

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

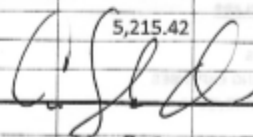
DISTRICT MANAGER

Shonn Dougherty

Minutes from January 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 Kious called the meeting to order at 7:05 P.M. Present: Lew Kious, Anne Lahaderne, Robert Cox, Linda Rames, Dave Haflich (Assistant Manager) Shonn Dougherty (District Manager).
2. Approval of Minutes for December 16, 2019. Motion to Approve by Linda Rames, seconded by Anne Lahaderne. Approved 4-0.
3. Public Open Time: No Public
4. Secretary-Treasurer's Report: Anne reported as of this warrant cycle in fiscal 2019-2020, we have spent \$540,959.77, which is 69.7% of the annual budget. This period equates to 58% of the 2019-2020 annual budget. We have \$1,065,270.26 remaining in reserves. Motion to approve Warrant List and payroll made by Anne, Linda seconded. Approved 4-0.
5. Reports by Representatives to Other Meetings: No Meeting.
6. Manager's Report: A comprehensive Manager's report was included in the Board Packet.

Almonte Sanitary District
January 2020
Staff Consultant Payments

Almonte Payroll	# of Meetings	Rate	Gross Amt	Net Amt	Check # or Function	Notes
Shonn Dougherty	Salary		3,700.00	3,700.00	3,074.50	10334
David Haflich	Salary		500.00	500.00	461.75	10335
Lew Kiou/Almonte		1	125.00	125.00	115.44	10336
Anne Lahaderne		1	125.00	125.00	115.44	10337
Linda Rames		1	100.00	100.00	92.35	10338
Robert Cox		1	100.00	100.00	92.35	10333
Alyssa Schiffmann	1099 1.5 hrs	\$130/hr		130.00	130.00	10339
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				5,215.42		US Bank
						BY:  Anne Lahaderne Sec/Treas
						DATE: 1-27-20

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

ALMONTE SANITARY DISTRICT

January 27, 2020


On January 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
182180335	Roto Rooter (Donald J. Calegari Ent Inc.)	8 USA's 7@ \$168.00, 1@ \$1068.00-(\$2,244.00) 2019 Cleaning Program 12 Invoices-(\$20,741.50) Budget Item (27 Repair) 3 Invoices, \$195.00, \$536.00, \$650.00-(\$1,381.00)	8035	521810	24,366.50
182180336	Shonn Dougherty	Fed Ex (\$28.84) AT&T(\$178.87) USPS Stamps(\$16.50) McAfee(\$24.99)	8035	521810	249.20
182180337	Nute Engineering	CIP 2019-2020 Invoice #20719 (11/1-11/30)	8035	522512	1,261.75
182180338	Glosage Engineering	Progress Billing No.1 2019-2020 CIP	8035	522512	147,587.25
182180339	Marin County Tax Collector	County Counsel 1st QTR FY 2019-20	8035	521810	1,191.75
182180340	Terry Krieg	2018-2019 Audit Professional Services	8035	521810	6,000.00
182180341	Nute Engineering	CIP 2019-2020 Invoice #20759 (12/1-12/31)	8035	521810	6,835.75
182180342	Almonte Sanitary District	Payroll funding, Exact January Payroll Liability	8035	511110	5,215.42

SUMMARIES BY CLASS

511110 - SALARIES	5,215.42
521810 - OPERATING EXPENSES	31,807.45
522512- CAPITAL PROJECTS	155,684.75
Total	192,707.62

PAGE TOTAL: 192,707.62

BY:  Anne Lahaderne
TITLE: Sec Treasurer 1/27/20 Sec/Treas

7. New Business

FORM 700 Statement of Economic Interest- Lew reminded Board Members that they need to turn in their Form 700's by April 1st.

Request to schedule a Hearing for termination of sewer service at Dipsea Café.

Shonn informed Board about the lack of response from the Dipsea Café concerning installment of a grease interceptor. The Dipsea's owner was notified on October 21st 2019 to comply by December 31st 2019. Almonte has not received a response. This problem has been ongoing for years with several County Departments fully aware of the non-compliance. Almonte's County Counsel, Jack Govi, recommends a termination notice of sewer service and a Public Hearing to stop service. Jack will draft a letter to be mailed by certified mail and a copy to be placed on the Dipsea's door informing them of Public Hearing. Lew motioned to schedule Public Hearing of sewer service on February 24, 2020, Linda seconded. Approved 4-0. Board agreed if a signed contract was in place to install grease interceptor, and a paid deposit was put down for work, this would be enough paperwork to cancel Public Hearing.

8. Old Business:

2019 CIP Additions- Dave requested Board approve extra District line repair work on Julia Ave. Nute Engineering estimates the Julia cost between 65k and 70k. Dave presented Board with additional potential pipe segments that need repair, these could be added to the 2019 CIP. Glosage Engineering will honor the prices from 2019 CIP. Lew asked Dave to put together a CIP recommendation with three project costs, 100k, 250k and 500k. Board voted on project cost of Julia Ave extra pipe work to not exceed 70k. Anne motioned; Robert seconded. Approved 4-0.

Consideration of Sewer Service Rebate Program- Held over till next month.

Board Member Recruitment- Lew requested the wording from the previous ad placed in the IJ about acquiring a new Board Member sent to him to edit and review. Lew will also place an ad on Next Door.

9. Board Directors Members Open Time: Future Board Packets must now be delivered to Board Members on the Thursday before meeting.

10. Next Meeting Date: February 24, 2020 @ 7pm.

11. Adjournment: The meeting was adjourned at 8:20pm. Motion to adjourn made by Linda, Seconded by Anne. Approved 4-0.

