

**1. CALL TO ORDER**

President Russo Pro Tem called the meeting to order at 7:00 pm.

Call to Order

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

Directors Present: Keri Russo, Michael Yoder, Soren Spies, Michelle Kaelker-Boor  
Directors Absent: Bruce Smith (notification via email)  
Counsel Present: None  
Staff: Donald Toy, Mark Thomas & Company, Inc.

Roll Call and  
Approval of  
Agenda

**Motion:** To Approve the Agenda.

**Move:** Kaelker-Boor      **Second:** Yoder

**Board vote:**      **Ayes,** Russo, Yoder, Spies, Kaelker-Boor  
                         **Noes,** None  
                         **Absent,** Smith

**3. PUBLIC COMMENTARY**

- A. Visitor Commentary – None.
- B. Agency Representatives – Staff noted that the District office would be closed from December 24, 2012-January 1, 2013.
- C. Board Commentary – Director Kaelker-Boor inquired about the sewer lateral stoppage call at 180 Boston Ave. Staff reported that the property owner installed a permitted cleanout at the property line and district staff inspected it.

Public  
Commentary

**4. CONSENT CALENDAR**

- A. **Motion:** To Approve Minutes from the Regular Meeting of 09/18 /12.  
**Move:** Yoder      **Second:** Spies  
**Board vote:**      **Ayes,** Russo, Yoder, Spies, Kaelker-Boor  
                         **Noes,** None  
                         **Absent,** Smith

Consent  
Calendar

**5. WARRANTS**

- A. Approval of Warrants.
  - 1. Enviro-Commercial Sweeping, Inc. District Street Sweeping Services.
  - 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 Special Districts Association. Annual Membership Fee.
  - 6. S&M Engineering. Lateral Video Inspection- 488 Raymond Ave.

Warrants

5. Staff noted that annual membership fees are due for CSDA, but recommended to the Board that they consider joining CASA and discontinue membership in CSDA. CASA is focused strictly on sanitation district matters, versus the general special districts nature of CSDA. The Board formed a subcommittee (Spies and Kaelker-Boor) to research the benefits of CASA membership and report to the Board at the next meeting.

**5. WARRANTS (continued)**

Warrants  
(continued)

The Board directed staff to hold off payment of the CSDA dues until a decision is made.

**Motion:** To approve five (5) of the six (6) warrants as listed, holding back payment of Item 5 (CSDA Membership).

**Move:** Spies           **Second:** Kaelker-Boor

**Board vote:**       **Ayes,** Russo, Yoder, Spies, Kaelker-Boor  
                          **Noes,** None  
                          **Absent,** Smith

**6. NEW BUSINESS**

New Business

- A. Mark Thomas & Company (MTCO) Contract. Staff reported that the annual review of the MTCO management contract and Consumer Price Index (CPI) review had been completed. Using CPI data from September 2011 through September 2012, the CPI increased 1.99%. Per the contract, MTCO will increase the annual engineering and management budget by 1.99% for the remainder of the contract year.

**Motion:** To Increase the Mark Thomas & Company Engineering and Management Budget by 1.99% Per the CPI clause in the District/MTCO Contract.

**Move:** Spies           **Second:** Yoder

**Board vote:**       **Ayes,** Russo, Yoder, Spies, Kaelker-Boor  
                          **Noes,** None  
                          **Absent,** Smith

- B. District-wide Video/Maintenance. Staff reported that ABLE Underground Construction was the low bidder for the district-wide video inspection and mainline cleaning project. ABLE will begin the job during the week of December 10. Director Spies noted that the bid price of \$28,000 was higher than the amount allocated on the annual operating budget. Staff stated that the projected amount for future videotaping will be increased accordingly in upcoming budgets.

**7. OLD BUSINESS**

Old Business

- A. Olive Avenue Sewer Project. Staff reported that the project was scheduled to go to bid after the beginning of the year. Contractors are fairly busy this time of year and with the holiday season approaching, staff recommended waiting until January to bid the project.

**8. SUBCOMMITTEE REPORTS** – Director Spies reported that the District website is up to date.

Subcommittee  
Reports

**9. ADJOURNMENT:**

Adjournment

**Motion:** To adjourn meeting.

**Move:** Yoder      **Second:** Kaelker-Boor

**Board vote:**      **Ayes,** Russo, Yoder, Spies, Kaelker-Boor

**Noes,** None

**Absent,** Smith

Approved: January 15, 2013

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

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Soren Spies, President

District Manager – Engineer  
Donald Toy, Administrator