
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
January 21, 2025 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. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA**
 - 5.A. GreenWaste Recovery, Inc. – 1) Hefty Renew Program, 2) Annual Spring Clean Up Planning. 3) New GreenWaste Mascot. Board action required: Review Annual Spring Clean Up Flyer.
- 6. CLOSED SESSION**
 - 6.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.
- 7. CONSENT CALENDAR**
 - 7.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 1/14/25.
- 8. WARRANTS**
 - 8.A. Approval of Warrants. Board action required: Approve Eight (8) 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 Q3 FY2024-25)
 5. Cupertino Sanitary District (Common Interest Agreement – October 2024)
 6. County Roads & Airports (Encroachment Permit – 55 Cleveland Ave)
 7. County Registrar of Voters (2024 General Election)
 8. California Association of Sanitation Agencies (CASA Conference – Rene Prupes)
- 9. NEW BUSINESS**
 - 9.A. FY2024-25 Second Quarter Financial Review. Board action required: None.
 - 9.B. 124 Boston Ave – Emergency Repair. Board action required: None.
 - 9.C. Annual Mainline and Lateral Maintenance. Board action required: Review and award bid for Annual Maintenance.
- 10. UNFINISHED BUSINESS**
 - 10.A. Long Range Financial Planning. Board action required: Finalize LRFPP.
 - 10.B. Cyber Liability & Network Security Insurance Update. Board action required: None.
 - 10.C. District Website Update. 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, February 4, 2025

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

5. UNFINISHED BUSINESS ITEM MOVED UP ON THE AGENDA

5.A. GreenWaste Recovery Inc.

Draft BSD Annual Clean Up Flyer 2025

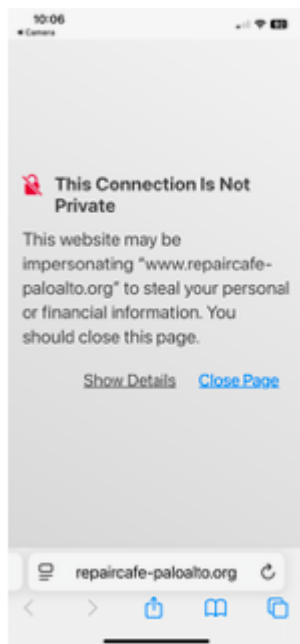
Please note the following:-

Final Version to GreenWaste by 4-4-2025 for printing and mailing.

Property Manager of 97 Boston Ave was unable to confirm if we can use their parking this year as they will have new tenant in April. We may need to find a new location for Repair Cafe.

QR Code for Repair Cafe needs to be updated.

Repair Cafe





ANNUAL CLEAN-UP DAY

SATURDAY, May 17, 2025

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



RESIDENTS MUST BRING AND SHOW THIS FLYER AS PROOF OF RESIDENCY



Dumpsters will be located at various on-street locations throughout the Burbank Sanitary District.

Look for the GREEN dumpsters with the name "GreenWaste Recovery" on the sides.

As the dumpsters are filled, they will be removed and replaced until the end of the event.

For dumpster locations, please see the map on the back of this flyer, and please, **DO NOT LEAVE TRASH ON CURBSIDE!** Take it to a green and white dumpster.



E-WASTE DROP-OFF

A separate dumpster will be available for the disposal of Electronic and Universal Waste (TVs, electronics and computer monitors). See map on back for location.

! WE CANNOT ACCEPT THE FOLLOWING:

- Old Tires (car, motorcycle, etc.)
- Large Amounts of Concrete
- Tree Stumps, Dirt or Rock
- Hazardous Waste Materials

Disposal of household hazardous waste and appliances with CFCs at Clean-Up Day is a violation of environmental laws and is subject to penalties and fines. Call the Santa Clara County Hazardous Waste office at (408)299-7300 for information on proper disposal.

HAZARDOUS WASTE MATERIALS INCLUDE:

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



Get Two Bags of Free Compost!

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



Get Stuff Fixed by Repair Cafe!

Repair Café is attending this year and may be able to help divert your non-working item to be kept, donated or even sold!

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

LEGEND



Dumpster Locations



Free Compost Location



E-Waste Recycling



Repair Café Location



Repair Café

Scan for More Info



REPAIR CAFE



REPAIR CAFE PALO ALTO - Home
www.repaircafe-paloalto.org

Don't Waste it! Fix it with Repair Café!

Burbank Sanitary District

Scan for More Info



REMEMBER TO PRESENT YOUR FLYER!

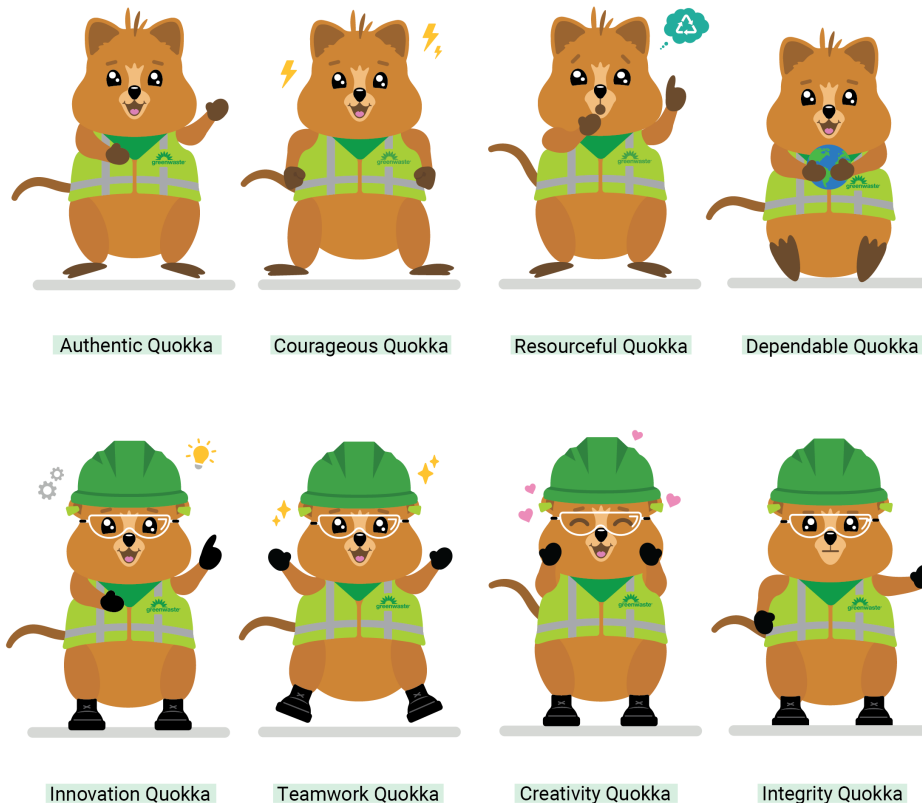


Call: GreenWaste Recovery (408) 283-4800 or Burbank Sanitary District (408) 255-2137 for more information

From: [Ereida Atayde](#)
To: [Benjamin Porter](#); [Shirley Ho](#)
Cc: [Omar Lopez](#)
Subject: New GreenWaste Mascot
Date: Friday, December 20, 2024 8:53:26 AM
Attachments: [image001.png](#)
[image003.png](#)

Dear Benjamin and Shirley,

The GreenWaste family is expanding! As part of last year’s brand refresh, we are thrilled to announce our new company mascot, the quokka. Quokkas are often referred to as “the happiest animals on earth,” known for their friendly nature, infectious smiles, and embodying our core values of innovation and resourcefulness. Please meet our family of quokkas:



Attached are profiles of our eight unique quokkas, each of which are named after and embody a GreenWaste core value or promise.

What’s next:

- **Social Media:** The quokka, will be featured on social media and other external communications.
- **New Outreach Materials:** We are creating a suite of fun new outreach materials and giveaways, including stickers, temporary tattoos, and a kids activity book.
- **Outreach Events:** Our new full-size mascot costume will be arriving this month and we will have #quokkaselfie opportunities at outreach events.

Keep an eye out for our quokka on social media and at outreach events in Burbank. Be sure to follow us on [Instagram](#) and [X @GoGWR](#) and on [Facebook](#) and [LinkedIn @GreenWaste](#) to never miss a post.

Cheers!



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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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.

View GreenWaste's privacy policy here. [privacy policy](#)

BURBANK SANITARY DISTRICT

7. CONSENT CALENDAR

7.A. APPROVAL OF MINUTES

Approve Minutes from Special Meeting of
January 14, 2025

1. CALL TO ORDER

The Board of the Burbank Sanitary District convened this date at 6:30 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 6:34 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: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – None.

4.C. Board Commentary – None.

5. CLOSED SESSION

5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

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

There was no closed session.

6. CONSENT CALENDAR

6.A. Approval of Minutes from the Meeting of December 17, 2024.

Motion: To approve Meeting Minutes from the Regular Meeting of December 17, 2024

Move: Seldal

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Abstain: None

7. UNFINISHED BUSINESS

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

The Board discussed the LRFP. Board members will finalize it at the next meeting on January 21, 2025.

8. HOUSEKEEPING ITEMS

8.A. Updates on Housekeeping Items.

President Prupes advised that she will attend the 2025 Winter CASA Conference.

8.B. Agenda Items for Upcoming Meetings.

- GreenWaste 30-minute presentation.
- Finalize LRFP
- Cyber Insurance Update
- Spring Clean Up Sub-Committee
- Website Update

9. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday January 21, 2025

Motion: To adjourn meeting at 7:49 pm.

