# 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 August 24, 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 5:10 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 July 27, 2020 Meeting. Motion to Approve by Robert, seconded by Anne. Approved 4-0.
- 3. <u>Public Open Time:</u> No Public.
- 4. <u>Public Hearing: Review and Approval of Dipsea Café Administrative Order.</u> (Postponed due to Covid-19 circumstances)
- 5. <u>Secretary-Treasurer's Report:</u> Anne reported as of this warrant cycle in fiscal 2020-2021, we have spent, \$22,709.23 which is 2.0% of the annual budget. This period equates to 16% of the 2020-2021 annual budget. We have \$942,239.31 remaining in reserves. Motion to approve Warrant List and payroll made by Linda, Robert seconded. Approved 4-0.
- 6. <u>Reports by Representatives to Other Meetings:</u> SASM Board Meeting: A review of the billing practices of SASM to the Districts revealed miscalculations. SASM Board agreed on the reasons for mistakes, adjustments were made moving forward. Almonte's annual bill to SASM will decrease by \$10,000. Financial planning exercise for SASM CIP for the next five years. Charging 5% per year increase to Districts, money will be used to fund CIP. Board acknowledged there will be no out of plan increase to Districts to fund CIP, money left over in SASM financial reserves must be income from Districts. Muriel is complete on the SASM wall.
- 7. <u>Manager's Report</u>: A comprehensive Manager's report was included in the Board Packet.

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

August 24, 2020

On August 24, 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
182180381	Roto Rooter (Donald J Calegari Ent Inc.)	USA's 7 @\$168.00	8035	521810	1,176.00
182180382	California and Nevada	Annual Unique New Ticket Fee Invoice #2020100554	8035	521810	993.94
182180383	Underground Service Alert of Northern California and Nevada	California State Fee for Regulatory Costs Invoice # 100554DIG20	8035	521810	539.92
182180384	Shonn Dougherty	AT&T(\$36.32) Adobe PRO Annual Renewal (\$179.88)	8035	521810	216.20
182180385	Nute Engineering	CIP 2019-20 Invoice #20940	8035	522512	2,971.00
182180386	Nute Engineering	CIP 2020 Invoice #20941	8035	522512	1,140.00
182180387	SDRMA	Worker's Compensation Program Invoice #68313	8035	522512	940.00
182180388	Almonte Sanitary District	Payroll funding, Exact August Payroll Liability	8035	511110	5,410,42

### SUMMARIES BY CLASS

511110 SALARIES	5,410.42
521810 OPERATING EXPENSES	3,866.06
522512 CAPITAL PROJECTS	4,111.00

Total 13,387.48 PAGE TOTAL: 13,387.48 BY: Anne Lahademe ASD. Treasurer NO TITLE: 11 Sec/Treas

8/24/20 -----

		Staff	Consultant Payme	nts			
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	10383		
David Haflich	Salary	500.00	500.00	461.75	10384		
Lew Kious/Almonte	1	125.00	125.00	115.44	10385		
						Lew was paid last	
Anne Lahaderne	1	125.00	125.00	115.44	10386	month for the Augus SASM meeting.	
Linda Rames	1	100.00		92.35	10387		
Robert Cox	1	100.00	100.00	92.35	10382		
Alyssa Schiffmann	1099- 2.5 hrs	\$130/hr	325.00	325.00	10388		
Paystar Charges			79.70		EFT US Bank	,	
Employer Soc. Sec			288.30		EFT US Bank		
Employer Medicare			67.42		EFT US Bank		
Total Financial Liability			5/410,42		US Bank		
		BY:	10	A	Anne Lahaderne	Sec/Treas	
		0	Jalour				
		DATE:	01241	W			

# 8. <u>New Business</u>:

9. <u>Old Business</u>: New Auditor FY 2020-21- RFP template to be vetted by an established entity, (CSDA website, City of Mill Valley or Neighboring Sanitary District). Present to Board for approval in September.

Board approved \$120 to use for obtaining names of homeowners in the Almonte Sanitary District from the County Assessors Office. Information will be used to mail certified letters informing homeowners of District assessment charges.

An RFP for a new ASD website was created with modifications from the LAFco website RFP made by Lew and Shonn. Lew needs to review list of firms to send RFP to before sending out. Motion was made to approve releasing website RFP with proviso that Shonn must provide Lew the entities receiving the RFP. Motion made by Linda, seconded by Anne, approved 4-0.

### 10. Board Directors Members Open Time:

- 11. <u>Next Meeting Date:</u> September 28, 2020 @ 5pm.
- 12. <u>Adjournment:</u> The meeting was adjourned at 5:43pm. Motion to adjourn made by Robert, Seconded by Linda. Approved 4-0.