

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: Ken Colson, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor (joined during the closed session at 7:14 p.m.)
Directors Absent: Rebecca Yoder (excused)
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: Colson

Second: Prupes

Board vote:

Ayes: Colson, Prupes, Sclafani

Noes: None

Absent: Yoder, Kaelker-Boor

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 7:08 pm and ended at 7:20 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 April 6, 2021.

Motion: To approve Meeting Minutes from the Regular Meetings of April 6, 2021.

Move: Kaelker-Boor

Second: Colson

Board vote:

Ayes: Prupes, Sclafani, Kaelker-Boor, Colson

Noes: None

Absent: Yoder

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. City of San Jose (TP O&M and Capital Billing Q4 FY2020-21)
6. Cupertino Sanitary District (Common Interest Agreement Cost Sharing Q2 FY2020-21)

Motion: To approve six (6) warrants as listed.

Move: Colson

Second: Kaelker-Boor

Board vote:

Ayes: Prupes, Sclafani, Kaelker-Boor, Colson

Noes: None

Absent: Yoder

8. NEW BUSINESS

8.A. FY2020-21 Third Quarter Financial Review.

Manager Porter presented the summary table of the budget report for the third quarter FY2020-21.

8.B. Form 470 Filing.

Board members to file Form 470 by July 31, 2021.

9. OLD BUSINESS

9.A. Status of SRF Loan and Design Update

Manager Porter advised that the Due Diligence Survey had been completed and sent to the State.

9.B. Long Range Financial Planning.

Board requested staff to have a more active role in the development of the Strategic Plan and suggested to investigate participation as a public agency in the NextDoor social media platform.

9.C. GreenWaste Recovery, Inc – 1.) Annual CPI Increase.

Board reviewed and accepted the GreenWaste’s Annual CPI increase.

Motion: To accept the CPI increase.

Move: Colson

Second: Prupes

Board vote:

Ayes: Prupes, Sclafani, Kaelker-Boor, Colson

Noes: None

Absent: Yoder

9.C.2. GreenWaste Refuse Protocols – Issue on Overloaded Dumpsters at Apartment Houses and County Ordinance and Stopping Contamination of Recycling.

Board would like to get feedback from GreenWaste on cross contamination and what are they doing to avoid future rate increases.

9.C.3 Annual Spring Clean Up Day Update.

Manager Porter to report back to the Board at the next meeting regarding GreenWaste’s charges for Spring Clean Up Day.

9.D. District Website Update.

Manager Porter provided the Board a draft contract for their review and comment. Manager Porter will share with the consultant and provide a final agreement in the next Board packet.

9.E. 1975 Scott Street Mainline Extension Update.

Manager Porter advised that the project started construction this Monday. Contractor will take approximately one week to complete the work.

9.F. COVID-19 Update.

No update.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

No housekeeping items to update.

10.B. Agenda Items for Next Upcoming Meeting.

- NextDoor
- GreenWaste reports back to the Board

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, May 4, 2021

Motion: To adjourn meeting at 8:32 pm.

Move: Prupes

Second: Kaelker-Boor

Board vote:

Ayes: Colson, Kaelker-Boor, Prupes, Sclafani

Noes: None

Absent: Yoder

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
April 20, 2021**

Approved: May 4, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE