

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 7:00 p.m.

2. ROLL CALL

Directors Present: Ken Colson (left meeting after Item 9.B), Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor (left meeting after moved Item 10.D), Rebecca Yoder
Directors Absent: None
Counsel Present: None
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager), Vani Kathula.
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda with moving Item 10.D – District Website Update after the Public Hearing and canceling the Closed Session.

Move: Kaelker-Boor

Second: Yoder

Board vote:

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

Noes: None

Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary – Director Kaelker-Boor proposed to add the following items to the public outreach.

- Status of the SRF Loan and CIP Project
- Status of Litigation
- Status of the New Website
- Strategic Plan
- How the drought affects the Sewer District

5. PUBLIC HEARING

5.A. Public Hearing on Taxroll Collection for FY2021-2022

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Board Action – Adopt Resolution No. 286

President Sclafani opened the Public Hearing at 7:12 p.m. and it was closed at 7:13 p.m.; no members of the public attended the Public Hearing.

Motion: To adopt Resolution No. 286 – Approving Sewer Service Charges Report and Collection on the Taxroll for FY2021-2022.

Move: Yoder

Second: Colson

Board vote:

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

Noes: None

Absent: None

10.D. District Website Update. (Moved Item)

Vani Kathula joined the meeting to discuss the website. She presented the draft website and talked about the features and functionality of the site. President Sclafani suggested the Board members provide feedback via a google document to be circulated. Consider a feature for communication to customers.

6. CLOSED SESSION

6.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.

Item was cancelled.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meetings of May 18, 2021.

Motion: To approve Meeting Minutes from the Regular Meetings of May 18, 2021.

Move: Prupes

Second: Yoder

Board vote:

Ayes: Prupes, Sclafani, Colson, Yoder

Noes: None

Absent: Kaelker-Boor

8. WARRANTS

8.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services and BSD CIP)
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. Cupertino Sanitary District (Common Interest Agreement – Milpitas Portion of Invoices 4/1/19 thru 12/31/20)

Motion: To approve five (5) warrants as listed.

Move: Yoder **Second:** Prupes

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

9. NEW BUSINESS

9.A. District Budget FY2021-2022.

Manager Porter presented the draft budget for the next fiscal year 2021-2022.

Motion: To approve the District FY2021-2022 Budget.

Move: Yoder **Second:** Prupes

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

9.B. District Insurance.

Motion: To approve District Insurance renewal proposal for the next fiscal year 2021-2022.

Move: Yoder **Second:** Prupes

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

10. OLD BUSINESS

10.A. Status of SRF Loan and Design Update.

Manager Porter provided an update for the SRF loan and design package. Deputy Manager Woodhouse provided a summary of the proposed schedule for bidding the project and the process for getting the project budget approved by the State.

10.B. Long-Range Financial Planning.

The Board and staff discussed the Long-Range Financial Planning effort and next steps.

10.C. GreenWaste Recovery, Inc Update.

Board reviewed and noted the Spring Clean-Up report from GreenWaste.

10.E. Form 470 Update.

Manager Porter advised that not all Board members had filed their Form 470. Board members are to file their Form 470 by July 31.

10.F. COVID-19 Update.

Manager Porter provided an update on the upcoming meeting of Cal/OSHA to conform their guidelines with the State, County, and CDC.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

Board can continue to have meetings remotely.

11.B. Agenda Items for Next Upcoming Meeting.

Provide Public Outreach to include:

- Status of the SRF loan and the CIP project
- Status of litigation
- Status of the new website
- Strategic Plan
- How the drought effects the sewer District
- NextDoor account for the District

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, July 6, 2021

Motion: To adjourn meeting at 8:24 pm.

Move: Yoder **Second:** Prupes

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

Approved: July 20, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE