

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, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor, Rebecca Yoder
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 (Joined at 8:09 pm)
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Prupes

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 - 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 7:04 pm and ended at 7:16 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 June 15, 2021.

Motion: To approve Meeting Minutes from the Regular Meetings of June 15, 2021.

Move: Yoder

Second: Colson

Board vote:

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

Noes: None

Absent: None

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. Alliant Insurance Services, Inc. (Insurance Premium July 2021 – July 2022)
5. City of San Jose (TP O&M & Capital Billing Q1 2021-2022)
6. Local Agency Formation Commission (LAFCO cost sharing FY2021-22)
7. County Roads & Airports (Encroachment Permit – 1975 Scott St)

Motion: To approve seven (7) warrants as listed.

Move: Yoder

Second: Kaelker-Boor

Board vote:

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

Noes: None

Absent: None

8. NEW BUSINESS

8.A. FY2020-21 Year End Financial Review.

Manager Porter presented the year-end financial information.

9. OLD BUSINESS

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

Deputy Manager Woodhouse provided an update on the status of the bidding for the CIP Project. He then described the process that was used to solicit proposals and select a consultant.

Motion: To approve DBE/Davis Bacon Contract.

Move: Prupes

Second: Kaelker-Boor

Board vote:

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

Noes: None

Absent: None

9.B. Long Range Financial Planning.

Director Prupes provided a status report on the strategic planning process.

9.C. GreenWaste Recovery, Inc Update.

Manager Porter presented the draft newsletter that was sent to the District by GreenWaste for review and comment. Board members provided the following feedback:

- Board suggested that they add recycling dos and don'ts at the end of the newsletter as they have done in the past.
- Board is interesting in hearing more information on the overall performance of GreenWaste (a report card).
- Inform Greenwaste that the Board is updating their website and would like to explore posting the newsletter on the new website.

9.D. District Website Update.

Vani Kathula presented the draft new website and responded to questions from the Board. Staff will break up comments to be resolved by Arif now and by District staff at a later date. Board members will provide their review comments in a google document and send back to Vani. Vani will solicit comments from Board members next week and discuss how their comments will be resolved by Arif or by District staff. We are 96% complete with the consultant contract to make the website ADA compliant.

9.E. COVID-19 Update.

Manager Porter indicated that the Santa Clara County Board of Supervisors plans to encourage all residents to wear masks indoors. Mark Thomas plans to return to work in mid-September and each staff member will work in the office two days per week. The office will be open full time each week with different staff in the office on different days of the week. Nothing has changed at this time regarding holding Board meetings remotely.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

Director Yoder will not attend the next Board meeting.

10.B. Agenda Items for Next Upcoming Meeting.

- District Website Update
- Bid results from CIP Project

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, August 3, 2021

Motion: To adjourn meeting at 9:07 pm.

Move: Yoder **Second:** Prupes

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

Noes: None

Absent: None

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

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

Approved: August 3, 2021

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE