BURBANK SANITARY DISTRICT **MINUTES OF REGULAR MEETING**
BOARD OF TRUSTEES **September 18, 2008**

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1. CALL TO ORDER

Call to Order

President Post called the meeting to order at 7:38pm.

2. ROLL CALL AND APPROVAL OF AGENDA

Roll Call and Approval of Agenda

Directors Present: Lisa Post and Michael Yoder (both via telephone), Bruce Smith, Soren Spies (arrived at 7:42pm)
Directors Absent: John Marke (previous notification)
Counsel Present: None
Staff: Donald Toy, Mark Thomas & Company, Inc.

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

3. PUBLIC COMMENTARY

Public Commentary

A. Visitor Commentary – None.
B. Agency Representatives – None.
C. Board Commentary – None.

5. WARRANTS (moved ahead on the agenda)

Warrants

A. Approval of Warrants.

1. LMGW, CPAs. FY 2006-07 Audit Services Final Billing.
2. Enviro-Commercial Sweeping, Inc. District Street Sweeping Services.
3. Donald Toy. District Website Hosting Annual Fee Payment.
4. Mark Thomas & Company, Inc. District Management Services.
5. Hunt Consulting, LLC. FY 2008-09 Tax Roll Processing.

Motion: To approve five warrants as listed.
Move: Yoder **Second:** Smith
Board vote: **Ayes,** Post, Yoder, Smith, Spies **Noes,** None
Absent, Marke

4. CONSENT CALENDAR

Consent Calendar

A. Approval of Minutes. Board action required: Approve Minutes from the Meeting of 09/04/08.

Motion: To approve the minutes from the 09/04/08.
Move: Spies **Second:** Yoder
Board vote: **Ayes,** Post, Yoder, Spies **Noes,** None
Absent, Marke
Abstain, Smith

6. NEW BUSINESS

New Business

A. FY 2007-08 Budget. Staff reviewed the FY 2007-08 Operations Budget versus the actual expenditures incurred that year. Each line item was reviewed and the delta of the amounts budgeted versus the expended amounts were explained to the Board. Items discussed included the Wastewater Treatment Plant O&M, District Preventative Maintenance, Rehabilitation and Replacement, Engineering/Maintenance Management, Legal Services, and Audit/Accounting Services.

7. OLD BUSINESS

Old Business

A. BSD Meeting Schedule. Staff presented two proposed options for the Board meeting schedule. In an effort to increase efficiency and reduce meeting expenditures, the Board had proposed to reduce the number of regularly scheduled meetings from two per month to one meeting per month. Staff prepared a resolution noting this schedule change, effective through the end of 2008. The Board could choose to continue with the adopted schedule after the beginning of 2009, per the resolution. Director Spies noted that the change may result in longer meetings each month, but also that the Board would become more efficient in conducting District business. All of the directors present agreed that the meeting day should be every third Tuesday of the month at 7:30pm at the District offices. The next regularly scheduled meeting will be Tuesday, October 21, 2008.

Motion: To approve Resolution No. 229 Temporarily Amending the Regular Board Meeting Schedule from Two Meetings per Month to One Meeting per Month.
Move: Smith **Second:** Spies
Board vote: **Ayes,** Post, Yoder, Smith, Spies **Noes,** None
Absent, Marke

B. Flow Study. Staff presented the fee proposal from Geotivity, Inc. regarding the installation of up to six flow meters at locations throughout the District. Staff reported that the District had not performed a flow study in many years and that the information submitted to the treatment plant each year was largely empirical and not on current flow data. Director Smith asked if either Geotivity or the City of San Jose did sampling to determine the component make up of the sewage. Staff was directed to contact the treatment plant to verify. A subcommittee was formed to oversee the flow study and to guide staff in the process. Directors Smith and Spies were appointed.

Motion: To Proceed with the Flow Study and engage Geotivity to Install the Flow Meters and Begin Collecting Data.
Move: Yoder **Second:** Spies
Board vote: **Ayes,** Post, Yoder, Smith, Spies **Noes,** None
Absent, Marke

7. OLD BUSINESS (continued)

Old Business (continued)

C. Annexation of Buena Vista Area. There was no discussion or action on this item.

8. SUBCOMMITTEE REPORTS- Director Spies reported that the website was up to date and was continuing to update it as more information was made available.

Subcommittee Reports

9. ADJOURNMENT: Next Regular Meeting: ***Tuesday, October 21, 2008***

Adjournment

Motion: To adjourn meeting.
Move: Marke **Second:** Yoder
Board vote: **Ayes,** Post, Yoder, Marke, Spies **Noes,** None
Absent, Smith

Approved: October 21, 2008

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager – Engineer
Donald Toy
Administrator

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Lisa Post, President