

**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 7:09 p.m.

**2. ROLL CALL**

Directors Present: Ken Colson, Procopio Sclafani, Michelle Kaelker-Boor, Rebecca Yoder  
Directors Absent: Rene Prupes (Excused absence)  
Counsel Present: Valerie Armento (present for the beginning of the open session and the closed session)  
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager)  
Advisor: Richard Tanaka (present for the open session through closed session)  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** Prupes

**4. PUBLIC COMMENTARY**

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary - None.

**5. AB 361**

The Board makes the following findings required by AB 361 in order to hold this meeting by teleconferencing electronically: (1) the March 4, 2020 Governor’s Proclamation of a State of Emergency is still in effect, (2) the County of Santa Clara positivity rate is over 14% and the County Health Officer continues to encourage social distancing and advises people to wear masks indoors, and (3) due to room capacity limitations, meeting in person could 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:** Kaelker-Boor

**Board vote:**

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

**Noes:** None

**Absent:** Prupes

**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.

Closed session discussion commenced at 7:11 pm and ended at 7:46 pm. Manager Porter and Deputy Manager Woodhouse were excused. No reportable action was taken at the closed session. Staff rejoined the regular session

**7. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA**

7.A. Long Range Financial Planning. Board action required: Discuss Item 7.A.

Manager Porter facilitated a discussion on the communications component of the Long Range Financial Plan. The following were discussed: -

- How to communicate with residents on the annexation process?
- Web site section that talks about the annexation process and how it impacts BSD may be helpful.
- May want to add responses on annexation to the Frequently Asked Questions (FAQ) section on the District website.

**8. CONSENT CALENDAR**

8.A. Approval of Minutes from the Regular Meetings of July 19, 2022

**Motion:** To approve Meeting Minutes from the Regular Meetings of July 19, 2022

**Move:** Yoder

**Second:** Kaelker-Boor

**Board vote:**

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

**Noes:** None

**Absent:** Prupes

**9. NEW BUSINESS**

9.A. California Mandatory Retirement Plan

Manager Porter presented the California Mandatory Retirement Plan.

**10. OLD BUSINESS**

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

Deputy Manager Woodhouse provided an update on the responses that District staff has been providing to questions from the SWRCB.

11.B. District Website Update.

Board requested staff to determine the amount of traffic and other analytics for the website and report at the next Board Meeting.

11.C. GreenWaste Recovery, Inc. – Quarterly Report April – June 2022.

Board inquired about extra cost for an extra clean-up day. Director Yoder will send additional questions that were posted on NextDoor.

11.D. COVID-19 Update.

No update.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Next Upcoming Meeting.

- Research on sewer lateral rebate programs
- What would be required to offer rebates for repairing laterals
- Status of candidates for Board replacement
- Recruitment of new Board members

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, August 16, 2022**

**Motion:** To adjourn meeting at 8:53 pm.

**Move:** Yoder                      **Second:** Colson

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

Approved: August 16, 2022

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE