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**BURBANK SANITARY DISTRICT  
REGULAR MEETING AGENDA FOR  
February 20, 2024 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. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA**

6.A. Long Range Financial Planning. Board action required: Discuss LRFP.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 2/6/24.

**8. WARRANTS**

8.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. Kristina Seldal (CASA Conference Expenses)

**9. NEW BUSINESS**

9.A. Annual Form 700 Filing. Board action required: Complete individual filing by April 2, 2024.

9.B. FY2024-25 Regional Wastewater Facility Capital Cost Allocation. Board action required: None.

**10. UNFINISHED BUSINESS**

10.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) SB613 Waiver from Organic Waste Collection Requirements. 3) Quarterly Report Oct – Dec 2023 & Annual Report Jan – Dec 2023. Board action required: Review Annual Spring Clean Up Flyer.

10.B. District Website Update. Board action Required: None.

10.C. Board Orientation – Sustainability Policy. Board action required: None.

**11. HOUSEKEEPING ITEMS**

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

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

**12. ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, March 5, 2024**

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

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

## **BURBANK SANITARY DISTRICT**

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### **7. CONSENT CALENDAR**

#### **7.A. APPROVAL OF MINUTES**

Approve Minutes from Regular Meeting of  
February 6, 2024

**BURBANK SANITARY DISTRICT  
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING  
February 6, 2024**

**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 7:00 p.m.

**2. ROLL CALL**

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete, Kristina Seldal  
Directors Absent: None  
Staff: Benjamin Porter (District Manager), Vani Kathula (Senior Sanitary Engineer)  
Counsel: Valerie Armento (Joined remotely, attended the closed session)  
Advisor: None  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Prupes

**Second:** Seldal

**Board vote (roll call):**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Absent:** None

**4. PUBLIC COMMENTARY**

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary – Director Negrete informed the Board that he has completed the Ethics Training.

**5. CLOSED SESSION**

**5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION**

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

Closed session discussion commenced at 7:18 pm and ended at 7:25 pm. Manager Porter and Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

**6. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA**

6.A. Long Range Financial Planning. Board action required: Discuss LRFP.

Board discussed the Long-Range Financial Planning.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of January 16, 2024

**Motion:** To approve Meeting Minutes from the Regular Meeting of January 16, 2024

**Move:** Sclafani

**Second:** Seldal

**Board vote (roll call):**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Absent:** None

**Abstain:** None

**8. NEW BUSINESS**

8.A. Report on CASA Winter Conference 2024. Board action required: None.

Director Seldal attended the CASA Winter Conference. Director Seldal and Manager Porter gave an update on CASA conference and shared the information that they learned from attending various sessions.

**9. UNFINISHED BUSINESS**

9.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. Board action required: None.

Manager Porter discussed three used goods donation organizations that staff has contacted.

**10. HOUSEKEEPING ITEMS**

10.A. Updates on Housekeeping Items.

No update.

10.B. Agenda Items for Upcoming Meetings.

- Sustainability Planning for Board Orientation

**11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, February 20, 2024**

**Motion:** To adjourn meeting at 8:40 pm.

**Move:** Negrete

**Second:** Sclafani

**Board vote (roll call):**

**Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

**Noes:** None

**Absent:** None.

Approved: February 20, 2024

Respectfully Submitted,

**Mark Thomas & Company, Inc.**

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Rene Prupes, President

District Manager  
Benjamin T. Porter, PE

## **BURBANK SANITARY DISTRICT**

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### **8. WARRANTS**

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

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Armento and Hynes, LLP
4. Kristina Seldal

**Warrant List for 02-20-2024**

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	2/16/2024	50308	\$ 10,772.42	District Management Services	4130
		2/16/2024	50308-R	\$ 93.67	Reimbursables - Monthly Website Hosting Fee, Date stamper	
			MTCO Subtotal	\$ 10,866.09		
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		N/A		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 480.00	1/16/24, 2/6/24	
	Procopio Sclafani			\$ 720.00	1/16/24, 2/6/24 + 1/31/24 (Ethics Training)	
	Ken Colson			\$ 480.00	1/16/24, 2/6/24	
	Mark Negrete			\$ 720.00	1/16/24, 2/6/24 + 2/1/24 (Ethics Training)	
	Kristina Seldal			\$ 1,200.00	1/16/24, 2/6/24 + CASA 1/24/24, 1/25/24, 1/26/24	
	Total payment to Directors			\$ 3,600.00		
	Estimated processing fees/taxes			\$ 600.00		
			Subtotal actual amt	\$ 4,200.00		4131
3	Armento and Hynes, LLP	1/31/2024	2024-1	\$ 340.00	District Legal Services	4132
4	Kristina Seldal	1/30/2024	N/A	\$ 1,203.56	CASA Conference Expenses	4133
	TOTAL WARRANT AMOUNT			\$ 16,609.65		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2023-24			\$ 573,672.49		

# **BURBANK SANITARY DISTRICT**

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## **9. NEW BUSINESS**

- 9.A. Annual Form 700 Filing
- 9.B. FY2024-25 RWF Capital Cost Allocation



## Shirley Ho

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**From:** Benjamin Porter  
**Sent:** Thursday, February 8, 2024 4:10 PM  
**To:** 'Pete Sclafani'; 'Rene Prupes'; 'Ken Colson'; manmademetalart@gmail.com; Seldal, Kristina  
**Cc:** Shirley Ho  
**Subject:** Statement of Economic Interests - Form 700  
**Attachments:** Burbank Sanitary District COI Code.pdf

Hello Directors:

Please read the memo below and confirm receipt by sending me an email in response (please do not reply to all).

### MEMORANDUM / EMAIL

TO: Form 700 (Statement of Economic Interest) Filers in the Burbank Sanitary District

FROM: Benjamin Porter

RE: Statement of Economic Interests - Form 700  
**E-filed Forms Due in eDisclosure by April 2, 2024**  
**If you will not e-file in eDisclosure, original signature paper Form 700 due to Benjamin Porter by March 15, 2024**

**Use Electronic Form 700 System (eDisclosure) to Complete Your Form:**

<https://www.southtechhosting.com/SantaClara/eDisclosure/>

DATE: February 8, 2024

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#### **I. Annual Form 700 Requirement & Due Date**

The law requires every officer, employee and consultant in our agency who is in a position that makes or participates in making decisions that may have an effect on a position holder's financial interests to complete and submit a Statement of Economic Interests (Form 700) annually.

Our agency's Conflict of Interest Code designates individuals in your position as required to complete and submit a Form 700. Attached for your reference is our agency's Conflict of Interest Code which specifies what disclosures each position is required to make.

It is your responsibility to complete the Form 700 accurately and in a timely fashion under penalty of perjury. By law, the 2023/2024 annual Form 700 is due by Tuesday, April 2, 2024.

#### **II. Your Disclosure Requirements**

Refer to our agency's conflict of interest code to find out the disclosure requirements for your position. Your position will be assigned to only one disclosure category number. You only need to look at the requirements under that disclosure category number. The disclosure category will specify which economic interests your position is required to disclose, and which sources of those economic interests your position is required to disclose.

### **III. The Reporting Period for Your Annual Form 700**

Your annual Form 700 is used to report the previous year's economic interests. The annual Form 700 due by April 2, 2024 will typically cover the reporting period of January 1, 2023 to December 31, 2023 (like taxes). However, if an individual assumed office on or after October 1, 2022, their reporting period is from the date they assumed office through December 31, 2023.

### **IV. Reference Information**

At the end of this email are links to useful reference materials produced by the Fair Political Practices Commission (FPPC)—the state agency that monitors compliance—to assist you in filling out the Form 700. It is your responsibility to complete the Form 700 under penalty of perjury, so every effort must be made to understand your reporting requirements.

- ✓ Form 700 Instruction pages: There is an instructions page for each Schedule of the Form 700, as well as pages with questions and answers.
- ✓ The "Frequently Asked Questions: Form 700 Disclosure" contains answers to questions often asked by filers.
- ✓ The "2023/2024 Form 700 Reference Pamphlet" provides definitions of terms, exceptions to what is reportable, and examples of how to report income, investments, interests in real property, retirement accounts, trusts, and wedding gifts in given scenarios.
- ✓ The "Limitations and Restrictions on Gifts, Honoraria, Travel and Loans" provides guidance on what gifts are reportable, exceptions to gift reporting, understanding how to report the source and value of gifts, as well as honoraria, travel payments, and loans.

### **V. Using eDisclosure to Complete and Submit the Form 700**

The County of Santa Clara has an electronic system, known as eDisclosure, for our agency's filers to complete and submit the Form 700. It is requested that all filers with an email address and Internet access use eDisclosure to fill out their Form 700. eDisclosure allows filers a password-protected, savable, online completion and submission of the Form 700. eDisclosure assists you with filling out the Form, performing an error-check for missed fields prior to finalization. eDisclosure also allows you to save your Form 700, and return to complete it later if necessary. And, once you have completed your Form 700 in eDisclosure, the next time you have to complete a Form 700, eDisclosure allows you to copy over applicable information from a prior Form, saving you time in filling out the new Form.

### **VI. Accessing eDisclosure (what to do if you forgot your password)**

In February, eDisclosure will automatically send an email to all filers with an email address in the system who have an annual 2023/2024 Form 700 due.

To access eDisclosure, you will be asked to enter your login ID (your email address) and your password. If you have trouble, try clicking the "Log In" button instead of clicking "enter" on your keyboard.

If you have forgotten your password, you may contact me and I can have the system reset your password. I do not see any old or new password for you; the system automatically generates a new password for you and sends it directly to your email address.

### **VII. Filing of Form 700 (No Printing Required When You e-File (Preferred))**

## **E-filing**

Once you have completed filling out your Form 700 in eDisclosure and click “submit electronically,” eDisclosure will immediately date-stamp the Form 700 as filed. Your annual filing is complete. When you e-file your Form 700 in eDisclosure, you do not have to print and sign a copy. You and I will receive an email confirmation that you e-filed your Form 700. If you would like a copy of your Form 700 for your own records, you can print/save a copy by clicking on “Previous Filings” in the Filer section of the left-side menu in eDisclosure, selecting a filing, and clicking on “Print” or “Save.”

Please do not wait until the last minute to complete your Form 700 in case you do run into any technical difficulties. The April 2<sup>nd</sup> deadline is fixed by law so your annual filing must be in on that date (and Monday, April 1, is a County and State holiday so assistance will not be available on that day).

## **Paper**

While we request and encourage all filers to use eDisclosure to complete their Form 700s, if you have difficulty accessing eDisclosure and choose to complete your Form 700 outside the eDisclosure system, you must submit an original-signature paper Form 700 to me.

Although the filing due date is April 2, 2024, if you choose to file by paper, please submit your original-signature Form 700 to me by March 15, 2024, because if the form is not filled-out correctly and completely, it will not be accepted as submitted.

Please note that if you complete the Form 700 in paper form, you must:

- Use the correct year’s Form – for annual Form 700s due in 2024, each page must say FPPC Form 700 (2023/2024) in the bottom-right corner.
- Be sure to legibly and correctly fill out the Cover Page as the Form may be considered incomplete or require correction from you otherwise:
  - enter your name;
  - enter “Burbank Sanitary District” for the “Agency Name”;
  - enter your position title as listed on our agency’s conflict of interest code under “Your Position” (all consultants, use “Consultant” as the position title);
  - check the correct box and fill-in the jurisdiction for our agency;
  - check “Annual” for Type of Statement; (if you started between October 1, 2022 and September 30, 2023, you must also specify the start date where it says “The period covered is \_\_/\_\_/\_\_ through December 31, 2023”);
  - check the Schedules that you completed (do not include blank schedules) or check “none”;
  - enter the total number of pages, including the Cover Page and Schedules completed (do not include blank schedules);
  - the verification info includes an email address, street address (must be a street name, city, state, zip code), date, and required original signature.
- On each Schedule page, make sure your first and last name is listed in the box at the top right.

For filers who use eDisclosure to complete the form, the information above is filled-out automatically.

## **VIII. Penalties Imposed Against the Filer for Untimely Filing and Failure to File**

All annual Form 700s are due by April 2, 2024. Please be advised that there can be a penalty against the filer in the amount of \$10 per day after the deadline up to \$100 for a late filing, and the Fair Political Practices Commission could assess a much higher fine for continued failure to file. Further, penalties to the filer for failure to file or failure to disclose all reportable interests can include criminal and civil sanctions for intentional or negligent violation of the reporting requirements.

## **IX. Contacts for Assistance**

For questions regarding filling out the Form 700, you may contact the FPPC advice line at 1-866-ASK-FPPC (1-866-275-3772) (Monday-Thursday: 9:00 a.m. – 11:30 a.m.) or email the FPPC at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov). Please note that you must have your position's disclosure category requirements in-hand before the FPPC can provide reporting assistance.

For questions regarding use of eDisclosure, you may contact me, or you may contact the Clerk of the Board's office at [form700@cob.sccgov.org](mailto:form700@cob.sccgov.org).

