

**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 7:00 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:** Kaelker-Boor

**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 – None.

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 7:03 pm and ended at 7:18 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 February 2, 2021.

**Motion:** To approve Meeting Minutes from the Regular Meetings of February 2, 2021.

**Move:** Yoder

**Second:** Colson

**Board vote:**

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

**Noes:** None

**Absent:** None

**7. WARRANTS**

7.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services and BSD CIPs)
2. First Tech Federal Credit Union (Board of Directors' Payroll)
3. Armento and Hynes, LLP (District Legal Services)
4. Richard Tanaka (District Advisor Services)
5. AB/JDD Plumbing, Heating & Air Conditioning Inc. (Annual Mainline & Lateral Maintenance)

**Motion:** To approve five (5) warrants as listed.

**Move:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** None

**8. NEW BUSINESS**

None.

**9. OLD BUSINESS**

9.A. GreenWaste Recovery, Inc. -- 1) Annual Spring Clean Up Day Flyer. 2) 2020 Annual Report.

Board discussed the flyer that announces the Spring Clean-up Day. Board Agreed to keep the format shown in the Board Package and copy the flyer on white paper. Need to confirm that the school will be used as a collection point for e-waste and whether they will be collecting compost this year. Include update to the agenda item on the next Board Meeting on March 2, 2021.

Manager Porter presented the GreenWaste annual collection summary 2020 versus 2019 to the Board.

9.B. Status of SRF Loan and Design Update

Deputy Manager Woodhouse provided a report on the progress of the design. The CCTV was completed on February 12 and the plans will be updated by February 26. Then the specifications and bid summary will be prepared in early March. There appears to be a favorable bid climate now with many bids received and that increased competition is driving down prices. The goal of the project team will be to complete the bid documents when the SRF funding package is approved and the loan funds are received.

9.C. Long Range Financial Planning.

The Board is developing an outline for a strategic plan that will be used to support the long-range financial planning for the District. They are reviewing strategic plans that have been developed previously by other special districts and will consider that information for the District strategic plan outline. The goal will be to discuss the draft outline at a future Board meeting on either March 2 or March 16.

9.D. District Website Update.

The Board is interested in seeing example work products for the entities who will be proposing on the District Website Update project. District staff will make that information available after the proposals are received in early March.

9.E. COVID-19 Update.

Manager Porter reported that the office may re-open in July and be staffed with limited personnel in accordance with County and State health and safety guidelines. This schedule will consider several factors which are unknown at this time including the availability of vaccine to essential workers and other District staff.

**10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

No housekeeping items to update.

10.B. Agenda Items for Next Upcoming Meeting.

- Annual Spring clean Up Day

**11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, March 2, 2021**

**Motion:** To adjourn meeting at 8:10 pm.

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

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

Approved: March 2, 2021

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE