

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
May 20, 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, Ken Colson, Mark Negrete, Kristina Seldal
Directors Absent: Procopio Sclafani (Excused Absence)
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: Seldal **Second:** Negrete

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

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter commented that Clean Up Day seemed to have gone well.

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 Special Meeting of May 6, 2025

Motion: To approve Meeting Minutes from the Special Meeting of May 6, 2025

Move: Negrete

Second: Colson

Board vote:

Ayes: Prupes, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: Sclafani

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. County Roads & Airports (Encroachment Permit – 124 Boston Ave, & Clean Up Day)
4. Rene Prupes (CASA Conference Expenses)

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

Move: Seldal

Second: Colson

Board vote:

Ayes: Prupes, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: Sclafani

8. NEW BUSINESS

None.

9. UNFINISHED BUSINESS

9.A. GreenWaste Recovery, Inc.

1) Annual Spring Clean Up Day Debrief – Board action required: None.

- The Board discussed their experiences this year and Staff made notes for improvements for next year's annual Clean Up Day event.
- Staff to post Clean Up Day Photos to District website.

2) GreenWaste Annual CPI Increase. Action board required: Review and accept CPI increase.

Motion: To approve GreenWaste Annual CPI Increase.

Move: Seldal

Second: Colson

Board vote:

Ayes: Prupes, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: Sclafani

3) GreenWaste 2024 Sustainability Report. Board action required: None.

The Board reviewed and noted the Sustainability Report.

4) GreenWaste Q1 2025 Quarterly Report. Board action required: None.

The Board reviewed and noted the Q1 2025 Quarterly Report.

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

Staff will reserve two spots for the San Diego CASA Conference from July 30 to August 1, 2025.

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

Manager Porter provided update for Cyber Security. He may schedule another meeting with Director Sclafani to discuss next steps.

9.D. 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 electronically file Form 470 by July 31, 2025

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

The Board cancelled the meeting for June 3, 2025. President Prupes proposed to change the meeting time to 1:00 pm from 7:00 pm for the meeting of June 17, 2025.

10.B. Agenda Items for Upcoming Meetings.

LAFCO Meeting Debrief

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, June 3, 2025.

Motion: To adjourn meeting at 8:06 pm.

Move: Negrete

Second: Seldal

Board vote:

Ayes: Prupes, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: Sclafani

Approved: June 17, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE