

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 5:30 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 5:32 p.m.

2. ROLL CALL

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson (joined remotely), Mark Negrete, Kristina Seldal (Left meeting at 7:20 pm)
Directors Absent: None
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer, joined remotely), Vincent Mammano (Strategy Consultant)
Counsel: Valerie Armento (Present at the beginning of the meeting through Item 5.)
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Seldal, Negrete

Noes: None

Abstain: Colson

Counsel Armento advised that Director Colson was not able to vote or make motions as he attended the meeting remotely without proper notification for remote attendance.

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter reported that there was an emergency lateral spot repair this week at 55 Cleveland Avenue due to a broken lower lateral which was found from a backup call.

4.C. Board Commentary – President Prupes requested to provide a list of laterals that need to be included in the CIP project.

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 5:44 pm and ended at 5:55 pm. Manager Porter, Consultant Mammano and Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

6. CONSENT CALENDAR

6.A. Approval of Minutes from the Special Meeting of September 17, 2024

Motion: To approve Meeting Minutes from the Special Meeting of September 17, 2024

Move: Negrete

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Seldal, Negrete

Noes: None

Absent: None

Abstain: Colson

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. City of San Jose (TP O&M & Capital Billing Q2 FY2024-25)
4. Able Septic Tank Service (Lateral Stoppage – 2330 Bailey Ave)

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

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Seldal, Negrete

Noes: None

Abstain: Colson

8. NEW BUSINESS

8.B. FY2024-25 First Quarter Financial Review. Board action required: None.

Manager Porter presented the FY2024-25 First Quarter Financial Reports.

He advised that the emergency repair budget will be impacted due to an emergency lateral repair that was completed at 55 Cleveland Avenue in addition to an earlier repair at 2330 Bailey Avenue.

9. UNFINISHED BUSINESS

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

The Board discussed the LRFPP with the Strategy Consultant, Vincent Mammano and will continue to discuss at the Board Meeting of November 19, 2024.

9.B. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) Hefty Renew Program. 3) 2024 Fall/Winter Newsletter. Board action required: Consider selecting May 10, 2025, as Annual Spring Clean Up Day.

1. The Board would like to have the 2025 Annual Spring Clean Up Day either on May 3 or May 17, 2025. Staff to check with GreenWaste for their availability.
2. The Board discussed and advised that GreenWaste may come in for the presentation of the Hefty Renew Program in January 2025 meeting. GreenWaste may take fifteen minutes for this presentation.
3. The Board reviewed and provided comments on the Fall/Winter Newsletter.

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

Engineer Kathula provided an update on the District Website.

10. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Upcoming Meetings.

- Emergency lateral repair update
- Lateral Repair CIP Project
- Cyber Security Insurance

11. ADJOURNMENT – NEXT REGULAR MEETING– Tuesday, November 5, 2024.

Motion: To adjourn meeting at 7:50 pm.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Negrete

Noes: None

Abstain: Colson

Absent: Seldal

Approved: November 18, 2024

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE