

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
November 18, 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. Director Seldal called the meeting to order at 7:02 p.m.

2. ROLL CALL

Directors Present: Rene Prupes (Joined Remotely), Procopio Sclafani (Joined Remotely), 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: Negrete **Second:** Colson

Board vote (roll call): **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Abstain: None
Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives –

Manager Porter provided a cyber security update and also mentioned that Mark Thomas has hired a new Cybersecurity Analyst and he will make sure this new person will support the District with cyber security.

4.C. Board Commentary –

Director Seldal mentioned that she called GreenWaste with a question outside of regular office hours and was notified that she should receive a call back within 24 hours, but she is still waiting. She will keep the Board updated.

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 October 21, 2025

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

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Move: Negrete

Second: Colson

Board vote (roll call):

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

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. California Association of Sanitation Agencies (Membership Renewal 2026)

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

Move: Colson

Second: Negrete

Board vote (roll call):

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

8. NEW BUSINESS

8.A. City of San Jose – Revised FY2024-25 Operating & Maintenance Cost Sharing. Board action required: None.

The Board reviewed and noted the Revised FY2024-25 Operating & Maintenance Cost Sharing.

8.B. California Association of Sanitation Agencies (CASA) 2026 Winter Conference to be held January 13-16, 2026, in Indian Wells, CA. Board action required: Identify Board Members who are interested in attending the conference.

Director Negrete is interested. Director Sclafani and President Prupes will confirm their schedules and make their decisions. District Staff will notify the Directors the hotel's cancellation policy.

9. UNFINISHED BUSINESS

9.A. BSD Lower Lateral CIP Project Update. Board action required: Review bid and award contract.

The Board reviewed the bids and awarded the project to Flowing Water Plumbing. District Staff will send another round of outreach letters in different languages. District staff will also send the Directors the list of remaining addresses where permission has not been granted.

Motion: To approve and award the project to Flowing Water Plumbing.

Move: Colson

Second: Negrete

Board vote (roll call):

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

9.B. GreenWaste Recovery, Inc.

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

District Staff to confirm with GreenWaste that unfilled Dumpsters can be moved to locations where dumpsters are needed.

2) Quarter Report July – September 2025. Board action required: None.

The Board reviewed and noted the GreenWaste Quarterly Report July – September 2025.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

President Prupes will be attending the December meeting remotely.

10.B. Agenda Items for Upcoming Meetings.

Manager Porter will provide an update on the CIP project.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, December 16, 2025.

Motion: To adjourn meeting at 8:26 pm.

Move: Negrete

Second: Colson

Board vote (roll call):

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: December 16, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE