

**1. CALL TO ORDER**

The Board of the Burbank Sanitary District convened this date at 6:00 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 6:00 p.m.

**2. ROLL CALL**

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete (Joined Remotely), Kristina Seldal

Directors Absent: None

Staff: Benjamin Porter (District Manager, Joined Remotely), Sarah Chou (Associate Sanitary Engineer)

Counsel: None

Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Colson                      **Second:** Seldal

**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 – 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 June 16, 2026

**Motion:** To approve Meeting Minutes from the Regular Meeting of June 16, 2026

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

**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. Armento and Hynes, LLP (District Legal Services)
4. Rene Prupes (CASA Conference 1/14 – 1/16/26 Expenses)
5. City of San Jose (TP O&M & Capital Billing Q1 FY2026-27)
6. State Water Resources Control Board (CWSRF Loan Repayment)
7. Local Agency Formation Commission (FY2026-27 LAFCO Share of Costs)
8. California Association of Sanitation Agencies (CASA Conference – Rene Prupes & Mark Negrete)
9. Harshwal & Company LLP (District Audit Services)

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

**Move:** Colson                      **Second:** Seldal

**Board vote (roll call): Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Abstain:** None

**Absent:** None

**8. NEW BUSINESS**

8.A. FY2025-26 Year End Financial Review. Board action required: None.

The Board reviewed and noted the FY2025-26 Year End Financial Review.

8.B. Conflict of Interest Codes – Biennial Review. Board action required: Review Conflict of Interest Codes.

The Board reviewed the District's existing Conflict of Interest Codes. No changes will be made.

8.C. SB827 Required Training – Navigating Governance and Finance in Special District. – Board action required. Board Members to complete the training by January 8, 2028.

The Board directed staff to research additional training locations, dates, and online course options.

8.D. CalRecycle - SB1383 Annual Report. Board action Required: None.

Engineer Chou provided an update regarding SB1383 Annual Report which will be submitted by County Integrated Waste Management Services.

**9. UNFINISHED BUSINESS**

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

Engineer Chou provided an update for Lower Lateral CIP Project.

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

Engineer Chou provided an update on Annual Spring Clean Up Planning.

9.C. FPPC Form 470 – Annual Financial Disclosure Statements Update. Board action required: Board members to E-file Form 470 by July 31, 2026.

Board Members have not received email for filing FPPC Form 470. Staff to request Registrar of Voters to re-send the filing information.

9.D. General Election November 3, 2026, Update. Board action required: Board members up for election to file nomination with the Registrar of Voters by August 7, 2026.

The Board Members up for election will file their nomination with the Registrar of Voters by August 7, 2026.

9.E. CASA Conference August 4 – 7, 2026 – Board action required: None.

President Prupes and Director Negrete have been registered to attend the CASA conference.

**10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

- By consensus, the Board canceled the August 4, 2026, meeting.

10.B. Agenda Items for Upcoming Meetings.

- Director Seldal will be absent from the August 18, 2026, meeting.

**11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, August 18, 2026.**

**Motion:** To adjourn meeting at 6:42 pm.

**Move:** Seldal                      **Second:** Negrete

**Board vote (roll call): Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Abstain:** None

**Absent:** None

Approved: August 18, 2026

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE