

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 7:02 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), Vani Kathula
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Kaelker-Boor

Second: Prupes

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 7:06 pm and ended at 7:28 pm. Manager Porter and Deputy Manager Woodhouse were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

6. OLD BUSINESS

6.A. District Website Update.

Vani Kathula presented a summary of the proposals received for the RFP. Staff and President Sclafani will meet with proposers prior to the next Board meeting and update the Board at the next meeting on Tuesday April 6, 2021.

6.B. Status of SRF Loan and Design Update.

Manager Porter reported that no new information has been provide by the State on the status of the loan package.

Deputy Manager Woodhouse reported that the final drawings had been completed for the CIP project and would be going through Quality Control reviews over the next week. The technical specifications, bid summary, and front-end documents are being worked on. Additional revisions to the front-end specifications will be made once the final loan package is received.

6.C. Long Range Financial Planning.

The Board discussed the goals for the strategic plan. Example strategic plans they reviewed prior to the meeting were discussed. At the next meeting, the Board will work to reach consensus on the goals for the plan and which goals have the highest priority.

6.D. Budget Second Review.

Manager Porter presented the updated budget for discussion with the Board members.

6.E. GreenWaste Recovery, Inc. – Annual Spring Clean Up Day Update.

Manager Porter reported that the GreenWaste has proposed to move E-Waste bins from Luther Burbank School’s parking lot to Basile Ave and the flyer will be updated by Greenwaste.

6.F. Form 700 Update.

Manager Porter reported not all Board members had submitted their Form 700. Board members are to file their Form 700 by April 1, 2021.

6.G. COVID-19 Update.

Manager Porter reported that the Inspectors are now eligible to receive vaccine once they can schedule appointments.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meetings of March 2, 2021.

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

Move: Yoder

Second: Kaelker-Boor

Board vote:

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

Noes: None

Absent: None

8. WARRANTS

8.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)

Motion: To approve four (4) warrants as listed.

Move: Yoder

Second: Prupes

Board vote:

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

Noes: None

Absent: None

9. NEW BUSINESS

9.A. Set Public Hearing for FY2021-2022 Taxroll Collection on June 15, 2021.

The Board directed staff to schedule Public Hearing for FY2021-2022 Taxroll Collection on June 15, 2021.

9.B. LAFCO Notice of Public Hearing – Proposed FY2021-2022 LAFCO Budget.

Manager Porter reported that the meeting will be held April 7, 2021 at 1:15 PM. The meeting announcement is provided at the link below:

<https://santaclaralafco.org/about-lafco/financial-information>

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

No housekeeping items to update.

10.B. Agenda Items for Next Upcoming Meeting.

No update.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 6, 2021

Motion: To adjourn meeting at 9:33 pm.

Move: Yoder

Second: Kaelker-Boor

Board vote:

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

Noes: None

Absent: None

Approved: April 6, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE