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 November 16, 2020 Regular Meeting of the Board of Directors at Sewerage Agency of Southern Marin 450 Sycamore Avenue, Mill Valley

- 1. <u>Call to Order:</u> Chair Kious called the meeting to order at 5:05 P.M. Present: (Via Zoom Video Platform) Lew Kious, Anne Lahaderne, Linda Rames, Robert Cox, Dave Haflich, Shonn Dougherty (District Manager).
- 2. <u>Approval of Minutes</u> for October 26, 2020 Meeting and Amended Minutes from September 28, 2020 Meeting. Motion to Approve by Linda, Seconded by Robert. Approved 4-0.
- 3. Public Open Time: No Public.
- 4. <u>Secretary-Treasurer's Report:</u> Anne reported as of this warrant cycle in fiscal 2020-2021, we have spent, \$44,680.61 which is 4% of the annual budget. This period equates to 42% of the 2020-2021 annual budget. We have \$938,417.00 remaining in reserves. Motion to approve Warrant List and payroll made by Robert, Seconded by Anne. Approved 4-0.
- 5. <u>Reports by Representatives to Other Meetings:</u> SASM meeting scheduled for Thursday November 19th, Lew will report at Almonte's December Board Meeting.

November 2020 Staff Consultant Payments

Almonte Payroll	# of Meetings Rate		Gross	Net	Check # or	Notes
			Amt	Amt	Function	
Shonn Dougherty	Salary	3,700.00	3,700.00	3,077.50	10404	
David Haflich	Salary	500.00	500.00	461.75	10405	
Lew Kious/Almonte	1	125.00	125.00	207.79	10406	
	1	100.00	100.00			
Anne Lahaderne	1	125.00	125.00	115.44	10407	
Linda Rames	1	100.00	100.00	92.35	10408	
Robert Cox	1	100.00	100.00	92.35	10403	
Alyssa Schiffmann	1099- 1 hr	\$130/hr	130.00	130.00	10409	
Caostal Payroll Charges			79.70		EFT US Bank	
Employer Soc. Sec			294.50		EFT US Bank	
Employer Medicare			68.87		EFT US Bank	
Total Financial Liability		A (/ 5,323 ₁ 07		US Bank	
		BY.	16/1	h ,	Anne Lahaderne	Sec/Treas
		0.0				
		DATE:	11-16-20			

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

ALMONTE SANITARY DISTRICT

November 16, 2020

On November 16, 2020 THE GOVERNING BOARD OF THE ALMONTE SANITARY DISTRICT APPROVED THE FOLLOWING WARRANTS FOR PAYMENT:

WARRANT			FUND TO BE		
NUMBER	IN FAVOR OF	PURPOSE	CHARGED	OBJECT	AMOUNT
182180395	CSDA Member Services	2021 CSDA Membership Renewal	8035	521810	3,004.00
182180396	Shonn Dougherty	USPS PO Box Renewal \$190.00, USPS Stamps \$16.50, Rite Aid Envelopes \$2.39.	8035	521810	208.89
182180397	Central Marin Sanitation Agency	Inspection FOG Program	8035	521810	119.54
182180398	Almonte Sanitary District	Payroll Funding, Exact November Payroll Liability	8035	511110	5,323.07

SUMMARIES BY CLASS

511110 SALARIES 521810 OPERATING EXPENSES 522512 CAPITAL PROJECTS

BY:

5,323.07 3,332.43

Total 8,655.50

PAGE TOTAL:

Anne Lahademe

TITLE:

Sec/Treas

8,655.50

- 6. <u>Manager's Report</u>: A comprehensive Manager's report was included in the Board Packet.
- 7. New Business: **SSMP** Dave reported that the SSMP was completed for Board Approval. The 129-page document was emailed to the Board Members. The SSMP (Sewer System Management Plan) must be recertified every 5 years. Modifications include adding the FOG program used through CSMA, updating contacts and phone numbers in the SSROP section, and rearranging the order of items to comply with the State's reorganized item order. Motion to Approve SSMP made by Linda, Seconded by Anne. Approved 4-0.
- **5 Parcels Back Charges-Special District Assessment (Ordinance 2015-02)-**Held over until December's Board Meeting.
- 8. Old Business: **New Auditor FY 2019-2020** (Held over until next month)

Almonte Sanitary District Website Update- Lew reported he has been in contact with Streamline about when they can perform the work. He has a meeting on Tuesday the 17th with them regarding contract. Our County Counsel has reviewed and approved contract.

- 9. Board Directors Members Open Time:
- 10. Next Meeting Date: December 14, 2020 @ 5pm.
- 11. <u>Adjournment:</u> The meeting was adjourned at 5:38pm. Motion to adjourn made by Anne, Seconded by Lew. Approved 4-0.