

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: Procopio Sclafani, Rene Prupes, Ken Colson, Rebecca Yoder (Joined meeting at 7:08 pm), Michelle Kaelker-Boor (Joined meeting at 7:08 pm).
Directors Absent: None
Counsel Present: Valerie Armento, Armento-Hynes, LLP
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager)
District Advisor: Richard Tanaka
Visitors: John Zoglin (El Camino Health District Board)

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Colson

Second: Prupes

Board vote:

Ayes: Sclafani, Prupes, Colson

Noes: None

Absent: Yoder, Kaelker-Boor

Motion: To move agenda Item 8.B. Santa Clara County LAFCO – Independent Special Selection Committee Meeting Update before the Item 4.A.

Move: Prupes

Second: Colson

Board vote:

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

Noes: None

Absent: None

8. OLD BUSINESS (Moved Item)

8.B. Santa Clara County LAFCO – Independent Special Selection Committee Meeting Update.

John Zoglin introduced himself as being a member of the El Camino Health District Board. He is a candidate for the Alternate Position for Special District Representative for the LAFCO Board. He asked for the Board's support at the LAFCO Board meeting on Monday, January 11, 2021. President Sclafani will attend the meeting on Monday January 11, 2021 at 1:00 p.m. and vote for the permanent and the alternate Representative positions on the LAFCO Board.

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – John Zoglin, a member of the public spoke regarding the moved Agenda Item 8.B.

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 7:30 pm and ended at 7:47 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 Meeting of December 15, 2020.

Motion: To approve Meeting Minutes from the Regular Meeting of December 15, 2020.

Move: Kaelker-Boor

Second: Yoder

Board vote:

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

Noes: None

Absent: None

7. NEW BUSINESS

7.A. 1881, 1883, 1891, 1899 West San Carlos Street and 13, 17 Boston Avenue Building Projects.

Board discussed the potential impacts if the District continues to lose customers to the City of San Jose as a result of annexation. Board decided to add a recurring agenda item to future Board meetings to discuss long term fiscal planning.

7.B. Third Quarter Adjustments for FY2019-20 O&M and CIP Billings.

Manager Porter reported on the Adjustments for FY2019-20 O&M and CIP Billings.

8. OLD BUSINESS

8.A. Status of SRF Loan and Design Update

Manager Porter reported on the status of the SRF Loan. He is providing information to the State that will pledge future fees and assets to complete the loan agreement.

8.B. moved ahead of Item 4A. in the agenda.

8.C. District Maintenance Update and CCTV.

Deputy Manager Woodhouse provided a status report on the Annual District Maintenance work that the Board approved at the December 15, 2020 meeting. Staff is requesting Board approval to proceed with CCTV inspection of the 13,046 feet of pipe that is required to complete the CIP design documents.

Motion: Approval to proceed with CCTV inspection by Mark Thomas.

Move: Colson

Second: Yoder

Board vote:

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

Noes: None

Absent: None

8.D. District Website Update.

Manager Porter provided update on the request for proposal for the District website.

8.E. COVID-19 Update.

Manager Porter indicated that all field staff and engineering were working safely with no COVID-19 issues.

9. HOUSEKEEPING ITEMS

9.A. Updates on Housekeeping Items.

No housekeeping items to update.

9.B. Agenda Items for Next Upcoming Meeting.

Add recurring agenda item for the future Board meeting for “Long Term Fiscal Planning.”

10. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, January 19, 2021

Motion: To adjourn meeting at 9:08 p.m.

Move: Prupes

Second: Colson

Board vote:

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

Noes: None

Absent: None

Approved: January 19, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE