

**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 7:03 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 8)  
Advisor: None  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Sclafani,           **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. 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.

The closed session discussion commenced at 7:06 pm and ended at 7:12 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. Board Orientation. Board action required: Discuss memo on ADUs and Sanitary Sewer District. District Counselor Valerie Armento discussed the memo on ADU and Sanitary Sewer District.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of December 5, 2023

**Motion:** To approve Meeting Minutes from the Regular Meeting of December 5, 2023

**Move:** Colson

**Second:** Sclafani

**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. Cupertino Sanitary District (Common Interest Agreement July – September 2023)
5. California Association of Sanitation Agencies (Registration 2024 CASA Winter Conference)
6. State Water Resources Control Board (Annual Permit Fee 7/1/23 – 6/30/24)
7. Frangieh Joseph M Trustee (Sewer Service Charges Refund FY2023-24 – 150 & 152 Cleveland Ave)

**Motion:** To approve seven (7) warrants as listed.

**Move:** Negrete

**Second:** Seldal

**Board vote:**

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

**Noes:** None

**Absent:** None

Board suggested that District should send a letter informing the homeowner that they are entitled to get a refund for three additional years upon verification of their tax bills.

**9. NEW BUSINESS**

9.A. Board Elections. Elect a new President and Secretary for 2024. Board action required: Elect 2024 Board President and Secretary.

**Motion:** To elect Director Prupes as Board President and Director Sclafani as Board Secretary.

**Move:** Seldal

**Second:** Negrete

**Board vote:**

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

**Noes:** None

**Absent:** None

**10. UNFINISHED BUSINESS**

- 10.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) Updated Annual Service Notice. Board action required: Consider May 11, 2024, as the Annual Spring Clean Up Day.

The Board approved May 11, 2024, as the Annual Spring Clean Up Day. The Board reviewed the updated Annual Service Notice and suggested including a QR code in the notice to list the allowable scrap metals that can be disposed of in the recycle bin. Board discussed the importance of outreach activities to be done prior to the Annual Clean Up Day.

**11. HOUSEKEEPING ITEMS**

- 11.A. Updates on Housekeeping Items.

Board member Seldal registered for CASA.

- 11.B. Agenda Items for Upcoming Meetings.

Update on Website will be discussed during January 16, 2024, meeting.

Strategic Planning will be discussed during the February 2024 meeting.

The Board cancelled the meeting for January 2, 2024

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, January 16, 2024**

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

**Move:** Seldal

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None.

Approved: January 16, 2024

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE