

**1. CALL TO ORDER**

The Board of the Burbank Sanitary District convened this date at 7:00 p.m. via teleconferencing in accordance with AB361. President Sclafani called the meeting to order at 7:01 p.m.

**2. ROLL CALL**

Directors Present: Ken Colson, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor (joined meeting at 8:00pm), Rebecca Yoder  
Directors Absent: None  
Counsel Present: Valerie Armento (present for the open session through item 9. B. and the entire closed session)  
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager), Vani Kathula (Joined the meeting for Item 9.C and left meeting at 8:08pm)  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Sclafani

**Second:** Prupes

**Board vote:**

**Ayes:** Colson, Prupes, Sclafani, Yoder

**Noes:** None

**Absent:** Kaelker-Boor

**4. PUBLIC COMMENTARY**

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary - None.

**5. AB 361**

The Board of Directors makes the following findings required by AB 361 in order to continue holding meetings by teleconferencing electronically: (1) the March 4, 2020 Governor’s Proclamation of a State of Emergency is still in effect, (2) over 1 million US residents have died from COVID and health officials continue to encourage social distancing, and (3) due to room capacity limitations, meeting in person would present imminent risks to the health or safety of attendees.

**Motion:** Move make findings (1), (2), and (3) in accordance with AB 361.

**Move:** Yoder

**Second:** Prupes

**Board vote:**

**Ayes:** Colson, Prupes, Sclafani, Yoder

**Noes:** None

**Absent:** Kaelker-Boor

**6. 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 7:09 pm and ended at 7:27 pm. Manager Porter and Deputy Manager Woodhouse were excused. No reportable action was taken at the closed session. Staff rejoined the regular session

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meetings of March 15, 2022

**Motion:** To approve Meeting Minutes from the Regular Meetings of March 15, 2022.

**Move:** Colson

**Second:** Yoder

**Board vote:**

**Ayes:** Prupes, Sclafani, Colson, Yoder

**Noes:** None

**Absent:** Kaelker-Boor

**8. NEW BUSINESS**

None.

**9. OLD BUSINESS**

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

Deputy Manager Woodhouse provided an update on the status of the CIP construction project and on the SRF loan.

9.B. Long Range Financial Planning.

Manager Porter facilitated a discussion on the draft Strategic Plan.

9.C. District Website Update. Board action required: Review budget estimate for website enhancement.

President Sclafani discussed the proposed scope of work for the next phase of the website enhancements.

**Motion:** To approve budget for website enhancements.

**Move:** Colson

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** None.

9.D. GreenWaste Recovery, Inc. – 1) Senate Bill 1383. 2) FY2022-23 Outreach Plan.

1. Board reviewed the statement from GreenWaste regarding Senate Bill 1383 and suggested to post it on the District website.
2. Board reviewed the FY2022-23 Outreach Plan and suggested GreenWaste to complete a Lid Flip audit now that Covid has passed and place results on the outreach plan.

9.E. Annual Mainline and Lateral Maintenance Update. Board action required: Accept project and approve invoice for ABLE Septic Tank Service.

Manager Porter provided information on the annual mainline and lateral maintenance.

**Motion:** To accept project and approve invoice for ABLE Septic Tank Service.

**Move:** Yoder

**Second:** Colson

**Board vote:**

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

**Noes:** None

**Absent:** None

9.F. COVID-19 Update.

No update

## **10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

- District staff to send reminder emails to Board members for Ethics Training due dates this year.

10.B. Agenda Items for Next Upcoming Meeting.

- Discussion Transparency Renewal and Ethics Training (Every 2 years)
- Update GreenWaste agenda item to include Clean-Up Day Board participation

## **11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 19, 2022**

**Motion:** To adjourn meeting at 8:34 pm.

**Move:** Yoder

**Second:** Prupes

**Board vote:**

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

**Noes:** None

**Absent:** None

Approved: April 19, 2022

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE