

**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 7:00 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:** Negrete

**Second:** Seldal

**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.

Item 6.A. was deferred to the end of the meeting.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of March 19, 2024, and April 2, 2024.

**Motion:** To approve Meeting Minutes from the Regular Meeting of March 19, 2024

**Move:** Colson

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None

**Abstain:** None

**Motion:** To approve Meeting Minutes from the Regular Meeting of April 2, 2024

**Move:** Colson

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None

**Abstain:** Seldal

**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 Q4 FY2023-24)
5. Luther Burbank School District (Parking lot fee for Annual Clean Up Day)
6. County Roads & Airports (Encroachment Permit for Annual Clean Up Day)

**Motion:** To approve six (6) warrants as listed.

**Move:** Colson

**Second:** Negrete

**Board vote:**

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

**Noes:** None

**Absent:** None

**9. NEW BUSINESS**

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

Manager Porter presented the Third Quarter Financial Report. Staff to check if the Preventive Maintenance expense was recorded in the correct row. President Prupes would like to know if there a minimum or maximum reserve balance that we need to maintain. Staff to check with counsel for the guideline.

9.B. November 5, 2024, General Election. Board action required: Review and adopt Resolution #296.

The Board reviewed and adopted Resolution#296. President Prupes and Director Colson will submit the Election Nomination forms to the Office of Registrar of Voters during the nomination period between July 15, 2024, to August 9, 2024.

**Motion:** To adopt Resolution #296 – Requesting and Consenting to Consolidation of Elections.

**Move:** Seldal

**Second:** Colson

**Board vote:**

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

**Noes:** None

**Absent:** None

9.C. Form 470 Filing. Board action required: Board Members to file Form 470 by July 31, 2024. Staff to submit revised Board Member information to Registrar of Voters related to Form 470 Filing.

9.D. California Integrated Water Quality System (CIWQS) Annual Report 2024. Board action required: None

Board reviewed and noted the CIWQS 2024 Annual Report. Staff to post it on the District’s website.

9.E. Set Public Hearing for FY2024-25 Taxroll Collection on June 18, 2024. Board action required: Set Public Hearing for Taxroll Collection on June 18, 2024.

**Motion:** Set Public Hearing for FY2024-25 Taxroll Collection on June 18, 2024.

**Move:** Seldal

**Second:** Sclafani

**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) FY2024-25 Outreach Plan. 3) 2024 Summer Newsletter. Board action required: None.

The Board discussed the Annual Clean Up Planning including finding out if there is power outlet for Repair Café to use and if they need canopy and water on the Clean Up Day. Staff to provide GreenWaste’s contact information for Clean Up Day to the Board.

The Board reviewed and noted the FY2024-25 Outreach Plan and Summer Newsletter. The Board suggested to request that GreenWaste add the District Website QR code to all the GreenWaste’s future communications. The Board also wanted to find out what is the age limit to visit the GreenWaste Facility Tour.

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

Engineer Kathula provided an update for the District Website.

10.C. Board Orientation. Board action required: None.

No update.

## **6. UNFINISHED BUSINESS DEFERRED ON THE AGENDA**

6.A. Long Range Financial Planning. Board action required: Discuss LRFPP.

Item 6.A. Manager Porter will contact staff at Mark Thomas to determine support for preparing the Long-Range Financial Plan, including graphics, technical writing, and strategic support.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

No Housekeeping Items.

11.B. Agenda Items for Upcoming Meetings.

- May 7 meeting for LRF Planning

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, May 7, 2024**

**Motion:** To adjourn meeting at 8:41 pm.

**Move:** Seldal

**Second:** Negrete

**Board vote:**

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

**Noes:** None

**Absent:** None.

Approved: May 21, 2024

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE