
BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
January 18, 2022 at 7:00 PM

**The meeting will be held at 7:00 p.m. via teleconferencing and anyone interested may also call in.
[call (866) 899-4679 Conference ID: 785-518-013]
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. AB 361

The Board of Directors makes the following findings required by AB 361 in order to continue holding meetings by teleconferencing electronically: (1) the March 4, 2020 Governor's Proclamation of a State of Emergency is still in effect, (2) the County of Santa Clara has a Universal Indoor Face Covering Order in effect and continues to encourage social distancing, and (3) due to room capacity limitations, meeting in person would present imminent risks to the health or safety of attendees.

Board Action Required: Review and make findings (1), (2), and (3) required by AB 361.

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 12/21/2021

8. WARRANTS

- 8.A. Approval of Warrants. Board action required: Approve Eleven (11) 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. City of San Jose (TP O&M & Capital Billing Q3 2021-2022)
- 6. Cupertino Sanitary District (Common Interest Agreement Cost Sharing)
- 7. ABJDD Plumbing (Lateral Stoppage – 169 Boston Ave)
- 8. Imperium First Consulting (Davis Bacon Wages Consultant for CIP Project)
- 9. DB Incorporated (Printing and Mailing of 2021 Annual Report)
- 10. Liana Ilkova (Sewer Service Charges Refund – 443 Laswell Ave)
- 11. Southwest Pipeline & Trenchless Corp (District-Wide CIP Project)

9. NEW BUSINESS

- 9.A. FY2021-22 Second Quarter Financial Review. Board action required: None.
- 9.B. City of San Jose – Third Quarter Adjustments for FY2020-21 O&M and CIP Billings. Board action required: None.
- 9.C. Bank of America – Signature Card Update. Board action required: Sign signature card.
- 9.D. Annual Mainline and Lateral Maintenance. Board action required: Review and award bid for annual mainline and lateral Maintenance

10. OLD BUSINESS

- 10.A. Status of SRF Loan and CIP Update. Board action required: None.
- 10.B. Long Range Financial Planning. Board action required: None.
- 10.C. District Website Update. Board action required: None.
- 10.D. GreenWaste Recovery, Inc.- 1) Annual Spring Clean Up Day Planning. 2) Residential Annual Collection Service Notice Update. 3) January 2022 Delinquent Accounts. Board action required: Consider May 7, 2022 or May 14, 2022 as the Annual Clean Up Day.
- 10.E. 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, February 1, 2022

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

7. CONSENT CALENDAR

7.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
December 21, 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 AB361. President Sclafani called the meeting to order at 7:04 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 (present for the beginning of the open session, and the entire closed session)
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Engineer)
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Kaelker-Boor

Second: Prupes

Board vote:

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

Noes: None

Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter reported that Deputy Manager Woodhouse is on vacation, so he is excused from this Board Meeting.

4.C. Board Commentary - None.

5. AB 361

The Board of Directors makes the following findings required by AB 361 in order to continue holding meetings by teleconferencing electronically: (1) the March 4, 2020 Governor's Proclamation of a State of Emergency is still in effect, (2) the County of Santa Clara has a Universal Indoor Face Covering Order in effect and continues to encourage social distancing, and (3) due to room capacity limitations, meeting in person would present imminent risks to the health or safety of attendees.

Motion: Move make findings (1), (2), and (3) in accordance with AB 361.

Move: Kaelker-Boor

Second: Yoder

Board vote:

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

Noes: None

Absent: None

6. 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 7:12 pm and ended at 7:21 pm. Manager Porter and Senior Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session at 7:41 pm.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meetings of December 7, 2021

Motion: To approve Meeting Minutes from the Regular Meetings of December 7, 2021.

Move: Yoder

Second: Colson

Board vote:

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

Noes: None

Absent: None

8. WARRANTS

8.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. Richard Tanaka (District Advisor Services)
4. ABJDD Plumbing (Lateral Stoppage – 439 Leigh Ave)
5. Imperium First Consulting (Davis Bacon Wages Consultant for CIP Project)
6. Inspection Services, Inc. (Special Inspection & Material Testing for CIP Project)
7. County Roads & Airports (Encroachment permit – Annual Spring Clean-up)
8. California Association of Sanitation Agencies (CASA) – Membership Renewal (2022)
9. State Water Resources Control Board (Annul Permit Fee 7/1/21 – 6/30/22)
10. Southwest Pipeline & Trenchless Corp (District-Wide CIP Project)

Motion: To approve Ten (10) warrants as listed.

Move: Colson

Second: Yoder

Board vote:

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

Noes: None

Absent: None

The Board inquired about the SSO incident. Manager Porter clarified that it was a standard backup call. The blockage was caused by roots in the lower lateral. District staff responded diligently and performed routine steps to resolve the issue.

9. NEW BUSINESS

9.A. Board Elections. Elect a new President and Secretary for 2022.

The Board nominated Director Sclafani for Board President and Director Prupes for Board Secretary for 2022.

Motion: To elect Director Sclafani for President.

Move: Prupes

Second: Colson

Board vote:

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

Noes: None

Absent: None

Motion: To elect Director Prupes for Secretary.

Move: Colson

Second: Yoder

Board vote:

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

Noes: None

Absent: None

10. OLD BUSINESS

10.A. Status of SRF Loan and CIP Update.

Manager Porter provided an update on the status of Budget Approval Package. District staff is awaiting approval of the budget and is preparing to submit the first reimbursement request upon approval.

Manager Porter also described visiting the site during CIP progression. The contractor appeared to be very proficient.

Senior Engineer Kathula will prepare three-week ahead schedule map that will be posted on Next Door.

10.B. Long Range Financial Planning.

Manager Porter sent out the google doc and strategic plan materials from other similar agencies that can be used to determine the content and direction of the long range financial plan.

Board to respond to the questionnaire by January 7, 2022

10.C. District Website Update.

Senior Engineer Kathula presented the Board the list of possible website enhancements that were developed during the BSD web migration process. She will email the Board the google document so that Board can provide their feedback by January 10, 2022.

10.D. GreenWaste Recovery, Inc. – Annual Spring Clean-Up Day Planning. Consider May 14, 2022, as the Annual Clean Up Day.

Board suggested to consider Sunday May 15, as the Annual Clean-up Day. Staff to check with GreenWaste and the school if they are available on Sunday, May 15, 2022. Staff also to check with GreenWaste if they plan to give away compost to the residents.

10.E. Annual Report.

Manager Porter presented the final draft of the annual report, which was edited by Mark Thomas graphic

designer. Board suggested some minor changes.

10.F. COVID-19 Update.

No Update.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

President Sclafani and Director Prupes will be meeting in the District office on December 22, 2021 at 11:00 am. for signing the checks.

11.B. Agenda Items for Next Upcoming Meeting.

Manager Porter indicated that there is not currently anything on the agenda for January 4, 2022 and it may be canceled.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, January 4, 2022

Motion: To adjourn meeting at 8:49 pm.

Move: Colson

Second: Yoder

Board vote:

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

Noes: None

Absent: None

Approved: January 18, 2022

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

8. 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. City of San Jose
6. Cupertino Sanitary District
7. ABJDD Plumbing
8. Imperium First Consulting
9. DB Incorporated
10. Liana Ilkova
11. Southwest Pipeline & Trenchless Corp

Warrant List for 01-18-2022

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	1/13/2022	42430	\$ 17,551.41	District Management Services	
			42429	\$ 36,952.28	BSD District Wide CIP Project	
			42430-R	\$ 19.95	Reimbursables - Monthly Website Hosting Fee	
			MTCO Subtotal	\$ 54,523.64		3974
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		n/a		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rebecca Yoder			\$ 115.50	12/21/2021	
	Michelle Kaelker-Boor			\$ 115.50	12/21/2021	
	Ken Colson			\$ 115.50	12/21/2021	
	Rene Prupes			\$ 115.50	12/21/2021	
	Procopio Sclafani			\$ 115.50	12/21/2021	
	Total payment to Directors			\$ 577.50		
	Estimated processing fees/taxes			\$ 172.50		
			First Tech Subtotal	\$ 750.00		3975
3	Armento and Hynes, LLP	12/30/2021	2021-11	\$ 2,014.00	District Legal Services	3976
4	Richard Tanaka	1/6/2022	2021-12	\$ 300.00	District Advisor Services	3977
5	City of San Jose	1/3/2022	1206591	\$ 70,982.00	Operations and Maintenance 3Q FY2021-22	
		1/3/2022	1206592	\$ 28,448.00	Capital Billing 3Q FY2021-22	
			CSJ Subtotal	\$ 99,430.00		3978
6	Cupertino Sanitary District	12/27/2021	N/A	\$ 1,302.88	Common Interest Agmt - October 2021	3979
7	ABJDD Plumbing	12/28/2021	N/A	\$ 310.00	Lateral Stoppage - 169 Boston Ave	3980
8	Imperium First Consulting	12/31/2021	1004	\$ 1,735.50	Davis Bacon Wages Consultant for CIP Project	3981
9	DB Incorporated	12/31/2021	26402	\$ 1,268.52	Printing & Mailing of 2021 Annual Report	3982
10	Liana Ilkova	11/24/2021	BSD#21-013	\$ 1,507.08	Sewer Service Charges Refund - 443 Laswell Ave	3983
11	Southwest Pipeline & Trenchless Corp	12/31/2021	1004-02	\$ 339,463.61	District-Wide CIP Project	3984
	TOTAL WARRANT AMOUNT			\$ 502,605.23		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2021-22			\$ 1,725,488.61		

BURBANK SANITARY DISTRICT

9. NEW BUSINESS

- 9.A. FY2021-22 Second Quarter Financial Review
- 9.B. City of San Jose – 3rd Quarter Adjustment for FY2020-21
- 9.C. Bank of America
- 9.D. Annual Mainline and Lateral Maintenance

BURBANK SANITARY DISTRICT
2nd Quarter Financial (October 1, 2021 through December 31, 2021)
FISCAL YEAR: July 1, 2021 to June 30, 2022
BUDGET REPORT - EXPENSES

Account Name	Amount budgeted	Prior Expenses	Amount Payable	Total Expenses To Date	Unencumbered Balance	% Expended To Date	Comments
DEC							
Debt Related Expenses							
Revenue Bonds 2009 Series A - Term Ends 2020	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this fiscal year
State Revolving Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this fiscal year
Special District Fixed Asset Acquisition							
Treatment Plant Capital Improvement Fund	\$446,167.00	\$333,515.00	\$28,448.00	\$361,963.00	\$84,204.00	81.13%	FY2021-2022 3rd Quarter Billing
Sewer System CIP Projects	\$5,064,000.00	\$629,261.73	\$378,151.39	\$1,007,413.12	\$4,056,586.88	19.89%	District Wide CIP Project (MT, Imperium, Southwest Pipeline)
Service and Supplies							
Wastewater Treatment Plant O&M	\$288,758.00	\$141,964.00	\$70,982.00	\$212,946.00	\$75,812.00	73.75%	FY2021-2022 3rd Quarter Billing
Wastewater Treatment Plant Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	None to date
San Jose Joint Use O&M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
San Jose Joint Use CIP	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
Annual Neighborhood Clean Up Day	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0.00%	None to date
Preventive Maintenance & Video Inspection	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%	None to date
Emergency Repairs and Stoppages	\$15,000.00	\$1,243.00	\$310.00	\$1,553.00	\$13,447.00	10.35%	AB/JDD - Lateral Stoppage at 169 Boston Ave.
Repairs and Replacement (mains/laterals)	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%	None to date
Permits (encroachment)	\$15,000.00	\$3,642.00	\$0.00	\$3,642.00	\$11,358.00	24.28%	None this month
Office Expenses/Publications	\$2,500.00	\$0.00	\$1,268.52	\$1,268.52	\$1,231.48	50.74%	Printing/Mailing of Annual Reports
Engineering/Maintenance Management	\$236,500.00	\$79,187.34	\$17,551.41	\$96,738.75	\$139,761.25	40.90%	On Target
Legal - District Counsel	\$35,000.00	\$3,534.00	\$2,014.00	\$5,548.00	\$29,452.00	15.85%	Legal services for 11/2/21 - 12/27/21
Legal - Outside Services	\$25,000.00	\$7,105.08	\$1,302.88	\$8,407.96	\$16,592.04	33.63%	Common Interest Group - October billing
Legal - District Advisor	\$12,000.00	\$2,100.00	\$300.00	\$2,400.00	\$9,600.00	20.00%	Richard Tanaka - December services
Audit and Accounting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	No Audit this Fiscal Year
Taxroll Preparation/Refund	\$500.00	\$0.00	\$1,507.08	\$1,507.08	(\$1,007.08)	301.42%	Sewer Service Charges Refund - 443 laswell Avenue
Annual Memberships (CASA, Website, LAFCO)	\$5,200.00	\$2,160.68	\$0.00	\$2,160.68	\$3,039.32	41.55%	None this month
Insurance Renewal (CASA)	\$10,200.00	\$10,198.00	\$0.00	\$10,198.00	\$2.00	99.98%	Paid in full in July
Conference Registration - Travel	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%	None to date
Website Expenses	\$10,000.00	\$3,072.55	\$19.95	\$3,092.50	\$6,907.50	30.93%	Monthly Website Hosting Fee
Board Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this Fiscal Year
	\$6,262,825.00	\$1,216,983.38	\$501,855.23	\$1,718,838.61	\$4,543,986.39	27.45%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$17,100.00	\$5,900.00	\$750.00	\$6,650.00	\$10,450.00	38.89%	BOD Meeting date - 12/21/21
Per Diem - District Clerk x 24 meetings	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	None to date
	\$20,100.00	\$5,900.00	\$750.00	\$6,650.00	\$13,450.00	33.08%	
TOTAL EXPENSES	\$6,282,925.00	\$1,222,883.38	\$502,605.23	\$1,725,488.61	\$4,557,436.39	27.46%	

BURBANK SANITARY DISTRICT
2nd Quarter Financial (October 1, 2021 through December 31, 2021)
 FISCAL YEAR: July 1, 2021 to June 30, 2022
BUDGET REPORT - REVENUE

Account Name	Account Number	Amount budgeted	Prior Months' Receipts	Current Month Receipts DEC	Total Receipts To Date	Balance of Budget	% Earned To Date	Comments
OPERATING								
Interest Allocation	4301100	\$15,000.00	\$7,271.15	\$0.00	\$7,271.15	\$7,728.85	48.47%	None this month
Permits and Connections	4980010	\$10,000.00	\$4,740.00	\$0.00	\$4,740.00	\$5,260.00	47.40%	None this month
Direct Assessments	4980350	\$1,328,000.00	\$0.00	\$0.00	\$0.00	\$1,328,000.00	0.00%	None to date
SRF Loan		\$5,064,000.00	\$0.00	\$0.00	\$0.00	\$5,064,000.00	0.00%	None to date
Credit for Treatment Plant CIP		\$75,000.00	\$0.00	\$0.00	\$0.00	\$75,000.00	0.00%	None to date
TOTAL OPERATING REVENUE		\$6,492,000.00	\$12,011.15	\$0.00	\$12,011.15	\$6,479,988.85	0.19%	
TOTAL REVENUE		\$6,492,000.00	\$12,011.15	\$0.00	\$12,011.15	\$6,479,988.85	0.19%	

CASH ACCOUNT SUMMARY

Date	Description	Balance
June 30, 2021	Ending balance	2,211,374.14
July 31, 2021	Ending balance	2,037,006.23
August 31, 2021	Ending balance	2,008,098.31
September 30, 2021	Ending balance	1,977,431.41
October 31, 2021	Ending balance	1,585,946.83
November 30, 2021	Ending balance	1,527,395.68
December 31, 2021	Ending balance	960,989.68

December 20, 2021

Burbank Sanitary District

Attn: Benjamin T. Porter
20863 Stevens Creek Blvd, Suite 100
Cupertino, Ca. 95014-2154

Re: Third Quarter Adjustments for FY20-21 O&M and CIP Billings

Dear Benjamin,

In accordance with Section E.3.b in the 1983 Master Agreement between the City of San Jose-Santa Clara and the Tributary Agencies, "...adjustments in any payment described above shall be on the basis of actual payment to expenditures and shall be made no later than the third quarter billing of the following fiscal year. A statement outlining the method of adjusting costs and actual adjustments shall be included."

In Section G of the 1983 Master Agreement between the City of San Jose-Santa Clara and the Tributary Agencies, "...payment of Agency of any moneys to which it may become entitled may be made by off-setting the amount of such moneys against any payments which Agency may be obligated to pay under the provisions of this Agreement or Agency may request reimbursement of any credit balance. The request for cash reimbursement shall be honored by First Parties within forty-five (45) days following receipt of notice."

As a courtesy we are sending this letter to remind you of your options for reimbursement for your credit. Attached is a reconciliation for the amounts that represent the "credits" for your FY20-21 O&M and CIP billings. Please notify us both by email and in writing by the close of business on January 1, 2022, if you will request a check for a cash reimbursement or a credit adjustment for your credit adjustment. If you have any questions, I may be contacted at laura.burke@sanjoseca.gov

Sincerely,

Laura Burke

Laura Burke, Principal Accountant
City of San Jose, Environmental Services Department, 10th Floor
200 E. Santa Clara St.
San Jose, Ca. 95112
Email: laura.burke@sanjoseca.gov

Summary of Q3 FY20-21 Adjustments

O&M Reconciliation for Cash and Non-cash Items	<u>San Jose*</u>	<u>Santa Clara</u>	<u>West Valley</u>	<u>Cupertino</u>	<u>Milpitas</u>	<u>District 2-3</u>	<u>Burbank</u>	
Fund 513	\$ (6,663,876)	\$ 1,333,631	\$ 1,008,313	\$ 722,960	\$ 1,395,155	\$ 93,477	\$ 29,570	
SBWR Operating Fund - Fund 570	\$ 1,254,626	\$ 332,234	\$ 196,447	\$ 120,102	\$ 128,501	\$ 20,338	\$ 4,994	
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Credit/ (Debit) Summary	\$ (5,409,250)	\$ 1,665,865	\$ 1,204,760	\$ 843,062	\$ 1,523,656	\$ 113,815	\$ 34,564	
CIP Reconciliation for Cash and Non-cash Items Fund 512	<u>San Jose*</u>	<u>Santa Clara</u>	<u>West Valley</u>	<u>Cupertino</u>	<u>Milpitas</u>	<u>District 2-3</u>	<u>Burbank</u>	
Rolling Average CIP- Fund 512	\$ (102,483,411)	\$ 2,086,033	\$ 111,711	\$ (4,676)	\$ 860,055	\$ (21,493)	\$ 21,265	
Headworks Improvements	\$ (468,679)	\$ 8,990	\$ 1,557	\$ 1,045	\$ 1,896	\$ 132	\$ 54	
New Headworks	\$ 353,089	\$ 36,403	\$ 13,101	\$ 8,791	\$ 15,947	\$ 1,104	\$ 449	
Nitrification Clarifier Rehab	\$ 9,718,379	\$ 2,419,250	\$ 881,356	\$ 545,932	\$ 949,222	\$ 67,966	\$ 27,584	
Digester Project	\$ (1,799,714)	\$ (2,253,197)	\$ (762,110)	\$ (449,431)	\$ (727,744)	\$ (55,638)	\$ (23,125)	
Digested Sludge Dewatering Facility	\$ 1,649,423	\$ 2,137,690	\$ 720,418	\$ 430,277	\$ 703,766	\$ 53,160	\$ 22,313	
Outfall Bridge & Levee Improvements	\$ 2,183,614	\$ 33,499	\$ 11,116	\$ 7,203	\$ 12,142	\$ 881	\$ 430	
Filter Rehab	\$ (1,695,988)	\$ 167,243	\$ 13,309	\$ 8,936	\$ 16,215	\$ 1,121	\$ 456	
Blower Improvements	\$ (8,080,937)	\$ 17,706	\$ 6,201	\$ 4,000	\$ 6,397	\$ 489	\$ 279	
Total Credit/ (Debit) Summary	\$ (100,624,224)	\$ 4,653,617	\$ 996,659	\$ 552,077	\$ 1,837,896	\$ 47,722	\$ 49,705	
Adjustment for San Jose due to open Line of Credit (LOC) for non-expended funds (non-cash items include: Reserve for Encumbrances and CIP Rebudgets)								
	\$ 149,000,000							
San Jose's Adjusted Cash Position	\$ 48,375,776							



Burbank Sanitary District

20863 Stevens Creek Blvd., Suite 100

Cupertino, CA 95014

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

www.burbanksanitary.org

"Serving the Burbank Community since 1940"

MEMORANDUM

DATE: January 18, 2022

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: District Sewer Collection System Annual Maintenance

BACKGROUND: The Burbank Sanitary District's (The District's, BSD's) sewer collection system is now due for annual maintenance. The District's sewer mainlines and laterals were last cleaned in January 2021 by AB/JDD Plumbing. In December 2021, Staff sent out the bid invitation to the vendors requesting the cost proposals to perform cleaning of approximately eleven thousand five hundred and fifty-five linear feet (11,555') of sewer mainline, plus one hundred and twenty-six (126) sewer laterals within the District's boundary. On December 21, 2021, the District received two bids from contractors for this work. After reviewing the proposal of the two bids. ABLE Septic Tank Service's cost proposal was the lowest bid with the total amount of \$15,447.55. The table below shows summary of the bids received.

Bid Summary

Name of Contractor	Mainlines	Laterals	Total
ABLE Septic Tank Service	\$4,737.55	\$10,710.00	\$15,447.55
AB/JDD Plumbing	\$7,395.20	\$8,694.00	\$16,089.20

RECOMMENDATION: Staff recommends the Burbank Sanitary District Board of Directors authorize and approve the cost proposal from ABLE Septic Tank Service for an annual maintenance cleaning service in the amount of \$15,447.55. The budget line item of this work is \$40,000.00 and the lower bidder is within the budget.

ATTACHMENT:

- BID FORM.



BID FORM

To: **BURBANK SANITARY DISTRICT**
c/o MARK THOMAS & COMPANY, INC.
20863 STEVENS CREEK BLVD., SUITE 100
CUPERTINO, CA 95014

Project Name: Laterals and Mainline Yearly Maintenance FY2021-2022

Project Description: The work includes providing all labor, tools, and equipment necessary for cleaning the District's sanitary sewer pipeline approximately eleven thousand and five hundred and fifty five lineal feet (11,555 +/-) of mainlines which located in public right-of-way and easements, AND approximately 126 sanitary sewer laterals which had an access point with standard property line clean out (see attached District's PDF maps and laterals list with addressed for details). The Contractor is require providing traffic control plans, detour plans to governing City/County where the cleaning is happening. Traffic control plans must be approved and meet all requirements from Agencies have jurisdiction of the permit. Contractor shall complete said work in accordance with these bid form, District standard, specifications and as directed by the Engineer. Contractor must coordinate with the District to perform all the work. All locations provided by the District are approximate and must be field verified by the Contractor to determine the exact location of works.

Bid Date & Time: December 21, 2021 2:00pm

Submitted by: ABLE SEPTIC Tank Service

Full Contractor Name

1020 RUFF DR

Full Address

San Jose CA 95110

City

State

ZIP

408-371-9990

Phone No.

Bob@ableseptic.com

E-mail Contact

1. OFFER

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders, Bid Forms, Plans prepared by the Engineer for the above-mentioned project, we, the undersigned, hereby agree to perform the Work for the Unit Prices listed in this bid form, complete in place, and as directed by the Engineer.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for fifteen (15) days from the bid opening date.



If this bid is accepted by the District within the time period stated above, District Manager will issue Notice to Proceed.

3. **CONTRACT TIME**
Complete the Work in **20 working days** from Notice to Proceed.
4. **UNIT PRICES**
The following are Unit Prices for Bid Items of the Work as listed.

Item No.	Item	Unit of Measure	Estimated Quantity	Unit Price (In Figures)	Item Total (In Figures)
1	Hydro-flush to clean sanitary sewer mainlines within the District. Cleaning ONLY pipe segments which had highlighted (See attached PDF maps for location)	LF	+/- 11,555	.41¢	\$ 4,737. ⁵⁵
2	Maintenance laterals sanitary sewer, using lateral rod or snake with a minimum (4" cutter) (See attached laterals list for location)	EA	126	\$ 85. ⁰⁰	\$ 10,710. ⁰⁰
3					
4					
5					

TOTAL BID 15,447.⁵⁵

5. **BID FORM SIGNATURES**

The Corporate Seal of
ABIE SEPTIC TANK SERVICE
(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:
Ralut Hauls / G.M.
(Authorized signing officer Title)

(Seal) Ralut Hauls / G.M.
(Authorized signing officer Title)

(Seal)



BID FORM

To: **BURBANK SANITARY DISTRICT**
c/o MARK THOMAS & COMPANY, INC.
20863 STEVENS CREEK BLVD., SUITE 100
CUPERTINO, CA 95014

Project Name: Laterals and Mainline Yearly Maintenance FY2021-2022

Project Description: The work includes providing all labor, tools, and equipment necessary for cleaning the District's sanitary sewer pipeline approximately eleven thousand and five hundred and fifty five lineal feet (**11,555 +/-**) of mainlines which located in public right-of-way and easements, AND approximately **126** sanitary sewer laterals which had an access point with standard property line clean out (see attached District's PDF maps and laterals list with addressed for details). The Contractor is require providing traffic control plans, detour plans to governing City/County where the cleaning is happening. Traffic control plans must be approved and meet all requirements from Agencies have jurisdiction of the permit. Contractor shall complete said work in accordance with these bid form, District standard, specifications and as directed by the Engineer. Contractor must coordinate with the District to perform all the work. All locations provided by the District are approximate and must be field verified by the Contractor to determine the exact location of works.

Bid Date & Time: 12/17/21 4:00pm

Submitted by: AB/JDD Plumbing, Heating & Air Conditioning, Inc.
Full Contractor Name

390 S. White Rd.
Full Address

San Jose CA 95127
City State ZIP

408-251-1820 dsouza@abjddplumbing.com
Phone No. E-mail Contact

1. OFFER

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders, Bid Forms, Plans prepared by the Engineer for the above-mentioned project, we, the undersigned, hereby agree to perform the Work for the Unit Prices listed in this bid form, complete in place, and as directed by the Engineer.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for fifteen (15) days from the bid opening date.



If this bid is accepted by the District within the time period stated above, District Manager will issue Notice to Proceed.

3. CONTRACT TIME
Complete the Work in **20 working days** from Notice to Proceed.
4. UNIT PRICES
The following are Unit Prices for Bid Items of the Work as listed.

Item No.	Item	Unit of Measure	Estimated Quantity	Unit Price (In Figures)	Item Total (In Figures)
1	Hydro-flush to clean sanitary sewer mainlines within the District. Cleaning ONLY pipe segments which had highlighted (See attached PDF maps for location)	LF	+/- 11,555	<u>.64</u>	<u>\$7,395.20</u>
2	Maintenance laterals sanitary sewer, using lateral rod or snake with a minimum (4" cutter) (See attached laterals list for location)	EA	126	<u>69.00</u>	<u>\$8,694.00</u>
3					
4					
5					

TOTAL BID \$16,089.20

5. BID FORM SIGNATURES

The Corporate Seal of

AB/JDD Plumbing, Heating & Air Conditioning, Inc.
(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

Dave Sorza (owner)
(Authorized signing officer Title)

(Seal)

DS

(Authorized signing officer Title)

(Seal)

BURBANK SANITARY DISTRICT

10. OLD BUSINESS

- 10.A Status of SRF Loan and CIP Update
- 10.B. Long Range Financial Planning
- 10.C. District Website Update
- 10.D. Green Waste Recovery, Inc
- 10.E. COVID-19 Update

From: [Ereida Atayde](#)
To: [Shirley Ho](#)
Cc: [Benjamin Porter](#); [Robert Woodhouse](#); [Vani Kathula](#)
Subject: RE: Clean-Up for 2022
Date: Tuesday, December 28, 2021 3:42:16 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Hi Shirley,

We wouldn't be able to do a Sunday but if the 14th doesn't work, we could potentially do Saturday, May 7th?? As for the Compost, we are planning on giving out the compost in conjunction with the Clean-up Event.

Thanks,

Ereida Atayde

GreenWaste Recovery, Inc.

408.938.4925 **Direct**

408.393.1580 **Cell**

From: [Ereida Atayde](#)
To: [Shirley Ho](#)
Cc: [Benjamin Porter](#); [Robert Woodhouse](#)
Subject: RE: Burbank Residential Annual Collection Service Notice
Date: Monday, January 10, 2022 4:03:51 PM

Hi Shirley,

These were sent out with the January invoices. If the resident has online billing they would get an electronic copy and if they have paper billing they'll get a paper copy.

Thanks,

Ereida Atayde

GreenWaste Recovery, Inc.

408.938.4925 **Direct**

408.393.1580 **Cell**
