

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
July 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 7:02 p.m.

2. ROLL CALL

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

Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Seldal **Second:** Negrete

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

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter advised that Mark Thomas no longer has GoToMeeting account and will use Microsoft Teams for future meetings. The Board brought up their concern for using Teams as there were issues in the past and requested staff to find an alternative web-based platform to use.

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 June 17, 2025

Motion: To approve Meeting Minutes from the Special Meeting of June 17, 2025

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Negrete, Seldal

Noes: None

Abstain: None

Absent: Colson

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 1Q FY2025-26)
5. State Water Resources Control Board (CWSRF Loan Repayment)
6. Local Agency Formation Commission (FY2025-26 LAFCO Share of Costs)
7. California Association of Sanitation Agencies (CASA Conference – Rene Prupes)
8. Hogan Lovells US LLP (District Court Appeal January – April 2025)
9. Hunton Andrews Kurth LLP (District Court Appeal January – April 2025)

Motion: To approve nine (9) warrants as listed.

Move: Seldal

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Negrete, Seldal

Noes: None

Abstain: None

Absent: Colson

8. NEW BUSINESS

8.A. FY2024-2025 Year End Financial Review. Board action required: None.

Manager Porter presented the FY2024-25 Year End Financials. President Prupes commented that the District's is in good financial position.

9. UNFINISHED BUSINESS

9.A. BSD Lower Lateral CIP Project Update. Board action required: None.

Manager Porter provided an update for the Lower Lateral CIP project. Staff will confirm that the updated cost estimate of the project reflects the current estimated costs at the next meeting.

9.B. GreenWaste Recovery, Inc. – Annual Spring Clean Up Planning. Board action required: None.

The following were discussed for planning the next Clean Up Day.

- Inviting the Salvation Army or Habitat for Humanity to the next Clean Up Day. GreenWaste representative mentioned to President Prupes that this can be arranged. Staff to begin reaching out to GreenWaste to get started on the planning.
- Having a neighborhood team to resell items on NextDoor.

Staff to create a punch list of all items discussed in preparation for the next Clean Up Day.

9.C. CASA Conference Update. Board action required: None.

President Prupes shared the information from the previous CASA conference regarding how to integrate AI into the workplace. She will be attending the CASA conference in San Diego from July 30 to August 1, 2025.

9.D. FPPC Form 470 – Annual Financial Disclosure Statements Update. Board action required: Board members to file Form 470 by July 31, 2025.

Director Sclafani provided tips on how to file Form 470. Counsel Armento confirmed that Directors may meet remotely to help each other file Form 470.

9.E. Memorandum of Understanding (MOU) – California Integrated Waste Management Act of 1989 Update. Board action required: None.

Staff to send the final PDF MOU to Director Sclafani.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

- The Board requested staff to drive through the District to make sure there are permits for all construction work ongoing in the District.
- Staff to create a SOP on how to update District website.

10.B. Agenda Items for Upcoming Meetings.

No update.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, August 5, 2025.

Motion: To adjourn meeting at 7:48 pm.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Negrete, Seldal

Noes: None

Abstain: None

Absent: Colson

Approved: August 19, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE