
**BURBANK SANITARY DISTRICT
SPECIAL MEETING AGENDA FOR
October 22, 2024 at 5:30 PM**

The meeting will be held at 5:30 p.m. in person at District Office, 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014 and via teleconferencing and anyone interested may also call in. [call (866) 899-4679 Conference ID: 785-518-013]

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. PUBLIC COMMENTARY** – This area is reserved for items **not** listed on the agenda. The Brown Act does not allow discussion of or action on items not on the agenda. The Board may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. There is a three (3) minute limit for individual speakers.
 - 4.A. Visitor Commentary
 - 4.B. Agency Representatives
 - 4.C. Board Commentary
- 5. CLOSED SESSION**
 - 5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION
Government Code Section 54956.9(d)(1) Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.
- 6. CONSENT CALENDAR**
 - 6.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 9/17/24.
- 7. WARRANTS**
 - 7.A. Approval of Warrants. Board action required: Approve four (4) warrants.
 1. Mark Thomas & Company, Inc. (District Management Services)
 2. First Tech Federal Credit Union (Board of Directors' Payroll)
 3. City of San Jose (TP O&M & Capital Billing Q2 FY2024-25)
 4. Able Septic Tank Service (Lateral Stoppage – 2330 Bailey Ave)
- 8. NEW BUSINESS**
 - 8.A. FY2024-25 First Quarter Financial Review. Board action required: None.
- 9. UNFINISHED BUSINESS**
 - 9.A. Long Range Financial Planning. Board action required: Discuss LRFP.
 - 9.B. GreenWaste Recovery, Inc. – 1) Annual Spring Clean Up Planning. 2) Hefty Renew Program. 3) 2024 Fall/Winter Newsletter. Board action required: Consider selecting May 10, 2025, as Annual Spring Clean Up Day.
 - 9.C. District Website Update. Board action Required: None.
- 10. HOUSEKEEPING ITEMS**
 - 10.A. Updates on Housekeeping Items. Board action required: None.
 - 10.B. Agenda Items for Next Meeting. Board action required: None.
- 11. ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, November 5, 2024**

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

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

BURBANK SANITARY DISTRICT

6. CONSENT CALENDAR

6.A. APPROVAL OF MINUTES

Approve Minutes from Special Meeting of
September 17, 2024

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 5:30 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 5:34 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, joined remotely), Vincent Mammano (Strategy Consultant)
Counsel: None
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Colson, Seldal, Negrete, Seldal

Noes: None

Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Ben gave an update that District staff were able to claim the ownership of BSD.

4.C. Board Commentary – Director Prupes mentioned that we need to have allies in the neighborhood to be proactive and vigilant on issues related to garbage pickup and sewer construction work in the District.

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. CONSENT CALENDAR

6.A. Approval of Minutes from the Regular Meeting of August 20, 2024

Motion: To approve Meeting Minutes from the Regular Meeting of August 20, 2024

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Colson, Seldal, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

7. WARRANTS

7.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)

Motion: To approve three (3) warrants as listed.

Move: Seldal

Second: Negrete

Board vote:

Ayes: Prupes, Colson, Seldal, Negrete, Seldal

Noes: None

Absent: None

8. NEW BUSINESS

8.B. Registrar of Voters – Certificate of Election. Board action required: None.

The Board reviewed and noted the Certificate of Election Facts and Request to Fill Elective Office by Appointment. There were no contenders for the position of Director.

9. UNFINISHED BUSINESS

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

The Board discussed the LRFP with its Strategy Consultant and drafted core values, mission, and vision of BSD. In addition, the Board revisited the Plan Goal. Directors are to review the mission/vision/values prior to the next Board Meeting. Staff are to review the themes and condense them, as well as develop a draft background.

Board will continue to work on the LRFP in the next Board Meeting.

10. HOUSEKEEPING ITEMS

11.A. Updates on Housekeeping Items.

No Update.

11.B. Agenda Items for Upcoming Meetings.

The next Board Meeting is scheduled for October 22, 2024, at 5:30 PM to discuss LRFP. The meetings on October 1, 2024 and October 15, 2024 will be canceled unless urgent business is required to come before the Board.

11. ADJOURNMENT – NEXT SPECIAL MEETING– Tuesday, October 22, 2024.

Motion: To adjourn meeting at 7:54 pm.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Seldal, Negrete

Noes: None

Absent: None

Approved: October 22, 2024

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

7. WARRANTS

7.A. APPROVAL OF WARRANTS

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. City of San Jose
4. Able Septic Tank Service

Warrant List for 10-22-24

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	10/18/2024	53051	\$ 21,030.69	District Management Services (24-00162)	4170
2	Burbank Sanitary District for Deposits/ First Tech Fed Credit Union		N/A		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 240.00	9/17/2024	
	Procopio Sclafani			\$ 240.00	9/17/2024	
	Ken Colson			\$ 240.00	9/17/2024	
	Mark Negrete			\$ 240.00	9/17/2024	
	Kristina Seldal			\$ 240.00	9/17/2024	
	Total payment to Directors			\$ 1,200.00		
	Estimated processing fees/taxes			\$ 300.00		
		Payroll Deposit to First Tech Subtotal		\$ 1,500.00		4171
3	City of San Jose	10/1/2024	1254289	\$ 12,888.00	Capital Billing 2Q FY2024-25	
			1254288	\$ 91,155.00	Operations & Maintenance 2Q FY2024-25	
			City of SJ Subtotal	\$ 104,043.00		4172
4	Able Septic Tank Service	9/20/2024	76142	\$ 450.00	Lateral Stoppage - 2330 Bailey Ave	4173
	TOTAL WARRANT AMOUNT			\$ 127,023.69		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2024-25			\$ 386,232.47		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

8.A. FY2024-25 First Quarter Financial Review

BURBANK SANITARY DISTRICT
1st Quarter Financial (July 1, 2024 through September 30, 2024)
FISCAL YEAR: July 1, 2024 to June 30, 2025
BUDGET REPORT - EXPENSES

Account Name	Amount budgeted	Prior Expenses	Amount Payable	Total Expenses To Date	Unencumbered Balance	% Expended To Date	Comments
SEPT							
Debt Related Expenses							
State Revolving Fund	\$71,000.00	\$70,970.20	\$0.00	\$70,970.20	\$29.80	99.96%	Paid in full this fiscal year
Special District Fixed Asset Acquisition							
Treatment Plant Capital Improvement Fund	\$138,700.00	\$42,633.00	\$12,888.00	\$55,521.00	\$83,179.00	40.03%	T.P. Capital Billing 2Q FY2024-25
Sewer System CIP Projects	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%	None to date
Service and Supplies							
Wastewater Treatment Plant O&M	\$370,100.00	\$91,155.00	\$91,155.00	\$182,310.00	\$187,790.00	49.26%	T.P. Operations & Maintenance Billing 2Q FY2024-25
Wastewater Treatment Plant Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	None to date
San Jose Joint Use O&M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
San Jose Joint Use CIP	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
Annual Neighborhood Clean Up Day	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00	0.00%	None to date
Preventive Maintenance & Video Inspection	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%	None to date
Emergency Repairs and Stoppages	\$15,000.00	\$0.00	\$450.00	\$450.00	\$14,550.00	3.00%	Emergency Lateral Stoppage - 2330 Bailey Avenue
Repairs and Replacement (mains/laterals)	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%	None to date
Permits (encroachment)	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%	None to date
Office Expenses/Publications	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%	None to date
Engineering/Maintenance Management	\$275,090.00	\$27,590.09	\$15,836.71	\$43,426.80	\$231,663.20	15.79%	On Target
Legal - District Counsel	\$35,000.00	\$640.00	\$0.00	\$640.00	\$34,360.00	1.83%	None this month
Legal - Outside Services	\$100,000.00	\$2,930.79	\$0.00	\$2,930.79	\$97,069.21	2.93%	None this month
Legal - District Advisor	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	0.00%	None to date
Strategic Plan Development	\$10,000.00	\$0.00	\$5,193.98	\$5,193.98	\$4,806.02	51.94%	Mark Thomas Staff
Audit and Accounting Services	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%	None to date
Taxroll Preparation/Refund	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%	None to date
Annual Memberships (CASA, SWRCB, Website)	\$6,000.00	\$560.11	\$0.00	\$560.11	\$5,439.89	9.34%	None this month
Insurance Renewal (CASA)	\$17,000.00	\$14,649.25	\$0.00	\$14,649.25	\$2,350.75	86.17%	None this month
Conference Registration -Travel	\$9,000.00	\$2,330.41	\$0.00	\$2,330.41	\$6,669.59	25.89%	None this month
Website Expenses	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%	None to date
Website Hosting Fee	\$1,000.00	\$249.93	\$0.00	\$249.93	\$750.07	24.99%	None this month
Board Election Expenses	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
	\$1,298,190.00	\$253,708.78	\$125,523.69	\$379,232.47	\$918,957.53	29.21%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$5,500.00	\$1,500.00	\$7,000.00	\$29,000.00	19.44%	9/17/24 Regular Meeting
Per Diem - District Clerk x 24 meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this year
	\$36,000.00	\$5,500.00	\$1,500.00	\$7,000.00	\$29,000.00	19.44%	
TOTAL EXPENSES	\$1,334,190.00	\$259,208.78	\$127,023.69	\$386,232.47	\$947,957.53	28.95%	

BURBANK SANITARY DISTRICT
1st Quarter Financial (July 1, 2024 through September 30, 2024)
 FISCAL YEAR: July 1, 2024 to June 30, 2025
BUDGET REPORT - REVENUE

Account Name	Account Number	Amount budgeted	Prior Months' Receipts	Current Month Receipts	Total Receipts To Date	Balance of Budget	% Earned To Date	Comments
				SEPT				
OPERATING								
Interest Allocation	4301100	\$50,000.00	\$17,411.55	\$17,725.37	\$35,136.92	\$14,863.08	70.27%	Interest Allocation FY23-24 Q4 Final
Permits and Connections	4980010	\$4,000.00	\$740.00	\$0.00	\$740.00	\$3,260.00	18.50%	None this month; One payment received to date
Direct Assessments	4980350	\$1,340,800.00	\$3,123.36	\$0.00	\$3,123.36	\$1,337,676.64	0.23%	None this month
SRF Loan		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None to date
Credit for Treatment Plant CIP		\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%	None to date
TOTAL OPERATING REVENUE		\$1,454,800.00	\$21,274.91	\$17,725.37	\$39,000.28	\$1,415,799.72	2.68%	
TOTAL REVENUE		\$1,454,800.00	\$21,274.91	\$17,725.37	\$39,000.28	\$1,415,799.72	2.68%	

CASH ACCOUNT SUMMARY

Date	Description	Balance
June 30, 2024	Ending balance	\$3,327,156.56
July 31, 2024	Ending balance	\$3,100,758.79
August 31, 2024	Ending balance	\$3,084,395.24
September 30, 2024	Ending balance	\$3,086,518.60

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. Long Range Financial Planning
- 9.B. GreenWaste Recovery Inc.
- 9.C. District Website Update

From: [April Menes](#)
To: [Shirley Ho](#)
Cc: [Ereida Atayde](#); [Ashley Picanco](#); [Elizabeth Valdes](#)
Subject: Review: 2025 BSD Clean-Up Date Approval
Date: Thursday, October 3, 2024 10:30:21 AM
Attachments: [image003.png](#)

Good morning Shirley,

I hope you are doing well! Below is the 2025 Burbank Sanitary District's Town Clean-Up date for review. Please let us know if this date works for the Town by Friday, October 25th 2024. Let us know if you have any questions, thank you!

2025 Burbank Sanitary District Clean-Up Date
Saturday, 05/10/2025

Kind Regards,



April Menes
GreenWaste | Environmental Outreach Coordinator
Office (408) 938-2703 | Mobile (408) 409-0296
625 Charles Street, San Jose, CA 95112
www.greenwaste.com

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Reimagine a Greener Way to a Better World– Reduce, Reuse, Recycle; print only when necessary and recycle what you don't reuse. For more information about GreenWaste, please visit us online at www.greenwaste.com.

From: [Ereida Atayde](#)
To: [Shirley Ho](#); [Benjamin Porter](#)
Cc: [Vani Kathula](#)
Subject: RE: Hefty Renew Program
Date: Tuesday, September 17, 2024 4:59:42 PM
Attachments: [image002.png](#)
[image003.png](#)

Hello,

We finally have some dates for presentations. Would you be able to share your availability for 9/30/24-10/2/24?? We're anticipating about 45 minutes for the presentation and questions.

Thanks,



Ereida Atayde
GreenWaste | Office Manager
Office (408) 938-4925 | Mobile (408) 393-1580
625 Charles St, San Jose, CA 95112
www.greenwaste.com

From: Ereida Atayde
Sent: Friday, August 30, 2024 3:04 PM
To: Shirley Ho <sho@markthomas.com>; Benjamin Porter <bporter@markthomas.com>
Cc: Omar Lopez <Omar.Lopez@greenwaste.com>; Ricky Lopez <Ricky.Lopez@greenwaste.com>;
Vani Kathula <vkathula@markthomas.com>
Subject: RE: Hefty Renew Program

Hi Shirley,

I appreciate it and look forward to hearing from you.

Best regards,



Ereida Atayde
GreenWaste | Office Manager
Office (408) 938-4925 | Mobile (408) 393-1580
625 Charles St, San Jose, CA 95112
www.greenwaste.com

From: Shirley Ho <sho@markthomas.com>
Sent: Friday, August 30, 2024 2:45 PM
To: Ereida Atayde <Ereida.Atayde@greenwaste.com>; Benjamin Porter <bporter@markthomas.com>
Cc: Omar Lopez <Omar.Lopez@greenwaste.com>; Ricky Lopez <Ricky.Lopez@greenwaste.com>; Vani Kathula <vkathula@markthomas.com>
Subject: RE: Hefty Renew Program

Hi Ereida

Thank you for the information. We will let you know when the Board is available for the presentation.

Shirley Ho

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

MARK THOMAS

markthomas.com

From: Ereida Atayde <Ereida.Atayde@greenwaste.com>
Sent: Friday, August 30, 2024 2:25 PM
To: Benjamin Porter <bporter@markthomas.com>; Shirley Ho <sho@markthomas.com>
Cc: Omar Lopez <Omar.Lopez@greenwaste.com>; Ricky Lopez <Ricky.Lopez@greenwaste.com>
Subject: Hefty Renew Program

Hi Benjamin and Shirley,

I hope this message finds you well. GreenWaste is excited to announce that our GreenWaste San Jose Material Recovery Facility will be partnering with the Hefty ReNew program to provide expanded recycling services to Burbank's residents and businesses.

Key features of the GreenWaste Hefty ReNew Program include:

- Offers a solution for customers to recycle hard-to-recycle plastic items such as chip bags, candy wrappers, foam packaging, plastic utensils, etc. Full list of accepted items can be found at HeftyReNew.com.
- Program is completely optional for Burbank residents and business. Residents and businesses only need to purchase orange Hefty ReNew bags. Bags cost approx. \$8 per box of 20 and will be available online and at local retailers.
- Customers who choose to participate only need to fill their orange Hefty bags with acceptable hard-to-recycle items and place into their blue GreenWaste recycling cart.
- GreenWaste will separate orange bags from the rest of the recycling stream at our GreenWaste San Jose Material Recovery Facility and send to Hefty, where material will be recycled domestically.
- Program has been launched in several major cities across the U.S. such as Atlanta, GA, Bosie, ID, and Tucson, AZ. 89% of current participants are satisfied and 99% of current program participants would recommend.

We would like to schedule time for GreenWaste and Hefty to do a presentation on the program and to answer any questions you may have. **When are you and your team available?**

Thanks,



Ereida Atayde

GreenWaste | Office Manager

Office (408) 938-4925 | Mobile (408) 393-1580

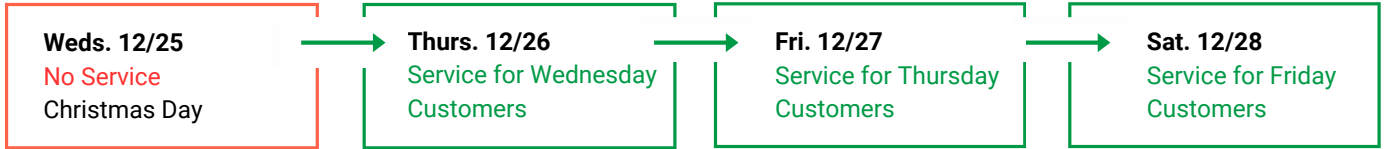
625 Charles St, San Jose, CA 95112

www.greenwaste.com

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Holiday Schedule:

GreenWaste does **not** collect on Christmas and New Year's Day. If your regular collection day falls on or after one of these holidays, your collection will be delayed by one day.

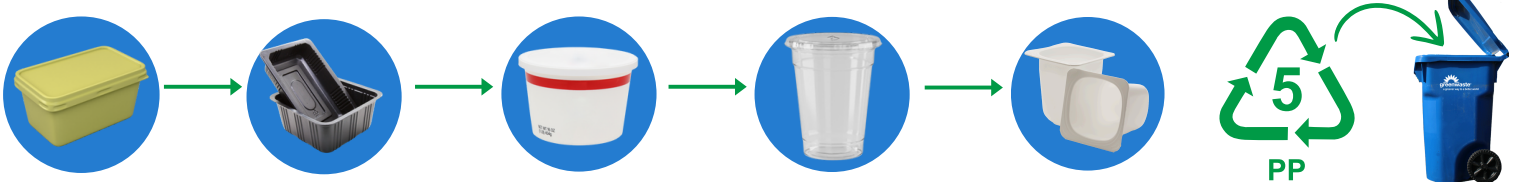


Holiday Tree Pick-Up: December 26th - January 31st

- All trees must be placed curbside on your regular collection day.
- 4 ft. tree height limit, no larger (cut tree if needed)
- Remove all stands, lights, ornaments and tinsel
- Do **not** cover or bag the tree
- Flocked trees are **not** accepted and must be placed in your gray cart

Plastic #5: Polypropylene Plastic (PP)

Plastic #5, also known as polypropylene (PP), is a versatile and widely used plastic. It is known for its durability, heat resistance, and flexibility. PP is commonly found in yogurt containers, butter tubs and used in food and to-go containers. Our GreenWaste San Jose Material Recovery Facility uses AI-enabled robotics and optical sorters to sort plastic into specific resin types. Once sorted, plastics are baled and taken to plastic processors so they can be made into new products



Proper Sorting: Food Waste belongs in your Gray Mixed Compostables Cart

California Senate Bill 1383 (SB 1383) requires all Californians to divert organic materials from the landfill.

For Burbank Residents, please place food scraps in your gray cart!

Food scraps, food soiled paper, and other compostable material are extracted from your gray mixed compostables cart at our GreenWaste San Jose Material Recovery Facility, California's only High Diversion Organics Processing Facility. As much as 75% of material is recovered from your mixed compostables cart and sent to the GreenWaste Z-Best Composting Facility where it is transformed into a nutrient-rich compost used for regenerative agriculture and landscaping. Learn more about these facilities: GreenWaste.com.



CONTACT US!

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

(408) 283-4800 M - F, 8 AM - 5 PM
CustomerService@GreenWaste.com
GreenWaste.com/Burbank

