

**BURBANK SANITARY DISTRICT
BOARD OF TRUSTEES**

**MINUTES OF REGULAR MEETING
June 19, 2008**

1. CALL TO ORDER

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

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Directors Present: Lisa Post, Michael Yoder, Soren Spies, John Marke, Bruce Smith

Directors Absent: None

Counsel Present: None

Staff: Donald Toy, Mark Thomas & Company, Inc.
Steve Machida, Mark Thomas & Company, Inc.

Roll Call and
Approval of
Agenda

Motion: To approve the agenda.

Move: Spies **Second:** Smith

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

3. OLD BUSINESS

- A. FY 2008-11 Sewer Service Charges. Staff introduced the Board Directors to the audience. Staff presented an overview report of the District's role and responsibilities to the Burbank community. The history of the fee structure charged to the District by the treatment plant was reported and staff commented on the projected future rate increases. Staff reviewed the Board's decision to propose sewer service charge rate increases for residential and commercial customers in FY 2008-011 at an increase of four percent per year for each of the next three fiscal years.

Old
Business

4. PUBLIC MEETING

- A. Visitor Commentary. Two residents of the District were present at the meeting. The first visitor asked about the District's role in providing services to the residents. Staff explained that sewer service charge rates were collected annually on the property tax roll and reviewed the services provided by the District. The second visitor inquired about the current rates versus the proposed rates. President Post reviewed the decision making process that the Board had gone through in determining the amount of the proposed rate increase. Staff reported that the increase in treatment plant fees would not be completely offset by the sewer service charge increase. Staff also reported that the sewer service charge rate increase monies would be used entirely to pay the treatment plant operations and maintenance fees. Funds have been allocated in FY 2008-09 for capital improvement projects in the District, but the funding was to come from District reserves and not from the sewer service charge rate increase.

Public Meeting

4. PUBLIC MEETING (continued)

Public Meeting
(continued)

B. Board Commentary. The Board stated that they had hoped a sewer service charge rate increase would not be required, but in light of the treatment plant's proposed fee increases in the upcoming years, it was deemed necessary. President Post reiterated that the proposed four percent increase in sewer service charges would not completely cover the anticipated treatment plant fee increases, but would at least help to offset the costs. For the benefit of the audience, President Post reviewed the Board's procedure for passing the proposed ordinance.

5. NEW BUSINESS

New
Business

A. Ordinance No. 58, Providing for the Imposition and Collection of District Sewer Service Charges for Fiscal Years 2008-2009, 2009-2010, and 2010-2011. The Board stated that they looked at all of the factors relating to the proposed increases. Based on that research, the Board determined that the annual four percent rate increase was fair and would allow residents and business owners to pay the least amount of increase and still not put the District in a position to pay treatment plant fees using reserve funds.

Motion: To approve Ordinance No. 58, Providing for the Imposition and Collection of District Sewer Service Charges for Fiscal Years 2008-2009, 2009-2010, and 2010-2011.

Move: Spies **Second:** Marke

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

9. ADJOURNMENT: Next Regular Meeting: *Thursday, June 5, 2008*

Adjournment

Motion: To adjourn meeting.

Move: Marke **Second:** Yoder

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

Approved: July 3, 2008

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager – Engineer
Donald Toy
Administrator

Lisa Post, President