

1. CALL TO ORDER

Meeting Called to Order at 7:04 pm.

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Bruce Smith, Michelle Kaelker-Boor, Rebecca Yoder, Keri Russo
Directors Absent: None
Counsel Present: None
Staff: Richard Tanaka, Julie Chiu, Mark Thomas & Company, Inc.

**Roll Call and
Approval of
Agenda**

Motion: To Approve the Agenda

Move: Russo **Second:** Yoder

Board vote: **Ayes,** Russo, Yoder, Smith, Kaelker-Boor
Noes, None
Absent, None

3. PUBLIC COMMENTARY

- A. Visitor Commentary – None
- B. Agency Representatives – None
- C. Board Commentary – Director Kaelker-Boor requested for the Staff to prepare a resolution of commendation for President Smith to present at the board meeting (May 20, 2014).

**Public
Commentary**

4. CONSENT CALENDAR

- A. Approval of Minutes. Board action required: Approve Meeting Minutes from 3/25/2014

Correction required to indicate that item 6A, votes should be reflected as Noes, Smith. Minutes not approved.

**Consent
Calendar**

5. WARRANTS

- A. Approval of Warrants. Board action required: Approve ten (10) warrants.
 - 1. Enviro-Commercial Sweeping (District Street Sweeping Services)
 - 2. Mark Thomas & Company, Inc. (District Management Services)
 - 3. First Tech Federal Credit Union (Board of Directors Payroll)
 - 4. City of San Jose (FY2013-14 Q4 O&M/Capital Billing)
 - 5. SCC Integrated Waste Management Program. (Q3 Payment Jan-Mar 2014)
 - 6. Luther Burbank School District. (Library booking fee for Public Hearing)
 - 7. DB, Inc. (Printing & Mailing for Public Hearing Notices)
 - 8. Pacific Underground Construction. (Olive Ave Improvement Project)
 - 9. SCC Roads & Airports. (Trenching fee for Scott Ave Repair)
 - 10. S&M Engineering (Olive Ave Improvement Project)

Warrants

Invoice from Mark Thomas and Company are still addressed to the previous Board President. Mark Thomas and Company to update billing with current Board President.

Motion: To Approve warrants.

Move: Russo **Second:** Yoder

Board vote: Ayes, Smith, Kaelker-Boor, Yoder, Russo

Noes, None

Absent, None

Abstain, None

6. NEW BUSINESS

- A. FY 2013-14 Q3 Expenditure Review. Review expenses to date for FY2013-14.
Board action required: None

New Business

Third quarter expenditure report was presented for discussion.

- 1) Approximately 50% of the CIP budget will remain after Olive Street project is closed out. The directors would like put The Cross Connection project out to bid before the end of the fiscal year. Staff will revise plans for bidding. Manager Tanaka indicated that with a formal bid process, timeline to have this project out to bid before end of fiscal year may not be feasible. Manager Tanaka indicated that the Board may want to consider adoption of a resolution for an informal bid process.
- 2) Draft condition assessment report will be completed and provided to the board in May. This will be reflected in billing in May.
- 3) The board has previously determined they will not be paying for CSDA. Staff to confirm that the District has not paid for this membership.

- B. Santa Clara County Roads and Airports new Traffic Control permit requirements. Board action required: None

Manager Tanaka reported that Santa Clara County Roads and Airports are now requiring the District secure monthly maintenance permits. These permits will not cover any repair work or emergency work. For emergency work the district will need to file an "After the Fact" permit application within 24 hours of the emergency work. Currently the county is asking for \$220/month for the maintenance permit. The staff is working on negotiating a yearly permit in lieu of monthly permits and requesting a lower fee.

7. OLD BUSINESS

Old Business

- A. FY2014-15 Sewer Service Charge Rate Increase. Update on the Sewer Service Charges Rate Increase. Board action required: None

Manager Tanaka reported that notices for the rate increase for the public hearing have been sent out and the venue has been reserved at the Burbank School Library. Staff will prepare a Powerpoint presentation for public hearing.

- B. Olive Avenue Sewer Project. Update on Olive Avenue Sewer Project. Board action required: Accept final payment amounts.

Manager Tanaka reported that PUC and S&M Engineering have completed construction. There is one remaining building permit requiring sign off. Staff will work with property owner and city to ensure permit is closed out. Staff will agendize for acceptance of improvements and project close-out.

- C. Enviro-Commercial Sweeping, Inc. Update on street sweeping contract. Board action required: None.

Manager Tanaka reported that the County Maintenance does not perform contract work. The district's request to have the county sweep their streets on a routine basis was declined.

The board expresses their concerns with Enviro-Commercial's quality of work. Manager Tanaka to convey these concerns to Enviro-Commercial. Contract with Enviro-Commercial Sweeping, Inc. is not yet approved.

- D. Annual Spring Clean Up Day. Update on the upcoming Annual Spring Clean Up Day. Board action required: None

Director Kaelker-Boor and Director Yoder to provide oversight for Annual Spring Clean Up Day. Staff Member Chiu to provide a contact with GreenWaste for oversight coordination.

- E. Board Vacancy: Update on Status. Board action required: None

Director Kaelker-Boor to lead the recruitment for board vacancies.

- F. Report on LAFCO meeting with San Jose, held April 4, 2014. Board action required: None

Manager Tanaka reported on the meeting with LAFCO and the City of San Jose. The City does not have any plans to annex the Burbank Sanitary District within next 10 years. The City stated that they will not consider annexing the district until the district has been improved to City Standards. A second meeting is scheduled for June 11, 2014. At this meeting Staff will provide LAFCO and the City with a condition assessment report.

8. SUBCOMMITTEE REPORTS

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

**Subcommittee
Reports**

9. ADJOURNMENT

Motion: To adjourn meeting at 9:00 pm.

Adjournment

Move: Kaelker-Boor **Second:** Yoder

Board vote: Ayes, Smith, Russo, Kaelker-Boor, Yoder
Noes, None
Absent, None
Abstain, None

Approved: May 20, 2014

Respectfully Submitted,
Mark Thomas & Company, Inc.

Michelle Kaelker-Boor, Acting President

District Administrator
Julie Chiu