

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 7:00 p.m. in person at the District Office at 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing. President Prupes called the meeting to order at 7:05 p.m.

2. ROLL CALL

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete, Kristina Seldal
Directors Absent: None
Counsel Present: Valerie Armento (Present for the open session through Item 6)
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)
Adviser: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Negrete **Second:** Colson

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter provided an update for Annual Mainline and Lateral program. He also shared the CIP Project Completion Letter from State Water Board.

4.C. Board Commentary – Board appreciated the effort of Deputy Manager Woodhouse in executing the District’s CIP work.

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.

There was no closed session.

6. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

6.A. Long Range Financial Planning. Board action required: Discuss Item 6.

Counsel Armento shared and edited the letter regarding the proposed annexations and she will email information regarding the zoning issues and redevelopment permit to new Board Members.

6.B. Board Member Recruitment. Board action required: None

Staff to develop a job description for Board member. Manager Porter shared a letter from former Board members which is intended to help briefly introduce to the new Board members to the terms, people and organizations.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meeting of March 7, 2023

Motion: To approve Meeting Minutes from the Regular Meeting of March 7, 2023

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

8. WARRANTS

8.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. Cupertino Sanitary District (Common Interest Group Cost Sharing November 2022)

Motion: To approve five (5) warrants as listed.

Move: Negrete

Second: Colson

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

9. NEW BUSINESS

9.A. Board Orientation – Annexation History. Board action required: None.

Manager Porter presented the history of annexation in the District.

10. UNFINISHED BUSINESS

10.A. District Website Update. Board action required: None.

Staff to add History of Annexation to the District Website.

10.B. Form 700 Update. Board action required: Board members to file Form 700 by 4/3/23

All Board Members have completed filing Form 700.

10.C. GreenWaste Recovery, Inc.- Historical Data Bar Chart. Board action required: None.

Staff to post the GreenWaste Historical Data Bar Chart to the District Website. Director Sclafani suggested to show all quarters in the sequence and post it on the website.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

Board would like to review the District's logo. Preliminary design will be done by Director Negrete.

11.B. Agenda Items for Next Upcoming Meeting.

- Redesign District Logo
- Consider cancelling meeting for April 4.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 4, 2023

Motion: To adjourn meeting at 9:00 pm.

Move: Seldal

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Approved: April 18, 2023

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE