

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 7:06 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)
Counsel:
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
Abstain: None

Director Seldal invoked emergency for remote attendance.

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary – President Prupes confirmed that Board members are not exempt from stipends when participating in jury.

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.

No Closed session.

6. CONSENT CALENDAR

6A. Approval of Minutes from the Regular Meeting of January 21, 2025

Motion: To approve Meeting Minutes from the regular Meeting of January 21, 2025

Move: Negrete **Second:** Colson

Board vote (roll call): **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Absent: None
Abstain: None

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. Roto-Rooter Plumbing (Lateral Maintenance – 388 Rutland Ave)
4. Cupertino Sanitary District (Common Interest Agreement – January 2025)
5. Hogan Lovells US LLP (District Court Appeal October – November 2024)
6. Hunton Andrew Kurth LLP (District Court Appeal October – November 2024)

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

Move: Sclafani **Second:** Negrete

Board vote (roll call): **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Abstain: None

8. NEW BUSINESS

8.A. Virtual Meeting Update. Board action required: None

This item was moved to a future Board meeting.

8.B. Report on CASA Winter Conference 2025. Board action required: None.

President Prupes attended the CASA Winter Conference and shared some of the information from the conference. She will give an additional update at the next meeting.

9. UNFINISHED BUSINESS

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

The Board reviewed final draft report of the LRFP.

9.B. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) Hefty Renew Program. 3) 2024 Annual Report. 4) 2025 Spring/Summer Newsletter. Board action required: 1) Review Annual Spring Clean Up Flyer. 2) Confirmation if BSD will or will not participate in the Hefty Renew Program.

1. The Board discussed Annual Spring Clean Up Planning. Staff to confirm reservation of Luther Burbank School for e-waste and compost, 97 Boston Avenue for Repair Café, and Lincoln High School for backup/bike repair.
2. The Board decided to opt out of the Hefty Renew Program
3. The Board reviewed and noted the GreenWaste Annual Report
4. The Board reviewed and noted the 2025 Spring/Summer Newsletter

9.C. Cyber Liability & Network Security Insurance Update. Board action required: None.

Manager Porter provided update on Cyber Insurance.

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

Engineer Kathula informed the Board of ongoing updates to the District Website that were detailed and included in the agenda packet.

10. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Upcoming Meetings.

- CASA Meeting.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, March 4, 2025.

Motion: To adjourn meeting at 9:08 pm.

Move: Negrete

Second: Sclafani

Board vote (roll call):

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: March 18, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

District Manager

Benjamin T. Porter, PE

Rene Prupes, President