

**BURBANK SANITARY DISTRICT  
BOARD OF DIRECTORS**

**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

## MINUTES OF SPECIAL MEETING

### June 17, 2025

## 6. CLOSED SESSION

There was no closed session.

## 8. WARRANTS

## 9. NEW BUSINESS

## 10. UNFINISHED BUSINESS

## Page 2 of 4

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:**

**Ayes:** 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.

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.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE