

**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 (joined before Closed Session), Procopio Sclafani, Michelle Kaelker-Boor  
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:** Kaelker-Boor

**Second:** Colson

**Board vote:**

**Ayes:** Colson, Kaelker-Boor, Sclafani

**Noes:** None

**Absent:** Yoder, Prupes

**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 7:05 pm and ended at 7:10 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 July 20, 2021.

**Motion:** To approve Meeting Minutes from the Regular Meetings of July 20, 2021.

**Move:** Colson

**Second:** Kaelker-Boor

**Board vote:**

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

**Noes:** None

**Absent:** Yoder

**7. NEW BUSINESS**

None.

**8. OLD BUSINESS**

8.A. Status of SRF Loan and Design Update. Review bid results and authorize District Manager to issue notice of intent to award.

Board reviewed and provided comments to the bid results.

**Motion:** Authorize District Manager to issue a notice of intent to award to Southwest Pipelines.

**Move:** Prupes

**Second:** Kaelker-Boor

**Board vote:**

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

**Noes:** None

**Absent:** Yoder

8.B. Long Range Financial Planning.

No update.

8.C. District Website Update.

Vani Kathula is working with consultant to make final changes to the website. She will send a link to the new version at the end of this week.

8.D. GreenWaste Recovery, Inc – 2<sup>nd</sup> Quarterly Report April – June 2021.

Board commented the following on the 2<sup>nd</sup> quarterly report.

- The Board would like to see a summary of waste quantities for the past three years so that they can see if waste disposal is seasonal, increasing/decreasing, and to review the potential impacts from COVID-19 behaviors.
- Make sure we have quantities from the fall as well.
- See if there is a correlation with the cleanup days.

8.E. COVID-19 Update.

Manager Porter indicated that Mark Thomas has changed their plan to return to the office in September and will delay its return at a date still to be determined. This week Santa Clara County mandated that masks need to be used in enclosed offices for all vaccinated and unvaccinated employees. No news on when we need to return to meetings in the Boardroom.

**9. HOUSEKEEPING ITEMS**

9.A. Updates on Housekeeping Items.

No update.

9.B. Agenda Items for Next Upcoming Meeting.

No update.

**10. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, August 17, 2021**

**Motion:** To adjourn meeting at 7:55 pm.

**Move:** Prupes

**Second:** Kaelker-Boor

**Board vote:**

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

**Noes:** None

**Absent:** Yoder

Approved: August 17, 2021

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE