

1. CALL TO ORDER

Call to Order

President Kaelker-Boor called the meeting to order at 7:15 pm.

2. ROLL CALL AND APPROVAL OF AGENDA

Roll Call and
Approval of
Agenda

Directors Present: Michelle Kaelker-Boor, Keri Russo, Rebecca Yoder, Rene Prupes (after taking oath of office)
Directors Absent: Ken Colson
Counsel Present: None
Staff: Richard Tanaka, Thanh Nguyen, Mark Thomas & Company, Inc.
Visitor: Jon Freilich

Motion: To Approve the Agenda

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

3. PUBLIC COMMENTARY

Public
Commentary

- A. Visitor Commentary – None
- B. Agency Representatives – None
- C. Board Commentary – President Boor would like staff to look into the amount of trashes placed at 52 Cleveland Avenue; place street sweeping for next agenda; and California Waste Management (CWM) trucks passing through Burbank. Staff to follow up with CWM.

4. NEW BUSINESS

New Business

A. Oath of Office – Rene Prupes to take the Oath of Office. Board President Boor Administered the oath and President and Director Prupes signed Oath of Office form at 7:25 pm.

B. Board Elections. Elect a new President and Secretary for 2015.

Motion: To elect Michelle Kaelker-Boor as President and Kerri Russo as secretary

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

C. District Audit. Review and Approve District Audit for FY 2012-2013 and FY 2013-2014.

Motion: To Approve District Audit for FY 2012-2013 and FY 2013-2014 with minor Revisions.

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

D. Revised Memorandum of Understanding (MOU) for California Integrated Waste Management.

Motion: To Authorize President to execute the revised MOU

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

5. CONSENT CALENDAR

A. Approval of Minutes from the Regular Meeting of November 10, 2014.

Motion: To Approve Meeting Minutes from the Regular Meeting of November 10, 2014.

Move: Russo **Second:** Yoder
Board vote: **Ayes,** Kaelker-Boor, Russo, Yoder
 Absent, Colson
 Abstain, Prupes

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. Meyers Nave (District Legal Services)
5. California Association of Sanitation Agencies (2015 Membership Dues)
6. Roto-Rooter Plumbers (Lateral Stoppage – 190 Boston Ave)

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

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

Consent Calendar

Warrants

7. OLD BUSINESS

- A. Capital Improvement Programs (CIPs). Review and provide comments to drafted letter and survey checklist to 144 property homeowners in Zone A.

Motion: To Approve and Authorize Staff to mail the letter and checklist with revisions

Move: Russo **Second:** Yoder

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

Noes, None

Absent, Colson

Abstain, None

8. SUBCOMMITTEE REPORTS

- A. Board Subcommittee. A subcommittee was formed to provide help to District Staff with the new District Website. Director Yoder and President Boor were selected to be part of the subcommittee.

Subcommittee
Report

- B. District Website. District subcommittee to work with District Staff to finalize and roll out the new District Website before January 2015 meeting.

9. HOUSEKEEPING ITEMS

- Staff to order new business card for Director Prupes and President Boor
- Staff to update contact list to reflect current information of District Board
- Staff to verify the terms and reelection dates for all Directors

Housekeeping
Items

10. ADJOURNMENT

Motion: To adjourn meeting at 9:05 pm.

Move: Russo **Second:** Yoder

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

Noes, None

Absent, Colson

Abstain, None

Adjournment

Approved: January 20, 2014

Respectfully Submitted,
Mark Thomas & Company, Inc.

Michelle Kaelker-Boor, President

District Manager
Richard Tanaka