

**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 7:15 p.m. due to technical difficulties.

**2. ROLL CALL**

Directors Present: Rene Prupes (attended remotely), 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:** Colson

**Second:** Negrete

**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.

Manager Porter advised that Mark Thomas has an internal Director of Strategic Solutions who can help to prepare the LRFP. The Board decided to enhance the current LRFP during June and July and engage the Mark Thomas consultant in July.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of April 16, 2024.

**Motion:** To approve Meeting Minutes from the Regular Meeting of April 16, 2024

**Move:** Sclafani

**Second:** Seldal

**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. Cupertino Sanitary District (Common Interest Agreement Cost Sharing – March 2024)
5. GreenWaste Recovery, LLC (Annual Clean Up Day – Cost for signs & assembly of barricades)

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

**Move:** Seldal

**Second:** Colson

**Board vote (roll call):**

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

**Noes:** None

**Absent:** None

**9. NEW BUSINESS**

9.A. San Jose/Santa Clara Regional Wastewater Facility – Revised Tributary Agencies' Estimated Available Plant Capacity 2023. Board action required: None.

The Board reviewed and noted the revised San Jose/Santa Clara Regional Wastewater Facility Estimated available plant capacity 2023.

9.B. Registrar of Voters – Proposed Fees Schedule. Board action required: None.

The Board reviewed and noted the proposed fees scheduled for Registrar of Voters. Staff to request an estimate of election fees.

**10. UNFINISHED BUSINESS**

10.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Update. 2) Annual CPI Increase. 3) GreenWaste Sorting Poster. 4) 2023 Sustainability Report. Board action required: Review and accept Annual CPI Increase.

- 1) The Board provided an overview of the Annual Spring Clean Up Day, and the event was successful. The Board also discussed items to be improved.
- 2) The Board reviewed and noted the Annual CPI increase. No action required as it is part of the agreement.
- 3) Board reviewed the sorting poster and suggested that staff request permission to post it on the District's website.
- 4) The Board also reviewed and noted the GreenWaste 2023 Sustainability Report.

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

Engineer Kathula presented the updates made to the website. The Board recommended removing the pictures of the residents and suggested keeping only GreenWaste's pictures.

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

Board Members signed and filed the Form 470. The Board received a communication regarding participation in the Education Seminar on Fair Political Practices. Staff to check with District Counsel if Board Members are required to participate and get compensated for their time.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

No Housekeeping Items.

11.B. Agenda Items for Upcoming Meetings.

No Update.

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, June 4, 2024**

**Motion:** To adjourn meeting at 9:15 pm.

**Move:** Prupes

**Second:** Negrete

**Board vote (roll call):**

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

**Noes:** None

**Absent:** None.

Approved: June 18, 2024

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE