

1. CALL TO ORDER

President Kaelker-Boor called the meeting to order at 7:06 pm.

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Michelle Kaelker-Boor, Rebecca Yoder, Rene Prupes
Directors Absent: Keri Russo, Ken Colson
Counsel Present: None
Staff: Richard Tanaka, Ivy To, Mark Thomas & Company, Inc.
Visitors: None

Roll Call and
Approval of
Agenda

It was noted that both Directors Russo and Colson were on approved absence.

Motion: To approve the Agenda.

Move: Prupes **Second:** Yoder
Board vote: **Ayes,** Kaelker-Boor, Yoder, Prupes
Noes, None
Absent, Russo, Colson

3. PUBLIC COMMENTARY

- A. Visitor Commentary – None
- B. Agency Representatives – None
- C. Board Commentary – None

Public
Commentary

4. CONSENT CALENDAR

- A. Approval of Minutes from the Regular Meeting of December 15, 2015

Consent Calendar

Motion: To Approve Meeting Minutes from the Regular Meeting of December 15, 2015.

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

5. NEW BUSINESS

- 5.A. Board Elections. Elect a new president and secretary for 2016.

New Business

Motion: To elect Michelle Kaelker-Boor as President and Keri Russo as Secretary.

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

5.B. Schedule for next regular Board Meeting Date.

Motion: Cancel 1/19/16 regular meeting and the combine regular and public outreach meeting to 1/27/16.

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

Director Prupes will not be able to attend the 1/27/16 meeting and was excused.

6. OLD BUSINESS

Old Business

6.A. Public Outreach Meeting - Set Public Outreach Meeting for January 27, 2016 at Rose Garden Library and review meeting flyer.

Board set the Regular Board Meeting/Public Outreach Meeting for 1/27/16 at the Rose Garden Library. Board also reviewed and commented on the flyer. Flyer will be mailed to all residents and Board will walk door to door to distribute the flyer to the residents. President Kaelker-Boor will also attend 1/19/16 Burbank Neighborhood Meeting to inform residents of the Public Outreach Meeting.

Motion: Approve flyer with revisions

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

6.B. Common Interest Agreement: Status of San Jose/Santa Clara Regional Wastewater Facility Capital Improvement Program and amendment to the Master Agreement

Board reviewed the status of the Master Agreement Amendment and discussed next steps to be taken.

6.C. Additional reimbursements for Directors travel time, attendance at other meetings, etc.

Board reviewed and commented on the Resolution #254. Staff to make revision and agendize approval of the revised resolution at the February meeting.

6.D. GreenWaste Recovery, Inc. Updates on garbage collection time and customer list.

Staff reported that the County of Santa Clara Ordinance for the garbage collection time starts after 7 am. Board mentioned that the GreenWaste has been out there before 7:00 am. Staff will inform GreenWaste of the County ordinance.

District staff has completed comparing the customer list and found 6 addresses that are not in the District. Staff to inform GreenWaste to update their list.

7. SUBCOMMITTEE REPORTS

A. Transparency

Director Russo and Prupes met on the transparency requirements and the following are requested for Staff to provide:

- Copy of Biannual audit form which includes the Management Letter and reporting the Financial Transactions to the State Controller
- Copy of Ethic Training certificates, also to be placed in the binders
- Signed Resolution #203
- Resolution #220 – District reimbursement policy
- Resolution #249 – District conflict of Interest

B. District Website

- President Kaelker-Boor to post Public Outreach flyer on the website.
- Kaelker-Boor to post all transparency information on website once all documents are put together.

8. HOUSEKEEPING ITEMS

A. Update on Housekeeping Items.

- Print all agendas double-sided
- Find out if Clean-up Day can be done twice a year, in April and September
- Form 700 – Reminder around tax time
- Filing of Form 470 – Two meetings per month
- Ethic Training Dates

B. Agenda Items for February Board meeting.

1. GreenWaste Clean Up Day
2. Updates on January TPAC Meeting
3. Backup appointment for Secretary
4. Update on Resolution # 203
5. Education Outreach

9. ADJOURNMENT

Motion: To adjourn meeting at 9:54 pm.

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

Subcommittee
Report

Housekeeping
Items

Adjournment

Approved: January 26, 2016

Michelle Kaelker-Boor, President

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager
Richard Tanaka