

**BURBANK SANITARY DISTRICT  
BOARD OF TRUSTEES**

**MINUTES OF REGULAR MEETING  
March 2, 2006**

**1. CALL TO ORDER**

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

Call to Order

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

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

Roll Call and  
Approval of  
Agenda

**Motion:** To approve the agenda.

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

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

**3. PUBLIC COMMENTARY**

- A. Visitor Commentary – None.
- B. Agency Representatives – None.
- C. Board Commentary – Director Spies noted that any warrant items that required discussion should be agendized and the District bylaws should be reviewed and updated. Director Yoder requested that the LAFCO Service Review be agendized for the next board meeting. Director Carpenter noted that a residence on Arleta Avenue has a portable construction toilet on-site that has been there for quite some time. Director Carpenter was going to get the property address for staff so that a notice could be sent to the owner.

Public  
Commentary

**4. NEW BUSINESS**

- A. Sewer Service Fee Charges/Refund. The property owner at 1916 Elliott Street, Daniel Husi, appeared before the board to discuss the issue of sanitary sewer connection fees owed for his property. Mr. Husi stated that he had not received the original notification letter in October, 2005, and only learned of the situation when he received the second notice in February, 2006. The board gave Mr. Husi the background of the case and an explanation of the board policy regarding connection fees and the sewer service refund connected with his case. Mr. Husi asked the board if an exception could be made to allow for additional years of sewer service refunds. The Board discussed the request and decided that no exception could be made for Mr. Husi and that the full four years of sewer service refunds, as allowable by state law, would be the maximum amount available to him. The board requested that Mr. Husi submit a letter to the District requesting a course of action for payment of fees and refund of sewer service charges. Once that letter is received, the board will decide the appropriate course of action to resolve the matter.

New Business

**5. CONSENT CALENDAR**

- A. Approval of Minutes. Approve Minutes from Regular Meeting of 02/16/06.

**Motion:** To approve the consent calendar.

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

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

Consent  
Calendar

**6. WARRANTS**

- A. Approval of Two (2) Warrants:
  - 1. Dunham & Watkins, CPAs
  - 2. Mark Thomas & Company, Inc.

**Motion:** To approve the warrants.

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

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

Warrants

**7. REPORTS**

Reports

- A. Green Valley Disposal. The board reviewed the existing contract with Green Valley Disposal Company (GV) to determine the number of years remaining on the contract and to see what provisions for recycling were included in the contract. It was determined that because the district did not notify GV of any contract changes within 180 days prior to the contract expiration date (June 2006), the contract would be extended for a period of three additional years. Director Carpenter suggested that any changes in regards to the contract could be administered as amendments. Director Yoder stated that a subcommittee should be formed to find out what other districts are doing regarding residential and commercial recycling programs. Director Carpenter directed staff to contact GV to assure that the district address on file is current.
- B. Open Ethical Leadership Training. Directors Carpenter and Yoder reported to the board that they had attended the Ethical Leadership Training seminar in San Francisco. Seminar topics included the Brown Act, reimbursement policy, board meeting protocol, etc.

**8. UNFINISHED BUSINESS**

Unfinished  
Business

- A. Planning for 2006. Staff was directed to prepare a preliminary sewer maintenance plan for the district. Based on reports, television inspection videos and field investigation, a multi-year preventative maintenance plan should be developed for all of the main sewer lines in the district.
- B. Burbank Sanitary District Board of Directors Stipend. The board discussed the per meeting stipend for directors. Directors Carpenter, Yoder and Spies were in agreement that the stipend should remain unchanged for this current year and that this topic would be re-visited at another time.

**Motion:** To keep board director stipends unchanged from the current amount.  
**Move:** Yoder                    **Second:** Spies  
**Board vote:** Ayes, Carpenter, Spies and Yoder                    Noes, None  
                         Absent, Post, Marke

**9. ADJOURNMENT:**    Next Regular Meeting: *Thursday, March 16, 2006*

Adjournment

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

Approved: March 16, 2006

Respectfully Submitted,

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

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Joe Carpenter, President

Donald Toy  
Administrator