
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
November 21, 2023 at 7:00 PM**

**The meeting will be held at 7:00 p.m. in person at District Office, 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing and anyone interested may also call in.
[call (866) 899-4679 Conference ID: 785-518-013]**

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

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

4.A. Visitor Commentary

4.B. Agency Representatives

4.C. Board Commentary

5. CLOSED SESSION

5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code Section 54956.9(d)(1) Name of Case: 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.

6. CONSENT CALENDAR

6.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 10/17/23.

7. WARRANTS

7.A. Approval of Warrants. Board action required: Approve four (4) warrants.

1. Mark Thomas & Company, Inc. (District Management Services)

2. First Tech Federal Credit Union (Board of Directors' Payroll)

3. Armento and Hynes, LLP (District Legal Services)

4. California Association of Sanitation Agencies (CASA Membership Renewal 2024)

8. NEW BUSINESS

8.A. 150 & 152 Cleveland Ave, APN 274-18-053 – Refund of Sewer Service Charges. Board action required: Review and approve refund of service charges.

8.B. California Association of Sanitation Agencies (CASA) 2024 Winter Conference, January 24-26, 2024 in Palm Springs, CA. Board action required: None.

8.C. City of San Jose – 1) Revised FY2022-23 Operating & Maintenance Cost Sharing, 2) Timetable for Completion of FY2024-25 Revenue Program. Board action required: None.

8.D. GreenWaste Recovery, Inc. – 1) Annual Service Notice, 2) Quarterly Report, July – September 2023, 3) Annual Clean Up Day Planning. Board action required: None.

9. UNFINISHED BUSINESS

9.A. Board Orientation – CSRMA Conference. Board action required: None.

9.B. District Website Update. Board action required: None.

9.C. Long Range Financial Planning. Board action required: Discuss LRFP

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items. Board action required: None.

10.B. Agenda Items for Next Upcoming Meeting. Board action required: None.

11. ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, December 5, 2023

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

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

BURBANK SANITARY DISTRICT

6. CONSENT CALENDAR

6.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
October 17, 2023

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
October 17, 2023**

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 7:00 p.m. in person at the District Office at 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing. President Prupes called the meeting to order at 7:01 p.m.

2. ROLL CALL

Directors Present: Rene Prupes, Ken Colson, Mark Negrete, Kristina Seldal
Directors Absent: Procopio Sclafani (Excused Absence)
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)
Counsel: Valerie Armento (Present for the open session through Item 4)
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the revised agenda, moving Item 6A up in the agenda for District Counsel to attend.

Move: Negrete **Second:** Colson

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

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.

No closed session

6. UNFINISHED BUSINESS ITEM

6.A. LAFCO website

District Manager Porter provided an update to the Board regarding the communication made with LAFCO regarding the website boundary and inquiry regarding blighted property.

District Counsel Armento explained the process for certification of completion for annexed properties and went over the zoning code and explained specifics about community preservation and blighted properties.

6.B. Long Range Financial Planning (LRFP). Board action required: Discuss LRFP.

The Board discussed LRFP. President Prupes is working on consolidating the sections in the LRFP. President Prupes will send out draft LRFP to the Board for review.

The next working session for LRFP will be on December 5, 2023. Prior to that, the Board will send any feedback to District Manager Porter.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meeting of October 3, 2023

Motion: To approve Meeting Minutes from the Regular Meeting of October 3, 2023

Move: Colson

Second: Seldal

Board vote:

Ayes: Prupes, Negrete

Noes: None

Absent: Sclafani

Abstain: None

8. WARRANTS

8.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services)
2. First Tech Federal Credit Union (Board of Directors' Payroll)
3. Armento and Hynes, LLP (District Legal Services)
4. City of San Jose (TP O&M & Capital Billing Q2 2023-24)

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

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Seldal

Noes: None

Absent: Sclafani

9. NEW BUSINESS

9.A. FY2023-2024 First Quarter Financial Review. Board action required: None.

Board reviewed and noted the FY2023-2024 First Quarter Financials.

9.B. GreenWaste Recovery, Inc. – Fall/Winter Newsletter. Board action required: None.

Board review and noted the Fall/Winter Newsletter.

10. UNFINISHED BUSINESS

10.A. Board Orientation – Operations Code. Board action required: None.

Manager Porter presented the District's Operations Code to the Board. District will be reviewing and updating some sections of the operations code to reflect current practices.

10.B. LAFCO Follow Up Update. Board action required: None

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

Director Seldal suggested that the Board should consider having one Board member attend CASA every year.

11.B. Agenda Items for Upcoming Meetings.

Add Clean Up Day as standing agenda item.

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, November 7, 2023

Motion: To adjourn meeting at 8:34 pm.

Move: Seldal

Second: Negrete

Board vote:

Ayes: Prupes, Colson

Noes: None

Absent: Sclafani

Approved: November 21, 2023

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

7. WARRANTS

7.A. APPROVAL OF WARRANTS

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Armento and Hynes, LLP
4. California Association of Sanitation Agencies

Warrant List for 11-21-2023

| # | Payee | Invoice Date | Invoice No. | Invoice Amount | Description | Warrant No. |
|---|--|--------------|---------------------|----------------|---|-------------|
| 1 | Mark Thomas & Company, Inc. | 11/14/2023 | 49178 | \$ 12,024.28 | District Management Services (23-00161) | |
| | | 11/14/2023 | 49178-R | \$ 248.88 | Reimbursables - Monthly Website Hosting Fee & Yearly Subscription | |
| | | | MTCO Subtotal | \$ 12,273.16 | | 4115 |
| 2 | Burbank Sanitary District for Deposits / First Tech Fed Credit Union | | | | | |
| | Rene Prupes | | | \$ 240.00 | 10/17/2023 | |
| | Procopio Sclafani | | | \$ - | | |
| | Ken Colson | | | \$ 240.00 | 10/17/2023 | |
| | Mark Negrete | | | \$ 240.00 | 10/17/2023 | |
| | Kristina Seldal | | | \$ 240.00 | 10/17/2023 | |
| | Total payment to Directors | | | \$ 960.00 | | |
| | Estimated processing fees/taxes | | | \$ 290.00 | | |
| | | | First Tech Subtotal | \$ 1,250.00 | | 4116 |
| 3 | Armento and Hynes, LLP | 10/31/2023 | 2023-9 | \$1,180.00 | District Legal Services | 4117 |
| 4 | California Association of Sanitation Agencies (CASA) | 10/24/2023 | 7511 | \$1,860.00 | Membership Renewal 2024 | 4118 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | TOTAL WARRANT AMOUNT | | | \$ 16,563.16 | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2023-24 | | | \$ 420,795.96 | | |

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

- 8.A. 150 & 152 Cleveland Ave
- 8.B. CASA 2024 Winter Conference
- 8.C. City of San Jose
- 8.D. GreenWaste Recovery, Inc.



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 8A

MEMORANDUM

DATE: November 21, 2023
TO: Board of Directors, Burbank Sanitary District
FROM: Benjamin Porter, District Manager-Engineer
RE: 150 & 152 Cleveland Ave, San Jose APN 274-18-053

BACKGROUND:

The homeowner of the property located at 150 & 152 Cleveland Avenue, Joseph Frangieh contacted the District on October 30, 2023. He notified the District that his property has only two units and the third unit is just a shed. He requested the District to adjust his property classification and refund the difference of the sewer service charges.

FINDINGS:

Staff investigated this issue and found that the property is being charged for 3 units of multi-family residence. District Inspector, Jon Saunders was dispatched to the property to perform an inspection to verify whether the property has two or three units. He confirmed that the property has two units: one single family residence (SFR) and one accessory dwelling unit (ADU) and that the third unit is a shed.

Staff recommends refunding the following sewer service charges to the property owner.

| | |
|---|-------------------|
| FY2023-24 charges (3 Multi Family) | \$2,234.52 |
| Adjusted Amount (1 SFR + ADU) | \$1,544.04 |
| Difference | \$ 690.48 |

BOARD ACTION:

Approve refund of sewer service charges of \$690.48.



CULTIVATING A SUSTAINABLE FUTURE

2024 Winter Conference

January 24-26 | Hilton Palm Springs Hotel | Palm Springs, CA

CASAweb.org @CASACleanWater @CASA_CleanWater

Preliminary Program (10/26/23)
Subject to Change

Wednesday, January 24

| | |
|-------------------------|--|
| 7:00 a.m. – 12:00 p.m. | CSRMA Training Seminar (Separate Registration Required) |
| 9:00 a.m. – 5:00 p.m. | Registration |
| 10:30 a.m. – 12:00 p.m. | CASA Board of Directors Meeting |
| 12:00 p.m. – 1:30 p.m. | Associates Committee Meeting |
| 12:00 p.m. – 1:30 p.m. | CSRMA Executive Board Meeting |
| 12:15 p.m. – 1:15 p.m. | Communications Committee Meeting |
| 12:00 p.m. – 1:30 p.m. | Lunch on Your Own |
| 1:30 p.m. – 4:00 p.m. | Roundtable Series |
| 1:30 p.m. – 2:30 p.m. | Session 1 (Table Topics Identified Below) |
| 2:30 p.m. – 3:00 p.m. | Networking Break |
| 3:00 p.m. – 4:00 p.m. | Session 2 (Repeat from Session 1) |
| 4:15 p.m. – 5:15 p.m. | Federal Legislative Meeting |
| 4:15 p.m. – 5:30 p.m. | CSRMA Board of Directors Meeting |
| 5:00 p.m. – 5:30 p.m. | LEAD Mentor/Mentee Meeting |
| 5:30 p.m. – 6:30 p.m. | Welcome Reception |

Thursday, January 25

| | |
|------------------------|--|
| 7:30 a.m. – 4:30 p.m. | Registration |
| 8:00 a.m. – 9:30 a.m. | Breakfast |
| 8:00 a.m. – 9:00 a.m. | Women's Networking Breakfast |
| 8:00 a.m. – 9:00 a.m. | CASA Education Foundation Board Meeting |
| 9:15 a.m. – 11:45 a.m. | Morning Sessions |

| | |
|---------------------------|---|
| 9:15 a.m. – 9:30 a.m. | President’s Welcome |
| 9:30 a.m. – 10:30 a.m. | Keynote Address |
| 10:30 – 11:45 a.m. | Funding from Surprising Sources Panel Discussion: The Inflation Reduction Act, Corporate Projects, and More |
| 11:45 a.m. – 12:00 p.m. | Networking Break |
| 12:00 p.m. – 1:30 p.m. | Luncheon Federal and State Legislative Updates <ul style="list-style-type: none"> ▪ Eric Sapirstein ▪ Jessica Gauger CEF Presentation |
| 1:30 p.m. – 1:45 p.m. | Networking Break |
| 1:45 p.m. – 3:30 p.m. | Afternoon Sessions |
| 1:45 p.m. – 3:00 p.m. | Permitting Innovation Panel Discussion |
| 3:00 p.m. – 3:30 p.m. | Engagement and Recruiting Using a “Fit” Model |
| 4:00 p.m. – 5:00 p.m. | Associates Engineering and Research Subcommittee |
| 5:30 p.m. – 6:30 p.m. | Associates Recognition Reception |
| Friday, January 26 | |
| 8:00 a.m. – 11:00 a.m. | Registration |
| 8:00 a.m. – 9:30 a.m. | Breakfast |
| 8:00 a.m. – 9:00 a.m. | Statewide Biosolids Meeting |
| 8:00 a.m. – 9:00 a.m. | State Legislative Committee Meeting |
| 9:15 a.m. – 11:00 a.m. | Closing Session |
| 9:15 – 10:00 a.m. | The Water Circular Economy: What Does it Mean for Your Agency? |
| 10:00 – 10:45 a.m. | Building a Culture of Accomplishment |
| 10:45 – 11:00 a.m. | President’s Closing Remarks |
| 11:00 a.m. – 3:00 p.m. | Attorneys Committee Meeting |

| Roundtables | Facilitators |
|---|--------------|
| Water Recycling: Barriers & Opportunities | |
| Recent Biosolids Issues | |

| |
|--|
| CASA Groups and Offerings |
| Agency Education and Outreach Programs |
| Career Pathway Efforts at Agencies |
| Collections Issues and the SSS WDR |
| Biogas Utilization Efforts |
| How is PFAS Impacting Your Agency? |
| TBD |
| TBD |

[Join](#)[Sign In](#)

2024 CASA Winter Conference

Hello there!

We're so glad you can join us for the CASA Conference in 2024.

We have a room block reserved at the Hilton Palm Springs for January 23, 2024 through January 27, 2024. Booking your room is simple, just select "Book a Room" to receive your group's preferred rate.

We look forward to seeing you in January! We hope you enjoy your stay and your group's event!

Book Your Room

Event dates: January 23, 2024 - January 27, 2024



Hilton Palm Springs



400 East Tahquitz Canyon Way,
Palm Springs, CA 92262-6605
USA



+1 760-320-6868

[Book a Room](#)

Rooms & Rates

1 King Bed Mountain/ Cityview - **\$220.00**

2 Queen Beds Mountain/ Cityview Nonsmoking - **\$220.00**

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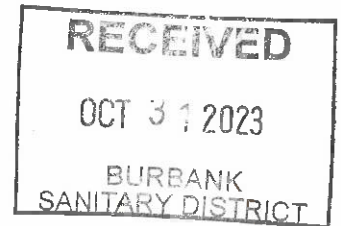
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October 23, 2023

TO: Tributary Agencies

SUBJECT: Revised FY2022-23 Operating & Maintenance Cost Sharing

The Master Agreements require that each agency's total discharge to the Plant for the preceding fiscal year be reviewed in terms of treatment parameters. The Master Agreements also require that any adjustments to the agencies' shares of Operating and Maintenance (O&M) costs resulting from this review be made no later than the third quarter billing of current fiscal year.

The attached report has been prepared to show each agency's actual O&M cost allocation for fiscal year 2022-23, as determined by the quantity and quality of the agency's sewage discharged. The actual O&M cost allocations that are shown on Table I of the report will be used to develop the prior year adjustments that are prepared for the third quarter billing.

Please review the attached report and call me at (408) 975-2599 or Lillian Nguyen at (408) 975-2567 if you have any questions or if clarification is needed.

Sincerely,



LAURA BURKE
Principal Accountant
Administrative Services Division
Environmental Services Department

Attachment

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)

**AGENCIES' OPERATING AND MAINTENANCE
COST ALLOCATION
FOR FISCAL YEAR 2022-23**

The adopted 2022-23 Operating and Maintenance (O/M) Budget for the San Jose - Santa Clara Regional Wastewater Facility was allocated to the tributary agencies proportionally, based on the agencies' estimated flows and loadings reported in their fiscal year (FY) 2022-23 Revenue Programs. This allocation was the basis for the quarterly billings of FY 2022-23.

The attached tables show the final flows and loadings for FY 2022-23 and the revised cost distribution. Any necessary adjustments to the agencies resulting from this allocation will be shown in the third quarter billings of the current fiscal year.

Table 1 compares the allocation of the FY 2022-23 budget, which was the basis for the quarterly billings of FY 2022-23, with the final actual cost allocations developed using the percentages contained in Table 2.

Table 2 contains the agencies' revised O/M cost allocation percentages computed using the discharge data shown in Table 3.

Table 3 contains the agencies' final Revenue Program discharge data for FY 2022-23.

TABLE 1

| CITY OF SAN JOSE ENVIRONMENTAL SERVICES DEPARTMENT SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY COMPARISON OF 2022-23 BUDGETED AND ACTUAL O/M COST ALLOCATION | | | | |
|--|-----------------------------|----------|-------------------|----------|
| A G E N C Y | FY 2022-23 BUDGET (revised) | | FY 2022-23 ACTUAL | |
| | COST | % SHARE | COST | % SHARE |
| San Jose (1) | \$80,960,139 | 63.149% | \$78,633,534 | 63.323% |
| Santa Clara (1) | \$19,567,920 | 15.263% | \$19,342,039 | 15.576% |
| Subtotal | \$100,528,059 | 78.412% | \$97,975,573 | 78.899% |
| West Valley S.D. | 11,737,163 | 9.155% | \$11,120,182 | 8.955% |
| Cupertino S.D. | 7,255,118 | 5.659% | \$6,545,447 | 5.271% |
| Milpitas | 7,151,272 | 5.578% | \$7,065,755 | 5.690% |
| C.S.D. No. 2-3 | 1,235,896 | .964% | \$1,185,904 | .955% |
| Burbank S.D. | 297,435 | .232% | \$285,610 | .230% |
| Total | \$128,204,942 | 100.000% | \$124,178,473 | 100.000% |
| | (2) | (2) | (3) | (4) |
| <p>(1) The Cities of San Jose and Santa Clara share O/M cost based on current assessed valuation ratios. The ratios for FY 2022-23 are 80.259% and 19.741% for San Jose and Santa Clara, respectively.</p> <p>(2) SOURCE: 2022-23 Annual Budget for Regional Wastewater Facility.</p> <p>(3) SOURCE: Financial reports and records maintained by the City of San Jose.</p> <p>(4) SOURCE: Table 2.</p> | | | | |

TABLE 2

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)

**AGENCIES' O&M COST ALLOCATION PERCENTAGES
FOR FISCAL YEAR 2022-23**

| AGENCY | FLOW % | BOD % | SS % | NH3 % | % OF TOTAL SEWAGE TREATED | ALLOCATED COST | TOTAL O & M | PERCENTAGE SHARE OF TOTAL O&M |
|------------------|-----------|----------|---------|----------|---------------------------------|-------------------|----------------|-------------------------------------|
| San Jose | 21.689 | 13.735 | 13.829 | 14.070 | 63.323 | \$78,633,534 | \$78,633,534 | 63.323% |
| Santa Clara | 5.335 | 3.378 | 3.402 | 3.461 | 15.576 | \$19,342,039 | \$19,342,039 | 15.576% |
| Subtotal | 27.024 | 17.113 | 17.231 | 17.531 | 78.899 | \$97,975,573 | \$97,975,573 | 78.899% |
| West Valley S.D. | 3.006 | 1.984 | 1.995 | 1.970 | 8.955 | \$11,120,182 | \$11,120,182 | 8.955% |
| Cupertino S.D. | 1.689 | 1.317 | 1.206 | 1.059 | 5.271 | \$6,545,447 | \$6,545,447 | 5.271% |
| Milpitas | 1.890 | 1.338 | 1.300 | 1.162 | 5.690 | \$7,065,755 | \$7,065,755 | 5.690% |
| C.S. No. 2-3 | 0.315 | 0.200 | 0.216 | 0.224 | 0.955 | \$1,185,904 | \$1,185,904 | .955% |
| Burbank S.D. | 0.076 | 0.048 | 0.052 | 0.054 | 0.230 | \$285,610 | \$285,610 | .230% |
| Total | 34.000 | 22.000 | 22.000 | 22.000 | 100.000 | \$124,178,473 | \$124,178,473 | 100.000% |

(1) (1) (1) (1)

(1) SOURCE: State Water Resources Control Board's Revenue Program Guidelines for Wastewater Agencies.

TABLE 3

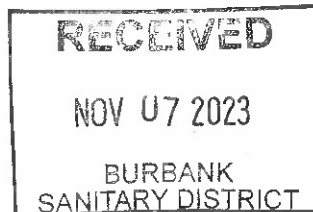
10/23

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

**SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)
SUMMARY OF AGENCIES' REVENUE PROGRAM DISCHARGE DATA
FOR FISCAL YEAR 2022-23**

| A G E N C Y | | FLOW | | BOD | | SS | | AMMONIA | |
|--------------|-----|------------|----------|------------|----------|------------|----------|-----------|----------|
| | | MG | % | KLBS | % | KLBS | % | KLBS | % |
| San Jose | (1) | 24,406.483 | 63.794% | 50,445.206 | 62.431% | 45,788.790 | 62.861% | 6,248.924 | 63.956% |
| Santa Clara | (1) | 6,003.170 | 15.691% | 12,407.815 | 15.356% | 11,262.494 | 15.462% | 1,537.024 | 15.731% |
| Subtotal | (2) | 30,409.653 | 79.485% | 62,853.021 | 77.787% | 57,051.284 | 78.323% | 7,785.948 | 79.687% |
| West Valley | (3) | 3,382.217 | 8.840% | 7,286.101 | 9.017% | 6,605.634 | 9.068% | 874.842 | 8.954% |
| Cupertino | (5) | 1,901.010 | 4.969% | 4,836.733 | 5.986% | 3,993.225 | 5.482% | 470.147 | 4.812% |
| Milpitas | (4) | 2,126.340 | 5.558% | 4,916.250 | 6.084% | 4,305.170 | 5.910% | 516.110 | 5.282% |
| C.S. No. 2-3 | (5) | 353.806 | 0.925% | 734.382 | 0.909% | 714.050 | 0.980% | 99.525 | 1.019% |
| Burbank | (5) | 85.244 | 0.223% | 175.307 | 0.217% | 172.643 | 0.237% | 24.024 | 0.246% |
| Total | | 38,258.270 | 100.000% | 80,801.795 | 100.000% | 72,842.006 | 100.000% | 9,770.596 | 100.000% |

- (1) The Master Agreement requires that San Jose and Santa Clara, as joint owners of the RWF, share O/M cost based on relative assessed valuation ratios. Accordingly, the discharges of the two cities were combined and redistributed to them based on the FY 2022-23 assessment valuation ratios of 80.259% and 19.741% for San Jose and Santa Clara, respectively.
- (2) SOURCE: San Jose: 2023-24 Revenue Program, revised for Monitored Industries based on actual data used in 2022-23 billings.
Santa Clara: 2023-24 Revenue Program Report.
- (3) SOURCE: Average loading for FY 2022-23 submitted by the district, dated 8/1/23.
- (4) SOURCE: 2023-24 Revenue Program Reports.
- (5) SOURCE: 2023-24 Revenue Program Reports.



December 11, 2023

TO: Tributary Agencies

SJ: Timetable for Completion of 2024-2025 Revenue Program

Enclosed is a timetable for completion of the 2024-2025 Revenue Program.

Please note that mass emission data (Revenue Program forms 1, 2 and 3) for computing the Agencies' estimated shares of 2024-2025 San Jose - Santa Clara Regional Wastewater Facility operating and maintenance costs is due on February 12, 2024.

Please call me at 975-2599 or Lillian Nguyen at 975-2567 if clarification or additional information is required.

A handwritten signature in blue ink, appearing to read "Laura Burke".

LAURA BURKE
Principal Accountant
Administration Division
Environmental Services Department

12/11/2023

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)

2024-2025 REVENUE PROGRAM TIMETABLE

| DATE | RESPONSIBLE AGENCY | ACTION REQUIRED |
|-------------|-------------------------------|--|
| 2/12/2024 | AGENCIES | 2024-2025 MASS EMISSION: Submit mass emission data for the 2024-2025 Revenue Program (forms #1 - 3) to the RWF Revenue Program Section. |
| 3/1/2024 | SJ/SC WPCP | 2024-2025 CAPITAL PROJECT COSTS: Transmit to each tributary agency a distribution of estimated 2024-2025 Capital Project costs. |
| 3/13/2024 | SJ/SC WPCP | 2024-2025 REVENUE PROGRAM FORMS: Transmit to each tributary agency a distribution of estimated 2024-2025 budgeted operations and maintenance costs, contained in the following forms: <ul style="list-style-type: none"> ● Form 9 - Summary of Capacity Allocation. ● Form 10 - Distribution of Capital Costs. ● Form 11 - Summary of Annual Loadings. ● Form 12 - Distribution of O & M and Replacement Allowance Costs. |
| 8/1/2024 | AGENCIES | 2024-2025 ADOPTED REVENUE PROGRAM: Submit the final Revenue Program (Forms #1 - 6) and ordinance or resolution adopting the 2024-2025 rate structure to the RWF Revenue Program Section. |

Additional Services:

To request or schedule an additional service, please contact our customer service team at **(408) 283-4800** or request service at **GreenWaste.com/Support**.

Curbside Clean-Up and Bulky Collection:

Customers may request up to **one free on-call clean up event** per year. This event may be used for either:

- Fourteen 32-gallon bags, not exceeding 50 lbs. each, or
- One appliance or bulky item

Extra material may be picked up curbside for an additional fee.

Used Motor Oil:

You may request free weekly Used Oil Recovery Kits. Place used kits next to your recyclables cart on your service day.

Extra Garbage:

Extra garbage may be picked up on your regular collection day for a fee. Call to schedule.

Contact Info:

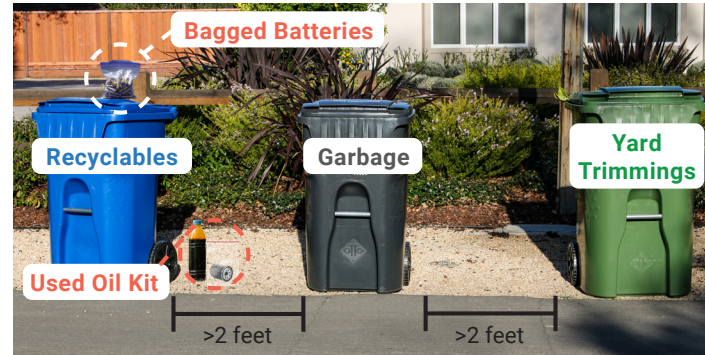
GreenWaste Recovery, LLC
(408) 283-4800
customerservice@greenwaste.com

Burbank Sanitary District
(408) 255-2137
burbanksanitary.org

Collection Information:

Cart Set Out:

Carts must be placed curbside no later than 7 AM on Mondays.



Holiday Collection:

Collection will not occur on New Year's Day, Thanksgiving Day, or Christmas Day. If one of these days falls on a normal collection day, collection for the remainder of the week will be delayed by one day. Normal collection resumes the following week.

Household Hazardous Waste (HHW):

HHW cannot be placed in your carts. Examples of HHW include: batteries, fluorescent light bulbs, chemicals, paints, oils, pesticides, syringes and sharps, and other hazardous waste. For information on how to safely and properly dispose of these materials, visit **hhw.org** or call the Santa Clara County Household Hazardous Waste program at **(408) 299-7300**.



610 E. Gish Road
San Jose, CA 95112
(408) 283-4800
GreenWaste.com/Burbank

**Residential
Service Notice**
Burbank Sanitary District

RECYCLABLES

Material must be clean and dry

MIXED COMPOSTABLES

YARD TRIMMINGS



Paper and Cardboard



Plastic



Metal



Glass



Film Plastic



Trash



Food Scraps &
Food Soiled Paper



Yard Trimmings



Reminder: small electronics may have embedded batteries. Electronics with any kind of battery are considered **Household Hazardous Waste** and do not belong in any of your three carts.

Additional Services:

To request or schedule an additional service, please contact our customer service team at **(408) 283-4800** or request service at **GreenWaste.com/Support**.

Bulky Item Collection:

GreenWaste will collect your refrigerators or other large items that do not belong in your garbage or recycling containers for an additional fee.

Lock Bin Service:

Locks to prevent misuse of recyclables or garbage bins are available upon request.

Push Bin Service:

Push bin service is available for your convenience. Rates vary depending on the distance in feet from the placement of your bin to the point of collection.

Extra Garbage:

Extra garbage may be bagged, set beside your container, and scheduled for pickup for an additional fee.

Contact Info:

GreenWaste Recovery, LLC
(408) 283-4800
customerservice@greenwaste.com

Burbank Sanitary District
(408) 255-2137
burbanksanitary.org

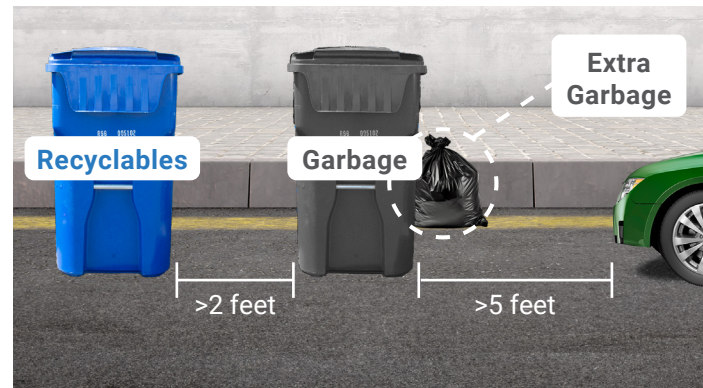
Collection Information:

Bins and carts must be accessible by collection vehicles and set out by 5 AM on your collection day.

