

**1. CALL TO ORDER**

President Kaelker-Boor called the meeting to order at 7:05 pm.

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

Directors Present: Michelle Kaelker-Boor, Keri Russo, Ken Colson, Rebecca Yoder, Rene Prupes  
Directors Absent: None  
Counsel Present: None  
Staff: Richard Tanaka, Shirley Ho, Mark Thomas & Company, Inc.  
Visitors: None

**Motion:** To approve the Agenda.

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

**3. PUBLIC COMMENTARY**

- A. Visitor Commentary – None
- B. Agency Representatives – Manager Tanaka advised that Ivy To is off on vacation for 3 weeks.
- C. Board Commentary – None

**4. CONSENT CALENDAR**

- A. Approval of Minutes from the Regular Meeting of August 16, 2016

**Motion:** To Approve Meeting Minutes from the Regular Meeting of August 16, 2016.

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

**5. OLD BUSINESS**

- 5.A. 2016 Biennial Review for Conflict of Interest Code.

Manager Tanaka reported that an amendment to combine the 2 separate positions of District Manager and District Engineer to District Manager-Engineer has been submitted to the County for review. A resolution will be prepared for Board adoption once the confirmation is received.

5.B. Status of San Jose-Santa Clara Regional Wastewater Facility.

Manager Tanaka reported that the first mediation is scheduled on September 14. He also briefed the mediation points with the Board. Board authorized District Counsel to attend the mediation.

5.C. Status of District Capital Improvement Program. Board action required: Authorize District Manager to execute an agreement with RCAC Consulting Services to perform income survey for not to exceed \$20,000.

Manager Tanaka informed that based on the current census data, the District is not eligible for the grant funds due to median household income (MHI) and wastewater rate as a percentage of MHI do not meet the criteria. There is potential to become eligible for the grant if the District meets the following criteria.

- Conduct an income survey of the District's service area to meet the small community grants criteria.
- Raise the rate to exceed 1.5% of the MHI

Manager Tanaka presented the income survey proposal from RCAC. The following options are offered by RCAC.

- Option 1 – RCAC prepare the survey but no mailing for \$18,109.
- Option 2 – RCAC prepare and mail the survey for \$20,926.

Board decided to select option 2 of the proposal and formed Income Survey Subcommittee to develop a mailing list. Director Russo and Director Yoder were assigned to be the members of Income Survey Subcommittee.

**Motion:** Select option 2 of the proposal and assign Director Russo and Director Yoder to be the members of Income Survey Subcommittee.

**Move:** Yoder **Second:** Colson

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

Noes, None

Absent, None

Abstain, None

## 6. SUBCOMMITTEE REPORTS

### A. Transparency

President Kaelker-Boor commented that since the District had received the certificate of Transparency. This item should be removed from the agenda.

### B. District Website

There were no updates. Item will be removed from the agenda.

**7. HOUSEKEEPING ITEMS**

A. Update on Housekeeping Items.

Director Russo and Director Colson advised that they have completed their Ethics Training and turned in their certificates.

B. Agenda Items for next upcoming meeting.

- Update on San Jose-Santa Clara Regional Wastewater Facility
- Income Survey
- Biennial Review for Conflict of Interest Code
- Warrants

C. Nextdoor.com Update.

There were no updates. Item will be removed from the agenda.

**10. ADJOURNMENT**

**Motion:** To adjourn meeting at 8:30 pm.

**Move:** Russo    **Second:** Prupes

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

**Noes,** None

**Absent,** None

**Abstain,** None

Approved: September 20, 2016

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Michelle Kaelker-Boor, President

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

District Manager  
Richard Tanaka