

**BURBANK SANITARY DISTRICT
BOARD OF TRUSTEES**

**MINUTES OF REGULAR MEETING
October 6, 2005**

1. CALL TO ORDER:

Director 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, Alex Amaya, and John Marke.

Directors Absent: President Lisa M. Post

Counsel Present: None

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

Visitor: None

Roll Call
Approval of
Agenda

Motion: To approve agenda

Move: Marke **Second:** Amaya

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

3. PUBLIC COMMENTARY:

A. Visitor Commentary – None

B. Agency Representatives – None

C. Board Commentary – Director Ayama passed out copies of pages 51, 55, and 56 of the Burbank Sanitary District Policy Handbook to the Directors present at the meeting.

Public
Commentary

4. CONSENT CALENDAR:

A. Approval of Warrants – Four warrants. Staff presented a copy of the taxroll report prepared by Hunt Consulting, LLC, and explained to the Board the services that they provide to the District on a yearly basis. Warrants 2639 through 2642 were reviewed for approval by the Board.

Consent
Calendar

Motion: To approve four warrants.

Move: Marke **Second:** Amaya

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

B. Approval of Minutes – Meetings of 8/4/05, 8/10/05, and 8/15/05.

Motion: To Approve Minutes from meetings of 8/4/05, 8/10/05, and 8/15/05.

Move: Marke **Second:** Carpenter

Board vote: Ayes, Carpenter and Marke **Noes,** Amaya

5. CORRESPONDENCE:

Staff presented brief descriptions of the following Correspondence items:

Correspondence

A. Employee Development Department (Quarterly Report Due 10/31/05).

B. California Special District Association (Mandatory Sexual Harassment Training for Special Districts).

C. Governor’s Office of Emergency Services (Fiscal Year Pre-Disaster Mitigation Grant Program). Director Marke and Carpenter inquired about the potential damage that the District’s sewer system might incur in the event of a natural disaster.

D. State Compensation Insurance Fund (Worker’s Compensation Cert). Director Amaya asked what would happen if a visitor came to a Board meeting and injured him or herself. Staff stated that such a situation would not fall under the category of Worker’s Compensation since the visitor was not an employee of the District.

<p>E. Special District Risk Management Authority (SDRMA) (Fall Annual Members Meeting Agenda). F. County of Santa Clara (Agenda- Housing and Community Development Advisory Committee). G. County of Santa Clara Registrar of Voters (Appointment of Candidates to Districts).</p>	<p>Correspondence (continued)</p>
<p>6. REPORTS: A. Turnover of Activities from Previous Engineer. Staff reported that the turnover items listed in the District Manager’s report are the only outstanding items left over from the District’s previous engineer. B. 1916 Elliott Street main extension and lateral. Staff reported that the sewer main extension had been completed and the homeowner was working with a contractor to get the residence connected to the newly installed sewer lateral for the property. Director Marke asked what process is followed to abandon a septic system. Staff describes the procedures required by the Santa Clara County Environmental Health Department to abandon on site septic systems.</p>	<p>Reports</p>
<p>7. UNFINISHED BUSINESS: A. Combined Inventory List of District Property. Staff reported that the surplus District property would be delivered to the auctioneer in the next week. B. Raymond Avenue- Insituform Pipe Liner Repair. Staff reported that a television report had been prepared for the entire length of the main sewer in Raymond Avenue. The contractor found debris in the line, so had to hydroflush the line prior to televising the line. C. Basile Avenue Sewer Main Repair. Staff reported that three bids had been received for the repair project and the low bidder was Able Underground Construction. A work order for the repair was submitted to Able Underground Construction and they were going to start the repair immediately.</p>	<p>Unfinished Business</p>
<p>8. NEW BUSINESS - NONE</p>	<p>New Business</p>
<p>9. ADJOURNMENT:</p>	<p>Adjournment</p>
<p>Motion: To Adjourn meeting Move: Marke Second: Amaya Board vote: Ayes, Carpenter, Amaya, and Marke Noes, None</p>	
<p>Respectfully Submitted, Mark Thomas & Company, Inc. District Manager – Engineer Donald Toy Administrator</p>	
<p>Approved: October 20, 2005</p>	

Lisa M. Post, President