

**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 (Joined Remotely), Ken Colson, Mark Negrete, Kristina Seldal  
Directors Absent: None  
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)  
Counsel: None  
Advisor: None  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Prupes                      **Second:** Seldal

**Board vote (roll call):**                      **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.

There was no closed session.

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

- 6.A. Long Range Financial Planning. Board action required: Discuss LRFP.  
Staff to send links or files to new Board Members that provide the sample strategic plans that the Board reviewed at the beginning of the LRFP process for reference.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of December 19, 2023

**Motion:** To approve Meeting Minutes from the Regular Meeting of December 19, 2023

**Move:** Seldal

**Second:** Colson

**Board vote (roll call):**

**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. City of San Jose (TP O&M & Capital Billing Q3 FY23-24 + Capital Adjustment FY22-23)

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

**Move:** Colson

**Second:** Negrete

**Board vote: (roll call)**

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

**Noes:** None

**Absent:** None

Director Prupes requested that the total amount of the warrants be amended to include the replacement check of \$500.00 that was previously issued to Armento and Hynes, LLP on 12/19/23 that was not delivered by the USPS. The \$500 check was voided, but the replacement needs to be included in the total warrant amount. The amended warrant list is attached.

**9. NEW BUSINESS**

9.A. FY2023-24 Second Quarter Financial Review. Board action required: None.

The Board reviewed and noted the FY2023-24 Second Quarter Financial Report.

9.B. City of San Jose – Capital Billing FY2022-23 Q3 Cash Contribution Adjustment. Board action required: None.

The Board and staff noted that the invoice was not expected as the District normally receives a credit.

9.C. Annual Mainline and Lateral Maintenance. Board action required: Review and award bid for Annual Mainline and lateral Maintenance.

Manager Porter presented the three bids to the Board and recommended awarding the project to ABLE Septic Tank Service, which is the lowest bid.

**Motion:** To authorize District Manager to accept the bid and execute the maintenance contract.

**Move:** Seldal

**Second:** Negrete

**Board vote (roll call):**

**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: Review and approve Annual Service Notice.

President Prupes advised that Repair Café will be able to participate at the Clean Up Day to repair items like small machines and other repair services to items that may otherwise be diverted to the dumpsters. The Board suggested having some pictures or graphics that show no batteries under the Hazardous Waste prohibitions on the Annual Service Notice.

**11. HOUSEKEEPING ITEMS**

- 11.A. Updates on Housekeeping Items.  
No update.
- 11.B. Agenda Items for Upcoming Meetings.
- Update on community partner for Clean Up Day

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, February 6, 2024**

**Motion:** To adjourn meeting at 8:05 pm.

**Move:** Seldal

**Second:** Negrete

**Board vote: (roll call)**

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

**Noes:** None

**Absent:** None.

Approved: February 6, 2024

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE