BURBANK SANITARY DISTRICT **MINUTES OF REGULAR MEETING**
BOARD OF TRUSTEES **February 16, 2006**

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1. CALL TO ORDER
President Carpenter called the meeting to order at 7:35 p.m.

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Approval of Agenda

Directors Present: Directors Joe Carpenter, Soren Spies and Michael Yoder
Directors Absent: Lisa M. Post (written in), John Marke (excused absence)
Counsel Present: None
Staff: Donald Toy (Mark Thomas & Company, Inc.)

Motion: To approve the agenda.
Move: Spies **Second:** Yoder
Board vote: Ayes, Carpenter, Spies and Yoder **Noes,** None
Absent, Post, Marke

3. PUBLIC COMMENTARY

Public Commentary

A. Visitor Commentary – None.
B. Agency Representatives – None.
C. Board Commentary – Director Spies presented the board with a copy of the commercial recycling flyer that was distributed to local businesses from Green Valley Disposal Company (GVD). Director Carpenter suggested that the Board review the existing contract with GVD and that the topic should be added to the next agenda for discussion.

4. CONSENT CALENDAR

Consent Calendar

A. Approval of Warrants – One warrant.
B. Approval of Minutes. Approve Minutes from Regular Meeting of 02/02/06.

Motion: To approve the consent calendar.
Move: Spies **Second:** Yoder
Board vote: Ayes, Carpenter, Spies and Yoder **Noes,** None
Absent, Post, Marke

5. CORRESPONDENCE

Correspondence

A. Trash Removal. Staff reported that letters had been sent to property owners at 498 S. Bascom Avenue and 1757 Scott Street regarding removal of trash from their yards. Director Carpenter suggested that a descriptive sentence be added to each individual letter that described the particular violation. Staff suggested that a photograph of the area in question could also be added with any future letters. Director Carpenter also directed staff to add the District's email address, fax number and website to the violation letterhead.

6. REPORTS

Reports

A. Dunham & Watkins. Board discussed Dunham & Watkin's invoice amounts from the last three months. Director Carpenter directed staff to include copies of the invoices into the next agenda for Board review. Further discussion of the topic was to be continued at the next meeting.

7. UNFINISHED BUSINESS

Unfinished Business

A. Raymond Avenue- Insituform Pipe Liner Repair. Staff was directed to continue with this item, but remove it from the agenda.

Unfinished Business

B. Connection Permits- 1916 Elliott Street and 337 Irving Avenue. Staff was directed to continue with this item, but remove it from the agenda.

C. Planning for 2006. Director Spies discussed several ideas for the website and posed the question of which responsibilities should be delegated to the Board and which were to be handled by staff. Director Carpenter suggested that an effort be made to ensure that all District documents are in order and accessible to the public, including ordinances and district policies. Director Spies and Carpenter discussed community outreach programs, vendor/contractor relations and public interaction with constituents. Director Carpenter wanted to research the idea of compiling a yearly newsletter about the District and drafting a 3-year or 5-year sewer maintenance plan for the District's main sewer lines. Additionally, how much additional budget would be required to create such a program? Staff was directed to put together some preliminary figures and the Board wanted to continue the discussion of this topic at the next meeting.

New Business

8. NEW BUSINESS

A. AB 1234 Compliance Training for Special Districts. Board discussed the dates for the training that they could attend and potentially carpool together.

Motion: To allow Board members to attend the CSDA training session in San Francisco and be reimbursed for mileage, registration fees, and one meal (per diem up to $20).
Move: Spies **Second:** Yoder
Board vote: **Ayes,** Carpenter, Spies and Yoder **Noes,** None
Absent, Post, Marke

B. Burbank Sanitary District Board of Directors Stipend. The Board discussed the options available regarding raising the per meeting stipend paid to each Board member. Director Spies suggested keeping the stipend at the existing rate or reducing it. Director Carpenter suggested that the item be deferred to the next meeting for discussion due to the fact that Director Post and Marke were not present.

Motion: To defer discussion of the Burbank Sanitary District Board of Directors Stipend to the meeting of March 2, 2006.
Move: Yoder **Second:** Spies
Board vote: **Ayes,** Carpenter, Spies and Yoder **Noes,** None
Absent, Post, Marke

Adjournment

9. ADJOURNMENT: Next Regular Meeting: ***Thursday, March 2, 2006***

Motion: To Adjourn meeting
Move: Yoder **Second:** Spies
Board vote: **Ayes,** Carpenter, Spies and Yoder **Noes,** None
Absent, Post, Marke

Approved: March 2, 2006

Respectfully Submitted,

Mark Thomas & Company, Inc.
District Manager – Engineer

Joe Carpenter, President

Donald Toy
Administrator