

1. CALL TO ORDER

Secretary Kaelker-Boor called the meeting to order at 7:12 pm.

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Michelle Kaelker-Boor, Keri Russo, Bruce Smith, Michael Yoder,
Soren Spies arrived at 7:15 pm.

Directors Absent:

Counsel Present:

Staff: Steven Machida, Mark Thomas & Company, Inc.

Roll Call and
Approval of
Agenda

Motion: To Approve the Agenda.

Move: Smith **Second:** Russo

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

Noes, None

Absent, Spies

3. PUBLIC COMMENTARY

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

Public
Commentary

4. CONSENT CALENDAR

- A. Approval Minutes from the Regular Meeting of March 19, 2013.

Staff Member Machida distributed suggested amendment language to the minutes of Items 3B and 6H. The Board added additional amendment language to the minutes.

Motion: To Approve Minutes from the Regular Meeting of March 19, 2013 with the amended language discussed.

Move: Smith **Second:** Russo

Board vote: **Ayes,** Spies, Russo, Smith, Yoder

Noes, None

Absent: None

Abstain: Kaelker-Boor

Consent
Calendar

5. 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. Meyer Nave. District Legal Services
 - 5. City of San Jose. FY2012-13 Q4 O&M/Capital Billing
 - 6. AB/JDD Plumbing. Lateral Stoppage – 124 Brooklyn Ave

Warrants

7. Santa Clara County Integrated Waste Management Q3 Payment Jan-Mar 2013.

Director Kaelker-Boor stated that two warrants show an incorrect invoice number on the checks (Mark Thomas & Company, Inc. and Meyers Nave) and one warrant shows an incorrect payment amount (Santa Clara County Integrated Waste Management Q3 Payment). Director Kaelker-Boor lined out and corrected the invoice numbers on the two checks that had incorrect invoice numbers. The Board concurred that the warrant that had the incorrect payment amount should be reissued showing the proper amount.

Motion: To approve seven (7) warrants as listed with the warrant to Santa Clara County Integrated Waste Management Q3 Payment to be reissued showing the proper amount.

Move: Yoder

Second: Smith

Board vote:

Ayes, Spies, Yoder, Smith, Russo, Kaelker-Boor

Noes, None

Absent, None

6. NEW BUSINESS

New Business

- A. Staff Member Machida reported that three Board Members are up for re-election. They are President Spies and Directors Russo and Yoder. President Spies indicated his intent to leave the Board at the end of his current term.
- B. The Registrar of Voters is asking if the Burbank Sanitary District wishes to Consent to the Consolidation of Elections. If the Board wishes to consolidate its election, the Board will need to adopt the attached Resolution No. 239. This action will allow the Registrar of Voters to publish the election materials for the District and thereby making the election process more efficient and reduce the cost to the District if an election is needed.

Motion: To adopt Resolution No. 239 to Request for and Consent to Consolidation of Elections.

Move: Smith

Second: Yoder

Board vote:

Ayes, Spies, Yoder, Smith, Russo, Kaelker-Boor

Noes, None

Absent, None

- C. As a part of their service review process the Santa Clara County Local Agency Formation Commission (LAFCO) made a Request for Information (RFI) from the District. The completed RFI was distributed at the meeting. Staff also indicated that LAFCO will be coming to the office on April 23, 2013 to review the District Boundaries and obtain additional information.

- D. The proposed FY 2013-14 budget for LAFCO was discussed. The District will be billed at 0.15593% of the LAFCO budget.
- E. Staff Member Machida presented the quarterly status of the District Budget. The Board directed Staff that they would like financial reports presented quarterly. President Spies requested that the current year to date total budgeted expenditures should be shown on the Warrant List to allow the Board to quickly review the amount spent relative to the adopted budget.

7. OLD BUSINESS

Old Business

- A. Olive Avenue Sewer Project. Staff reported that the Olive Avenue Project has been advertised and the project plans have been distributed to our registered contractors. The bid opening is scheduled for May 2, 2013 and Staff will bring the results and a recommendation to the Board at the May 21, 2013 meeting.
- B. Annual Spring Clean- Up Day – Green Waste Recovery confirmed that May 11, 2013 would be the Annual Spring Clean-Up Day in the District. The notices will be distributed on April 26, 2013. Director Russo asked how she can coordinate with the Green Waste Staff and if she can obtain a boundary map of the District service area. President Spies suggested downloading the current District map from the District’s web site. Staff will follow-up with Patty Medina to obtain answers for Director Russo.
- C. Meeting with Mr. Nanez - Staff member Machida reported that Mr. Nanez made the repair to his cleanout to District Standards. Staff CCTV’d his lateral and determined that the lower lateral is failing. Staff is preparing to replace the lateral during the week of April 22, 2013.

Subcommittee Reports

8. SUBCOMMITTEE REPORTS –

President Spies indicated that when the agenda for April 16, 2013 meeting was posted it included the March 19, 2013 minutes which had not been approved. When he posted the agenda for the April 16th meeting, he also accidentally posted a draft of the March 19th minutes which had not been approved. He took the unapproved minutes off the web site and will work with Staff to get approved minutes posted more promptly. He is suggesting from now on, Staff prepare and distribute the draft minutes no later than two weeks after the meeting.

Adjournment

9. ADJOURNMENT:

Motion: To adjourn meeting at 8:25 pm

Move: Yoder **Second:** Smith

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

Noes, None

Absent, None

Approved: May 21, 2013

Respectfully Submitted,
Mark Thomas & Company, Inc.

Soren Spies, President

District Manager – Engineer
Steven Machida