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**BURBANK SANITARY DISTRICT  
REGULAR MEETING AGENDA FOR  
May 21, 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 4/16/24.

**8. WARRANTS**

8.A. Approval of Warrants. Board action required: Approve five (5) warrants.

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

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

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

4. Cupertino Sanitary District (Common Interest Agreement Cost Sharing – March 2024)

5. GreenWaste Recovery, LLC (Annual Clean Up Day - Cost for signs & assembly of barricades)

**9. NEW BUSINESS**

9.A. San Jose/Santa Clara Regional Wastewater Facility – Revised Tributary Agencies' Estimated Available Plant Capacity 2023. Board action required: None.

9.B. Registrar of Voters – Proposed Fees Schedule. Board action required: None.

**10. UNFINISHED BUSINESS**

10.A. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Update. 2) Annual CPI Increase. 3) GreenWaste Sorting Poster. 4) 2023 Sustainability Report. Board action required: Review and accept Annual CPI Increase.

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, June 4, 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  
April 16, 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: None  
Advisor: None  
Visitors: None

**3. APPROVAL OF AGENDA**

**Motion:** To approve the agenda.

**Move:** Negrete

**Second:** Seldal

**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.

Item 6.A. was deferred to the end of the meeting.

**7. CONSENT CALENDAR**

7.A. Approval of Minutes from the Regular Meeting of March 19, 2024, and April 2, 2024.

**Motion:** To approve Meeting Minutes from the Regular Meeting of March 19, 2024

**Move:** Colson

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None

**Abstain:** None

**Motion:** To approve Meeting Minutes from the Regular Meeting of April 2, 2024

**Move:** Colson

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None

**Abstain:** Seldal

**8. WARRANTS**

8.A. Approval of Warrants.

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

**Motion:** To approve six (6) warrants as listed.

**Move:** Colson

**Second:** Negrete

**Board vote:**

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

**Noes:** None

**Absent:** None

**9. NEW BUSINESS**

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

Manager Porter presented the Third Quarter Financial Report. Staff to check if the Preventive Maintenance expense was recorded in the correct row. President Prupes would like to know if there a minimum or maximum reserve balance that we need to maintain. Staff to check with counsel for the guideline.

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

The Board reviewed and adopted Resolution#296. President Prupes and Director Colson will submit the Election Nomination forms to the Office of Registrar of Voters during the nomination period between July 15, 2024, to August 9, 2024.

**Motion:** To adopt Resolution #296 – Requesting and Consenting to Consolidation of Elections.

**Move:** Seldal

**Second:** Colson

**Board vote:**

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

**Noes:** None

**Absent:** None

9.C. Form 470 Filing. Board action required: Board Members to file Form 470 by July 31, 2024. Staff to submit revised Board Member information to Registrar of Voters related to Form 470 Filing.

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

Board reviewed and noted the CIWQS 2024 Annual Report. Staff to post it on the District’s website.

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.

**Motion:** Set Public Hearing for FY2024-25 Taxroll Collection on June 18, 2024.

**Move:** Seldal

**Second:** Sclafani

**Board vote:**

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

**Noes:** None

**Absent:** None

## **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.

The Board discussed the Annual Clean Up Planning including finding out if there is power outlet for Repair Café to use and if they need canopy and water on the Clean Up Day. Staff to provide GreenWaste’s contact information for Clean Up Day to the Board.

The Board reviewed and noted the FY2024-25 Outreach Plan and Summer Newsletter. The Board suggested to request that GreenWaste add the District Website QR code to all the GreenWaste’s future communications. The Board also wanted to find out what is the age limit to visit the GreenWaste Facility Tour.

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

Engineer Kathula provided an update for the District Website.

10.C. Board Orientation. Board action required: None.

No update.

## **6. UNFINISHED BUSINESS DEFERRED ON THE AGENDA**

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

Item 6.A. Manager Porter will contact staff at Mark Thomas to determine support for preparing the Long-Range Financial Plan, including graphics, technical writing, and strategic support.

**11. HOUSEKEEPING ITEMS**

11.A. Updates on Housekeeping Items.

No Housekeeping Items.

11.B. Agenda Items for Upcoming Meetings.

- May 7 meeting for LRF Planning

**12. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, May 7, 2024**

**Motion:** To adjourn meeting at 8:41 pm.

**Move:** Seldal

**Second:** Negrete

**Board vote:**

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

**Noes:** None

**Absent:** None.

Approved: May 21, 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. Cupertino Sanitary District
5. GreenWaste Recovery, LLC



**Warrant List for 05-21-24**

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas and Company, Inc	5/13/2024	51233	\$ 17,935.04	District Management Services	4145
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		N/A		Board Payroll, Processing Fees/Taxes	
	Rene Prupes			\$ 240.00	4/16/2024	
	Procopio Sclafani			\$ 240.00	4/16/2024	
	Ken Colson			\$ 240.00	4/16/2024	
	Mark Negrete			\$ 240.00	4/16/2024	
	Kristina Seldal			\$ 240.00	4/16/2024	
	Total payment to Directors			\$ 1,200.00		
	Estimated processing fees/taxes			\$ 300.00		
	Payroll Deposit to First Tech Subtotal			\$ 1,500.00		4146
3	Armento and Hynes, LLP	4/30/2024	2024-4	\$ 400.00	District Legal Services	4147
4	Cupertino Sanitary District	5/1/2024	N/A	\$ 472.99	Common Interest Agmt Cost Sharing - March 2024	4148
5	GreenWaste Recovery, LLC	5/11/2024	N/A	\$ 1,078.93	Annual Clean Up Day - Cost for signs & assembly of barricades	4149
	<b>TOTAL WARRANT AMOUNT</b>			\$ 21,386.96		
	<b>TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2023-24</b>			\$ 836,968.19		

# **BURBANK SANITARY DISTRICT**

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## **9. NEW BUSINESS**

- 9.A. San Jose/Santa Clara Regional Wastewater Facility
- 9.B. Registrar of Voters

**RECEIVED**  
APR 25 2024  
BURBANK  
SANITATION DISTRICT

April 18, 2024

TO: Treatment Plant Advisory Committee

**SJ: Revised Tributary Agencies Estimated Available Plant Capacity – 2023**

The Master Agreements require that the Treatment Plant Advisory Committee file annually with the legislative bodies of San Jose, Santa Clara, and member agencies, a report on plant capacity to identify each agency's 2023 plant capacity as well as estimated available (unused) capacity.

This revised report is an update to the Annual Plant Capacity Report data dated January 5, 2024, due to Cupertino Sanitary District providing revised agency capacity data.

Sincerely,

*Kerrie Romanow*

Kerrie Romanow  
Director  
Environmental Services Department

Attachment

CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY  
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023

This analysis was prepared in conformance with the terms of the Master Agreement which require that the operational capacity and productive use of the treatment plant be determined annually. Tables I through IV contain the 2023 Peak Week (24-hour average) flow and the Remaining Available Capacity for the entire plant and for each individual member for 2023.

2023 PEAK WEEK FLOW (1)

The nominal capacity of the treatment plant during the 2023 peak week is 107 MGD. The agencies' capacity rights in the 107 MGD plant are shown on Table I through IV and were determined in accordance with the provisions of the Master Agreement.

2023 PEAK WEEK FLOW (1)

The 2023 peak day wastewater flow and loading for the plant which were obtained from the following sources:

**CITY OF SAN JOSE  
ENVIRONMENTAL SERVICES DEPARTMENT  
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY  
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023**

- WEST VALLEY SANITATION DISTRICT - Wastewater flow report dated 8/13/22.
- CUPERTINO SANITARY DISTRICT - Wastewater flow report dated 11/13/22 revised on March 8, 2024, submitted by the District.
- CITY OF MILLITAS - Wastewater flow report dated 11/13/22 submitted by the City.
- COUNTY SANTA CLARA DISTRICT 3-9 - 2023-2024 Revenue Program.
- BERKLEY SANITARY DISTRICT - Wastewater flow report dated 11/13/22.
- CITY OF SAN JOSE and CITY OF SAN JOSE - The 2023 Peak Week flow and loading remaining after subtracting the other agencies' reported flows and loadings are attributed to San Jose and Santa Clara as joint owners of the facility. These were allocated, in accordance with the 1987 agreement, to the two cities based on current assessed - allocation ratios of 80,259% for San Jose and 19,741% for Santa Clara.

**April 2024  
REVISED**

2023 ESTIMATED AVAILABLE PLANT CAPACITY

The Agencies' peak week flows and loadings were subtracted from their capacities in the 107 MGD plant to obtain their 2023 available capacities.

(1) Flow reported for peak week of August 11 - 15, 2023. The 2023 peak day wastewater flow and loading for the plant which were obtained from the following sources:

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

**TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023**

This analysis was prepared to comply with the terms of the Master Agreements which require that the operational capacity and productive use of the treatment plant be determined annually. Tables I through IV contain the Plant Capacity, the 2023 Peak Week (5-day average) Flow, and the Remaining Available Capacity for the entire plant and for each individual member for 2023.

**2023 PLANT CAPACITY**

The nominal capacity of the treatment plant during the 2023 peak week is 167 MGD. The agencies' capacity rights in the 167 MGD plant are shown on Tables I through IV and were determined in accordance with the provisions of the Master Agreements.

**2023 PEAK WEEK FLOW (1)**

The 2023 peak dry weather flow of 106.51 MGD occurred during the week of August 21 - 25. Tables I through IV contain the agencies' flow and loadings for the 2023 peak week which were obtained from the following sources:

- WEST VALLEY SANITATION DISTRICT - Wastewater Flow Report dated 8/1/23, submitted by the District.
- CUPERTINO SANITARY DISTRICT - Metered Flow Reports dated 11/22/23 revised on March 8, 2024, submitted by the District.
- CITY OF MILPITAS - Metered Flow Reports dated 11/17/23, submitted by the City
- COUNTY SANITATION DISTRICT 2-3 - 2023-2024 Revenue Program.
- BURBANK SANITARY DISTRICT - 2023-2024 Revenue Program.
- CITY of SAN JOSE and CITY of SANTA CLARA - The 2023 Peak Week flow and loadings remaining after subtracting the other agencies' reported flows and loadings are attributed to San Jose and Santa Clara as joint owners of the facilities. These were allocated, in accordance with the 1959 Agreement, to the two cities based on current assessed valuation ratios of 80.259% for San Jose and 19.741% for Santa Clara.

**2023 ESTIMATED AVAILABLE CAPACITY**

The Agencies' peak week flows and loadings were subtracted from their capacities in the 167 MGD plant to obtain their 2023 available capacities.

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*(1) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.*

TABLE I

CITY OF SAN JOSE ENVIRONMENTAL SERVICES DEPARTMENT SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023				
FLOW				
Agency		2023 Plant Capacity MGD	2023 Peak Week Flow MGD	Estimated Available Capacity MGD (*)
San Jose	80.259%	105.779	68.314	37.465
Santa Clara	19.741%	26.018	16.803	9.215
Subtotal	100.000%	131.797	85.117	46.680
West Valley Sanitation District	(1) (3)	11.697	9.523	2.174
Cupertino Sanitary District	(4)	7.850	4.349	3.501
City of Milpitas	(3) (4)	14.250	6.280	7.970
County Sanitation District 2-3	(2)	1.006	1.006	0.000
Burbank Sanitary District		0.400	0.235	0.165
Subtotal		35.203	21.393	13.810
Total		167.000	106.510	60.490
<p>(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.</p> <p>(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.</p> <p>(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.</p> <p>(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.</p>				

(\*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

TABLE II

CITY OF SAN JOSE				
ENVIRONMENTAL SERVICES DEPARTMENT				
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY				
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023				
BOD				
Agency		2023 Plant Capacity KLBS/D	2023 Peak Week Flow KLBS/D	Estimated Available Capacity KLBS/D (*)
San Jose	80.259%	373.879	170.745	203.134
Santa Clara	19.741%	91.961	41.998	49.963
Subtotal	100.000%	465.840	212.743	253.097
West Valley Sanitation District (1) (3)		28.611	20.222	8.389
Cupertino Sanitary District (4)		16.419	11.303	5.116
City of Milpitas (3) (4)		27.249	13.943	13.306
County Sanitation District 2-3 (2)		2.066	2.066	.000
Burbank Sanitary District		.815	.483	.332
Subtotal		75.160	48.017	27.143
<b>Total</b>		<b>541.000</b>	<b>260.760</b>	<b>280.240</b>
<p>(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.</p> <p>(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.</p> <p>(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.</p> <p>(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.</p>				

(\*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

TABLE III

**CITY OF SAN JOSE**  
**ENVIRONMENTAL SERVICES DEPARTMENT**  
**SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY**  
**TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023**

**SUSPENDED SOLIDS**

Agency		2023 Plant Capacity KLBS/D	2023 Peak Week Flow KLBS/D	Estimated Available Capacity KLBS/D (*)
San Jose	80.259%	331.989	168.894	163.095
Santa Clara	19.741%	81.658	41.542	40.116
Subtotal	100.000%	413.647	210.436	203.211
West Valley Sanitation District	(1) (3)	27.173	18.336	8.837
Cupertino Sanitary District	(4)	16.299	9.135	7.164
City of Milpitas	(3) (4)	25.990	12.300	13.690
County Sanitation District 2-3	(2)	2.038	2.038	.000
Burbank Sanitary District		.853	.475	.378
Subtotal		72.353	42.284	30.069
Total		486.000	252.720	233.280

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.

(\*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.



TABLE IV

CITY OF SAN JOSE				
ENVIRONMENTAL SERVICES DEPARTMENT				
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY				
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023				
AMMONIA				
Agency		2023 Plant Capacity KLBS/D	2023 Peak Week Flow KLBS/D	Estimated Available Capacity KLBS/D (*)
San Jose	80.259%	32.963	18.541	14.422
Santa Clara	19.741%	8.108	4.561	3.547
Subtotal	100.000%	41.071	23.102	17.969
West Valley Sanitation District	(1) (3)	2.825	2.425	.400
Cupertino Sanitary District	(4)	2.287	1.076	1.211
City of Milpitas	(3) (4)	2.847	1.488	1.359
County Sanitation District 2-3	(2)	.273	.273	.000
Burbank Sanitary District		.297	.066	.231
Subtotal		8.529	5.328	3.201
<b>Total</b>		<b>49.600</b>	<b>28.430</b>	<b>21.170</b>
<p>(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.</p> <p>(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.</p> <p>(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.</p> <p>(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.</p>				

(\*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

## Shirley Ho

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**From:** Lehr, Bren <bren.lehr@rov.sccgov.org>  
**Sent:** Wednesday, May 8, 2024 11:51 AM  
**Cc:** bushey, shannon; Moreles, Matt; Bloom, Virginia; Fong, Mike; Qian, Rong; Lehr, Bren  
**Subject:** NOTIFICATION/REVIEW NEEDED: County of Santa Clara Proposed Updated Fees Schedule  
**Attachments:** FY2024-25 - Legislative File for Proposed Fees Schedule.pdf; FY2024-25 - Proposed Fees Schedule.pdf

Date: May 8, 2024

TO: County of Santa Clara Cities  
County of Santa Clara School Districts  
County of Santa Clara Special Districts

FROM: Shannon Bushey  
Registrar of Voters

SUBJECT: Proposed Updated Fees Schedule

The Office of the Registrar of Voters is updating our Fees Schedule outlining the fees our office charges jurisdictions that request our office to conduct their elections. With the continuous increases in inflation and everchanging legislation for the last two years, our operating costs have increased.

I wanted to provide you a copy of the Legislative File and the updated Fees Schedule going before the Board of Supervisors for approval on May 21, 2024. The proposed Fees Schedule indicates the current fees and the proposed fees for specific election services and information we provide customers. Once approved and adopted, the revised Fees Schedule will be effective July 1, 2024. We anticipate updating our fees every 2 years.

For those of you who have previously requested an election cost estimate from our office, we stated on those estimates that we were in the process of updating our Fees Schedule. For jurisdictions who have requested estimates in the past for the upcoming elections, please feel free to request an updated estimate based on the proposed new fees.

If you have further questions, you may contact our Fiscal Division management team members, Rong Qian at (408) 282-3011 or Trinh Dao at (408) 282-3024.

Attachments: Legislative File  
Proposed Fee Schedule

Bren Lehr, CMC, MMC, REO, CERA  
Elections Division Coordinator, Candidate Services Division Manager  
County of Santa Clara Registrar of Voters  
1555 Berger Drive, Building 2  
San Jose, CA 95112  
Office: (408) 282-3041 / Cell: (408) 517-5800



120187

**DATE:** May 21, 2024  
**TO:** Board of Supervisors  
**FROM:** Shannon Bushey, Registrar of Voters  
**SUBJECT:** Registrar of Voters Fee Schedule

### **RECOMMENDED ACTION**

Adoption of Ordinance No. NS-300.984 amending Section A34-24 of Chapter III of Division A34 of the County of Santa Clara Ordinance Code relating to fees collected by the Office of the Registrar of Voters.

- Introduce, waive reading, and preliminarily adopt on May 21, 2024.
- Adopt (Final) on June 4, 2024.

### **FISCAL IMPLICATIONS**

If the Board of Supervisors approves the recommendation to amend Section A34-24 to increase the fees, the Registrar of Voters (ROV) is projected to realize ongoing election and services revenue increase of \$3,500,477 to offset a comparable increase in expenditures for labor and materials. Of this amount, \$3,412,604 will come from billings to cities, school districts, and special districts.

### **REASONS FOR RECOMMENDATION**

Consistent with the County management auditor's recommendation and the County Controller-Treasurer's policies, ROV's schedule of fees and charges is updated periodically. The current schedule of fees and charges was last adjusted on July 1, 2022. Attached to this transmittal as Attachment 1 is a schedule of fees to be charged and collected under proposed Ordinance No. NS-300.984. The schedule lists the categories of the fees charged, current charges, and proposed charges. Attachment 2 is the Fees and Charges Review Checklist, signed by the Controller-Treasurer Office on April 3, 2024.

#### **Item A1. Primary and General Elections Base Charges**

The ROV conducts elections on behalf of jurisdictions within the county including cities, school districts, and special districts. The fees are intended to cover the Registrar's actual cost of conducting those elections. The proposed election charges for the November 2024

general election and June 2026 primary election were developed by allocating the total projected cost of the election to all participating jurisdictions (i.e., allocating shared costs to both billable jurisdictions and non-billable jurisdictions based on number of registered voters as well as number of contests on the ballot as well as identifying separable costs to be billed directly). The listed rates are based on the ROV's estimated cost for each election, considering the estimated number of registered voters and the projected number of first and additional item(s) in the ballots for each jurisdiction. The increase in the proposed election fees and charges per registered voter is primarily due to the increase in inflation over the last two years. The base charge per registered voter for the first item on the ballot will increase by \$0.48 to \$3.35 and any additional item(s) with the same registration on the ballot will increase by \$0.14 to \$0.96.

#### Item A2. Special Elections (Other than Primary and General Elections)

Elections other than primary and general elections are usually limited to local issues and typically do not involve all voters countywide. The actual costs incurred in preparing for, conducting, and certifying these elections are tracked and billed only to the jurisdictions that participate in these elections. Any cost incurred is passed on directly to the participating jurisdictions, thus resulting in zero net cost to the County unless the County or State calls for a special election for an office vacancy or measure, in which case the costs for the County or State special election is borne by the County to the extent not reimbursed by the State. No fixed fee is set, since the actual costs to hold the election will depend on the number of local jurisdictions holding elections, the size of the jurisdictions, and whether economies of scale can be realized.

#### Item A3. Minimum Charge for Jurisdictions Participating in Primary or General Elections

There are minimum costs incurred in preparing for and conducting elections, including but not limited to assistance with filing of candidacy papers; layout, translation, and proofreading of ballots, the County Voter Information Guide (CVIG), eBooks, and Remote Accessible Vote by Mail Ballots (RAVBM) CVIGs printed in the mandated languages; recruitment and training of bilingual election workers; and provision of election supplies. Ballots are prepared in the following formats: Optical Scan Ballots (paper ballots), Touch Screen Ballots, Audio Ballots, and RAVBM ballots. In addition, the CVIG contains a sample of the ballot. Logic and accuracy tests are performed on Ballot Marking Devices. Equipment and supplies are delivered and picked up from the vote centers. Due to increases in labor costs, services, and supplies, the proposed amendment increases the minimum charge from \$6,342 to \$7,977 for the first item and \$2,286 for each additional item on the ballot with the same registration, plus the costs of legal publications and ballot printing in all mandated languages per contest for jurisdictions participating in an election.

#### Item A4. Minimum Charge for Jurisdictions That Do Not Go to Election Due to Insufficient Nominees

During nominations, the staff assists with the filing of the candidacy papers. If after the

close of nominations there are insufficient candidates, the Elections Code allows the designated governing body to appoint a qualified candidate to the office. This process requires hours of staff time. Staff updates contests in the Election Management Information System (EIMS), prepares cover letters, certificates, and notices of eligibility, oaths of office, and board transmittal and resolutions. In lieu of the election base fees, a minimum fee is charged, plus a share in the cost of legal publications per district per contest. Due to increases in labor costs, services, and supplies, the proposed amendment increases the minimum charge for special districts in which the candidates are appointed by the Board of Supervisors from \$2,136 to \$2,406. For a school district that makes its own appointment, the proposed minimum fee is \$2,061. For a city that makes its own appointment and has a city election official primarily interfacing with candidates, the proposed minimum fee is \$1,464.

#### Items A5.1 to A5.4. Voter Information Pages – Measure

The voter information pages in a measure may include text pages, County Counsel or city attorney impartial analysis, argument in favor of the measure, argument against the measure, rebuttal to argument in favor of the measure, and rebuttal to argument against the measure. The fixed fees for measure pages are comprised of the charges from the vendor for the typeset and proofing in five languages (English, Spanish, Vietnamese, Chinese, and Tagalog), and translation in four languages (Spanish, Vietnamese, Chinese, and Tagalog). It also includes the manhours of ROV staff spent formatting, proofing, and handling for both paper and Web versions of CVIGs in the above five languages. The proposed amendment increases the fixed fees for the text of the measure per half page of 400 words from \$4,280 to \$4,821; for impartial analysis with up to 500 words from \$5,389 to \$ 6,072; for a page for argument in favor or argument against with up to 300 words from \$3,742 to \$ 4,377; and for a page for rebuttal to argument in favor or argument against with up to 250 words from \$ 3,054 to \$ 3,542. (Previously, the ordinance separately charged fees for the text of the measure on a full-page basis; following this amendment, a full page of text will be instead charged as two half pages.) Additional costs for the printing of the measure pages for five languages in CVIG will continue to apply.

#### Items A6.1 to A6.4. Voter Information Pages - Candidate Statements

Candidate statements are usually in 400-word, 250-word, or 200-word template pages. The fixed fees for candidate statements are comprised of the charges from the vendor for typeset and proofing in five languages (English, Spanish, Vietnamese, Chinese, and Tagalog), and translation in four languages (Spanish, Vietnamese, Chinese, and Tagalog). It also includes ROV staff-hours in formatting, proofing, and handling for both paper and Web versions for CVIGs in the above five languages. In the proposed amendment, the cost of a 200-word candidate statement for Superior Court Judge remains unchanged at 1% of annual salary. The proposed amendment increases the fixed fees for a 400-word candidate statement from \$4,091 to \$4,711; for a 250-word candidate statement from \$3,176 to \$3,625; and for a 200-word candidate statement from \$2,713 to \$3,100. Additional costs for the printing of the candidate statements for five languages in CVIG

will continue to apply.

Items A7 to A8. Research and Compilation, Certification Services, and Retrieval Services

These fees are charged most frequently to law firms that require certified documents related to bond issues and to other persons or entities that request certain information that requires staff time. The proposed amendment increases research fees from \$108 to \$128 minimum and certification services fees from \$94 to \$102 per certificate.

Items B1 to B2. Miscellaneous Voter and Election Information

These are fees charged for various voter and election related information, such as voter files countywide, by district, by party, by precincts, street and vote center listings, voter turnout, and consolidations cross references. The proposed amendment increases fees for both the electronic version of Voter File and other miscellaneous election information from \$132 to \$152.

Items C1 to C2. Vote by Mail Voter Information

These fees usually involve an initial request followed up by daily or weekly updates. The proposed amendment increases the fee for the initial request from \$132 to \$151 and the fees for updates from \$66 to \$75.

Items D1 to D2. Precinct Maps

These are fees charged for the sale of various maps to the public. The fees vary with map sizes. The proposed amendment increases the set-up fee for printer or plotter maps and digital custom maps by district from \$115 to \$130. Additionally, the proposed amendment increases the printing fee for various map sizes: from \$12 to \$20 for size 17x22; from \$20 to \$30 for size 22x34; from \$25 to \$40 for size 34x44; and from \$30 to \$50 for size 40x60. The proposed amendment removes fees for black and white precinct maps and for 11" x 17" maps due to lack of demand, as requesters can download precinct maps online and print 11" x 17" maps on their personal printers.

Items E1 to E2. Fair Political Practices Commission (FPPC) Reports

No changes are proposed for these fees because State law sets these fees and State law has not changed these fees.

Items F1 to F2. Photocopies, Postage and Handling

No changes are proposed for the copy fees. Actual costs are charged for the postage and handling.

Items G1 to G3. Miscellaneous Services

For services on petition signature verification, redistricting, and recount charges, the requesting jurisdictions and members of the public are charged with the actual costs of

labor, services, and supplies.

### **CHILD IMPACT**

The recommended action will have no/neutral impact on children.

### **SENIOR IMPACT**

The recommended action will have no/neutral impact on seniors.

### **SUSTAINABILITY IMPLICATIONS**

The recommended action will have no/neutral sustainability implications.

### **BACKGROUND**

The Board of Supervisors has the authority to increase or decrease fees which are otherwise authorized based on the amount reasonably necessary to recover the cost of providing the product or service. The costs recovery for the various fees are authorized by California Elections Code §§ 2184, 10002, 10520, 13307, 13307.5, and 15624; California Education Code §§ 5421 and 5422; and California Government Code §§ 6253.9, 26831, 26854, 27364, 54985, 54986, and 81008. The fee may be an average cost and may include certain indirect costs incurred to provide the product or service.

The Board of Supervisors enacted Section A34-24 of the County of Santa Clara Ordinance Code on January 29, 2002, which authorizes the ROV to charge and collect fees for various services.

The fees are calculated based on the current year's annual budget, operating expenditures less adjustments, excludable expenditures, and reimbursements from federal, state, and other sources. The costs of County, state, and federal elections are borne by the ROV to the extent not offset by state and federal funds. The proposed fees are therefore intended to cover only the costs for administering city, school district, and special districts elections and are not intended to pass along any County, state, or federal election costs. With the increase in inflation over the past two years, the operating costs of ROV have increased, but fees that are not recovering actual costs have not increased. Therefore, ROV recommends adjusting the fees as listed in Attachment A.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Registrar of Voters will be unable to implement the reviewed and updated fee schedule and recover actual costs incurred.

### **STEPS FOLLOWING APPROVAL**

Upon approval by the Board of Supervisors, the ordinance amending Section A34-24 will be effective after the second reading by the Board of Supervisors in the next regularly scheduled meeting. The Clerk of the Board will update Section A34-24 of the Ordinance

Code of the County Ordinance to reflect the approved new fee schedule, and shall notify Shannon Bushey, Matt Moreles, and Virginia Bloom, in the Office of the Registrar of Voters.

**ATTACHMENTS:**

- NS-300.984 Fees Ordinance – Red Line Version
- NS-300.984 Signed Fees Ordinance
- Attachment 1 – 2024 Registrar of Voters Fees Schedule
- Attachment 2 – 2024 Registrar of Voters Fees and Charges Review Checklist



**COUNTY OF SANTA CLARA  
REGISTRAR OF VOTERS  
FEES SCHEDULE**

CURRENT ITEM NUMBER	DESCRIPTION	CURRENT	PROPOSED
		EFFECTIVE 07/01/2022	EFFECTIVE 07/01/2024
<b>A. ELECTION SERVICES</b>			
A1	BASE CHARGES FOR JURISDICTIONS PARTICIPATING IN A PRIMARY AND GENERAL ELECTIONS	\$2.87 PER REGISTERED VOTER FOR FIRST ITEM AND \$0.82 FOR EACH ADDITIONAL ITEM WITH THE SAME REGISTRATION ON THE BALLOT, PLUS SHARE IN THE COSTS OF LEGAL PUBLICATIONS, AND BALLOT PRINTING IN THE MANDATED LANGUAGES	\$3.35 PER REGISTERED VOTER FOR FIRST ITEM AND \$0.96 FOR EACH ADDITIONAL ITEM WITH THE SAME REGISTRATION ON THE BALLOT, PLUS SHARE IN THE COSTS OF LEGAL PUBLICATIONS, AND BALLOT PRINTING IN THE MANDATED LANGUAGES
A2	SPECIAL ELECTIONS (ALL ELECTIONS OTHER THAN PRIMARY AND GENERAL)	ACTUAL COSTS OF LABOR, SERVICES, SUPPLIES, AND ELECTION MATERIALS IN THE MANDATED LANGUAGES COMPUTED AFTER EACH ELECTION	ACTUAL COSTS OF LABOR, SERVICES, SUPPLIES, AND ELECTION MATERIALS IN THE MANDATED LANGUAGES COMPUTED AFTER EACH ELECTION
A3	MINIMUM CHARGES FOR JURISDICTIONS PARTICIPATING IN A PRIMARY OR GENERAL ELECTION WITH LESS THAN 2382 REGISTEREDVOTERS	\$6,342 FOR FIRST ITEM AND \$1,812 FOR EACH ADDITIONAL ITEM ON BALLOT WITH THE SAME REGISTRATION, PLUS SHARE IN COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING IN ALL MANDATED LANGUAGES	\$7,977 FOR FIRST ITEM AND \$ 2,286 FOR EACH ADDITIONAL ITEM ON BALLOT WITH THE SAME REGISTRATION, PLUS SHARE IN COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING IN ALL MANDATED LANGUAGES
A4	MINIMUM CHARGES FOR JURISDICTIONS THAT DO NOT GO TO ELECTION	\$2,136 FOR SPECIAL DISTRICT PER CONTEST, \$1,201 FOR CITY PER CONTEST, AND \$1,837 FOR SCHOOL DISTRICT PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS	\$2,406 FOR SPECIAL DISTRICT PER CONTEST \$1,464 FOR CITY PER CONTEST, AND \$2,061 FOR SCHOOL DISTRICT PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS
A5.1	VOTER INFORMATION PAGES - MEASURE TEXT PAGES	\$8,522 FIXED FEE PER 800-WORD FULL PAGE AND \$4,280 FIXED FEE PER 400-WORD HALF PAGE, BOTH IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE TEXT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$4,821 FIXED FEE PER 400-WORD HALF PAGE, IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE TEXT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.2	VOTER INFORMATION PAGES - MEASURE IMPARTIAL ANALYSIS	\$5,389 FIXED FEE PER 500-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE IMPARTIAL ANALYSIS PAGE IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$6,072 FIXED FEE PER 500-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE IMPARTIAL ANALYSIS PAGE IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.3	VOTER INFORMATION PAGES - MEASURE ARGUMENTS	\$3,742 FIXED FEE PER 300-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$4,377 FIXED FEE PER 300-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.4	VOTER INFORMATION PAGES - MEASURE REBUTTALS	\$3,054 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$3,542 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE REBUTTAL PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)

A6.1	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - SUPERIOR COURT JUDGES	1% OF ANNUAL SALARY PER 200-WORD PAGE IN FIVE LANGUAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	1% OF ANNUAL SALARY PER 200-WORD PAGE IN FIVE LANGUAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.2	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 400 WORDS	\$4,091 FIXED FEE PER 400-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$4,711 FIXED FEE PER 400-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.3	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 250 WORDS	\$3,176 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$3,625 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.4	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 200 WORDS	\$2,713 FIXED FEE PER 200-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$3,100 FIXED FEE PER 200-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A7	RESEARCH AND COMPILATION SERVICES	\$108.00 MINIMUM AND \$108.00 PER HALF-HOUR INCREMENT	\$128 MINIMUM AND \$128 PER HALF-HOUR INCREMENT
A8	CERTIFICATION SERVICES	\$94.00 PER CERTIFICATE	\$102 PER CERTIFICATE
<b>B. MISCELLANEOUS VOTER AND ELECTION INFORMATION</b>			
B1	VOTER FILE - ELECTRONIC VERSION	\$132.00	\$152.00
B2	OTHER MISCELLANEOUS ELECTION INFORMATION - ELECTRONIC VERSION	\$132.00	\$152.00
<b>C. VOTE BY MAIL VOTER INFORMATION</b>			
C1	INITIAL REQUESTS ELECTRONIC VERSION	\$132.00	\$151.00
C2	UPDATES - DAILY OR WEEKLY ELECTRONIC VERSION	\$66.00	\$75.00
<b>D. PRECINCT MAPS</b>			
D1	ORIGINAL PRINTER OR PLOTTER MAPS SET UP FEE PER DISTRICT MAP, PLUS MATERIALS CHARGE AS FOLLOWS:	\$115.00 SET-UP FEE	\$130 SET-UP FEE
	PRINTING FEE		
	17 X 22	\$12.00 PER PAGE	\$20 PER PAGE
	22 X 34	\$20.00 PER PAGE	\$30 PER PAGE

	34 X 44	\$25.00 PER PAGE	\$40 PER PAGE
	40 X 60	\$30.00 PER PAGE	\$50 PER PAGE
D2	DIGITAL MAPS (CUSTOM) MAPS BY DISTRICT	\$115.00 SET-UP FEE	\$130 SET-UP FEE
<b>E. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REPORTS</b>			
E1	FPPC PHOTOCOPIES	\$0.10 PER PAGE	\$0.10 PER PAGE
E2	FPPC RETRIEVAL FEE (MORE THAN FIVE YEARS OLD) SINGLE REQUEST OF ONE OR MORE REPORT AND STATEMENT	\$5.00 PER REQUEST PLUS \$0.10 PER COPY	\$5 PER REQUEST PLUS \$0.10 PER COPY
<b>F. PHOTOCOPIES, POSTAGE, AND HANDLING</b>			
F1	DOCUMENT PHOTOCOPIES	\$0.10 PER PAGE	\$0.10 PER PAGE
F2	POSTAGE & HANDLING	ACTUAL COST OF POSTAGE AND HANDLING	ACTUAL COSTS OF POSTAGE AND HANDLING
<b>G. MISCELLANEOUS SERVICES</b>			
G1	PETITION SIGNATURE VERIFICATION	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS
G2	REDISTRICTING	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES IN MAILING NOTICES TO ALL REGISTERED VOTERS IN THE DISTRICTS	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES IN MAILING NOTICES TO ALL REGISTERED VOTERS IN THE DISTRICTS
G3	RECOUNT	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES CALCULATED IN ACCORDANCE WITH THE ELECTIONS CODE	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES CALCULATED IN ACCORDANCE WITH THE ELECTIONS CODE

# **BURBANK SANITARY DISTRICT**

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## **10. UNFINISHED BUSINESS**

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



**May 11, 2024**  
**Burbank Sanitary District Neighborhood Clean-Up**  
**7-11 AM (or until bins reach full capacity)**

GreenWaste Staff in Attendance:
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<b>Total Visits: 430</b>	<b>Total Tonnage: 50.32</b>
Victor Torres	April Menes
Jimmy Pula	Claudia Reyes
Russell Harmon	Carla Lapitan
Aaron Ramirez	Ramona Contreras
Willis Pacheco	Elisha Cortes
David Romero	Norma Coello
Ereida Atayde	Jazmin Alvarado
Ashley Picanco	Valery Ruiz

Prior to the event on Wednesday, May 8, 2024, members of our operations team placed the encroachment permit alongside the A-Frames “No Parking” signs in the approved and designated streets. On Friday, May 10, 2024, we were scheduled to meet with Senior Inspector Gilbert Garcia from Santa Clara County’s Roads, and Airports Department. Our team was on-site to ensure A-frames, parking signs and encroachment permits were placed correctly throughout the neighborhood the day before the clean-up on Friday, May 10, 2024.

On Saturday, May 11, 2024, we held Burbank Sanitary District’s annual Neighborhood Clean-Up Day. Our operations team arrived promptly at 6:30 AM and the event began at 7 AM.

At Luther Burbank Elementary School District, GreenWaste set up an outreach booth and table. Our team prepared an informational one-page sorting guide ready to distribute to Burbank residents. The one-page sorting guide included examples of the diverse types of materials that are allowed in each of their respective gray, blue and/or green carts. GreenWaste also set up an electronic waste station and compost giveaway at the same location. The organic compost giveaway was a success amongst the residents, and some even came back for a second or third trip to claim additional bags. A total of four hundred organic compost bags were distributed to residents.

Throughout the day, our team ensured that we had a customer service representative and extra helpers stationed at the different bin locations to help maintain the flow of foot and car traffic. By having our team members spread out, we were able to help delegate the types of materials being disposed of, making sure they were appropriate and stayed within the guidelines of the clean-up flyer.

Many of the residents participated in the event and many of them were able to present their flyers. For those who did not have them, we asked for their GreenWaste invoice or their ID in place as proof of residency within Burbank. We experienced some residents who did not have either form of verification; however, they were able to go home and come back with proper verification. GreenWaste Route Supervisors actively drove throughout



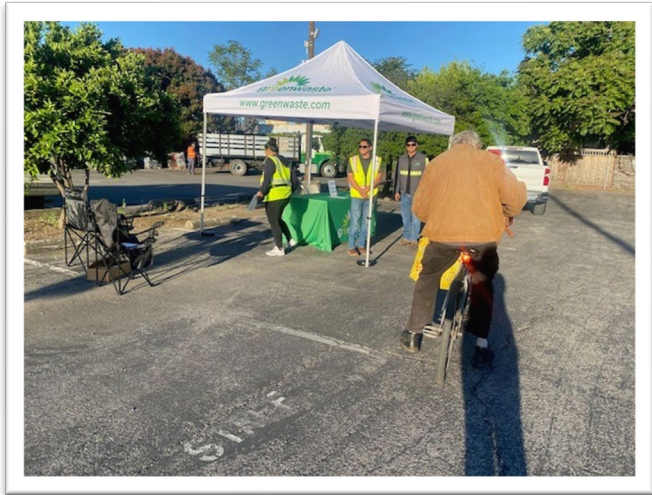
the neighborhood and visited the various bin locations to help assist with any questions from our team and fellow residents pertaining to the clean-up event.

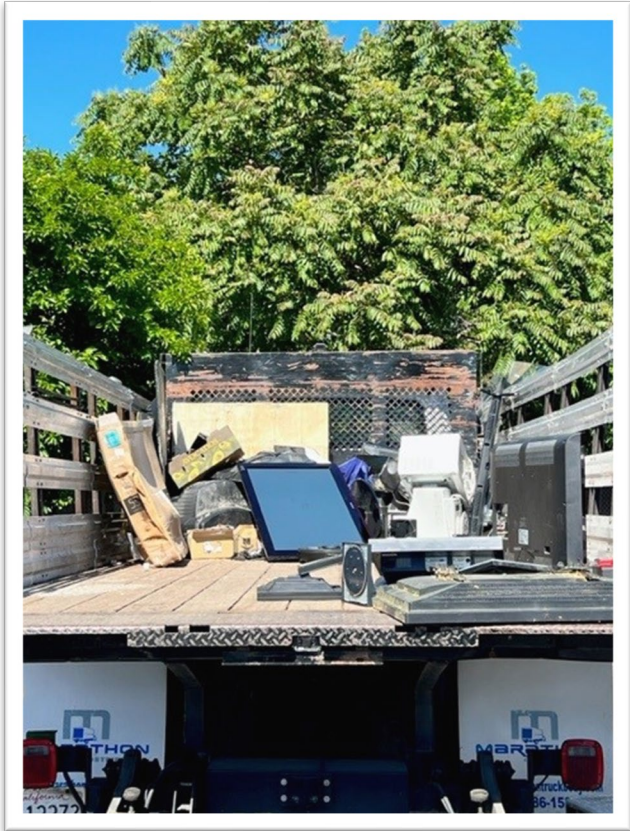
Our team and one of our Route Supervisors, Aaron Ramirez did experience a resident who expressed that she was frustrated and unhappy about GreenWaste arriving to the neighborhood early morning on a weekend. She did not want to share any of her information. We explained this was a special circumstance since we were there to set up for the Clean-Up event.

