

**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 7:04 p.m.

**2. ROLL CALL**

Directors Present: Ken Colson, Rene Prupes (excused from the beginning of the meeting, joined after Item 9.A.), Procopio Sclafani, Michelle Kaelker-Boor, Rebecca Yoder  
Directors Absent: None  
Counsel Present: None  
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager)  
Visitors: Christina Seldal

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Yoder

**Second:** Kaelker-Boor

**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 California Department of Public Health and the County Health Officer continue to encourage social distancing and strongly recommend that all people wear masks in all indoors public spaces, 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:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

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

There was no Closed Session.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meetings of September 20, 2022

**Motion:** To approve Meeting Minutes from the Regular Meetings of September 20, 2022

**Move:** Colson

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** Prupes

**Abstain:** None

**8. NEW BUSINESS**

8.A. Board Compensation Increase. Board action required: Set Public Hearing to consider Board Compensation Increase on November 1, 2022.

**Motion:** Set Public Hearing for Board Compensation Increase on November 1, 2022

**Move:** Colson

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** Prupes

**Abstain:** None

**9. OLD BUSINESS**

9.A. Long Range Financial Planning. Board action required: Continue discussion of LRFPP communications.

Board would like to discuss additional public meetings and more outreach to County agencies at the next Board meeting. Staff to send out notes from Strategic plan questionnaire to Board members.

9.B. Status of SRF Loan and CIP Update. Board action required: None.

Deputy Manager Woodhouse reported the status of the SRF Loan and advised that he is meeting with Crysten Cole from the SWRCB on Friday, October 7, 2022 at the District CIP project site. Director Yoder and Prupes may join the group to introduce themselves to Crysten.

9.C. GreenWaste Recovery, Inc. – 2<sup>nd</sup> Clean Up Day Update. Board action required: None.

Manager Porter updated the Board regarding the response from GreenWaste related to the 2<sup>nd</sup> Clean Up Day.

9.D. California Business Roundtable Initiative (CBRT) #21-0042A1. Board action required: Review revised Resolution #290.

**Motion:** To adopt Resolution #290.

**Move:** Yoder

**Second:** Prupes

**Board vote:**

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

**Noes:** None

**Absent:** None

**Abstain:** None

9.E. Lateral Repair Assessment. Board action required: Review revised repair list.

Board reviewed the revised lateral repair list and requested staff prepare the following for Board review and discussion at a future meeting in approximately one month.

- Scope out a capital improvement project to repair the laterals
- Research through CASA and other organizations about funding sources for lateral replacement
- Research options for payment other than a lump sum
- Research Olive Avenue replacement project in 2013-14

9.F. Recruitment of New Board Members. Board action required: Review flyer and door hanger.

Board reviewed and commented the flyer and door hanger. Staff to incorporate the input to the flyer and door hanger for Board review at the next Board meeting. Board also requested staff to develop a page that contains the information from the flyer on the website.

9.G. 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, October 18, 2022**

**Motion:** To adjourn meeting at 9:09 pm.

**Move:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

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

**Noes:** None

**Absent:** None

Approved: October 18, 2022

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

District Manager

Benjamin T. Porter, PE

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Procopio Sclafani, President