved 4-0.
5. Reports by Representatives to Other Meetings: SASM held their annual planning session meeting at the Mill Valley Public Library, meeting was 2 ½ hours long. The Board received a detailed update on the progress of the WWTP Refurbishment project. Project is 70% complete, ahead of schedule and below budget. Spent \$3M less than projected allowing additional work to be performed within the financial limits of the bond funds received. Board discussed and affirmed SASM's Mission Statement, Values, and plans for 2019-2020. Considered idea of entering a SASM float in the MV Memorial Day parade. Board was presented the draft standards document which would cover all sewer related facilities within SASM's community.

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	10267	
David Haflich	Salary	500.00	500.00	461.75	10268	
Lew Kious/Almonte	1	125.00	125.00	189.32	10269	
SASM	1	80.00	80.00			
Anne Lahaderne	1	125.00	125.00	115.44	10270	
Linda Rames	1	100.00	100.00	92.35	10271	
Kevin Reilly	1	100.00	100.00	92.35	10272	
Alyssa Schiffmann	1099 1.5 hrs	\$130/hr	130.00	130.00	10273	
Paystar Charges			79.70		EFT US Bank	
Employer Soc. Sec			293.26		EFT US Bank	
Employer Medicare			68.58		EFT US Bank	
Total Financial Liability			5,301.54		US Bank	
BY: 			Anne Lahaderne Sec/Treas			
DATE: 4-22-19						

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

April 22nd, 2019

On April 22nd, 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
182180287	Roto Rooter (Donald J. Calegari Ent. Inc.)	(Invoice #'s) 13363449,13384097,13436334, 13465881,13473527 - 3 USA's @ \$168.00 and 1 USA @ \$198 (\$1,735.50 Cleaning Program)	8035	521810	2,437.50
182180288	Shonn Dougherty	Fed Ex Copies(\$22.76), AT&T Phone(\$82.74)	8035	521810	105.50
182180289	Sewr Agency of Southern Marin (SASM)	2019 Pooled Liability Insurance SASM	8035	521810	1,834.00
182180290	Almonte Sanitary District	Payroll Funding, Exact <del>Payroll</del> Payroll Liability	8035	511110	5,301.54

APRIL

SUMMARIES BY CLASS

511110 - SALARIES 5,301.54  
521810 - OPERATING EXPENSES 4,477.00  
522512- CAPITAL PROJECTS  
**Total 9,778.54**

PAGE TOTAL: \$9,778.54

BY:  Anne Lahaderne  
TITLE: Secretary Treasurer Sec/Treas

6. Manager's Report: A comprehensive Manager's report was included in the Board Packet.
7. New Business: Mill Valley Refuse option of Dual Stream Collection held over till May's Board Meeting.
8. Old Business: Board has a potential candidate in mind for new member recruitment. Lew is going to extend an invite for candidate to attend next meeting.

222 Beryl Street easement recording- New owner requested an official recording of our lateral service line above his property. It has been used as a public utilities' subdivision for over 50 years. Board recommends Jack Govi's legal counsel in drafting an agreement letter, recording an easement, or acknowledging our District Line's encroachment.

9. Board Directors Members Open Time:
10. Next Meeting Date: The next Regular Meeting was set to be May 20, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 7:30pm. Motion to adjourn made by Anne, Seconded by Lew. Approved 4-0.