

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)
Advisor: Richard Tanaka (present for the beginning of the open session and the entire closed session)
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Kaelker-Boor

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 – None.

4.C. Board Commentary - None.

5. CLOSED SESSION

5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code Section 54956.9(d)(1) 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 7:35 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 March 16, 2021.

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

Move: Yoder

Second: Kaelker-Boor

Board vote:

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

Noes: None

Absent: None

7. NEW BUSINESS

7.A. 2009A Sewer Revenue Bonds Paid Off Reserve Refund.

Manager Porter reported that a refund check for \$6,460.45 was sent to District and was deposited.

8. OLD BUSINESS

8.A. Status of SRF Loan and Design Update

Manager Porter shared the due diligence questionnaire from the SWRCB. There are no imminent issues that could impact the District's ability to repay the SRF loan.

8.B. Long Range Financial Planning.

The Board discussed the primary categories for the plan including Communications, Education (capacity building), Accountability, Operations, Finance/Viability, and Overview/Mission/Vision.

Initial work on communications will focus on identifying the constituents of the District. Board and staff will focus on communications, education, and finance for the next meeting.

8.C. GreenWaste Recovery, Inc – 1.) Spring Clean Up Day Update, 2) Spring-Summer Newsletter.

Manager Porter provided an update dumpster map for the Spring Clean-up day. Board reviewed and noted the GreenWaste's Spring-Summer Newsletter.

8.D. District Website Update.

President Sclafani and Vani Kathula had discussions with the highest ranked proposer and agreed on the best qualified person to lead the website development. Staff will notify the proposers and negotiate an agreement.

8.E. COVID-19 Update.

Manager Porter provided an update on District staff that are now able to get vaccine.

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, April 20, 2021

Motion: To adjourn meeting at 9:24 pm.

Move: Yoder **Second:** Prupes

Board vote: **Ayes:** Yoder, Kaelker-Boor, Prupes, Sclafani

Noes: None

Absent: Colson (*Director Colson left meeting in the midst of item 8.B. due to technical difficulties.*)

Approved: April 20, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE