

# BURBANK SANITARY DISTRICT

## REGULAR MEETING AGENDA FOR January 20, 2015 at 7:00 PM at the DISTRICT OFFICE

Please Note Meeting Location at the District Office in Cupertino at  
20863 Stevens Creek Blvd., Suite 100\* (Behind Peet's Coffee and Panera Bread)

### 1. CALL TO ORDER

### 2. ROLL CALL AND APPROVAL OF AGENDA

### 3. PUBLIC COMMENTARY

– This area is reserved for items **not** listed on the agenda. The Brown Act does not allow discussion or action on items not on the agenda. The Board may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. There is a three (3) minute limit for individual speakers.

- 3.A. Visitor Commentary
- 3.B. Agency Representatives
- 3.C. Board Commentary

### 4. CONSENT CALENDAR

- 4.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 12/16/2014.

### 5. WARRANTS

- 5.A. Approval of Warrants. Board action required: Approve 5 (five) warrants.

- 1. Mark Thomas & Company, Inc. (District Management Services)
- 2. First Tech Federal Credit Union (Board of Directors Payroll)
- 3. Meyers Nave (District Legal Services)
- 4. City of San Jose (2014-15 Q3 Treatment Plant Payment)
- 5. Able Septic Tank Service (Scott Rd HU141 Maintenance)

### 6. NEW BUSINESS

- 6.A. FY2014-15 Q2 Expenditure Review. Review expenses to date for FY2014-15. Board action required: None.
- 6.B. Annual Spring Clean Up Day. Discuss Saturday May 16 as the date for the annual clean up. Board action required: Select date for Spring Clean Up event.
- 6.C. CASA 2015 Winter Conference, Palm Springs, CA - January 21-23, 2015. Board action required: None.
- 6.D. District Sewer Main Maintenance. Informal bid process to perform annual maintenance. Board action required: None
- 6.E. San Jose-Santa Clara Regional Wastewater Facility: Special Tour for TAC/TPA Jan 27, Feb 15 or March 19: Board Action required: None
- 6.F. Santa Clara County Special District Association . 2015 Annual Membership Due. Board action required: Board to approve membership due for 2015.

### 7. OLD BUSINESS

- 7.A. Capital Improvement Programs (CIPs). Update the status on letter and survey to property.

- 7.B. District Audit. Board approved the audit report at the last board meeting. To finalize the audit, Patel & Associates (Auditing Firm) is requesting Management representation Letter be signed by the President and Manager. Board action required: Review and authorize President to sign the Audit Management Representation Letter.
- 7.C. District Website – Presentation of new District Website. Board action required: Approve to be on-line
- 7.D. Street Sweeping – Update the status of the street sweeping

## **8. SUBCOMMITTEE REPORTS**

- 8.A. Subcommittee Reports. Updates on Board Subcommittee items. Board action required: None.

## **9. HOUSEKEEPING ITEMS**

- 9.A. Updates on Housekeeping items. Board action required: None.

## **10. ADJOURNMENT: *NEXT REGULAR MEETING - Tuesday, February 17, 2015***

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the District Administrator's office at (408) 255-2137. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the District Office. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.

\* Pursuant to Government Code 54954 subsection b, subsection 4, this facility constitutes the closest meeting facility for the Burbank Sanitary District, since the District has no other meeting facility within the boundaries of the territory, over which the Burbank **Sanitary District exercises jurisdiction.**