

**1. CALL TO ORDER**

President Kaelker-Boor called the meeting to order at 7:07 pm.

**2. ROLL CALL AND APPROVAL OF AGENDA**

Directors Present: Michelle Kaelker-Boor, Keri Russo, Rebecca Yoder, Rene Prupes  
Directors Absent: Ken Colson  
Counsel Present: Jennifer Faught  
Staff: Richard Tanaka, Ivy To, Mark Thomas & Company, Inc.  
Visitors: Don Fisher, Brooke & Chris Welle

**Motion:** To approve the Agenda.

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

**3. PUBLIC COMMENTARY**

- A. Visitor Commentary – Chris Welle asked how BSD workers are identified when they are working in the District when they go out to the field, and Manager Tanaka reported they are required to wear a badge with the Burbank Sanitary District logo on it.
- B. Agency Representatives – Manager Tanaka mentioned to note in the minutes that Director Colson’s absentee was approved at the last board meeting.
- C. Board Commentary – None

**4. PUBLIC HEARING**

4.A. Public Hearing on Proposed Sanitary Sewer Service Charge Increase for FY2015-16, 2016-17, 2017-18, 2018-19 & 2019-20.

- Staff presented a PowerPoint for the Public Hearing, which covered District/Treatment Plant’s history, current status of facilities, District and Treatment Plant proposed capital improvement projects and operations/maintenance requirements, the financial status and the need for the rate increase.
- President called and opened the Public Hearing at 8:04 pm. Staff reported that the District received 6 written protests on the rate increase, followed by the Board’s discussion
- Public Hearing was closed at 8:08 pm
- Board approved Ordinance No.61, Providing for the Imposition of District Sewer Service Charges for Fiscal Year 2015-16, 2016-17, 2017-18, 2018-19 & 2019-20.

Call to Order

Roll Call and  
Approval of  
Agenda

Public  
Commentary

Public Hearing

**Motion:** To approve Ordinance No.61.

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

**Motion:** To move Agenda Item 8.A. to after the Public Hearing.

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

**8.A. Capital Improvement Program (CIPs). Update the status of the CIPs. (Moved Item)**

Staff presented the preliminary engineering design plans for the CIP Projects for Zone A. Staff will post CIP plans on the District’s website. Staff will prepare and present a recommendation for the next step at the next Board Meeting.

**5. CONSENT CALENDAR**

A. Approval of Minutes from the Regular Meeting of June 1, 2015

**Motion:** To Approve Meeting Minutes from the Regular Meeting of June 1, 2015.

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

**6. WARRANTS**

A. Approval of Warrant

1. Enviro-Commercial Sweeping (District Street Sweeping Service)
2. Mark Thomas & Company, Inc. (District Management Services)
3. First Tech Federal Credit Union (Board of Directors Payroll)
4. Alliant Insurance Services, Inc. (District Insurance)
5. Local Agency Formation Commission (District Share of Costs)
6. Presidio Systems, Inc. (District Mainline Maintenance)

**Motion:** To Approve six (6) warrants as listed

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

Consent Calendar

Warrants

**7. NEW BUSINESS**

New Business

7.A. Set a date for Public Hearing on FY2015-16 Taxroll collection.

**Motion:** Set a date for Public Hearing on TaxRoll collection for July 7, 2015.

**Move:** Russo **Second:** Yoder

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

**Noes,** None

**Absent,** Colson

**Abstain,** None

7.B. Registrar of Voters – Survey for creation of a policy that will fund the cost of Vote-By-Mail ballot return postage.

Board discussed the survey and declined to respond to the proposed policy. Staff to note and file.

7.C. Form 470 Financial Disclosure Statement.

All four Directors signed the forms. Director Colson will need to sign the form at the next meeting. District staff to make copies and file into the Board Binder.

7.D. Status of lateral repair for 190 Boston Ave.

Staff reported the work for the repair will start next Monday and the cost for the repair is \$5,900.00.

**8. OLD BUSINESS**

Old Business

8.B. FY2015-16 Operation Budget.

Board reviewed and approved the Proposed Operation Budget for FY2015-16.

**Motion:** Adopt FY2015-16 Budget.

**Move:** Prupes **Second:** Russo

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

**Noes,** None

**Absent,** Colson

**Abstain,** None

8.C. District Mainline Maintenance Update.

Staff reported that the District mainline maintenance has already been completed by Presidio System Inc.

**9. SUBCOMMITTEE REPORTS**

9.A. Transparency

Director Prupes reported the subcommittee for Transparency will meet this week.

9.B. District Website

District staff to upload the PowerPoint presentation and CIP plans on the website.

**10. HOUSEKEEPING ITEMS**

Staff To reported that the binders will be done updating by the next meeting.

**11. ADJOURNMENT**

**Motion:** To adjourn meeting at 9:15pm.

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

Approved: July 7, 2015

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Michelle Kaelker-Boor, President

Respectfully Submitted,  
**Mark Thomas & Company, Inc.**

District Manager  
Richard Tanaka

Subcommittee  
Report

Housekeeping  
Items

Adjournment