

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 7:01 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: Yoder

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 7:08 pm and ended at 7:24 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 16, 2021.

Motion: To approve Meeting Minutes from the Regular Meetings of February 16, 2021.

Move: Yoder

Second: Colson

Board vote:

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

Noes: None

Absent: None

7. NEW BUSINESS

7.A. Budget Discussion.

Manager Porter presented the budget spreadsheet and indicated that future costs are going down as a result of reduced charges for capital projects that are delayed at the Water Pollution Control Plant. This includes the dewatering project, the Legacy Lagoons project and other capital improvements. The Board requested Manager Porter to add a line item to the budget for the website migration project.

8. OLD BUSINESS

8.A. Status of SRF Loan and Design Update

Manager Porter reported that the SWRCB requested the Tax ID information from the District which was provided. The project is in contract now and being reviewed by the SWRCB management team. Deputy Manager Woodhouse reported that work on the plans and specifications is progressing with an end of March planned completion date. The Board requested District Staff to include small and disadvantaged construction companies in the planned outreach for when the CIP project is advertised for bids later this spring.

8.B. Long Range Financial Planning.

President Sclafani presented slides to the Board that summarized the actions to date for the strategic plan. The slides provided links to strategic plans from other special Districts and the Board was asked to review these plans prior to the next meeting of the Board on March 16, 2021.

8.C. GreenWaste Recovery, Inc – Spring Clean Up Day Update

The Board had minor comments to the flyer for the Spring Clean-up day which will be incorporated in the final flyer. The Board also would like to forego the Luther Burbank School parking lot as the location for E-Waste. Staff to coordinate with GreenWaste for the new location.

8.D. District Website Update.

Manager Porter discussed the proposals that have been received to date. He asked Board members to review the proposals and example work products and send their review comments to him prior to the next Board meeting.

8.E. COVID-19 Update.

Manager Porter had no changes to report to the Board.

9. HOUSEKEEPING ITEMS

9.A. Updates on Housekeeping Items.

No housekeeping items to update.

9.B. Agenda Items for Next Upcoming Meeting.

- Long Range Financial Planning – Discuss Strategic Planning Process
- Discuss next Public Annual General Meeting – Discuss Flyer

10. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, March 16, 2021

Motion: To adjourn meeting at 8:59 pm.

Move: Kaelker-Boor **Second:** Yoder

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

Approved: March 16, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE