

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, John Marke, Bruce Smith, Soren Spies
(arrived at 7:33pm)

Counsel Present: None

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

Roll Call and
Approval of
Agenda

Motion: To approve the agenda.

Move: Marke **Second:** Yoder

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

3. PUBLIC COMMENTARY

- A. Visitor Commentary – None.
- B. Agency Representatives – Staff reported that a new bulletin board had been installed at the front entrance of the office would be used to post agendas and other notices.
- C. Board Commentary – None.

Public
Commentary

4. CONSENT CALENDAR

- A. Approval of Minutes. Board action required: Approve Minutes from the Meeting of 09/18/08.

Consent
Calendar

Motion: To approve the minutes from the 09/18/08.

Move: Smith **Second:** Yoder

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

5. WARRANTS

- A. Approval of Warrants.
 - 1. \$15 Sewer and Drain. Sewer Maintenance: Lateral Stoppages (2).
 - 2. Enviro-Commercial Sweeping, Inc. District Street Sweeping Services.
 - 3. Meyers Nave. District Legal Services.
 - 4. Mark Thomas & Company, Inc. District Management Services.
 - 5. City of San Jose. FY 2008-09 Q2 Treatment Plant O&M.
 - 6. USE Credit Union. Board of Directors payroll.
 - 7. Santa Clara IWM. Jul-Sept Quarterly Payment
 - 8. EDD. Unemployment Rate Increase Payment

Warrants

Motion: To Approve Eight Warrants as Listed.

Move: Yoder **Second:** Smith

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

6. NEW BUSINESS

New Business

- A. FY 2007-08 Audit- MD&A. Staff reviewed the two proposals for annual preparation of the Management's Discussion and Analysis (MD&A) report that is included in the annual audit report. Staff reported that the MD&S had been performed in the past by Jim Watkins, CPA. The audit firm that had prepared the District audit report for the past four years submitted a proposal for MD&A services, as well as Watkins. Based on Watkins' lower price and the Board's satisfaction with his previous work, the Board decided to engage Jim Watkins for the next three fiscal years, FY 2008-09 through FY 2010-11.

Motion: To Engage Jim Watkins, CPA, to Perform the MD&A Reports for FY 2008-09 through FY 2010-11.

Move: Spies

Second: Marke

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

7. OLD BUSINESS

Old Business

- A. Flow Study. Staff reported that five flow meters had been installed throughout the District and that staff would begin monitoring the collected data. The meters would remain in place for one month to continuously gather flow data. When all of the data is compiled, staff will analyze the data and generate a report with the findings.
- B. Repairs. Staff reported that a package of six spot repairs (identified in an earlier report) was submitted to five registered contractors. The Board discussed the remainder of the repairs and agreed that staff should continue to solicit bids for the repairs in the same manner that has been used in the past year. Staff reported that the Arleta/Laswell pipe bursting project will have to be prepared as a public bid project.

8. SUBCOMMITTEE REPORTS- None.

Subcommittee Reports

9. ADJOURNMENT: Next Regular Meeting: *Tuesday, November 18, 2008*

Adjournment

Motion: To adjourn meeting.

Move: Marke

Second: Yoder

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

Approved: November 18, 2008

Respectfully Submitted,
Mark Thomas & Company, Inc.

District Manager – Engineer
Donald Toy
Administrator

Lisa Post, President