

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 7:04 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)
Advisor: None
Visitors: Michelle Kaelker-Boor (Former Board Member)

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Colson

Second: Prupes

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary – None.

5. PUBLIC HEARING

5.A. Public Hearing on Taxroll Collection for FY2023-2024.

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Board Action – Adopt Resolution No. 294

Manager Porter presented the Taxroll Report for FY2023-24. President Prupes opened and closed the Public Hearing. No members of the public attended the Public Hearing.

Motion: To adopt Resolution No. 294 – Approving Sewer Service Charges Report and Collection on the Taxroll for FY2023-24.

Move: Seldal

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

- 5.B. Public Hearing on Proposed Annual CPI Solid Waste Rate Increase of 5.3% for Fiscal Year 2023-2024.
1. Staff Presentation
 2. Open Public Hearing and Receive Testimony
 3. Close Public Hearing
 4. Board Discussion
 5. Board Action – Adopt Resolution No. 295

Manager Porter presented the letter and information from GreenWaste, Recovery, Inc. for CPI increase of 5.3% for Fiscal Year 2023-2024. President Prupes opened and closed the Public Hearing. No members of the public attended the Public Hearing.

Motion: To adopt Resolution No. 295 – Approving Annual CPI Solid Waste Rate Increase of 5.3% for Fiscal Year 2023-2024.

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

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 7:15 pm and ended at 9:06 pm. Manager Porter and Engineer Kathula 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 (LRFP). Board action required: Discuss Item 7.

Item was deferred to next Board Meeting.

8. CONSENT CALENDAR

8.A. Approval of Minutes from the Regular Meeting of May 16, 2023

Motion: To approve Meeting Minutes from the Regular Meeting of May 16, 2023

Move: Negrete

Second: Prupes

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

9. WARRANTS

9.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services)
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 January 2023)
6. GreenWaste Recovery, Inc. (Cost for signs & assembly of barricades – Annual Clean Up Day)

Motion: To approve six (6) warrants as listed.

Move: Negrete

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

10. NEW BUSINESS

10.A. District Budget FY2023-24. Board action required: Review and approve District Budget FY2023-24.

Manager Porter presented the proposed District Budget for FY2023-2024. Board reviewed and provided comments.

Motion: To approve District Budget FY2023-2024.

Move: Sclafani

Second: Prupes

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

10.B. Draft District Audit Report FY2020-21 & FY2021-22. Board action required: Review Audit Report

Staff to email Audit Report to Board and will review and discuss the report at the next Board Meeting.

11. UNFINISHED BUSINESS

11.A. Board Orientation – Street Sweeping. Board action required: None.

Director Colson provided background and the past issues of the District's street sweeping service.

11.B. District Website Update. Board action required: None.

Engineer Kathula provided an update on website. Website migration to Dreamhost has been completed and IBuilt account will be closed.

11.C. GreenWaste Recovery, Inc. 1) GreenWaste MRF Tour, 2) Annual Clean Up Day Update. Board action required: Board Members to select date for the GreenWaste MRF Tour.

Director Negrete, Director Seldal and Director Colson will attend the MRF tour on July 6, 2023 at 1:00pm.

Board reviewed and provided comments on the GreenWaste's Annual Clean up Report. Director Sclafani advised that he has provided notes to President Prupes for improving the Clean Up Day planning process and Board will add this to the District Strategic Plan for discussion.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Next Upcoming Meeting.

- District Audit
- Lateral Rehabilitation Project
- Annual Clean Up Day improvement process and Strategic Plan.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, July 18, 2023

Motion: To adjourn meeting at 9:47 pm and cancel meeting for July 4, 2023 due to Holiday.

Move: Negrete

Second: Colson

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None.

Approved: July 18, 2023

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE