

**BURBANK SANITARY DISTRICT
BOARD OF TRUSTEES**

**MINUTES OF MEETING
July 21, 2005**

BOARD MEMBERS PRESENT:

PRESENT: Board Members Lisa Post, Joe Carpenter and Alex Amaya.
Other Attendees: Sid Nash, (District Administrator, Mark Thomas & Company, Inc.), Alfred Rafuson, (ABR Engineers, Inc.), and Bryan Otake, (District Counsel, Meyers-Nave).

1. CALL TO ORDER

Meeting called to order at 7:30pm by President Lisa Post.

Call to Order

2. ROLL CALL AND APPROVAL OF AGENDA

Members Post, Carpenter, and Amaya were in attendance and the agenda was approved.

Roll Call and
Approval of
Agenda

Motion: To approve agenda.

Move: Carpenter **Second:** Amaya

Board Vote: Ayes, Post, Carpenter and Amaya Nays, None

3. PUBLIC COMMENTARY

A. Visitor Commentary – none

B. Agency Representatives – none

C. Board Commentary – Director Carpenter asked about emails sent to secretary together with pictures regarding properties violating ordinance No 14 & 25 accumulating trash or debris on property. Administrator Nash directed to research ordinance and send letter to properties 498 Vaughn et al violation encouraging clean up.

Public Comments

4. DISCUSSION/ACTION/REPORT

Action Report

Motion: To approve Warrants

Move: Carpenter **Second:** Amaya

Board Vote: Ayes, Post, Carpenter and Amaya Nays, None

B. July 14 Minutes not available.

Discussion/

5. CORRESPONDENCE

A. Invoices from Enviro Commercial Sweeping Inc. and City of San Jon Jose 1st quarter billing included in warrants to be paid. Meyers-Nave invoice in the amount of \$1,178.04 noted to be included on next Agenda. Re election packets received from registrar of voters were handed out to Board Members.

Discussion/

6. REPORTS

A. Board vacancy interviews – Resume was received from John Marke indicating interest in advertising Board vacancy.

B. Board Members received a copy of the certificate of posting “Notice of Vacancy in An Elective Office” Some discussion of posted locations followed. Director Carpenter signed the notice of vacancy and certificate of posting documents as Board secretary. Signed docs will be forwarded to clerk of the Board. Direction to Administrator to include Board appointment as item C on next Agenda.

C. Discussion of ABR Engrs summary of work done. Board desires status of all work orders and ABR activities whether open, closed or indeterminate. Also ABR is to attend next meeting to address any Board questions / comments.

Discussion/

7. UNFINISHED BUSINESS

A. Administrator to continue research of past years tax rolls to determine total amounts paid by owners of 368 Elliot St and 337 Irving Ave for Board to determine credits to be

Discussion/

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applied. Administrator directed to expedite issuance of permits for connection of properties to abate health hazard issues.

- B. Board informed that repairs were underway at 368 S Buena Vista as directed by work order No. 1001. Inspection of repairs ongoing by Larry Mercado, Mark Thomas and Company inspector for the District.
- C. Board requested that the 3 lists of District owned stored equipment be condensed to one list and forwarded to Board Members.
- D. Administrators stated that review and completion of check list for requested data for LAFCO service review was underway and would be completed by next meeting 8-04-05.

8. NEW BUSINESS

- A. Board requested that subject of website development be included in the next meetings Agenda. Also, Administrator Nash indicated that the August 17-20 CASA Conference would be included as new business for the Board to consider postponement of regular scheduled meeting of 8-18-05 to avoid conflict and also consider sending a Board Member to represent the District.

9. ADJOURNMENT

Motion: To adjourn meeting.

Move: Carpenter **Second:** Amaya

Board vote: Ayes, Post, Carpenter and Amaya Nays, None

Respectfully Submitted,

Mark Thomas & Company, Inc.
District Manager – Engineer

Sid Nash
Administrator

Approved: June 2, 2005

Lisa M. Post, President

Discussion/

Adjournment