### **Attachment:**

- 1) Agency Conflict of Interest Code with List of Designated Positions and Disclosure Categories from

### **Links (in lieu of attachments):**

- (1) For the Form 700 - Statement of Economic Interests, please logon to the eDisclosure system at <https://www.southtechhosting.com/SantaClara/eDisclosure/>  
*(if you have difficulty accessing eDisclosure, you may email [form700@cob.sccgov.org](mailto:form700@cob.sccgov.org) for assistance.*
- (2) 2023/2024 Form 700 Instruction Pages  
url: <https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Form%20700%20Instruction%20Pages%20Only%202024.pdf>
- (3) Frequently Asked Questions: Form 700 Disclosure  
url: [https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Form\\_700\\_FAQs\\_2023.pdf](https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Form_700_FAQs_2023.pdf)
- (4) 2023/2024 Form 700 Reference Pamphlet  
url: [https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Ref\\_Pamphlet\\_2023.pdf](https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Ref_Pamphlet_2023.pdf)
- (5) Limitations and Restrictions on Gifts, Honoraria, Travel and Loans  
url: [https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Local\\_Gift\\_Fact\\_Sheet\\_Final\\_2023.pdf](https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Local_Gift_Fact_Sheet_Final_2023.pdf)
- (6) Updating Information in Verification Section of Your Form 700  
url: <https://boardclerk.sccgov.org/sites/g/files/exjcpb656/files/document/Updating%20Information%20in%20Verification%20Section%20of%20Form%20700.pdf>

Thank you,

**Benjamin T. Porter, PE**  
District Manager  
(408) 477-7318 direct

**MARK THOMAS**  
[markthomas.com](http://markthomas.com)

**RECEIVED**

**FEB 13 2024**

**BURBANK  
SANITATION DISTRICT**

February 7, 2024

TO: Tributary Agencies

SUBJECT: FY 2024-25 Regional Wastewater Facility (RWF) Capital Cost Allocation

Attached is the RWF Capital Agency Cost Allocation for FY 2024-25.  
The cost allocation is based on the agencies' RWF capacity rights and is intended to serve as the basis for the estimated quarterly billings for fiscal year 2024-25.

The cost allocation is submitted for your use in preparing your FY2024-25 budget. Although these costs are preliminary, they are not anticipated to differ materially from the final proposed budget which will be submitted to the Treatment Plant Advisory Committee and to the San Jose City Council for adoption.

If you have any questions, please call me at 408-975-2599 or Lillian Nguyen at 408-975-2567.

Sincerely,



Laura Burke  
ESD Principal Accountant  
The City of San Jose

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE - SANTA CLARA  
REGIONAL WASTEWATER FACILITY (RWF)**

**CAPITAL COST ALLOCATION  
FISCAL YEAR 2024-25**

Allocation of capital project costs is governed by the provisions of the Master Agreements for Wastewater Treatment, which require that these costs be allocated proportionally to the agencies based on their treatment plant capacity rights. Accordingly, the attached tables distribute the estimated FY 2024-25 capital project costs to the agencies based on their capacity rights in the 167 MGD plant.

**TABLE 1 TRIBUTARY AGENCY COST ALLOCATION.**

Table 1 contains each agency's share of FY 2024-25 capital project costs. Each agency's cost sharing percentage is a function of two sets of parameters including an agency's capacity percent of the overall RWF capacity (Table 4) and the RWF capacity investment percentage associated with each flow and wastewater strength parameter (Table 5).

**TABLE 2 FY 2024-25 ESTIMATED CAPITAL PROJECT COSTS.**

Table 2 lists the projects for which the agencies will be charged in FY 2024-25.

**TABLE 3 ALLOCATION OF CAPITAL COSTS.**

Table 3 contains the cost allocation to the agencies based on capacity rights in the 167 MGD plant.

**TABLE 4 CAPACITY ALLOCATIONS.**

Table 4 contains each agency's capacity percent of the overall RWF capacity. These percentages are the basis for allocating capital costs to the agencies on Table 3.

**TABLE 5 SUMMARY OF DISTRIBUTION OF CAPITAL COSTS TO PARAMETERS.**

This table contains the percentages for distributing total capital costs to treatment parameters on Table 3.

TABLE 1 (Page 1 of 2)

## SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY

TOTAL PROJECTS FROM TABLE 2  
AGENCY COST ALLOCATION (1)  
FISCAL YEAR 2024-25

AGENCY	TOTAL COST (rounded)	ESTIMATED SHARING RATIOS OF FY24-25 CIP BUDGET (2)
City of San Jose	38,315,600	64.773%
City of Santa Clara	9,492,200	16.047%
Subtotal	\$47,807,800	80.819%
West Valley Sanitation District	3,869,300	6.541%
Cupertino Sanitary District	2,547,100	4.306%
City of Milpitas	4,467,200	7.552%
County Sanitation District 2-3	323,900	0.548%
Burbank Sanitary District	138,700	0.234%
Total	\$59,154,000	100.000%

Notes: (1) This cost allocation will serve as the basis for estimated quarterly billings in FY 2024-25.  
(2) Composite of Weighted-average sharing ratios and Project-specific sharing ratios.

TABLE 1 (Page 2 of 2)

## SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY

SUMMARY OF TRIBUTARY AGENCY COST SHARING RATIOS (1)  
FISCAL YEAR 2024-25

AGENCY	<u>WEIGHTED - AVERAGE ALLOCATION (2)</u>		<u>PROJECT - SPECIFIC ALLOCATION (3)</u>				<u>ALL PROJECT ALLOCATION</u> (Estimated Shares of FY 24-25 CIP Budget)	
	%	Cost Share	Digested Sludge Dewatering Facility		TOTAL PROJECT-SPECIFIC ALLOC.		%	Cost Share
San Jose	64.577%	36,309,800	68.531%	2,005,914	68.531%	2,005,914	64.773%	38,315,714
Santa Clara	15.998%	8,995,200	16.978%	496,952	16.978%	496,952	16.047%	9,492,152
Subtotal	80.575%	\$45,305,000	85.510%	\$2,502,866	85.510%	\$2,502,866	80.819%	\$47,807,866
WVSD	6.597%	3,709,200	5.470%	160,113	5.470%	160,113	6.541%	3,869,313
CuSD	4.362%	2,452,700	3.226%	94,437	3.226%	94,437	4.306%	2,547,137
Milpitas	7.673%	4,314,300	5.224%	152,895	5.224%	152,895	7.552%	4,467,195
CSD2-3	0.555%	312,000	0.404%	11,831	0.404%	11,831	0.547%	323,831
Burbank SD	0.238%	133,800	0.166%	4,859	0.166%	4,859	0.234%	138,659
TOTAL	100%	\$56,227,000	100%	\$2,927,000	100%	\$2,927,000	100%	\$59,154,000

## Notes:

(1) See Table 2 for the listing of capital project costs to be billed in FY24-25.

(2) Participation ratios based on Agencies' contractual capacities and rolling weighted average parameter percentages contained in Form 8A of the FY24-25 Revenue Program or Table 5.

(3) Participation ratios on Agencies' contractual capacities and the parameter allocations from Capital Project Cost Allocations Technical Memorandum, Carollo Engineers, March 2016, p. 8



Page 4 of 10

TABLE 3 (Page 1 of 3)

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY  
 ALLOCATION OF CAPITAL COSTS - **ALL PROJECTS** (rounded)  
 FISCAL YEAR 2024-25

AGENCY	FLOW \$	BOD \$	SS \$	NH3 \$	TOTAL \$	PERCENT SHARE OF TOTAL COST
San Jose	26,234,900	6,057,300	4,340,000	1,683,400	38,315,600	64.773%
Santa Clara	6,499,300	1,500,700	1,075,000	417,200	9,492,200	16.047%
Subtotal	32,734,200	7,558,000	5,415,000	2,100,600	47,807,800	80.819%
West Valley S.D.	2,905,200	463,900	355,700	144,500	3,869,300	6.541%
Cupertino	1,950,000	266,600	213,500	117,000	2,547,100	4.306%
Milpitas	3,539,500	441,900	340,200	145,600	4,467,200	7.552%
C.S.D. No. 2-3	249,600	33,700	26,500	14,100	323,900	.548%
Burbank	99,500	13,000	11,000	15,200	138,700	.234%
<b>TOTAL</b>	<b>41,478,000</b>	<b>8,777,100</b>	<b>6,361,900</b>	<b>2,537,000</b>	<b>59,154,000</b>	<b>100.000%</b>

Note: Process related facilities and equipment that cost in excess of \$2 million shall be allocated to treatment parameter based on engineering design. Capital costs that are less than \$2 million and/or are not process related shall be allocated to treatment parameters using the percentages contained in the most current Revenue Program Form 8A Form 8A or Table 5.

TABLE 3 (Page 2 of 3)

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY  
 ALLOCATION OF CAPITAL COSTS - **Projects Costing Less Than \$2 Million and/or Not Process-Related** (rounded)  
 FISCAL YEAR 2024-25

AGENCY	FLOW \$	BOD \$	SS \$	NH3 \$	TOTAL \$	PERCENT SHARE OF TOTAL COST
San Jose	26,234,900	5,249,500	3,142,000	1,683,400	36,309,800	64.577%
Santa Clara	6,499,300	1,300,500	778,200	417,200	8,995,200	15.998%
Subtotal	32,734,200	6,550,000	3,920,200	2,100,600	45,305,000	80.575%
West Valley S.D.	2,905,200	402,000	257,500	144,500	3,709,200	6.597%
Cupertino	1,950,000	231,100	154,600	117,000	2,452,700	4.362%
Milpitas	3,539,500	382,900	246,300	145,600	4,314,300	7.673%
C.S.D. No. 2-3	249,600	29,200	19,100	14,100	312,000	.555%
Burbank	99,500	11,200	7,900	15,200	133,800	.238%
TOTAL	41,478,000	7,606,400	4,605,600	2,537,000	56,227,000	100.000%

Note: Total Capital Costs of \$56,227,000 were allocated to the treatment parameters using the following rolling weighted-average percentages contained in Table 5 or Form 8A of the FY24-25 Revenue Program:

FLOW	BOD	SS	NH3
73.769%	13.528%	8.191%	4.512%

The total cost for each treatment parameter is then reallocated to the agencies using the percentages contained in Table 4.

TABLE 3 (Page 3 of 3)

**SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY**  
**ALLOCATION OF CAPITAL COSTS - Process-related Facilities And Equipments That Cost In Excess Of \$2 Million (rounded)**

FISCAL YEAR 2024-25

AGENCY	FLOW \$	BOD \$	SS \$	NH3 \$	TOTAL \$	PERCENT SHARE OF TOTAL COST
San Jose	0	807,800	1,198,000	0	2,005,800	68.528%
Santa Clara	0	200,200	296,800	0	497,000	16.980%
Subtotal	0	1,008,000	1,494,800	0	2,502,800	85.507%
West Valley S.D.	0	61,900	98,200	0	160,100	5.470%
Cupertino	0	35,500	58,900	0	94,400	3.225%
Milpitas	0	59,000	93,900	0	152,900	5.224%
C.S.D. No. 2-3	0	4,500	7,400	0	11,900	.407%
Burbank	0	1,800	3,100	0	4,900	.167%
TOTAL	0	1,170,700	1,756,300	0	2,927,000	100.000%

Note: The Process-related project costs of \$2,927,000 are allocated to treatment parameters on project-specific basis in the fiscal year following start of engineering design (Capital Project Cost Allocations Technical Memorandum, Carollo Engineers, March 2016, p. 8)

TABLE 4

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITIES  
CAPACITY ALLOCATION (1)  
**AGENCIES' CAPACITY PERCENTS OF THE OVERALL RWF CAPACITIES**  
FISCAL YEAR 2024-25

167 MGD PLANT

AGENCY			FLOW		BOD		SS		NH3	
			MGD	%	Klbs/Day	%	Klbs/Day	%	Klbs/Day	%
San Jose (2)		80.145%	105.629	63.251%	373.347	69.009%	331.517	68.213%	32.916	66.362%
Santa Clara (2)		19.855%	26.168	15.669%	92.493	17.097%	82.130	16.899%	8.155	16.442%
Subtotal		100.000%	131.797	78.920%	465.840	86.106%	413.647	85.112%	41.071	82.804%
West Valley S.D. (3) & (5)			11.697	7.004%	28.611	5.289%	27.173	5.591%	2.825	5.696%
Cupertino (6)			7.850	4.701%	16.419	3.035%	16.299	3.354%	2.287	4.611%
Milpitas (5) (6)			14.250	8.533%	27.249	5.037%	25.990	5.348%	2.847	5.740%
C.S.D. No. 2-3 (4)			1.006	0.602%	2.066	0.382%	2.038	0.419%	0.273	0.550%
Burbank			0.400	0.240%	0.815	0.151%	0.853	0.176%	0.297	0.599%
TOTAL (1)			167.000	100.000%	541.000	100.000%	486.000	100.000%	49.600	100.000%

(1) SOURCE: Master Agreements for wastewater treatment between San Jose/Santa Clara and Agencies (Revised 9/85).

(2) San Jose and Santa Clara share cost and capacity between themselves proportionally based on assessed valuations in accordance with their 1959 Agreement.

(3) Reflects transfers of West Valley S.D. capacities to San Jose & Santa Clara resulting from annexations and detachments.

(4) Agency's estimated discharge capacity as reported in its FY 2024-25 Revenue Program Report.

(5) Reflects sale of capacities from West Valley S.D. to Milpitas - July 1, 2006

(6) Reflects sale of capacities from Cupertino to Milpitas - January 1, 2009

TABLE 5 (Page 1 of 2)

**SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITIES**  
**SUMMARY of DISTRIBUTION of CAPITAL COST to PARAMETERS - ROLLING WEIGHTED AVERAGE**  
**For Capital Projects Costing Less Than \$2 Million and/or Not Process-Related**

FACILITIES		FLOW	BOD	SS	NH3	TOTAL
Primary & Secondary	Percent	42.441%	38.726%	18.833%	0.000%	100%
	Cost	\$26,176,800	\$23,885,400	\$11,615,800	\$0	\$61,678,000
AWTF	Percent	74.111%	1.343%	1.451%	23.095%	100%
	Cost	\$49,149,000	\$890,600	\$962,300	\$15,316,200	\$66,318,100
Inter. Term Improvements	Percent	25.125%	42.190%	26.185%	6.500%	100%
	Cost	\$21,741,100	\$36,507,100	\$22,657,900	\$5,624,100	\$86,530,200
First Stage Expansion	Percent	84.284%	5.501%	10.215%	0.000%	100%
	Cost	\$22,900,000	\$1,494,500	\$2,775,500	\$0	\$27,170,000
South Bay Water Recycling (phases 1A & 1B)	Percent	100.000%	0.000%	0.000%	0.000%	100%
	Cost	\$215,535,300	\$0	\$0	\$0	\$215,535,300
Plant Master Plan - Cumulative Addition of New or Rehabilitated Assets	Percent	77.227%	11.744%	7.111%	3.918%	100%
	Cost	\$39,989,255	\$6,081,354	\$3,682,139	\$2,028,552	\$51,781,299
Total Original Cost	Percent (2)	73.769%	13.528%	8.191%	4.512%	100%
	Cost	\$375,491,454	\$68,858,954	\$41,693,639	\$22,968,852	\$509,012,899
Estimated Replacement Cost (June 2023) (1)	Percent	73.769%	13.528%	8.191%	4.512%	100%
	Cost	\$1,607,588,000	\$294,804,700	\$178,499,800	\$98,326,400	\$2,179,218,900

(1) The original cost of the facilities was escalated to June 2023 replacement value using the ENR (San Francisco) construction cost index. The June 2023 value is the current value of 'excess pooled capacity' contained in the Master Agreements for wastewater treatment between San Jose/Santa Clara and Agencies.

(2) These are the rolling weighted-average percentages used to allocate the current year capital costs to treatment parameters for projects costing less than \$2 million and/or not process-related AND for process-related projects costing over \$2 million in planning phase.

TABLE 5 (Page 2 of 2)

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY  
SUMMARY OF DISTRIBUTION OF CAPITAL COST TO PARAMETERS BASED ON PROJECT-SPECIFIC BASIS  
For Process-related Projects Costing Over \$2 Million - FY24-25

PROCESS UNIT (2)	FY24-25 Over \$2M Process-Related Capital Projects	(% ) Loading Parameters (1)				AGENCY COST SHARING PERCENTAGES PROJECT-BY-PROJECT (3)								AGENCY COST SHARING - PROJECT BY PROJECT							
		FLOW	BOD	SS	NH3	SJ	SC	WVSD	CuSD	Milpitas	CSD2-3	Burbank	Total	SJ	SC	WVSD	CuSD	Milpitas	CSD2-3	Burbank	Total
East Primary Rehab, Seismic Retrofit, and Odo	0	60	0	40	0	65.236	16.161	6.439	4.162	7.259	0.529	0.214	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Nitrification Clarifier Rehabilitation	0	40	60	0	0	66.706	16.526	5.975	3.701	6.435	0.470	0.187	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Aeration Tanks & Blower Rehabilitation (Aera	0	20	60	0	20	67.328	16.680	5.713	3.683	5.877	0.460	0.258	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Aeration Tanks & Blower Rehabilitation (Blow	0	20	60	0	20	67.328	16.680	5.713	3.683	5.877	0.460	0.258	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Secondary Clarifier Rehabilitation	0	40	60	0	0	66.706	16.526	5.975	3.701	6.435	0.470	0.187	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Disinfection Facilities	0	100	0	0	0	63.251	15.669	7.004	4.701	8.533	0.602	0.240	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Final Effluent Pump Station & Stormwater Cha	0	100	0	0	0	63.251	15.669	7.004	4.701	8.533	0.602	0.240	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Digested Sludge Dewatering Facility	2,927,000	0	40	60	0	68.531	16.978	5.470	3.226	5.224	0.404	0.166	100	\$2,005,914	\$496,952	\$160,113	\$94,437	\$152,895	\$11,831	\$4,859	\$2,927,000
Additional Digester Upgrades	0	0	40	60	0	68.531	16.978	5.470	3.226	5.224	0.404	0.166	100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	0	0	0	0	0	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Estimated Costs of Process-related Projects over \$2M	\$2,927,000													\$2,005,914	\$496,952	\$160,113	\$94,437	\$152,895	\$11,831	\$4,859	\$2,927,000

(1) Source: Parameter allocations from Capital Project Cost Allocations Technical Memorandum, Carollo Engineers, March 2016, page 8.

(2) Process-related projects costing more than \$2M are allocated to treatment parameters on project-specific basis in the fiscal year following start of engineering design.

(3) FY24-25 Agency cost sharing percentages based on project-specific basis.

## **BURBANK SANITARY DISTRICT**

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### **10. UNFINISHED BUSINESS**

- 10.A. GreenWaste Recovery, Inc.
- 10.B. District Website Update
- 10.C. Board Orientation





# ANNUAL CLEAN-UP DAY

## SATURDAY, May 11, 2024

7:00am to 11:00am (OR until bins reach capacity)

Burbank Sanitary District is pleased to announce that we will be able to provide our annual clean-up day on Saturday, May 11, 2024.

This event is limited to the residents of Burbank Sanitary District only.

**RESIDENTS MUST BRING AND SHOW THIS FLYER AS PROOF OF RESIDENCY**

This event will be started at 7:00 am and end promptly at 11:00 am, so plan to arrive early.

### CLEAN-UP DAY DETAILS

Dumpsters will be located at various on-street locations throughout the Burbank Sanitary District. Look for the GREEN and WHITE dumpsters with the name of our garbage company, "GreenWaste Recovery, Inc." on the sides. As the dumpsters are filled, they will be removed and replaced with new empty dumpsters until the end of the event, OR until we reach our maximum capacity.

**E-WASTE:** A separate dumpster will be available for the disposal of Electronic and Universal Waste (TVs, electronics and computer monitors). The E-Waste dumpster will be located at the parking lot of the Luther Burbank School. No garbage is allowed in this bin.



There will be **TWO (2) FREE BAGS** of gardening compost available per resident with this flyer while supplies last. Compost bags will be given away at the E-Waste dumpster site located at the parking lot of the Luther Burbank School.

**PLEASE DO NOT LEAVE TRASH ON CURBSIDE; PLEASE TAKE IT TO A DUMPSTER.**

We CANNOT accept the following items:

- Old Tires (car, motorcycle, etc.)
- Large amounts of concrete
- Tree stumps, dirt or rock
- Hazardous Waste Materials (see back page)

*NOTE: If you miss this event, GreenWaste offers each residential customer a one-time per year, bulky waste pick-up at their home. Please contact GreenWaste for more details.*

## Disposal of household hazardous waste and appliances with CFCs at the Clean-Up Day is a violation of environmental laws and is subject to penalties and fines.

District residents with household hazardous waste should call the Santa Clara County Hazardous Waste office at (408) 299-7300 for information on proper disposal, or contact GreenWaste Recovery, Inc. for more information at (408) 283-4800.

### IT IS UNLAWFUL TO DISPOSE OF ANY HAZARDOUS WASTE SUCH AS:



- Refrigerators, freezers, air conditioners, or any CFC appliance
- Household hazardous wastes - pesticides, pool chemicals, antifreeze, paint, aerosols, auto batteries, fluorescent bulbs (including CFLs), gasoline, solvents, adhesives, treated wood, miscellaneous toxic, corrosive or flammable wastes.

Learn how to reuse, recycle, or dispose of items not accepted during the Annual Clean-up Day by calling:

**Santa Clara County Recycling Hotline**

**(408) 924-5453 (English)**

**(408) 924-5359 (Spanish/Vietnamese)**

Or, go online to: <http://recyclestuff.org>  
(click on "Recycling Search")

## BURBANK SANITARY DISTRICT

The Burbank Sanitary District (BSD) contracts with GreenWaste Recovery, Inc. (408-283-4800) to provide residents with garbage service including free curbside recycling for both residences and businesses. If you have any other questions about services, repairs, connection to the sewer system, policies, or about the board of directors, they can be answered by calling the District Office or by contacting us through our web site at: [www.burbanksanitary.org](http://www.burbanksanitary.org).

## BSD BOARD OF DIRECTORS

Rene Prupes, President  
[rprupes@burbanksanitary.org](mailto:rprupes@burbanksanitary.org)

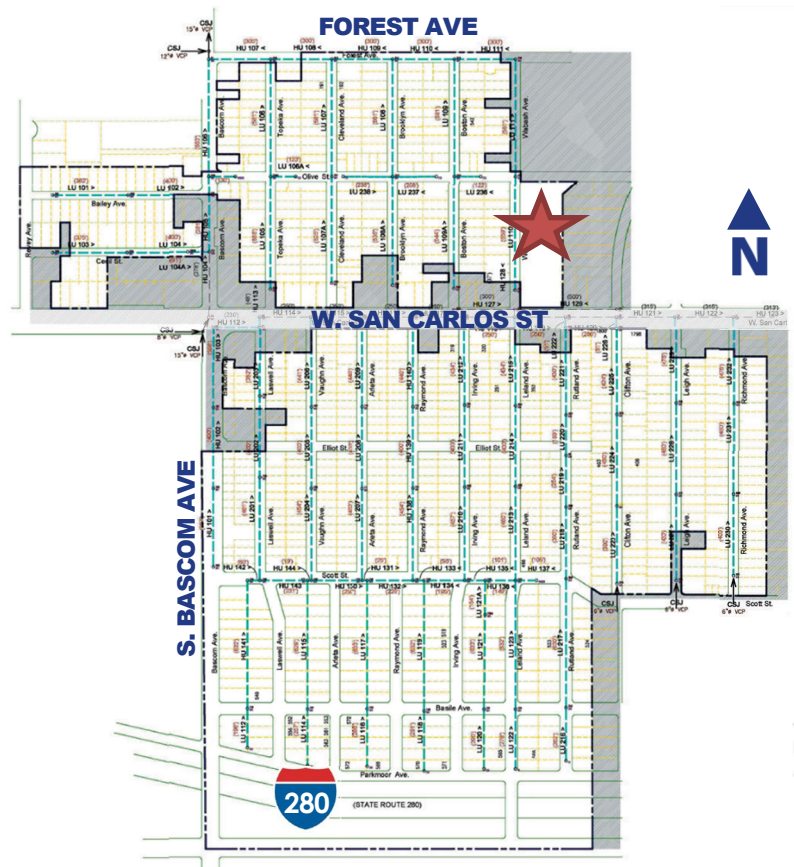
Procopio Sclafani, Secretary  
[psclafani@burbanksanitary.org](mailto:psclafani@burbanksanitary.org)

Ken Colson, Director  
[kcolson@burbanksanitary.org](mailto:kcolson@burbanksanitary.org)

Kristina Seldal, Director  
[kseldal@burbanksanitary.org](mailto:kseldal@burbanksanitary.org)

Mark Negrete, Director  
[mnegrete@burbanksanitary.org](mailto:mnegrete@burbanksanitary.org)

Manager and Engineer: Benjamin T. Porter, PE  
[bporter@burbanksanitary.org](mailto:bporter@burbanksanitary.org)



**From:** [Shirley Ho](#)  
**To:** [Benjamin Porter](#)  
**Subject:** RE: New Law on Low Population Waiver from Organic Waste Collection  
**Date:** Friday, February 2, 2024 1:52:00 PM  
**Attachments:** [Burbank 2014 Report.pdf](#)  
[image001.png](#)  
[image002.png](#)

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Ben,

Based on the GreenWaste's Annual Report, in 2014 they collected 762.49 tons of solid waste for residential customers and 207.60 tons for commercial customers. Please see attached report.

## RESIDENTIAL COLLECTION

During the 2014, GWR collected **762.49** tons of solid waste; **477.99** tons of recyclables and **515.04** of yard trimmings material from the Burbank Sanitary District residential customers.

	Solid Waste	Recyclables	Yard Waste	Avg Diversion
Quarter 1	190.65	116.59	125.29	55.73%
Quarter 2	180.21	120.17	134.44	58.50%
Quarter 3	193.95	117.39	114.31	54.42%
Quarter 4	197.68	123.84	141.00	57.04%
	<b>762.49</b>	<b>477.99</b>	<b>515.04</b>	<b>56.42%</b>

## COMMERCIAL COLLECTION

### Solid Waste Tons Collected

Jan	71.66
Feb	42.44
Mar	75.40
Apr	50.58
May	87.33
Jun	39.66
Jul	58.24
Aug	66.98
Sep	71.47
Oct	63.78
Nov	64.88
Dec	78.94
<b>Total Solid Waste Tons</b>	<b>207.60</b>

**Shirley Ho**

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

**MARK THOMAS**

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**From:** Benjamin Porter <bporter@markthomas.com>

**Sent:** Friday, February 2, 2024 1:41 PM

**To:** Shirley Ho <sho@markthomas.com>

**Subject:** FW: New Law on Low Population Waiver from Organic Waste Collection

Hello Shirley:

Do we have records/reports from GreenWaste that indicate if we disposed of more or less than 5,000 tons of solids waste in BSD in 2014? Please advise.

Thank you,

**Benjamin T. Porter, PE**  
District Manager

**MARK THOMAS**  
[markthomas.com](http://markthomas.com)

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**From:** Valerie Armento <[valeriearmento@yahoo.com](mailto:valeriearmento@yahoo.com)>  
**Sent:** Friday, January 26, 2024 12:17 PM  
**To:** Benjamin Porter <[bporter@markthomas.com](mailto:bporter@markthomas.com)>  
**Subject:** New Law on Low Population Waiver from Organic Waste Collection

I have no idea if this is relevant for Burbank Sanitary District, but thought I would bring it to your attention.

### [SB 613](#)

SB 613 (Bill), effective January 1, updates information for special districts previously denied a low population waiver from organic waste collection requirements.

- The Bill states that a local jurisdiction will now qualify for a low population waiver until December 1, 2028, and will not have to provide organic waste collection services until that waiver expires if the local jurisdiction:
  - Previously did not qualify for a waiver from providing organic waste collection services as of January 1, 2023.
  - Disposed of less than 5,000 tons of solid waste in 2014.
  - Has a current population less than 7,500 residents.
- Under the California's Department of Resources Recycling and Recovery (CalRecycle) regulations, a special district is eligible for a low population waiver if it "disposed of less than 5,000 tons of solid waste in 2014 as reported in the Disposal Reporting System" and has "a total population of less than 7,500 people" (14 CCR § 18984.12(a)(1)(A)). Some districts were denied a waiver because they did not report their 2014 tonnage levels directly in CalRecycle's Disposal Reporting System. However, while cities and counties directly reported tonnage in the Disposal Reporting System, at the time, special districts reported their tonnage to counties which then reported the county's total aggregated tonnage in the Disposal Reporting System.
- This Bill addresses an application of the regulations that disadvantaged special districts, which at that time did not have to report their tonnage levels directly to the state.
- The Bill benefits special districts that were previously denied a low population waiver due to a technicality and allows a district that can demonstrate that it disposed of less than 5,000 tons of solid waste in 2014 to receive a low population waiver.
- The Bill will allow those special districts that would have otherwise qualified for the low population waiver to receive one until December 1, 2028.



**GreenWaste Recovery, Inc.**

610 E. Gish Rd  
San Jose, CA 95112  
(650) 568-9900

# **Quarterly Report**

## **October 2023 to December 2023**

### **Q4 2023**

#### **BURBANK SANITARY DISTRICT**

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement



January 29, 2023

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

Dear Mr. Porter,

Enclosed please find the October 2023 to December 2023 (Q4 2023) quarterly report as required by the Collection of Solid Waste, Recyclables, and Yard Trimmings Franchise 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 Q4 2023, GWR collected a total of:

**216.58** Tons of Trash

**106.70** Tons of Recyclables

**122.67** Tons of Yard Waste

**445.95** Total

	Trash	Recyclables	Yard Waste	Totals
October 2023	81.05	37.91	43.83	162.79
November 2023	69.91	32.88	37.13	139.92
December 2023	65.62	35.91	41.71	143.24
Total	216.58	106.70	122.67	445.95

### Cart Count Totals - Trash

Code	Description	Quantity
R20TR	20-gal trash cart	123
R20TR-ADDL	20-gal trash additional cart	1
R20TR-DIS	20-gal discounted trash cart	4
R32TR	32-gal trash cart	534
R32TR-A	32-gal trash cart 0-100ft	7
R32TR-DIS	32-gal discounted trash cart	0
R64TR	64-gal trash cart	217
R64TR-A	64-gal trash cart - 0-100ft	1
R64TR-DIS	64-gal discounted trash cart	0
R96TR	96-gal trash cart	109
R96TR-A	96-gal trash cart - 0-100ft	6

### Cart Count Totals - Recycle

Code	Description	Quantity
R32REC	32-gal recycle cart	4
R64REC	64-gal recycle cart	186
R96REC	96-gal recycle cart	829



## Commercial Collection Summary

### Commercial Collection Summary

During Q4 2023, GWR collected a total of:

**81.38** Tons of Trash

**6.66** Tons of Recyclables

**88.04** Total

	Trash	Recyclables	Totals
October 2023	27.03	2.26	29.29
November 2023	28.02	1.99	30.01
December 2023	26.33	2.41	28.74
Total	81.38	6.66	88.04

### 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 Q4 2023, there were no significant changes that occurred for collections, processing, and marketing for GreenWaste Recovery, Inc.



## Customer Service Data

During Q4 2023, GreenWaste issued 14 non-collection notices (NCN) to residents. Most of the non-collection notices issued were due to Blocked, Contaminated - garbage, and Oil jugs - must be GWR jugs. 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
211514 - 0001	10/2/2023	02FLTR	BURFL1-T	Contaminated - garbage	Bulky item into the REC bin per Aaron.
211133 - 0001	10/9/2023	R96YW	BUR3	Extras not scheduled	10:33 - Driver serviced YT can. They had 6 bags with yw material.
165708 - 0001	10/16/2023	C96REC	BUR2	Blocked	unable to svc, cars parked in the way @ 7:45am
165708 - 0001	10/23/2023	C96REC	BUR2	Blocked	
181730 - 0001	10/30/2023	R96YW	BUR3	Contaminated - garbage	pet waste @ 10:30am
145375 - 0001	11/6/2023	R96YW	BUR3	Contaminated - garbage	@ 8:31am
181730 - 0001	11/6/2023	R96TR	BUR1	Overfilled - garbage	
165708 - 0001	11/27/2023	C96REC	BUR2	Blocked	
092378 - 0001	12/4/2023	06FLTR	BURFL1-T	Blocked	Driver was there at 10:51am and couldnt service due to an abandoned car blocking the bin
165708 - 0001	12/11/2023	C96REC	BUR2	Blocked	
216492 - 0001	12/11/2023	R96REC	BUR2	Contaminated - recycle	
094681 - 0001	12/25/2023	R64TR	BUR1	Oil jugs - must be GWR jugs	oil jug did not have lids
139869 - 0001	12/25/2023	R64TR	BUR1	Oil jugs - must be GWR jugs	oil jug did not have lids
201312 - 0001	12/25/2023	R32TR	BUR1	Oil jugs - must be GWR jugs	oil jug did not have lids

Notice	Quantity
Blocked	5
Contaminated - garbage	3
Oil jugs - must be GWR jugs	3
Contaminated - recycle	1
Extras not scheduled	1
Overfilled - garbage	1
<b>Grand Total</b>	<b>14</b>

**Missed Pickup Details**

CustID	Miss on:	Notes:
0940900001	32G-TR	Service 1-32gl Trash



## Special Events

During Q4 2023 there were no special events.

2023 Annual Clean-up	
Total visits:	334
Trash tons:	53.77
E-waste tons:	1.92



**GreenWaste Recovery, Inc.**

610 E. Gish Rd

San Jose, CA 95112

(650) 568-9900

# **Annual Report**

## **January 2023 to December 2023**

### **BURBANK SANITARY DISTRICT**

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement



January 29, 2024

Benjamin Porter  
Burbank Sanitary District  
2063 Stevens Creek Blvd., Suite 100  
Cupertino, CA 95014

Dear Mr. Porter,

Herein you will find the Annual Report for January- December 2022, as required by the Franchise Agreement between the Burbank Sanitary District and GreenWaste Recovery, Inc. for Collection and Processing of Mixed Compostables, Recyclable Materials and Yard Trimmings.

The sections of the report are detailed on the following tabs as follows:

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

It has been a pleasure to serve the Burbank Sanitary District and its residents. We look forward to continuing to service the Burbank Sanitary District. Please advise if you have any questions regarding this report.

Sincerely,

Gar-Ying Chan  
Financial Planning & Analysis Manager  
(408) 288-4342  
[garying.chan@greenwaste.com](mailto:garying.chan@greenwaste.com)

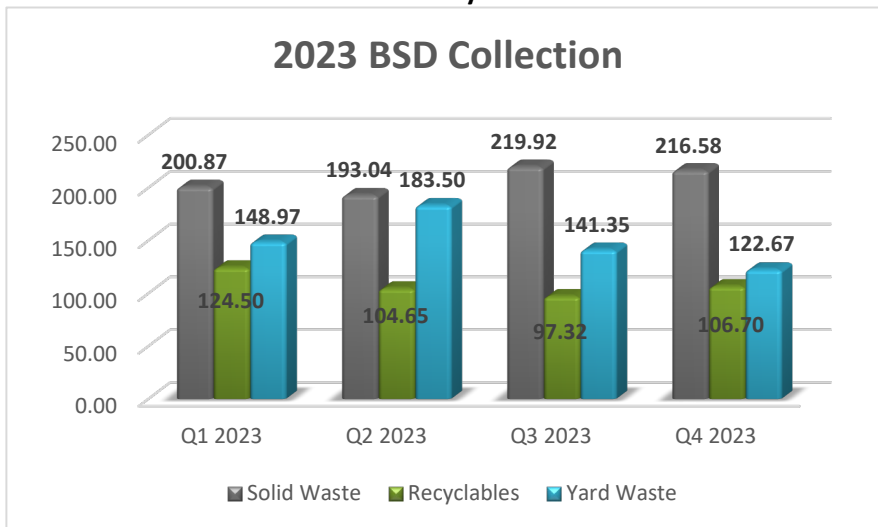


## Residential Collection Summary

In 2023 GWR collected **830.41** tons of solid waste, **433.17** tons of recyclables, and **596.49** of yard trimmings material from the Burbank Sanitary District residential customers.

Quarter	Solid Waste	Recyclables	Yard Waste
Q1 2023	200.87	124.50	148.97
Q2 2023	193.04	104.65	183.50
Q3 2023	219.92	97.32	141.35
Q4 2023	216.58	106.70	122.67
Totals	830.41	433.17	596.49

GreenWaste 2023 Collection Summary Table



2023 Cart Count Totals - Trash

Code	Q1 2023	Q2 2023	Q3 2023	Q4 2023
R20TR	119	100	119	123
R20TR-ADDL	1	0	1	1
R20TR-DIS	4	5	4	4
R32TR	531	570	531	534
R32TR-A	1	2	7	7
R32TR-DIS	0	1	0	0
R64TR	205	208	225	217
R64TR-A	1	7	1	1
R64TR-DIS	0	1	0	0
R96TR	101	87	112	109
R96TR-A	5	6	6	6



**2023 Cart Count Totals - Recycle**

Code	Q1 2023	Q2 2023	Q3 2023	Q4 2023
R32REC	3	6	3	4
R64REC	185	218	188	186
R96REC	761	755	826	829



## Commercial Collection Summary

In 2023 GWR collected **343.73** tons of solid waste, and **27.97** tons of recyclables from the Burbank Sanitary District commercial customers.

Quarter	Trash	Recycling
Q1 2023	87.34	7.89
Q2 2023	97.97	6.17
Q3 2023	77.04	7.25
Q4 2023	81.38	6.66
Totals	343.73	27.97

### 2023 Bin/Cart Count Totals- Trash

Code	Frequency	Q1 2023	Q2 2023	Q3 2023	Q4 2023
01FLTR	weekly	18	19	19	19
01FLTR	2x week	1	1	1	1
01FLTR	3x week	1	1	1	1
02FLTR	weekly	23	23	23	23
02FLTR	2x week	2	2	2	2
03FLTR	weekly	2	3	3	3
06FLTR	weekly	1	1	1	1
C32TR	weekly	1	1	1	1
C64TR	weekly	1	2	2	2
C96TR	weekly	5	6	5	5

### 2023 Bin/Cart Count Totals- Recycle

Code	Frequency	Q1 2023	Q2 2023	Q3 2023	Q4 2023
01FLREC	weekly	3	3	3	3
01FLREC	2x week	1	1	1	1
02FLREC	weekly	6	6	6	6
02FLREC	2x week	2	2	2	2
C64REC	weekly	4	4	4	4
C96REC	weekly	21	43	42	42



## Program Operations

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



## Customer Service Data

In 2023, GreenWaste issued **137** non-collection notices (NCNs) to residents. Most of the non-collection notices issued were due to contaminated recycling and/or yard trimmings carts with garbage. The notices were issued to educate the residents of a proper set out, asking the set out to be corrected and collection would occur on their following service day.

Quarter	Non-Collection Notices
Q1 2023	44
Q2 2023	49
Q3 2023	30
Q4 2023	14
<b>Total:</b>	<b>137</b>



## Special Events

There were no special events performed during January 2023 to December 2023.

With the support of the Town, our efforts towards Public Education and Outreach team have and continue to build a collaborative rapport with our community. We are always available over the phone or email to educate, answer questions, and address any issues that our community has. We have created various tools and resources and made them available on our website and shared them on social media. From our Virtual Children's Youth Program, a Virtual MRF Tour and keeping our website and social media up to date, we make sure to keep resources updated and readily available.

With the support of the Town, we were able to safely coordinate and host the neighborhood clean-up events with safety protocols in place. In addition to the virtual resources available, Outreach staff has been available via phone call and/or email to assist residents with any questions or concerns they had regarding recycling and proper practices. We do our best to stay engaged with our community even with the interruptions caused by COVID-19.



## Phone Log & Missed Pickup Summary

In 2023, GreenWaste received a total of **1,192** phone calls, and **94** reports on missed garbage, recyclables, or yard trimmings. Each missed pickup reported was collected within 24-hours.

Quarter	Service Calls	Missed Service
Q1 2023	322	26
Q2 2023	318	28
Q3 2023	279	23
Q4 2023	273	17
Total Calls Received:	1,192	94