
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
April 16, 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 3/19/24 & 4/2/24.

8. WARRANTS

8.A. Approval of Warrants. Board action required: Approve six (6) warrants.

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

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

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

4. City of San Jose (TP O&M & Capital Billing Q4 FY2023-24)

5. Luther Burbank School District (Parking lot fee for Annual Clean Up Day)

6. County Roads & Airports (Encroachment Permit for Annual Clean Up Day)

9. NEW BUSINESS

9.A. FY2023-24 Third Quarter Financial Review. Board action required: None.

9.B. November 5, 2024 General Election. Board action required: Review and adopt Resolution #296.

9.C. Form 470 Filing. Board action required: Board Members to file Form 470 by July 31, 2024.

9.D. California Integrated Water Quality System (CIWQS) Annual Report 2024. Board action required: None.

9.E. Set Public Hearing for FY2024-25 Taxroll Collection on June 18, 2024. Board action required: Set Public Hearing for Taxroll Collection on June 18, 2024.

10. UNFINISHED BUSINESS

10.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) FY2024-25 Outreach Plan. 3) 2024 Summer Newsletter. Board action required: None.

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

10.C. Board Orientation. 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, May 7, 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

7. CONSENT CALENDAR

7.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
March 19, 2024 & April 2, 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 7:02 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: None
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Seldal

Second: Negrete

Board vote:

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 – 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.

There was no Closed session.

6. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

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

Board asked staff to prepare draft for request for proposal to prepare LRFP for the District.

7. CONSENT CALENDAR

7.A. Approval of Minutes from the Regular Meeting of March 5, 2024

Motion: To approve Meeting Minutes from the Regular Meeting of March 5, 2024

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

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. Cupertino Sanitary District (Common Interest Agreement Cost Sharing Jul-Sep 2023)
5. ABLE Septic Tank Service (Annual Mainline & Lateral Maintenance)

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

Move: Negrete

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

9. NEW BUSINESS

9.A. Preliminary District Budget FY2024-25. Board action required: Discuss Preliminary Budget.

District Manager Porter presented a preliminary Budget for FY 2024-205. The board proposed to increase the budget for outreach and education, annual clean up, conference registration. Board requested District staff to find out the reasons for WWTP Operation & Maintenance budget increase. District staff needs to prepare an estimated budget to enhance the BSD website

9.B. Consideration of Rate Increase. Board action required: Discuss and consider Rate Increase.

It was the consensus of the Board not to proceed with a rate increase.

10. UNFINISHED BUSINESS

10.A. GreenWaste Recovery, Inc. – Annual Spring Clean Up Planning. Board action required: Review and approve Annual Clean Up Flyer.

Board reviewed and approved the Annual Clean Up Flyer, with one change. By consensus Board suggested to change the Repair Cafe logo and QR code.

10.B. Annual Mainline and Lateral Maintenance Update. Board action required: None.

Board reviewed Annual Mainline and Lateral Maintenance expenses.

10.C District Website Update. Board action required: None.

Engineer Kathula provided an update for the District Website.

10.D. Board Orientation – CASA Awards Program. Board action required: None.

Board suggested that BSD should nominate and participate in the award process. District Manager Porter will email the Board a list of previous award CASA award winners and their categories. Board will be sending the categories of awards that the Board would consider to Manager Porter by April 1, 2024.

11. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No update.

11.B. Agenda Items for Upcoming Meetings.

- Updated Budget
- BSD Nomination categories for CASA awards

12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 2, 2024

Motion: To adjourn meeting at 8:42 pm.

Move: Seldal

Second: Sclafani

Board vote: (roll call)

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None.

Approved: April 16, 2024

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE

**SPECIAL JOINT MEETING OF THE MILPITAS CITY COUNCIL, CUPERTINO
SANITARY DISTRICT, AND BURBANK SANITARY DISTRICT
CLOSED SESSION**

1. ROLL CALL

Directors Present: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete
Directors Absent: Kristina Seldal
Staff: Benjamin Porter (District Manager)
Counsel: Valerie Armento
Advisor: Richard Tanaka
Visitors: Bill Bosworth, Patrick Kwok, Taghi Saadati, Angela Chen, David Doyle (attended remotely), Marc Hynes (all Cupertino Sanitary District), Jon Newby (West Valley Sanitation District)

2. CLOSED SESSION

2.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code § 54956.9 *County Sanitation District 2-3, et al. v. City of San Jose, et al.*, Santa Clara Superior Court Case number 18CV325480 City as Plaintiff Legal Counsel: Tom Boer, AnnMarie Mortimer, Robin Wall, Marc Hynes, Valerie Armento, Erica Gonzalez, and Michael Mutalipassi.

Closed session discussion commenced at 7:00 pm and ended at 9:20 pm. Manager Porter was excused. No reportable action was taken at the closed session.

3. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 16, 2024

The meeting was adjourned at 9:20 pm.

Approved: April 16, 2024

Rene Prupes, President

Respectfully Submitted,

Mark Thomas & Company, Inc.

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

8. WARRANTS

8.A. APPROVAL OF WARRANTS

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Armento and Hynes, LLP
4. City of San Jose
5. Luther Burbank School District
6. County Roads & Airports

Warrant List for 04-16-2024

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas and Company, Inc.	4/11/2024	50860	\$ 29,665.49	District Management Services (23-00161)	4139
		4/11/2024	50860-R	\$ 1,004.85	Reimbursables - District Website Development Consultants	
			MTCO Subtotal	\$ 30,670.34		
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		N/A		BOD Payroll, Processing Fees/Taxes	
	Rene Prupes			\$ 720.00	3/19/24, 4/2/24, 3/13/24 (Ethics Training)	
	Procopio Sclafani			\$ 480.00	3/19/24, 4/2/24	
	Ken Colson			\$ 480.00	3/19/24, 4/2/24	
	Mark Negrete			\$ 480.00	3/19/24, 4/2/24	
	Kristina Seldal			\$ 240.00	3/19/24	
	Total payment to Directors			\$ 2,400.00		
	Estimated processing fees/taxes			\$ 350.00		
			Payroll Deposit to First Tech Subtotal	\$ 2,750.00		4140
3	Armento and Hynes, LLP	3/31/2024	2024-3	\$ 560.00	District Legal Services	4141
4	City of San Jose	4/2/2024	1246127	\$ 79,600.00	T.P. Operations & Maintenance FY2023-24 Q4	
			1246128	\$ 65,468.00	T.P. Capital FY2023-24 Q4	
			CSJ Subtotal	\$ 145,068.00		4142
5	Luther Burbank School	1/17/2024	N/A	\$ 222.00	Parking Lot Fee for Spring Clean Up Day	4143
6	County Roads & Airports	4/10/2024	165218	\$ 436.00	Encroachment Permit for Spring Clean Up Day	4144
	TOTAL WARRANT AMOUNT			\$ 179,706.34		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2023-24			\$ 815,581.23		

BURBANK SANITARY DISTRICT

9. NEW BUSINESS

- 9.A. FY2023-24 Third Quarter Financial Review
- 9.B. November 5, 2024 General Election
- 9.C. Form 470 Filing
- 9.D. California Integrated Water Quality System (CIWQS)
- 9.E. Set Public Hearing Taxroll Collection

BURBANK SANITARY DISTRICT
3rd Quarter Financial (January 1, 2024 through March 31, 2024)
FISCAL YEAR: July 1, 2023 to June 30, 2024
BUDGET REPORT - EXPENSES

Account Name	Amount budgeted	Prior Expenses	Amount Payable	Total Expenses To Date	Unencumbered Balance	% Expended To Date	Comments
MAR							
Debt Related Expenses							
State Revolving Fund	\$71,200.00	\$70,970.20	\$0.00	\$70,970.20	\$229.80	99.68%	Paid in full this fiscal year
Special District Fixed Asset Acquisition							
Treatment Plant Capital Improvement Fund	\$181,950.00	\$119,218.00	\$65,468.00	\$184,686.00	(\$2,736.00)	101.50%	T.P. Operations & Maintenance FY2023-24 Q4
Sewer System CIP Projects	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%	None to date
Service and Supplies							
Wastewater Treatment Plant O&M	\$318,400.00	\$238,800.00	\$79,600.00	\$318,400.00	\$0.00	100.00%	T.P. Capital FY2023-24 Q4
Wastewater Treatment Plant Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	None to date
San Jose Joint Use O&M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
San Jose Joint Use CIP	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
Annual Neighborhood Clean Up Day	\$2,000.00	\$0.00	\$658.00	\$658.00	\$1,342.00	32.90%	Luther Burbank School; Roads & Airports Encroachment Fee
Preventive Maintenance & Video Inspection	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%	None to date
Emergency Repairs and Stoppages	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%	None to date
Repairs and Replacement (mains/laterals)	\$30,000.00	\$25,387.20	\$0.00	\$25,387.20	\$4,612.80	84.62%	None this month
Permits (encroachment)	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%	None to date
Office Expenses/Publications	\$2,500.00	\$351.55	\$0.00	\$351.55	\$2,148.45	14.06%	None this month
Engineering/Maintenance Management	\$261,990.00	\$126,725.80	\$29,665.49	\$156,391.29	\$105,598.71	59.69%	On Target
Legal - District Counsel	\$35,000.00	\$3,380.00	\$560.00	\$3,940.00	\$31,060.00	11.26%	District Counsel - Legal Services for the month of March
Legal - Outside Services	\$25,000.00	\$9,575.72	\$0.00	\$9,575.72	\$15,424.28	38.30%	None this month
Legal - District Advisor	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%	None to date
Audit and Accounting Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	No audit this year
Taxroll Preparation/Refund	\$1,500.00	\$690.48	\$0.00	\$690.48	\$809.52	46.03%	None this month
Annual Memberships (CASA, SWRCB, Website)	\$6,000.00	\$6,070.25	\$0.00	\$6,070.25	(\$70.25)	101.17%	Paid in full for FY2023-2024
Insurance Renewal	\$12,000.00	\$12,726.23	\$0.00	\$12,726.23	(\$726.23)	106.05%	Insurance paid in full for FY2023-2024
Conference Registration -Travel	\$4,000.00	\$1,878.56	\$0.00	\$1,878.56	\$2,121.44	46.96%	None this month
Website Expenses	\$5,000.00	\$350.90	\$1,004.85	\$1,355.75	\$3,644.25	27.12%	UPWORK Website Development Consultants
Board Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	No election this year
	\$1,153,540.00	\$616,124.89	\$176,956.34	\$793,081.23	\$360,458.77	68.75%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$19,750.00	\$2,750.00	\$22,500.00	\$13,500.00	62.50%	3/19/24 and 4/2/24 (Five Directors in attendance)
Per Diem - District Clerk x 24 meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this year
	\$36,000.00	\$19,750.00	\$2,750.00	\$22,500.00	\$13,500.00	62.50%	
TOTAL EXPENSES	\$1,189,540.00	\$635,874.89	\$179,706.34	\$815,581.23	\$373,958.77	68.56%	

BURBANK SANITARY DISTRICT
3rd Quarter Financial (January 1, 2024 through March 31, 2024)
 FISCAL YEAR: July 1, 2023 to June 30, 2024
BUDGET REPORT - REVENUE

Account Name	Account Number	Amount budgeted	Prior Months' Receipts	Current Month Receipts	Total Receipts To Date	Balance of Budget	% Earned To Date	Comments
MAR								
OPERATING								
Interest Allocation	4301100	\$15,000.00	\$64,374.29	\$11,339.75	\$75,714.04	(\$60,714.04)	504.76%	Interest Allocation - FY23-24 Qtr 2 Final
Permits and Connections	4980010	\$12,000.00	\$3,260.00	\$1,480.00	\$4,740.00	\$7,260.00	39.50%	Two Payments Received this month; Eight payments received to date
Direct Assessments	4980350	\$1,338,500.00	\$770,578.29	\$0.00	\$770,578.29	\$567,921.71	57.57%	None this month
SRF Loan		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None to date
Credit for Treatment Plant CIP		\$75,000.00	\$61,627.00	\$0.00	\$61,627.00	\$13,373.00	82.17%	None this month
TOTAL OPERATING REVENUE		\$1,440,500.00	\$899,839.58	\$12,819.75	\$912,659.33	\$527,840.67	63.36%	
TOTAL REVENUE		\$1,440,500.00	\$899,839.58	\$12,819.75	\$912,659.33	\$527,840.67	63.36%	

CASH ACCOUNT SUMMARY

Date	Description	Balance
June 30, 2023	Ending balance	\$2,718,289.65
July 31, 2023	Ending balance	\$2,537,334.75
August 31, 2023	Ending balance	\$2,470,764.79
September 30, 2023	Ending balance	\$2,454,367.98
October 31, 2023	Ending balance	\$2,293,958.92
November 30, 2023	Ending balance	\$2,292,034.59
December 31, 2023	Ending balance	\$2,282,698.47
January 31, 2024	Ending balance	\$3,000,353.82
February 29, 2024	Ending balance	\$2,998,141.06
March 31, 2024	Ending balance	\$2,948,758.41

**ABBREVIATED
PRESIDENTIAL GENERAL ELECTION CALENDAR
November 5, 2024
County of Santa Clara Registrar of Voters
REVISED JUNE 28, 2023**

This calendar may not contain all candidate or district filing requirements. The Office of the Registrar of Voters is not open for filings on Saturday, Sunday or holidays.

¹ Refer to California Elections Code §§9190, 9295, 9380, 9509, 13313, and 13314 for details of public examination periods and writ of mandate.

² The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1st, if no previous statement has been filed.

³ Date falls on a weekend or public holiday; deadlines move forward to the next business day as noted with the respective effected date.

⁴ Primary Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	125	Wednesday, July 3, 2024	<u>RESOLUTIONS TO BE SUBMITTED TO THE ROV</u> Date for jurisdictions to submit resolutions calling for a candidate election to meet timeline for a full nomination period. The ROV encourages jurisdictions to provide a resolution as early as possible.
E-	113	Monday, July 15, 2024	<u>NOMINATION PERIOD OPENS</u> First day candidates may pick up nomination documents at the office of the Registrar of Voters.
E-	97	Wednesday, July 31, 2024	<u>² F.P.C. SEMI-ANNUAL STATEMENT DUE</u> Deadline for semi-annual financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. Reporting Period: June 30, 2024 to December 31, 2024
E-	90 to 0	Wednesday, August 7, 2024 to Tuesday, November 5, 2024	<u>² CONTRIBUTION / INDEPENDENT EXPENDITURES</u> Sums of \$1,000 or more to/from a single source must be reported within 24-hours. The Independent Expenditure report is required only for committees (not candidate controlled) that make independent expenditures totaling \$1,000 or more to support or oppose a single ballot measure or a single candidate.
E-	88	Friday, August 9, 2024	<u>¹ NOMINATION PERIOD CLOSSES</u> Deadline to file for all offices, in the Office of the Registrar of Voters only, all required nomination documents. <u>¹ LAST DAY FOR MEASURE RESOLUTIONS AND TAX RATE STATEMENTS TO BE SUBMITTED TO THE ROV</u> Last day for jurisdictions to submit a resolution calling for a measure election, and if applicable, tax rate statements. The ROV encourages jurisdictions to provide a resolution as early as possible. <u>LAST DAY FOR PROPONENTS TO WITHDRAW AN INITIATIVE</u> Last day for proponents to withdraw an initiative that qualified for the ballot.
E-	87 to 83	Saturday, August 10, 2024 to Wednesday, August 14, 2024	<u>¹ NOMINATION EXTENSION PERIOD</u> If the incumbent fails to file a Declaration of Candidacy by deadline for their office, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file for said office.
E-	84	Tuesday, August 13, 2024	<u>^{1, 4} DUE DATE FOR PRIMARY ARGUMENTS</u> 5:00 p.m. is the deadline set by the Registrar of Voters for submitting primary arguments in favor of and against a measure. Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines. <u>DUE DATE FOR LIST OF MEASURE SUPPORTERS/OPPONENTS</u> A 5:00 p.m. deadline is set by the Registrar of Voters for submitting a list of Primary Argument Supporters/Opponents to be printed below the ballot label.

**ABBREVIATED
PRESIDENTIAL GENERAL ELECTION CALENDAR
November 5, 2024
County of Santa Clara Registrar of Voters
REVISED JUNE 28, 2023**

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² The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1st, if no previous statement has been filed.

³ Date falls on a weekend or public holiday; deadlines move forward to the next business day as noted with the respective effected date.

⁴ Primary Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	83	Wednesday, August 14, 2024	<u>LAST DAY TO AMEND OR WITHDRAW A MEASURE</u> Deadline for jurisdictions to amend or withdraw a measure from the ballot. The measure must be amended or withdrawn by resolution.
E-	83 to 74	Wednesday, August 14, 2024 to Friday, August 23, 2024	^{1, 4} <u>EXAMINATION PERIOD FOR ALL PRIMARY ARGUMENTS FILED</u> The elections official shall make the arguments available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents.
E-	82	Thursday, August 15, 2024	<u>RANDOMIZED ALPHABET DRAWING</u> This day the Secretary of State (SOS) and the Office of the Registrar of Voters will conduct a drawing of letters of the alphabet to determine the order in which candidates appear on the ballot. Please refer to Elections Code §§ 13111, 13112, and 13113.
E-	77	Tuesday, August 20, 2024	^{1, 4} <u>DUE DATE FOR REBUTTAL ARGUMENTS AND IMPARTIAL ANALYSES</u> Deadline set by the Registrar of Voters for submitting rebuttal arguments to primary arguments in favor of and against a measure and impartial analyses.
E-	76 to 67	Wednesday, August 21, 2024 to Friday, August 30, 2024	^{1, 4} <u>EXAMINATION PERIOD FOR ALL REBUTTALS AND IMPARTIAL ANALYSES FILED</u> The elections official shall make the rebuttal arguments and Impartial Analyses available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents.
E-	67	Friday, August 30, 2024	^{1, 4} <u>FINAL PRINTING DEADLINE</u> Any petition for writ of mandate, including any appeals, should be resolved by this date so the Registrar of Voters can meet necessary printing deadlines.
E-	57 to 14	Monday, September 9, 2024 to Tuesday, October 22, 2024	<u>WRITE-IN CANDIDACY PERIOD</u> Between these dates is the period for candidates to obtain and file write-in nomination documents in the Office of the Registrar of Voters.
E-	40	Thursday, September 26, 2024	² <u>F.P.P.C. 1st PRE-ELECTION STATEMENT DUE</u> Deadline for financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. Reporting Period: July 1, 2024 to September 21, 2024
E-	29	Monday, October 7, 2024	<u>MAILING OF VOTE-BY-MAIL BALLOTS BEGINS</u> Last day to begin mailing vote-by-mail ballots.
E-	29 to 1	Monday, October 7, 2024 to Monday, November 4, 2024	<u>EARLY VOTING PERIOD AT THE ROV OFFICE</u> Early voting is available at the Registrar of Voters office for individuals wishing to drop off ballot or vote in person during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., beginning 29 days prior the election.

**ABBREVIATED
PRESIDENTIAL GENERAL ELECTION CALENDAR
November 5, 2024
County of Santa Clara Registrar of Voters
REVISED JUNE 28, 2023**

This calendar may not contain all candidate or district filing requirements. The Office of the Registrar of Voters is not open for filings on Saturday, Sunday or holidays.

¹ Refer to California Elections Code §§9190, 9295, 9380, 9509, 13313, and 13314 for details of public examination periods and writ of mandate.

² The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1st, if no previous statement has been filed.

³ Date falls on a weekend or public holiday; deadlines move forward to the next business day as noted with the respective effected date.

⁴ Primary Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	15	Monday, October 21, 2024	<u>LAST DAY TO REGISTER TO VOTE FOR NOVEMBER ELECTION</u> Deadline to register to be eligible to vote in this election with a regular ballot.
E-	14 to 0	Tuesday, October 22, 2024 to Tuesday, November 5, 2024	<u>CONDITIONAL VOTER REGISTRATION</u> Conditional Voter Registration is open for a full 14 days prior to the election and must be done in person at the Registrar of Voters office or at any Vote Center. Vote centers are open 11 days prior to the election. Vote centers hours of operations may vary. Please check our website for the latest information. Official Ballot Drop Box and Vote Center Sites Information <i>(The ROV website will be updated for each election.)</i>
E-	12	Thursday, October 24, 2024	<u>² F.P.P.C. 2nd PRE-ELECTION STATEMENT DUE</u> Deadline for financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. Reporting Period: September 22, 2024 to October 19, 2024
E-	10 to 0	Saturday, October 26, 2024 to Tuesday, November 5, 2024	<u>VOTE CENTERS OPEN 10 DAYS BEFORE AND INCLUDING ELECTION DAY</u> Vote Centers are open to all registered voters in Santa Clara County. Vote Centers are open to all registered voters in jurisdictions holding special elections. Any voter can go to any Vote Center location throughout the County. Hours may vary by location and locations may vary with each election – please see listing on our website at sccvote.com or click link below. Official Ballot Drop Box and Vote Center Sites Information <i>(The ROV website will update for each election.)</i>
E-	7	Tuesday, October 29, 2024	<u>LAST DAY TO REQUEST VOTE-BY-MAIL BALLOT TO BE MAILED</u> Deadline at 5:00 p.m. to submit a request for a Vote-by-Mail ballot to be mailed to voter.
E	0	Tuesday, November 5, 2024	<u>ELECTION DAY</u> All Vote Centers and ROV office are open from 7:00 a.m. to 8:00 p.m. for dropping off ballot or voting in person. Ballots must be postmarked by this date to ensure eligibility of counted votes.
E+	22	Wednesday, November 27, 2024	<u>ELECTIONS OFFICIAL TO NOTIFY VOTER OF VERIFICATION OF SIGNATURE</u> In the case of a voter whose signature does not match or is missing, the elections official is required to notify the voter at least 8 days before the certification of the election of an opportunity to update the voter's signature.
E+	28	Tuesday, December 3, 2024	<u>SIGNATURE VERIFICATION DATE</u> Last day to turn in unsigned ballots or signature verification statements.
E+	30	Thursday, December 5, 2024	<u>OFFICIAL CANVASS OF VOTE</u> Registrar of Voters to certify election results.

RESOLUTION NO. 296

RESOLUTION OF THE BURBANK SANITARY DISTRICT REQUESTING AND
CONSENTING TO CONSOLIDATION OF ELECTIONS

WHEREAS, a Biennial District General Election has been ordered to be held on Tuesday, November 5, 2024, in the Burbank Sanitary District of Santa Clara County for the purpose of electing:

<u>Number of Seat(s)</u>	<u>Length of Term</u>	<u>Exact Title of Each Office to be Held</u>
2	4 Years	Director of the Board of Directors

and,

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of the Elections Code of the State of California, such election may be either completely or partially consolidated; and,

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That pursuant to Section 10403 of the Elections Code, the Board of Directors of the Burbank Sanitary District calls for an election to be held on November 5, 2024 and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

Section 2. That the Board of Directors of the Burbank Sanitary District requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

Section 3. That pursuant to Section 10508 of the Elections Code of the State of California, said officers are to be elected At Large.

Section 4. That pursuant to Sections 10002 and 10520 of the Elections Code of the State of California, each district involved in a district general election in an affected county shall reimburse the county for the actual costs incurred by the county elections official in conducting the district general election for that district.

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Section 5. That the candidates' statements of qualifications shall be limited to:

- **200** words and,
- That the cost of printing, translating and distributing said statements shall be borne by the **candidates** who file such statements; and,
- That each candidate who files such a statement **shall** be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

Section 6. That pursuant to Section 10522 of the Elections Code of the State of California, a current map showing the boundaries of the district and the boundaries of the divisions of the district is herewith submitted.

Section 7. That pursuant to Sections 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by **lot**.

Section 8. That the following is listed below:

- 1) Names of all current Board Members; and,
- 2) Term: full or short; and,
- 3) Seats elected by: District or At Large:

<u>Member Names</u>	<u>Term: Full or Short</u>	<u>Seats Elected by Division / At Large</u>
Rene Prupes	Full Term 2021 - 2024	Appointed due to uncontested election
Ken Colson	Full Term 2021 - 2024	Appointed due to uncontested election
Procopio Sclafani	Full Term 2023 - 2026	Appointed due to uncontested election
Mark Negrete	Full Term 2023 - 2026	Appointed
Kristina Seldal	Full Term 2023 - 2026	Appointed

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PASSED AND ADOPTED by the Board of Directors of the Burbank Sanitary District, State of California, on April 16, 2024, by the following vote:

AYES: Prupes, Sclafani, Colson, Negrete, Seldal

NOES: None,

ABSENT: None.

ABSTAIN: None,

APPROVED:

President
Burbank Sanitary District

ATTEST:

Secretary
Burbank Sanitary District

APPROVED AS TO FORM:

Valerie J. Armento
District Counsel

From: [Gonzalez, Claudia V](#)
To: bporter@burbanksanitary.org; [Shirley Ho](#)
Cc: [ROY-candidateservices](#)
Subject: Required Annual Financial Disclosure Statements (Burbank Sanitary District)
Date: Thursday, April 4, 2024 4:46:21 PM
Attachments: [image013.png](#)
[image014.png](#)
[image015.png](#)
[image002.emz](#)
[image004.png](#)

You don't often get email from claudia.v.gonzalez@rov.sccgov.org. [Learn why this is important](#)

Dear District Representative:

Fair Political Practices Commission (FPPC) regulations requires officeholders who receive a monetary compensation of \$200 or more a month, and do not have an active candidate/officeholder committee to file an FPPC Form 470 annually.

The Office of the Registrar of Voters is now offering e-filing options for officeholders who have an FPPC Form 470 filing obligation. Officeholders that have a filing obligation will receive a welcome letter from our office that will include their NetFile account information and login credentials.

PLEASE NOTE: The filing deadline for officeholders to e-file their form is July 31, 2024. Early filing with our office is recommended to avoid late filer fines.

To help identify the filing obligations of your board members, we ask that your district representative complete the [District Information](#) webform as soon as possible and **by no later than Tuesday, April 16, 2024, so that we may begin preparing electronic filing welcome letters for your board members.**

According to our records, in 2023 your district stipend amount was **\$480**. Please indicate on the [District Information](#) webform the amount of your current stipend, if any, or if you have had any changes.

According to our records, your [district's board members](#) had a specific filing obligation as noted below:

Please confirm the email and mailing address for each officeholder, and if none is listed, please provide the required information.

If you have any questions, please contact our office at 408-299-8639. Thank you for your assistance.

OFFICEHOLDER	July 31st Filing Obligation	Email	Mailing Address
Colson, Ken	470 Filing Required	Waterwalla@yahoo.com	2232 Bailey Ave, San Jose, CA 95128
Negrete, Mark	470 Filing Required	mnegrete@burbanksanitary.org	2301 Bailey Ave, San Jose, CA 95128
Prupes, Rene	470 Filing Required	(district to provide)	563 Arleta Ave, San Jose, CA 95128
Sclafani, Procopio (Pete)	470 Filing Required	(district to provide)	2315 Olive Ave, San Jose, CA 95128
Seldal, Kristina	470 Filing Required	kseldal@burbanksanitary.org	2308 Bailey Ave, Suite 2120, San Jose, CA 95128

Sincerely,

Claudia Gonzalez

Elections Process Supervisor, Candidate Services Division

County of Santa Clara | Office of the Registrar of Voters

1555 Berger Drive, Bldg 2, San Jose, CA 95112

Office: 1(408)299-VOTE Direct: (408)282-3045

candidateservices@rov.sccgov.org

Claudia.v.gonzalez@rov.sccgov.org

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Sanitary Sewer Systems – Annual Report Data

[Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System:	Burbank SD CS	Agency:	Burbank Sanitary District
Regional Board:	Region 2 - San Francisco Bay	WDID:	2SSO10098
Report ID details:	107-C, Year: 2023, Version:1.0	Report Status:	Ready to Certify 2024-03-27 13:31:25.0 Not Due

Annual Report General Info

[Attachments](#)

[Certification](#)

Annual Report

Continuing Enrollee Annual Report covering the previous calendar year is due by April 1, of each year.
Note: All questions are required to be answered. Enter NA or 0 for questions that do not apply.

Save Work in Progress

Ready to Certify

*1. Sanitary Sewer System Category:	<input type="text" value="Municipal(Public)"/>		
*2. What is the population served by your agency's sanitary sewer system?	<input type="text" value="3756"/>		
3. Please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below:			
*3.a. Entry Level (Less than 2 years experience):	<input type="text" value="3"/>		
*3.b. Journey Level (Greater than or equal to 2 years experience):	<input type="text" value="4"/>		
*3.c. Supervisory Level:	<input type="text" value="1"/>		
*3.d. Managerial Level:	<input type="text" value="1"/>		
4. Please identify the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Plant Maintenance-Includes Mechanical Technologist and Electrical/Instrumentation for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grade levels listed below:			
*4.a. Grade I:	<input type="text" value="3"/>		
*4.b. Grade II:	<input type="text" value="1"/>		
*4.c. Grade III:	<input type="text" value="0"/>		
*4.d. Grade IV:	<input type="text" value="0"/>		
*4.e. Grade V:	<input type="text" value="0"/>		
*4.f. Certified through the Office of Water Programs at California State University, Sacramento's Certificate Program:	<input type="text" value="0"/>		
*4.g. If other, specify:	<input type="text"/>		
1000 characters remaining.			
(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)			
5. Systems Information			
*5.a. How many miles of forced mains and other pressure systems?	<input type="text" value="0"/>		
*5.b. How many miles of gravity sewers?	<input type="text" value="11"/>		
*5.c. Estimated size distributions of assets (note: total % must sum to	*Diameter of sewer pipe	*Gravity Mainlines (%)	*Force Mains (%)

100%)?

6 inches or less	<input type="text" value="50"/>	<input type="text" value="0"/>
8 inches	<input type="text" value="50"/>	<input type="text" value="0"/>
9 - 18 inches	<input type="text" value="0"/>	<input type="text" value="0"/>
19 - 36 inches	<input type="text" value="0"/>	<input type="text" value="0"/>
> 36 inches	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown Diameter	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="0"/>	<input type="text" value="0"/>

*5.d. Number of upper and lower service laterals connected to the system:

*5.e. Estimated number of upper and lower service laterals owned and/or operated by the Enrollee:

*5.f. Which portion of laterals is your agency responsible for? (If the answer to question 5.e. is None, answer 0 (zero) for question-5.f.1.)

*5.f.1 Estimated total miles of laterals your agency is responsible for?

*5.g. Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of: (note: Gravity Mainlines and Force Mains % Totals must sum to 100%)

(* "Age" is the year that the asset was originally constructed. For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (i.e., flow measurement) or calculated peak flow.

*Age	*Gravity Mainlines Force Mains (%)	*Pump Stations (*) 75,000 Gal/day or Over (number of stations)	*Pump Stations (*) Under 75,000 Gal/day (number of stations)
2020 - Present	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2000 - 2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1980 - 1999	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1960 - 1979	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1940 - 1959	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1920 - 1939	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
1900 - 1919	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Before 1900	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Unknown Age	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

*5.h. Estimated total miles of your sewer system not accessible for maintenance:

*6. How many miles of sewer system did you clean last year?:

*7. How many miles of sewer system was inspected last year? (i.e., video closed-circuit television (CCTV) or alternative inspection methods):

*8. Where does this sanitary sewer system discharge to?:	*WDID	Name and Address	*Where does this SSS discharges to:
	<input type="text" value="2SSO10179"/>	<input type="text"/>	<input type="text" value="WWTP same agency"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
*9. Are there any satellite tributary sanitary sewer systems?:	<input type="text" value="No"/>		
*9.a. If yes, please list them below:	*Tributary system owned by your agency?	*Tributary Collection System Name	*Tributary Collection System WDID
	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
	<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
*9.b. If you have more than five tributary systems, use this field to enter info of the sixth, seventh, ...:	<input type="text"/> 1000 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)		
*10. How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system:	<input type="text" value="0"/>		
*11. How many force main (pressurized pipe) aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?:	<input type="text" value="0"/>		
*12. How many siphons used to convey sewage are located throughout the sewer system?:	<input type="text" value="0"/>		
*13. Did you attach System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order?:	<input type="text" value="Yes"/>		
*14. Is the system's Spill Emergency Response Plan upto date?:	<input type="text" value="Yes"/>		
*15. Major spill causes (for example, root intrusion, grease deposition):	<input type="text" value="Root Intrusion"/>		
*15.a. If other, describe::	<input type="text" value="Roots from Lateral, Root intrusion in laterals causing to lateral surcharge and/or mainline surcharge and discharge at the cleanout."/> 868 characters remaining. (Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)		
*16. System infrastructure failure points (for example, main, pump	<input type="text" value="Lower Lateral"/>		

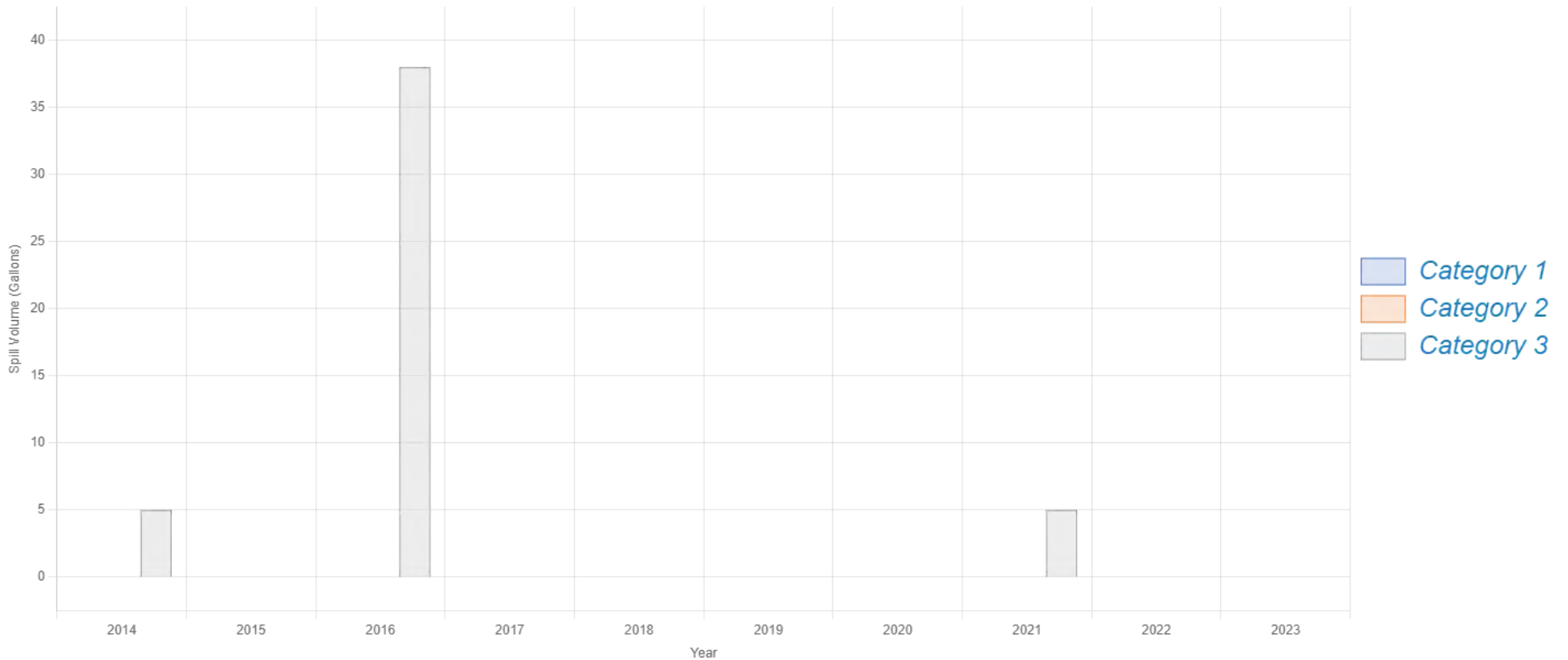
station, lateral, etc.):	
*16.a. If other, describe::	<div data-bbox="483 115 1188 205" style="border: 1px solid gray; padding: 5px;"> Roots in laterals and aging infrastructure. </div> <div data-bbox="1188 184 1416 214" style="color: red; font-size: small;">957 characters remaining.</div> <div data-bbox="479 214 1510 241" style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</div>
*17. Ongoing spill investigations:	<div data-bbox="483 252 1188 394" style="border: 1px solid gray; padding: 5px;"> The District tracks the areas of possible spill issues when performing CCTV inspections. It records the mains and laterals with sewer root intrusions, blockages, or with severe structural defects or breaks and reports the Operation & Maintenance for increased frequency of cleaning and or recommends rehabilitation project. Designated On-Call Inspectors to investigate spill areas. </div> <div data-bbox="479 403 706 430" style="color: red; font-size: small;">619 characters remaining.</div> <div data-bbox="479 430 1510 451" style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</div>
*18. Actions taken to address system deficiencies:	<div data-bbox="483 462 1188 655" style="border: 1px solid gray; padding: 5px;"> Increased frequency of preventive maintenance for some of the areas with more root intrusion issues. District has implemented Capital Improvement Projects (CIP) to reduce spills in the system and to increase system resiliency. The CIP was done 2022 and the CIP work included cured-in place pipe rehabilitation of approximately 43 line segments of 6 and 8 inch sewer mains for a total length of 18,010 linear feet and spot repairs at 41 locations with open-cut trenching with an approximate length of 340 linear feet. </div> <div data-bbox="479 663 706 690" style="color: red; font-size: small;">483 characters remaining.</div> <div data-bbox="479 690 1510 714" style="font-size: x-small;">(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</div>
<div data-bbox="126 724 370 766" style="border: 1px solid gray; padding: 2px 10px; display: inline-block;">Save Work in Progress</div> <div data-bbox="402 724 597 766" style="border: 1px solid gray; padding: 2px 10px; display: inline-block; margin-left: 20px;">Ready to Certify</div>	
Note: Questions with "*" are required to be answered.	

System Performance Analysis Graphs (WDID = 2SSO10098)

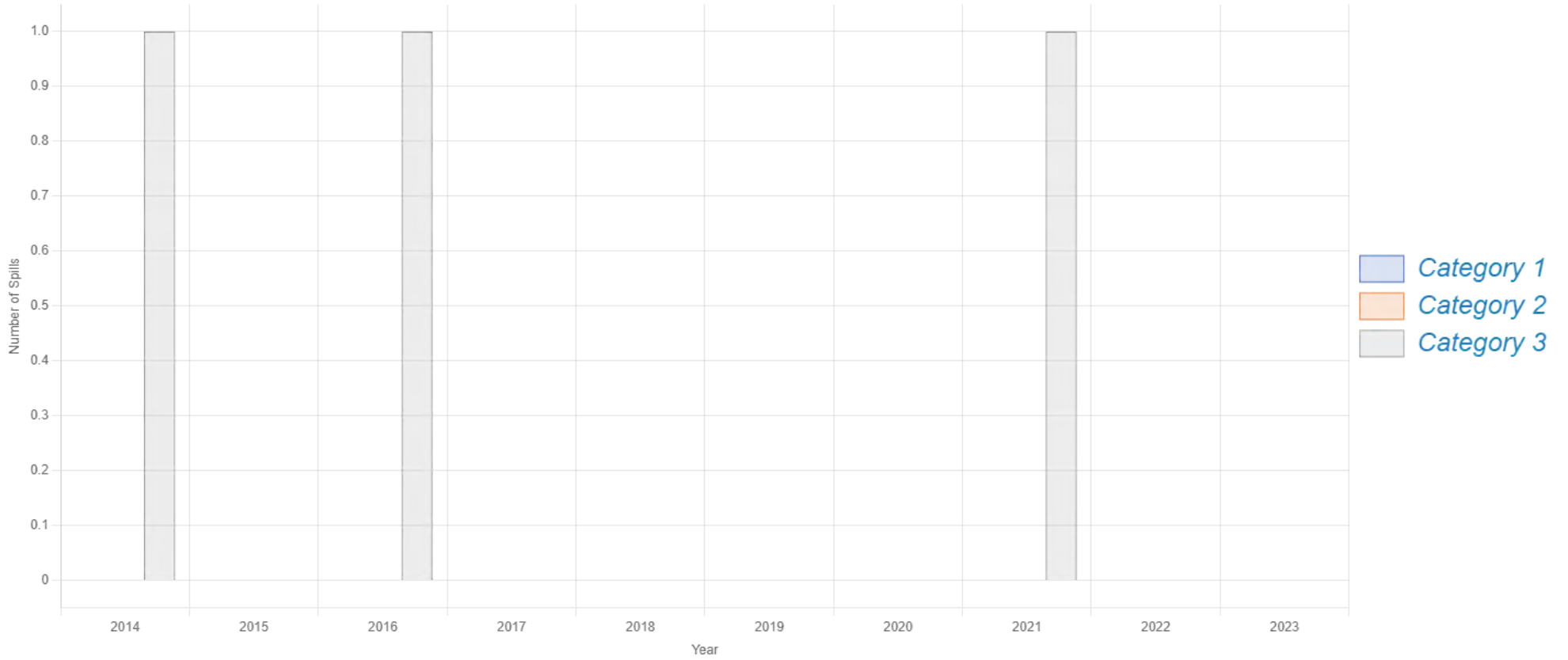
The following System Performance Analysis Graphs represent the enrolled system's Category 1, 2, and 3 total spill volume and total number of spills on a running 10-year basis. The Enrollee shall include these graphs in its Annual Report per section 5.11 of the General Order.

[Click to Print This Page \(Select Printer as Adobe PDF and Orientation as Landscape\).](#)

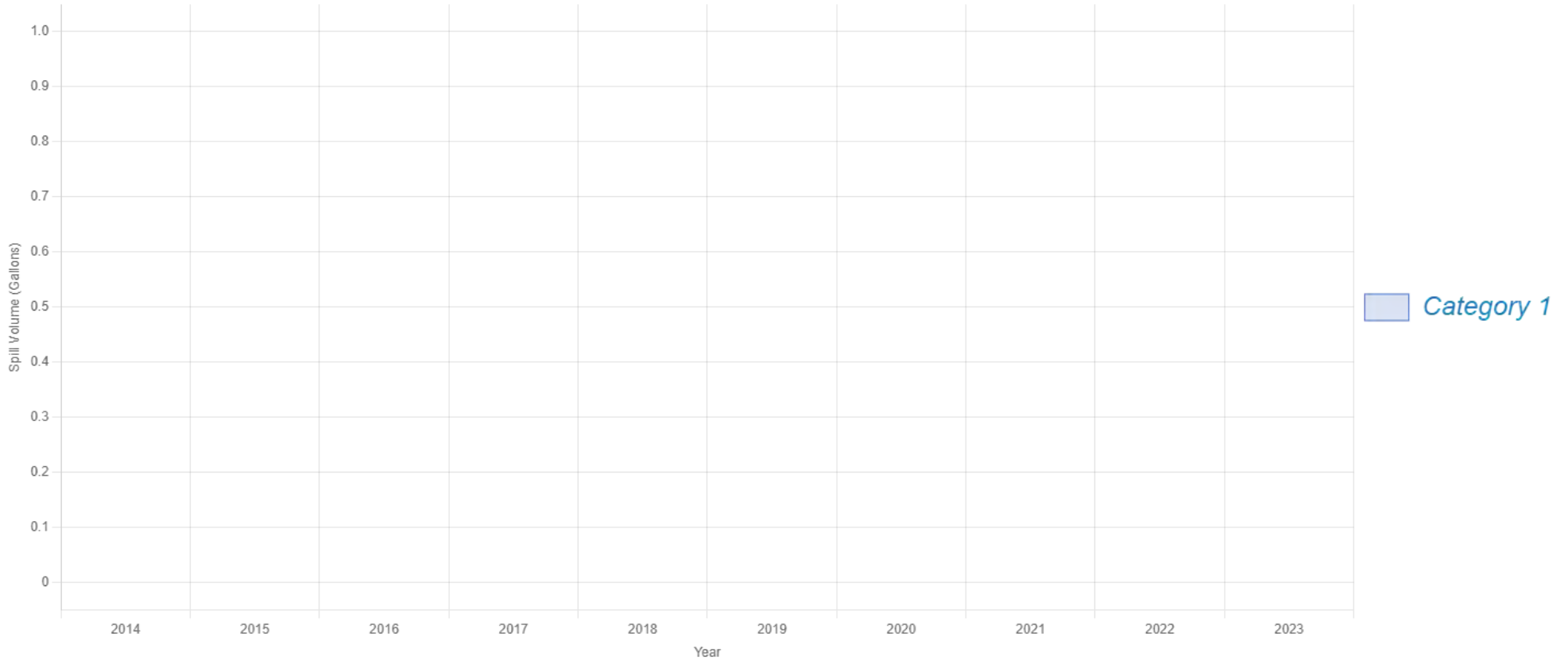
Graph 1 - Total Spill Volume Per Year Per Category



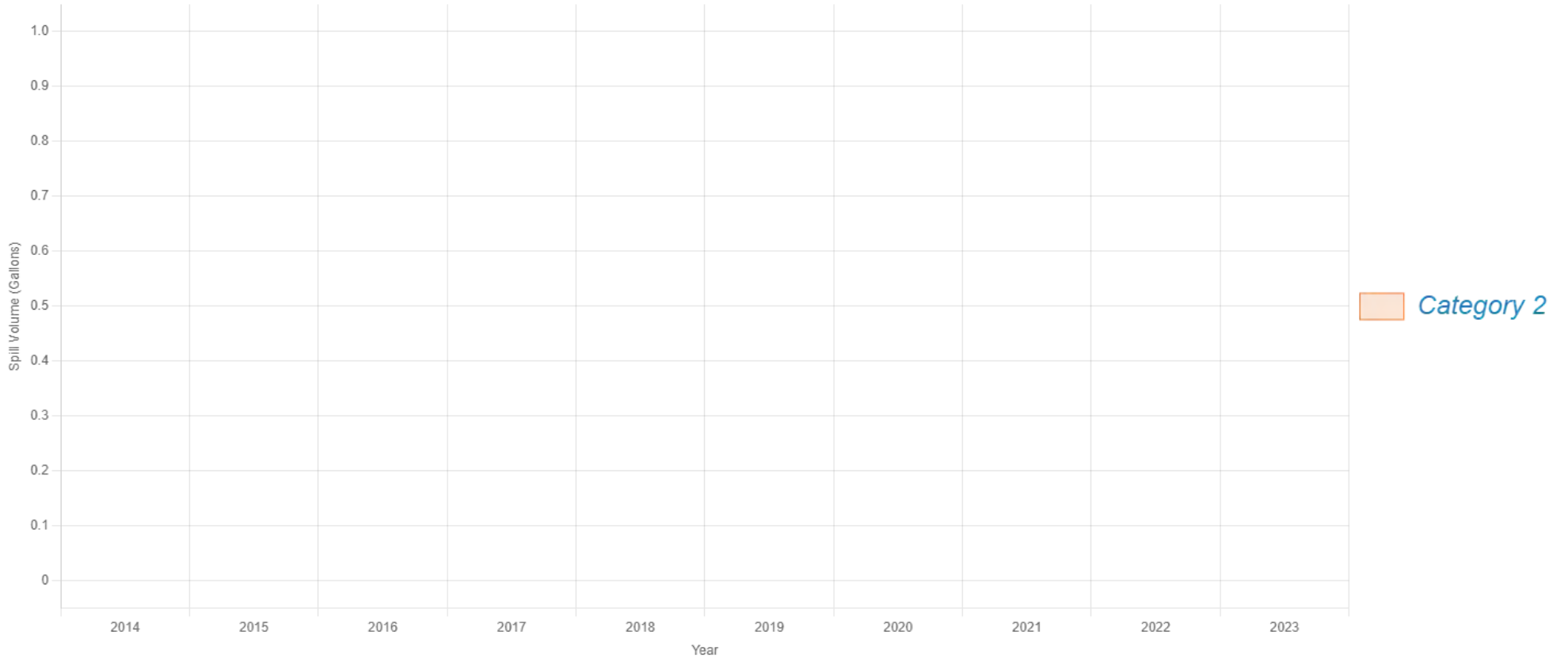
Graph 2 - Total Number Of Spills Per Year Per Category



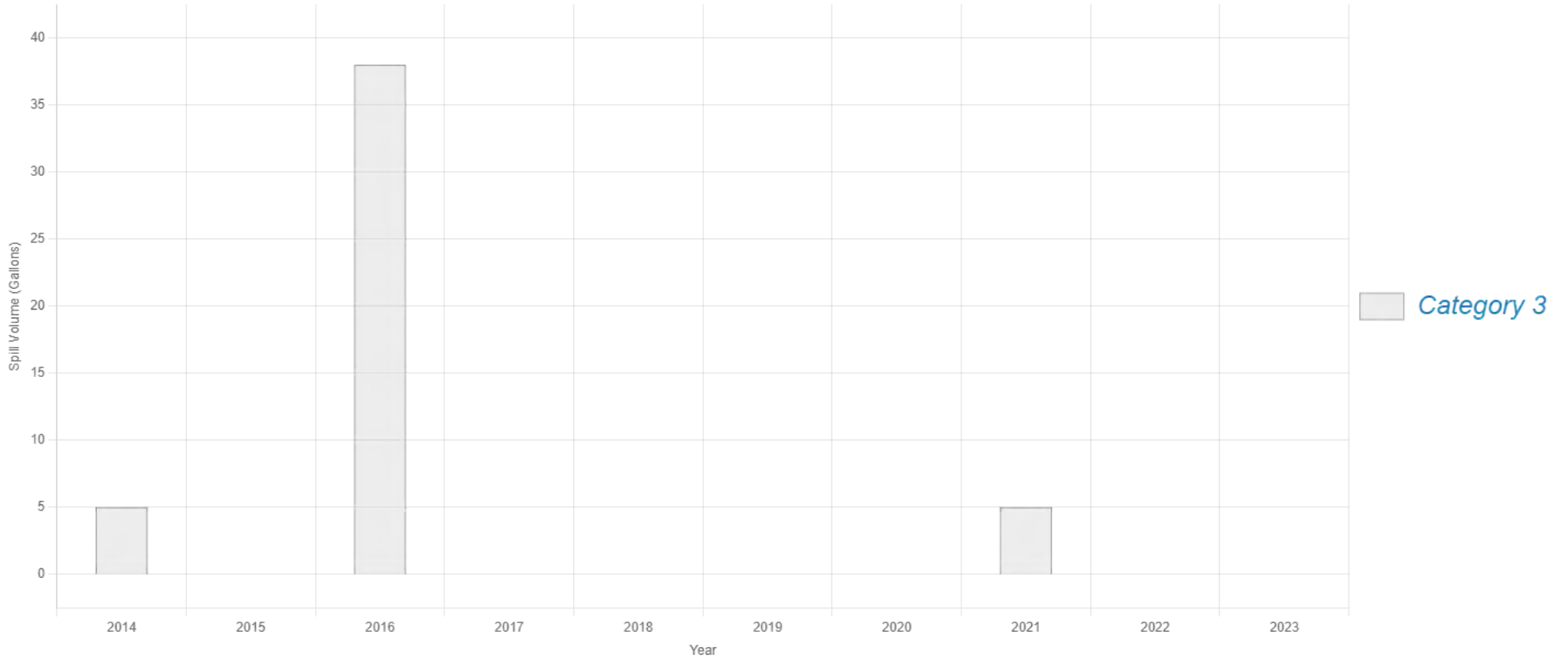
Category 1 - Total Spill Volume per Year



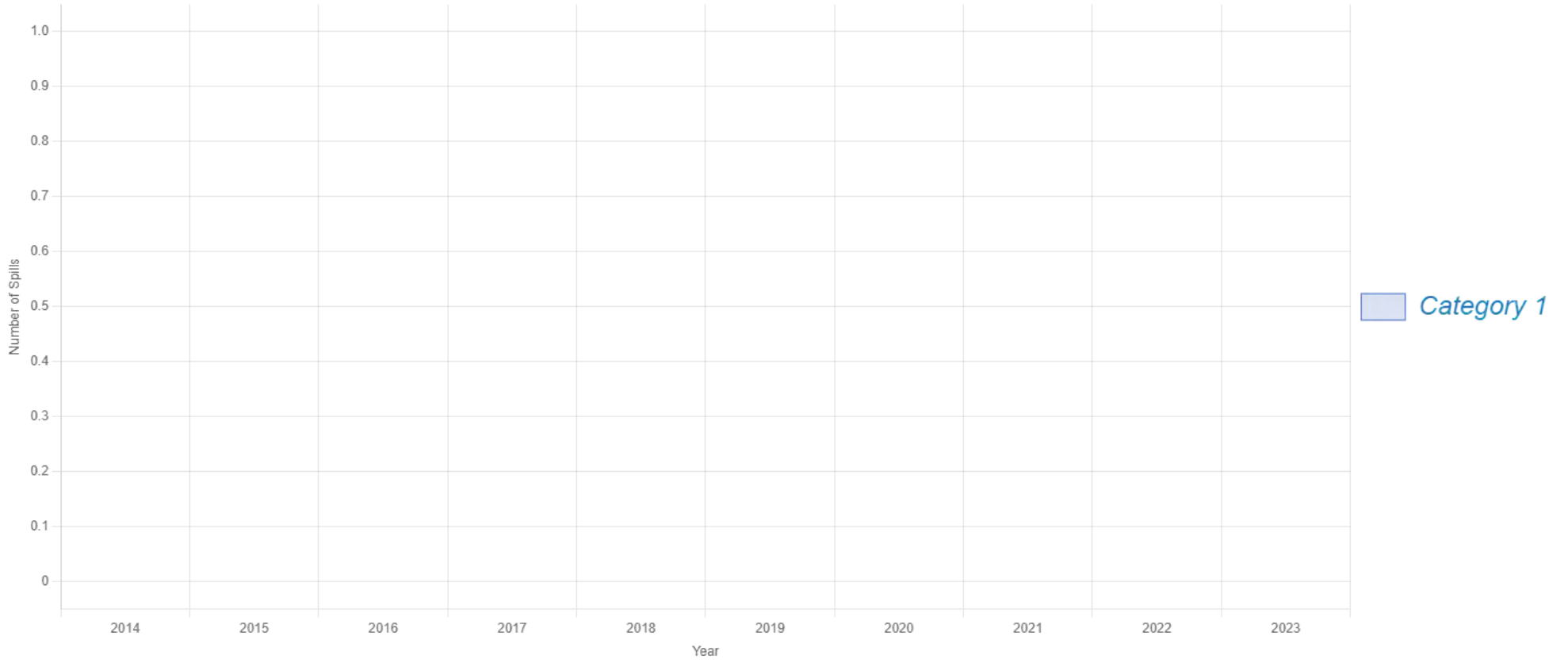
Category 2 - Total Spill Volume per Year



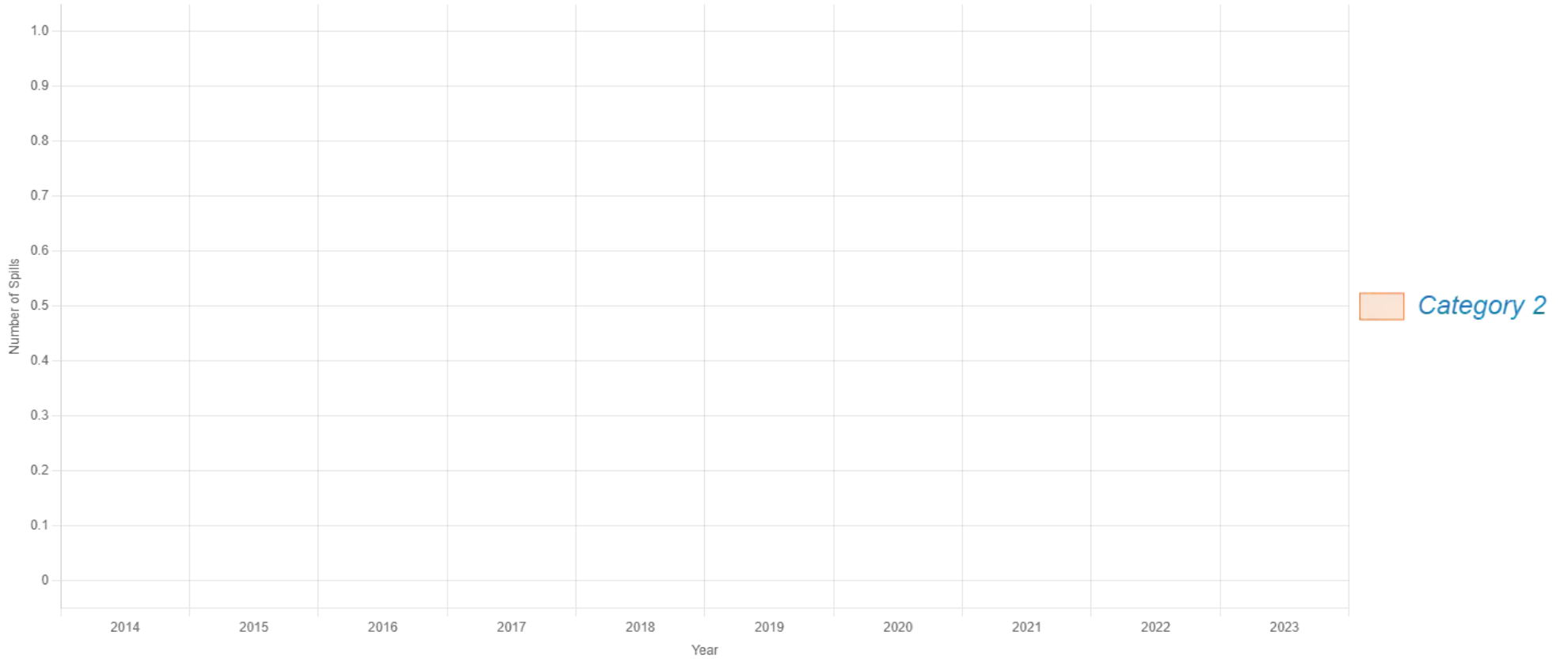
Category 3 - Total Spill Volume per Year



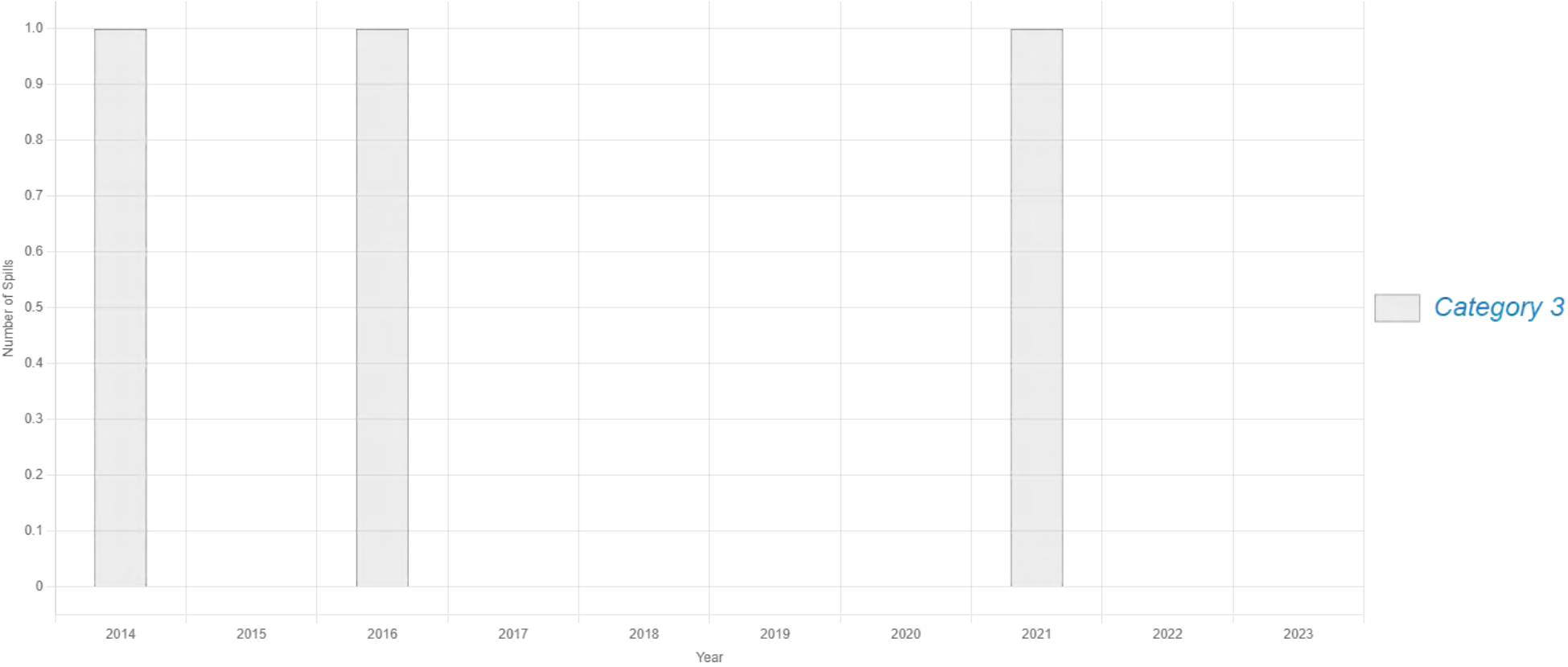
Category 1 - Total Number of Spills per Year



Category 2 - Total Number of Spills per Year



Category 3 - Total Number of Spills per Year



BURBANK SANITARY DISTRICT

10. UNFINISHED BUSINESS

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



GreenWaste Recovery, LLC.
 610 E. Gish Rd
 San Jose, CA 95112

Contact : Claudia Reyes
 Phone : (408) 938-4953
 Email : claudia.reyes@greenwaste.com

Burbank Sanitary District FY2024/2025 Outreach Plan

Outreach Item	Deadline	Notes
Educational Campaign: Newsletter	November. 1, 2024 (mailed with Nov/Dec bill)	<ul style="list-style-type: none"> • Overview of Service Programs • Review of proper waste sorting • Collection set-out instructions • Waste reduction and recycling tips • Additional services and programs requested by District
Holiday Collection Schedule	November. 2024	Provide information on holiday schedule and tree removal, included in November Newsletter billing.
Annual Collection Service Notice (ACSN)	December. 2024	Publish and distribute notices to all Service Units regarding Collection Service programs, including collection set-out instructions, important contact information and extra services.
Educational Campaign: Newsletter	May 1, 2025 (mailed with May/June bill)	<ul style="list-style-type: none"> • Overview of Service Programs • Review of proper waste sorting • Collection set-out instructions • Waste reduction and recycling tips • Additional services and programs requested by District
Compost Distribution	TBD May, 2025	Compost distribution for BSD community. GWR will provide residents with 400 bags of compost, two (2) per household, in conjunction with the Clean-up event.
Neighborhood Clean-Up	TBD May, 2025	Provide a district wide Clean-Up (once per year). A total of (22) 40yd debris boxes and (1) 20yd debris box for E-Waste. Labor, materials, equipment, tools and supervision provided by GreenWaste. Content provided by the District for GWR to produce a flyer and distribute four (4) weeks prior to the event.
MRF Tours	As requested	GreenWaste will provide MRF Tours to BSD staff and residents upon request.

Plastics #4: LDPE Low-Density Polyethylene (LDPE)

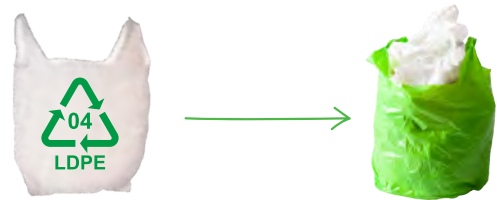
LDPE is a lightweight and durable plastic that can either be translucent or opaque. It is commonly used for food cling wrap, lids for various containers and many disposable plastics like single-use plastic bags. Plastic bags made from LDPE reduce our ability to recover valuable materials from the recycling stream. At the GreenWaste San Jose Material Recovery Facility, plastic bags are recovered only when they are bundled inside a bag from your blue recycling cart. When bags are not bundled, they get tangled up in the processing equipment, making it difficult to capture and recycle.

What Can You Do?

1. Invest in reusable bags and bring it with you every time you shop.



2. Bundle your single-use plastic bags inside another plastic bag before placing them inside your blue recyclables cart to ensure that they'll be recycled.



Proper Sorting of Cardboard Inside Your Blue Cart

- Keep recyclable materials clean and dry
- Break down cardboard so it fits loosely inside the cart
- Completely close the cart lid



Upcoming Holidays

GreenWaste **will** be providing regular collection service on the following holidays. Please remember to set out your containers on your regular collection day for service.



Clean Up Event

Your next Clean Up Event is Saturday, May 11th, 2024. Be on the lookout for your flyer with more details.

Rate Increase Reminder

Keep an eye out for a rate increase notification in your next bi-monthly invoice.

