

**1. CALL TO ORDER**

The Board of the Burbank Sanitary District convened this date at 7:00 p.m. via teleconferencing in accordance with Executive Order N-33-20. President Sclafani called the meeting to order at 7:03 p.m.

**2. ROLL CALL**

Directors Present: Ken Colson, Rebecca Yoder, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor  
Directors Absent: None  
Counsel Present: Valerie Armento, Armento-Hynes, LLP (present for the beginning of the open session and the entire closed session)  
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager)  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Prupes

**Second:** Yoder

**Board vote:**

**Ayes:** Colson, Yoder, Kaelker-Boor, Prupes, Sclafani

**Noes:** None

**Absent:** None

**4. PUBLIC COMMENTARY**

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter reported on the CASA conference that he attended on January 27-28, 2021. He advised the Board on a documentary video he watched after attending a presentation by one of the producers at the conference titled “Brave Blue World” which provided very positive messages and creative solutions that were being provided for water and wastewater issues.

4.C. Board Commentary - None.

**5. CLOSED SESSION**

**5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION**

Paragraph (1) of Subdivision (d) of Section 54956.9 Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.

Closed session discussion commenced at 7:10 pm and ended at 7:19 pm. Manager Porter and Deputy Manager Woodhouse were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

**6. CONSENT CALENDAR**

6.A. Approval of Minutes from the Regular Meetings of January 19, 2021.

**Motion:** To approve Meeting Minutes from the Regular Meetings of January 19, 2021.

**Move:** Colson

**Second:** Kaelker-Boor

**Board vote:**

**Ayes:** Prupes, Sclafani, Kaelker-Boor, Yoder, Colson

**Noes:** None

**Absent:** None

**7. NEW BUSINESS**

7.A. Form 700 Filing.

Manager Porter to send an email to Board Members with Form 700 Filing instructions on February 6, 2021. Directors to file Form 700 by April 2021.

7.B. New Provisions in Brown Act Related to Social Media (AB992).

Manager Porter presented an email from District Counsel with information on the revised Brown Act provisions related to social media.

7.C. GreenWaste Recovery, Inc – October – December 2020 Quarterly Report.

Board informed Manager Porter that the Green Waste link on the BSD District website is not working. Manager Porter to investigate and report back to the Board at the next meeting on February 16, 2021.

**8. OLD BUSINESS**

8.A. Status of SRF Loan and Design Update

Deputy Manager Woodhouse reported that the closed-circuit television inspection will be completed by February 12. The CCTV data will then be used to complete the design documents for the project in the last two weeks of February.

8.B. Long Range Financial Planning.

The Board discussed options for becoming more proactive in the development of the long-range financial plans for the District. They agreed to develop a draft strategy that will achieve the long-term financial objectives of the District with sufficient funding to meet operations and maintenance, capital investment, and loan repayment obligations while maintaining the required level of service to its customers. Once the draft strategy is developed the Board can proceed with a tactical action plan that will secure partners with supportive stakeholders and build a communications pipeline for implementation of the strategy.

8.C. Santa Clara County LAFCO – Meeting Agenda February 3, 2021

Manager Porter will attend the LFCO meeting on February 3, 2021.

8.D. District Website Update.

The RFP for updating the District website was posted this week. Responses to the RFP are due on March 3, 2021.

8.E. COVID-19 Update.

Manager Porter reported that District staff continue to work safely.

**9. HOUSEKEEPING ITEMS**

9.A. Updates on Housekeeping Items.

No housekeeping items to update.

9.B. Agenda Items for Next Upcoming Meeting.

No Update.

**10. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, February 2, 2021**

**Motion:** To adjourn meeting at 8:42 pm.

**Move:** Prupes                      **Second:** Yoder

**Board vote:**                      **Ayes:** Colson, Yoder, Kaelker-Boor, Prupes, Sclafani  
**Noes:** None  
**Absent:** None

Approved: February 16, 2021

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE