MINUTES OF SPECIAL MEETING June 17, 2025

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 1:00 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 1:02 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 (Associate Sanitary Engineer)

Counsel: None Advisor: None Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Colson Second: Negrete

Board vote: Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None Abstain: None Absent: None

4. PUBLIC COMMENTARY

- 4.A. Visitor Commentary None.
- 4.B. Agency Representatives None.
- 4.C. Board Commentary None.

5. PUBLIC HEARING

- 5.A. Public Hearing on Taxroll Collection for FY2025-2026.
 - 1. Staff Presentation
 - 2. Open Public Hearing and Receive Testimony
 - 3. Close Public Hearing
 - 4. Board Discussion
 - 5. Board Action Adopt Resolution No. 298

Manager Porter presented the Taxroll Report for FY2025-26. President Prupes opened the Public Hearing at 1:04 p.m. and closed the Public Hearing at 1:06 p.m. No members of the public attended the Public Hearing.

Motion: To adopt Resolution No. 298 – Approving Sewer Service Charges Report and Collection on the

Taxroll for FY2025-26.

Move: Seldal Second: Sclafani

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Board vote: Aves: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None Abstain: None Absent: None

6. 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.

7. CONSENT CALENDAR

7. Approval of Minutes from the Regular Meeting of May 20, 2025

Motion: To approve Meeting Minutes from the Regular Meeting of May 20, 2025

Move: Negrete Second: Seldal

Board vote: Ayes: Prupes, Colson, Negrete, Seldal

Noes: None Abstain: Sclafani Absent: None

8. WARRANTS

8.A. Approval of Warrants.

Mark Thomas & Company, Inc. (District Management Services)
 First Tech Federal Credit Union (Board of Directors' Payroll)

3. GreenWaste Recovery, LLC (Clean Up Day Expenses)

Motion: To approve three (3) warrants as listed.

Move: Sclafani Second: Colson

Board vote: Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None Abstain: None Absent: None

9. NEW BUSINESS

LAFCO Meeting May 14, 2025, Debrief. Board action required: None.

Director Colson attended the meeting; the purpose of the meeting was to select a Regular Member and an Alternate Member for a new 4-year term from June 2025 to May 2029. Yoriko Kishimoto was appointed as Regular Member and Helen Chapman was appointed as Alternate Member.

10. UNFINISHED BUSINESS

10.A. Memorandum of Understanding (MOU) – California Integrated Waste Management Act of 1989. Board action required: President to sign the MOU via DocuSign which was sent by the Clerk office of the Board of Supervisor.

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President Prupes shared the questions that she had on the MOU with the other Directors and has agreed to sign the MOU. Staff to request that County Integrated Waste Management re-send the MOU to her for signature. Director Sclafani would like to discuss with GreenWaste how they comply with the requirements after the MOU is executed.

10.B. BSD Lower Lateral CIP Project Update. Board action required: None.

Engineer Kathula provided an update for the Lower Lateral CIP Project. Plans for community outreach and bid documents, including the project cost estimate, will be presented to the Board at a future meeting.

10.C. District Proposed Budget FY2025-26. Board action required: Review and adopt District Budget FY2025-26.

Manager Porter presented the Proposed Budget for FY2025-26. President Prupes noted that the District's good financial position will support the upcoming CIP project.

Motion: To adopt the District Budget for FY2025-26

Move: Seldal Second: Colson

Board vote: Aves: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None Abstain: None Absent: None

10.D. GreenWaste Recovery, Inc. – Annual Spring Clean Up Day Report. Board action required: None.

The Board discussed the key highlights of Annual Spring Clean Up Day. Board members also provided suggestions to improve next year's Clean Up Day. Engineer Chou has finalized with GreenWaste a list of materials that are not allowed/accepted in the collection carts or dumpsters. The information will be posted on the website for general education.

10.E. Report on CASA Conference 2025. Board action required: None.

This item was discussed under Housekeeping.

10.F. District Website Update. Board action required: None.

Annual Clean Up Day Debrief has been posted on the District's website.

10.G. Cyber Security Update. Board action required: None.

Engineer Kathula advised that she has created BSD mailboxes for all Directors. Emails will no longer be automatically forwarded to the Directors. District staff will manage Directors' emails before emails are forwarded to Directors.

Manager Porter provided an update for the cyber security insurance.

11. HOUSEKEEPING ITEMS

- 11.A. Updates on Housekeeping Items.
 - Director Sclafani was able to log in and file his Form 470. He will host a session after the next meeting if anyone is still having issues. Form 470 is required to be completed by July 31, 2025.
 - President Prupes confirmed she will attend the CASA Conference, July 30 August 1, 2025. Director Sclafani and Negrete will check their calendars to see if they can attend.

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- 11.B. Agenda Items for Upcoming Meetings.
 - Keep MOU on the agenda until all questions have been answered.
- 12. ADJOURNMENT NEXT REGULAR MEETING Tuesday, July 1, 2025.

Motion: To adjourn meeting at 2:34 pm.

Move: Negrete Second: Colson

Board vote: Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None Abstain: None Absent: None

Approved: July 15, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

District Manager

Rene Prupes, President Benjamin T. Porter, PE