

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 5:35 p.m.

2. ROLL CALL

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete, Kristina Seldal (joined remotely)
Directors Absent: None
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer, joined remotely), Vincent Mammano (Strategy Consultant, joined remotely)
Counsel: None
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete

Noes: None

Abstain: Seldal

Director Seldal was not able to vote or make motions as she 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 the District scheduled an emergency lateral spot repair to be done on November 19, at 2330 Bailey Avenue due to a broken lower lateral. This damage was caused by a communication company, and they did not inform the District prior to digging. The communication company will be reimbursing the District the cost of the repair.

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.

The Board discussed and provided comments on draft LRFP with Consultant Mammano. The Board is planning to finalize and adopt the LRFP at the Board meeting on December 17.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Special Meeting of October 22, 2024

Motion: To approve Meeting Minutes from the Special Meeting of October 22, 2024

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Negrete

Noes: None

Absent: None

Abstain: Colson, 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. California Association of Sanitation Agencies (CASA Membership Renewal 2025)
5. Cupertino Sanitary District (Common Interest Agreement July – September 2024)
6. Flowing Water Plumbing & Drain (Emergency Repair – 55 Cleveland Ave)
7. Rene Prupes (CASA Conference Expenses)

Motion: To approve seven (7) warrants as listed.

Move: Negrete

Second: Colson

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete

Noes: None

Abstain: Seldal

9. NEW BUSINESS

9.A. City of San Jose – Revised FY2023-24 Operating & Maintenance Cost Sharing. Board action required: None.

The Board reviewed and noted the Revised FY2023-24 Operating & Maintenance Cost Sharing.

10. UNFINISHED BUSINESS

10A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) Fall/Winter Newsletter Food Waste in Mixed Composable Cart Clarification 3) Plastics #5 Polypropylene. 4) Q3 2024 Quarterly Report July – September 2024. Board action required: Consider selecting May 17, 2025, as Annual Spring Clean Up Day.

1. The Board selected May 17, 2025, for the 2025 Annual Spring Clean Up Day.
2. The Board reviewed notification that food waste may be disposed of in bins with or without bagging.
3. Plastics # 5 Polypropylene information will be included in the direct mailer to residents

as part of outreach and educational efforts on polypropylene recycling.

4. The Board reviewed the Q3 2024 Quarterly Report and requests different format of the data for better review and analysis.

10.B. 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.

The Board canceled the December 3 meeting.

11.B. Agenda Items for Upcoming Meetings.

- Finalize LRFPP
- Cyber Security Insurance
- How to plan the Annual Clean-up Day

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

Motion: To adjourn meeting at 7:31 pm.

Move: Sclafani

Second: Colson

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete

Noes: None

Abstain: Seldal

Absent: None

Approved: December 17, 2024

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE