

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**GREENWASTE FACILITY TOUR AND
MINUTES OF REGULAR MEETING**

March 1, 2016

**1. GREENWASTE FACILITY TOUR - Meeting at 575 Charles St, San Jose, CA 95112
9:30am – 11:30am**

Directors Present: Michelle Kaeler-Boor, Keri Russo & Ken Colson
Staff: Ivy To, Shirley Ho (Mark Thomas & Company, Inc.)
Visitors: Trevor, Weronika

Emily Finn from GreenWaste conducted the tour. Tour started around 9:40am and ended 11:20am followed by questions and answers.

MEETING RECESSED: 11:30am to 7:00pm

2. CALL TO ORDER

President Kaelker-Boor called the meeting to order at 7:03 pm at the regular meeting location at 20863 Stevens Creek Boulevard, Cupertino, CA 95014.

3. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Michelle Kaelker-Boor, Keri Russo, Ken Colson, Rene Prupes
Directors Absent: Rebecca Yoder (Approved at the January 26th Board Meeting)
Counsel Present: None
Staff: Richard Tanaka, Ivy To, Mark Thomas & Company, Inc.
Visitors: None

Motion: To approve the Agenda.

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

4. PUBLIC COMMENTARY

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

5. CONSENT CALENDAR

- A. Approval of Minutes from the Regular Meeting of February 16, 2016.

Motion: To Approve Meeting Minutes from the Regular Meeting of February 16, 2016.

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

GreenWaste's
Facility Tour

Call to Order

Roll Call and
Approval of
Agenda

Public
Commentary

Consent Calendar

March 1, 2016

6. NEW BUSINESS

New Business

6.A. Form 470 Filing.

Board reviewed the Form 470 filing. Staff to fill out the Form 470 for Directors and confirm if Directors need to file the form.

6.B. Discussion on 1940 Burbank Sanitary District Formation and 2016 Civil Grand Jury Report.

Board reviewed both the 1940 Burbank Sanitary District Formation and 2016 Civil Grand Jury Report, discussed contents of both reports and noted both information to be filed for future reference.

7. OLD BUSINESS

Old Business

7.A. Common Interest Agreement.

Staff updated on the status of the Common Interest Agreement and noted that City of San Jose posted their press release and the rejection of the Tributary Agencies grievance. Tributary Agencies responded to the City's rejection and TPAC (Treatment Plant Advisory Committee) will conduct public hearing on March 24, 2016.

Motion: Direct staff to work with Director Kaelker-Boor and Tributary Agencies to strategize Burbank's concerns and rebuttals to San Jose City Council.

Move: Prupes **Second:** Colson

Board vote: **Ayes,** Kaelker-Boor, Russo, Colson, Prupes

Noes, None

Absent, Yoder

Abstain, None

7.B. GreenWaste Recovery, Inc. – Contract Renewal and Annual Spring Clean Up Day.

Board discussed the GreenWaste's contract renewal and advised that either May 14th or 21st is good for the Annual Spring Clean Up Day. Staff to follow-up and confirm date of annual clean up.

7.C. Status on lateral stoppage for 174 Brooklyn Ave.

Staff reported that a letter has been sent out to the homeowner. Homeowner has responded and will meet with the District inspector to discuss the issue this Friday.

7.D. Status of District Capital Projects.

Staff reported that the contract has been prepared and submitted to the Contractor (Cratus, Inc.). Once contract is executed and bonds are in place, the Notice to Proceed will be issued, with anticipated construction start date by end of March or early April.

March 1, 2016

8. SUBCOMMITTEE REPORTS

A. Transparency

There were no reports on Transparency.

B. District Website

There were no reports on District website.

9. HOUSEKEEPING ITEMS

A. Update on Housekeeping Items.

There were no updates on Housekeeping.

B. Agenda Items for next Board meeting.

- Form 470
- GreenWaste Recovery, Inc.
- Common Interest Agreement
- 174 Brooklyn Ave

9. ADJOURNMENT

Motion: To adjourn meeting at 9.43 pm.

Move: Russo **Second:** Prupes

Board vote: **Ayes,** Kaelker-Boor, Russo, Colson, Prupes

Noes, None

Absent, Yoder

Abstain, None

Approved: March 22, 2016

Michelle Kaelker-Boor, President

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager
Richard Tanaka

Subcommittee
Report

Housekeeping
Items

Adjournment