

1. CALL TO ORDER

President Kaelker-Boor called the meeting to order at 7:02 pm.

2. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Michelle Kaelker-Boor, Keri Russo, Rebecca Yoder, Ken Colson, Rene Prupes
Directors Absent: None
Counsel Present: Jennifer Faught (Meyers/Nave) on phone conference for the closed session
Staff: Richard Tanaka, Ivy To, Mark Thomas & Company, Inc.
Visitors: None

Motion: To approve the Agenda

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

3. PUBLIC COMMENTARY

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

4. CLOSED SESSION

4.A. Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

Closed session discussion commenced at 7:04 pm and ended at 7:36 pm. No reportable action taken at the closed session.

5. CONSENT CALENDAR

- A. Approval of Minutes from the Regular Meeting of September 20, 2016.

Motion: To Approve Meeting Minutes from the Regular Meeting of September 20, 2016.

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

6. WARRANTS

A. Approval of Warrants

1. Mark Thomas & Company, Inc. (District Management Services and BSD CIPs)
2. First Tech Federal Credit Union (Board of Directors Payroll)
3. City of San Jose (Treatment Plant 2016-17 Q2 Capital Billing)
4. City of San Jose (Treatment Plant 2016-17 Q2 O&M and Bonds)
5. County Roads & Airports (Encroachment Permit)
6. Patel & Associates, LLP (District Audit Services)
7. Par Environmental Services, Inc. (Cultural Resources Study)
8. Able Septic Tank Service (51 Topeka Ave – SSO)
9. Roto-Rooter Plumbers (157 Wabash Ave – SSO)
10. Meyers Nave (District Legal Services)

Motion: To Approve ten (10) warrants as listed.

Move: Colson **Second:** Yoder

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

7. NEW BUSINESS

7.A. Quarterly Expenditure Review. Review 2016-17 Q1 Expenditures.

Staff presented the FY 2016-17 first quarter financial report. Staff reported that expenditures for the first quarter covering period from July 1st thru September 30th were on target. Revenues are also expected to be on target with the first installment payment from the County Tax Collector in January. Staff also noted that this report does not include the warrants for October just approved.

7.B. TAC and TPAC Report from October 11 and 13 Meeting.

Manager Tanaka reported on the meeting of TAC and TPAC held on October 11 and 13. City of San Jose is proceeding with the next large CIP project (Digested Sludge Dewatering Facility Project) by awarding Owner’s Advisor contract.

7.C. Annual Mainline/Lateral Maintenance and Update of SSOs.

Staff reported that the District will be performing annual mainline maintenance. Board discussed as to including the lateral maintenance as well due to most of SSOs are caused by laterals (2 SSOs in the last 2 months). The decision was made to proceed to obtain for both mainline and lateral maintenance bids. If the bids are below the budgeted amount, staff will proceed. If not, staff will bring the item back to Board for approval.

8. OLD BUSINESS

8.A. 2016 Biennial Review for Conflict of Interest Code.

Board reviewed Conflict of Interest Code and adopted the Resolution No. 261

Motion: To Adopt Resolution No. 261

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

8.B. Status of District Capital Improvement Program. – Income Survey Update

Manager Tanaka advised that RCAC has drafted introduction letter for Income Survey and second letter for the actual survey which will be sent out to the residents in next two weeks. Board reviewed and edited the introduction letter. Staff to convey these changes to RCAC.

9. SUBCOMMITTEE REPORTS

A. Income Survey Update

This item will be removed from next meeting agenda.

10. HOUSEKEEPING ITEMS

A. Update on Housekeeping Items.

No update

B. Agenda Items for next upcoming meeting:

- Multiple Units/additional dwelling

11. ADJOURNMENT

Motion: To adjourn meeting at 8.39 pm.

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

Approved: November 1, 2016

Michelle Kaelker-Boor, President

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager
Richard Tanaka