

1. CALL TO ORDER

President Kaelker-Boor called the meeting to order at 7:05 pm.

2. ROLL CALL

Directors Present: Michelle Kaelker-Boor, Rene Prupes, Procopio Sclafani
Directors Absent: Ken Colson (Approved absence)
Counsel Present: Laura McKinney, Meyers Nave
Staff: Richard Tanaka (District Manager), Benjamin Porter, Mark Thomas
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the Agenda

Move: Prupes **Second:** Sclafani

Board vote: **Ayes,** Kaelker-Boor, Prupes, Sclafani
 Noes, None
 Absent, Colson

4. PUBLIC COMMENTARY

- 3.A. Visitor Commentary – None.
- 3.B. Agency Representatives – Meyers Nave provided memo to Board regarding conflict of interest with respect to potential litigation between Burbank Sanitary District and Cities of San Jose and Santa Clara. Manager Tanaka also notified the Board of the upcoming CASA conference.
- 3.C. Board Commentary – President Kaelker-Boor expressed welcome to Director Sclafani as the new member of the Board of Directors.

5. OATH OF OFFICE

5.A. Ms. Rebecca Yoder to take the Oath of Office.

Item continued to next meeting.

6. ELECTION OF OFFICERS

6.A. Consideration – Elect new officers or status quo.

Item continued to next meeting.

7. CLOSED SESSION

Closed session discussion commenced at 7:11 pm and ended at 7:35 pm. No reportable action taken at the closed session.

8. CONSENT CALENDAR

8.A. Approval of Minutes from the Regular Meeting of December 12, 2017

Motion: To Approve Meeting Minutes from the Regular Meeting of December 12, 2017.

Move: Sclafani **Second:** Prupes

Board vote: **Ayes,** Kaelker-Boor, Prupes, Sclafani
 Noes, None
 Absent, Colson
 Abstain, None

9. WARRANTS

9.A. Approval of Warrants

1. Mark Thomas (District Management Services and BSD CIPs)
2. First Tech Federal Credit Union (Board of Directors Payroll)
3. City of San Jose (Treatment Plant 2017-18 Q3 O&M)
4. City of San Jose (Treatment Plant 2017-18 Q3 Capital Billing)
5. Meyers Nave (District Legal Services)
6. State Water Resources Control Board (Annual Permit Fee 7/1/17 – 6/30/18)
7. Roto-Rooter Plumbers (Annual Mainline & Lateral Maintenance)

Board Discussed warrants in detail for the benefit of Director Sclafani.

Motion: To Approve seven (7) warrants as listed.

Move: Sclafani **Second:** Prupes

Board vote: **Ayes,** Kaelker-Boor, Prupes, Sclafani
 Noes, None
 Absent, Colson
 Abstain, None

10. NEW BUSINESS

10.A. Second Quarter Financial Review.

Board reviewed and discussed the second quarter financials.

10.B. City of San Jose – FY2016-17 Q3 Adjustments for RWF O&M and CIP.

Manager Tanaka explained the fiscal adjustments from City of San Jose. Board reviewed and discussed the fiscal adjustments as it relates to their cash balance.

10.C. GreenWaste Recovery, Inc. – December 2017 Delinquent Account.

Board reviewed the December delinquent account report from GreenWaste Recovery, Inc.

11. OLD BUSINESS

11.A. Status of Annual Mainline and Lateral Maintenance.

Deputy District Manager reported the status of annual mainline and lateral maintenance to the Board. The cleaning has been completed and the CCTV for Year Two CIP area will be

completed by January 19. Staff to report to the Board of CCTV results.

12. SUBCOMMITTEE REPORT

13.A. Annual Spring Clean Up Reduction Update

No update. Director Prupes explained the purpose of Subcommittee Annual Spring Clean Up Reduction to Director Sclafani.

13. HOUSEKEEPING ITEMS

13.A. Update on Housekeeping Items.

No update.

13.B. Agenda Item for next upcoming meeting.

- Discussion of Interim District Counsel
- Oath of Office
- Electing Officers
- Report on CCTV results
- SRF Loan Status
- Discussion of Recruiting Candidate for Directors

14. ADJOURNMENT

Motion: To adjourn meeting at 8:47 pm.

Move: Prupes

Second: Sclafani

Board vote:

Ayes, Kaelker-Boor, Prupes, Sclafani

Noes, None

Absent, Colson

Abstain, None

Approved: February 6, 2018

Respectfully Submitted,

Mark Thomas & Company, Inc.

Michelle Kaelker-Boor, President

District Manager
Richard Tanaka