On the corner of Olive St., and Cleaveland Ave., there was illegal dumping of a washer, dryer, and mattress (see attached photo, pg. 5). Last year's clean-up day, our team experienced the same issue of illegal dumping in the same corner. The washer and dryer appeared to belong to an individual who was not a Burbank resident and tried to use a clean-up flyer that was given to him by another Burbank resident he seemed to know. When our team asked for the gentleman's ID, he had a City of Gilroy address. The Town's Secretary Pete Sclafani was aware of the situation and spoke to the resident who shared the flyer and reminded them that this was not okay, and we ended up loading the items in our bin.

By 10:30-10:45 AM all of the twenty-two bins were full and by 11 AM we started wrapping up the clean-up event. Despite a few minor hiccups, the event ran smoothly, and we look forward to next year's event.











GreenWaste Recovery LLC  
610 E Gish Road, San Jose, CA 95112  
O: (408) 938-4930  
[www.greenwaste.com](http://www.greenwaste.com)

April 1, 2024

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

**RE: Annual Rate Increase**

Dear Mr. Porter

We have calculated the new rates for Waste Collection as specified in the Collection Service Agreement effective July 1, 2016, ARTICLE 4, Section 4.02. Enclosed is the calculation of the CPI adjustment, a copy of the indexes from the Bureau of Labor Statistics website, and new rate schedules effective July 1, 2024.

The CPI increase is 2.37%, as calculated in the attachments to this letter.

If you have any questions, please feel free to call me at (347) 602-1131 or e-mail me at [James.Redmond@greenwaste.com](mailto:James.Redmond@greenwaste.com).

Yours very truly,

James Redmond  
Chief Financial Officer

**GreenWaste Recovery, LLC**

**Burbank Sanitary District**  
Annual Rate Adjustment  
Effective: July 1, 2022

**Consumer Price  
Index  
All Items - CPI (U)**  
SF Bay Area

February 2024 Index	345.151
February 2023 Index	337.173
<i>Difference</i>	7.978
<b>Adjustment Percentage</b>	<b>2.37%</b>

## Consumer Price Index for All Urban Consumers (CPI-U)

**Series Id:** CUURS49BSA0


Not Seasonally Adjusted

**Series Title:** All items in San Francisco-Oakland-Hayward, CA, all urban consumers, not seasonally adjusted

**Area:** San Francisco-Oakland-Hayward, CA

**Item:** All items

**Base Period:** 1982-84=100

**Download:**  [xlsx](#)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2012		236.880		238.985		239.806		241.170		242.834		239.533	239.650	238.099	241.201
2013		242.677		244.675		245.935		246.072		246.617		245.711	245.023	243.894	246.152
2014		248.615		251.495		253.317		253.354		254.503		252.273	251.985	250.507	253.463
2015		254.910		257.622		259.117		259.917		261.019		260.289	258.572	256.723	260.421
2016		262.600		264.565		266.041		267.853		270.306		269.483	266.344	263.911	268.777
2017		271.626		274.589		275.304		275.893		277.570		277.414	274.924	273.306	276.542
2018		281.308		283.422		286.062		287.664		289.673		289.896	285.550	282.666	288.435
2019		291.227		294.801		295.259		295.490		298.443		297.007	295.004	293.150	296.859
2020		299.690		298.074		300.032		300.182		301.736		302.948	300.084	299.109	301.059
2021		304.387		309.419		309.497		311.167		313.265		315.805	309.721	306.724	312.718
2022		320.195		324.878		330.539		328.871		332.062		331.222	327.060	323.408	330.711
2023		337.173		338.496		340.056		340.094		341.219		339.915	339.050	337.689	340.411
2024		345.151													

Burbank

# RECYCLABLES | Reciclables

Material must be clean and dry

Material debe estar limpio y seco.



**Plastic**  
Plástico




**Paper, Cardboard, and Cartons**  
Papel y Cartón



**Glass**  
Vidrio



**Metal**  
Metal

 **Do not put these items in your blue cart:**  
No coloque estos artículos en su contenedor azul:



**No Food**  
No Comida



**No Batteries**  
No Pilas



**No Hazardous Waste**  
No Residuos Peligrosos



**No Liquids**  
No Líquidos



**No Garbage**  
No Basura

Burbank

# YARD TRIMMINGS

Recortes de Jardín



## Yard Trimmings Recortes de Jardín



**Do not put these items in your green cart:**  
No coloque estos artículos en su contenedor verde:



**No Recyclables**  
No Reciclables



**No Batteries**  
No Pilas



**No Dirt**  
No Tierra



**No Hazardous Waste**  
No Residuos Peligrosos



**No Food**  
No Comida

Burbank

# MIXED COMPOSTABLES

## Orgánicos Mixtos



### Food Scraps and Food Soiled Paper

Desechos de Comida y Papel Manchado con Comida



### Garbage

Basura



**Do not put these items in your gray cart:**

No coloque estos artículos en su contenedor gris:



**No Recyclables**  
No Reciclables



**No Batteries**  
No Pilas



**No Hazardous Waste**  
No Residuos Peligrosos



**No Yard Trimmings**  
No Recortes de Jardín



**2023**

# **Sustainability Report**

*this vehicle powered by*  
  
**RENEWABLE  
FUEL**



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**FORWARD-LOOKING STATEMENTS:** This report contains “forward-looking statements” that may include but are not limited to statements about integration of the acquisition and outcomes of the acquisition, including future operations, synergies, cost savings, and impact on earnings, cash flow, revenue, return on capital, shareholder returns, strength of the balance sheet or credit ratings, future capital allocation, and future leverage ratio, which are made pursuant to the safe harbor provisions of the Private Securities Litigation Reform Act of 1995. Words such as “expect,” “likely,” “outlook,” “forecast,” “preliminary,” “would,” “could,” “should,” “can,” “will,” “project,” “intend,” “plan,” “goal,” “guidance,” “project,” “target,” “continue,” “sustain,” “objective,” “synergy,” “on track,” “believe,” “seek,” “estimate,” “anticipate,” “may,” “possible,” “assume,” and variations of such words and similar expressions are intended to identify such forward-looking statements. Potential investors and other readers should view these statements with caution and should not place undue reliance on such statements. Any forward-looking statement made by GreenWaste is based on information and estimates currently available and known to GreenWaste as of the date the statement is made. Such forward-looking statements are not guarantees of performance and are subject to risks and uncertainties that could cause actual results to be materially different from those, whether express or implied, set forth in such forward-looking statements, including but not limited to, general economic and capital markets conditions; acts of war, terrorism, natural disaster, public health risk and other impacts, including increased costs, social and commercial disruption, service reductions and other adverse effects on business, financial condition, results of operations and cash flows; legal proceedings that may be instituted related to the acquisition; unexpected costs, charges or expenses; disruption from the transaction impacting business relationships and operations; inability to timely or failure to successfully close or integrate the acquisition, implement plans, obtain permits, realize anticipated synergies or obtain results anticipated; and other risks and uncertainties described in GreenWaste’s financial reporting. Except to the extent required by law, GreenWaste does not assume any obligation to publicly update any forward-looking statement that may be made from time to time, whether written or oral, including financial estimates and forecasts, whether as a result of new or future information, events, circumstances, developments or otherwise.



# Our 2023 Sustainability Update

## Leading the Way to a Greener, Better World

In our 2023 sustainability report update, we proudly highlight our ongoing commitment to and progress toward a greener, more equitable future, aligning with our fundamental values of sustainability, diversity, community, and inclusivity. By transforming waste into renewable products and promoting recycling and reuse, we're reducing our environmental footprint and supporting our customers in doing the same.

Just one year after setting our baseline, we achieved a significant milestone: **a 36.3% reduction in our total combined Scope 1 and Scope 2 emissions from our 2022 baseline**, bringing us closer to our 2030 goal of reducing Scope 1 and Scope 2 emissions by 45%. Importantly, as a testament to our 'green-first' philosophy, these are actual emissions reductions, primarily achieved through our complete transition in 2023 to 100% renewable fuels powering our off-road, heavy equipment, in addition to our prior transition to 100% renewable or alternative fuel collection fleet.

Our commitment extends beyond environmental action. We champion a 93% racially diverse workforce, and are proud of our 75% internal promotion rate. Moreover, our enhanced safety programs and significant investments in advanced technology help safeguard our dedicated employees and communities and optimize our operations.

As a responsible corporate citizen, we celebrate our sustainability accomplishments while moving confidently toward a sustainable future and continuing to foster stakeholder trust.



A handwritten signature in black ink that reads "Tracy M Adams".

**Tracy Adams**  
President and Chief Executive Officer

# Our Sustainability Program

**In 2023, our ESG program sharpened its focus on sustainability initiatives, tangible emissions reductions, workplace safety successes, and enhanced reporting.**

In addition to our Global Reporting Initiative (GRI) reporting in 2023, we added Task Force on Climate-related Financial Disclosures (TCFD) reporting and Science Based Targets (SBTi) commitment.<sup>1</sup> By reporting under these ESG frameworks, we both maintain and expand our transparent and structured system for assessing, monitoring, and communicating our ESG performance.

## **TRACKING, MEASURING AND REPORTING SUCCESS**

In 2023, we tracked, measured, and assessed our Environmental, Social, and Governance (ESG) performance against our ESG benchmarks and baseline established in 2022. We focused on selecting key performance indicators (KPIs), with progress evaluated quarterly by our Executive Leadership Team (ELT) and the Board of Directors ESG Committee. By using data-driven progress tracking and metrics to inform our strategic business decisions and priorities, we ensure both accountability and tangible advancement toward our sustainability goals.

GreenWaste conducted a limited materiality assessment in 2022 based on interviews with internal and external stakeholders, which we continued to follow in 2023. The assessment identified community engagement, environmental innovation/technology, business ethics, employee retention/diversity/culture, and safety/safety culture.

Our ESG reporting reflects our longstanding dedication to environmental stewardship, social responsibility, and governance excellence. We voluntarily reported 2023 data to established ESG frameworks such as GRI and TCFD. Our ESG data is annually verified, adhering to rigorous, globally recognized ISO 14064-3:2019 standards, reinforcing the integrity and reliability of our data and reporting.<sup>2</sup> We also conducted a climate scenario analysis in 2023 to help identify our potential climate-related risks and opportunities. Further, we transparently report our diversion and recycling rates to customers and municipalities, as well as to CalRecycle. Our resource recovery facility diversion and recycling rates are certified by the Recycling Certification Institute (RCI), which independently verifies the accuracy of reported recycling rates.<sup>3</sup>

# Environmental: Our Commitment to a Greener World

## Reducing our GHG Emissions Footprint

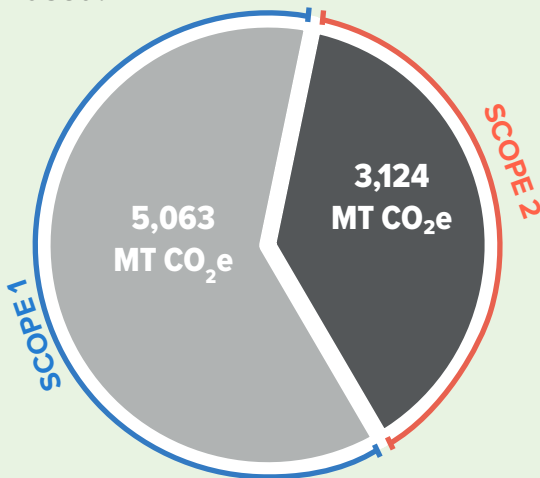
As Northern California’s premier material and resource recovery and recycling company, our dedication to sustainability and environmental stewardship is unwavering. Our strategic shift to using 100% renewable and alternative fuel sources in our collection fleet, support vehicles, and off-road equipment, combined with efforts to improve operational efficiencies and embed sustainable practices throughout our operations, has led to a notable reduction in our carbon footprint. These efforts are crucial steps toward achieving our long-term goals of sustainability and reaching net zero emissions.

In 2023, our Scope 1 GHG emissions were 5,063 MT CO<sub>2</sub>e (metric tons of CO<sub>2</sub> equivalent). Our 2023 biogenic emissions were 12,143 MT CO<sub>2</sub>e. Scope 1 emissions were decreased by 5,127 MT CO<sub>2</sub>e from 2022 to 2023 – an approximate 50% emissions reduction from our baseline. This noteworthy reduction highlights GreenWaste’s 2023 pivotal shift to exclusively using 100% renewable fuels in our off-road, heavy equipment fleet.

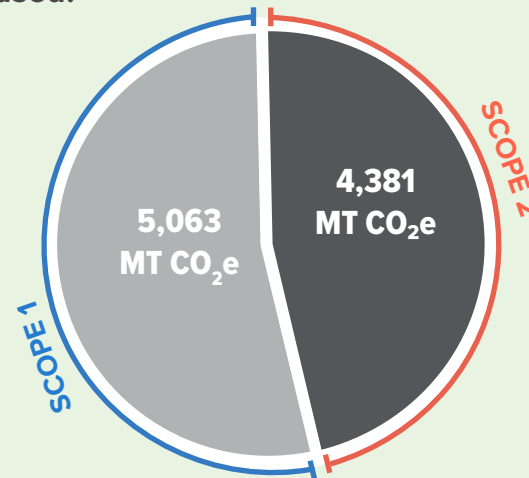
In 2023, our Scope 2 GHG emissions were 3,124 MT CO<sub>2</sub>e (location-based<sup>4</sup>) or 4,381 MT CO<sub>2</sub>e (market-based).<sup>5</sup> Scope 2 emissions were decreased by 758 MT CO<sub>2</sub>e using the location-based method and 250 MT CO<sub>2</sub>e using the market-based method – a 8% and 5% emissions reduction, respectively.

### SCOPE 1 AND SCOPE 2 GHG EMISSIONS INVENTORY

Location Based:



Market Based:



# We significantly reduced our annual total combined Scope 1 and Scope 2 GHG emissions by 36.3% against our 2022 baseline.

## OFF-ROAD EQUIPMENT TRANSITION TO RENEWABLE AND ALTERNATIVE FUELS

We completed our transition to using renewable fuels in off-road equipment across our facilities in 2023, furthering our emission reduction efforts. Due to the timing of the transition, we expect an additional related Scope 1 emissions reduction in 2024.

Our 100% prior transition to and investment in a collection fleet powered by renewable and alternative fuel, including electric, renewable diesel and renewable natural gas (RNG), also continues to keep our Scope 1 emissions low.

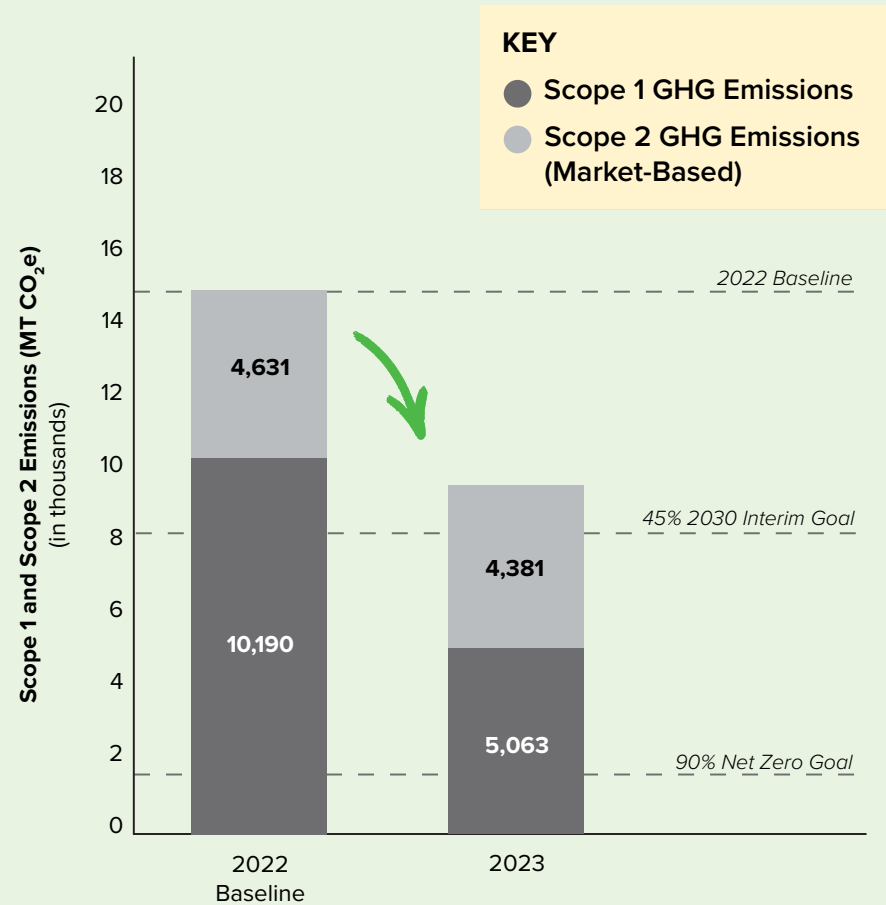
## RENEWABLE ELECTRICITY ADOPTION

The strategic regulatory shift toward renewable-sourced electricity will play a pivotal role in diminishing our Scope 2 emissions. We received a reduction in Scope 2 emissions in 2023 due to this shift and use of specific supplier emission factors, where available, and anticipate further reductions with the greening of the California energy grid and our investments in sourcing more renewable energy such as solar.

## OPERATIONAL EFFICIENCIES

We continued to review optimization of energy-efficient practices in our material and resource recovery, composting, and offices to reduce our overall energy consumption. In 2023 we made some additional energy-efficient decisions in designing our corporate office renovation and replacing some lights and sensors at our field offices.

### SCOPE 1 AND SCOPE 2 GHG EMISSIONS VS. BASELINE



## Greening Our Fleet: Driving to Net Zero Emissions

**GreenWaste has been at the forefront of green transportation.** We prioritized sustainability and adopted renewable fuel sources and zero-emission vehicles (ZEVs) in our fleet. Notably, we proactively transitioned our collection fleet to be 100% powered by renewable or alternative fuels and invested in and commercially operated the world's first full-sized electric side-loading waste collection truck. **In 2023, we completed our heavy equipment fleet transition to 100% renewable fuel.**

### 2023 ACCOMPLISHMENTS

- Completed transition to renewable red-dye diesel for our off-road fleet.
- Invested in additional ZEV collection fleet vehicles and EV charging stations.
- Determined the feasibility and priority of electrification by evaluating opportunities for public-private partnerships and grants, fast charging infrastructure and the operational demands of each vehicle, considering factors like daily mileage, route complexities, and load capacities.

### REGULATORY LANDSCAPE

The State of California's Advanced Clean Fleet (ACF) regulation is accelerating the transition to ZEVs as part of the State of California's broader effort to reduce GHG emissions, improve air quality, and achieve carbon neutrality. Starting in 2025, the regulation requires retiring internal combustion engine vehicles at the end of their useful life. Alternatively, ZEVs can be progressively phased in using specific milestone percentages, depending on vehicle type and usage, beginning in 2025, with a full ZEV fleet expected in 2042. Under ACF, off-road vehicles and equipment operations are expected to be zero emissions by 2035.

## Harnessing Solar Energy: Illuminating our Path to Net Zero

To effectively reduce our emissions footprint and achieve our sustainability goals, we recognize the significant role that capturing solar energy can play in our strategy. **Investing in additional solar energy capture and storage reduces our carbon footprint, enhances our resilience, offers economic benefits, and supports our position as a leader in sustainable business practices.**

### 2023 ACCOMPLISHMENTS

- Determined additional solar potential at our locations. Factors such as energy demand, installation feasibility, sunlight duration, intensity, and angles were evaluated to initially select sites with the highest solar energy generation potential. We further assessed site available space, structural integrity for rooftop installations, and open ground areas for ground-mounted panels and/or canopies.
- Performed maintenance of solar PV installations to increase performance and efficiency.

### REGULATORY LANDSCAPE

In 2023, the State of California, through its California Energy Commission (CEC), was the first state to mandate that all new and some retrofit commercial buildings must have solar photovoltaic (PV) and energy storage systems installed, including new permit applications under the 2022 Building Energy Efficiency Standards. California Public Utilities Commission (CPUC) and local utilities such as PG&E also have specific interconnection standards associated with PV energy installations. California employs a Distributed Energy Resources (DER) plan, for coordination across utility and regulatory requirements for seamless grid integration.

## Optimizing Efficiencies: Building Net Zero

GreenWaste has implemented a mix of technological, operational, and energy building efficiency measures, and continues to prioritize energy-saving initiatives in furtherance of our sustainability goals. GreenWaste incorporates green standards and efficiencies in permitting, operating, and maintaining our buildings and has implemented a solar installation and energy capture program to decrease our dependence on the electricity grid and non-renewable energy sources. **Employing operational efficiencies within our fleet and processing facilities can reduce emissions through reduction in use of electricity and fuel.**

### SELECTED ACCOMPLISHMENTS TO DATE

- Installed LED lighting and occupancy sensors to reduce energy consumption.
- Installed appropriately-sized, energy-efficient heating, ventilation, and air conditioning (HVAC) systems in buildings and implemented regular maintenance schedules for efficient HVAC operations.
- Utilized smart building systems to optimize energy use, heating, and cooling based on occupancy and time-of-day.
- Committed to achieving U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) measures or certification for new building construction projects and maintaining such for existing certifications.
- Investigated federal, state, and local incentives, rebates, or grants for adopting energy efficiencies.
- Dynamically optimized route review using advanced routing software and GPS to reduce mileage and fuel consumption.

### REGULATORY LANDSCAPE

The State of California requires compliance with its Building Energy Efficiency Standards and first-in-the-nation mandatory California Green Building Standards Code (CalGreen). These standards, updated every three years, mandate energy-saving measures in buildings to reduce energy consumption, thereby lowering GHG emissions. Compliance with the 2022 energy efficiency standards, including installing solar PV panels and battery storage systems, is currently mandatory for all new building permit applications. These regulations promote cost-effective GHG emission reductions through reducing energy usage, contributing to net zero energy systems and investing in and using renewable energy.

## Greening of the Grid: Decarbonizing Electricity

**Although GreenWaste already prioritizes use of renewable-sourced electricity and provides renewable electricity to the grid, the greening of the electric grid is a part of GreenWaste's decrease in emissions.** The State of California's strategies for achieving carbon neutrality will support our efforts to attain our GHG emission reduction targets.

### REGULATORY LANDSCAPE

The State of California's ambitious climate commitment requires carbon neutrality by 2045 as set forth in Assembly Bill 1279. Senate Bill 100 set interim requirements for renewable energy and zero-carbon resources to supply retail sales of electricity to end-use customers, including 60% by 2030. Senate Bill 1020 then set additional requirements of renewable energy and zero-carbon resources to supply 90% of retail sales of electricity to end-use customers by 2035, 95% by 2040 and 100% by 2045. Likewise, California Public Utilities Commission (CPUC) has committed to adding substantial capacities of solar, wind, and battery storage, aiming to reach 73% renewable energy by 2032.

# GreenWaste and the Circular Economy

## TRANSFORMING WASTE TO RESOURCE

In our commitment to sustainability, we embrace and advocate for the principles of a circular economy, a model aimed at minimizing use of raw materials and waste by extending the life cycle of products through the reuse or recycling of resources. Circularity encourages responsible and efficient use of resources, reducing environmental impact and contributing to a healthier, greener planet. We treat waste materials as valuable resources and specialize in facilitating their recovery, recycling, and reuse.

GreenWaste processes recyclables, construction and demolition waste, food waste, yard waste and trimmings, and mixed wastes, reclaiming valuable resources and materials from waste streams. Instead of these materials ending up in landfills, they are recovered, sorted, and redirected back into the supply chain, thereby reducing the need for new raw materials, minimizing environmental impact, and lowering GHG emissions associated with raw material processes.

By transforming waste into valuable resources, we play a crucial role in driving and supporting the circular economy, paving the way for a more sustainable, greener future and world.

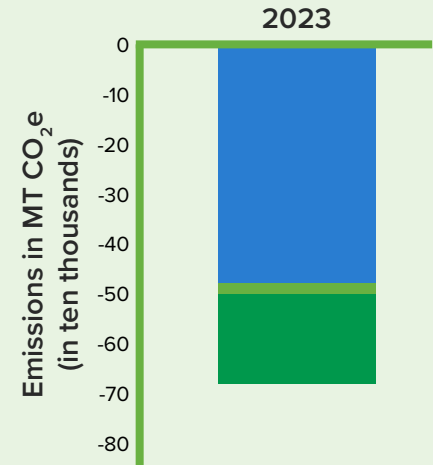
## AVOIDED EMISSIONS

Composting converts organic material through aerobic decomposition, resulting in a soil amendment rich in nutrients and beneficial for soil restoration and regenerative agriculture. Mulch is generally used for surface applications to control weeds, retain moisture, and protect against temperature extremes. In addition to its other environmental attributes, diverting organic waste from landfills to composting and mulching facilities reduces methane emissions from landfill decomposition, aligning with national GHG reduction goals and California's climate action strategy.

In 2023, GreenWaste processed 524,572 tons of organics, producing 179,714 tons of compost and mulch. Although we do not use avoided emissions as an offset in our ESG reporting, as calculated using California's Air Resources Board GHG Benefits Calculator Tool, by processing organics into valuable agricultural and landscape materials, we reduced GHG emissions by 111,000 MT CO<sub>2</sub>e. Adding compost to soil increases its ability to retain moisture and reduces soil erosion, further reducing emissions by an estimated 25,000 MT CO<sub>2</sub>e per ton of compost produced in 2023.

Compost also enriches the soil with essential nutrients, resulting in a GHG emissions reduction benefit of approximately 47,000 MT CO<sub>2</sub>e per ton of compost produced. The total avoided emissions for processing organics and producing compost is 183,000 MT CO<sub>2</sub>e.

## GREENWASTE'S ESTIMATED EMISSIONS AVOIDED



### KEY

- **Recycling**  
est. -478,000 MT CO<sub>2</sub>e in 2023
- **Anaerobic Digestion**  
est. -21,000 MT CO<sub>2</sub>e in 2023
- **Mixed Organics to Compost**  
est. -183,000 MT CO<sub>2</sub>e in 2023

# Organics Recovery and Diversion

In 2023, GreenWaste successfully diverted over 520,000 tons of yard waste, food scraps, and other organics from landfills through our comprehensive system of collection, material recovery, anaerobic digestion, and composting operations. Instead, these materials were converted into renewable energy or transformed into organic compost and mulch products certified by the Organic Materials Review Institute (OMRI).

## ORGANICS TO RENEWABLE ENERGY

Our GreenWaste Renewable Energy Digestion Facility is a transformative large-scale commercial dry fermentation anaerobic digestion facility. **In 2023, our facility produced 2.3 GWh of renewable energy, with SB 1383 environmental attributes, as well as over 70,000 tons of nutrient-rich compost feedstock (digestate) from organic waste.** This facility utilizes advanced technology to convert organics into clean energy (in the form of biogas) minimizing waste disposal and GHG emissions. The renewable energy we produce powers the facility, including the entire anaerobic digestion process, a perfect example of circularity in action.

## ORGANICS TO LANDSCAPE AND AGRICULTURAL PRODUCTS

We transform organic waste into valuable products like OMRI-listed organic compost and mulch, which support regenerative agriculture and landscaping, reducing the need for harmful chemicals. Use of our organic products revitalizes soil by returning nutrients to the earth, conserving water and encouraging healthy plant growth, which, in turn, increases agricultural productivity and yields.

### 2023 TOP LANDFILL DIVERSION BY MATERIAL TYPE

**In 2023, GreenWaste diverted 1,360,134 tons of material from disposal. Our top 2023 diverted materials by ton:**



**Organics**  
524,572 Tons



**Wood**  
147,603 Tons



**Aggregate**  
128,432 Tons



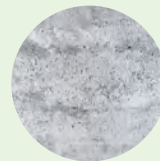
**Soil & Sand**  
99,029 Tons



**Cardboard**  
63,131 Tons



**Metals**  
43,663 Tons



**Concrete**  
38,794 Tons



**Glass**  
33,208 Tons



**Mixed Paper**  
21,649 Tons



**Plastics**  
15,756 Tons



**Sheetrock**  
12,381 Tons



**Aluminum**  
3,008 Tons



**Carpet**  
2,542 Tons



**E-waste**  
223 Tons



**Mattresses**  
148 Tons



**Tires**  
140 Tons



# Innovating to a Greener World

In 2023, GreenWaste piloted a number of new technologies and innovations aimed at improving the recycling and circularity of difficult-to-recycle materials, decreasing landfill waste, and reducing environmental impact.



## OMRI-LISTED COMPOST BLENDS

In 2023, GreenWaste began offering new OMRI-certified<sup>6</sup> landscape compost blends made from food scraps and other organic materials processed from residential and commercial mixed waste. GreenWaste certified-organic landscape compost blends are suitable for building design projects seeking Leadership in Energy and Environmental Design (LEED) certification.

## ZERO WASTE SPONSOR AT VERGE 23

GreenWaste was the Zero Waste sponsor at GreenBiz's annual VERGE climate tech conference. Without any required change in attendees' waste sorting or recycling behavior, we successfully diverted 90% of the waste generated during the conference, significantly contributing to the event's sustainability goals and meeting the zero waste goal.

## MATTRESS COMPOSTING PILOT PROJECT

In partnership with the Mattress Recycling Council (MRC)<sup>7</sup>, we piloted a project to determine if cotton and coconut fiber mattress materials could be composted commercially. These materials are traditionally landfilled due to the lack of efficient recycling uses. The pilot demonstrated that these fibers could be successfully composted alongside organic yard waste.

## TEXTILE DIVERSION WITH CPSC

In collaboration with the California Product Stewardship Council (CPSC), we conducted a textile waste audit to explore the recycling and repurposing potential of various textiles.<sup>8</sup> The audit revealed a significant portion of textiles, notably high-value denim, could be repurposed, resold, or repaired. GreenWaste continues to work with CPSC and explore and pilot textile diversion solutions.

## RECLAIMED LUMBER PROGRAM

GreenWaste started a new pilot program to reclaim, de-nail and repurpose discarded lumber. Reclaimed lumber extends the life cycle of wood and can be used in sustainable building and design, such as LEED.

## MRF INNOVATIONS

Through a grant award from the Recycling Partnership, we added an additional artificial intelligence (AI) visual identification system to our GreenWaste San Jose Material Recovery Facility improving the collection, recycling, and circularity of Polyethylene Terephthalate (PET), including PET bottles and other difficult-to-recycle rigid PET packaging. The AI system also helps conduct material composition analyses, helping us better understand operational efficiencies.

# Social:

# Our Commitment to Our Employees and Communities

**We invest in our employees so they can invest in our communities.**

In 2023, our overall turnover rate was 14.6%, highlighting our effective management and workplace culture. **We continued to maintain our 75% internal promotion metric, investing in removing barriers to professional development and contributing to the growth of our employees.** Additionally, we expanded our intern program in partnership with local schools, supporting community engagement and workforce development. Enhanced training programs, accessible online and in multiple languages, alongside improved employee self-service options, further demonstrated our dedication to employee empowerment and inclusion.

## Inclusion

Hiring diverse talent supports a sense of belonging and representation at GreenWaste, fostering an inclusive workplace environment so employees feel valued and empowered. The following are some outcomes of our 2023 initiatives promoting local, diverse, and inclusive employment:

- Employee turnover declined to 14.6% from 17.4% in 2023, marking a 2.8% overall decrease.
- **Our senior leadership team boasts an average tenure of 12.76 years, with over 75% being promoted internally, demonstrating our deep-rooted expertise and knowledge.**
- GreenWaste expanded and increased our already comprehensive and highly competitive compensation and benefits package.
- We expanded our intern program to include additional local schools, further developing our talent pipeline for local employees, including opportunities for welders, drivers, and mechanics.
- We expanded our diverse candidate recruitment events and network while also enhancing our online employment application portal and experience.
- Diversity, equity, and inclusion training programs for exempt employees are now accessible online, in both English and Spanish.
- Enhanced employee self-service options are now available for managing benefits, including healthcare, efficiently and conveniently.

# Training and Development

GreenWaste is dedicated to the professional and personal development of our employees through a comprehensive training program. This program equips employees with leadership skills, resources for career growth, and strategies for maintaining an empowering, supportive, and respectful workplace. Our training emphasizes safety topics (related to on an employee's job responsibilities), harassment prevention, conflict resolution, and effective communication to foster a collaborative and inclusive environment.

In 2023, we significantly expanded our training offerings (including, diversity, equity, and inclusion training topics), streamlining training parameters and ensuring access to personal and professional development opportunities. These programs are available in both English and Spanish, increasing access to essential training and accessible through our online platforms such as ADP and Udemy.

Our Information Technology (IT) Department introduced IT Lunch & Learn workshops in 2023. The sessions focus on how technology can assist in accomplishing work tasks and projects, improve productivity, help enable employee growth and remove barriers to internal promotion.

Several employees, either newly promoted to management positions or demonstrating leadership potential, participated in the Resource Recovery Coalition of California's (RRCC) Next Generation Management and Leadership Program. The program provides networking opportunities and leadership training, including best practices in refuse collection and recycling operations and support departments.

## 2023 BENEFITS ENHANCEMENTS

**Zero paycheck deductions for eligible employee health, vision, dental, and long-term disability insurance<sup>9</sup>**

**GreenWaste offers a robust benefits package to support our employees, providing more than one health care plan where we cover 100% of medical premiums for all eligible employees, and in 2023, adding 100% dental and vision premium coverage for all eligible employees. GreenWaste also doubled the dependent life insurance benefit while continuing to pay 100% of the premium for all eligible employees.**

Acknowledging the importance of work-life balance and investing in our employees to enable them to contribute positively to the communities in which they serve and live, in 2023 GreenWaste set a higher minimum baseline for paid holidays and sick time, which resulted in **additional paid holidays and sick time for approximately 60% of our employees**. As a further benefit, we implemented a **new long-term disability benefit** for all eligible employees, to supplement state-provided long-term disability payments, offering an additional layer of financial security.

Additionally in 2023, we approved and executed changes to our 401(k) plan for the 2024 plan year to further assist eligible employees in saving for retirement and increase their long-term financial security benefit. The approved changes included: reducing the eligibility period for our 401(k) plan to 90 days, moving to a safe harbor program where employees are immediately vested in their matching contributions, and adding a Roth IRA tax-efficient saving option.

With these supplements to our benefits packages for eligible employees, GreenWaste continues to recognize that our employees' well-being is a cornerstone of our collective success.

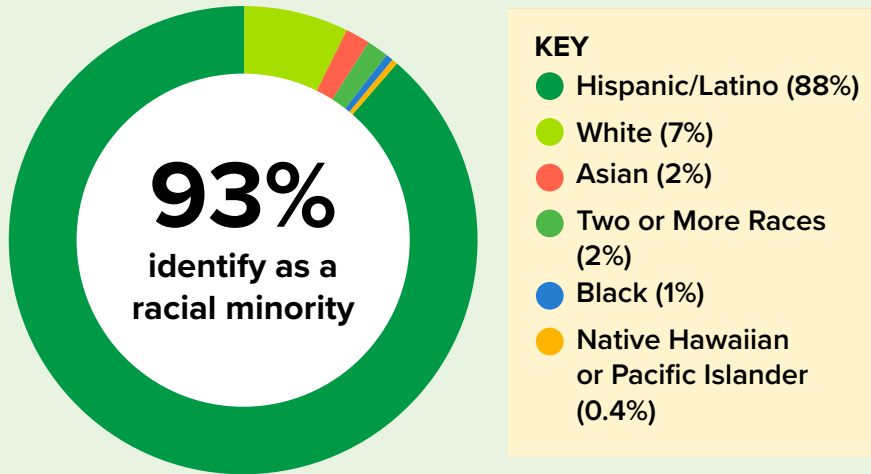
# Diversity at GreenWaste

## RACIAL DIVERSITY

In 2023, GreenWaste increased racial diversity across our management job categories. At the Senior Management/C-suite level, we have representation of 37% racial diversity, an increase of 3% year over year. Further signifying our commitment to an inclusive leadership structure, 81% of our management employees identify as racially diverse, an increase of 9% year over year.

**Across our entire workforce, racial diversity remains consistent year over year at 93%.** This broad representation across our companies substantiates our inclusive work environment value and contributes to our mission of innovation.

### OVERALL RACIAL REPRESENTATION IN 2023



## GENDER DIVERSITY

In 2023, **GreenWaste increased gender diversity to 17% across our entire workforce.** Specifically, the representation of women increased in both management and non-management roles at GreenWaste, reflecting our ongoing commitment to augment diversity and inclusion throughout our workforce.



### EMPOWERING THE WOMEN LEADERS OF TOMORROW

GreenWaste is proud of our promotion of diversity and inclusion within the waste management and environmental services industry, including in hiring and advancing women within our operations and management roles and supporting their development and progression within our company. In 2023, recognizing the importance of diversity, inclusion, and the unique challenges faced by women in the waste management and environmental services industry, GreenWaste Women’s Group hosted a mix of virtual meetings and in-person events to foster networking and leadership development, and strengthen personal connections.

# Community Engagement

GreenWaste's core values of integrity and teamwork embody the principles of doing what's right for each other and our communities. Through collective engagement and collaboration, the prosperity and vibrancy of our communities is enriched. Here are some of the community projects and partnerships we supported in 2023:

## HUNGER AT HOME

GreenWaste supports Hunger at Home, a local nonprofit that partners with businesses to collect excess food and goods that would otherwise be thrown away, and donates it to hungry and homeless individuals throughout Santa Clara County. To date, Hunger at Home has recovered and repurposed enough food to provide 12.6 million meals since 2015.



## SAN FRANCISCO BAY BIRD OBSERVATORY FOUNDATION

GreenWaste supplies soil amendments used to restore tidal marsh and upland ecotone habitats around San Francisco Bay. Habitat restoration is crucial for endangered species like the salt marsh harvest mice and Ridgway's rails. In 2023, our soil amendments helped restore five acres of habitat in Eden Landing Ecological Reserve between Old Alameda Creek and former salt pond E6A. Enriching the soil has proven essential for the re-establishment of native plants, improving soil quality, and reducing costs so that more funding is invested in seeding and planting habitats. The restoration of trails and natural habitats brings ecological value to our local community and enhances outdoor experiences while promoting biodiversity.



## HABITAT FOR HUMANITY OF GREATER SACRAMENTO

As the Zero Waste sponsor for Habitat for Humanity's 2023 Rock the Block event in the Oak Park community of Sacramento, GreenWaste Florin Perkins Resource Recovery Facility volunteered, donated and supported sustainable home and community projects and extensive community cleanup efforts, contributing to the event's overall success, sustainability, and environmental stewardship. This event supported 14 residential and 11 community projects totaling more than \$385,000 invested in critical home repairs and preservation, community partner projects, and drought-tolerant landscaping in the Oak Park community.

## COASTAL KIDS TOUCH-A-TRUCK

In 2023, GreenWaste participated in the Coastal Kids' San Jose Touch-a-Truck event, a fundraiser supporting Northern California's only provider of in-home medical, social service, and therapy visits to children living with illness, injury, developmental delays, or facing end-of-life. GreenWaste's collection vehicles were among the 25 trucks brought to the event. Thanks to support from events like this, Coastal Kids has provided more than 70,000 in-home visits to more than 9,000 children.

# Safety

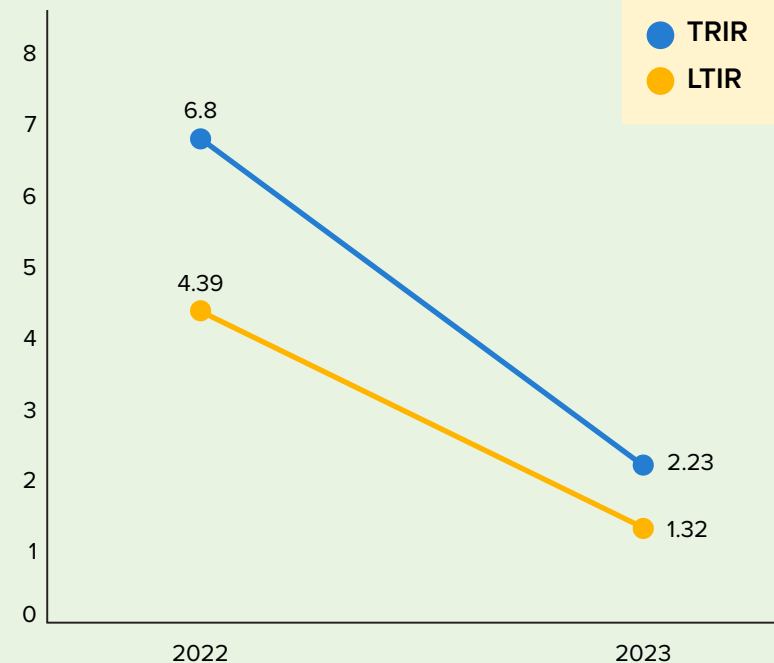
## In 2023, our commitment to safety led to significant advancements and achievements.

Through investing in cutting-edge technologies, innovative approaches, targeted training, and strategic initiatives, we have remarkably improved our safety metrics. **These efforts have not only reduced incident rates but also fostered a culture of increased safety awareness and accountability across GreenWaste, helping set new benchmarks for our safety performance and demonstrating our unwavering commitment to the safety of our employees.** We also hosted our first annual Safety Appreciation Week, reinforcing workplace and employee safety at GreenWaste through engaging activities, educational broadcasts, and discussions on best safety practices.

Some other notable safety achievements in 2023 include:

- We reduced restricted injuries from 46 in 2022 to 10 in 2023. Additionally, there were no contractor health and safety incidents at our facilities in 2023.
- **We employed safety innovations such as AI cameras for enhanced detection and accident prevention, exoskeletons at our recovery facilities to reduce ergonomic injuries, SensorZone on equipment as a proximity warning system to reduce collisions** and Taproot training to aid in identifying and correcting the root causes of incidents, accidents, and near-misses.
- SafeTV debuted at our sites communicating daily safety updates.
- GreenWaste joined and participated in the National Safety Council.
- We implemented the Good Catch and Speak up for Safety programs.
- In-cab Smith training for drivers and preventive vehicle accident tracking were deployed.
- We conducted additional evacuation drills and emergency response exercises to ensure better preparedness and responsiveness.
- We developed a Workplace Violence Prevention Program, including site threat analysis.

### OUR SAFETY METRICS



# Governance: Our Commitment to Transparency and Integrity

In addition to the policies and governance matters discussed in our 2022 Sustainability Report and on our website, in 2023 we prepared the following additional governance items:

## DE&I POLICY

Our Diversity, Equity and Inclusion Policy<sup>10</sup> emphasizes diversity, equity, and inclusion as core values, encouraging opportunity, and a workplace culture and environment respectful of varied experiences and perspectives.

## ENVIRONMENTAL POLICY

Our Environmental Policy<sup>11</sup> is reflective of the Company's commitment to the regulatory and physical environment of our California facilities and serves as a framework ensuring that environmental and sustainability considerations are integrated into our strategic planning, operations, and decision-making processes at every level.

## BOARD DIVERSITY

The Board surveyed diversity of its voting members, with 50% gender diversity and 50% racial diversity at the end of the 2023 reporting period.

## NET ZERO PLAN AND CLIMATE ASSESSMENT

In 2023, GreenWaste created its first Path to Net Zero Plan, which was reviewed by the ELT and Board ESG Committee in conjunction with GreenWaste's strategic growth and KPIs.

## ESG REPORTING

The Board ESG Committee and our ELT reviewed our ESG reporting to ensure it is strategically aligned, transparent, accountable, and material to our stakeholders.

## SAFETY RISK REGISTER AND SAFETY AWARENESS FUNDAMENTALS (SAF)

The Safety Risk Register is an essential tool for preemptively identifying and mitigating potential safety hazards. The register was reviewed and strengthened in 2023. Additionally, the Board in combination with our ELT assessed enhancements to our SAF program designed to further entrench safety consciousness at GreenWaste.

## WORKPLACE VIOLENCE PREVENTION POLICY

Our Workplace Violence Prevention Policy seeks to provide a safe and secure working environment for all GreenWaste employees, contractors, visitors, and guests, free from any acts or threats of physical violence, harassment, intimidation, or other threatening and disruptive behavior.

# Endnotes

- 1** See <https://www.greenwaste.com/sustainability/esg-reporting/>
- 2** See <https://www.greenwaste.com/sustainability/esg-reporting/>
- 3** See <https://www.recyclingcertification.org/certified-facilities/>.
- 4** Location-based scope 2 emissions are calculated using U.S. EPA's Emissions & Generation Resource Integrated Database (eGRID) emission factors, which provide regional averages for the environmental characteristics of electricity generation. Market-based scope 2 emissions are calculated using supplier specific power content labels as part of the California Energy Commission's Power Source Disclosure program.
- 5** The emissions footprint for the GreenWaste Hayward Transfer Station and GreenWaste Santa Cruz County Collections facility includes only scope 1 emissions. Scope 2 emissions are captured under a separate organizational boundary and emissions inventory.
- 6** See Organic Materials Review Institute certifications at <https://www.omri.org/mfg/zbs>.
- 7** Mattress Composting Pilot: <https://mattresrecyclingcouncil.org/mrc-toboost-its-mattress-recycling-rate-by-composting-cotton-and-cocofibers/>.
- 8** California Product Stewardship Council's Textile Waste Audit Report: [https://www.calpsc.org/\\_files/ugd/ad724e\\_57456c43658a4308bf83b8e65328fcc6.pdf](https://www.calpsc.org/_files/ugd/ad724e_57456c43658a4308bf83b8e65328fcc6.pdf).
- 9** Zero paycheck deductions for employee health insurance available for certain health care plans.
- 10** See Diversity, Equity and Inclusion Policy at: <https://www.greenwaste.com/wp-content/uploads/GreenWaste-DEI-Policy.pdf>.
- 11** See Environmental Policy at: <https://www.greenwaste.com/wp-content/uploads/GreenWaste-Environmental-Policy.pdf>.



# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-1</b>	<b>Organizational Details</b>	
a.	Legal name	MIP V Waste, LLC dba GreenWaste
b.	Public or privately held & legal form of company	Privately held LLC
c.	Headquarters location	San Jose, CA
d.	Countries of operation	United States
<b>2-2</b>	<b>Entities included in the organization's sustainability reporting</b>	
a.	Entities included in ESG reporting	GreenWaste Recovery, LLC; Zanker Road Resource Management, LLC, Zero Waste Energy Development, LLC; G W Debris Services, LLC; GreenWaste of Palo Alto, LLC
b.	If entities in company's financial reporting (public only) are also included in ESG reporting or if not, explain differences	N/A
c.	If have multiple entities, explain approach used for consolidating ESG info including:	
c.i	Any adjustments for minority interests	N/A
c.ii	How data takes into account mergers, acquisitions, and asset sell-offs	One acquisition was incorporated into Scope 1 aggregated reporting this year. Scope 2 data for this acquisition was not available and was not included in site aggregation.
c.iii	If approach differs across the GRI general disclosures and material topics	Our approach does not differ.
<b>2-3</b>	<b>Reporting period, frequency and contact point</b>	
a.	Start/end dates of ESG reporting & frequency	Annual Reporting, from January 1, 2023 to December 31, 2023
b.	Financial reporting time period (public only)	N/A
c.	Publication date of ESG report	April 24, 2023
d.	Contact for questions about report	esg@greenwaste.com

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-4</b>	<b>Restatements of information</b>	
a.	Any restatements of information from previous reporting period. If no restatement, then state so.	2023 is GreenWaste's second year reporting in accordance with GRI; no restatements of previous reporting are included.
a.i	The reasons for the restatements	N/A
a.ii	The effect of the restatements	N/A
<b>2-5</b>	<b>External Assurance</b>	
a.	External assurance policy including whether highest governance body (HGB) and senior executives (SE) are involved	See <a href="#">Tracking, Measuring, and Reporting Success, pg 4</a> . Previous years' emissions reporting data has been externally verified by an independent third party. Data assurance for the 2023 reporting year is complete by the time of publication.
b.i	Link or reference to the external assurance report	
b.ii	Description of what has been assured, on what basis, assurance standards used, the level of assurance obtained, and any limitations	
b.iii	Description of the relationship between company and the assurance provider (level of independence)	
<b>2-6</b>	<b>Activities, Value Chain and Other Business Relationships</b>	
a.	The industry specific sector(s) in which we operate	562111: Collecting and/or hauling in combination with disposal of nonhazardous waste materials; 562920: Operating facilities for separating and sorting recyclable materials from nonhazardous waste streams and/or for sorting commingled recyclable materials; 562219: Nonhazardous waste treatment and disposal facilities; 325315 - Compost Manufacturing
b.	Description of value chain, including:	<a href="#">See Facilities page for detailed activity and market information.</a>
b.i	Company activities, products, services, and markets served	
b.ii	Upstream activities/supply chain	
b.iii	Downstream entities including customers and distributors	
c.	Other relevant business relationships including business partners	

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-6</b>	<b>Activities, Value Chain and Other Business Relationships (cont.)</b>	
d.	Description of any significant changes from previous reporting period	<a href="#">See Facilities page for detailed activity and market information.</a>
<b>2-7</b>	<b>Employees</b>	
a.	Total no. of employees, by gender, by region	1061 total full and part time, with 177 female permanent employees and 884 male permanent employees. All employees work in the state of California. There is no demographic data available for temporary employees.
b.i.-v	No. of permanent, temporary, non-guaranteed hours, full-time & part-time employees, w/ breakdown by gender, by region	1057 permanent, including 4 regular part-time, all in the state of California. Break-down not available for temporary employees.
c.	Methodologies and assumptions used to compile data	Relies on Employee Disclosure at time of hire.
c.i	Is data presented as head count or FTE or another methodology	Headcount.
c.ii	Whether data is presented at the end of reporting period, as avg across reporting period, or presented another way	Presented as of December 31st, 2023 (end of reporting period).
d.	Any contextual information needed to explain the data	
e.	Describe any significant fluctuations in no. of employees and reasons for fluctuations	N/A
<b>2-9</b>	<b>Governance Structure and Composition</b>	
a.	Describe governance structure including committees of the HGB	See <a href="#">Governance, pg 17</a> . Board structured for six voting members, of which three are independent, and one non-voting member. The board included 50% gender and 50% ethnic diversity and only four voting members at end of reporting period.
b.	List committees of the HGB that are responsible for decision-making and oversight of management of impacts on ESG	
c.	Composition of HGB and its committees by:	
c.i	Executive and non executive members;	
c.ii	Independence	
c.iii	Tenure of members	

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-9</b>	<b>Governance Structure and Composition (cont.)</b>	
	c.iv No. of other significant positions and commitments held by each member and the nature of the commitments	See <a href="#">Governance, pg 17.</a>
	c.v Gender	
	c.vi Under-represented social groups	
	c.vii Competencies relevant to the impact of GreenWaste	
	c.viii Stakeholder representation	
<b>2-11</b>	<b>Chair of the highest governance body</b>	
	a. Whether the chair of the HGB is also a senior executive (SE)	The Chair of the Board is not a senior executive of GreenWaste.
	b. If the chair is also a SE, explain their management function, the reasons for the arrangement, and how conflicts of interest are prevented and mitigated	N/A
<b>2-12</b>	<b>Role of the highest governance body in overseeing the management of impacts</b>	
	a. Describe role of the HGB and of SEs in developing, approving, and updating GreenWaste's purpose, value or mission statements, strategies, policies, and goals related to ESG	See <a href="#">Board of Managers Services Agreement, revised January 2024.</a>
	b. Describe role of the HGB in overseeing due diligence/other processes to identify and manage impacts of GreenWaste on ESG, including:	
	b.i. Whether and how the HGB engages with stakeholders	
	b.ii. How the HGB considers the outcomes of these processes	
	c. Describe the role of the HGB in reviewing the effectiveness of GreenWaste processes as described in 2-12 b., and report the review frequency	

