

**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  
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)  
Counsel: Valerie Armento (Present for the open session through Item 5)  
Advisor: None  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Negrete                      **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. 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 7:09 pm and ended at 7:22 pm. Manager Porter and Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

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

- 6.A. Long Range Financial Planning (LRFP). Board action required: Discuss LRFP.  
By consensus, Item 6.A. was deferred to next meeting, October 3, 2023.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of August 15, 2023

**Motion:** To approve Meeting Minutes from the Regular Meeting of August 15, 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)

**Motion:** To approve two (2) warrants as listed.

**Move:** Colson

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None

**9. NEW BUSINESS**

9.A. Conduct Board Election to Vote 2023 Board Secretary and Interim Secretary. Board action required: Elect 2023 Board Secretary and Interim Secretary.

The Board elected to re-vote the Board Secretary.

President Prupes nominated Director Sclafani as Board Secretary and Director Seldal as Interim Board Secretary.

**Motion:** To Elect Director Sclafani as 2023 Board Secretary and Director Seldal as Interim Secretary.

**Unanimous consensus:** Prupes, Sclafani, Colson, Negrete, Seldal

9.B. Report on CASA Conference August 9-11, 2023. Board action required: None.

Manager Porter shared the information of CASA Conference and provided summaries of the CASA Conference sessions that he attended.

**10. UNFINISHED BUSINESS**

10.A. Board Orientation – District Boundary Map. Board action required: None.

Manager Porter presented the District Boundary Map and the history of the annexations to the Board. District's communication with LAFCO related updating the District's boundary map on LAFCO's website was discussed. District Staff will provide the image of the updated BSD District map to LAFCO to update their website.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

- Director Seldal to enquire about threshold limitations on development from the County.

11.B. Agenda Items for Upcoming Meetings.

- Long Range Financial Planning for next meeting on 10/3/2023
- Board Orientation Topic – CSRMA Conference for meeting 10/17/2023
- Board Orientation Topic – Alternative Board Member Recruitment Requirements for future meeting
- Director Sclafani will be absent for the Board meeting on October 17, 2023.

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, October 3, 2023**

**Motion:** To adjourn meeting at 8:35 pm.

**Move:** Colson                      **Second:** Seldal

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

Approved: October 3, 2023

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE