
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
September 15, 2026, at 7:00 PM**

**The meeting will be held at 7:00 p.m. in person at District Office, 20863 Stevens Creek Boulevard, Suite 100,
Cupertino, CA 95014.**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTARY – This area is reserved for items **not** listed on the agenda. The Brown Act does not allow discussion of or action on items not on the agenda. The Board may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. There is a three (3) minute limit for individual speakers.

- 4.A. Visitor Commentary
- 4.B. Agency Representatives
- 4.C. Board Commentary

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.

6. CONSENT CALENDAR

- 6.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 8/18/2026.

7. WARRANTS

- 7.A. Approval of Warrants. Board action required: Approve four (4) warrants.
 - 1. Mark Thomas & Company, Inc. (District Management Services)
 - 2. First Tech Federal Credit Union (Board of Directors' Payroll)
 - 3. Rene Prupes (CASA Conference Expenses)
 - 4. Mark Negrete (CASA Conference Expenses)

8. NEW BUSINESS

None.

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Project Update. Board action required: Review and comment for bid packet.
- 9.B. GreenWaste Recovery, Inc.
 - 1. Fall-Winter Newsletter. Board action required: Review Newsletter.
 - 2. Quarterly Report Update. Board action required: None.
- 9.C. November 3, 2026, General Election Update. Board action required: None.
- 9.D. SB 827 Fiscal and Financial Training Update. Board action required: Approve registration of all five Directors for the training under one invoice.

10. HOUSEKEEPING ITEMS

- 10.A. Updates on Housekeeping Items. Board action required: None.
- 10.B. Agenda Items for Next Meeting. Board action required: None.

11 ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, October 6, 2026

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the District Administrator's office at (408) 255-2137. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service. In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the District Office. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda.

* Pursuant to Government Code 54954 subsection b, subsection 4, this facility constitutes the closest meeting facility for the Burbank Sanitary District, since the District has no other meeting facility within the boundaries of the territory, over which the Burbank Sanitary District exercises jurisdiction.

BURBANK SANITARY DISTRICT

6. CONSENT CALENDAR

6.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
August 18, 2026

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,
Directors Absent: Kristina Seldal
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:** Sclafani

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

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 Special Meeting of July 21, 2026

Motion: To approve Meeting Minutes from the Special Meeting of July 21, 2026

Move: Colson **Second:** Negrete

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

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. Hogan Lovells Cadwalader US LLP (District Court Appeal – May 2026)
4. Hunton Andrews Kurth LLP (District Court Appeal – May 2026)

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

Move: Sclafani **Second:** Negrete

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

8. NEW BUSINESS

None.

9. UNFINISHED BUSINESS

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

Engineer Chou provided an update for the Lower Lateral CIP Project.

9.B. GreenWaste Recovery, Inc.

1. Annual Spring Clean Up Planning. Board action required: None.
 - a. District Staff posted Annual Clean Up Day Debrief on District's website.
 - b. District Staff created and posted mailing list on District's website.
2. Quarterly Report April – June 2026. Board action required: None.
 - a. The Board reviewed and noted the Quarterly Report April – June 2026.
3. Solid Waste Pick up on Bailey Ave Update. Board action required: None.
 - a. The Board reviewed the response from GreenWaste and will monitor the situation.

4. Upcoming Contract Expiration Update. Board action required: None.
- a. The Board has reviewed and directed District Staff to continue the RFP process.
- 9.C. District Website Update – AB1637 -BSD URL/Domain. Board action required: None.
- District Staff to research more about the process and provide update at the next meeting.
- 9.D. SB 827 Fiscal and Financial Training. Board action required: Discussion of reimbursement process for the training.
- District Staff to find out if everyone can be registered at once; paid by one invoice. Provide update at the next meeting.
- 9.E. Report on CASA Conference – Board action required: None.
- Directors provided a summary of their experiences at the CASA 2026 Annual Conference.

10. HOUSEKEEPING ITEMS

- 10A. Updates on Housekeeping Items.
- By consensus, the Board canceled the September 1, 2026, meeting.
- 10.B. Agenda Items for Upcoming Meetings.
- No update.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, September 15, 2026, at 7 PM.

Motion: To adjourn meeting at 8:01 pm.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete

Noes: None

Abstain: None

Absent: Seldal

Approved: September 15, 2026

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

7. WARRANTS

7.A. APPROVAL OF WARRANTS

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Rene Prupes
4. Mark Negrete

Warrant List for 09-15-26

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	9/11/2026	61504	\$ 11,223.57	District Management Services (26-B0095)	
		9/11/2026	61502	\$ 5,075.64	BSD Lateral CIP (25-B0126)	
		9/11/2026	61503	\$ 359.77	BSD Laswell Homes 509 Laswell Ave (26-B0105)	
			MTCO Subtotal	\$ 16,658.98		4308
2	Burbank Sanitary District for Deposits / First Tech F		n/a		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 720.00	8/18/2026, 8/5/26 - 8/6/26 CASA Conference	
	Procopio Sclafani			\$ 240.00	8/18/2026	
	Ken Colson			\$ 240.00	8/18/2026	
	Mark Negrete			\$ 960.00	8/18/2026, 8/5/26 - 8/7/26 CASA Conference	
	Kristina Seldal			\$ -		
	Total payment to Directors			\$ 2,160.00		
	Estimated processing fees/taxes			\$ 340.00		
	Payroll Deposit to First Tech Subtotal			\$ 2,500.00		4309
3	Rene Prupes	9/2/2026	N/A	\$583.67	CASA Conference Expenses	4310
4	Mark Negrete	8/18/2026	N/A	\$1,319.42	CASA Conference Expenses	4311
	TOTAL WARRANT AMOUNT			\$ 21,062.07		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2026-27			\$ 284,801.39		

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Update
- 9.B. GreenWaste Recovery Inc.
- 9.C. November 3, 2026, General Election
- 9.D. SB 827 Fiscal and Financial Training



Burbank Sanitary District

20863 Stevens Creek Blvd., Suite 100

Cupertino, CA 95014

Phone (408) 255-2137 Fax (408) 253-5173

www.burbanksanitary.org

"Serving the Burbank Community since 1940"

MEMORANDUM

DATE: September 15, 2026

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: BSD - Lower Lateral CIP Project Update

Project Background and Update

This memo provides a progress update on Phase 2 of the Lower Lateral CIP project.

A total of 13 sanitary sewer laterals have been identified to have structural defects. The proposed work includes both localized point repairs and trenchless full-segment lateral replacements, based on the severity and extent of structural deficiencies identified during inspection activities.

Recommendation:

District Staff recommends that the Board approve the advertisement of the project "2026 Lower Lateral CIP Project – Phase 2" as an informal bid for the repair of 13 sanitary sewer lateral repairs. Completing these repairs will allow the laterals to be properly maintained, prevent sewage from infiltrating the surrounding soil, and reduce the risk of sanitary sewer spills.

Attached:

1. Bid Invitation with Project Plans at the end – sent separately to the Board by email
2. Engineer's Estimate – sent separately to the Board by email



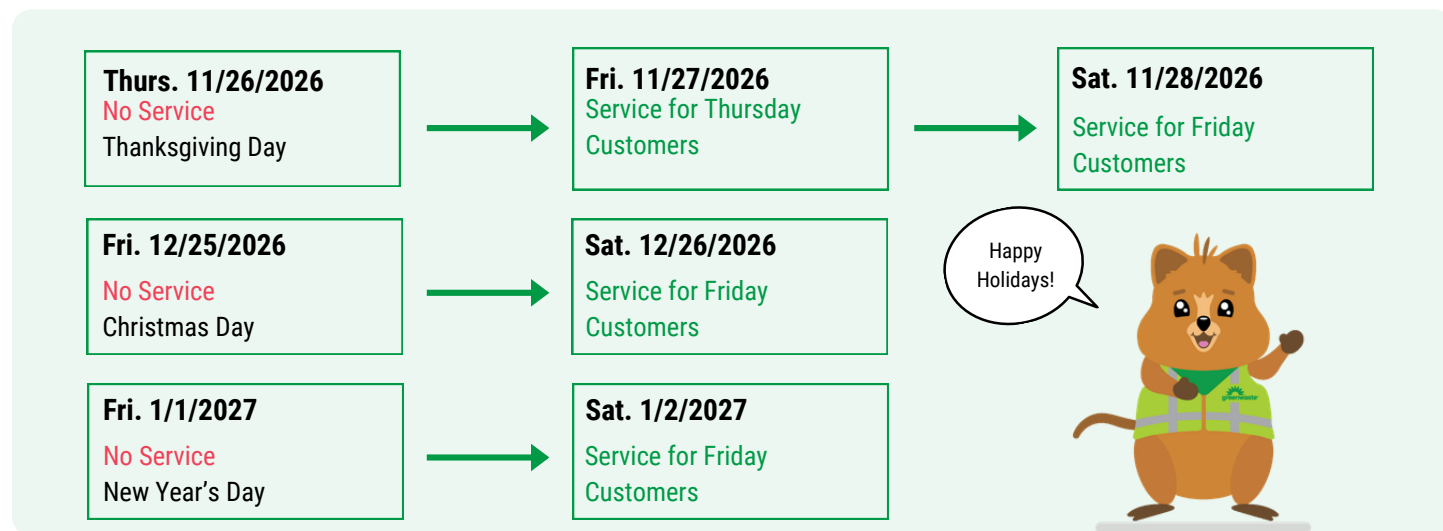
Burbank Sanitary District Green Updates

2026 Fall/Winter
Newsletter

Planning Ahead

Reminder: GreenWaste will **not** collect on Thanksgiving Day, Christmas Day or New Year's Day. If your collection day falls on or after one of these days, your collection will be delayed by one day. Normal collection resumes the following week.

Holiday Collection Schedule



Holiday Tree Pick-Up

What to Do:

- Ensure tree pieces are no longer than 4 ft (cut if needed).
- Place tree inside your green organics cart/bin or set it outside next to your cart/bin for pick up.
- Remove all stands, lights, ornaments, and tinsel.

Not Accepted:

- Flocked/artificial snow trees — (place these in your gray garbage cart or bin).
- Do not bag or cover your tree.

Battery Recycling Made Easy

Did you know you can recycle household batteries curbside, at no additional cost? **You can place AA batteries AAA batteries, Alkaline batteries, in a sealed, clear zip-lock bag and set it on top of your blue recyclables cart on collection day. Note that "button" batteries must be fully taped on both sides.**

Remember, should never be placed in any of your GreenWaste carts. If you have batteries not listed here, or other Household Hazardous Waste, you can call **(408) 299-7300** or visit the County's website to schedule a drop-off appointment (<http://www.hhw.org>).



Join the Burbank Sanitary District Mailing List!

Be the first one to hear about Annual Clean Up Day details, and other exciting news. Join our email mailing list by scanning the QR code on the left, or visit <https://forms.gle/YeNuFPJzrMmejH4r7>

CONTACT US!

GreenWaste Recovery, LLC
625 Charles St
San Jose, CA 95112

(408) 283-4800 M - F, 8 AM - 5 PM
CustomerService@GreenWaste.com
GreenWaste.com/Burbank-Sanitary-District



From: [Lehr, Bren](#)
To: bporter@burbanksanitary.org; [Shirley Ho](#)
Cc: [Candidate Services](#); [Bloom, Virginia](#); [Weston, Jim](#); [Clark, Lesley](#); [Martinez, Balinda](#); [Lehr, Bren](#)
Subject: RE: November 3, 2026 General Election Certificate of Election Facts Certifying Qualified Unopposed Candidates for Director Positions (Burbank Sanitary District)
Date: Thursday, September 3, 2026 9:50:26 AM
Attachments: [image001.png](#)
[image002.png](#)

Good morning,

Please see updated date below for the Board of Supervisors meeting.



Bren Lehr

CMC, MMC, REO, CERA (she her, hers pronouns)
Election Division Coordinator
County of Santa Clara, Registrar of Voters
1555 Berger Drive, Building 2, 3rd Floor
San Jose, CA 95112
Office: (408) 282-3041 | Cell: (408) 517-5800
<https://vote.santaclaracounty.gov/home>

From: Lehr, Bren
Sent: Friday, August 28, 2026 11:11 AM
To: 'bporter@burbanksanitary.org' <bporter@burbanksanitary.org>; 'sho@markthomas.com' <sho@markthomas.com>
Cc: Candidate Services <CandidateServices@rov.sccgov.org>; Lehr, Bren <bren.lehr@rov.sccgov.org>; Bloom, Virginia <Virginia.Bloom@ROV.SCCGOV.ORG>; Weston, Jim <jim.weston@cob.sccgov.org>; Clark, Lesley <Lesley.Clark@cob.sccgov.org>; Martinez, Balinda <balinda.martinez@rov.sccgov.org>
Subject: November 3, 2026 General Election Certificate of Election Facts Certifying Qualified Unopposed Candidates for Director Positions (Burbank Sanitary District)

August 27, 2026

Benjamin Porter, District Manager
Shirley Ho, Technical Assistant
Burbank Sanitary District
20863 Stevens Creek Blvd., Ste. 100
Cupertino, CA 95014

RE: November 3, 2026 General Election Certificate of Election Facts Certifying Qualified Unopposed Candidates for Director Positions

Dear Benjamin,

This letter is to advise that as of the close of nominations for the November 3, 2026 General Election, **three (3) candidates** qualified for the **three (3) full-term elective offices** in your District. Elections Code 10515 (b) requires the County of Santa Clara Board of Supervisors to appoint any person or persons to the office who is/are qualified on the date when the election would have been held. The person or persons appointed shall qualify and take office and serve exactly as if elected at a general election for the office. We are in the process of coordinating with the Board of Supervisors to move forward with the appointment of **Procopio J. Sclafani** (full-term), **Mark Alan Negrete** (full-term), and **Kristina Marika Seldal** (full-term). The certification documents can be expected from the Clerk of the Board's office following the approval by the Board of Supervisors on October 6, 2026 **2024**.

Upon appointments by the Board of Supervisors, the Clerk of the Board will send you Letters of Appointment, Oaths of Office, and Statements of Economic Interest Form 700, which should be completed and submitted to the Clerk of the Board within 30 days of the date of appointments. For questions related to the appointment process, please contact the Clerk of the Board, Records Unit at (408) 299-5001 or at recordsunit@cob.sccgov.org.

Thank you in advance for your continued cooperation. Please let me know if you have any questions by contacting me at (408) 282-3041.

Sincerely,



Bren Lehr
Election Division Coordinator
Candidate Services Division

Enclosures



Bren Lehr

CMC, MMC, REO, CERA (she her, hers pronouns)

Election Division Coordinator

County of Santa Clara, Registrar of Voters

1555 Berger Drive, Building 2, 3rd Floor

San Jose, CA 95112

Office: (408) 282-3041 | Cell: (408) 517-5800

<https://vote.santacclaracounty.gov/home>

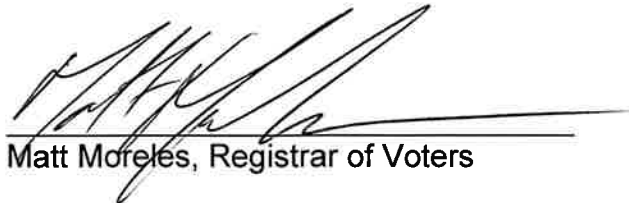
**CERTIFICATE OF ELECTION FACTS AND REQUEST
TO FILL ELECTIVE OFFICE BY APPOINTMENT**

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

I, Matt Moreles, Registrar of Voters of the County of Santa Clara, State of California, pursuant to Elections Code Section 10515, do hereby certify that as of the 83rd day prior to November 3, 2026, the day fixed by law for an election for the **Burbank Sanitary District Board of Directors, three (3) candidates had filed Declarations of Candidacy for the three (3) full-term elective offices** and no petitions requesting that the election be held had been presented to the Registrar of Voters. Under the provision of the Elections Code, it is hereby requested that the Santa Clara County Board of Supervisors, as supervising authority of the district at a regular or special meeting held prior to the Monday before the first Friday in December in which the election is held appoint to the above-referenced office the persons who have filed Declarations of Candidacy.

**Procopio J. Sclafani
Mark Alan Negrete
Kristina Marika Seldal**

I hereby request that Santa Clara County Board of Supervisors appoints the above-named candidates, being duly qualified, to the office of **Director, Burbank Sanitary District**.


Matt Moreles, Registrar of Voters



Date: October 6, 2026

From: [Shirley Ho](#)
To: "Aubrey Gohl"
Cc: [Sarah Chou](#); [Benjamin Porter](#)
Subject: RE: California Special Districts Association Contact Us Form - SB 827 Fiscal & Financial Training
Date: Monday, August 31, 2026 11:10:00 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Aubrey,

Got it. Thank you for confirming.

Shirley Ho

District Technical Analyst – Burbank Sanitary District
(408) 255-2137 (Office) 408-477-7312 (Direct)

MARK THOMAS

From: Aubrey Gohl <aubreyg@cdda.net>
Sent: Monday, August 31, 2026 11:07 AM
To: Shirley Ho <shirleyho@markthomas.com>
Subject: RE: California Special Districts Association Contact Us Form - SB 827 Fiscal & Financial Training

You don't often get email from aubreyg@cdda.net. [Learn why this is important](#)

Hi Shirley,

Thank you for letting me know you'd prefer to pay by check. I'll note that in our system. After your board approves the training and we receive the check, I'll be happy to register your board members!

Aubrey Gohl

Member Services Representative

Join us for the [CSDA Annual Conference & Exhibitor Showcase](#)
August 24 - 27, 2026 in Palm Desert

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
877.924.2732 office
www.cdda.net

A Proud California Special Districts Alliance Partner.
California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation



From: Shirley Ho <shirleyho@markthomas.com>
Sent: Friday, August 28, 2026 1:24 PM
To: Aubrey Gohl <aubreyg@csda.net>
Subject: RE: California Special Districts Association Contact Us Form - SB 827 Fiscal & Financial Training

Aubrey

Thank you for your quick response. I'm glad to hear that you can help with this.

I will report back to my Board and obtain approval before registering them. This will most likely after our next Board meeting on September 15.

Also, is there a timeframe for completing the training after registration, and is it possible to pay by check?

Thank you,

Shirley Ho

District Technical Analyst – Burbank Sanitary District
(408) 255-2137 (Office) 408-477-7312 (Direct)

MARK THOMAS

From: Aubrey Gohl <aubreyg@csda.net>
Sent: Friday, August 28, 2026 1:05 PM
To: Shirley Ho <shirleyho@markthomas.com>
Subject: California Special Districts Association Contact Us Form - SB 827 Fiscal & Financial Training

You don't often get email from aubreyg@csda.net. [Learn why this is important](#)

Hi Shirley,

I can help you with that. First, we will need to create accounts for your board members. Can I get their full names and email addresses?

After they are added to your agency account, I can help register them and you can pay for them all together over the phone.

If you have any questions, please let me know!

Aubrey Gohl

Member Services Representative

Join us for the [CSDA Annual Conference & Exhibitor Showcase](#)
August 24 - 27, 2026 in Palm Desert

California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
877.924.2732 office
www.csda.net

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California Special Districts Association
Special District Risk Management Authority
CSDA Finance Corporation



From: California Special Districts Association <Mail@ConnectedCommunity.org>

Sent: Friday, August 28, 2026 12:40 PM

To: Updates <updates@csda.net>

Subject: California Special Districts Association Contact Us Form - SB 827 Fiscal & Financial Training

From: Shirley Ho

Phone: 4082552137

Email: sho@markthomas.com

We are with the Burbank Sanitary District in San Jose and would like to know if we can register all five of our Board Directors for the on-demand webinar for the subject training. Could we complete the registrations together and pay with one invoice, rather than registering and paying separately for each person? Please advise. Thank you. Shirley Ho