

**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 7:01 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), Cindy Diaz (Assistant Sanitary Engineer)  
Advisor: None  
Visitors: GreenWaste: Tracy Adams, April Menes, Zoraya Atayde, Ereida Atayde, James Redmond, Victor Torre, Omar Lopez

**3. APPROVAL OF AGENDA**

**Motion:** To approve the amended agenda including warrants 8 and 9.

**Move:** Colson                      **Second:** Negrete

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

- 5.A. GreenWaste Recovery, Inc. – Business Meeting. Board action required: None.  
GreenWaste Recovery, Inc. presented their company’s core values and their success. They emphasized the company’s focus on sustainability.
- 5.B. Long Range Financial Planning (LRFP). Board action required: Discuss Clean Up Day.  
Suggestions and challenges for Clean Up Day were discussed between the Board and GreenWaste. Staff to update website with GreenWaste Outreach.

**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 8:05 pm and ended at 8:30 pm. Manager Porter and Engineer Diaz 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 Meeting of June 20, 2023

**Motion:** To approve Meeting Minutes from the Regular Meeting of June 20, 2023

**Move:** Sclafani

**Second:** Seldal

**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)
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. Alliant Insurance Services, Inc. (District Insurance FY2023-24)
6. Harshwal & Company LLP (District Audit Services)
7. County Roads & Airports (Encroachment Permit for Annual Clean Up Day)
8. City of San Jose (TP O&M & Capital Billing 1Q FY2023-24)
9. Cupertino Sanitary District (Common Interest Group Cost Sharing May 2023)

**Motion:** To approve nine (9) warrants as listed.

**Move:** Seldal

**Second:** Colson

**Board vote:**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Absent:** None

**9. NEW BUSINESS**

9.A. FY2022-2023 Year End Financial Review. Board action required: None.

Board reviewed and noted the FY2022-2023 Year End Financial Review.

9.B. District Insurance Renewal FY2023-24. Board action required: Review Insurance Renewal.

Board reviewed and approved the District insurance renewal.

9.C. LAFCO Budget FY2023-24. Board action required: None.

Board reviewed and noted the LAFCO Budget FY2023-24.

**10. FINISHED BUSINESS**

10.A. Board Orientation – Local Agency Formation Commission (LAFCO).

Manager Porter and Board provided the background on LAFCO.

10.B. District Audit Report FY2020-21 & FY2021-22. Board action required: None.

Board reviewed and noted the District Audit Report FY2020-21 & FY2021-22. Staff to upload Audit Report to the District's website.

10.C. Burbank No.44 Annexation Update. Board action required: None.  
Board reviewed and noted the Burbank No.44 Annexation.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

Board discussed outreach items.

11.B. Agenda Items for Next Upcoming Meeting.

Long Term Strategic Planning Meeting to take place on August 1,2023.

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, August 1, 2023**

**Motion:** To adjourn meeting at 9:29 pm.

**Move:** Sclafani                      **Second:** Negrete

**Board vote:**                      **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Absent:** None.

Approved: August 1, 2023

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE