

**BURBANK SANITARY DISTRICT
BOARD OF TRUSTEES**

**MINUTES OF REGULAR MEETING
September 12, 2005**

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, Alex Amaya, and John Marke.

Directors Absent: None

Counsel Present: None

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

Roll Call and
Approval of
Agenda

Motion: To approve agenda with motion to move Agenda Item No. 9 (Closed Session) immediately after Agenda Item No. 3 (Public Commentary).

Move: Post **Second:** Carpenter

Board vote: Ayes- Post, Carpenter, Amaya, and Marke **Noes-** None

3. PUBLIC COMMENTARY:

- A. Visitor Commentary – NONE
- B. Agency Representatives – NONE
- C. Board Commentary – NONE

Public
Commentary

9. CLOSED SESSION

- A. Conference with Legal Counsel on anticipated litigation – Significant exposure to litigation pursuant to Subdivision (b) Section 54956.9 of the Government Code.

- Two potential matters

Closed Session

4. CONSENT CALENDAR:

- A. Approval of Warrants – One.

Director Carpenter asked what services are provided to the District by Hunt Consulting, LLC (Warrant No. 2639). Sid Nash explains that this firm has been used by the District each year to confirm the charges on the yearly tax roll with the corresponding APN's. Director Carpenter wanted to see a copy of the report compiled by Hunt Consulting before approving Warrant No. 2639. The Board decided to carry over the approval of this warrant to the next meeting.

- B. Approval of Minutes – from meetings of 8/4/05, 8/10/05, and 8/15/05.

Director Carpenter had comments regarding changes to the meeting minutes from 8/4/05, 8/10/05, and 8/15/05. Director Carpenter stated that the minutes for the meeting of 8/4/05 should indicate that the Board was not creating District policies, but rather gathering information in that meeting. Director Amaya requested that the minutes from the meeting of 8/10/05 reflect that the meeting started at 8:02pm instead of 7:30pm. The Board directed staff to make minor revisions to the minutes of the 8/4/05, 8/10/05 and 8/15/05 meetings. Director Carpenter noted that Director Amaya voted to not approve the meeting minutes of 8/15/05 even though he was not present at that meeting.

Consent
Calendar

Motion: To Approve Minutes from Meeting of 8/4/05 with noted corrections

Move: Post **Second:** Carpenter

Board vote: Ayes, Post, Carpenter, Amaya, and Marke **Noes,** None

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Motion: To Approve Minutes from Meeting of 8/10/05 with noted corrections
Move: Amaya **Second:** Marke
Board vote: **Ayes,** Amaya, Marke **Noes,** Post, Carpenter

Motion: To Approve Minutes from Meeting of 8/15/05 with noted corrections
Move: Carpenter **Second:** Marke
Board vote: **Ayes,** Post, Carpenter, and Marke **Noes,** Amaya

5. CORRESPONDENCE:

- A. County Controller Quarterly Report. Staff reported that the Quarterly Report outlines the performance of the County's Commingled Funds investments.
- B. WPCP Request for Audit Information. Staff reported that the dollar amount figures from the Treatment Plant have been confirmed for the first, third and fourth quarters of last year. Staff is continuing to verify the numbers from the second quarter.
- C. Letter from Betty Lo-2232 Bailey Ave, Re: Differential Sewer Fees. Staff reported that a response letter has been sent to the homeowner.
- D. USE Credit Union Statement 08-31-05. No update from staff.

Correspondence

6. REPORTS:

- A. Delivery of Oath of Office Document to Clerk of the Board. Staff reported that a copy of the documents are kept on file and recorded at the Office of the Secretary of State.
- B. Candidates' Paperwork Received By Registrar of Voters. No update from staff.
- C. LAFCO Service Review. Staff reported that all items requested by LAFCO have been provided.

Reports

7. UNFINISHED BUSINESS:

- A. Combined List of District Inventory. Staff reported that the inventory list had been completed. Staff recommended that the items be delivered to an auctioneer service. Board directed staff on which items were to be retained and which were to be removed.
- B. District Website Status. Staff reported that the District website was up and running. Staff was to continue updating the website and add/revise content.
- C. SDRMA – Official Election Resolution No. 218, Ballot. Staff reported that the ballot had been sent and the resolution was created.
- D. Insituform Pipe Liner Repair. Lateral sewer repair at 318 Raymond Avenue. Staff asked the Board for direction as to whether or not a television inspection should be performed on the main line in Raymond Avenue to see if any other sections of the main line need to be repaired due to deficiencies in the Insituform liner. The Board was concerned that lateral re-connections after the lining of the main line may not have all been done properly. Staff was instructed to review the original project contract to see if there is a warranty period and what repairs the contractor may be responsible for.
- E. Basile Avenue Sewer Main Repair. Status reported that the project site is still plated and the repair has not yet been completed. Staff was instructed to obtain bids immediately and proceed with the repair. Staff reviewed the television inspection report with the Board.

Unfinished
Business

8. NEW BUSINESS: NONE

New Business

9. CLOSED SESSION: See Above.

Closed Session

10. ADJOURNMENT: NEXT REGULAR MEETING: Thursday, October 6, 2005.

Adjournment

Motion: To Adjourn meeting

Move: Carpenter **Second:** Marke

Board vote: Ayes, Post, Carpenter, Amaya, and Marke **Noes,** None

Respectfully Submitted,

Mark Thomas & Company, Inc.
District Manager – Engineer

Donald Toy
Administrator

Approved: October 20, 2005

Lisa M. Post, President