
BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
September 20, 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 makes the following findings required by AB 361 in order to hold this meeting 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 positivity rate is over 14% and the County Health Officer continues to encourage social distancing and advises people to wear masks indoors, and (3) due to room capacity limitations, meeting in person could 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. NEW BUSINESS ITEM MOVED UP ON THE AGENDA

7.A. Board Compensation. Board action required: Discussion of Board Compensation .

8. CONSENT CALENDAR

8.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 8/16/2022

9. WARRANTS

9.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 Cost Sharing July 2022)

10. NEW BUSINESS

- 10.A. California Business Roundtable Initiative (CBRT) #21-0042A1. Board action required: Review and adopt Resolution #290 – To Oppose CBRT Initiative.
- 10.B. District Permitting Process for New Developments. Board action required: None
- 10.C. Lateral Repair Assessment. Board action required: None
- 10.D. Communication with the Santa Clara Waste Management Commission. Board action required: None

11. OLD BUSINESS

- 11.A. Status of SRF Loan and CIP Update. Board action required: None.
- 11.B. District Website Update. Board action required: None.
- 11.C. GreenWaste Recovery, Inc. – 2nd Clean Up Day Update. Board action required: None.
- 11.D. Recruitment of New Board Members – Outreach Cost. Board action required: Review quotes for recruitment flyer and door hanger
- 11.E. COVID-19 Update. Board action required: None.

12. HOUSEKEEPING ITEMS

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

13. ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, October 4, 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. NEW BUSINESS ITEM MOVED UP ON THE AGENDA

7.A. Board Compensation



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"

Item 7.A.

September 20, 2022

TO: BURBANK BOARD OF DIRECTORS

FROM: Benjamin T. Porter, District Manager

SUBJECT: Board Compensation

BACKGROUND:

For the Board's information, staff has researched Board Compensation of various surrounding agencies.

FINDINGS

Staff found the following Board Compensation information.

1. Burbank Sanitary District - \$115.50 per Board Meeting (Ordinance No. 47 adopted 5/15/2003)
2. Burbank Sanitary District - \$100.00 per day for meetings of SJ/SC Treatment Plant Advisory Committee, CASA, CSRMA, conference, seminar or other educational activity conducted for the purpose of providing ethics training & other meetings determined and approved by the Board. (Resolution No.254 adopted 2/16/2016)
3. Cupertino Sanitary District - \$231 per meeting
4. West Valley Sanitation District - \$210 per meeting
5. Union Sanitary District - \$212.10 per meeting
6. Novato Sanitary District - \$225 per meeting
7. Valley Sanitary District - \$300 per meeting
8. Almonte Sanitary District - \$100 per meeting
9. Santa Clara Valley Water District - \$331.86 per meeting
10. City of Cupertino – City Council \$737.54 per month
11. City of San Mateo – City Council - \$600 per month
12. City of Saratoga – City Council \$250 per month
13. City of San Jose – City Council \$2,118.89 per month
14. City of Redwood City – City Council \$750 per month
15. City of Hesperia – City Council \$300 per month

BURBANK SANITARY DISTRICT

8. CONSENT CALENDAR

8.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
August 16, 2022

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 7:02 p.m.

2. ROLL CALL

Directors Present: Ken Colson, Rene Prupes, Procopio Sclafani, Michelle Kaelker-Boor, Rebecca Yoder
(Joined the meeting at the beginning of the Closed Session)
Directors Absent: None
Counsel Present: Valerie Armento (present for the open session through item 7.A & 10.C)
Staff: Benjamin Porter (District Manager), Robert Woodhouse (Deputy District Manager)
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda by moving Item 10.C ahead in the agenda to follow Item 7.A.

Move: Kaelker-Boor

Second: Prupes

Board vote:

Ayes: Colson, Prupes, Sclafani, Kaelker-Boor

Noes: None

Absent: Yoder

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter reported that he and Deputy Manager Woodhouse attended the CASA meeting last week in Lake Tahoe and highlighted sessions that he attended and the value of those presentations to the Board.

4.C. Board Commentary - None.

5. AB 361

The Board makes the following findings required by AB 361 in order to hold this meeting 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 positivity rate is over 14% and the County Health Officer continues to encourage social distancing and advises people to wear masks indoors, and (3) due to room capacity limitations, meeting in person could 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: Colson

Board vote:

Ayes: Colson, Prupes, Sclafani, Kaelker-Boor

Noes: None

Absent: Yoder

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.

Closed session discussion commenced at 7:18 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

7. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

7.A. Long Range Financial Planning. Board action required: Continue discussion of LRFP communications.

Director Colson talked about ways the Board could engage with the County Planning Department by attending County's Master Planning process and the impacts of SB 9 on the planning process. He also informed the Board that the Burbank Theater has requested annexation to the City of San Jose.

Item 10.C (Moved Item)

10.C. Biennial Review of Conflict-of-Interest Code. Board action required: Review COI Code.

Motion: To keep conflict-of-Interest Code as it stands

Move: Yoder

Second: Colson

Board vote:

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

Noes: None

Absent: None

8. CONSENT CALENDAR

8.A. Approval of Minutes from the Regular Meetings of August 2, 2022

Motion: To approve Meeting Minutes from the Regular Meetings of August 2, 2022

Move: Yoder

Second: Kaelker-Boor

Board vote:

Ayes: Sclafani, Kaelker-Boor, Colson, Yoder

Noes: None

Absent: None

Abstain: Prupes

9. WARRANTS

9.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. City of San Jose (TP O&M and Capital Billing Q1 FY2022-23)
6. Cupertino Sanitary District (Common Interest Group Cost Sharing June 2022)
7. Local Agency Formation Commission (LAFCO – Cost Sharing FY2022-23)

Motion: To approve seven (7) warrants as listed.

Move: Kaelker-Boor

Second: Prupes

Board vote:

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

Noes: None

Absent: None

10. NEW BUSINESS

10.A. Discussion of Sewer Lateral Replacement/Property Line Cleanout Installation Rebate/Grant Program. Board action required: Discuss Item 10.A.

District staff investigated Sewer Lateral Replacement/Property Line Cleanout Installation Rebate/Grant Programs. Board requested staff to investigate problem laterals with severe root intrusion from the CCTV that was completed on the recently completed District CIP project.

10. B. Recruitment of New Board Members. Board action required: Discuss recruitment of new Board Member(s).

Board requested staff to estimate the cost for a mailer to District customers soliciting interest in becoming Board members.

10. C. Biennial Review of Conflict-of-Interest Code.

Item was moved to after Item 7.A.

11. OLD BUSINESS

11.A. Status of SRF Loan and CIP Update. Board action required: None.

Deputy Manager Woodhouse notified the Board that District staff had provided all the required information to the SWRCB to support Disbursement Request Number 1 and payment should be received soon.

11.B. District Website Update.

District Manager Porter provided an update on the status of the website update.

11.C. GreenWaste Recovery, Inc. – 2nd Clean Up Day Discussion. Board action required: Review and discuss Quote for 2nd Clean Up Day.

Board requested staff to check with GreenWaste to see if they can lower the cost of the 2nd Clean Up Day considering that GreeWaste did not communicate well with residents for the Spring Clean Up Day.

11.D. Upcoming November 8, 2022, General Election Update.

President Sclafani has filed the nomination.

11.F. COVID-19 Update.

No update.

12. HOUSEKEEPING ITEMS

12.A. Updates on Housekeeping Items.

Director Yoder will not be able to attend the first meeting in September

12.B. Agenda Items for Next Upcoming Meeting.

- Follow up on District as part of the permitting process for new development
- Communication with the Santa Clara Waste Management Commission

13. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, September 6, 2022

Motion: To adjourn meeting at 9:50 pm.

Move: Prupes

Second: Colson

Board vote:

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

Noes: None

Absent: None

Approved: September 20, 2022

Respectfully Submitted,

Mark Thomas & Company, Inc.

Procopio Sclafani, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

9. WARRANTS

9.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 09-20-2022

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	9/16/2022	44839	\$ 12,114.00	District Management Services (22-00151)	
		9/16/2022	44838	\$ 3,365.64	BSD District Wide CIP Project (CU-16117)	
			MTCO Subtotal	\$ 15,479.64		4033
2	Burbank Sanitary District for Deposits / First Tech		n/a		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rebecca Yoder			\$ 115.50	8/16/2022	
	Michelle Kaelker-Boor			\$ 115.50	8/16/2022	
	Rene Prupes			\$ 115.50	8/16/2022	
	Ken Colson			\$ 115.50	8/16/2022	
	Procopio Sclafani			\$ 115.50	8/16/2022	
	Total payment to Directors			\$ 577.50		
	Estimated processing fees/taxes			\$ 172.50		
	Payroll Deposit to First Tech Subtotal			\$ 750.00		4034
3	Armento and Hynes, LLP	8/31/2022	2022-7	\$ 940.00	District Legal Services	4035
4	Richard Tanaka	9/7/2022	2022-8	\$ 200.00	District Advisor Services	4036
5	Cupertino Sanitary District	8/30/2022	N/A	\$2,022.32	Common Interest Agmt - July 2022	4037
	TOTAL WARRANT AMOUNT			\$ 19,391.96		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2022-23			\$ 157,973.78		

BURBANK SANITARY DISTRICT

10. NEW BUSINESS

- 10.A. California Business Roundtable Initiative (CBRT #21-0042A1)
- 10.B. District Permitting Process
- 10.C. Lateral Repair Assessment
- 10.D. Board Compensation
- 10.E. Communication with Santa Clara Waste Management Commission

TALKING POINTS

BALLOT INITIATIVE #21-0042A1

LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT.

Ballot Initiative [21-0042A1](#), the purported “Taxpayer Protection and Government Accountability Act,” is a statewide initiative measure to amend the California Constitution. It is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

Proponents of the initiative must collect 997,139 valid voter signatures by August 2, 2022 to qualify for the November 2024 statewide ballot. Dozens of special districts and over 100 local agencies have adopted an oppose resolution.

Please register your position alongside a growing coalition in opposition to this devastating initiative and download a sample resolution for your board consideration at: csda.net/VoterLimitations.

Bottom Line

- Could prevent virtually any new fees or assessments to fund water, sewer, trash, fire protection, parks and recreation, and other essential services and infrastructure.
- By limiting revenues to the “minimum amount necessary”, imposes a “race-to-the-bottom” in California that will halt investment in technological advancements that future generations will depend upon.
- Prevents critical investments in climate adaptation and community resilience to address drought, flooding, and wildfire as well as reduce emissions and harmful pollutants.
- Exposes taxpayers to a new wave of costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure.

Retroactive on Already Approved Local Taxes and Fees

The initiative includes provisions that would retroactively void *all* state and local taxes or fees adopted after January 1, 2022 if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other

factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

Water and Wastewater District Key Points of Interest

- Prop. 218 currently requires fees cover the *reasonable* cost of service. This initiative amends Prop. 218 to require the near-impossible standard of predicting *actual* costs years into the future. To compound this challenge, the new standard also factors in the receipt of external revenues that are constantly shifting and typically outside the control of the local agency. It defines “actual costs” as:
 - “(i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing “actual cost” the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.”
- Fosters endless litigation challenging local fees claiming they are not the “minimum amount necessary”. For instance:
 - Do pipes need to be replaced every 30 years or 50 years?
 - Is increasing water reliability through water recycling, desal, or other means the “minimum amount necessary” to serve water or would drilling a deeper well be cheaper?
 - Does infrastructure need to be upgraded or replaced or not improved at all?
- In addition to limiting fees and charges to the actual cost to the local government for providing the service, fees and charges must also be “reasonable” to the payor themselves; no definition is provided for this new subjective reasonableness test that is separate and apart from the test as to how closely the fee or charge is related to the cost of service.
- Significantly increases a public agency’s burden of proof from “preponderance of evidence” to “clear and convincing evidence” to prove compliance with the new fee requirements. By changing evidence standards to favor corporations suing public agencies, the initiative will promote costly litigation.
- Exposes previously established fees indexed to inflation or other metrics to new standards and legal challenges.
- Adds to the Constitution a requirement for a board action to adopt, enact, create, establish, collect, increase, or extend any and all fees.
- Interferes with local enforcement efforts, by making it more difficult to impose fines and penalties for state and local law violations related to activities such as water discharge, waste recycling, weed abatement, and unlawful commercial marijuana sales, just to name a few. The measure converts administratively imposed fines and penalties into taxes unless a new, undefined, and ambiguous “adjudicatory due process” is followed.

Fire Protection District Key Points of Interest

- Increases the threshold for voters to pass a local special tax initiative placed on the ballot by voters from a simple majority to a two-thirds majority, likely to address concerns over the 2017 California Supreme Court decision in *California Cannabis Coalition v. City of Upland*.
- Requires voter approval when an expansion of boundaries extends existing taxes or fees to new territory.
- New taxes can be imposed only for a specific duration.

Recreation and Park District Key Points of Interest

- Increases the threshold for voters to pass a local special tax initiative placed on the ballot by voters from a simple majority to a two-thirds majority, likely to address concerns over the 2017 California Supreme Court decision in *California Cannabis Coalition v. City of Upland*.
- Requires voter approval when an expansion of boundaries extends existing taxes or fees to new territory.
- New taxes can be imposed only for a specific duration.
- Adds to the Constitution a requirement for a board action to adopt, enact, create, establish, collect, increase, or extend any and all fees.
- Defines *all* sources of revenue as either taxes or “exempt charges.”
- With few exceptions, fees and charges shall not exceed the “actual cost” of providing the product or service for which the fee is charged.
 - “Actual cost” is defined as the “...*minimum amount necessary...less other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds...*”
- The burden on the local government to prove the fee or charge does not exceed “actual cost” is heightened from a “*preponderance of the evidence*” to “*clear and convincing evidence*”.
- In addition to limiting fees and charges to the actual cost to the local government for providing the service, fees and charges must also be “reasonable” to the payor themselves; no definition is provided for this new subjective reasonableness test that is separate and apart from the test as to how closely the fee or charge is related to the cost of service.

RESOLUTION NO. 290

A RESOLUTION TO OPPOSE INITIATIVE 21-0042A1

WHEREAS, an association representing California's wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2024 statewide ballot; and

WHEREAS, the proposed proposition, Initiative 21-0042A1, has received the official title: "LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT"; and

WHEREAS, the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure exposes taxpayers to new costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

WHEREAS, the measure severely restricts state and local officials' ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

WHEREAS, the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to Burbank Sanitary District as well as public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

THEREFORE, BE IT RESOLVED that the Burbank Sanitary District opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED that the Burbank Sanitary District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at advocacy@cda.net.

I hereby certify that the foregoing is a full, true and correct copy of a resolution which was duly and regularly passed and adopted by the Sanitary Board of the Burbank Sanitary District, at a meeting thereof held on the 20th day of September 2022, by the following vote of the members thereof:

AYES: and in favor thereof, Members:

NOES: Members: None.

ABSENT: Members: None.

ABSTAIN: Members: None.

RECUSE: Members: None.

Secretary, Burbank Sanitary District

APPROVED:

President, Burbank Sanitary District



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"

Item 10.B.

September 20, 2022

TO: BURBANK BOARD OF DIRECTORS

FROM: Benjamin T. Porter, District Manager

SUBJECT: BSD Permit Procedures

BACKGROUND:

At the August 16, 2022 meeting, the Board requested staff to provide an outline of permit procedures.

DISCUSSION

Below are the steps of a permit review starting from the County offices all the way to final approval and signoff from the District:

1. Homeowners performing renovations to their home go to the County of Santa Clara Building Department and apply for a permit. They are then given a Plan Check number and requirements from various County Departments.
2. The Department of Environmental Health conditions the applicants to apply for a permit with BSD.
3. Applicants will email us their plans and we will then begin our review of the permit.
4. An inspector will go out to the site and determine the condition of the existing property line cleanout. If there is a cleanout, the inspectors put a camera down the cleanout and inspect the condition of the cleanout and the lateral.
5. Plan review consists of checking to see if their proposed work is (ADU, remodel, etc.). We also check to see if they have built any structures above our easements and we inform them that they will be responsible for any fees required to fix their structure or landscaping if the District ever has to go in to repair the sewer in this easement.
6. We ask them to install a new cleanout if the initial inspection determined there is no existing cleanout or if the cleanout does not meet our requirements.
7. The permit form is filled out by us which states what must be done for approval (payment of fees, updating site plan to show new cleanout, or adding district standard detail to plans). The permit form is sent to the applicant and they then respond with updates to the plans.
8. An approved permit form is sent once all the requirements have been made.
9. Applicant then takes our approved permit form to the County. They may begin work on their permit once they meet the requirement from all the County Departments.
10. During construction, they will call us out to perform visual and final inspections on their property line cleanout.
11. District inspector will sign off on the final County permit card when they approve the final cleanout inspection.

**Burbank Sanitary District
Lateral Repair Assessment**

<u>Address</u>	<u>Comments</u>
1 534 S Bascom Ave - 1	Lateral @ 111' left
2 541 Laswell Ave	Lateral @134.5' right
3 534 S. Bascom Ave - 2	Lateral @ 230.1' left
4 531 Laswell Ave	Lateral @ 231.10'
5 534 S Bascom Ave - 3	Lateral @ 282' left
6 534 S Bascom Ave - 4	Lateral @ 329.5 left
7 522 Laswell Ave	Lateral @ 331.6' right
8 506 S Bascom Ave	Lateral @ 533.3' left
9 501 Laswell Ave	Lateral @ 536.3' right
10 2280 Bailey Ave	Lateral @ 104.2' left
11 2289 Bailey Ave	Lateral @ 172.5' right
12 2311 Bailey Ave	Lateral @ 305.9' right
13 2216 Bailey Ave	Lateral @ 66' left
14 2217 Bailey Ave	Lateral @ 102.7' right
15 2225 Bailey Ave	Lateral @ 112' left

**The segments that need immediate attention (most severe roots) are:
HU 141- Bascom Ave and LU-101, LU-102 on Bailey Ave**

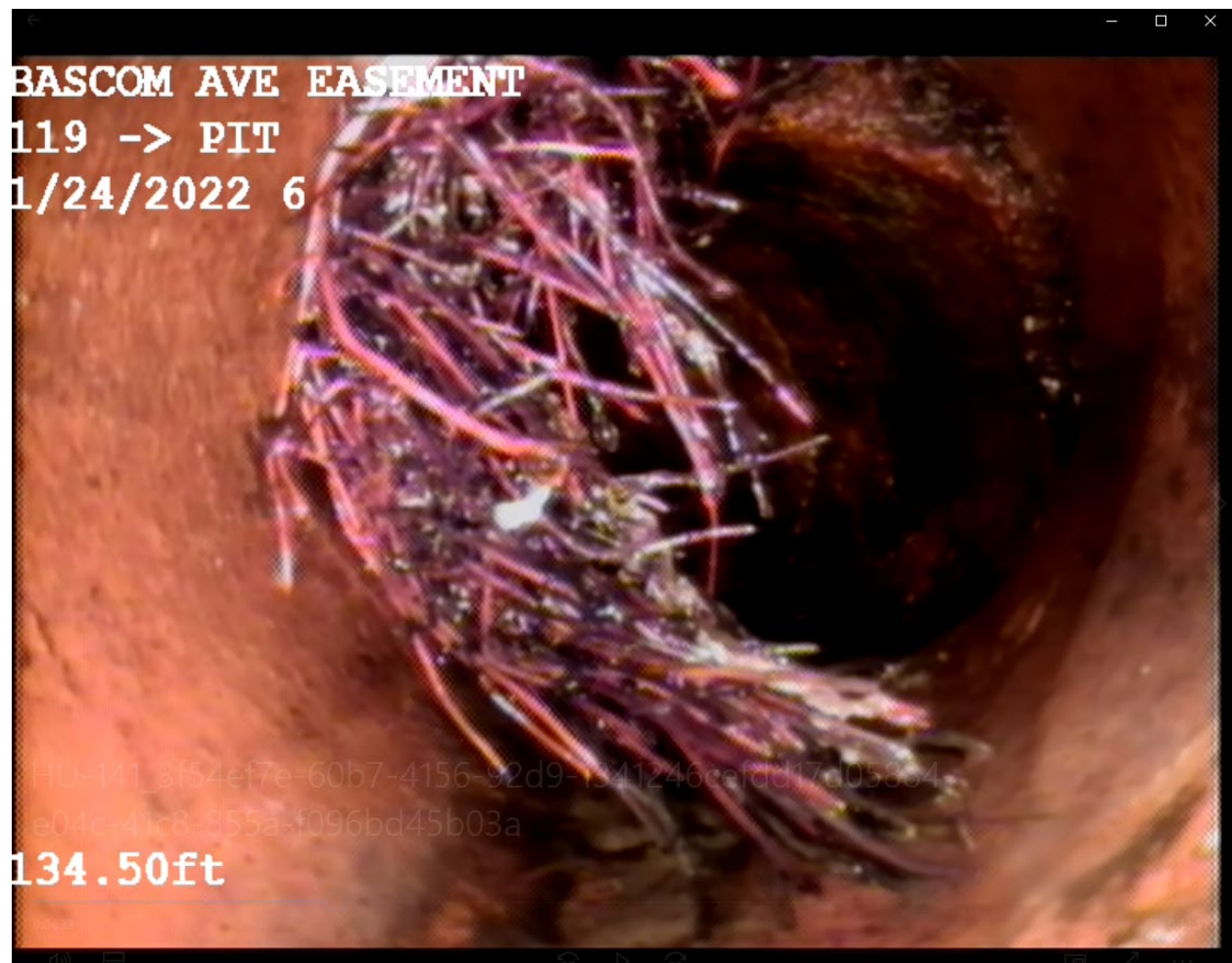
HU-141 – Bascom Easement

MH 119 → PIT

Lateral @ 111'- left : (534 S Bascom Ave.)



Lateral @ 134.5' - right : (541 Laswell Ave.)



Lateral @230.10' - left : (534 S Bascom Ave.)



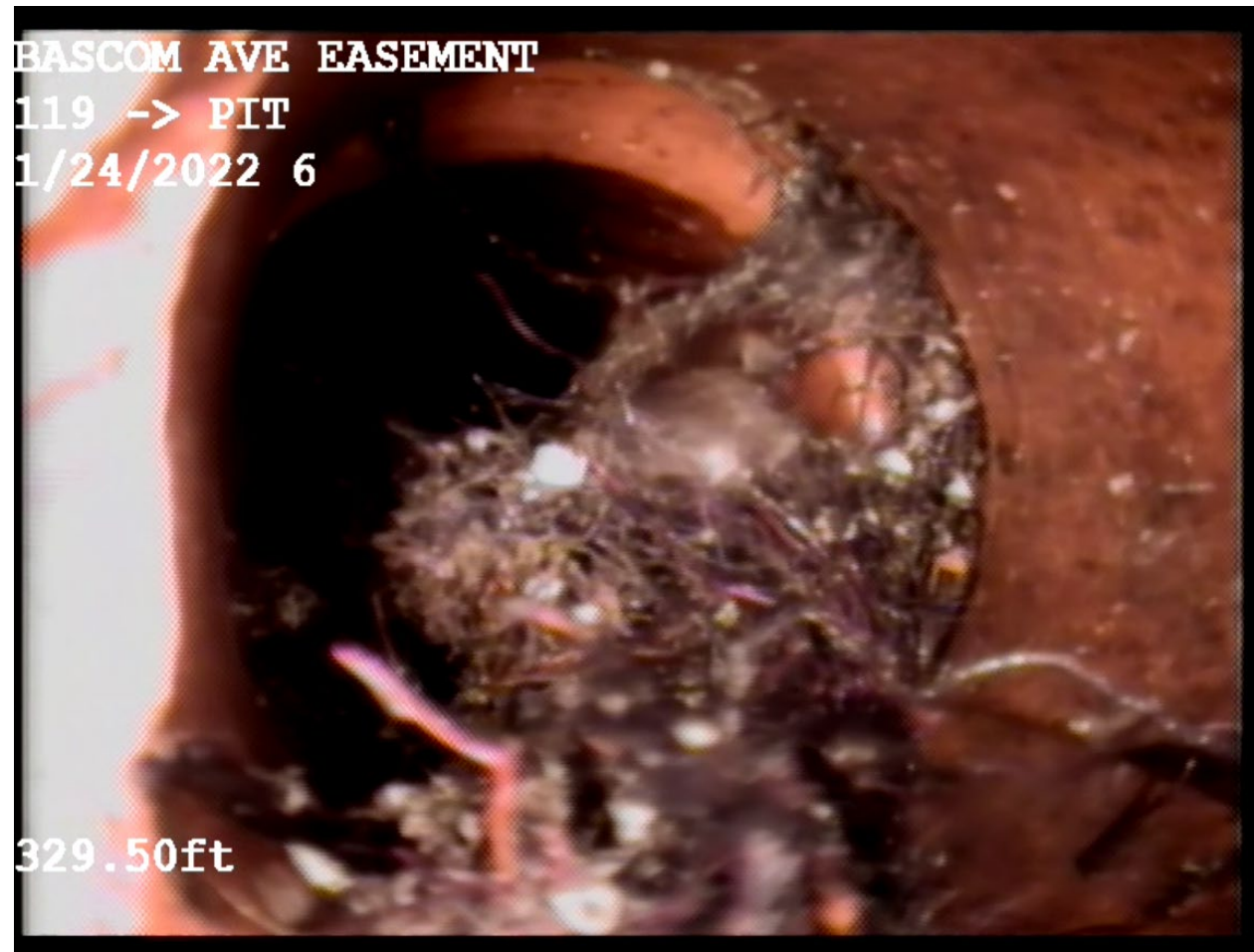
Lateral @231.10'- right : (531 Laswell Ave)



Lateral @282.0' - left: (534 S Bascom Ave.)



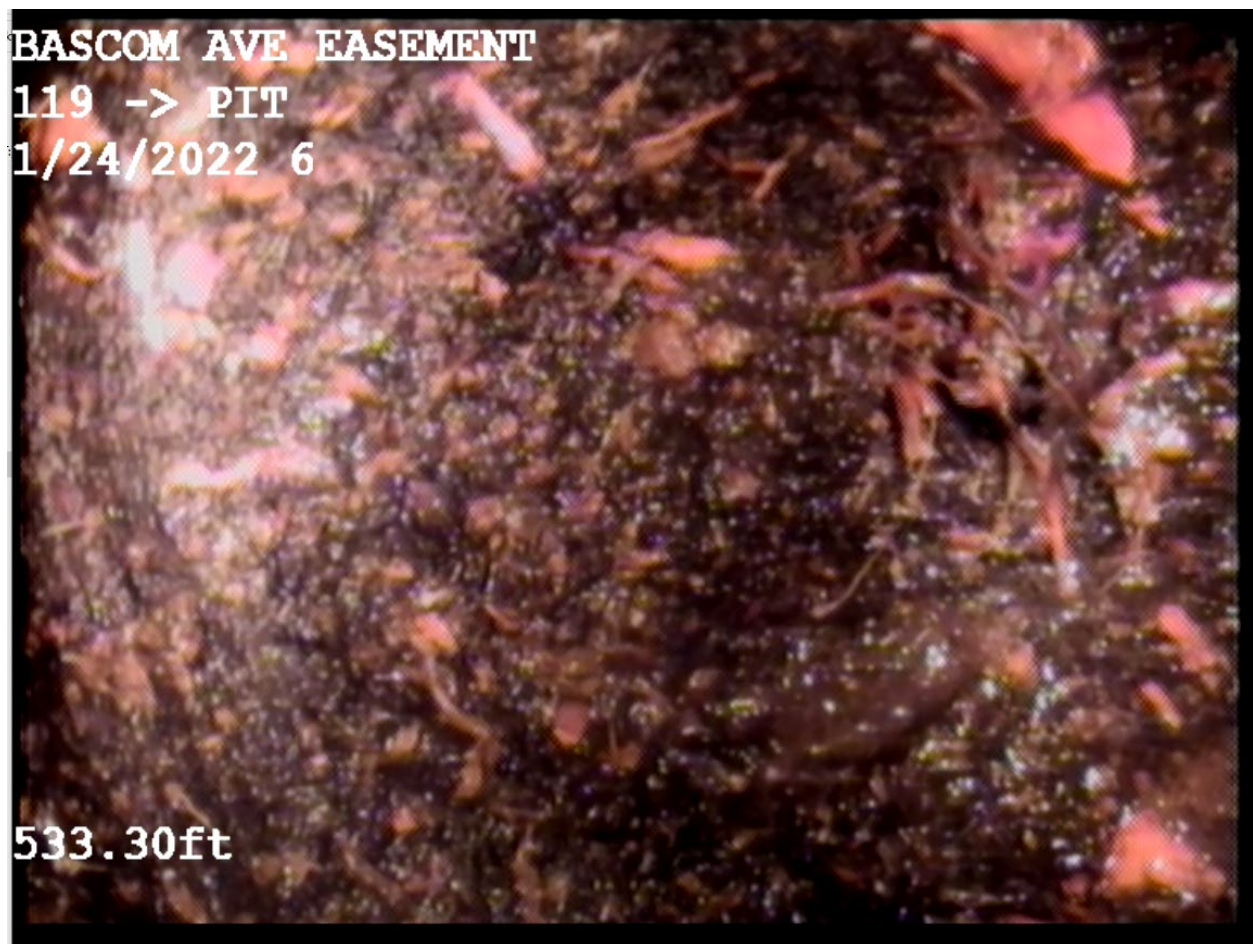
Lateral @329.5.0'- left: (534 S Bascom Ave.)



Lateral @331.6' - right : 522 Laswell Ave



Lateral @533.3' – left (506 S Bascom Ave.)



Lateral @ 536.3' - right : 501 Laswell Ave



LU-101 – Bailey Ave

MH 202 → 201

Lateral @ 104.2' (left): (2280 Bailey Ave)



Lateral @ 172.5' - right: (2289 Bailey Ave)



Lateral @ 305.9' – right: (2311 Bailey Ave.)



LU-102 – Bailey Ave

BSD MH -> 202

Lateral @66' left – : (2216 Bailey Ave.)



Lateral @102.7' – right: (2217 Bailey Ave.)



Lateral @112.0'– left : (2225 Bailey Ave.)



BURBANK SANITARY DISTRICT

11. OLD BUSINESS

- 11.A Status of SRF Loan and CIP Update
- 11.B. District Website Update
- 11.C. Green Waste Recovery, Inc
- 11.D. Recruitment of New Board Members
- 11.E. COVID-19 Update

QUOTATION

DB Incorporated
42 Takko Machi Way
Gilroy, CA 95020
(408)-592-0230

PAGE NO

1

QUOTE NO

4166

BILL TO: Burbank Sanitary District
20863 Stevens Creek Blvd
Ste 100
Cupertino, CA 95014

SHIP TO: US Post Office

QUOTE DT	CUSTOMER NO	SLS RP	PYMNT TERMS	LOC	PPD/COL	SHIP DT	SHIP VIA
8/29/2022	000000020834	001	Net 30 days	SJ		A.S.A.P.	US Postal

QTY ORDERED	ITEM NO DESCRIPTION	UOM	UNIT PRICE	DISCOUNT	EXTENDED PRICE
961	20834822 BSD Board Recruitment Flyer 8.5 x 11 60# offset 4/4 Tri Fold Presort, Inkjet address, tabbing, bulk mail	EA	0.98	0.00	941.78
961	POSTAGE Postage	EA	0.00	0.00	0.00
TOTAL QUOTE					941.78

QUOTATION

DB Incorporated
42 Takko Machi Way
Gilroy, CA 95020
(408)-592-0230

PAGE NO

1

QUOTE NO

4167

BILL TO: Burbank Sanitary District
20863 Stevens Creek Blvd
Ste 100
Cupertino, CA 95014

SHIP TO: Burbank Sanitary District
20863 Stevens Creek Blvd
Ste 100
Cupertino, CA 95014

QUOTE DT	CUSTOMER NO	SLS RP	PYMNT TERMS	LOC	PPD/COL	SHIP DT	SHIP VIA
8/29/2022	000000020834	001	Net 30 days	SJ		A.S.A.P.	Ground

QTY ORDERED	ITEM NO DESCRIPTION	UOM	UNIT PRICE	DISCOUNT	EXTENDED PRICE
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1,500	20834922DH DoorHangar BSDBoard Recruiting 4.25x11 4/0 100# Gloss Cover	EA	0.29	0.00	435.00
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TOTAL QUOTE	435.00
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