

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, joined remotely)
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 – President Prupes advised that she and Director Colson had submitted the nomination form for the upcoming election to the Registrar of Voters.

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. CONSENT CALENDAR

6.A. Approval of Minutes from the Special Meeting of August 6, 2024

Motion: To approve Meeting Minutes from the Special Meeting of August 6, 2024

Move: Negrete

Second: Colson

Board vote:

Ayes: Prupes, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: Sclafani

7. WARRANTS

7.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 – June 2024)
5. Alliant Insurance Services, Inc. (District Insurance Premium 2024)
6. Mark Negrete (CASA Expenses)

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

Move: Colson

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

8. NEW BUSINESS

8.A. Biennial Review of Conflict-of-Interest Code. Board action required: Review COI Code.

Manager Porter presented the COI which was adopted in 2016. The Board noted and consented to keep the Biennial COI as it stands.

8.B. District Budget Revision. Board action required: Consider increasing budget for Legal Outside Services from \$25k to \$100k.

Motion: To adopt the proposed budget of Legal Outside Services from \$25k to \$100k for FY2024-25.

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete

Noes: None

Absent: None

Abstain: Seldal

8.C. CASA Conference Report. Board action required: None.

President Prupes and Director Negrete shared their experience of attending the CASA conference.

8.D. District Information on Google Site. Board action required: None.

The Board requested staff to check with Google to claim ownership of the BSD website.

9. UNFINISHED BUSINESS

9.A. Long Range Financial Planning. Board action required: Discuss LRFP.

Manager Porter advised that the Strategy Consultant is scheduled to attend the Board meeting on September 17.

9.B. District Insurance Update – Cyber Liability & Network Security Insurance. Board action required: None.

The Board requested staff to check if Mark Thomas insurance plan would cover the District's website insurance. Staff to prepare a report and send it to the Board before the next meeting.

- 9.C GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning, 2) Quarterly Report April – June 2024. required: None.
President Prupes reported some issues and complaints that trash was not picked up.
The Board reviewed and noted the Quarterly Report.
- 9.D District Website Update. Board action required: None.
No Update.
- 9.E. Board Orientation. Board action required: None.
Manager Porter discussed FOG, food waste, digestion, and co-digestion in response to topics that were brought up by Director Seldal.

10. HOUSEKEEPING ITEMS

- 11.A. Updates on Housekeeping Items.
No Update.
- 11.B. Agenda Items for Upcoming Meetings.
Board cancelled the September 3 Meeting.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, September 17, 2024.

Motion: To adjourn meeting at 9:07 pm.

Move: Prupes

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Approved: September 17, 2024

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE