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**BURBANK SANITARY DISTRICT**  
**REGULAR MEETING AGENDA FOR**  
**June 15, 2021 at 7:00 PM**

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**In accordance with Executive Order N-33-20, meeting to be held at 7:00 p.m. via teleconferencing [call (866) 899-4679 Conference ID: 785-518-013] and anyone interested may also call in. The District Office at 20863 Stevens Creek Boulevard, Suite 100, Cupertino, California is closed.**

**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. PUBLIC HEARING**

5.A. Public Hearing on Taxroll Collection for FY2021-2022

- 1. Staff Presentation
- 2. Open Public Hearing and Receive Testimony
- 3. Close Public Hearing
- 4. Board Discussion
- 5. Board Action – Adopt Resolution No. 286

**6. CLOSED SESSION**

6.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code Section 54956.9(d)(1) Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 5/18/2021

**8. WARRANTS**

8.A. Approval of Warrants. Board action required: Approve five (5) warrants.

- 1. Mark Thomas & Company, Inc. (District Management Services and BSD CIPs)
- 2. First Tech Federal Credit Union (Board of Directors' Payroll)
- 3. Armento and Hynes, LLP (District Legal Services)
- 4. Richard Tanaka (District Advisor Services)
- 5. Cupertino Sanitary District (Common Interest Agreement – Milpitas Portion of Invoices 4/1/2019 thru 12/31/2020)

**9. NEW BUSINESS**

9.A. District Budget FY2021-2022. Board action required: Review and approve District Budget.

9.B. District Insurance. Board action required: Review and approve District Insurance Renewal Proposal.

**10. OLD BUSINESS**

- 10.A. Status of SRF Loan and Design Update. Board action required: None.
- 10.B. Long Range Financial Planning. Board action required: None.
- 10.C. GreenWaste Recovery, Inc. Update. Board action required: None.
- 10.D. District Website Update. Board action required: None.
- 10.E. Form 470 Update. Board action required: None.
- 10.F. COVID-19 Update. Board action required: None.

**11. HOUSEKEEPING ITEMS**

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

**12. ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, July 6, 2021**

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**

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## **5. PUBLIC HEARING**

- 5.A.1 Staff Presentation
- 5.A.2 Open Public Hearing and Receive Testimony
- 5.A.3 Close Public Hearing
- 5.A.4 Board Discussion
- 5.A.5 Board Action – Adopt Resolution No.286

**Burbank Sanitary District - FY2021-2022 Tax Roll Summary**

Users	FY2020-21 Total Amount	FY2020-21 Total User	FY2021-22 Total Amount	FY2021-22 Total User	Difference from Last Year	% Difference from Last Year	Comments
<b><u>Residential</u></b>					\$ -		
Single Family Residence	\$ 718,449.48	791	\$ 718,449.48	791	\$ -	0%	
Accessory Dwelling Unit (ADU)	\$ 127,787.76	201	\$ 129,695.04	204	\$ 1,907.28	1%	New ADUs
Multiple Family Residence	\$ 446,904.00	600	\$ 446,904.00	600	\$ -	0%	
<b><u>Commercial</u></b>							
Retail	\$ 32,231.60	42	\$ 32,496.43	42	\$ 264.83	1%	
Garages	\$ 2,820.96	1	\$ 2,820.96	1	\$ -	0%	
Restaurants	\$ 9,247.68	2	\$ 8,189.76	2	\$ (1,057.92)	-11%	Less water consumption
School	\$ 4,145.12	1	\$ 2,792.45	1	\$ (1,352.67)	-33%	Less water consumption
<b>Total</b>	<b>\$ 1,341,586.60</b>	<b>1638</b>	<b>\$ 1,341,348.12</b>	<b>1641</b>	<b>\$ (238.48)</b>	<b>0%</b>	

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
2	274-16-015	\$13,407.12
3	274-16-016	\$908.28
4	274-16-017	\$908.28
5	274-16-018	\$2,234.52
6	274-16-019	\$908.28
7	274-16-020	\$1,544.04
8	274-16-021	\$908.28
9	274-16-031	\$2,979.36
10	274-16-032	\$908.28
11	274-16-033	\$908.28
12	274-16-034	\$2,234.52
13	274-16-035	\$1,544.04
14	274-16-036	\$4,469.04
15	274-16-037	\$1,544.04
16	274-16-038	\$908.28
17	274-16-039	\$1,544.04
18	274-16-040	\$908.28
19	274-16-041	\$711.12
20	274-16-042	\$3,724.20
21	274-16-043	\$1,544.04
22	274-16-044	\$908.28
23	274-16-045	\$4,469.04
24	274-16-046	\$2,979.36
25	274-16-047	\$1,544.04
26	274-16-048	\$2,234.52
27	274-16-052	\$711.12
28	274-16-053	\$3,690.48
29	274-16-057	\$4,469.04
30	274-16-058	\$1,544.04
31	274-16-059	\$908.28
32	274-16-060	\$908.28
33	274-16-061	\$908.28
34	274-16-062	\$1,544.04
35	274-16-064	\$908.28
36	274-16-069	\$711.12
37	274-16-071	\$908.28
38	274-17-002	\$908.28
39	274-17-003	\$908.28
40	274-17-004	\$908.28
41	274-17-005	\$1,544.04
42	274-17-006	\$2,234.52
43	274-17-007	\$908.28
44	274-17-008	\$1,544.04

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
45	274-17-009	\$908.28
46	274-17-010	\$908.28
47	274-17-018	\$711.12
48	274-17-019	\$711.12
49	274-17-020	\$711.12
50	274-17-021	\$711.12
51	274-17-022	\$711.12
52	274-17-023	\$711.12
53	274-17-025	\$908.28
54	274-17-026	\$2,979.36
55	274-17-027	\$2,234.52
56	274-17-028	\$1,544.04
57	274-17-030	\$2,234.52
58	274-17-031	\$2,234.52
59	274-17-032	\$2,234.52
60	274-17-033	\$2,979.36
61	274-17-034	\$908.28
62	274-17-035	\$908.28
63	274-17-036	\$2,234.52
64	274-17-037	\$1,544.04
65	274-17-039	\$711.12
66	274-17-043	\$1,544.04
67	274-17-044	\$1,544.04
68	274-17-045	\$1,544.04
69	274-17-046	\$1,544.04
70	274-17-047	\$2,979.36
71	274-17-048	\$5,213.88
72	274-17-049	\$908.28
73	274-17-050	\$908.28
74	274-17-051	\$5,958.72
75	274-17-052	\$908.28
76	274-17-053	\$2,234.52
77	274-17-054	\$1,544.04
78	274-17-055	\$908.28
79	274-17-056	\$908.28
80	274-17-057	\$908.28
81	274-17-058	\$2,979.36
82	274-17-059	\$2,234.52
83	274-17-060	\$3,724.20
84	274-17-061	\$5,213.88
85	274-17-062	\$2,234.52
86	274-17-063	\$1,544.04
87	274-17-071	\$758.13

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
88	274-17-073	\$908.28
89	274-17-074	\$2,234.52
90	274-17-077	\$908.28
91	274-17-081	\$2,979.36
92	274-17-082	\$2,979.36
93	274-17-083	\$5,958.72
94	274-17-084	\$4,469.04
95	274-17-086	\$1,544.04
96	274-17-088	\$711.12
97	274-18-001	\$908.28
98	274-18-002	\$711.12
99	274-18-004	\$711.12
100	274-18-008	\$711.12
101	274-18-009	\$908.28
102	274-18-011	\$908.28
103	274-18-014	\$908.28
104	274-18-015	\$908.28
105	274-18-016	\$908.28
106	274-18-017	\$1,544.04
107	274-18-018	\$908.28
108	274-18-019	\$908.28
109	274-18-021	\$4,469.04
110	274-18-022	\$1,544.04
111	274-18-023	\$908.28
112	274-18-024	\$2,979.36
113	274-18-025	\$2,234.52
114	274-18-026	\$1,544.04
115	274-18-027	\$908.28
116	274-18-028	\$1,544.04
117	274-18-029	\$908.28
118	274-18-030	\$5,213.88
119	274-18-031	\$5,213.88
120	274-18-032	\$1,544.04
121	274-18-033	\$908.28
122	274-18-035	\$2,979.36
123	274-18-036	\$5,958.72
124	274-18-037	\$908.28
125	274-18-038	\$908.28
126	274-18-039	\$908.28
127	274-18-040	\$908.28
128	274-18-041	\$908.28
129	274-18-042	\$1,544.04
130	274-18-043	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
131	274-18-044	\$1,544.04
132	274-18-045	\$908.28
133	274-18-046	\$908.28
134	274-18-047	\$908.28
135	274-18-048	\$1,544.04
136	274-18-049	\$1,544.04
137	274-18-050	\$1,544.04
138	274-18-051	\$4,469.04
139	274-18-052	\$908.28
140	274-18-053	\$2,234.52
141	274-18-054	\$908.28
142	274-18-055	\$908.28
143	274-18-056	\$908.28
144	274-18-057	\$7,448.40
145	274-18-058	\$1,544.04
146	274-18-059	\$908.28
147	274-18-060	\$2,979.36
148	274-18-061	\$1,544.04
149	274-18-062	\$1,544.04
150	274-18-063	\$1,544.04
151	274-18-064	\$2,979.36
152	274-18-065	\$908.28
153	274-18-066	\$908.28
154	274-18-067	\$908.28
155	274-18-068	\$908.28
156	274-18-069	\$908.28
157	274-18-070	\$908.28
158	274-18-071	\$908.28
159	274-18-072	\$908.28
160	274-18-073	\$908.28
161	274-18-075	\$711.12
162	274-18-080	\$4,469.04
163	274-18-081	\$4,469.04
164	274-19-001	\$908.28
165	274-19-002	\$908.28
166	274-19-003	\$908.28
167	274-19-004	\$1,544.04
168	274-19-005	\$4,469.04
169	274-19-006	\$908.28
170	274-19-007	\$1,544.04
171	274-19-008	\$908.28
172	274-19-009	\$1,544.04
173	274-19-010	\$1,544.04

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
174	274-19-011	\$908.28
175	274-19-012	\$2,234.52
176	274-19-013	\$2,979.36
177	274-19-014	\$908.28
178	274-19-015	\$908.28
179	274-19-016	\$908.28
180	274-19-017	\$1,544.04
181	274-19-018	\$1,544.04
182	274-19-019	\$3,724.20
183	274-19-020	\$1,544.04
184	274-19-021	\$908.28
185	274-19-022	\$908.28
186	274-19-023	\$908.28
187	274-19-027	\$908.28
188	274-19-030	\$908.28
189	274-19-031	\$908.28
190	274-19-032	\$4,469.04
191	274-19-033	\$1,544.04
192	274-19-034	\$908.28
193	274-19-035	\$1,544.04
194	274-19-036	\$4,469.04
195	274-19-037	\$908.28
196	274-19-038	\$908.28
197	274-19-041	\$908.28
198	274-19-042	\$908.28
199	274-19-044	\$908.28
200	274-19-045	\$908.28
201	274-19-046	\$1,544.04
202	274-19-047	\$1,544.04
203	274-19-048	\$1,544.04
204	274-19-050	\$2,234.52
205	274-19-051	\$2,979.36
206	274-19-052	\$908.28
207	274-19-062	\$908.28
208	274-19-055	\$2,979.36
209	274-19-056	\$908.28
210	274-19-057	\$908.28
211	274-19-058	\$908.28
212	274-19-061	\$2,234.52
213	274-41-006	\$908.28
214	274-41-007	\$1,544.04
215	274-41-008	\$908.28
216	274-41-009	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
217	274-41-010	\$908.28
218	274-41-011	\$908.28
219	274-41-012	\$1,544.04
220	274-41-013	\$2,234.52
221	274-41-014	\$1,544.04
222	274-41-015	\$908.28
223	274-41-016	\$908.28
224	274-41-017	\$908.28
225	274-41-018	\$908.28
226	274-41-019	\$908.28
227	274-41-020	\$908.28
228	274-41-021	\$908.28
229	274-41-022	\$908.28
230	274-41-024	\$908.28
231	274-41-025	\$908.28
232	274-41-026	\$908.28
233	274-41-027	\$1,544.04
234	274-41-028	\$908.28
235	274-41-029	\$1,544.04
236	274-41-030	\$908.28
237	274-41-031	\$908.28
238	274-41-032	\$908.28
239	274-41-033	\$908.28
240	274-41-034	\$908.28
241	274-41-035	\$908.28
242	274-41-036	\$1,544.04
243	274-41-037	\$908.28
244	274-41-038	\$908.28
245	274-41-042	\$2,234.52
246	274-41-044	\$1,544.04
247	274-41-047	\$1,544.04
248	274-41-048	\$1,544.04
249	274-41-049	\$908.28
250	274-41-053	\$2,979.36
251	274-41-054	\$1,544.04
252	274-41-055	\$908.28
253	274-41-056	\$908.28
254	274-41-064	\$711.12
255	274-41-068	\$711.12
256	274-41-074	\$4,468.80
257	274-41-080	\$1,544.04
258	274-41-081	\$6,703.56
259	274-41-091	\$1,544.04

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
260	274-41-092	\$908.28
261	274-41-093	\$908.28
262	274-41-095	\$2,234.52
263	274-41-096	\$2,234.52
264	274-41-099	\$711.12
265	274-41-101	\$711.12
266	274-41-103	\$1,544.04
267	274-41-104	\$908.28
268	277-05-004	\$2,820.96
269	277-05-005	\$711.12
270	277-05-006	\$711.12
271	277-05-008	\$711.12
272	277-05-011	\$1,455.96
273	277-05-013	\$908.28
274	277-05-015	\$908.28
275	277-05-016	\$908.28
276	277-05-017	\$908.28
277	277-05-018	\$908.28
278	277-05-019	\$908.28
279	277-05-021	\$908.28
280	277-05-022	\$1,544.04
281	277-05-023	\$1,544.04
282	277-05-024	\$2,979.36
283	277-05-026	\$908.28
284	277-05-027	\$2,234.52
285	277-05-028	\$2,979.36
286	277-05-030	\$711.12
287	277-06-001	\$2,979.36
288	277-06-002	\$1,544.04
289	277-06-003	\$2,234.52
290	277-06-004	\$2,979.36
291	277-06-005	\$908.28
292	277-06-006	\$2,234.52
293	277-06-007	\$908.28
294	277-06-008	\$908.28
295	277-06-009	\$908.28
296	277-06-010	\$908.28
297	277-06-011	\$1,544.04
298	277-06-012	\$908.28
299	277-06-013	\$2,979.36
300	277-06-014	\$908.28
301	277-06-015	\$1,544.04
302	277-06-017	\$1,544.04

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
303	277-06-018	\$908.28
304	277-06-019	\$908.28
305	277-06-020	\$1,544.04
306	277-06-021	\$711.12
307	277-06-025	\$711.12
308	277-06-026	\$908.28
309	277-06-027	\$908.28
310	277-06-028	\$1,544.04
311	277-06-029	\$908.28
312	277-06-030	\$908.28
313	277-06-031	\$1,544.04
314	277-06-032	\$908.28
315	277-06-033	\$908.28
316	277-06-034	\$908.28
317	277-06-035	\$908.28
318	277-06-036	\$908.28
319	277-06-037	\$1,544.04
320	277-06-038	\$1,544.04
321	277-06-039	\$2,234.52
322	277-06-040	\$2,979.36
323	277-06-041	\$908.28
324	277-06-042	\$908.28
325	277-06-043	\$1,544.04
326	277-06-044	\$1,544.04
327	277-06-045	\$2,979.36
328	277-06-046	\$1,544.04
329	277-07-001	\$908.28
330	277-07-002	\$908.28
331	277-07-003	\$908.28
332	277-07-004	\$908.28
333	277-07-005	\$908.28
334	277-07-006	\$908.28
335	277-07-007	\$908.28
336	277-07-008	\$908.28
337	277-07-009	\$908.28
338	277-07-010	\$908.28
339	277-07-011	\$908.28
340	277-07-012	\$908.28
341	277-07-013	\$1,544.04
342	277-07-014	\$908.28
343	277-07-015	\$1,544.04
344	277-07-016	\$908.28
345	277-07-017	\$908.28



**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
346	277-07-018	\$908.28
347	277-07-020	\$908.28
348	277-07-021	\$908.28
349	277-07-022	\$908.28
350	277-07-023	\$908.28
351	277-07-029	\$711.12
352	277-07-030	\$908.28
353	277-07-031	\$908.28
354	277-07-032	\$1,544.04
355	277-07-033	\$908.28
356	277-07-034	\$1,544.04
357	277-07-035	\$908.28
358	277-07-036	\$908.28
359	277-07-037	\$1,544.04
360	277-07-038	\$2,234.52
361	277-07-039	\$1,544.04
362	277-07-040	\$908.28
363	277-07-041	\$908.28
364	277-07-042	\$908.28
365	277-07-043	\$908.28
366	277-07-044	\$908.28
367	277-07-045	\$908.28
368	277-07-046	\$908.28
369	277-07-047	\$1,544.04
370	277-07-048	\$908.28
371	277-07-049	\$1,544.04
372	277-07-050	\$908.28
373	277-07-051	\$908.28
374	277-07-052	\$908.28
375	277-07-053	\$1,544.04
376	277-07-054	\$1,544.04
377	277-07-055	\$2,945.64
378	277-07-056	\$908.28
379	277-07-057	\$908.28
380	277-08-001	\$908.28
381	277-08-002	\$908.28
382	277-08-003	\$908.28
383	277-08-004	\$908.28
384	277-08-005	\$2,234.52
385	277-08-006	\$908.28
386	277-08-007	\$908.28
387	277-08-008	\$908.28
388	277-08-009	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
389	277-08-010	\$1,544.04
390	277-08-011	\$908.28
391	277-08-012	\$908.28
392	277-08-013	\$1,544.04
393	277-08-014	\$2,234.52
394	277-08-015	\$1,544.04
395	277-08-016	\$908.28
396	277-08-017	\$1,544.04
397	277-08-018	\$908.28
398	277-08-019	\$1,544.04
399	277-08-020	\$908.28
400	277-08-023	\$1,544.04
401	277-08-024	\$1,544.04
402	277-08-025	\$2,979.36
403	277-08-026	\$908.28
404	277-08-027	\$908.28
405	277-08-028	\$908.28
406	277-08-029	\$908.28
407	277-08-030	\$711.12
408	277-08-031	\$711.12
409	277-08-033	\$908.28
410	277-08-034	\$908.28
411	277-08-035	\$2,234.52
412	277-08-036	\$908.28
413	277-08-037	\$908.28
414	277-08-038	\$908.28
415	277-08-039	\$1,544.04
416	277-08-040	\$908.28
417	277-08-041	\$908.28
418	277-08-042	\$908.28
419	277-08-043	\$1,544.04
420	277-08-044	\$908.28
421	277-08-045	\$1,544.04
422	277-08-046	\$908.28
423	277-08-047	\$908.28
424	277-08-048	\$1,544.04
425	277-08-049	\$908.28
426	277-08-050	\$1,544.04
427	277-08-051	\$1,544.04
428	277-08-052	\$908.28
429	277-08-054	\$908.28
430	277-08-055	\$908.28
431	277-08-056	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
432	277-08-057	\$908.28
433	277-08-058	\$1,544.04
434	277-08-059	\$2,234.52
435	277-08-060	\$1,544.04
436	277-09-001	\$1,544.04
437	277-09-002	\$908.28
438	277-09-003	\$908.28
439	277-09-004	\$908.28
440	277-09-005	\$908.28
441	277-09-006	\$4,469.04
442	277-09-007	\$1,544.04
443	277-09-008	\$1,544.04
444	277-09-009	\$908.28
445	277-09-010	\$908.28
446	277-09-011	\$908.28
447	277-09-012	\$1,544.04
448	277-09-013	\$2,234.52
449	277-09-014	\$1,544.04
450	277-09-015	\$908.28
451	277-09-016	\$2,234.52
452	277-09-017	\$908.28
453	277-09-018	\$908.28
454	277-09-019	\$908.28
455	277-09-020	\$908.28
456	277-09-021	\$908.28
457	277-09-022	\$908.28
458	277-09-023	\$1,544.04
459	277-09-024	\$908.28
460	277-09-025	\$1,544.04
461	277-09-026	\$1,544.04
462	277-09-029	\$4,432.08
463	277-09-030	\$1,544.04
464	277-09-031	\$908.28
465	277-09-032	\$908.28
466	277-09-033	\$908.28
467	277-09-034	\$908.28
468	277-09-035	\$908.28
469	277-09-036	\$908.28
470	277-09-037	\$908.28
471	277-09-038	\$1,544.04
472	277-09-039	\$908.28
473	277-09-040	\$908.28
474	277-09-041	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
475	277-09-042	\$908.28
476	277-09-043	\$908.28
477	277-09-044	\$908.28
478	277-09-045	\$908.28
479	277-09-046	\$908.28
480	277-09-047	\$908.28
481	277-09-048	\$908.28
482	277-09-049	\$908.28
483	277-09-050	\$908.28
484	277-09-051	\$2,234.52
485	277-09-052	\$908.28
486	277-09-053	\$908.28
487	277-09-054	\$908.28
488	277-09-055	\$908.28
489	277-09-056	\$2,200.80
490	277-10-001	\$908.28
491	277-10-002	\$908.28
492	277-10-003	\$908.28
493	277-10-004	\$3,724.20
494	277-10-005	\$1,544.04
495	277-10-006	\$908.28
496	277-10-007	\$1,544.04
497	277-10-008	\$908.28
498	277-10-009	\$908.28
499	277-10-010	\$908.28
500	277-10-011	\$908.28
501	277-10-012	\$908.28
502	277-10-013	\$908.28
503	277-10-014	\$908.28
504	277-10-016	\$908.28
505	277-10-017	\$1,544.04
506	277-10-018	\$1,544.04
507	277-10-019	\$2,234.52
508	277-10-020	\$908.28
509	277-10-021	\$908.28
510	277-10-022	\$908.28
511	277-10-023	\$1,544.04
512	277-10-024	\$908.28
513	277-10-026	\$1,543.58
514	277-10-027	\$711.12
515	277-10-029	\$1,544.04
516	277-10-030	\$908.28
517	277-10-031	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
518	277-10-032	\$908.28
519	277-10-033	\$2,979.36
520	277-10-036	\$908.28
521	277-10-037	\$4,469.04
522	277-10-038	\$1,544.04
523	277-10-039	\$908.28
524	277-10-041	\$1,544.04
525	277-10-042	\$908.28
526	277-10-043	\$908.28
527	277-10-044	\$908.28
528	277-10-045	\$908.28
529	277-10-047	\$908.28
530	277-10-048	\$908.28
531	277-10-049	\$1,544.04
532	277-10-050	\$1,544.04
533	277-10-051	\$908.28
534	277-10-053	\$908.28
535	277-10-054	\$1,544.04
536	277-10-055	\$908.28
537	277-10-056	\$908.28
538	277-10-057	\$1,544.04
539	277-10-058	\$908.28
540	277-10-059	\$908.28
541	277-10-060	\$908.28
542	277-11-001	\$908.28
543	277-11-002	\$908.28
544	277-11-003	\$908.28
545	277-11-004	\$1,544.04
546	277-11-005	\$908.28
547	277-11-006	\$908.28
548	277-11-007	\$908.28
549	277-11-008	\$2,234.52
550	277-11-009	\$2,234.52
551	277-11-010	\$1,544.04
552	277-11-011	\$1,544.04
553	277-11-012	\$1,544.04
554	277-11-013	\$908.28
555	277-11-014	\$908.28
556	277-11-015	\$908.28
557	277-11-016	\$908.28
558	277-11-017	\$908.28
559	277-11-018	\$908.28
560	277-11-019	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
561	277-11-020	\$908.28
562	277-11-021	\$908.28
563	277-11-022	\$2,234.52
564	277-11-023	\$908.28
565	277-11-024	\$908.28
566	277-11-025	\$908.28
567	277-11-026	\$908.28
568	277-11-030	\$2,234.52
569	277-11-031	\$2,979.36
570	277-11-032	\$908.28
571	277-11-033	\$908.28
572	277-11-034	\$2,234.52
573	277-11-035	\$908.28
574	277-11-036	\$1,544.04
575	277-11-037	\$908.28
576	277-11-038	\$1,544.04
577	277-11-039	\$908.28
578	277-11-040	\$908.28
579	277-11-041	\$908.28
580	277-11-042	\$1,544.04
581	277-11-043	\$908.28
582	277-11-044	\$908.28
583	277-11-045	\$908.28
584	277-11-046	\$908.28
585	277-11-047	\$908.28
586	277-11-048	\$908.28
587	277-11-049	\$908.28
588	277-11-050	\$908.28
589	277-11-051	\$1,544.04
590	277-11-052	\$908.28
591	277-11-053	\$1,544.04
592	277-11-054	\$908.28
593	277-11-055	\$908.28
594	277-11-056	\$1,544.04
595	277-12-001	\$908.28
596	277-12-002	\$908.28
597	277-12-003	\$908.28
598	277-12-004	\$908.28
599	277-12-005	\$908.28
600	277-12-006	\$908.28
601	277-12-007	\$908.28
602	277-12-008	\$908.28
603	277-12-009	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
604	277-12-010	\$1,544.04
605	277-12-011	\$908.28
606	277-12-012	\$1,544.04
607	277-12-013	\$908.28
608	277-12-014	\$908.28
609	277-12-015	\$2,234.52
610	277-12-016	\$908.28
611	277-12-017	\$1,544.04
612	277-12-018	\$1,544.04
613	277-12-019	\$908.28
614	277-12-020	\$2,234.52
615	277-12-021	\$1,544.04
616	277-12-022	\$908.28
617	277-12-025	\$2,234.52
618	277-12-026	\$1,544.04
619	277-12-028	\$5,297.77
620	277-12-029	\$853.75
621	277-12-030	\$908.28
622	277-12-032	\$908.28
623	277-12-033	\$908.28
624	277-12-034	\$908.28
625	277-12-035	\$908.28
626	277-12-036	\$4,469.04
627	277-12-037	\$4,469.04
628	277-12-039	\$1,544.04
629	277-12-040	\$908.28
630	277-12-041	\$5,958.72
631	277-12-042	\$908.28
632	277-12-043	\$908.28
633	277-12-044	\$908.28
634	277-12-045	\$10,427.76
635	277-12-046	\$2,979.36
636	277-12-047	\$2,234.52
637	277-12-048	\$908.28
638	277-12-049	\$3,724.20
639	277-12-050	\$1,544.04
640	277-12-051	\$908.28
641	277-12-053	\$908.28
642	277-12-054	\$1,544.04
643	277-12-055	\$908.28
644	277-12-056	\$908.28
645	277-12-057	\$908.28
646	277-12-058	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
647	277-12-059	\$908.28
648	277-12-060	\$908.28
649	277-13-001	\$1,544.04
650	277-13-002	\$908.28
651	277-13-003	\$1,544.04
652	277-13-004	\$908.28
653	277-13-005	\$1,544.04
654	277-13-006	\$1,544.04
655	277-13-007	\$908.28
656	277-13-008	\$1,544.04
657	277-13-009	\$908.28
658	277-13-010	\$908.28
659	277-13-011	\$908.28
660	277-13-012	\$1,544.04
661	277-13-013	\$1,544.04
662	277-13-014	\$908.28
663	277-13-015	\$908.28
664	277-13-016	\$1,544.04
665	277-13-017	\$2,234.52
666	277-13-018	\$1,544.04
667	277-13-019	\$908.28
668	277-13-020	\$1,544.04
669	277-13-060	\$908.28
670	277-13-023	\$5,958.72
671	277-13-024	\$908.28
672	277-13-025	\$1,544.04
673	277-13-026	\$908.28
674	277-13-027	\$711.12
675	277-13-034	\$6,703.56
676	277-13-035	\$4,469.04
677	277-13-036	\$908.28
678	277-13-038	\$908.28
679	277-13-039	\$908.28
680	277-13-040	\$2,234.52
681	277-13-041	\$908.28
682	277-13-042	\$908.28
683	277-13-043	\$1,544.04
684	277-13-044	\$1,544.04
685	277-13-045	\$908.28
686	277-13-046	\$908.28
687	277-13-047	\$908.28
688	277-13-048	\$908.28
689	277-13-049	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
690	277-13-050	\$1,544.04
691	277-13-051	\$1,544.04
692	277-13-052	\$1,544.04
693	277-13-053	\$1,544.04
694	277-13-054	\$4,469.04
695	277-13-055	\$5,213.88
696	277-13-056	\$1,544.04
697	277-13-057	\$5,958.72
698	277-13-058	\$5,958.72
699	277-13-059	\$908.28
700	277-14-001	\$2,234.52
701	277-14-002	\$908.28
702	277-14-003	\$908.28
703	277-14-004	\$908.28
704	277-14-007	\$1,544.04
705	277-14-008	\$908.28
706	277-14-009	\$908.28
707	277-14-010	\$1,544.04
708	277-14-011	\$908.28
709	277-14-061	\$1,544.04
710	277-14-013	\$908.28
711	277-14-014	\$908.28
712	277-14-015	\$908.28
713	277-14-016	\$1,544.04
714	277-14-017	\$908.28
715	277-14-018	\$4,469.04
716	277-14-019	\$1,544.04
717	277-14-020	\$908.28
718	277-14-021	\$908.28
719	277-14-022	\$908.28
720	277-14-023	\$1,544.04
721	277-14-024	\$908.28
722	277-14-025	\$908.28
723	277-14-028	\$2,234.52
724	277-14-030	\$2,979.36
725	277-14-031	\$2,234.52
726	277-14-032	\$3,724.20
727	277-14-033	\$3,724.20
728	277-14-034	\$1,544.04
729	277-14-035	\$5,958.72
730	277-14-036	\$908.28
731	277-14-037	\$908.28
732	277-14-038	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
733	277-14-039	\$1,544.04
734	277-14-040	\$908.28
735	277-14-041	\$908.28
736	277-14-042	\$908.28
737	277-14-043	\$1,544.04
738	277-14-059	\$908.28
739	277-14-060	\$908.28
740	277-14-045	\$908.28
741	277-14-047	\$2,234.52
742	277-14-048	\$1,544.04
743	277-14-049	\$1,544.04
744	277-14-051	\$908.28
745	277-14-052	\$908.28
746	277-14-053	\$1,544.04
747	277-14-054	\$908.28
748	277-14-056	\$908.28
749	277-14-057	\$908.28
750	277-14-058	\$908.28
751	277-15-001	\$908.28
752	277-15-002	\$1,544.04
753	277-15-003	\$908.28
754	277-15-004	\$908.28
755	277-15-005	\$1,544.04
756	277-15-006	\$1,544.04
757	277-15-007	\$908.28
758	277-15-008	\$2,234.52
759	277-15-009	\$5,213.88
760	277-15-010	\$3,724.20
761	277-15-011	\$2,234.52
762	277-15-012	\$908.28
763	277-15-013	\$908.28
764	277-15-014	\$1,544.04
765	277-15-015	\$908.28
766	277-15-016	\$908.28
767	277-15-017	\$908.28
768	277-15-018	\$908.28
769	277-15-019	\$908.28
770	277-15-020	\$908.28
771	277-15-021	\$1,544.04
772	277-15-022	\$908.28
773	277-15-023	\$908.28
774	277-15-024	\$908.28
775	277-26-045	\$1,544.04

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
776	277-26-046	\$908.28
777	277-26-047	\$908.28
778	277-26-048	\$908.28
779	277-26-049	\$908.28
780	277-26-050	\$1,544.04
781	277-26-051	\$908.28
782	277-26-052	\$908.28
783	277-26-053	\$908.28
784	277-26-054	\$908.28
785	277-26-055	\$908.28
786	277-26-056	\$908.28
787	277-26-057	\$908.28
788	277-26-058	\$908.28
789	277-26-059	\$908.28
790	277-27-001	\$908.28
791	277-27-002	\$908.28
792	277-27-003	\$908.28
793	277-27-004	\$908.28
794	277-27-005	\$908.28
795	277-27-006	\$908.28
796	277-27-007	\$1,544.04
797	277-27-008	\$908.28
798	277-27-009	\$908.28
799	277-27-010	\$908.28
800	277-27-011	\$908.28
801	277-27-012	\$908.28
802	277-27-013	\$908.28
803	277-27-014	\$908.28
804	277-27-015	\$908.28
805	277-27-016	\$908.28
806	277-27-017	\$1,544.04
807	277-27-018	\$908.28
808	277-27-019	\$908.28
809	277-27-020	\$908.28
810	277-27-021	\$908.28
811	277-27-022	\$2,979.36
812	277-27-023	\$908.28
813	277-27-024	\$908.28
814	277-27-025	\$908.28
815	277-27-026	\$908.28
816	277-27-027	\$908.28
817	277-27-028	\$908.28
818	277-27-029	\$1,544.04

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
819	277-27-030	\$908.28
820	277-27-031	\$908.28
821	277-27-032	\$908.28
822	277-27-033	\$908.28
823	277-27-034	\$908.28
824	277-27-035	\$1,544.04
825	277-27-036	\$908.28
826	277-27-037	\$908.28
827	277-27-038	\$908.28
828	277-27-039	\$908.28
829	277-27-040	\$908.28
830	277-27-041	\$908.28
831	277-27-042	\$908.28
832	277-27-043	\$908.28
833	277-27-044	\$908.28
834	277-27-045	\$908.28
835	277-27-046	\$908.28
836	277-27-047	\$908.28
837	277-27-048	\$908.28
838	277-27-049	\$1,544.04
839	277-27-050	\$908.28
840	277-27-051	\$908.28
841	277-27-052	\$1,544.04
842	277-27-053	\$908.28
843	277-27-054	\$1,544.04
844	277-27-055	\$908.28
845	277-27-056	\$908.28
846	277-27-057	\$908.28
847	277-27-058	\$908.28
848	277-27-059	\$908.28
849	277-27-060	\$908.28
850	277-27-061	\$908.28
851	277-27-062	\$908.28
852	277-27-063	\$908.28
853	277-27-064	\$908.28
854	277-28-001	\$1,544.04
855	277-28-002	\$908.28
856	277-28-003	\$908.28
857	277-28-004	\$908.28
858	277-28-005	\$908.28
859	277-28-006	\$908.28
860	277-28-007	\$1,544.04
861	277-28-008	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
862	277-28-009	\$908.28
863	277-28-010	\$908.28
864	277-28-011	\$1,544.04
865	277-28-012	\$908.28
866	277-28-013	\$908.28
867	277-28-014	\$908.28
868	277-28-015	\$908.28
869	277-28-016	\$908.28
870	277-28-017	\$908.28
871	277-28-018	\$1,544.04
872	277-28-019	\$908.28
873	277-28-020	\$1,544.04
874	277-28-021	\$908.28
875	277-28-022	\$908.28
876	277-28-023	\$908.28
877	277-28-024	\$908.28
878	277-28-025	\$908.28
879	277-28-026	\$908.28
880	277-28-027	\$908.28
881	277-28-028	\$1,544.04
882	<b>277-28-029</b>	<b>\$908.28</b>
883	277-28-030	\$908.28
884	277-28-031	\$908.28
885	277-28-032	\$1,544.04
886	277-28-033	\$908.28
887	277-28-034	\$908.28
888	277-28-035	\$908.28
889	277-28-036	\$908.28
890	277-28-037	\$908.28
891	277-28-038	\$908.28
892	277-28-039	\$908.28
893	277-28-040	\$908.28
894	277-28-041	\$908.28
895	277-28-042	\$908.28
896	277-28-043	\$1,544.04
897	277-28-044	\$908.28
898	277-28-045	\$1,544.04
899	277-28-046	\$908.28
900	277-28-047	\$908.28
901	277-28-048	\$908.28
902	277-28-049	\$1,544.04
903	277-28-050	\$908.28
904	277-28-051	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
905	277-28-052	\$1,544.04
906	277-28-053	\$908.28
907	277-28-054	\$908.28
908	277-28-055	\$908.28
909	277-28-056	\$908.28
910	277-28-057	\$908.28
911	277-28-058	\$908.28
912	277-28-059	\$908.28
913	277-28-060	\$908.28
914	277-28-061	\$908.28
915	277-28-062	\$908.28
916	277-28-063	\$1,544.04
917	277-28-064	\$908.28
918	277-29-001	\$908.28
919	277-29-002	\$908.28
920	277-29-003	\$908.28
921	277-29-004	\$908.28
922	277-29-005	\$908.28
923	277-29-006	\$908.28
924	277-29-007	\$908.28
925	277-29-008	\$908.28
926	277-29-009	\$908.28
927	277-29-010	\$908.28
928	277-29-011	\$908.28
929	277-29-012	\$1,544.04
930	277-29-013	\$1,544.04
931	277-29-014	\$1,544.04
932	277-29-015	\$908.28
933	277-29-016	\$908.28
934	277-29-017	\$908.28
935	277-29-018	\$908.28
936	277-29-019	\$1,544.04
937	277-29-020	\$908.28
938	277-29-021	\$1,544.04
939	277-29-022	\$908.28
940	277-29-023	\$908.28
941	277-29-024	\$1,544.04
942	277-29-025	\$908.28
943	277-29-026	\$908.28
944	277-29-027	\$908.28
945	277-29-028	\$908.28
946	277-29-029	\$908.28
947	277-29-030	\$908.28

**Burbank Sanitary District Tax Roll Report FY2021-2022**

	A	B
1	APN	Amount
948	277-29-031	\$908.28
949	277-29-033	\$908.28
950	277-29-034	\$1,544.04
951	277-29-035	\$908.28
952	277-29-036	\$1,544.04
953	277-29-037	\$1,544.04
954	277-29-038	\$908.28
955	277-29-039	\$908.28
956	277-29-040	\$1,544.04
957	277-29-041	\$908.28
958	277-29-042	\$908.28
959	277-29-043	\$908.28
960	277-29-045	\$711.12
961	277-29-046	\$711.12
962	277-29-047	\$711.12
963	961	\$1,338,555.67



**RESOLUTION NO. 286**

**A RESOLUTION OF THE BURBANK SANITARY DISTRICT APPROVING  
SEWER SERVICE CHARGES REPORT AND COLLECTION ON THE  
TAXROLL FOR FISCAL YEAR 2021 - 2022**

WHEREAS, IT IS RESOLVED by the Board of Directors of Burbank Sanitary District, as follows:

1. Pursuant to California Health & Safety Code § 5473 and following, the District's Report of Sewer Service Charges for Fiscal Year 2021-2022 is approved and adopted following completion of the noticed public hearing required by law.
2. Objections to and protests against said Report were not made by the owners of a majority of the separate parcels of property described in the Report.
3. The sewer service charges and the delinquent service charges, if any, which are included on the Report shall be levied against the parcels identified in the Report and, as appropriate, shall be collected on the property tax rolls of Santa Clara County, respectively, in the manner specified by law.
4. The amounts in the report are based on Ordinance No. 66, which was adopted by the Board on May 19, 2020.

The Secretary shall cause true copies of the Report and this Resolution to be filed with the proper officers of those counties so that the charges may be entered upon their respective county rolls.

PASSED AND ADOPTED this 15<sup>th</sup> day of June 2021 by the following vote:

AYES: and in favor thereof, Members:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

RECUSE: Members:

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Secretary, Burbank Sanitary District

APPROVED:

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President, Burbank Sanitary District

## **BURBANK SANITARY DISTRICT**

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### **7. CONSENT CALENDAR**

#### **6.A. APPROVAL OF MINUTES**

Approve Minutes from Regular Meeting of  
May 18, 2021

**1. CALL TO ORDER**

The Board of the Burbank Sanitary District convened this date at 7:00 p.m. via teleconferencing in accordance with Executive Order N-33-20. President Sclafani called the meeting to order at 7:02 p.m.

**2. ROLL CALL**

Directors Present: Ken Colson, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor, Rebecca Yoder  
Directors Absent: None  
Counsel Present: Valerie Armento, Armento-Hynes, LLP (present for the beginning of the open session and the entire closed session)  
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager)  
Advisor: Richard Tanaka (present for the beginning of the open session and the entire closed session)  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Kaelker-Boor

**Second:** Prupes

**Board vote:**

**Ayes:** Colson, Prupes, Sclafani, Yoder, Kaelker-Boor

**Noes:** 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: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.

Closed session discussion commenced at 7:06 pm and ended at 7:41 pm. Manager Porter and Deputy Manager Woodhouse were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

**6. CONSENT CALENDAR**

6.A. Approval of Minutes from the Regular Meetings of May 4, 2021.

**Motion:** To approve Meeting Minutes from the Regular Meetings of May 4, 2021.

**Move:** Yoder

**Second:** Colson

**Board vote:**

**Ayes:** Prupes, Sclafani, Kaelker-Boor, Colson, Yoder

**Noes:** None

**Absent:** None

**7. WARRANTS**

7.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services and BSD CIPs)
2. First Tech Federal Credit Union (Board of Directors' Payroll)
3. Armento and Hynes, LLP (District Legal Services)
4. Richard Tanaka (District Advisor Services)
5. Cupertino Sanitary District (Common Interest Agreement Cost Sharing Q3 FY2020-21)

**Motion:** To approve five (5) warrants as listed.

**Move:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

**Ayes:** Prupes, Sclafani, Kaelker-Boor, Colson, Yoder

**Noes:** None

**Absent:** None

**8. NEW BUSINESS**

None.

**9. OLD BUSINESS**

9.A. Status of SRF Loan and Design Update.

Manager Porter reported on the status of the SRF Loan. Deputy Manager Woodhouse indicated that staff will discuss disadvantaged business who may be able to bid or provide subcontractor services for the CIP project with the Builders Exchange of Santa Clara County.

9.B. Long Range Financial Planning.

Manager Porter is exploring options to join NextDoor as a commercial enterprise.

9.C. GreenWaste Recovery, Inc Update.

Manager Porter advised that the reason for so many blocked dumpsters on February 22, 2021 was an excess number of vehicles blocking the carts preventing GreenWaste from providing service. If a dumpster is over-filled GreenWaste will not service the dumpster and will leave a Non-Collection Notice and indicate why the bin or cart was not serviced. The lid-flip audit was suspended in the March – April 2020 timeframe due to Covid-19. GreenWaste is willing to meet with the Board at a future date to discuss the services they provide and Post-Covid notifications. GreenWaste is not required to follow the County requirement to do two pick-ups each week for multi-family properties like apartment buildings.

9.D. District Website Update.

Manager Porter reported that Ariff has started working on the website homepage.

9.E. Form 470 Update.

Manager Porter advised that Form 470 has been sent out to the Board members for filing.

9.F. SSMP Recertification.

Board reviewed and recertified the SSMP.

**Motion:** To approve SSMP as amended and adopt Resolution #285

**Move:** Kaelker-Boor

**Second:** Yoder

**Board vote:**

**Ayes:** Prupes, Sclafani, Kaelker-Boor, Colson, Yoder

**Noes:** None

**Absent:** None

9.F. COVID-19 Update.

Manager Porter reported that a new order today by Santa Clara County requires employers to determine the vaccination status of its employees.

## **10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

No housekeeping items to update.

10.B. Agenda Items for Next Upcoming Meeting.

- Status of CIP project design and SRF loan
- GreenWaste Recovery, Inc. Update

## **11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, June 1, 2021**

**Motion:** To adjourn meeting at 8:45 pm.

**Move:** Yoder

**Second:** Prupes

**Board vote:**

**Ayes:** Colson, Kaelker-Boor, Prupes, Sclafani, Yoder

**Noes:** None

**Absent:** None

Approved: June 1, 2021

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Procopio Sclafani, President

District Manager  
Benjamin T. Porter, PE

## **BURBANK SANITARY DISTRICT**

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### **7. WARRANTS**

#### **8.A. APPROVAL OF WARRANTS**

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Armento and Hynes, LLP
4. Richard Tanaka
5. Cupertino Sanitary District

# Warrant List for 06-15-21

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas and Company, Inc	6/11/2021	40473	\$ 20,963.37	District Management Services	
		6/11/2021	40472	\$ 13,833.74	BSD District Wide CIP Project	
		6/11/2021	40471	\$ 609.58	1975 Scott St Mainline Extension	
		6/11/2021	40473-R	\$ 19.95	Reimbursables - Monthly Website Hosting Fee	
			MTCO Subtotal	\$ 35,426.64		3925
2	Burbank Sanitary District for Deposits / First Tech Fed C		n/a	\$ 700.00	Board Payroll, Processing Fees/Taxes (Amount Deposited)	3926
	Rebecca Yoder			\$ 115.50	5/18/2021	
	Michelle Kaelker-Boor			\$ 115.50	5/18/2021	
	Rene Prupes			\$ 115.50	5/18/2021	
	Ken Colson			\$ 115.50	5/18/2021	
	Procopio Sclafani			\$ 115.50	5/18/2021	
			Subtotal actual amt	\$ 577.50		
						3927
3	Armento and Hynes, LLP	5/31/2021	2021-5	\$ 1,178.00	District legal services	
						3928
4	Richard Tanaka	6/8/2021	2021-6	\$ 600.00	District Advisor Services	
5	Cupertino Sanitary District	3/3/2020	2	\$ 3,783.92	Common Interest Agmt - Milpitas Portion of Invoices 4/1/19 thru 12/31/19	
		5/10/2021	3	\$ 10,663.60	Common Interest Agmt - Milpitas Portion of Invoices 1/1/20 thru 12/31/20	
			CUSD Subtotal	\$ 14,447.52		3929
	TOTAL			\$ 52,352.16		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2020-21			\$ 942,737.11		

# **BURBANK SANITARY DISTRICT**

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## **9. NEW BUSINESS**

- 9.A. District Budget FY2021-2022
- 9.B. District Insurance



# Burbank Sanitary District

## APPROVED BUDGET

County Accounts	Revenues	Approved 2020/21 Budget	Draft 2021/22 Budget
4301100	Interest Allocation	\$ 15,000	\$ 15,000
4980010	Permits and Connections	\$ 10,000	\$ 10,000
4980350	Direct Assessments	\$ 1,328,000	\$ 1,328,000
	SRF Loan	-	\$ 5,064,000
	Credit for Treatment Plant CIP	\$ 75,000	\$ 75,000
	Total	\$ 1,428,000	\$ 6,492,000
County Accounts	Expenses	2020/21 Budget	2020/21 Budget
5420200	<b>Debt Related Expenses</b>		
	Revenue Bonds 2009 Series A - Term Ends 2020	\$ 15,900	\$ -
	State Revolving Fund		
	Total	\$ 15,900	\$ -
5561000	<b>Special District Fixed Asset Acquisition</b>		
	Treatment Plant Capital Improvement Fund	\$ 331,000	\$ 446,167
	Sewer System CIP Projects	\$ 450,000	\$ 5,064,000
	Total	\$ 781,000	\$ 5,510,167
5350400	<b>Service and Supplies</b>		
	Wastewater Treatment Plant O&M	\$ 366,000	\$ 288,758
	Wastewater Treatment Plant Equipment	\$ 1,000	\$ 1,000
	San Jose Joint Use O&M	\$ 10,000	\$ 10,000
	San Jose Joint Use CIP	\$ 10,000	\$ 10,000
	Annual Neighborhood Clean Up Day	\$ 2,000	\$ 2,000
	Preventive Maintenance & Video Inspection	\$ 40,000	\$ 40,000
	Emergency Repairs and Stoppages	\$ 15,000	\$ 15,000
	Repairs and Replacement (mains/laterals)	\$ 30,000	\$ 30,000
	Permits (encroachment)	\$ 15,000	\$ 15,000
	Office Expenses/Publications	\$ 2,500	\$ 2,500
	Engineering/Maintenance Management	\$ 229,900	\$ 236,500
	Legal - District Counsel	\$ 35,000	\$ 35,000
	Legal - Outside Services	\$ 25,000	\$ 25,000
	Legal - District Advisor	\$ 8,000	\$ 12,000
	Audit and Accounting Services	\$ 12,000	\$ -
	Taxroll Preparation	\$ 500	\$ 500
	Annual Memberships (CASA, SWRCB, Website)	\$ 5,000	\$ 5,200
	Insurance Renewal (CASA)	\$ 10,000	\$ 10,200
	Conference Registration -Travel	\$ 4,000	\$ 4,000
	Website Expenses	\$ -	\$ 10,000
	Board Election Expenses	\$ 3,000	\$ -
	Total	\$ 823,900	\$ 752,658
5108300	<b>Salary and Benefit Special Districts</b>		
	Per Diem - Five Board Members x 24 meetings	\$ 17,100	\$ 17,100
	Per Diem - District Clerk x 24 meetings	\$ 3,420	\$ 3,000
	Total	\$ 20,520	\$ 20,100
<b>Total Budget Expenditure</b>		<b>\$ 1,641,320</b>	<b>\$ 6,282,925</b>
<b>Revenue</b>		<b>\$ 1,428,000</b>	<b>\$ 6,492,000</b>
<b>Difference</b>		<b>\$ (213,320)</b>	<b>\$ 209,075</b>

# BURBANK SANITARY DISTRICT

## Preliminary Budget Review

2020 - 2022

### BUDGET REPORT - EXPENSES

Account Name	Approved Budget FY2020-21	Total Expenses To Date	Unencumbered Balance	% Expended To Date	Estimated Through Year End	Total Anticipated FY2020-21	% of Budget	Proposed Budget FY2021-22	Comments
<b>Debt Related Expenses</b>									
Revenue Bonds 2009 Series A - Term Ends 2020	\$15,900.00	\$15,860.19	\$39.81	99.75%	\$ -	\$15,860.19	100%	\$0.00	Last Paymt Nov 2020
<b>Special District Fixed Asset Acquisition</b>									
Treatment Plant Capital Improvement Fund	\$331,000.00	\$101,792.00	\$229,208.00	30.75%	\$ 40,530.00	\$142,322.00	43%	\$446,167.00	Dewatering delayed to FY 2021-22 (Updated May TPAC)
Sewer System CIP Projects	\$450,000.00	\$122,243.61	\$327,756.39	27.17%	\$ 25,000.00	\$147,243.61	33%	\$5,064,000.00	District Wide CIP Project
<b>Service and Supplies</b>									
Wastewater Treatment Plant O&M	\$366,000.00	\$200,313.00	\$165,687.00	54.73%	\$ 66,771.00	\$267,084.00	73%	\$288,758.00	Legacy Lagoons deferred
Wastewater Treatment Plant Equipment	\$1,000.00	\$0.00	\$1,000.00	0.00%	\$ 1,000.00	\$1,000.00	100%	\$1,000.00	Budget for \$1,000; CSJ budget contains \$0
San Jose Joint Use O&M	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$ -	\$0.00	0%	\$10,000.00	Budget, no payment made, subject to new agreement
San Jose Joint Use CIP	\$10,000.00	\$0.00	\$10,000.00	0.00%	\$ -	\$0.00	0%	\$10,000.00	Budget, no payment made, subject to new agreement
Annual Neighborhood Clean Up Day	\$2,000.00	\$1,588.00	\$412.00	79.40%	\$ 1,366.00	\$2,954.00	148%	\$2,000.00	Encroachment permit & No parking posting fee
Preventive Maintenance & Video Inspection	\$40,000.00	\$28,417.80	\$11,582.20	71.04%	\$ -	\$28,417.80	71%	\$40,000.00	Annual maintenance for mains and laterals
Emergency Repairs and Stoppages	\$15,000.00	\$0.00	\$15,000.00	0.00%	\$ 2,000.00	\$2,000.00	13%	\$15,000.00	No change - same as last year
Repairs and Replacement (mains/laterals)	\$30,000.00	\$0.00	\$30,000.00	0.00%	\$ 2,000.00	\$2,000.00	7%	\$30,000.00	No change - same as last year
Permits (Discharge and Encroachment)	\$15,000.00	\$1,154.91	\$13,845.09	7.70%	\$ 1,000.00	\$2,154.91	14%	\$15,000.00	No change - same as last year
Office Expenses/Publications	\$2,500.00	\$1,368.27	\$1,131.73	54.73%	\$ 500.00	\$1,868.27	75%	\$2,500.00	No change - same as last year
Engineering/Maintenance Management	\$229,900.00	\$149,634.67	\$80,265.33	65.09%	\$ 95,000.00	\$244,634.67	106%	\$236,500.00	Assume 2.9% CPI increase
Legal - District Counsel	\$35,000.00	\$13,015.00	\$21,985.00	37.19%	\$ 8,000.00	\$21,015.00	60%	\$35,000.00	No change - same as last year
Legal - Outside Services	\$17,000.00	\$9,424.00	\$7,576.00	55.44%	\$ 7,300.00	\$16,724.00	98%	\$25,000.00	No change - same as last year
Legal - District Advisor	\$8,000.00	\$2,400.00	\$5,600.00	30.00%	\$ 5,000.00	\$7,400.00	93%	\$12,000.00	Keep same as last year based on full year
Audit and Accounting Services	\$12,000.00	\$11,200.00	\$800.00	0.00%	\$ -	\$11,200.00	93%	\$0.00	No Biennial audit this year
Taxroll Preparation	\$500.00	\$0.00	\$500.00	0.00%	\$ 500.00	\$500.00	100%	\$500.00	No change - same as last year
Annual Memberships (CASA, SWRCB, Website)	\$5,000.00	\$5,059.34	(\$59.34)	101.19%	\$ -	\$5,059.34	101%	\$5,200.00	Increase slightly
Insurance Renewal (Alliant)	\$10,000.00	\$9,728.00	\$272.00	97.28%	\$ -	\$9,728.00	97%	\$10,200.00	Per proposal dated 6/2/21 \$10,198.00
Conference Registration -Travel	\$4,000.00	\$0.00	\$4,000.00	0.00%	\$ -	\$0.00	0%	\$4,000.00	No change - same as last year
Website Expenses	\$0.00	\$0.00	\$0.00	0.00%	\$ -	\$0.00	0%	\$10,000.00	New website expenses
Board Election Expenses	\$3,000.00	\$4,105.00	(\$1,105.00)	136.83%	\$ -	\$4,105.00	137%	\$0.00	No election
	<b>\$1,612,800.00</b>	<b>\$677,303.79</b>	<b>\$935,496.21</b>	<b>42.00%</b>	<b>\$255,967.00</b>	<b>\$933,270.79</b>	<b>58%</b>	<b>\$6,262,825.00</b>	
<b>Salary and Benefit Special Districts</b>									
Per Diem - Five Board Members x 24 meetings	\$17,100.00	\$10,500.00	\$6,600.00	61.40%	\$ 6,500.00	\$17,000.00	99%	\$17,100.00	26 meetings @ 115.5 + payroll taxes & fees
Per Diem - District Clerk x 24 meetings	\$3,420.00	\$577.50	\$2,842.50	16.89%	\$ -	\$577.50	17%	\$3,000.00	26 meetings @115.5
	<b>\$20,520.00</b>	<b>\$11,077.50</b>	<b>\$9,442.50</b>		<b>\$6,500.00</b>	<b>\$17,577.50</b>	<b>86%</b>	<b>\$20,100.00</b>	
<b>TOTAL EXPENSES</b>	<b>\$1,633,320.00</b>	<b>\$688,381.29</b>	<b>\$944,938.71</b>	<b>42.15%</b>	<b>\$262,467.00</b>	<b>\$950,848.29</b>	<b>58%</b>	<b>\$6,282,925.00</b>	

# BURBANK SANITARY DISTRICT

## Preliminary Budget Review

2020 - 2022

### BUDGET REPORT - REVENUE

Account Name	Account Number	Amount budgeted	Total Receipts To Date	Balance of Budget	% Earned To Date	Estimated Through Year End	Total Anticipated FY2020-21	% of Budget	Proposed Budget FY2021-22	Comments
<b>OPERATING</b>										
Direct Assessments	4980350	\$1,328,000.00	\$767,671.48	\$560,328.52	57.81%	\$550,000.00	\$1,317,671.48	99%	\$1,328,000.00	No change - same as last year
Permits and Connections	4980010	\$10,000.00	\$13,960.00	(\$3,960.00)	139.60%	\$1,000.00	\$14,960.00	150%	\$10,000.00	No change - same as last year
Interest Allocation	4301100	\$15,000.00	\$14,387.03	\$612.97	95.91%	\$2,000.00	\$16,387.03	109%	\$15,000.00	No change - same as last year
SRF Loan		\$5,064,000.00							\$5,064,000.00	SRF Loan
Credit for Treatment Plant CIP		\$75,000.00	\$133,523.00	(\$58,523.00)	178.03%	\$40,530.00	\$174,053.00	232%	\$75,000.00	No change - same as last year
<b>TOTAL OPERATING REVENUE</b>		<b>\$6,492,000.00</b>	<b>\$796,018.51</b>	<b>\$498,458.49</b>	12.26%	\$593,530.00	\$1,389,548.51	79%	\$6,492,000.00	
<b>TOTAL REVENUE</b>		<b>\$1,428,000.00</b>	<b>\$929,541.51</b>	<b>\$498,458.49</b>	65.09%	\$593,530.00	\$1,523,071.51	107%	\$6,492,000.00	



# Burbank Sanitary District

2021 – 2022

## Commercial Package Insurance Proposal

Presented on June 2, 2021 by:

Seth Cole, ARM  
Senior Vice President

Alliant Insurance Services, Inc.  
100 Pine Street, 11<sup>th</sup> Floor  
San Francisco, CA 94111  
O 415.403.1400  
F 415.874.4813

CA License No. 0C36861

[www.alliant.com](http://www.alliant.com)

## Your Service Team

**Seth Cole, ARM**

Senior Vice-President

[scole@alliant.com](mailto:scole@alliant.com)

Phone: 415.403.1419

Cell: 925.628.8216

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**Marilyn Schley, AU, CISR**

Assistant Vice President, Account Executive

[mschley@alliant.com](mailto:mschley@alliant.com)

Phone: 415.403.1432

Fax: 415.874-7813

## Named Insured / Additional Named Insureds

**Named Insured(s)**  
Burbank Sanitary District

**Additional Named Insured(s)**  
Additional named insured(s) here.

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### NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.



**INSURANCE PROPOSAL**  
**Burbank Sanitary District**

**EFFECTIVE DATE**  
**7/1/2021**

**PRESENTED BY:**  
**Apex Insurance Services**



**PROGRAM MANAGER**  
**[www.alliedpublicrisk.com](http://www.alliedpublicrisk.com)**  
**Allied Community Insurance Services, LLC**  
**Agency License No. 733176**  
**CA License No. 0L01269**



## PREMIUM SUMMARY

**NOTE:** This proposal is prepared from information supplied to us on the application submitted by your insurance broker. It may or may not contain all terms requested on the application. Proposed coverages are provided by the Allied Public Risk WaterPlus policy forms and are subject to the terms, exclusions, conditions and limitations of those policy forms. Actual policies should be reviewed for specific details. Specimen policies are available from your insurance broker.

PAGE	COVERAGE SECTION	PREMIUM	
3-7	<b>SECTION 1. PROPERTY</b> (Property, Equipment Breakdown & Mobile Equipment)	\$	N/A
8	<b>SECTION 2. COMMERCIAL CRIME</b>	\$	N/A
9-10	<b>SECTION 3. COMMERCIAL GENERAL LIABILITY</b>	\$	6,982.00
11	<b>SECTION 4. PUBLIC OFFICIALS &amp; MANAGEMENT LIABILITY (POML)</b> (Wrongful Acts, Employment Practices, Employee Benefits, Privacy & Network Risk)	\$	1,670.00
12	<b>SECTION 5. BUSINESS AUTO</b>	\$	N/A
13	<b>SECTION 6. COMMERCIAL EXCESS LIABILITY</b>	\$	1,276.00

<b>TOTAL ANNUAL PREMIUM</b> (excludes state-imposed taxes, surcharges, and fees)		\$	9,928.00
<b>TERRORISM PREMIUM</b>		\$	70.00
<b>FULLY EARNED POLICY FEE</b>		\$	200.00
<b>STATE-IMPOSED TAXES, SURCHARGES, AND FEES</b>		\$	N/A
<b>TOTAL AMOUNT DUE*</b> *Payment is due in accordance with the producer agreement.		\$	10,198.00

### NOTES:

**INSURED:** Burbank Sanitary District  
**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.





## SECTION 1. PROPERTY\*

\*IS THIS SECTION INCLUDED IN THE PROPOSAL? No

### CARRIER:

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

### FORM:

- Special Causes of Loss
- Proprietary
- Integrated

### LIMITS:

<b>Blanket Property:</b> (Real Property & Business Personal Property)	N/A
<b>Blanket Coverage Extension:</b> A separate blanket limit that applies to the following coverages: Business Income, Extended Business Income, Commandeered Property, Civil Authority, Extra Expense, Tenant Leasehold Interest, Electronic Data, Preservation of Property.	N/A
<b>Equipment Breakdown / Boiler &amp; Machinery:</b>	N/A
<b>Mobile Equipment</b> (Scheduled):	N/A
<b>Mobile Equipment</b> (unscheduled, maximum \$10,000 any one item):	N/A
<b>Mobile Equipment</b> (borrowed, rented & leased):	N/A
<b>Earthquake</b> (earth movement excluded):	N/A
<b>Flood Zone AE:</b>	N/A
<b>Flood Zone X</b> (unshaded):	N/A

### DEDUCTIBLES:

N/A	Property
N/A	Mobile Equipment
N/A	Equipment Breakdown (aboveground & less than 50 feet belowground)
N/A	Equipment Breakdown (greater than 50 feet belowground)
N/A	Earthquake (earth movement excluded)
N/A	Flood Zone X (per occurrence)
N/A	Flood Zone AE <sup>1</sup> (per occurrence)
N/A	Flood Zone AE <sup>1</sup> (per damaged structure / per occurrence)
	<sup>1</sup> the greater of the deductibles will be applied
N/A	Wind/Hail <sup>2</sup> (per occurrence)
N/A	Wind/Hail <sup>2</sup> (per damaged structure / per occurrence)
	<sup>2</sup> the greater of the deductibles will be applied

### POLICY HIGHLIGHTS:

- Blanket Policy Limits
- Blanket Coverage Extension Limits
- No Coinsurance Penalty
- Equipment Breakdown
- Broad Definition of Covered Property
- Proprietary Coverage Extensions

### VALUATION:

- Replacement Cost: Real Property & Business Personal Property
- Actual Cash Value: Mobile Equipment
- Actual Loss Sustained: Loss of Income & Expenses
- Market Price: Fine Arts

INSURED: Burbank Sanitary District  
EFFECTIVE DATE: 7/1/2021

DISCLAIMER: Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SPECIAL COVERAGES:

### ■ **New Locations Or Newly Constructed Property:**

Pays up to \$1,000,000 for your new real property while being built on or off described premises as well as real property you acquire, lease or operate at locations other than the described premises; and business personal property located at new premises.

### ■ **Utility Services – Direct Damage, Business Income & Expense:**

Pays up to \$250,000 for covered property damaged by an interruption in utility service to the described premises. The interruption in utility service must result from direct physical loss or damage by a Covered Cause of Loss and does not apply to loss or damage to electronic data, including destruction or corruption of electronic data. Separate limits apply to Direct Damage and Business Income/Expense Expense.

### ■ **Pollution Remediation Expenses:**

Pays up to \$100,000 or \$250,000 for remediation expenses resulting from a Covered Causes of Loss or Specified Cause of Loss occurring during the policy period and reported within 180 days. Covered Causes of Loss means risks of direct physical loss unless the loss is excluded or limited by the Property Coverage Form. Specified Cause of Loss means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire extinguishing equipment; sinkhole collapse; volcanic action; falling objects; weight of snow; ice or sleet; water damage; and equipment breakdown.

### ■ **SCADA Upgrades:**

Pays up to \$100,000 to upgrade your scheduled SCADA system after direct physical loss from a Covered Cause of Loss. The upgrade is in addition to its replacement cost. SCADA means the Supervisory Control and Data Acquisition system used in water and wastewater treatment and distribution to monitor leaks, waterflow, water analysis, and other measurable items necessary to maintain operations.

### ■ **Contract Penalties:**

Pays up to \$100,000 for contract penalties you are required to pay due to your failure to deliver your product according to contract terms solely as a result of direct physical loss or damage by a Covered Cause of Loss to Covered Property.

### ■ **Contamination:**

Pays up to \$100,000 for loss or damage to covered property because of contamination as a result of a Covered Cause of Loss. Contamination means direct damage to real property and business personal property caused by contact or mixture with ammonia, chlorine, or any chemical used in the water and / or wastewater treatment process.

### ■ **Property In Transit:**

Pays up to \$100,000 for direct physical loss or damage to covered property while in transit more than 1000 feet from the described premises. Shipments by mail must be registered for covered to apply. Electronic data processing property and fine arts are excluded.

### ■ **Unintentional Errors:**

Pays up to \$100,000 for any unintentional error or omission you make in determining or reporting values or in describing the covered property or covered locations.



## KEY DEFINITIONS

### ■ **Real Property:**

The buildings, items or structures described in the Declarations that you own or that you have leased or rented from others in which you have an insurable interest. This includes:

- Aboveground piping;
- Aboveground and belowground penstock;
- Additions under construction;
- Alterations and repairs to the buildings or structures;
- Buildings;
- Business personal property owned by you that is used to maintain or service the real property or structure or its premises, including fire-extinguishing equipment; outdoor furniture, floor coverings and appliances used for refrigerating, ventilating, cooking, dishwashing or laundering;
- Completed additions;
- Exterior signs, meaning neon, automatic, mechanical, electric or other signs either attached to the outside of a building or structure, or standing free in the open;
- Fixtures, including outdoor fixtures;
- Glass which is part of a building or structure;
- Light standards;
- Materials, equipment, supplies and temporary structures you own or for which you are responsible, on the premises or in the open (including property inside vehicles) within 1000 feet of the premises, used for making additions, alterations or repairs to buildings or structures at the premises;
- Paved surfaces such as sidewalks, patios or parking lots;
- Permanently installed machinery and equipment;
- Permanent storage tanks;
- Solar panels;
- Submersible pumps, pump motors and engines;
- Underground piping located on or within 1000 feet of premises described in the Declarations;
- Underground vaults and machinery.

### ■ **Business Personal Property:**

The property you own that is used in your business including:

- Furniture and fixtures;
- Machinery and equipment;
- Computer equipment;
- Communication equipment;
- Labor materials or services furnished or arranged by you on personal property of others;
- Stock;
- Your use interest as tenant in improvements and betterments.
- Leased personal property for which you have a contractual responsibility to insure.

### ■ **Pollution Conditions:**

The discharge, dispersal, release, seepage, migration, or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals, minerals, chemical elements and waste. Waste includes materials to be recycled, reconditioned or reclaimed.



## KEY DEFINITIONS *(continued)*

### ■ **Remediation Expenses:**

Expenses incurred for or in connection with the investigation, monitoring, removal, disposal, treatment, or neutralization of pollution conditions to the extent required by: (1) Federal, state or local laws, regulations or statutes, or any subsequent amendments thereof enacted to address pollution conditions; and (2) a legally executed state voluntary program governing the cleanup of "pollution conditions."

### ■ **Outdoor Property:**

Fixed or permanent structures that are outside covered real property including but not limited to:

- Historical markers or flagpoles;
- Sirens, antennas, towers, satellite dishes, or similar structures and their associated equipment;
- Exterior signs not located at a premises;
- Fences or retaining walls;
- Storage sheds, garages, pavilions or other similar buildings or structures not located at a premises;
- Dumpsters, concrete trash containers, or permanent recycling bins;
- Hydrants; or
- Electric utility power transmission and distribution lines and related equipment owned by the insured.

### ■ **Equipment Breakdown:**

Direct damage to mechanical, electrical or pressure systems as follows:

- Mechanical breakdown including rupture or bursting caused by centrifugal force;
- Artificially generated electrical current, including electrical arcing, that disturbs electrical devices, appliances or wires;
- Explosion of steam boilers, steam piping, steam engines or steam turbines owned or leased by you, or operated under your control;
- Loss or damage to steam boilers, steam pipes, steam engines or steam turbines; or
- Loss or damage to hot water boilers or other water heating equipment;
- If covered electrical equipment requires drying out as a result of a flood, we will pay for the direct expenses for such drying out.
- None of the following are covered objects as respects to equipment breakdown:
  - a. Insulating or refractory material;
  - b. Buried vessel or piping;
  - c. Sewer piping, piping forming a part of a fire protection system or water piping other than:
    - (1) Feed water piping between any boiler and its feed pump or injector;
    - (2) Boiler condensate return piping; or
    - (3) Water piping forming a part of refrigerating and air conditioning vessels and piping used for cooling, humidifying or space heating purposes;
  - d. Structure, foundation, cabinet or compartment containing the object;
  - e. Power shovel, dragline, excavator, vehicle, aircraft, floating vessel or structure, penstock, draft tube or well-casing;
  - f. Conveyor, crane, elevator, escalator or hoist, but not excluding any electrical machine or electrical apparatus mounted on or used with this equipment; and
  - g. Felt, wire, screen, die, extrusion, late, swing hammer, grinding disc, cutting blade, cable chain, belt, rope, clutch late, brake pad, non-metallic part or any part or tool subject to frequent, periodic replacement.

**PROPERTY SUBLIMITS:**

Coverage	Limit
Accounts Receivable	
Valuable Papers and Records	
Contamination	
Tools and Equipment Owned by Your Employees	
Personal Effects and Property of Others	
Outdoor Property (unscheduled)	
New Locations or Newly Constructed Property	\$1,000,000
Business Personal Property at New Locations	\$1,000,000
Utility Services – Direct Damage	\$250,000
Utility Services – Business Income and Extra Expense	\$250,000
Dependent Business Premises	\$250,000
Property at Other Locations	\$250,000
Pollution Remediation Expense (specified cause of loss)	\$250,000
Pollution Remediation Expense (covered cause of loss)	\$100,000
Contract Penalties	\$100,000
SCADA Upgrades	\$100,000
Property in Transit	\$100,000
Backup/Overflow of Water from Sewer, Drain, Sump	\$100,000
Fine Arts	\$25,000
Limited Coverage for “Fungus”, Wet Rot or Dry Rot	\$25,000
Trees, Shrubs & Plants (maximum \$1,000 any one item)	\$25,000
Indoor and Outdoor Signs (unscheduled)	\$25,000
Arson Reward	\$10,000
Fire Department Service Charge	\$5,000
Non-Owned Detached Trailers	\$5,000
Cost of Inventory or Adjustment	\$5,000
Patterns, Dies, Molds, Forms	\$2,500
Fire Protection Devices	\$2,500
Debris Removal	25% of scheduled limit
Ordinance or Law Provision	25% of scheduled limit

**NOTES:**

Premium is calculated from attached property schedule; review property schedule for coverage and limit adequacy.

**This section of the proposal is excluded. There are no Property, Earthquake, or Flood coverages afforded to the insured.**

**INSURED:** Burbank Sanitary District  
**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SECTION 2. COMMERCIAL CRIME\*

**\*IS THIS SECTION INCLUDED IN THE PROPOSAL?** No

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary
- Integrated

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

EMPLOYEE THEFT	FORGERY OR ALTERATION	INSIDE THE PREMISES Theft of Money and Securities	INSIDE THE PREMISES Robbery or Safe Burglary or Other Property	OUTSIDE THE PREMISES	COMPUTER FRAUD	FUNDS TRANSFER FRAUD	MONEY ORDERS & COUNTERFEIT PAPER CURRENCY
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

**DEDUCTIBLE:**

N/A each claim

**DESIGNATED EMPLOYEE BENEFIT PLAN(S):**

**POLICY HIGHLIGHTS:**

- Separate Limits Apply to Each Coverage
- Coverage Extended to Directors and Authorized Volunteers
- Faithful Performance

**NOTES:**

This section of the proposal is excluded. There is no Commercial Crime coverage afforded to the insured.

**INSURED:** Burbank Sanitary District  
**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SECTION 3. COMMERCIAL GENERAL LIABILITY \*

**\*IS SECTION INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence
- Proprietary

**RATING BASIS:**

- On file with underwriter
- Non auditable

**LIMITS:**

Per Occurrence	\$1,000,000
General Aggregate	\$3,000,000
Products & Completed Operations Aggregate	\$3,000,000
Personal & Advertising Injury Limit	\$1,000,000
Damage to Premises Rented to You	\$1,000,000
Medical Payments	\$10,000

**DEDUCTIBLE:**

**\$5,000 per occurrence including expenses**

**POLICY HIGHLIGHTS:**

- Duty to Defend
- Broad Definition of Insured
- Fellow Employee
- Per Location Aggregate
- Blanket Additional Insured Endorsement

**OPTIONAL COVERAGES INCLUDED IN QUOTE:**

Hired and Nonowned Auto Liability

**INSURED:** Burbank Sanitary District  
**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SPECIAL COVERAGES:

### ■ **Water & Wastewater Testing Errors & Omissions:**

Coverage is provided for damages arising out of an act, error or omission which arises from your water or wastewater testing.

### ■ **Failure To Supply:**

Coverage is provided for bodily injury or property damage arising out of the failure of any insured to adequately supply water.

### ■ **Waterborne Asbestos:**

Coverage is provided for bodily injury or property damage from waterborne asbestos arising out of potable water which is provided by you to others.

### ■ **Contractual Liability - Railroads:**

Coverage is provided for any contract or agreement that indemnifies a railroad for bodily injury or property damage arising out of construction or demolition operations, within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.

### ■ **Pollution:**

Coverage is provided for bodily injury or property damage which occurs or takes place as a result of your operations and arises out of the following:

- Potable water which you supply to others;
- Chemicals you use in your water or wastewater treatment process;
- Natural gas or propane gas you use in your water or wastewater treatment process;
- Urgent response for the protection of property, human life, health or safety conducted away from premises owned by or rented to or regularly occupied by you;
- Your application of pesticide or herbicide chemicals if such application meets all standards of any statute, ordinance, regulation or license requirement of any federal, state or local government;
- Smoke drift from controlled or prescribed burning that has been authorized and permitted by an appropriate regulatory agency.
- Fuels, lubricants or other operating fluids needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of mobile equipment or its parts
- Escape or back-up of sewage or waste water from any sewage treatment facility or fixed conduit or piping that you own, operate, lease, control or for which you have the right of way, but only if property damage occurs away from land you own or lease.
- Sudden and accidental events that are neither expected nor intended by an Insured. However, no coverage is provided under this exception for petroleum underground storage tanks.

## NOTES:

**INSURED:** Burbank Sanitary District  
**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.





## SECTION 4. PUBLIC OFFICIALS & MANAGEMENT LIABILITY\*

**\*IS THIS SECTION INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Occurrence

**DEFENSE COSTS:**

- Outside the Limits of Liability

**LIMITS:**

Wrongful Acts	\$1,000,000	per act
Employment Practices <i>(including third party discrimination)</i>	N/A	per offense
Employee Benefit Plans	N/A	per offense
Injunctive Relief	\$5,000	per act
	\$3,000,000	aggregate limit

**PRIVACY LIABILITY AND NETWORK RISK<sup>1</sup>:**

Privacy & Network Security Wrongful Acts	\$1,000,000	per act
Breach Consultation Services	\$1,000,000	per act
Breach Response Services	\$1,000,000	per act
Public Relations & Data Forensics	\$1,000,000	per act

<sup>1</sup>Coverage provided for Privacy Liability & Network Risk Coverage is issued on a claims made basis with defense inside the limit of liability. Privacy Retroactive Date: 7/1/2013. Privacy Deductible: \$1,000.

**SPECIAL COVERAGES:**

- Inverse Condemnation: No

**DEDUCTIBLE**

**\$1,000** each claim including expenses

**RETROACTIVE DATE:**

**POLICY HIGHLIGHTS:**

- Duty To Defend
- Broad Definition of Named Insured including Past and Future Employees
- Outside Directorship
- Punitive Damages are Covered Where Insurable by Law
- No Intentional Acts, Assault & Battery or Bodily Injury Exclusions

**NOTES:**

**INSURED:** Burbank Sanitary District

**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SECTION 5. BUSINESS AUTO\*

**\*IS THIS SECTION INCLUDED IN THE PROPOSAL? No**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- ISO Business Auto

**PORTFOLIO:**

	Symbol	Limit
Combined Single Limit for Bodily Injury & Property Damage (each accident)	No Coverage	N/A
Hired Auto Liability	No Coverage	N/A
Non-Owned Auto Liability	No Coverage	N/A
"No-Fault" or Statutory Personal Injury Protection (each person)	No Coverage	N/A
Medical Payments	No Coverage	N/A
Uninsured / Underinsured Motorists	No Coverage	N/A
Hired Physical Damage	No Coverage	N/A
Owned Physical Damage – Comprehensive	No Coverage	N/A
Owned Physical Damage – Collision	No Coverage	N/A

**DEDUCTIBLE:**

Liability: None  
 Comprehensive: N/A  
 Collision: N/A

**NOTES:**

**This section of the proposal is excluded. Please refer to the GL section for Hired and Nonowned Auto Liability coverage.**

**INSURED: Burbank Sanitary District**  
**EFFECTIVE DATE: 7/1/2021**

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.



## SECTION 6. COMMERCIAL EXCESS LIABILITY \*

**\*IS THIS SECTION IS INCLUDED IN THE PROPOSAL? Yes**

**CARRIER:**

- Allied World Assurance Company or affiliate
- A XV (Excellent) A.M. Best Rating

**FORM:**

- Proprietary
- Following Form

**LIMITS:**

\$2,000,000 / \$2,000,000

**RATING BASIS:**

- On file with underwriter
- Non auditable

**SCHEDULED UNDERLYING POLICIES:**

Commercial General Liability - Yes

Hired and Non-Owned Auto Liability - Yes

Public Officials & Management Liability - Yes

Wrongful Acts - Yes

Employment Practices - No

Employee Benefit Plans - No

Owned Auto Liability - No

Employer's Liability (minimum underlying limit requirement of \$500,000 / \$500,000 / \$500,000) - No

Other:

**NOTABLE EXCLUSION:**

- Workers' Compensation

**NOTES:**

Employers' Liability subject to Allied World security requirements.

**INSURED:** Burbank Sanitary District

**EFFECTIVE DATE:** 7/1/2021

**DISCLAIMER:** Actual coverage is subject to the language of the policies as issued. Your issued policy may contain limits, exclusions, and limitations that are not detailed in this proposal.

**POLICYHOLDER DISCLOSURE  
NOTICE OF TERRORISM  
INSURANCE COVERAGE**

You are hereby notified that under the Terrorism Risk Insurance Act, as amended via the Program Reauthorization Act of 2015, that you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1) of the Act: The term “act of terrorism” means any act that is certified by the Secretary of the Treasury – in consultation with the Secretary of Homeland Security, and the United States Attorney General—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS EXCLUSION FOR NUCLEAR EVENTS. UNDER THIS FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES [85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 AND 80% BEGINNING ON JANUARY 1, 2020] OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS' LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

**Acceptance or Rejection of Terrorism Insurance Coverage**

	I hereby elect to purchase terrorism coverage for a prospective premium of \$70.00
	I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder/Applicant's Signature  <b>Burbank Sanitary District</b>	Insurance Company  <b>Allied World Specialty Insurance Company</b>
Print Name	Policy Number
Date	

## Changes and Developments

It is important that we be advised of any changes in your operations, which may have a bearing on the validity and/or adequacy of your insurance. The types of changes that concern us include, but are not limited to, those listed below:

- Changes in any operations such as expansion to another states, new products, or new applications of existing products.
- Travel to any state not previously disclosed.
- Mergers and/or acquisition of new companies and any change in business ownership, including percentages.
- Any newly assumed contractual liability, granting of indemnities or hold harmless agreements.
- Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises either purchased, constructed or occupied
- Circumstances which may require an increased liability insurance limit.
- Any changes in fire or theft protection such as the installation of or disconnection of sprinkler systems, burglar alarms, etc. This includes any alterations to the system.
- Immediate notification of any changes to a scheduled of equipment, property, vehicles, electronic data processing, etc.
- Property of yours that is in transit, unless previously discussed and/or currently insured.

**Please keep your Alliant representative(s) informed so they can assist you in making the right decisions regarding your insurance needs.**

#### **IMPORTANT NOTICE**

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

The Non-Admitted and Reinsurance Reform Act (NRRA) went into effect on July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees must be promptly remitted to Alliant Insurance Services, Inc.

#### **CLAIMS REPORTING NOTICE**

**Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.**

## Premium Summary

Coverage	Expiring	Renewal
General Liability	\$ 6,824.00	\$ 6,982.00
Public Officials & Management Liability	\$ 1,515.00	\$ 1,670.00
Cyber Liability/Privacy 101	\$ Included	\$ Included
Excess Liability	\$ 1,121.00	\$ 1,276.00
Terrorism Premium	\$ 68.00	\$ 70.00
Surplus Lines Taxes & Fees	\$ N/A	\$ N/A
Company Policy Fee	\$ 200.00	\$ 200.00
<b>Total Annual Premium</b>	<b>\$ 9,728.00</b>	<b>\$ 10,198.00</b>

### Payment Terms

- Premium is due within 20 days of policy inception

## Disclosures

**This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.**

**Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal whether or not this offer has already been accepted.**

**This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance**

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at [www.alliant.com](http://www.alliant.com). For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at [www.ambest.com](http://www.ambest.com). For additional information regarding insurer financial strength ratings visit Standard and Poor's website at [www.standardandpoors.com](http://www.standardandpoors.com).



## Disclosures - Continued

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

### NY REGULATION 194 DISCLOSURE

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

## Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

## Optional Coverages

The following represents a list of insurance coverages that are not included in this proposal, but are optional and may be available with further underwriting information.

Note some of these coverages may be included with limitations or insured elsewhere. This is a partial listing as you may have additional risks not contemplated here or are unique to your organization.

- Crime / Fidelity Insurance
- Directors & Officers Liability
- Earthquake Insurance
- Employed Lawyers
- Employment Practices Liability
- Event Cancellation
- Fiduciary Liability
- Fireworks Liability
- Flood Insurance
- Foreign Insurance
- Garage Keepers Liability
- Kidnap & Ransom
- Law Enforcement Liability
- Media and Publishers Liability
- Medical Malpractice Liability
- Network Security / Privacy Liability and Internet Media Liability
- Pollution Liability
- Owned/Non-Owned Aircraft
- Owned Watercraft
- Special Events Liability
- Student Accident
- Volunteer Accidental Death & Dismemberment (AD&D)
- Workers' Compensation
- Workplace Violence

## Glossary of Insurance Terms

Below are a couple of links to assist you in understanding the insurance terms you may find within your insurance coverages:

<http://insurancecommunityuniversity.com/UniversityResources/InsuranceGlossaryFREE.aspx>

<http://www.ambest.com/resource/glossary.html>

<http://www.irmi.com/online/insurance-glossary/default.aspx>

## Binding Requirements Recap

Below is a recap by Line of Coverage. **All coverages require a written request to bind coverage from the client.**

### Commercial Package Policy

- Alliant Bind Request and Disclosure/Disclaimer Acknowledgement Form – Signed & Returned (Page 12)
- Alteris – Terrorism Disclosure Form – Completed, signed & returned.

In order to complete the underwriting process, we require that you send us any additional information requested above. We are not required to bind coverage prior to our receipt and underwriting acceptance of the above information. However, if we do bind coverage prior to such acceptance, the terms and conditions as indicated above may be amended until such receipt and acceptance. Any agreement to bind coverage in connection with this proposal must be in writing from an authorized employee of the Insurer

## Request to Bind Coverage

### ***Burbank Sanitary District***

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage	Bind Coverage for:	Effective Date
Commercial Package Policy	<input type="checkbox"/>	July 1, 2021

*This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.*

---

Signature of Authorized Insurance Representative

---

Date

---

Title

---

Printed / Typed Name

**This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. *The actual terms and conditions of the policy will prevail.***

# **BURBANK SANITARY DISTRICT**

---

## **10. OLD BUSINESS**

- 10.A Status of SRF Loan and Design Update
- 10.B. Long Range Financial Planning
- 10.C. GreenWaste Recovery, Inc.Update
- 10.D. District Website Update
- 10.E. Form 470 Update
- 10.F. COVID-19 Update

## Burbank Sanitary District Neighborhood Clean-up

May 22, 2021

7:00 AM – 11:00 AM (or until bins reach full capacity)

### GreenWaste Staff:

Kevin Martinez

Willis Pacheco

Jimmy Pula

Maria Diaz

Overall, the Burbank Clean-Up ran smoothly and went well. The A-Frame “No Parking” signs with encroachment permit affixed to them were placed on Thursday, May 20 by GreenWaste Operations staff. Once the signs were placed, Burbank Sanitary District was informed to have an inspector go out and check. On Friday, May 21, GreenWaste Operations staff went back out to check on the “No Parking” signs to make sure the area was kept clear.

We started the clean-up at promptly 7am. There were no issues with loads or residents. Traffic was smooth throughout the dumpster locations. Maria, Ramona and I helped direct traffic to available boxes on Basile Ave which helped make the process seamless. The boxes on both Bailey and Elliott had helpers to assist residents and direct traffic as well. Willis, Jimmy and I made rounds to the different box sites to ensure things were running smoothly. All residents made sure to have their flyer on them. There were no illegal dumping incidents, and no one was turned away. Once the boxes were picked up, we swept and cleaned the box sites, leaving the streets as clean as they were upon our arrival. Residents did a great job remaining in their vehicle, keeping their distance and wearing their face coverings. Residents were kind and very appreciative of our service.

KM

# BSD Website Migration Update

June 11, 2021





# Update – June 11, 2021

- **Prototype 1** is built and hosted on contractor's website; available to review at:  
<https://techzo.ca/burbank/>  
*(Sample pages*
- Vani worked with contractor for testing on multiple platform, and feedback already incorporated
- **Next Steps:**
  1. *Review Prototype 1 with board and get feedback*
  2. *Move prototype to BSD server*
  3. *Finish links and make a fully functional website – Prototype 2*
  4. *Review with Board before finalizing Prototype 2 Layout*
  5. *Complete documentation and training before website goes live.*

# Prototype 1: BSD Website Pages

- <https://techzo.ca/burbank/>  
<https://techzo.ca/burbank/reports-budgets/>  
<https://techzo.ca/burbank/services/>  
<https://techzo.ca/burbank/agendas/>  
<https://techzo.ca/burbank/frequently-asked-question/>  
<https://techzo.ca/burbank/about-us/>  
<https://techzo.ca/burbank/contact-bsd/>  
<https://techzo.ca/burbank/privacy-policy/>  
<https://techzo.ca/burbank/terms-and-conditions/>

