

**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 7:04 p.m.

**2. ROLL CALL**

Directors Present: Ken Colson, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor, Rebecca Yoder  
Directors Absent: None  
Counsel Present: None  
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager),  
Vani Kathula (Joined for Item 9D)  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda with Closed Session removed.

**Move:** Prupes

**Second:** Kaelker-Boor

**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.

The Closed Session Item was removed from the agenda during the approval of the agenda.

**6. CONSENT CALENDAR**

6.A. Approval of Minutes from the Regular Meetings of August 3, 2021

**Motion:** To approve Meeting Minutes from the Regular Meetings of August 3, 2021.

**Move:** Colson

**Second:** Prupes

**Board vote:**

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

**Noes:** None

**Absent:** None

**Abstain:** 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. Roto-Rooter Plumbing (69 Topeka Ave)

**Motion:** To approve five (5) 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. Mark Thomas Billing Rates Increase.

Board reviewed and accepted the proposed Billing Rates for Mark Thomas.

**Motion:** Accept Mark Thomas Billing Rates Increase

**Move:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** None

**9. OLD BUSINESS**

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

Deputy Manager Woodhouse presented a revised schedule that accelerates the award of the CIP Project. The State Water Resources Control Board needs to have all of the award documentation from the contractor in order to process the final budget approval package. The Board acknowledged the new award schedule and asked staff to proceed with award of the contract.

9.B. Long Range Financial Planning.

Director Prupes provided a summary of the progress to date and indicated that she will have more information to share with the Board at the next Board meeting.

9.C. GreenWaste Recovery, Inc Update.

Board reviewed and noted the Waste Summary from 2018 to 2021.

9.D. District Website Update.

Vani Kathula joined the meeting to answer any questions on the website update.

9.E. COVID-19 Update.

No Update.

**10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

No Update.

10.B. Agenda Items for Next Upcoming Meeting.

No Update.

**11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, September 7, 2021**

**Motion:** To adjourn meeting at 8:08 pm.

**Move:** Prupes                      **Second:** Yoder

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

Approved: September 21, 2021

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE