

1. CALL TO ORDER

President Yoder called the meeting to order at 7:00 pm.

2. ROLL CALL

Directors Present: Rebecca Yoder, Ken Colson, Michelle Kaelker-Boor, Rene Prupes, Procopio Sclafani

Directors Absent: None.

Counsel Present: None.

Staff: Benjamin Porter (District Manager), Richard Tanaka, Mark Thomas

Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the Agenda.

Move: Prupes **Second:** Colson

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

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter recommended to cancel the Closed Session.

4.C. Board Commentary – None.

5. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Paragraph (1) of Subdivision (d) of Section 54956.9 Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive

Motion: To cancel the Closed Session.

Move: Sclafani **Second:** Prupes

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

6. CONSENT CALENDAR

6.A. Approval of Minutes from the Regular Meeting of December 4, 2018

Motion: To Approve Meeting Minutes from the Regular Meeting of December 4, 2018.

Move: Kaelker-Boor

Second: Prupes

Board vote:

Ayes, Yoder, Colson, Kaelker-Boor, Prupes, Sclafani

Noes, None

Absent, None

Abstain, None

7. WARRANTS

7.A. Approval of Warrants

1. Mark Thomas (District Management Services and BSD CIPs)
2. First Tech Federal Credit Union (Board of Directors Payroll)
3. Atkinson Farasyn LLP (District Legal Services)
4. California Association of Sanitation Agencies (Membership Renewal 2019)
5. State Water Resources Control Board (Annual Permit Fee)

Motion: To Approve five (5) warrants as listed.

Move: Kaelker-Boor

Second: Sclafani

Board vote:

Ayes, Yoder, Colson, Kaelker-Boor, Prupes, Sclafani

Noes, None

Absent, None

Abstain, None

8. NEW BUSINESS

8.A. Board Elections.

Motion: To elect Rebecca Yoder as President and Michelle Kaelker-Boor as Acting President in absence of President, Ken Colson as Secretary and Rene Prupes as Secretary Pro-Tem.

Move: Prupes

Second: Sclafani

Board vote:

Ayes, Yoder, Colson, Kaelker-Boor, Prupes, Sclafani

Noes, None

Absent, None

Abstain, None

8.B. Discussion on potential annexation of service area bounded by Bascom Avenue, W. San Carlos Street and two freeways currently being served by West Valley Sanitation District.

Board and staff discussed the potential annexation and decided not to take any action at this time.

8.C. County Santa Clara Treasury Investment Portfolio Status.

Board reviewed and noted the Treasury Investment Portfolio Status.

8.D. GreenWaste Recovery, Inc. 1) July – September Quarterly Report. 2) November 2018 Delinquent Accounts.

Board reviewed the GreenWaste Quarterly Report and November 2018 Delinquent Accounts.

8.E. Department of Resources Recycling and Recovery – 2019 Recycling Program Rates,

Board noted the 2019 Recycling Program Rates.

9. OLD BUSINESS

9.A. Master Plan Update.

No Update.

9.B. Waste Stream Reduction.

Manager Porter presented the agenda for Recycling and Waste Reduction Commission Meeting on December 19. Board also discussed the following items:

- Reduction of contamination
- Lid Flip Audit
- Invite Kevin from GreenWaste for January meeting

10. SUBCOMMITTEE REPORT

10.A. Recruitment Subcommittee Update

Manager Porter reported that the notice of vacancy for the District Clerk is posted on the District's website and he has notified the individuals who showed interest in the position.

11. HOUSEKEEPING ITEMS

11.A. Update on Housekeeping Items.

- Director Colson informed that he will be out of town from January 22 to March 13.
- First meeting of the month may be cancelled if the agenda is light.

11.B. Agenda Item for next upcoming meeting

- SRF loan Status

12. ADJOURNMENT

Motion: To adjourn meeting at 7:55 pm.

Move: Sclafani **Second:** Prupes

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

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
December 18, 2018**

Approved: January 15, 2019

Respectfully Submitted,

Mark Thomas & Company, Inc.

Michelle Kaelker-Boor, Acting President

District Manager
Benjamin T. Porter, PE