

**1. CALL TO ORDER**

President Kaelker-Boor called the meeting to order at 7:03 pm.

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

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

**Motion:** To approve the Agenda.

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

**3. PUBLIC COMMENTARY**

- A. Visitor Commentary – None
- B. Agency Representatives – None
- C. Board Commentary – Director Colson requested to be excused from meetings the entire months of December and January.

**Motion:** To excuse Director Colson’s absence.

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

**4. CONSENT CALENDAR**

- A. Approval of Minutes from the Regular Meeting of October 27, 2015

**Motion:** To Approve Meeting Minutes from the Regular Meeting of October 27, 2015.

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

- B. Approval of Minutes from the Regular Meeting of November 4, 2015

**Motion:** To Approve Meeting Minutes from the Special Joint Meeting of November 4, 2015.

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

Call to Order

Roll Call and  
Approval of  
Agenda

Public  
Commentary

Consent Calendar

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

**5. WARRANTS**

Warrants

A. Approval of Warrants

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. State Water Resources Control Board (Annual Permit Fee)
5. California Association of Sanitation Agencies (CASA) (2016 Membership Dues)

**Motion:** To Approve four (4) warrants as listed, except First Tech Federal Credit Union (Board of Directors Payroll)

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

**6. NEW BUSINESS**

New Business

6.A. Discussion on Encroachment Permit from County Roads and Airports.

Director Colson expressed his concerns that other public agencies should not charge each other for permit fees. However, staff reported that it is common practice to do so since each agency is allowed to be reimbursed for expenses incurred in performing the work.

6.B. Registrar of Voters - Notices of Eligibility and Oaths of Office.

Directors Prupes and Colson took Oath of Office administered by President Kaelker-Boor.

6.C. GreenWaste Recovery, Inc. July – September 2015 Quarterly Report.

Board reviewed the quarterly report. Staff to check if Winchester Western Wear is in BSD.

6.D. GreenWaste Recovery, Inc. Tour.

Board discussed that it is a good time to revisit the Green Waste Recovery Tour. Directors Colson and Prupes have not been on the GreenWaste tour. Staff is to coordinate a tour for all Directors for February or March 2016.

**7. OLD BUSINESS**

Old Business

7.A. Common Interest Agreement.

Manager Tanaka presented on additional information/details which included commercial paper, two month reserves requirement, and Burbank representation at TPAC. To date, the Staff does not know if the tributary agencies will be allowed to make a staff presentation at TPAC. President Kaelker-Boor and Director Prupes will attend November 19<sup>th</sup> TPAC and may make comments at TPAC. It was noted that TPAC is not a decision making committee but an advisory committee. BSD would still like to be represented at TPAC.

7.B. District Capital Improvement Program. Update the status of the CIPs.

Manager Tanaka reported that he is working on finalizing the bid packet and the District CIP is expected to begin construction next spring.

7.C. Street Sweeper. Update of the termination notice on our website.

President Kaelker-Boor updated the District website regarding the termination. Staff informed LAFCO and the County Roads and Airport Department of the termination of the street sweeping as well.

7.D. Discussion for electing a new President and Secretary for 2016.

Director Yoder expressed that she does not wish to be nominated for Board President. Nominations will be discussed at next meeting. After some discussion, the Board concluded that the current officers should remain and serve in 2016. New Board nominations will be held the first week of January, 2016.

**8. SUBCOMMITTEE REPORTS**

8.A. Transparency

There are no updates for Transparency.

8.B. District Website

The street sweeping and archives have been updated. President Kaelker-Boor to see if BSD thumbnail map can be updated.

**9. HOUSEKEEPING ITEMS**

9.A. Updates on Housekeeping items.

Staff to send President Kaelker-Boor agreements with the Treatment Plant.  
Manager Tanaka to add redlines to have BSD represented on the Treatment Plant's TPAC.  
Staff to update BSD Counsel regarding TPAC.

9.B. Agenda Items for next upcoming meeting.

Not items.

**10. ADJOURNMENT**

**Motion:** To adjourn meeting at 8:56 pm.

Subcommittee  
Report

Housekeeping  
Items

Adjournment

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

Approved: December 1, 2015

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Michelle Kaelker-Boor, President

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

District Manager  
Richard Tanaka