

1. CALL TO ORDER

President Kaelker-Boor called the meeting to order at 7:02 pm.

2. ROLL CALL

Directors Present: Michelle Kaelker-Boor, Rene Prupes, Procopio Sclafani
Directors Absent: Ken Colson (Approved absence)
Counsel Present: None
Staff: Richard Tanaka (District Manager), Benjamin Porter, Mark Thomas
Visitors: Rebecca Yoder (Took the Oath of Office under Item 5)

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 – Manager Tanaka gave update on Common Interest Group.
- 3.C. Board Commentary – President Kaelker-Boor suggested Board and staff to prepare the Dumpster Day flyer.

5. OATH OF OFFICE

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

President Kaelker-Boor administered the Oath of Office for Rebecca Yoder and signed the Oath of Office Form.

6. CONSENT CALENDAR

- 6.A. Approval of Minutes from the Regular Meeting of January 16, 2018

Motion: To Approve Meeting Minutes from the Regular Meeting of January 16, 2018.

Move: Sclafani **Second:** Prupes

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

7. NEW BUSINESS

7.A. Election of Officers

Motion: To elect Rebecca Yoder as Board President, Ken Colson as Secretary and Rene Prupes as Acting Secretary.

Move: Sclafani **Second:** Yoder

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

7.B. Discussion of Strategy to Recruit New Board Members and Potential Candidates

Board discussed the strategies to recruit new Board Members. The following were discussed:-

- Use NextDoor
- Open House Meeting
- Neighborhood Watch
- Website
- Recruitment flyer

A Recruitment Subcommittee to be formed to help recruit New Board Members.

Motion: To form a Recruitment Subcommittee for recruiting New Board Members. Appoint Director Kaelker-Boor and Director Sclafani as the subcommittee members.

Move: Prupes **Second:** Yoder

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

7.C. Discussion of Interim District Counsel.

Board discussed an appointment of permanent District Counsel and reviewed resume of potential candidates for District Counsel. Board preferred to utilize staff from firm of Atkinson Farasyn, LLP as the District Counsel. Manager Tanaka to contact the firm and agendaize at the next board meeting for appointment.

7.D. Sewer System Management Plan (SSMP) Annual Audit

Deputy Manager Porter gave update on SSMP Audit.

7.E. CASA Conference Report.

Manager Tanaka gave update on CASA conference.

7.F. Change Board Meeting Date of February 20, 2018.

Board discussed the date of the second meeting in February and decided to move the meeting of February 20 to February 27. Board also would like to cancel the meeting of March 6. Director Sclafani requested an excused absence for the meeting of February 27.

Motion: To move meeting of February 20 to February 27, cancel meeting of March 6.

Move: Yoder **Second:** Prupes

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

7.G. GreenWaste Recovery, Inc. – October – December 2017 Quarterly Report

Board reviewed the GreenWaste Recovery October – December 2017 Quarterly Report.

8. OLD BUSINESS

8.A. Update on Annual Mainline and Lateral Maintenance – CCTV Results.

Deputy Manager Porter reported that the CCTV of the mainlines had been completed. No significant changes were found.

8.B. Update on District Capital Improvement Program and Financing.

Manager Tanaka gave update on the CIP and financing. As the State Revolving Fund Loan may not be approved until the end of the year. Board is considering getting started on some CIP projects without SRF funding. Staff to prepare cash flow analysis to see if this is feasible. Board also decided to cancel the April 3 meeting and hold a public meeting on April 10. Meeting of April 17 will be moved to April 24.

Motion: To cancel meeting of April 3 and hold a public meeting on April 10. Move April 17 meeting to April 24.

Move: Yoder **Second:** Prupes

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

9. SUBCOMMITTEE REPORT

13.A. Annual Spring Clean Up Reduction Update

No update.

10. HOUSEKEEPING ITEMS

10.A. Update on Housekeeping Items.

No Update.

10.B. Agenda Item for next upcoming meeting.

- Cash Flow Analysis
- CIP/SRF Loan Application Status
- Dumpster Day Flyer
- District Counsel Appointment
- Form 700
- Recruitment Subcommittee

11. ADJOURNMENT

Motion: To adjourn meeting at 8:44 pm.

Move: Yoder **Second:** Prupes

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

Approved: February 27, 2018

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rebecca Yoder, President

District Manager
Richard Tanaka