

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
April 15, 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)
Counsel: None
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Seldal **Second:** Negrete

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. 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. CONSENT CALENDAR

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

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

Move: Colson **Second:** Seldal

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. Armento and Hynes, LLP (District Legal Services)
4. City of San Jose (TP O&M & Capital Billing Q4 FY2024-25)
5. Luther Burbank School District (Parking Lot Fee for Annual Clean Up Day)
6. AB/JDD Plumbing (Annual Mainline & Lateral Maintenance Project)
7. ABLE Construction Group Inc. (Emergency Repair – 333 Richmond Ave)

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

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

8. NEW BUSINESS

- 8.A. Set Public Hearing for FY2025-26 Taxroll Collection on June 17, 2025. Board action required: Set Public Hearing for Taxroll Collection on June 17, 2025.

Motion: To set Public Hearing for FY2025-26 Taxroll Collection on June 17, 2025.

Move: Seldal

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

The Board would like to finalize the location for the Public Hearing at the next Board Meeting.

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

Manager Porter presented the third quarter FY2024-25 financial review to the Board.

- 8.C. FPPC Form 470 – Annual Financial Disclosure Statements. Board action required: Board members to file Form 470 by July 31, 2025.

Manager Porter advised the Board members to file Form 470 by July 31, 2025. Staff will print out the forms for signature at the next meeting.

- 8.D. BSD Lower Lateral Condition Assessment and Rehabilitation Plan. Board action required: Review and Discuss District Lower Lateral Condition Assessment and Rehabilitation Plan

Engineer Kathula presented the Lower Lateral Condition Assessment and Rehabilitation Plan to the Board. Staff will update the budget for Phases 1 and 2 based on the 2025 cost projections.

9. UNFINISHED BUSINESS

- 9.A. Preliminary District Budget FY2025-26. Board action required: Review District Budget FY2025-26.

Manager Porter presented the revised preliminary District Budget FY 2025-26 to the Board.

9.B. GreenWaste Recovery, Inc.

1) Annual Clean Up Planning – Communication Update. Board action required: Review the large business card or handout.

Manager Porter updated the Board regarding the agencies that the District has contacted for the Annual Clean up Day. The Board provided comments on the business card or handout that will be distributed to the residents during the Annual Clean Up Day.

2) FY2025-26 Outreach Plan. Board action required: None.

The Board reviewed and noted the GreenWaste FY2025-26 outreach plan.

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

President Prupes deferred the CASA Winter Conference update #2 to the next meeting.

9.D. 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.

Director Sclafani advised that he will be meeting with Manager Porter to discuss security for Board emails on April 16, 2025.

10.B. Agenda Items for Upcoming Meetings.

- Cyber Security
- Cleanup Day Planning / Communication Task Force

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, May 6, 2025.

Motion: To adjourn meeting at 8:49 pm.

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: May 6, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE