BURBANK SANITARY DISTRICT BOARD OF DIRECTORS

MINUTES OF REGULAR MEETING June 19, 2012

1. CALL TO ORDER

Call to Order

President Smith called the meeting to order at 7:07 pm.

ROLL CALL AND APPROVAL OF AGENDA 2.

Directors Present: Bruce Smith, Keri Russo, Soren Spies, Michelle Kaelker-Boor

Roll Call and Approval of Agenda

Michael Yoder (notified via email) Directors Absent:

Counsel Present:

Staff:

Donald Toy, Mark Thomas & Company, Inc.

Motion: To Move Agenda Item 6A before Item 3 (Public Commentary) and approve

the agenda.

Move: Spies

Second: Russo

Board vote:

Ayes, Smith, Spies, Russo Noes, None

Absent, Yoder

6. NEW BUSINESS (Moved Item)

New Business (Moved Item)

A. Oath of Office. Michelle Kaelker-Boor recited the Oath of Office to begin her term as a director. The Board welcomed her and stated that they were looking forward to working with her.

3. PUBLIC COMMENTARY

Public Commentary

- A. Visitor Commentary None.
- B. Agency Representatives None.
- C. Board Commentary Directors Smith and Spies welcomed Director Kaelker-Boor to the Board.

4. CONSENT CALENDAR

Consent Calendar

Move: Russo

Motion: To Approve Minutes from the Regular Meeting of 06/19 /12. Second: Spies

Board vote:

Ayes, Smith, Russo, Spies

Noes, None

Absent, Yoder

Abstain, Kaelker-Boor

5. WARRANTS

Warrants

- A. Approval of Warrants.
 - Enviro-Commercial Sweeping, Inc. District Street Sweeping Services. 1.
 - Mark Thomas & Company, Inc. District Management Services. 2.
 - First Tech Federal Credit Union. Board of Directors Payroll. 3.
 - SDRMA. Annual Liability Insurance Premium. 4.
 - Meyers Nave. District Legal Services. 5.
 - Santa Clara County Integrated Waste Program. Jan-Mar 2012 Payment.

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5. WARRANTS (continued)

- 7. Santa Clara County. AB1234 Ethics Training Fee (for all 5 directors)
- 8. ABLE Underground Construction. Video Inspection- Basile Ave.
- 9. ABLE Underground Construction. Lateral Maintenance- 426 Laswell Ave.
- 10. S&M Engineering. Lateral Maintenance- 488 Raymond Ave.
- 11. S&M Engineering. Mainline Maintenance- Laswell easement hydrojetting.

Motion: To approve eleven (11) warrants as listed.

Move: Spies

Second: Russo

Board vote:

Ayes, Smith, Russo, Spies, Kaelker-Boor

Noes, None

Warrants (continued)

New Business

Absent, Yoder

6. NEW BUSINESS

A. Oath of Office. See agenda above.

B. FY 2012-13 Operating Budget. The Board reviewed the final operating budget for the upcoming fiscal year.

Motion: To adopt the FY 2012-13 Operating Budget.

Move: Spies

Second: Russo

Board vote:

Ayes, Smith, Russo, Spies, Kaelker-Boor

Noes, None

Absent, Yoder

C. Santa Clara County Special Districts Association (SCCSDA). Staff reported that the SCCSDA had contacted staff regarding the district's participation in the association. Staff noted that Cupertino Sanitary District and West Valley Sanitation District were members. Staff noted that meetings are held quarterly at the Santa Clara Valley Water District offices. President Smith stated that joining the organization would be beneficial to the district. Director Spies stated that one of the directors should attend each meeting instead of sending staff.

Motion: To Join the Santa Clara Special Districts Association.

Move: Kaelker-Boor

Second: Russo

Board vote:

Ayes, Smith, Russo, Spies, Kaelker-Boor

Noes, None

Absent, Yoder

D. GreenWaste Recovery. The board reviewed the quarterly report, annual RRI report, and Spring Clean Up report. Director Spies noted that past Clean Up reports included a breakdown of the recycleables versus solid waste that was collected.

7. OLD BUSINESS

Old Business

A. Olive Avenue Sewer Project. Staff reported that the draft agreements for the owners were prepared and would be sent out in the coming weeks. The bid posting is dependent on when the seven agreements are signed and returned to the District.

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8. SUBCOMMITTEE REPORTS – Director Spies reported that the District website was updated.

Subcommittee Reports

9. ADJOURNMENT:

Adjournment

Motion: To adjourn meeting.

Move: Russo

Second: Kaelker-Boor

Board vote:

Ayes, Smith, Russo, Spies, Kaelker-Boor

Noes, None

Absent, Yoder

Approved: July 17, 2012

Respectfully Submitted,

Mark Thomas & Company, Inc.

Bruce Smith, President

District Manager – Engineer Donald Toy, Administrator