

**BURBANK SANITARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES OF REGULAR MEETING  
January 5, 2006**

**1. CALL TO ORDER:**

President Post called the meeting to order at 7:30 p.m.

Call to Order

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

Directors Present: Directors Lisa M. Post, Joe Carpenter, Soren Spies and Michael Yoder

Directors Absent: John Marke

Counsel Present: None

Staff: Donald Toy (Mark Thomas & Company, Inc.)

Roll Call  
Approval of  
Agenda

**Motion:** To approve the agenda.

**Move:** Spies                      **Second:** Carpenter

**Board vote:** Ayes, Post, Carpenter, Spies and Yoder      Noes, None  
Absent, Marke

**3. PUBLIC COMMENTARY:**

- A. Visitor Commentary – None.
- B. Agency Representatives – Administrator Toy introduced Larry Mercado, the District's inspector, to the Board. Mr. Mercado explained his role in the organization and some of the regular duties that he performs on a daily basis as a construction and maintenance inspector.
- C. Board Commentary – President Post welcomes Director Spies to the Board of Directors.

Public  
Commentary

**4. CONSENT CALENDAR:**

- A. Approval of Warrants – Seven warrants. Director Carpenter suggested going over each of the items on the Consent Calendar.

- 1. USE Credit Union
- 2. California Special Districts Association
- 3. Able Underground Construction
- 4. SBC
- 5. Mark Thomas & Company, Inc.
- 6. Thomson West
- 7. Dunham Watkins

Consent  
Calendar

**Motion:** To approve Consent Calendar

**Move:** Carpenter                      **Second:** Yoder

**Board vote:** Ayes, Post, Carpenter, Spies and Yoder      Noes, None  
Absent, Marke

- B. Approval of Minutes. Approve Minutes from Regular Meeting of 12/01/05.

**Motion:** To approve Minutes from Regular Meeting of 12/01/05.

**Move:** Carpenter                      **Second:** Post

**Board vote:** Ayes, Post, Carpenter, and Yoder      Noes, None  
Abstain, Spies  
Absent, Marke

**5. CORRESPONDENCE - NONE**

Correspondence

**6. REPORTS - NONE**

Reports

**7. UNFINISHED BUSINESS:**

Unfinished  
Business

- A. Raymond Avenue- Insituform Pipe Liner Repair. Staff reported that a message was left with the sales representative from Insituform and staff was waiting for a return call to discuss Insituform's warranty policy in reference to the project.
- B. Connection Permits- 1916 Elliott Street and 337 Irving Avenue. Staff reported that a second notice had been sent to the two property owners. Staff reported that there had been no response to the first notice from either property owner. Directors Carpenter and Post and staff recounted the history of this matter involving these two properties for the new Board members.

**8. NEW BUSINESS**

New Business

- A. Resolution. Consideration and Possible Adoption of Resolution Delegating Authority to District Engineer to Take Emergency Action. Director Carpenter gave a brief history of why and how this resolution originated. This resolution allows the District Engineer to award contracts for emergency repairs or maintenance without having to convene the Board of Directors for an approval vote. The maximum amount of the emergency contract that the Engineer is allowed to award is \$20,000. The District did not previously have such a policy. This resolution allows the Engineer to take the necessary action to resolve any emergency situations that may pose a health risk to the public.

**Motion:** To approve Resolution Delegating Authority to District Engineer to Take Emergency Action

**Move:** Post                    **Second:** Spies

**Board Roll Call Vote:** Spies, Aye  
Yoder, Aye  
Carpenter, Aye  
Post, Aye  
**Absent,** Marke  
**Noes,** None

- B. Election of new Board President. Directors Carpenter and Post explain to the new Board members the duties of the Board President. Director Post nominates Director Carpenter for the position.

**Motion:** To elect Director Carpenter as the new Board President for one term

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

**Board Roll Call Vote:** Spies, Aye  
Yoder, Aye  
Post, Aye  
Carpenter, Abstain  
**Absent,** Marke  
**Noes,** None

**8. NEW BUSINESS (continued)**

New Business

C. Director Marke's Absence. The Board discusses the procedures that a Board member must take in the event that he or she will be absent from a scheduled meeting. Director Marke's extended work obligation out of the country would prevent him from attending a board meeting until his return in late May 2006. The Board agrees that because Director Marke has expressed a desire to remain on the board via an email, he should be allowed to not attend meetings until he returns from overseas and not be removed from the board. If he is able to attend telephonically, that would be acceptable, but will not be required to do such. Staff will send all agendas and information to Director Marke electronically.

**9. ADJOURNMENT: Next Regular Meeting: *Thursday, January 19, 2006***

Adjournment

**Motion:** To Adjourn meeting

**Move:** Post           **Second:** Spies

**Board vote:** Ayes, Post, Carpenter, Spies and Yoder    **Noes, None**  
**Absent, Marke**

Respectfully Submitted,

**Mark Thomas & Company, Inc.**  
District Manager – Engineer

Donald Toy  
Administrator

Approved: February 2, 2006

---

Joe Carpenter, President