BURBANK SANITARY DISTRICT **MINUTES OF REGULAR MEETING**
BOARD OF DIRECTORS **December 15, 2009**

1. CALL TO ORDER

Call to Order

President Yoder called the meeting to order at 7:07 pm.

2. ROLL CALL AND APPROVAL OF AGENDA

Roll Call and Approval of Agenda

Directors Present: Michael Yoder, John Marke, Soren Spies
Directors Absent: Bruce Smith
Counsel Present: None
Staff: Donald Toy, Mark Thomas & Company, Inc.

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

3. PUBLIC COMMENTARY

Public Commentary

A. Visitor Commentary – None.
B. Agency Representatives – Staff reported that a resident had emailed a complaint regarding garbage/recycling service from GreenWaste Recovery. Staff reported that GWR had been notified and was working with the resident to resolve the matter.
C. Board Commentary – Director Spies reported that he could not find a non-English version of the recycling information on GWR's website. He will investigate more and report back.

4. CONSENT CALENDAR

Consent Calendar

A. Approval of Minutes. Board action required: Approve Special Meeting Minutes from 11/23/09.

Motion: To approve the minutes from the Regular Meeting of 11/23/09.
Move: Marke **Second:** Spies
Board vote: **Ayes,** Yoder, Marke, Spies **Noes,** None
Absent, Smith

5. WARRANTS

Warrants

A. Approval of 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. Fifteen Dollar Sewer and Drain. Lateral Sewer Maintenance.
5. CSDA. 2010 Membership Dues.

Motion: To approve five (5) warrants as listed.
Move: Spies **Second:** Marke
Board vote: **Ayes,** Yoder, Marke, Spies **Noes,** None
Absent, Smith

6. NEW BUSINESS

New Business

A. Oath of Office. Directors Yoder and Spies took the Oath of Office for their upcoming four year terms, effective January 1, 2010. Director Marke, District Board Secretary, witnessed the Oath and completed the paperwork to submit to the Santa Clara County Recorder and Registrar's offices.

7. OLD BUSINESS

Old Business

A. Flow Study. Staff reported that preliminary calculations of the sewage flow data from October 2008 through March 2009 indicated that the District generates approximately 0.240 MGD of flow to the wastewater treatment plant. Additional calculations will be performed to determine a more accurate figure and the full results will be presented in a report. The District may be able to use this report and data in the future to submit to the City of San Jose. The data may be used to calculate the annual treatment plant fees assessed to the District.

B. CIP/Repairs FY 2009-10. Staff reported that the list of repair projects for FY 2009-10 had been prepared and the first set of projects would be put out for bid after the first of the year. Staff anticipated that the repairs would be bid out in groups of four to five repair sites per project.

8. SUBCOMMITTEE REPORTS – Director Marke presented further details regarding the transfer of payroll and direct deposit responsibilities from Addison Avenue Credit Union to Bank of America and from Intuit Payroll Services to ADP. Additional information will be gathered to decide a course of action.

Subcommittee Reports

9. ADJOURNMENT: Next Regular Meeting: ***Tuesday, January 19, 2010***

Adjournment

Motion: To adjourn meeting at 7:48pm.
Move: Spies **Second:** Marke
Board vote: **Ayes,** Yoder, Marke, Spies **Noes,** None
Absent, Smith

Approved: January 19, 2010

Respectfully Submitted,
Mark Thomas & Company, Inc.

Michael E. Yoder, President

District Manager – Engineer
Donald Toy, Adminstrator