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-13</b>	<b>Delegation of responsibility for managing impacts</b>	
a.	Describe how the HGB delegates responsibility for managing Green-Waste's impacts on ESG, including:	See <a href="#">ESG Committee Charter</a> and <a href="#">Board of Managers Service Agreement</a> .
a.i.	Whether the HGB has appointed any SEs with responsibility for the management of impacts	
a.ii.	Whether the HGB has delegated responsibility for the management of impacts to other employees	
b.	Describe the process and frequency for SEs or other employees to report to the HGB on the management of the impacts on ESG	
<b>2-14</b>	<b>Role of the highest governance body in sustainability reporting</b>	
a.	Whether the HGB is responsible for reviewing and approving reported ESG info, including the material topics. If so, describe process for reviewing and approving ESG info	<a href="#">See ESG Committee Charter.</a>
b.	b. If the HGB is not responsible for reviewing and approving ESG info, including materials topics, explain reason	
<b>2-15</b>	<b>Conflicts of interest</b>	
a.	Describe the processes for the HGB to ensure that conflicts of interest are prevented and mitigated	<a href="#">See Board of Managers Services Agreement, revised January 2024.</a>
b.	Report whether conflicts of interest are disclosed to stakeholders, including, at a minimum, conflicts related to:	
b.i.	Cross-board membership	
b.ii.	Cross shareholding with suppliers and other stakeholders	
b.iii.	Existence of controlling shareholders	
b.iv.	Related parties, their relationships, transactions, and outstanding balances	

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-16</b>	<b>Communication of critical concerns</b>	
a.	Describe whether/how critical concerns are communicated to the HGB	<a href="#">See Employee Handbook on our website.</a> In 2023, we had one Red Flag report, which was submitted to the Board and mitigated.
b.	Report total no. and the nature of critical concerns that were communicated to the HGB during the reporting period	
<b>2-21</b>	<b>Annual Total Compensation Ratio</b>	
a.	Report the ratio of the percentage increase in annual total compensation for the organization's highest-paid individual to the median percentage increase in annual total compensation for all employees (excluding the highest-paid individual)	1.16:1
<b>2-22</b>	<b>Statement on sustainable development strategy</b>	
a.	Statement from the HGB or most SE about the relevance of ESG to GreenWaste and its ESG strategy	See <a href="#">Our 2023 Sustainability Update, pg 3.</a>
<b>2-23</b>	<b>Policy commitments</b>	
a.	Describe policy commitments for responsible business conduct, including:	<a href="#">See Our Governing Policies on our website.</a>
a.i.	The authoritative intergovernmental instruments the commitments reference	
a.ii.	Whether the commitments stipulate conducting due diligence	
a.iii.	Whether the commitments stipulate applying the precautionary principle	N/A
a.iv.	Whether the commitments stipulate respecting human rights	<a href="#">See our Human Rights Policy.</a>
b.	Describe its specific policy commitment to respect human rights, including:	
b.i.	Internationally recognized human rights that the commitment covers	

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	Response
<b>2-23</b>	<b>Policy commitments (cont.)</b>	
b.ii	Categories of stakeholders, including at-risk or vulnerable groups, given particular attention to in the commitment	<a href="#">See our Human Rights Policy.</a>
c.	Provide links to the policy commitments if publicly available, or, if the policy commitments are not publicly available, explain why	
d.	Report the level at which each of the policy commitments was approved within GreenWaste and if it is the most senior level	<a href="#">See Our Governing Policies on our website.</a>
e.	Report the extent to which the policy commitments apply to GreenWaste's activities and to its business relationships	
f.	Describe how the policy commitments are communicated to workers, business partners, and other relevant parties	
<b>2-24</b>	<b>Embedding policy commitments</b>	
a.	Describe how policy commitments are embedded for responsible business conduct throughout GreenWaste's activities and business relationships, including:	<a href="#">See Our Governing Policies on our website.</a>
a.i.	How responsibility is allocated to implement the commitments across difference levels within GreenWaste	
a.ii.	How GreenWaste's integrates the commitments into organizational strategies, operational policies and operational procedures	
a.iii.	How GreenWaste implements its commitments with and through the business relationships	
a.iv.	Training that the organization provides on implementing the commitments	
<b>2-25</b>	<b>Process to remediate negative impacts</b>	
a.	Describe commitments to provide for or cooperate in the remediation of negative impacts that GreenWaste identifies it has caused or contributed to	<a href="#">See Anti-Harassment, Non-Discrimination, and Anti-Retaliation in Employee Handbook.</a>

# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	
<b>2-25</b>	<b>Process to remediate negative impacts (cont.)</b>	
b.	Describe the approach to identify and address grievances, including the grievances mechanisms that GreenWaste has established or participated in	<a href="#">See Anti-Harassment, Non-Discrimination, and Anti-Retaliation in Employee Handbook.</a>
c.	Describe other processes by which GreenWaste provides for or co-operates in the remediation of negative impacts identified as having caused or contributed to	
d.	Describe how the stakeholders who are the intended users of the grievance mechanisms are involved in the design, review, operation, and improvement of these mechanisms	
e.	Describe how GreenWaste tracks the effectiveness of the grievance mechanisms and other remediation processes, and report examples of their effectiveness, including stakeholder feedback	
<b>2-26</b>	<b>Mechanisms for seeking advice and raising concerns</b>	
a.	Describe the mechanism for individuals to:	<a href="#">See Anti-Harassment, Non-Discrimination, and Anti-Retaliation in Employee Handbook.</a>
a.i.	Seek advice on policies and practices for responsible business conduct	
a.ii.	Raise concerns about the GreenWaste's business conduct	



# GRI Disclosures

## GRI 102: General Disclosures

Disclosure Number	Disclosure Title	
2-28	<b>Membership association</b>	
	a. Report industry associations, other membership associations, and national or international advocacy organizations in which GW participates in a significant role	<p><b>In California, we are currently members of:</b></p> <ul style="list-style-type: none"> <li>• California Compost Coalition (CCC)</li> <li>• California Resource Recovery Association (CRRRA)</li> <li>• Resource Recovery Coalition of California (RRCC)</li> <li>• Northern California Recycling Association (NCRA)</li> <li>• California Landscape Association</li> <li>• The Power Inn Alliance</li> </ul> <p><b>Nationally, we are members of:</b></p> <ul style="list-style-type: none"> <li>• Solid Waste Association of North America (SWANA)</li> <li>• Construction &amp; Demolition Recycling Association (CDRA)</li> <li>• Carpet America Recovery Effort (CARE)</li> <li>• U.S. Green Building Council (USGBC)</li> <li>• US Composting Council</li> <li>• Recycling Certification Institute (RCI)</li> <li>• National Stewardship Action Council</li> </ul>
2-29	<b>Approach to stakeholder engagement</b>	
	a. Describe approach to engaging with stakeholders, including:	
	a.i. The categories of stakeholders it engages with, and how they are identified	See <a href="#">Tracking, Measuring, and Reporting Success, pg 4.</a>
	a.ii. The purpose of the stakeholder engagement	
	a.iii. How GW seeks to ensure meaningful engagement with stakeholders	
3	<b>Material Topics 2021</b>	
3-1	Process to determine material topics	See <a href="#">2022 Sustainability Report.</a>
3-2	List of Material Topics	

# GRI Disclosures

## GRI 200: Economic

Disclosure Number	Disclosure Title	Response
<b>205</b>	<b>Anti-Corruption 2016</b>	
205-1	Operations assessed for risks related to corruption	<a href="#">See Anti-Corruption Policy.</a>
205-2	Communication and training about anti-corruption policies and procedures	
205-3	Confirmed incidents of corruption and actions taken	No incidents of corruption were reported.
<b>206</b>	<b>Anti-Competitive Behavior 2016</b>	
206-1	Legal actions for anti-competitive behavior, anti-trust, and monopoly practices	None.

## GRI 300: Environmental

Disclosure Number	Disclosure Title	Response
<b>301</b>	<b>Materials 2016</b>	
301-1	Materials used by weight or volume	<a href="#">See GreenWaste and the Circular Economy, pg 9.</a>
301-2	Recycled input materials used	
301-3	Reclaimed products and their packaging materials	
<b>302</b>	<b>Energy 2016</b>	
302-1	Energy consumption within the organization	425,835 GJ consumed, with 314,360 GJ coming from renewable sources. 49,654 GJ were devoted to electricity, heating, and/or cooling.
302-2	Energy consumption outside the organization	

# GRI Disclosures

## GRI 300: Environmental

Disclosure Number	Disclosure Title	
302-3	Energy intensity	0.31 GJ/ton of recovered material
302-4	Reduction of energy consumption	See <a href="#">Emissions Inventory, pg 5</a> .
302-5	Reductions in energy requirements of products and services	
<b>303</b>	<b>Water and Effluents 2018</b>	
303-1	Interactions with water as a shared resource	Our water is primarily drawn from onsite wells or third-party sources. We use recycled water at several of our sites for truck washes, dust suppression, and process applications, including runoff collected in detention basins for re-use. GreenWaste complies with applicable regulations for responsible water use.
303-2	Management of water discharge-related impacts	Facilities with permits for discharge monitor for priority substances according to permit and regulatory requirements. Our staff is trained to identify, respond to, and prevent leaks or potential leaks.
303-3	Water withdrawal (MI)	596 MI withdrawn overall. 62 MI withdrawn from groundwater and the rest from third parties.
303-4	Water discharge (MI)	4 MI of metered discharge under wastewater permit, including 2 MI to sewer and 2 MI to offsite disposal. Metering of stormwater discharge is not required.
<b>304</b>	<b>Biodiversity 2016</b>	
304-1	Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	Our GreenWaste Zanker Resource Recovery Facility is located adjacent to the Don Edwards San Francisco Bay National Wildlife Refuge, which contains sensitive marshland and ongoing shoreline restoration projects.
304-2	Significant impacts of activities, products and services on biodiversity	GreenWaste complies with environmental regulation regarding the construction, maintenance, and operations of our facilities in proximity to this site. There were no negative impacts attributed to our operations during the reporting period.

# GRI Disclosures

## GRI 300: Environmental

Disclosure Number	Disclosure Title	
<b>304</b>	<b>Biodiversity 2016 (cont.)</b>	
304-3	Habitats protected or restored	We partner with the San Francisco Bay Bird Observatory to support their restoration projects along the San Francisco Bay salt marsh environments. They have used our soil amendments to restore critical tidal marsh - upland ecotone habitat for endangered species. The amendments we provide improve soil quality, moisture retention, and resistance to invasive plant seeds, which enables our partners to invest more in seeding and planting restorative native plants. Additionally, we conduct onsite predator management under oversight from the USDA APHIS to minimize predation on species in neighboring protected areas.
304-4	IUCN Red List species and national conservation list species with habitats in areas affected by operations	Our operations have not been shown to affect the habitats of the sensitive species.
<b>305</b>	<b>Emissions 2016</b>	
305-1	Direct (Scope 1) GHG emissions	See <a href="#">Emissions Inventory, pg 5</a> .
305-2	Energy indirect (Scope 2) GHG emissions	
305-3	Other indirect (Scope 3) GHG emissions	
305-4	GHG emissions intensity	0.006 tCO2e/ton of recovered material
305-5	Reduction of GHG emissions	See <a href="#">Emissions Inventory, pg 5</a> .
305-6	Emissions of ozone-depleting substances (ODS)	Not currently calculated.
305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions	

# GRI Disclosures

## GRI 300: Environmental

Disclosure Number	Disclosure Title	
<b>306</b>	<b>Waste 2020</b>	
306-1	Waste generation and significant waste-related impacts	See <a href="#">GreenWaste and the Circular Economy, pg 9</a> . 1,360,134.4 tons of waste were diverted and 543,152 tons were disposed prior to end-market processing. After end-market processing, and additional 131,695.7 tons were disposed.
306-2	Management of significant waste-related impacts	
306-3	Waste generated	
306-4	Waste diverted from disposal	
306-5	Waste directed to disposal	

# GRI Disclosures

## GRI 400: Social

Disclosure Number	Disclosure Title	Response	
<b>401</b>	<b>Employment 2016</b>		
401-1	New employee hires and employee turnover	See <a href="#">2023 Benefits Enhancements, pg 13</a> . There were 33 net new employees and a 14.6% turnover rate in 2023. Use of parental leave benefits data is not available.	
401-2	Benefits provided to full-time employees that are not provided to temporary or part-time employees		
401-3	Parental leave		
<b>403</b>	<b>Occupational Health and Safety 2018</b>		
403-1	Occupational health and safety management system	See our <a href="#">General Safety Policy</a> and <a href="#">Life Saving Rules</a> .	
403-2	Hazard identification, risk assessment, and incident investigation		
403-3	Occupational health services		
403-4	Worker participation, consultation, and communication on occupational health and safety		
403-5	Worker training on occupational health and safety		
403-6	Promotion of worker health		
403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships		
403-8	Workers covered by an occupational health and safety management system		
403-9	Work-related injuries		No fatalities. Most frequent injuries were sprains/strains. Employees and temps worked a total of 2,385,528 and 36,002 hours respectively. TRIR: 2.23 per 200,000. Injuries and work-related ill health are counted in combination.
403-10	Work-related ill health		

# GRI Disclosures

## GRI 400: Social

Disclosure Number	Disclosure Title	
<b>405</b>	<b>Diversity and Equal Opportunity 2016</b>	
405-1	Diversity of governance bodies and employees	See <a href="#">Diversity at GreenWaste, page 14</a> . 18-30: 259 employees, 31-50: 524 employees, 51+: 278 employees
405-2	Ratio of basic salary and remuneration of women to men	Planning for calculation in future reporting years.
<b>413</b>	<b>Local Communities 2016</b>	
413-1	Operations with local community engagement, impact assessments, and development programs	See <a href="#">Engaging Our Communities, pg 15</a> .
413-2	Operations with significant actual and potential negative impacts on local communities	
<b>418</b>	<b>Customer Privacy 2016</b>	
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data	We had a cyber event on November 27th, 2023. Notifications were made as required by law.