

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF SPECIAL MEETING
May 6, 2025**

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 2:00 p.m. in person at the District Office at 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing. Director Seldal called the meeting to order at 2:01 p.m.

2. ROLL CALL

Directors Present: Rene Prupes (joined remotely), Procopio Sclafani, Ken Colson, Mark Negrete, Kristina Seldal
Directors Absent: None
Staff: Benjamin Porter (District Manager), Sarah Chou (Associate Sanitary Engineer)
Counsel: None
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

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter thanked all the Directors for their flexibility in having this Special Meeting.

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 April 15, 2025

Motion: To approve Meeting Minutes from the regular Meeting of April 15, 2025

Move: Sclafani

Second: Negrete

Board vote: (roll call)

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

7. NEW BUSINESS

None.

8. UNFINISHED BUSINESS

8.A. GreenWaste Recovery, Inc. – Annual Spring Clean Up Planning. Board action required:
Finalize business card and handout.

- The Board reviewed and provided comments on the handout; staff to make changes and send to graphic designer for review.
- Staff to prepare badges with QR code for Directors to use on Clean Up Day.
- Sherriff will have deputies drive by the area 48 hours before the event
- The Board discussed event day tasks for Directors and staff.
- Staff to cancel the booking for Lincoln School parking lot.

8.B. Location of Public Hearing on Taxroll Collection, June 17, 2025. Board action required:
Select location for Public Hearing.

Motion: Select District Office as the location for Taxroll Collection Public Hearing on June 17, 2025, at 7:00 p.m.

Move: Sclafani

Second: Negrete

Board vote: (roll call)

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

The Board also discussed planning to hold a public meeting with BBQ in the future.

8.C. Cyber Security Update. Board action required: None.

Manager Porter provided update for the cyber security on Board emails and District website. He will schedule another meeting with Director Sclafani to discuss next steps.

9. HOUSEKEEPING ITEMS

9.A. Updates on Housekeeping Items.

- The Board advised that they were having problems filing Form 470 online. Director Sclafani will forward the error messages to staff. Staff to coordinate with Registrar of Voters.
- Director Colson will attend LAFCO meeting on May 14, 2025.

9.B. Agenda Items for Upcoming Meetings.

- Annual Spring Clean Up Day Debrief

10. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, May 20, 2025.

Motion: To adjourn meeting at 3:13 pm.

Move: Prupes

Second: Negrete

Board vote: (roll call)

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: May 20, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE