

ALMONTE SANITARY DISTRICT

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

DIRECTORS

Lew Kiou, Chair
Anne Lahaderne, Secretary-Treasurer
Linda Rames
Robert Cox

DISTRICT MANAGER

Shonn Dougherty

Minutes from July 27, 2020

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

1. Call to Order: Chair Kiou called the meeting to order at 5:05P.M. Present: (Via Zoom Video Platform) Lew Kiou, Anne Lahaderne, Linda Rames , (5:17pm Robert Cox -Via Phone with permission from the Brown Act), Dave Haflich, Shonn Dougherty (District Manager).
2. Approval of Minutes for June 22, 2020 Meeting. Motion to Approve by Linda, seconded by Anne. Approved 3-0.
3. Public Open Time: No Public.
4. Public Hearing: Review and Approval of Dipsea Café Administrative Order. (Postponed due to Shelter in Place)
5. Secretary-Treasurer's Report: Anne reported as of this warrant cycle in fiscal 2020-2021, we have spent, \$13,254.04 which is 1.2% of the annual budget. This period equates to 8% of the 2020-2021 annual budget. We have \$944,314.67 remaining in reserves. Motion to approve Warrant List and payroll made by Linda, Lew seconded. Approved 3-0.
6. Reports by Representatives to Other Meetings: No Meeting to Report.
7. Manager's Report: A comprehensive Manager's report was included in the Board Packet.

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary	3,700.00	3,700.00	3,077.50	10376	
David Haflich	Salary	500.00	500.00	461.75	10377	
Lew Kious/Almonte	1	125.00	125.00	207.79	10378	
	1	100.00	100.00			No SASM Meeting in July, \$100 will be deducted next month.
Anne Lahaderne	1	125.00	125.00	115.44	10379	
Linda Rames	1	100.00	100.00	92.35	10375	10380 <i>A</i>
Robert Cox	1	100.00	100.00	92.35	10380	10375 <i>A</i>
Alyssa Schiffmann	1099- 1.25hrs	\$130/hr	162.50	162.50	10381	
Paystar Charges			79.70		EFT US Bank	
Employer Soc. Sec			294.50		EFT US Bank	
Employer Medicare			68.87		EFT US Bank	
Total Financial Liability			5,355.57		US Bank	
	BY:	<i>A. Lahaderne</i>		Anne Lahaderne		Sec/Treas
	DATE:	<i>7-27-20</i>				
		<i>Treasurer</i>				

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

ALMONTE SANITARY DISTRICT

July 27, 2020

On July 27, 2020 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
182180373	Roto Rooter (Donald J Calegan Ent Inc.)	USA's 5, 4@168.00, 1@198.00	8035	521810	870.00
182180374	Marin County Tax Collector	LAFCO Charges FY 2020/21	8035	521810	484.29
182180375	Shonn Dougherty	AT&T(\$86.84)	8035	521810	86.84
182180376	Nute Engineering	CIP 2019-20 Invoice #21005	8035	521810	986.00
182180377	Nute Engineering	CIP 2020 Invoice #21027	8035	521810	4,933.75
182180378	Nute Engineering	CIP 2019-20 Invoice #21028	8035	521810	56.50
182180379	City of Mill Valley/SASM	Marin Map Invoice #3164	8035	521810	560.00
182180380	Almonte Sanitary District	Payroll funding, Exact July Payroll Liability	8035	511110	5,355.57

SUMMARIES BY CLASS

511110 SALARIES	5,355.57
521810 OPERATING EXPENSES	2,001.13
522512 CAPITAL PROJECTS	5,976.25
Total	13,332.95

PAGE TOTAL: 13,332.95

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

8. New Business: (New Auditor for FY 2020-21)- The Almonte Sanitary District needs to choose a new Auditor for at least one year to follow the Auditor Rotation Requirements for Annual Audits of Local Governments. Lew informed Board we have used Terry Krieg for the 6-year limit before a mandatory transparency rotation. This procedure eliminates potential underlining malfeasance and collusions. Shonn will have an RFP for a new Auditor drafted to present the Board next month.

(Special District Assessment Charges for Parcel Numbers) Shonn informed Board about five parcel numbers that have not paid their yearly fixed rate assessment charge of \$800. Shonn will work with the County and investigate the problem. Shonn will research home addresses dating back to 2015 and submit a change in parcel data or modify current year charges with The County Department of Finance.

9. Old Business: (Postponed due to Shelter in Place)

10. Board Directors Members Open Time: Anne asked about new website construction and if we could address it next month. Lew responded it will be on Agenda to move forward with website next month. Linda asked about her neighbor joining the Board even though he is not a US citizen. Lew reconfirmed what Jack Govi advised, candidate must be a registered voter to join Board.

11. Next Meeting Date: August 24, 2020 @ 5pm.

12. Adjournment: The meeting was adjourned at 5:30pm. Motion to adjourn made by Anne, Seconded by Linda. Approved 4-0.

