

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 (Joined Remotely), Procopio Sclafani (Joined Remotely), 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 Closed Session)
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Seldal

Second: Colson

Board vote (roll call):

Ayes: Colson, Seldal, Negrete

Board vote (roll call remotely) Ayes: Prupes, Sclafani

Noes: None

Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary – President Prupes and Director Sclafani informed that they attended the meeting remotely using just cause for a potentially contagious illness.

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 7:13 pm and ended at 7:29 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. Board action required: Discuss LRFPP.

Manager Porter advised that he has reached out to Castro Valley Sanitation District regarding their Strategic Plan. He will ask for a copy of the earlier draft version of their Strategic Plan.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meeting of February 6, 2024

Motion: To approve Meeting Minutes from the Regular Meeting of February 6, 2024

Move: Negrete

Second: Colson

Board vote (roll call):

Ayes: Colson, Seldal, Negrete

Board vote (roll call remotely) Ayes: Prupes, Sclafani

Noes: None

Absent: 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. Kristina Seldal (CASA Conference Expenses)

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

Move: Sclafani

Second: Negrete

Board vote (roll call):

Ayes: Colson, Seldal, Negrete

Board vote (roll call remotely) Ayes: Prupes, Sclafani

Noes: None

Absent: None

9. NEW BUSINESS

9.A. Annual Form 700 Filing. Board action required: Complete individual Filing by April 2, 2024.

Several Board members have completed filing the Form 700.

9.B. FY2024-25 Regional Wastewater Facility Capital Cost Allocation. Board action required: None.

Manager Porter presented the FY2024-25 RWF Capital Cost Allocation.

10. UNFINISHED BUSINESS

10.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) SB613 Waiver from Organic Waste Collection Requirements. 3) Quarterly Report Oct – Dec 2023 & Annual Report Jan – Dec 2023. Board action required: Review Annual Spring Clean Up Flyer.

- 1) Board and staff discussed and provided feedback for the Annual Spring Clean Up Flyer. The Annual Spring Clean Up Sub-Committee was formed for Annual Spring Clean Up planning consisting of members Directors Sclafani, Negrete, and Seldal.

Motion: To form the Annual Spring Clean Up Sub-Committee.

Move: Seldal

Second: Colson

Board vote (roll call): Ayes: Colson, Seldal, Negrete

Board vote (roll call remotely) Ayes: Prupes, Sclafani

Noes: None

Absent: None

- 2) Board reviewed and noted the SB613 Waiver from Organic Waste Collection Requirements.

- 3) Board reviewed and noted the Quarterly and Annual Reports.

10.B. District Website Update. Board action Required: None

Engineer Kathula provided an update on the plan to implement Cleanup Day Details on the website.

10.C. Board Orientation – Sustainability Policy. Board action required: None.

Sustainability Policy will be included in future discussion for the Long-Range Financial Planning.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Upcoming Meetings.

Director Seldal will send out Board Orientation topics based on CASA Conference.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, March 5, 2024

Motion: To adjourn meeting at 8:39 pm.

Move: Negrete

Second: Colson

Board vote (roll call): Ayes: Colson, Seldal, Negrete

Board vote (roll call remotely) Ayes: Prupes, Sclafani

Noes: None

Absent: None

Approved: March 5, 2024

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE