

**BURBANK SANITARY DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
March 18, 2025**

**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), Sarah Chou (Assistant Sanitary Engineer, joined remotely through Item 4.B)  
Counsel: Valerie Armento (Present for open session through Item 8.A.)  
Advisor: None  
Visitors: None

**3. 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 – Manager Porter introduced Sarah Chou to the Board who will take a lead role on communications for the District. Engineer Chou advised that she had contacted the Office of Sustainability, Sheriff's Office, Department of Environmental Health.

Manager Porter also advised that he will schedule a meeting with Mark Thomas IT to discuss cyber security. He also reported that there was an emergency repair at 333 Richmond Avenue to repair a sewer pipe that was broken by the utility's contractor.

4.C. Board Commentary – President Prupes shared the value of having District Management Services information on the website. Staff to create an organization chart and post it on the website.

**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 7:08 pm and ended at 7:16 pm. Manager Porter and Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

**6. CONSENT CALENDAR**

6A. Approval of Minutes from the Regular Meeting of February 18, 2025

**Motion:** To approve Meeting Minutes from the regular Meeting of February 18, 2025

**Move:** Colson

**Second:** Sclafani

**Board vote:**

**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. ABLE Construction Group Inc. (Emergency Repair – 124 Boston Ave)
4. County Roads & Airports (Encroachment Permit – 2330 Bailey Ave)

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

**Move:** Sclafani

**Second:** Negrete

**Board vote:**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Abstain:** None

**8. NEW BUSINESS**

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

Counsel Armento discussed updated virtual meeting requirements with the Board.

8.B. City of San Jose – 1) FY2025-26 Revenue Program. 2) FY2025-26 Regional Wastewater Facility Capital Cost Allocation. Board action required: None

Manager Porter presented the FY2025-26 Revenue Program and Regional Wastewater Facility Capital Cost Allocation to the Board.

8.C. Preliminary District Budget FY2025-26 and Consideration of Rate Increase. Board action required: Discuss Preliminary Budget and Consider Rate Increase.

Manager Porter presented the Preliminary Budget for FY2025-26. The Board provided comments to the budget. Staff to update the budget for the Board to review at the next meeting.

By consensus, the Board decided not to proceed with a rate increase for FY2025-26.

8.D. Memorandum of Understanding (MOU) – California Integrated Waste Management Act of 1989. Board action required: President to sign the MOU.

The Board would like to understand the specific waste reduction objectives and funding obligations for the District under this MOU. Board will consult District's Counsel to clarify the MOU.

8.E. Local Agency Formation Commission of Santa Clara County (LAFCO) – Notice of Public Hearing. Board action required: None.

The Board noted the LAFCO Notice of Public Hearing.

**9. UNFINISHED BUSINESS**

- 9.A. GreenWaste Recovery, Inc. – Annual Spring Clean Up Planning. Board action required: Finalize Spring Clean Up Flyer.

Manager Porter presented the updated flyer on staff coordinated with GreenWaste for a format with the mailing panel. The Board reviewed and would like to go back to the old design. The flyer will be mailed in an envelope. Staff to update the flyer and email it to the Board for final approval.

Director Negrete will design postcards or flyer which can be used to distribute to the residents at the Clean Up event for the information of outreach and education. Engineer Chou will be the lead on community outreach and engagement for this event.

The Board proposed to develop a relationship or partner with other agencies to reduce illegal dumping by using social media.

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

President Prupes deferred this item to the next meeting.

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

Engineer Kathula informed the Board of ongoing updates to the District Website.

**10. HOUSEKEEPING ITEMS**

- 10.A. Updates on Housekeeping Items.

No update.

- 10.B. Agenda Items for Upcoming Meetings.

- Updated Preliminary Budget FY2025-26.

**11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 1, 2025.**

On a motion properly made and seconded, at 8.44 p.m. the meeting was adjourned.

Approved: April 15, 2025

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE