

1. CALL TO ORDER

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

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Michelle Kaelker-Boor, Keri Russo, Ken Colson
Directors Absent: Rebecca Yoder
Counsel Present: None
Staff: Richard Tanaka, Thanh Nguyen, Mark Thomas & Company, Inc.

Roll Call and
Approval of
Agenda

Motion: To Approve the Agenda

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

3. PUBLIC COMMENTARY

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

Public
Commentary

4. CONSENT CALENDAR

- A. Approval of Minutes from the Regular Meeting of August 19, 2014 and Special Meeting of August 27, 2014

Consent Calendar

Motion: To Approve Meeting Minutes from the Regular Meeting of August 19, 2014 and defer approval of the Special Meeting of August 27, 2014 to next Board meeting.

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

6. WARRANTS

- A. Approval of 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. Meyer Nave (District Legal Services)
 - 5. Able Septic Tank Service (Lateral Stoppage/Maintenance)
 - 6. Roto-Rooter Sewer Service (Lateral Stoppage)

Warrants

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

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

6. NEW BUSINESS

New Business

- A. Revised Memorandum of Understanding (MOU) for California Integrated Waste Management. County discovered HHW fee was incorrect in the original MOU. The corrected amount should be \$0.70 per household per month in lieu of \$0.30 stated in the original MOU and beginning July 1, 2018 increase to \$0.73 per household per month.

Motion: To approve the revised MOU.

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

- B. Garbage Pick-up Day Reminder Notice – Board reviewed and marked up the notice. Staff needs to follow up with Green Waste on the changes and allow Green Waste to mail out the final notice once all comments are addressed.
- C. Street Sweeping – Cecil Ave. Board discussed the street sweeping problems on Cecil Ave. President Kaelker-Boor to follow up with Alex (Ken Yeager’s Aid) for potential to install parking signs restricting street parking on the street sweeping days.

7. OLD BUSINESS

Old Business

- A. Condition Assessment Report. Review exhibits and update of Condition Assessment Report and Capital Improvement Program.

7.A-1 Review strategy for implementation of CIP.

Board reviewed the strategy for implementation of CIP. The followings were requested to be added to the reports/exhibits for the next meeting discussion.

- A Snapshot of Scott Street Area
- Staff to provide an option to replace existing lines at the same location with cost estimate
- Staff to provide all records and plans showing previous spot repairs on Arleta Avenue
- Staff to provide additional information on how to code the standard NASSCO pipe ratings
- Post all questions and answer regarding CIP on District website
- A resolution of how to handle lateral stoppage with non-conforming

property line cleanout and without property line cleanout

7.A-2 Consider 2014 Annual Report and a Meeting Notice for Capital Improvements Program. Set public workshop as first item of business for next board meeting (October 21 at Luther Burbank School)

Board reviewed and marked up the notice and proposed that the public meeting to move to either November 11 or November 10.

7.A-3 Approve first year CIP for FY2014-15. Authorize District Manager to prepare plans and specifications. This item was deferred to the next meeting.

- B. BSD Biennial Audit. Update the status of BSD Biennial Audit. Manager Tanaka advised that this item should be for Biennial Conflict of Interest Code. County Counsel is reviewing the proposed changes. Once approved by the County Counsel, it will be agendized for Board's consideration to approve.

Motion: To revise the item 7.B. to Biennial Review of Conflict of Interest Code.

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

- C. 96 Boston Ave. – Update the status of the property line cleanout which was broken while performing lateral maintenance. President Kaelker-boor advised that the address should be 76 Boston Ave. Manager Tanaka to talk to the contractor (Able) regarding sharing the cost of the repair by 50/50 split with the District.

8. **SUBCOMMITTEE REPORTS** – Board suggested hiring someone to maintain the District website. Manager Tanaka recommended that the Board to look into the Cupertino Sanitary District website and discuss their thoughts of using similar website at the next board meeting.

Subcommittee Reports

9. **HOUSEKEEPING ITEMS**

- Board requested that the District information binder to kept in the Board Room, if possible in a bookcase.
- Include forms such as Form 700, applications, bank information, previous year budgets, contracts in the District information binder.
- Include lawsuit and the settlement documents

Housekeeping Items

10. **ADJOURNMENT**

Adjournment

Motion: To adjourn meeting at 10:05 pm.

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

Approved: October 21, 2014

Michelle Kaelker-Boor, President

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager
Richard Tanaka