Bin Set Out:



Cart Set Out:



Holiday Collection:

Collection will not occur on New Year's Day, Thanksgiving Day, or Christmas Day. If one of these days falls on a normal collection day, collection for the remainder of the week will be delayed by one day. Normal collection resumes the following week.

610 E. Gish Road
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(408) 283-4800
GreenWaste.com/Burbank



**Commercial
Service Notice**
Burbank Sanitary District

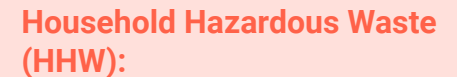
Material must be clean and dry



Trash



To schedule a delivery of a debris box that will meet your needs for capacity, type of material and collection frequency, call GreenWaste's Debris Box department at **(888) 533-9269** or visit **[GreenWaste.com/DebrisBox](https://www.GreenWaste.com/DebrisBox)**.



HHW cannot be placed in your carts. Examples of HHW include: batteries, fluorescent light bulbs, chemicals, paints, oils, pesticides, syringes and sharps, and other hazardous waste. For information on how to safely and properly dispose of these materials, visit **hhw.org** or call the Santa Clara County Household Hazardous Waste program at **(408) 299-7300**.



GreenWaste Recovery, Inc.

610 E. Gish Rd

San Jose, CA 95112

(650) 568-9900

Quarterly Report

July 2023 to September 2023

Q3 2023

BURBANK SANITARY DISTRICT

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement



October 26, 2023

Benjamin Porter
Burbank Sanitary District
20863 Stevens Creek Blvd., Suite 100
Cupertino, CA 95014

Dear Mr. Porter,

Enclosed please find the July 2023 to September 2023 (Q3 2023) quarterly report as required by the Collection of Solid Waste, Recyclables and Yard Trimmings Agreement between the Burbank Sanitary District and GreenWaste Recovery, LLC.

The following are highlights of this report:

- 1 Residential Collection Summary
- 2 Commercial Collection Summary
- 3 Program operations
- 4 Customer Service Data
- 5A Phone log and Missed pickup summary
- 5B Missed Pickup Details
- 6 Special Events

It has been a pleasure to serve the Burbank Sanitary District.

Sincerely,

Gar-Ying Chan
Financial Planning & Analysis Manager
garying.chan@greenwaste.com



Residential Collection Summary

Residential Collection

During Q3 2023, GWR collected a total of:

219.92 Tons of Trash

97.32 Tons of Recyclables

141.35 Tons of Yard Waste

458.59 Total

| | Trash | Recyclables | Yard Waste | Totals |
|----------------|--------|-------------|------------|--------|
| July 2023 | 82.67 | 39.62 | 58.84 | 181.13 |
| August 2023 | 64.81 | 30.47 | 41.98 | 137.26 |
| September 2023 | 72.44 | 27.23 | 40.53 | 140.20 |
| Total | 219.92 | 97.32 | 141.35 | 458.59 |

Cart Count Totals - Trash

| Code | Description | Quantity |
|------------|------------------------------|----------|
| R20TR | 20-gal trash cart | 119 |
| R20TR-ADDL | 20-gal trash additional cart | 1 |
| R20TR-DIS | 20-gal discounted trash cart | 4 |
| R32TR | 32-gal trash cart | 531 |
| R32TR-A | 32-gal trash cart 0-100ft | 7 |
| R32TR-DIS | 32-gal discounted trash cart | 0 |
| R64TR | 64-gal trash cart | 225 |
| R64TR-A | 64-gal trash cart - 0-100ft | 1 |
| R64TR-DIS | 64-gal discounted trash cart | 0 |
| R96TR | 96-gal trash cart | 112 |
| R96TR-A | 96-gal trash cart - 0-100ft | 6 |

Cart Count Totals - Recycle

| Code | Description | Quantity |
|--------|---------------------|----------|
| R32REC | 32-gal recycle cart | 3 |
| R64REC | 64-gal recycle cart | 188 |
| R96REC | 96-gal recycle cart | 826 |



Commercial Collection Summary

Commercial Collection Summary

During Q3 2023, GWR collected a total of:

77.04 Tons of Trash

7.25 Tons of Recyclables

84.29 Total

| | Trash | Recyclables | Totals |
|----------------|-------|-------------|--------|
| July 2023 | 23.69 | 2.03 | 25.72 |
| August 2023 | 27.62 | 3.69 | 31.31 |
| September 2023 | 25.73 | 1.53 | 27.26 |
| Total | 77.04 | 7.25 | 84.29 |

Bin Count Totals - Trash

| Code | Trash Description | Frequency | Quantity |
|--------|-------------------|-----------|----------|
| 01FLTR | 1yd front load | weekly | 19 |
| 01FLTR | 1yd front load | 2x week | 1 |
| 01FLTR | 1yd front load | 3x week | 1 |
| 02FLTR | 2yd front load | weekly | 23 |
| 02FLTR | 2yd front load | 2x week | 2 |
| 03FLTR | 3yd front load | weekly | 3 |
| 06FLTR | 6yd front load | weekly | 1 |
| C32TR | 32-gal trash cart | weekly | 1 |
| C64TR | 64-gal trash cart | weekly | 2 |
| C96TR | 96-gal trash cart | weekly | 5 |

Bin Count Totals - Recycle

| Code | Recycle Description | Frequency | Quantity |
|---------|---------------------|-----------|----------|
| 01FLREC | 1yd front load | weekly | 3 |
| 01FLREC | 1yd front load | 2x week | 1 |
| 02FLREC | 2yd front load | weekly | 6 |
| 02FLREC | 2yd front load | 2x week | 2 |
| C64REC | 64-gal recycle cart | weekly | 4 |
| C96REC | 96-gal recycle cart | weekly | 42 |



Program Operations

During Q3 2023, there were no significant changes that occurred for collections, processing, and marketing for GreenWaste Recovery, Inc.



Customer Service Data

During Q3 2023, GreenWaste issued 30 non-collection notices (NCN) to residents. Most of the non-collection notices issued were due to Overfilled - Garbage, Contaminated -Yardwaste, and Extras Not Scheduled. The notices were issued to educate the residents of a proper set out. In most cases, the set outs were corrected and GreenWaste returned same day (or the following) as a courtesy collection.

| Cust ID | Date | Service Tagged | Route | Notice | Note |
|---------------|-----------|----------------|----------|--------------------------|---|
| 093756 - 0001 | 7/3/2023 | R64YW | BUR3 | Overfilled - yardwaste | 8:48 - branches sticking 3-4ft over the can |
| 093882 - 0001 | 7/3/2023 | R96REC | BUR2 | Contaminated - recycle | 9:56 Trash in REC can |
| 093882 - 0001 | 7/3/2023 | R96REC | BUR2 | Contaminated - recycle | 9:56 Trash in REC can |
| 150390 - 0001 | 7/6/2023 | 02FLTR | BURFL1-T | Blocked | 9:20 - Bin is overfilled , they have trash on the ground and is unable to open the enclosure from all the TR. |
| 150390 - 0001 | 7/6/2023 | 02FLREC | BURFL1-R | Blocked | 9:20 - Bin is overfilled , they have trash on the ground and is unable to open the enclosure from all the TR. |
| 165708 - 0001 | 7/13/2023 | 02FLTR | BURFL1-T | Blocked | blocked by a car @11:46 |
| 197650 - 0001 | 7/24/2023 | R32TR | BUR1 | Hazardous Material | 10:35 - they had florucent light bulbs in the can - the driver removed them and set them aside |
| 093697 - 0001 | 7/31/2023 | R96YW | BUR3 | Contaminated - yardwaste | 9:40 - 2 bags of rocks inside the YT can |
| 187376 - 0001 | 7/31/2023 | R32TR | BUR1 | Extras not scheduled | 8:20 an extra bag and a roll of carpet set out next to there cans |
| 216623 - 0001 | 7/31/2023 | R20TR | BUR1 | Extras not scheduled | 9:10- 2 extra bags on the side. |
| 094005 - 0001 | 8/14/2023 | R32TR | BUR1 | Overfilled - garbage | 10:20 TR overfilled |
| 094005 - 0001 | 8/14/2023 | R32TR | BUR1 | Overfilled - garbage | 10:20 TR overfilled |
| 094005 - 0001 | 8/14/2023 | R32TR | BUR1 | Overfilled - garbage | 10:20 TR overfilled |

| Cust ID | Date | Service Tagged | Route | Notice | Note |
|---------------|-----------|----------------|----------|---|---|
| 094113 - 0001 | 8/14/2023 | R96YW | BUR3 | Contaminated - yardwaste | trash |
| 095219 - 0001 | 8/14/2023 | R96YW | BUR3 | Contaminated - yardwaste | trash |
| 211976 - 0001 | 8/14/2023 | R96REC | BUR2 | Cardboard too large | 7:40 - unbroken down cardboard boxes |
| 094005 - 0001 | 8/21/2023 | R32TR | BUR1 | Overfilled - garbage | |
| 094005 - 0001 | 8/21/2023 | R32TR | BUR1 | Overfilled - garbage | |
| 094005 - 0001 | 8/21/2023 | R32TR | BUR1 | Overfilled - garbage | |
| 094157 - 0001 | 8/21/2023 | R32TR | BUR1 | Overfilled - garbage | |
| 094227 - 0001 | 8/21/2023 | R96YW | BUR3 | Contaminated - yardwaste | lumber |
| 222129 - 0001 | 8/21/2023 | R96YW | BUR3 | Contaminated - yardwaste | lumber |
| 211514 - 0001 | 8/24/2023 | 02FLREC | BURFL1-R | Contaminated - recycle | Per aaron and the driver the recycle was filled with yt material. we will have to charge as trash please see photo on the account |
| 165708 - 0001 | 8/28/2023 | C96REC | BUR2 | Blocked | 7:08 car are blocking access to bring carts out |
| 209829 - 0001 | 8/28/2023 | R32TR | BUR1 | Overfilled - garbage | |
| 211514 - 0001 | 8/31/2023 | 02FLREC | BURFL1-R | Gate Issue " closed, locked, code invalid | LLOCK CODE WAS NOT WORKING 4020 |
| 093857 - 0001 | 9/4/2023 | R96TR | BUR1 | Extras not scheduled | left behind 3 large bags |
| 165708 - 0001 | 9/4/2023 | C96REC | BUR2 | Blocked | blocked by car @7:32 |
| 191018 - 0001 | 9/4/2023 | R96YW | BUR3 | Extras not scheduled | left behind personal carts |
| 220230 - 0001 | 9/4/2023 | R32TR | BUR1 | Extras not scheduled | left behind 3 large bags |

| Notice | Quantity |
|---|-----------|
| Cardboard too large | 1 |
| Gate Issue " closed, locked, code invalid | 1 |
| Hazardous Material | 1 |
| Overfilled - yardwaste | 1 |
| Contaminated - recycle | 3 |
| Blocked | 5 |
| Contaminated - yardwaste | 5 |
| Extras not scheduled | 5 |
| Overfilled - garbage | 8 |
| Grand Total | 30 |

Missed Pickup Details

| CustID | Miss on: | Notes: |
|---------------|-----------------|---|
| 2153060001 | 32G-TR | please service 1 32gal tr |
| 0940900001 | 32G-TR | please service 1 32gal tr |
| 0937840001 | 96G-REC | Service 1-96g recylce report/tag if any issues |
| 0923360001 | 01FL-TR | please return to service 01FLTR that was missed thursday. |
| 1740300001 | 32G-TR | Please service 1-32gl trash, report/tag if any issues |
| 0923360001 | 01FL-TR | Please return to service 1FLTR that was missed thursday. |
| 1087600001 | 32G-TR | Please return to service 1-32gl TRash that was missed yesterday. |
| 0939340001 | 32G-TR | Please service 1-96gl TR that was missed yesterday. |
| 0947010001 | 32G-TR | Please return to service 1-32gl MC Cart - missed yesterday. |
| 1636510001 | 96G-TR | please return to service 96 TR that was missed yesterday |
| 0947420001 | 64G-REC | Please service 1-64gl recycle can missed yesterday |
| 1845140001 | 96G-YW | Please return to service 1-96gl YW cart that was missed yesterday. |
| 2179190001 | 96G-YW | please service 2 96gal yt |
| 1667280001 | 64G-REC | Please return to service 1-64gl REC cart that was missed yesterday. Per Aaron |



Special Events

During Q3 2023 there were no special events

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A Board Orientation
- 9.B. District Website Update
- 9.C. Long Range Financial Planning

[Resend Confirmation](#) [Contact](#) [Lodging and Hotel](#)



CSRMA Risk Management Seminar at August 2023 CASA Conference

August 9, 2023 - Manchester Grand Hyatt in San Diego, CA

Date: August 9, 2023

Time: 8:00am to 12:00noon

Location: Manchester Grand Hyatt San Diego, One Market Place, San Diego, CA 92101

Checkin and hot buffet breakfast begins at 7:00am.

| TIME | TOPIC |
|------------------|--|
| 7-8am | CATERED BREAKFAST (<i>Breakfast ends promptly at 8am</i>) |
| 8-9am | <p>Best In Class Collection Systems - It Does Not Happen By Accident And It All Starts With Leadership</p> <p>The agencies that have a top notch Wastewater Collection System with low spill rates, low claims and engaged employees did not achieve these results by chance. There are proven strategies and Best Management Practices that can help any agency move from where you are, to becoming #1 in the #2 business...if they are willing to take the necessary hard steps. Even if your agency is a Hot Mess, you can get there. Think long game and leaving it better than you found it.</p> <p style="text-align: right;">Andy Morrison Principal at AMConsulting <i>Retired Collection System Manager for Union Sanitary District</i></p> |
| 9:10-10am | <p>What's Your SSMP Compliance Posture?</p> <p>Effective collection system managers striving to comply need to do more than the minimum for avoiding violations, enforcement/penalties, and negative attention from regulators. Assessing your agency's SSMP "compliance posture" is an essential first step to ensuring success for improving effectiveness and holding-up to scrutiny by regulators with new requirements including requirements for uploading your SSMP into CIWQS. Gain best practice tips in this session on how to further improve your compliance posture and documentation for scrutiny by regulators.</p> <p style="text-align: right;">James Fischer, P.E. Principal, Fischer Compliance LLC <i>Retired State Water Board Statewide Collection System Lead</i></p> |

| | |
|-------------------|--|
| 10:10-11am | <p>The Future of Collection System Operations and Maintenance</p> <p>Join us for high level overview on cutting edge technology and tactics with the use of state-of-the-art software, equipment, and training methods. Matching up the right technology and best practices for your issue(s) which will elevate you to where you need to be with condition assessment and data management and the future proofing your utility.</p> <p>Stephen Miksis <i>Vice President, SKL Solutions Inc. Retired Collection System Manager Ross Valley Sanitary District</i></p> |
| 11:10-12pm | <p>When Your Neighbor's "Stuff" Backs Up In Your House</p> <p>The revised SWRCB 12/6/22 Order required dischargers to update their Overflow Emergency Response Plans to Spill Emergency Response Plans by 6/5/23. This is an opportunity to make sure they address risk management issues and not just regulatory compliance when sewage backs up into someone's home/business as a result of a mainline stoppage/blockage (<i>CSRMA's most frequent liability claim</i>). This presentation will review CSRMA's mandatory Policy and Procedure on Residential Sewer Backup Claim and Claims Handling.</p> <p>David Patzer <i>CSRMA Risk Control Advisor Managing Partner DKF Solutions Group, LLC</i></p> |

Click here to see who has already registered: [Registrant List](#)

(NOTE: It may take up to 30 minutes for names to appear on the list after they have been registered.)

REGISTRATION

Enter registrants' names one at a time. When you enter the name of each registrant and click "Save Registrant," their name will appear in the list of the individuals you are currently registering (below). The list will appear after first registrant is entered. You will be prompted to enter registrants one at a time. Click on the trash can icon to delete any registrants.

Select Registration
Option *

☒ CSRMA Member (\$0.00)

This registration option is only for agencies that are members of the California Sanitation Risk Management Authority (CSRMA).

☐ Non-CSRMA (\$50.00)

This registration option is for agencies that are not members of the California Sanitation Risk Management Authority (CSRMA).

If you are not sure if your agency is a CSRMA member, click here to view a complete membership

list: <https://www.csrma.org/template/members.cfm?id=366>

Name *

Agency Name *



Email

Confirm Email



Event Registration Software by RegFox