

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. 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: 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. 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 January 20, 2026

Motion: To approve Meeting Minutes from the Regular Meeting of January 20, 2026

Move: Negrete **Second:** Seldal

Board vote: **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. State Water Resources Control Board (Annual Permit Fee)
4. Flowing Water Plumbing & Drain (403 Leland Ave – Emergency Backup Call & Repair)

Motion: To approve four (4) warrants as listed.

Move: Seldal **Second:** Negrete

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

8. NEW BUSINESS

8.A. Form 700 – Statement of Economic Interests. Board action required: Board Members to file Form 700 by April 1, 2026.

The Board has acknowledged the Form 700 filing requirement and will file by the due date.

8.B. 2026 Sewer System Management Plan Certification. Board action required: Review SSMP and adopt Resolution #299.

The Board will review and provide comments on the draft SSMP by the second meeting in March. The Board will certify the SSMP and adopt Resolution #299 at the second meeting in April.

8.C. Annual Mainline and Lateral Maintenance. Board action required: Review and award bid for Annual Maintenance.

The Board reviewed the bids and awarded the project to Flowing Water Plumbing.

Motion: To award the project of annual maintenance to Flowing Water Plumbing

Move: Seldal **Second:** Negrete

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

9. UNFINISHED BUSINESS

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

The Board has requested District Staff to accelerate the CIP project to prevent any future costly emergency repairs.

9.B. GreenWaste Recovery, Inc.

1. Annual Spring Clean Up Planning. Board action required: Discussion of survey question.

The Board discussed the purpose of the survey and drafted questions.

District Staff to prepare the survey and send to the Directors for comment and approval.

2. GreenWaste Quarterly Report October – December 2025. Board action required: None

The Board reviewed and noted the GreenWaste Quarterly Report October – December 2025.

3. GreenWaste 2025 Annual Report. Board action required: None.

The Board reviewed and noted the GreenWaste 2025 Annual Report.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

- District Staff has completed the CASA Collections Survey and will send the results to the Board.

10.B. Agenda Items for Upcoming Meetings.

- By consensus, the Board canceled the March 3, 2026, meeting.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, March 17, 2026.

Motion: To adjourn meeting at 8:51 pm.

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: March 17, 2026

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE