BURBANK SANITARY DISTRICT **MINUTES OF REGULAR MEETING**
BOARD OF DIRECTORS **February 21, 2012**

1. CALL TO ORDER

Call to Order

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

2. ROLL CALL AND APPROVAL OF AGENDA

Roll Call and Approval of Agenda

Directors Present: Bruce Smith, Keri Russo, Michael Yoder, Soren Spies
Directors Absent: John Marke (notified via phone)
Counsel Present: None
Staff: Donald Toy, Mark Thomas & Company, Inc.

Motion: To approve the agenda.
Move: Yoder **Second:** Spies
Board vote: **Ayes,** Smith, Russo, Yoder, Spies **Noes,** None
Absent, Marke

3. PUBLIC COMMENTARY

Public Commentary

A. Visitor Commentary – None.
B. Agency Representatives – Staff noted that mainline cleaning operations will be evaluated to determine if hydroflushing or mainline rodding will be the preferred method in the system. Additionally, different methods of public outreach will be researched to better notify residents of the District's services.
C. Board Commentary – The restaurant at 55 N. Bascom Avenue, Dia De Pesca, recently had a new 6-in sewer lateral installed. District staff inspected the installation of the new lateral and manhole in Cecil Ave. Director Yoder noted that he and his wife have a new baby daughter.

4. CONSENT CALENDAR

Consent Calendar

Motion: To Approve Minutes from the Regular Meeting of 01/17 /12.
Move: Spies **Second:** Yoder
Board vote: **Ayes,** Smith, Russo, Yoder, Spies **Noes,** None
Absent, Marke

5. WARRANTS

Warrants

A. Approval of Warrants.

1. Enviro-Commercial Sweeping, Inc. District Street Sweeping Services.
2. Mark Thomas & Company, Inc. District Management Services.
3. First Tech Federal Credit Union. Board of Directors Payroll.
4. Roto-Rooter. Sewer Lateral Maintenance Fee- 36 Brooklyn Ave.
5. S&M Engineering. Emergency Lateral Sewer Repair- 36 Brooklyn Ave.

Motion: To approve five (5) warrants as listed.
Move: Yoder **Second:** Russo
Board vote: **Ayes,** Smith, Russo, Yoder, Spies **Noes,** None
Absent, Marke

6. NEW BUSINESS – None.

New Business

A. Quarterly Financial Review. The Board reviewed the year to date financial expenditure report. Staff noted that expenditures were on target with the operating budget and in some cases expenditures were lower than anticipated for this time of year.

B. Spring Clean Up. Staff presented the announcement flyers for the annual clean up event. This year's event is scheduled for Saturday, May 12, and all items remain unchanged from last year's event. Director Spies recalled the details of the free compost giveaway from last year. The Board instructed staff to change the flyer information to state that each resident would be allowed up to two free bags of compost at the event. The ending hour of the event is to be changed from noon to 11am. The Board approved May 12, 2012 as the scheduled event date.

7. OLD BUSINESS

Old Business

A. Olive Avenue Sewer Project. Staff stated that three of the seven property owners had contacted the District regarding the project. Staff will send a follow up letter to all residents and attempt to contact the remaining owners. The engineering plans are being completed and if all seven owners are agreeable to the project, staff estimates that the project will go to bid in early to mid-April.

B. District Office Relocation. Staff reported that the move to the new office location will take place on March 10, 2012. The new office address is 20863 Stevens Creek Blvd., Suite 100, Cupertino, CA 95014, and is located in the same complex as the current office.

8. SUBCOMMITTEE REPORTS – None.

Subcommittee Reports

9. ADJOURNMENT:

Adjournment

Motion: To adjourn meeting.
Move: Yoder **Second:** Russo
Board vote: **Ayes,** Smith, Russo, Yoder, Spies **Noes,** None
Absent, Marke

Approved: March 20, 2012

Respectfully Submitted,
Mark Thomas & Company, Inc.

Bruce Smith, President

District Manager – Engineer
Donald Toy, Administrator