

**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 7:02 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: None  
Advisor: None  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Seldal

**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.

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.

Board asked staff to prepare draft for request for proposal to prepare LRFP for the District.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of March 5, 2024

**Motion:** To approve Meeting Minutes from the Regular Meeting of March 5, 2024

**Move:** Colson

**Second:** Negrete

**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 Cost Sharing Jul-Sep 2023)
5. ABLE Septic Tank Service (Annual Mainline & Lateral Maintenance)

**Motion:** To approve five (5) warrants as listed.

**Move:** Negrete

**Second:** Seldal

**Board vote:**

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

**Noes:** None

**Absent:** None

**9. NEW BUSINESS**

9.A. Preliminary District Budget FY2024-25. Board action required: Discuss Preliminary Budget.

District Manager Porter presented a preliminary Budget for FY 2024-205. The board proposed to increase the budget for outreach and education, annual clean up, conference registration. Board requested District staff to find out the reasons for WWTP Operation & Maintenance budget increase. District staff needs to prepare an estimated budget to enhance the BSD website

9.B. Consideration of Rate Increase. Board action required: Discuss and consider Rate Increase.

It was the consensus of the Board not to proceed with a rate increase.

**10. UNFINISHED BUSINESS**

10.A. GreenWaste Recovery, Inc. – Annual Spring Clean Up Planning. Board action required: Review and approve Annual Clean Up Flyer.

Board reviewed and approved the Annual Clean Up Flyer, with one change. By consensus Board suggested to change the Repair Cafe logo and QR code.

10.B. Annual Mainline and Lateral Maintenance Update. Board action required: None.

Board reviewed Annual Mainline and Lateral Maintenance expenses. ....

10.C District Website Update. Board action required: None.

Engineer Kathula provided an update for the District Website.

10.D. Board Orientation – CASA Awards Program. Board action required: None.

Board suggested that BSD should nominate and participate in the award process. District Manager Porter will email the Board a list of previous award CASA award winners and their categories. Board will be sending the categories of awards that the Board would consider to Manager Porter by April 1, 2024.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Upcoming Meetings.

- Updated Budget
- BSD Nomination categories for CASA awards

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 2, 2024**

**Motion:** To adjourn meeting at 8:42 pm.

**Move:** Seldal

**Second:** Sclafani

**Board vote: (roll call)**

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

**Noes:** None

**Absent:** None.

Approved: April 16, 2024

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE