

# 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 June 25, 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, 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. Anne and Lew pointed out corrections to be made in the Secretary-Treasurer's Report (4.) and New Business (8.) sections of April's Minutes. An Amended version of minutes will be included in July's Board Packet. Motion to Approve by Kevin Reilly, Linda Rames Seconded. Approved 4-0.
3. Public Open Time: No Public Present.
4. Secretary-Treasurer's Report: Emily was not present at meeting, Lew acted as Secretary-Treasurer. Anne noticed that our Bookkeeper Alyssa Schiffmann wasn't on June's payroll. Dave stated she was paid in April as a 1099 employee. Shonn informed Board she will be paid next month for two or three months, (May, June, July) depending on time of submittal. Alyssa hasn't reported her hours, she has kept track of work performed in past months. Motion to Approve Warrant List and Payroll by Anne, Seconded by Kevin. Approved 4-0.
5. Reports by Representatives to Other Meetings: Lew reported Board meeting was short. Board received update on repairs planned for Ricardo Road force main. Original projected estimate was \$500,000. Board approved award for work to Maggiora and Ghillotti for \$134,500. Work is scheduled to be complete by end of July totaling around \$200,000- \$225,000. Discussed the Civil Grand Jury report on District Consolidations. Board voted official opposition to consolidation at this time and approved a response to the Grand Jury. Board approved CIP Collection System budget of \$50.3M. Budget is consistent with previous plans.

Almonte Sanitary District  
June 2018  
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	2,340.97	10196	
David Hafflich	Salary	1,470.00	1,470.00	1,294.51	10197	
Lew Kiou/Almonte	1	100.00	100.00		10198	
SASM		80.00	80.00	166.23		
Anne Lahaderne	1	80.00	80.00	73.88	10199	
Emily Landin						
Linda Rames	1	80.00	80.00	73.88	10200	
Kevin Reilly	1	80.00	80.00	73.88	10201	
Alyssa Schiffman						
Paystar Charges			72.00		EFT US Bank	
Employer Soc. Sec			286.44		EFT US Bank	
Employer Medicare			66.98		EFT US Bank	
Total Financial Liability			5,045.42		US Bank	
BY:					Lew Kiou,	President
DATE:	6/25/18					

\*\*\* Wrote Payroll check for \$6,995.56 in May, actual total was \$6,695.56. \$300 less this month, \$4,745.42

6/25/2018

TO: ROY GIVEN

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

ALMONTE SANITARY DISTRICT

DATE: June 25, 2018

On June 25, 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
182180230	Roto Rooter	Invoices: M132557, M132999, M133370, M133371, M133012, M133013, M133373, M133016. (12 USA's) 5@ \$168.00, 2@ \$198.00, 3@ \$210.00, 2@ \$193.00	8035	521810	1,466.00
182180231	Shonn Dougherty	AT&T-District Line, Racks for File Boxes Receipt, Fed Ex Copies	8035	521810	144.07
182180232	CMSA	FOG Control Program Staff Labor for Dipsea Cafe and Bamboo Hut	8035	521810	778.72
182180233	Nute Engineering	2018 CIP & Spot Repairs - Invoice#18296	8035	522512	5,477.50
182180234	Nute Engineering	Sewer Damage 222 Beryl St. - Invoice#18297	8035	522512	182.00
182180235	Almonte Sanitary District	Payroll Funding, Exact June Payroll Liability- minus \$300, May overpa	8035	511110	4,745.42

SUMMARIES BY CLASS

511110 - SALARIES 4,745.42  
521810 - OPERATING EXPENSES 2,388.79  
522512 - CAPITAL PROJECTS 7,595.50

Total 14,729.71

PAGE TOTAL: 14,729.71

BY:  Lew Kiou

TITLE: 6/25/18 President

6. Manager's Report: A comprehensive Manger's report was included in the Board Packet. Dave is going to present a Budget draft at next month's meeting. Shonn, Dave, and Alyssa will meet and discuss Budget before July's Board Meeting. Lew requested that Alyssa attends July's Board Meeting for Budget support.
7. New Business: No New Business.
8. Old Business: Lew presented Board with an Agency Response to Grand Jury Report, it stated the following- The Board of Commissioners of the Almonte Sanitary District (ASD) does not agree with the assumption that a larger organization would necessarily provide better customer service or be more cost effective. On June 25, 2018, the ASD Board voted to oppose the consolidation, reflecting the wishes of their constituents as evidenced by a special vote in 2013. Kevin motioned to approve Response to Grand Jury, Anne seconded. Approved 4-0.

Dave updated Board that D & D Pipelines is a few days away from completing the 2108 CIP. Three laterals need replacing on Perry Street discovered by D & D videoing the lines.

Shonn reported Sewer Tek replaced ASD's sewer line and compacted soil in the Public Utilities Right of Way above 222 Beryl Street's property line. Certificate of Compliance will be issued, and all parties involved are satisfied with work done. Next step is for Sewer Tek to install a 6" or 4" lateral line for new construction of home at 222 Beryl St.

9. Board Directors Members Open Time: Lew requested Shonn schedule a Special Meeting with Jim Iavarone and the ASD Board to vote on MVRs Rate Application. Item was left out of the June Agenda, therefore MVRs Rate Application cannot be addressed in June's Board Meeting.
10. Next Meeting Date: The next Regular Meeting was set to be Monday, July 23, 2018, 7:00pm in the SASM Conference Room.
11. Adjournment: The meeting was adjourned at 7:35 pm. Motion to adjourn made by Kevin, seconded by Linda. Approved 4-0.