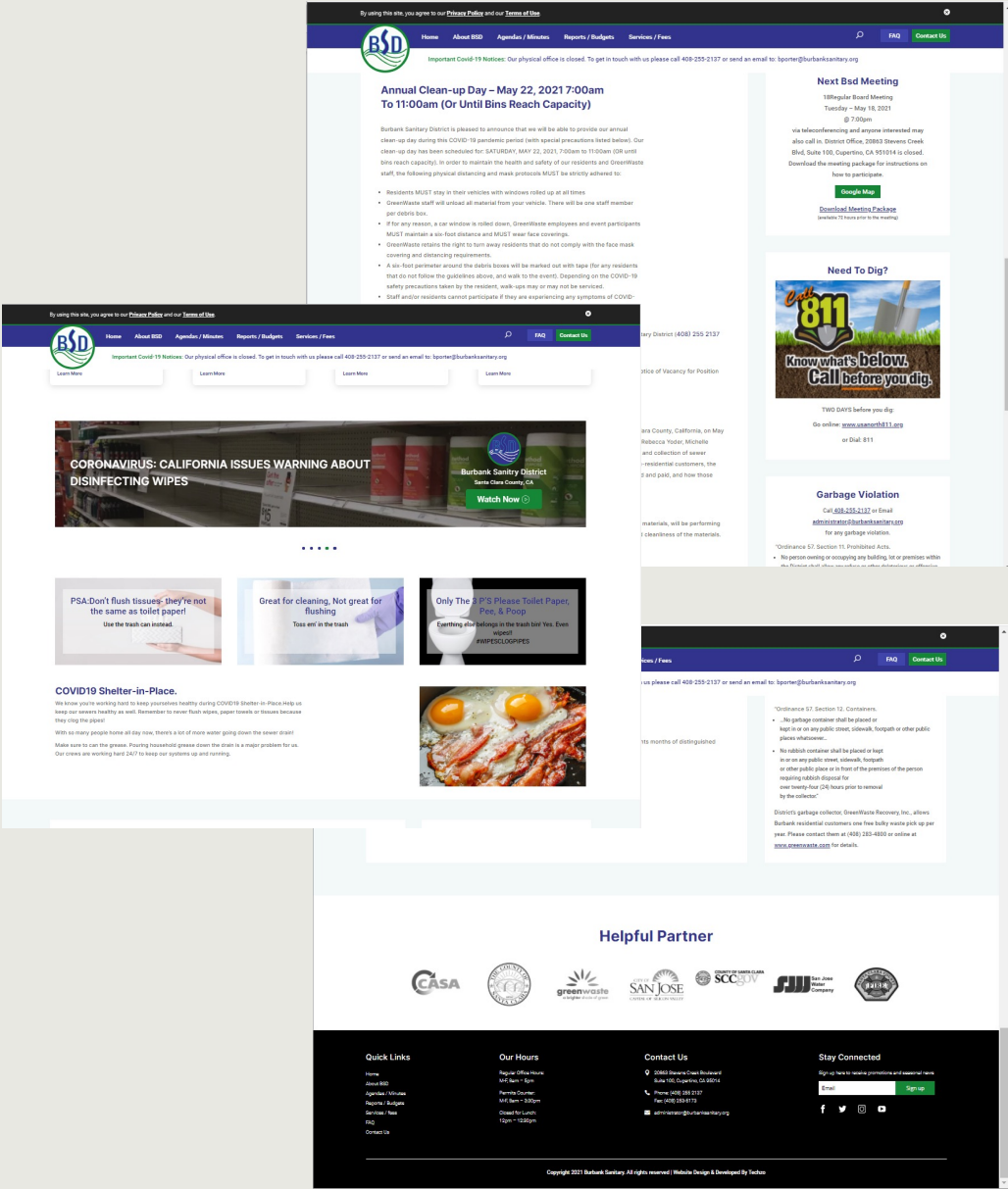
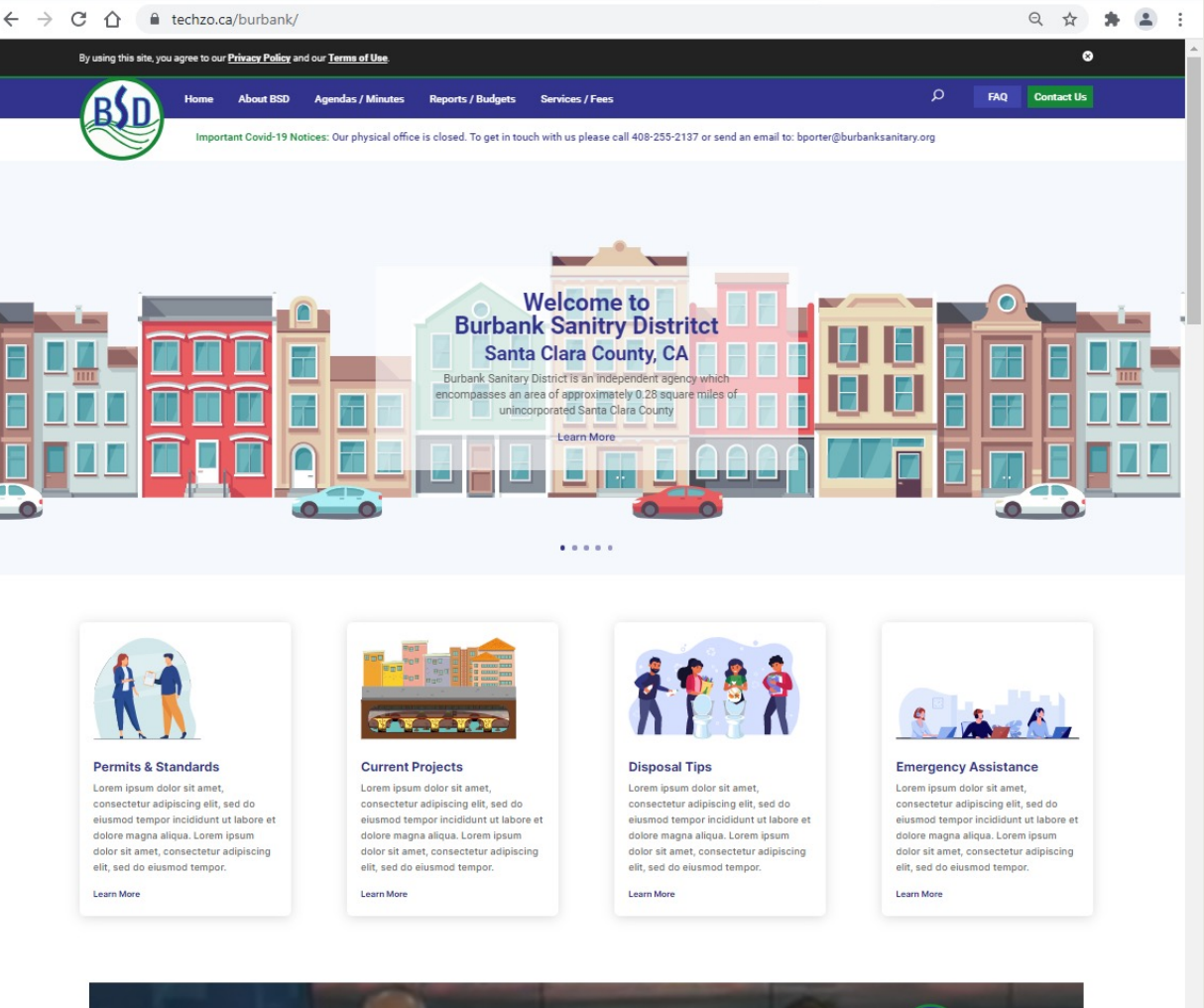


# Prototype 1: Screenshots

*BSD Website Pages*

# BSD Homepage

<https://techzo.ca/burbank/>



# About Us

<https://techzo.ca/burbank/about-us/>

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## About BSD

## Our Mission

[Protect Public Health](#) | [Support the Environment](#) | [Be Cost-effective & Transparent](#) | [Engage the Public](#)




Burbank Sanitary District is an independent agency which encompasses an area of approximately 0.28 square miles of unincorporated Santa Clara County. Created in 1940, Burbank Sanitary District is a special district organized under the California Health and Safety Code and the Sanitary Act of 1923. The District is responsible for sewer services and solid waste collection for the residences and businesses located within our boundaries. While BSD owns and maintains the sewer lines within the District's boundaries, it contracts with the San Jose Santa Clara Wastewater Facility for wastewater treatment and disposal. The District operates and services approximately 8 miles of collection sewer lines and transports approximately 336,000 gallons of sewage per day to the San Jose Santa Clara Water Pollution Control Plant. Approximately 95% of the District's collection system was installed prior to 1955, and is currently undergoing a large rehabilitation program.

Solid waste (trash) services, including billing services, are provided through a service contract with GreenWaste Management, Inc. Solid waste services include refuse (trash), recyclable material, and yard trimming collection. In the spring of every year, there is a "Dumpster Day" for large items and electronics. Other services are available directly through [GreenWaste](#).

The District is governed by a 5 member Board of Directors, elected at large. Election of the Directors is consolidated with the November elections, with three and two Directors being elected in alternating, odd numbered years. Directors are elected to serve 4-year terms. The list of Board Members and terms can be found on the Santa Clara County Registrar of Voters [website](#). The Board routinely meets on the third Tuesday of each month, with special meetings being called as necessary.



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## Board Of Directors

**Procopio Sciafani**, President  
First Elected: 2017  
Current Term Start Date: January 1, 2018  
Current Term End Date: December 31, 2022  
Ethics Certificate: [click to view](#)  
[psciafani@burbanksanitary.org](mailto:psciafani@burbanksanitary.org)

**Michelle Kaelker-Boor**, Director  
First Appointed: 2012 / First Elected: 2014  
Current Term Start Date: January 1, 2018  
Current Term End Date: December 31, 2022  
Ethics Certificate: [click to view](#)  
[mboor@burbanksanitary.org](mailto:mboor@burbanksanitary.org)

**Ken Colson**, Director  
First Appointed: 2014 / First Elected: 2016  
Current Term Start Date: December 15, 2020  
Current Term End Date: December 31, 2024  
Ethics Certificate: [click to view](#)  
[kcolson@burbanksanitary.org](mailto:kcolson@burbanksanitary.org)

**Rene Prupes**, Secretary  
First Appointed: 2014 / First Elected: 2016  
Current Term Start Date: December 15, 2020  
Current Term End Date: December 31, 2024  
Ethics Certificate: [click to view](#)  
[rprupes@burbanksanitary.org](mailto:rprupes@burbanksanitary.org)

**Rebecca Yoder**, Director  
First Elected: 2014  
Current Term Start Date: February 6, 2018  
Current Term End Date: December 31, 2022  
Ethics Certificate: [click to view](#)  
[ryoder@burbanksanitary.org](mailto:ryoder@burbanksanitary.org)

## District Staff


**Benjamin Porter**, District Manager  
[bporter@burbanksanitary.org](mailto:bporter@burbanksanitary.org)

**Valerie Armento**, District Counsel  
Armento and Hynes, LLP


## Important Links

[for List of Compensation](#)  
[for the Reimbursement and Compensation Policy](#)


## BSD Event History



December 12, 2017: Board of Directors presented commendation to Director Keri Russo for her seven years and eight months of distinguished service as a member of the Sanitary Board of Burbank Sanitary District.



April 17, 2012: The Board members said goodbye to Director John Marke who was in the process of moving out of the district.




May 1, 2012: The District [posted notice](#) of the resulting vacancy, and intend to appoint a new director.



# Services

<https://techzo.ca/burbank/services/>

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## Services

Burbank Sanitary District provides the following services:

### Sewer Service

BSD contracts services to maintain and provide emergency response to our District constituents. Rate payments are made through your yearly taxes. Other fees may apply for properties installing new lateral or cleanouts, or for those repairing and needing inspections and/or permits. See Fees/Payment info (below) for further details.

Sewer Service Charges [click here](#)

Sewer Clean-Out Permit Fee \$440.00

Plan Check Fee \$300.00

Lateral Inspection Fee \$200.00


### Garbage Collection

We contract our trash, recycling and yard services through GreenWaste Management, Inc. These collection services are billed directly to the property owners by GreenWaste.


### Who Is Responsible For What?

The District maintains the sewer street lateral from the edge of the property line, out to the street. In order for us to access our lateral, a property line cleanout must be installed within 5 feet of the property line.

The property owner is responsible for maintaining the house lateral within the property (from the property line to the house).



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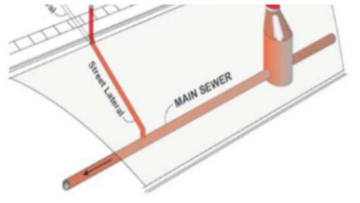
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Not sure if you have an approved property line cleanout?  
[Click here](#) to view a map of existing property line cleanouts within the district.

**PLEASE NOTE:** If you live in the portion of the district south of Scott Street on Laswell, Arleta, Raymond, or Irving Avenues (otherwise known as "Zone A"), your situation is different. Your sewer main is in the easement behind your house.




### Additional Links




**District Standard Details**

Download




**Contractor's Application to Register with District**

Download



**Registered Contractors List**

Download



**Request for Information Form**

Download

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Regular Office Hours  
M-F: 8am - 5pm

Permits Counter:  
M-F: 8am - 2:30pm

Closed for Lunch:  
12pm - 12:30pm

#### Contact Us

20853 Stevens Creek Boulevard  
Suite 100, Cupertino, CA 95014

Phone: (408) 255-2137  
Fax: (408) 255-6172

[administrator@burbanksanitary.org](mailto:administrator@burbanksanitary.org)

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# Reports and Budgets


<https://techzo.ca/burbank/reports-budgets/>

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## Reports / Budgets




**Sewer System Management Plan (Ssm)**

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**Burbank Sanitary District**

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**Capital Improvement Projects**


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**Condition Assessment Report**




**Audit Report 2016 - 2018**




**Audit Report 2014-2016**

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**SB272 - Catalog of Enterprise Systems**

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
**State Controller's Financial Transaction Report**

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
**Climate Change Policy**

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**Operations Code**

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## Agendas



### Board Meetings

The Burbank Sanitary District Board generally meets on the 1st and 3rd Tuesday of every month at 7pm, in our district office located at 20863 Stevens Creek Boulevard, Suite 100 in Cupertino, CA 95014. Some special meetings will be held within the district for public hearings, and the address will be published as they are scheduled.

Information and details for the next BSD meeting can be found on our [home](#) page.


### Current

Agendas for upcoming regular meetings will be posted 72 hours prior (and 24 hours prior, for special meetings), as mandated by the Brown Act of 1953 ([Government Code § 54950-54962](#)). Meeting minutes will be posted as they are approved by the Board.

2021

Date	Agenda	Minutes	Meeting Type
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2011

2010

2009

2008

2007

2006

2005

PLEASE NOTE: Only some archive files are available online at this time, and will continue to be added, for easy access. If you would like to see information from any archives that are not currently available online, please feel free to contact our office.

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