

**BURBANK SANITARY DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
October 21, 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, Procopio Sclafani, Ken Colson, Mark Negrete, Kristina Seldal  
Directors Absent: None  
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:** Colson

**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. CLOSED SESSION**

**5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION**

Government Code Section 54956.9(d)(1) Name of Case: West Valley Sanitation District and Burbank Sanitary District v. City of San Jose and City of Santa Clara, Court of Appeal, Sixth District, HO52372 and HO52818.

There was no closed session.

**6. CONSENT CALENDAR**

- 6A. Approval of Minutes from the Regular Meeting of September 16, 2025

**Motion:** To approve Meeting Minutes from the Regular Meeting of September 16, 2025

**Move:** Sclafani                      **Second:** Seldal

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

**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. City of San Jose (TP O&M & Capital Billing Q2 FY2025-26)
4. Hogan Lovells US LLP (District Court Appeal May – June 2025)
5. Hunton Andrews Kurth LLP (District Court Appeal May – June 2025)
6. Alliant Insurance Services, Inc. (Commercial Cyber Liability Policy)

**Motion:** To approve six (6) warrants as listed.

**Move:** Colson

**Second:** Negrete

**Board vote:**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Abstain:** None

**Absent:** None

**8. NEW BUSINESS**

**8.A. FY2025-26 First Quarter Financial Review. Board action required: None.**

The Board reviewed FY2025-26 First Quarter Financials. President Prupes commented that the District is in good financial position.

**8.B. Integrated Waste Management – Report on Bi-Annual Meeting, October 9, 2025. Board action required: None.**

Engineer Chou provided the Board with a summary of the recent meeting discussion. The Board directed staff to coordinate with the County in promoting the County-wide Clean Up days.

**8.C. Subpoena for Production of Business Records – Strategy Law, LLP. Board action required: None.**

Manager Porter informed the Board regarding the receipt of a subpoena for production of business records from Strategy Law, LLP.

**8.D. LAFCO – Review of Draft Request for Proposals (RFP) for LAFCO's Countywide Water and Wastewater Service Review. Board action required: Review and comment for RFP.**

Manager Porter advised that the RFP was a good opportunity for the District to comment on the RFP and to be involved in the Wastewater Service Review. Director Sclafani stated that the District should engage in the assessment process. President Prupes emphasized that she desires the District's voice to be heard and the its operations and impacts are accurately represented. Manager Porter will engage in the process to represent the District.

**9. UNFINISHED BUSINESS**

**9.A. BSD Lower Lateral CIP Project Update. Board action required: Review and comment for Bid Packet.**

The Board reviewed and accepted the CIP Bid Packet.

**9.B. GreenWaste Recovery, Inc.**

- 1) Annual Spring Clean Up Planning. Board action required: None.

The following were discussed.

- Assist County Integrated Waste Management with County Clean Up advertisements. Post on Website and NextDoor.
- Reaching out to 97 Boston Ave about using their parking lot for Clean Up Day 2026.
- Start outreach recruiting repairers in District for Repair Cafe.
- Reach out Silicon Valley Bike Organization to see if they are interested in participating in the District Clean Up day.

2) 2025 Fall/Winter Newsletter. Board action required: None.

The Board was pleased that the previous comments about HHW were addressed. However, one additional comment regarding compostable items remains unclear and confusing. GreenWaste will revise to ensure clarity for residents.

#### **10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

- No update.

10.B. Agenda Items for Upcoming Meetings.

- President Prupes will join November 18 meeting remotely. Director Seldal will lead the meeting.
- By consensus, the Board agreed to cancel the first meeting for November and December.

#### **11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, November 18, 2025.**

**Motion:** To adjourn meeting at 8:01 pm.

**Move:** Negrete

**Second:** Sclafani

**Board vote:**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Abstain:** None

**Absent:** None

Approved: November 18, 2025

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE