



time spent (including previous hours) on this matter via a separate task number on the operating budget. Staff should inquire about the following items:

- 1) Will they be able to provide service by July 1, 2007?
- 2) Will rates be comparable to current rates or similar rates in adjacent cities?
- 3) What recycling programs are available?
- 4) Do they have in-house billing services?
- 5) Do they provide for an annual neighborhood Clean-Up Day?

**Motion:** To have Directors Carpenter and Yoder advise staff in the preliminary negotiations with the collection companies and/or consultants.

**Move:** Spies      **Second:** Post

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

**5. CONSENT CALENDAR**

- A. Approval of Minutes. Approve Minutes from Regular Meeting of 11/16/06.

**Motion:** To approve minutes from Regular Meeting of 11/16/06.

**Move:** Yoder      **Second:** Spies

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

**6. WARRANTS**

- A. Approval of two (2) Warrants:

1. Enviro-Commercial Sweeping, Inc. Street Sweeping services.
2. CSDA. Annual Membership Dues.

**Motion:** To approve two (2) warrants.

**Move:** Spies      **Second:** Yoder

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

**7. REPORTS**

- B. Preventative Maintenance Program. Staff reported that they had tried contacting owners on Raymond Ave regarding partially blocked lateral. Director Post directed staff to send a certified letter to the property owner. Staff reported that the budget for video inspection of the main lines has been exceeded by \$2000. Staff reported that there are roughly one third of the lines left to videotape in the system. The Board decided to reallocate funds to complete the videotaping.

**Motion:** To reallocate budget to complete videotaping of the District's sewer lines, not to exceed \$10,000.

**Move:** Post      **Second:** Yoder

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

Consent  
Calendar

Warrants

Reports

- C. Reimbursement from Utility Companies. Staff reported that the reimbursement from Verizon regarding the fiber optic line break in Bascom Avenue had been submitted and was being processed. Estimated time for reimbursement was 8-10 weeks. Staff reported that they would contact PG&E again regarding the reimbursement for the sewer line damage in Basile Ave. Staff was directed contact the utility company regarding a damaged line in Arleta Ave.
- D. Draft Audit Report FY 05-06. The Board reviewed the document and there was no additional discussion on this item.
- E. Outstanding Projects. Staff reported that they will contact Insituform again to discuss the project on Raymond Avenue. The last contact with Insituform was several months ago. Staff reported that letters would be sent to the property owners whose parcels were identified as being incorrectly billed on the taxroll.
- F. Monthly Financial Report. The Board reviewed the document and there was no additional discussion on this item.

**8. SUBCOMMITTEE REPORTS**

Subcommittee  
Reports

- A. LAFCO. Director Spies reported that LAFCO had issued a formal response to BSD questions and that arrangements had been made to meet regarding the annexation of the small portion of the District.
- B. Burbank Sanitary District Website. No update.

**9. ADJOURNMENT:** Next Meeting: *Thursday, January 4, 2007*

Adjournment

**Motion:** To adjourn meeting.

**Move:** Post           **Second:** Yoder

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

Approved: January 4, 2007

Respectfully Submitted,

**Mark Thomas & Company, Inc.**  
District Manager – Engineer

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Joe Carpenter, President

Donald Toy  
Administrator