BURBANK SANITARY DISTRICT **MINUTES OF REGULAR MEETING**
BOARD OF DIRECTORS **March 20, 2012**

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1. CALL TO ORDER

Call to Order

President Pro Tem Russo called the meeting to order at 7:00 pm. Director Spies is Secretary Pro Tem for this meeting.

2. ROLL CALL AND APPROVAL OF AGENDA

Roll Call and Approval of Agenda

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

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

3. PUBLIC COMMENTARY

Public Commentary

A. Visitor Commentary – Don Barker, owner of 2035 Olive Avenue, and Julie O'Connor, owner of 2063 Olive Avenue, introduce themselves to the Board and state that they have questions pertaining to Item 7A.
B. Agency Representatives – Staff noted that the annual Form 700 filing is due on April 2, 2012 and that Directors Russo and Yoder have completed the filing. Directors Smith, Spies and Marke have not yet filed. Staff presented a hard copy of the Greenwaste Recovery Annual Report for review and will send out a PDF version to the Board. Staff reported that Director Marke will be moving out of the District and will resign from the Board as of the April meeting.
C. Board Commentary – Director Spies and Marke noted that the recent sewer maintenance on Laswell was not included on this agenda for discussion. Staff will include it on the next agenda.

4. CONSENT CALENDAR

Consent Calendar

Motion: To Approve Minutes from the Regular Meeting of 02/21 /12.
Move: Spies **Second:** Yoder
Board vote: **Ayes,** Russo, Yoder, Spies **Noes,** None
Abstain, Marke
Absent, Smith

Note: The Board moved Item 7A up on the agenda to accommodate the two visitors.

7. OLD BUSINESS (moved)

Old Business

A. Olive Avenue Sewer Project. Two property owners from Olive Avenue were present at the meeting to get more information about the project. Mr. Don Barker owns 2035 Olive Avenue. Ms. Julie O'Connor owns 2063 Olive Avenue. Ms. O'Connor had attended a previous meeting to discuss the project in January. Staff and the Board presented a review of the project and

7. OLD BUSINESS (continued)

Old Business (continued)

the background of why the project was necessary. Staff reported that all but one property owner had responded to the two letters sent. Mr. Barker inquired about the requirement to disconnect his property from the current configuration and staff made reference to District Ordinance No. 50, pertaining to the connection requirements for each property. Mr. Barker requested a copy of the ordinance and staff will email a copy. Mr. Barker asked if this project would add an extra assessment on his tax bill and staff replied that it would add any extra assessment. Staff reviewed the sewer service charge collection process and how the District allocates funds to the various maintenance and administration operations, including maintenance, repairs, and capital improvements. The Board noted the potential liability issues faced by both the property owners and the District if this condition was not remedied. Staff discussed the various options that the owners have regarding the on-site work to connect onto the newly constructed sewer laterals for their individual properties. Staff reported that they will attempt to contact the last owner (2311 Olive Ave.) and then proceed with the project plans and bid package. Anticipated construction will be in June or July.

B. Spring Clean Up. Staff reported that the informational flyers for the clean up event were ready and will be sent to residents in the upcoming billing. The hours of the event have been changed from 7am-Noon to 7am-11am due to the fact that previous events have always concluded before 11am. The new hours have been noted on the current info flyer.

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. ABLE Septic Service. Sewer Main Maintenance Fee- Laswell Ave.
5. Michael Yoder. Semi-annual Omnis Web Hosting Fee.

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

6. NEW BUSINESS

New Business

A. GreenWaste Recovery. The Board reviewed the annual Refuse Rate Index Report from Greenwaste Recovery. The RRI rate adjustment, effective July 1, 2012, will be 3.62%, per the Collection Service Agreement with GWR. The disposal rate increase is 1.40%.

Old Business (moved)

7. OLD BUSINESS – Moved up on agenda after Item 4.

Subcommittee Reports

8. SUBCOMMITTEE REPORTS – Director Spies noted that a revised map to the District office had been uploaded to the website.

Adjournment

9. ADJOURNMENT:

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

Approved: April 17, 2012

Respectfully Submitted,
Mark Thomas & Company, Inc.

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Bruce Smith, President

District Manager – Engineer
Donald Toy, Administrator