

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: Ereida Atayde, Ricky Lopez, Omar Lopez (GreenWaste, joined remotely), Catherine Chertudi, Paul Benvenuti (Hefty Team, joined remotely)

3. AMENDMENT AND APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Colson **Second:** Seldal

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Abstain: None

4. PUBLIC COMMENTARY

- 4.A. Visitor Commentary – None.
- 4.B. Agency Representatives – None.
- 4.C. Board Commentary – None.

5. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

- 5.A. GreenWaste Recovery, Inc. – 1) Hefty Renew Program, 2) Annual Spring Clean Up Planning. 3) New GreenWaste Mascot. Board action required: Review Annual Spring Clean Up Flyer
 - 1. Catherine Chertudi and Paul Benvenuti from Hefty Team presented the Hefty ReNew Program to the Board. The program calls for hard to recycle plastics to be collected in a bag which is purchased by residents. This would take the place of the current process where residents may use a free, clear bag of their choosing to hold the same materials in bins to prevent contaminating the recycling stream or going to a landfill
 - 2. Manager Porter advised that the Property Manager of 97 Boston Ave was not able to confirm the availability of their parking lot for the Clean Up Day on May 17, 2025, as they will have a new tenant in April. Staff will see if the owner can confirm use of the parking lot. The Board will consider forming a subcommittee to discuss the Clean Up Day planning.
 - 3. The Board reviewed and noted the new GreenWaste Mascot.

6. CLOSED SESSION

6.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.

No Closed session.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Special Meeting of January 14, 2025

Motion: To approve Meeting Minutes from the Special Meeting of January 14, 2025

Move: Colson **Second:** Negrete

Board vote: **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. City of San Jose (TP O&M & Capital Billing Q3 FY2024-25)
5. Cupertino Sanitary District (Common Interest Agreement – October 2024)
6. County Roads & Airports (Encroachment Permit – 55 Cleveland Ave)
7. County Registrar of Voters (2024 General Election)
8. California Association of Sanitation Agencies (CASA Conference – Rene Prupes)

Motion: To approve eight (8) warrants as listed.

Move: Seldal **Second:** Sclafani

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Abstain: None

9. NEW BUSINESS

9.A. FY2024-25 Second Quarter Financial Review. Board action required: None

Manager Porter presented the second quarter FY2024-25 Financial Report.

9.B. 124 Boston Ave – Emergency Repair. Board action required: None.

Manager Porter reported that there will be an emergency repair at 124 Boston Ave due to a broken pipe. The rehabilitation work is scheduled to be done in 2 weeks.

9.C. Annual Mainline and Lateral Maintenance. Board action required: Review and award bid for Annual Maintenance.

Motion: To award Annual Mainline and Lateral Maintenance to ABJDD Plumbing.

Move: Scalfani **Second:** Seldal

Board vote: **Ayes:** Prupes, Scalfani, Colson, Negrete, Seldal
Noes: None
Abstain: None

10. UNFINISHED BUSINESS

10.A. Long Range Financial Planning. Board action required: Finalize LRFP.

The Board provided comments to the LRFP. Manager Porter will do a final review and finalize the LRFP.

10.B. Cyber Liability & Network Security Insurance Update. Board action required: None.

Manager Porter provided update on Cyber Insurance.

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

Engineer Kathula provided an update on the District Website.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Upcoming Meetings.

The Board suggest cancelling the next regular meeting for 2/4/25 due to CASA conference.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, February 4, 2025.

Motion: To adjourn meeting at 9:18 pm.

Move: Scalfani **Second:** Colson

Board vote: **Ayes:** Prupes, Scalfani, Colson, Negrete, Seldal
Noes: None
Abstain: None
Absent: None

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
January 21, 2025**

Approved: February 18, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

District Manager
Benjamin T. Porter, PE

Rene Prupes, President