ALMONTE SANITARY DISTRICT

P.O. BOX 698, MILL VALLEY, CALIFORNIA 94942-0698 (415) 388-8775

DIRECTORS Lew Kious, Chair Casey Bertenthal, Secretary-Treasurer Anne Lahaderne Linda Rames Robert Cox DISTRICT MANAGER Shonn Dougherty

Minutes from January 23, 2023
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 5:03 P.M. Present: (Via Zoom Video Platform) Lew Kious, Anne Lahaderne, Linda Rames, Robert Cox, Casey Bertenthal, Shonn Dougherty (District Manager).
- 2. <u>AB 361 Adopt a Monthly Resolution to Meet Remotely</u>: Motion to Approve by Casey, Seconded by Anne. Approved 5-0.
- 3. <u>Approval of Minutes</u> for December 19, 2022 Meeting. Motion to Approve by Linda, Seconded by Annet. Approved 5-0.
- 4. Public Open Time:
- 5. <u>Secretary-Treasurer's Report:</u> Casey reported as of this warrant cycle in fiscal 2022-23, we have spent \$370,238.25 which is 29.1% of the annual budget. This period equates to 58% of the 2022-23 annual budget year. We have \$966,477.55 remaining in reserves. Motion to approve made by Linda, Seconded by Anne. Approved 5-0.
- 6. Reports by Representatives to Other Meetings: Lew reported from SASM meeting that the Board addressed expiration of legislation allowing remote video meetings for legislative bodies. The last Zoom meeting will take place in February for SASM, meetings will revert to in-person starting in March. The Board voted and approved new meeting time at treatment plant to be held at 6pm instead of the previous inperson meeting time of 7pm.

January 2023 Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes	
Shonn Dougherty	Salary	4,066.67	4,066.67	3,388.54	10609		
David Haflich	Salary	500.00	500.00	461.75	10610		
Lew Kious/Almonte	2	175.00	350.00	323.22	10611	Meetings-Almonte, SASM	
Anne Lahaderne	1	150.00	150.00	138.52	10612		
Linda Rames	1	150.00	150.00	138.52	10613		
Robert Cox	1	150.00	150.00	138.52	10608		
Casey Bertenthal	1	175.00	175.00	161.61	10607		
Alyssa Schiffmann	1099-1.5 hr	\$135/hr	202.50	202.50	10614		
Coastal Payroll Charges			279.76		EFT US Bank		
Employer Soc. Sec			343.58		EFT US Bank		
Employer Medicare			80.38		EFT US Bank		
Total Financial Liability		0	6,447.89		US Bank		
		BY: C	16	,	Casey Bertentha		

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

ALMONTE SANITARY DISTRICT

January 23, 2023

On January 23, 2023 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	
182180548	Sewerage Agency of Southern Marin	First Installment 2022/23 Member Agency Assessment	8035	521810	252,289.00 142.86	
182180549	Shonn Dougherty	AT&T District Phone Bill (\$41.93), Staples (\$73.98), Google Workspace (\$12.00), WCBS 6" Cleanout Cap (\$14.95)	8035	521810		
182180550	Streamline	Annual Web Membership	8035	521810	1,200.00	
182180551	Nute Engineering	2022-23 CIP Engineering INV# 22394	8035	522512	398.00	
182180552	Almonte Sanitary District	Payroll Funding, January Payroll Liability	8035	511110	6,447.89	

SUMMARIES BY CLASS

511110 SALARIES 521810 OPERATING EXPENSES 522512 CAPITAL PROJECTS 6,447.89 253,631.86 398.00

Total

260,477.75

BY: Cross France Casey Bertenthal

TITLE: Scottage Tecosocial Sec/Treas

7. <u>Manager's Report</u>: A comprehensive Manager's report was included in the Board Packet.

8. New Business:

In Person Board Meeting for March- Board agreed on new time for in-person meetings starting in March to begin at 6pm. State of Emergency for Covid-19 will end February 28th.

Form 700 Annual Filing- Shonn reminded the Board to file their form 700's before the due date of April 1st.

9. Old Business:

Inform Board about proposal and pricing for upcoming SSMP Element 6 (Vivian Housen)- Shonn updated the Board with the scope of work and shared cost per District for updating Element 6 for all agencies. Per Agency cost is \$2,071. If work begins by March 1st, all work will be completed by the State Water Board's June 5, 2023 deadline.

- 10. Board Directors Members Open Time:
- 11. Next Meeting Date: February 27, 2023 @ 5pm.
- 12. <u>Adjournment:</u> The meeting was adjourned at 5:21pm. Motion to adjourn made by Linda, Seconded by Casey. Approved 5-0.