

BURBANK SANITARY DISTRICT

REGULAR MEETING AGENDA FOR May 17, 2011 at 7:00 PM at the DISTRICT OFFICE

Please Note Meeting Location at the District Office in Cupertino at
20833 Stevens Creek Blvd., Suite 104* (Across From Northwest YMCA on Alves Drive)

1. CALL TO ORDER

2. ROLL CALL AND APPROVAL OF AGENDA

3. PUBLIC COMMENTARY

– This area is reserved for items **not** listed on the agenda. According to the Brown Act, the Board cannot respond to commentary. Any item may, at the discretion of the Board, be placed on the next agenda. There is a three (3) minute limit for individual speakers.

- 3.A. Visitor Commentary
- 3.B. Agency Representatives
- 3.C. Board Commentary

4. CONSENT CALENDAR

- 4.A. Approval of Minutes. Board action required: Approve Regular Meeting Minutes from 04/19/11.

5. WARRANTS

- 5.A. Approval of Warrants. Board action required: Approve five (5) warrants.

- 1. Enviro-Commercial Sweeping, Inc. District Street Sweeping Services.
- 2. Mark Thomas & Company, Inc. District Management Services.
- 3. Addison Avenue Credit Union. Board of Directors Payroll.
- 4. Meyers Nave. District Legal Services.
- 5. DB, Inc. Public Hearing Notice Printing/Mailing Services.

6. NEW BUSINESS

- 6.A. Public Records Act Policy. Staff report regarding Public Records Act Policy. Board action required: Approve Public Records Act Policy.
- 6.B. Mark Thomas & Company Contract. Review MTCO contract updates. Board action required: None.

7. OLD BUSINESS

- 7.A. FY 2011-12 Sewer Service Charge Rate Increase. Staff report/update. Board action required: None.
- 7.B. Audit Reports. Review annual/biennial audit requirements. Board action required: Approve audit report schedule.
- 7.C. FY 2010-11 CIP/Repairs. Staff report. Board action required: None.
- 7.D. Spring Clean Up Day 2011. Review Clean Up Day details. Board action required: None.
- 7.E. FY 2011-12 Draft Budget. Review operating budget for FY 2011-12. Board action required: None.

8. SUBCOMMITTEE REPORTS

- 8.A. Subcommittee Reports. Updates on Board Subcommittee items. Board action required: None.

9. ADJOURNMENT: *NEXT REGULAR MEETING - Tuesday, June 21, 2011*

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the District Administrator's office at (408) 255-2137. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the District Office. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.

* Pursuant to Government Code 54954 subsection b, subsection 4, this facility constitutes the closest meeting facility for the Burbank Sanitary District, since the District has no other meeting facility within the boundaries of the territory, over which the Burbank **Sanitary District exercises jurisdiction.**