# BURBANK SANITARY DISTRICT BOARD OF DIRECTORS

## 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, Ken Colson, Mark Negrete, Kristina Seldal
Directors Absent:	Procopio Sclafani (Excused Absence)
Staff:	Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)
Counsel:	Valerie Armento (Present for the open session through Item 4)
Advisor:	None
Visitors:	None

## **3.** APPROVAL OF AGENDA

Motion: To approve the revised agenda, moving Item 6A up in the agenda for District Counsel to attend.

Move: Negrete	Second: Colson
Board vote:	Ayes: Colson, Seldal
	Noes: None
	Absent: Sclafani

## 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.

No closed session

#### 6. UNFINISHED BUSINESS ITEM

#### 6.A. LAFCO website

District Manager Porter provided an update to the Board regarding the communication made with LAFCO regarding the website boundary and inquiry regarding blighted property.

District Counsel Armento explained the process for certification of completion for annexed properties and went over the zoning code and explained specifics about community preservation and blighted properties. 6.B. Long Range Financial Planning (LRFP). Board action required: Discuss LRFP.

The Board discussed LRFP. President Prupes is working on consolidating the sections in the LRFP. President Prupes will send out draft LRFP to the Board for review.

The next working session for LRFP will be on December 5, 2023. Prior to that, the Board will send any feedback to District Manager Porter.

## 7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meeting of October 3, 2023

Motion: To approve Meeting Minutes from the Regular Meeting of October 3, 2023

Move: Colson	Second: Seldal
Board vote:	Ayes: Prupes, Negrete
	Noes: None
	Absent: Sclafani
	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. City of San Jose (TP O&M & Capital Billing Q2 2023-24)

**Motion:** To approve four (4) warrants as listed.

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

#### 9. NEW BUSINESS

9.A. FY2023-2024 First Quarter Financial Review. Board action required: None.

Board reviewed and noted the FY2023-2024 First Quarter Financials.

9.B. GreenWaste Recovery, Inc. – Fall/Winter Newsletter. Board action required: None.

Board review and noted the Fall/Winter Newsletter.

## **10. UNFINISHED BUSINESS**

10.A. Board Orientation – Operations Code. Board action required: None.

Manager Porter presented the District's Operations Code to the Board. District will be reviewing and updating some sections of the operations code to reflect current practices.

10.B. LAFCO Follow Up Update. Board action required: None

# **11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

Director Seldal suggested that the Board should consider having one Board member attend CASA every year.

11.B. Agenda Items for Upcoming Meetings.

Add Clean Up Day as standing agenda item.

# 12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, November 7, 2023

Motion: To adjourn meeting at 8:34 pm.

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

Approved: November 21, 2023

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager Benjamin T. Porter, PE