Move: Negrete

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Absent: None

Approved: January 21, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

Rene Prupes, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

7. WARRANTS

7.A. APPROVAL OF WARRANTS

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Armento and Hynes, LLP
4. City of San Jose
5. Cupertino Sanitary District
6. County Roads & Airports
7. County Registrar of Voters
8. California Association of Sanitation Agencies

Warrant List for 01-21-2025

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	1/17/2025	54062	\$ 19,320.57	District Management Services	4188
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		n/a		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 480.00	12/17/24, 1/14/25	
	Procopio Sclafani			\$ 480.00	12/17/24, 1/14/25	
	Ken Colson			\$ 720.00	12/17/24, 1/14/25 + 12/30/24 (Ethics Training)	
	Mark Negrete			\$ 480.00	12/17/24, 1/14/25	
	Kristina Seldal			\$ 480.00	12/17/24, 1/14/25	
	Total payment to Directors			\$ 2,640.00		
	Estimated processing fees/taxes			\$ 360.00		
			First Tech Subtotal	\$ 3,000.00		4189
3	Armento and Hynes, LLP	12/31/2024	2024-10	\$ 200.00	District Legal Services	4190
4	City of San Jose	1/2/2025	1256894	\$ 91,155.00	Operations and Maintenance 3Q FY2024-25	
		1/2/2025	1256895	\$ 12,165.00	Capital Billing 3Q FY2024-25	
			CSJ Subtotal	\$ 103,320.00		4191
5	Cupertino Sanitary District	12/16/2024		\$ 89.56	Common Interest Agmt - October 2024	4192
6	County Roads & Airports	1/10/2025	N/A	\$ 627.28	Encroachment Permit - 55 Cleveland Ave	4193
7	County Registrar of Voters	1/7/2025	NOV24-010	\$ 2,683.00	2024 General Election	4194
8	California Asso of Sanitation Agencies	1/15/2025	9094	\$ 695.00	Winter CASA Conference - Rene Prupes	4195
	TOTAL WARRANT AMOUNT			\$ 129,935.41		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2024-25			\$ 597,998.46		

BURBANK SANITARY DISTRICT

9. NEW BUSINESS

- 9A. FY2024-25 2nd Quarter Financial Review
- 9.B. 124 Boston Ave – Emergency Repair
- 9.C. Annual Mainline & Lateral Maintenance

BURBANK SANITARY DISTRICT
2nd Quarter Financial (October 1, 2024 through December 31, 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
DEC							
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	\$55,521.00	\$12,165.00	\$67,686.00	\$71,014.00	48.80%	Treatment Plant Capital Billing Q3 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	\$182,310.00	\$91,155.00	\$273,465.00	\$96,635.00	73.89%	T.P. Operations & Maintenance Q3 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	\$21,154.85	\$0.00	\$21,154.85	(\$6,154.85)	141.03%	None thismonth
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	\$627.28	\$627.28	\$14,372.72	4.18%	Encroachment Permits - 2024 4th Quarter Billing
Office Expenses/Publications	\$2,500.00	\$85.28	\$0.00	\$85.28	\$2,414.72	3.41%	None this month
Engineering/Maintenance Management	\$275,090.00	\$80,826.52	\$19,320.57	\$100,147.09	\$174,942.91	36.41%	On Target
Legal - District Counsel	\$35,000.00	\$1,020.00	\$200.00	\$1,220.00	\$33,780.00	3.49%	District Counsel - November-December 2024
Legal - Outside Services	\$100,000.00	\$8,142.00	\$89.56	\$8,231.56	\$91,768.44	8.23%	CuSD - Common Interest Agmt - October 2024 Billing
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	\$13,537.44	\$0.00	\$13,537.44	(\$3,537.44)	135.37%	Mark Thomas Staff - None this month
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	\$6,420.11	\$0.00	\$6,420.11	(\$420.11)	107.00%	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	\$3,176.47	\$695.00	\$3,871.47	\$5,128.53	43.02%	CASA Winter Conference - Registration for Director Rene Prupes
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	\$2,683.00	\$2,683.00	\$7,317.00	26.83%	General Election on 11/5/2024 (Presidential)
	\$1,298,190.00	\$458,063.05	\$126,935.41	\$584,998.46	\$713,191.54	45.06%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$10,000.00	\$3,000.00	\$13,000.00	\$23,000.00	36.11%	Meeting Dates: 12/17/24, 1/14/25 (Five Directors)
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	\$10,000.00	\$3,000.00	\$13,000.00	\$23,000.00	36.11%	
TOTAL EXPENSES	\$1,334,190.00	\$468,063.05	\$129,935.41	\$597,998.46	\$736,191.54	44.82%	

BURBANK SANITARY DISTRICT
2nd Quarter Financial (October 1, 2024 through December 31, 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
DEC								
OPERATING								
Interest Allocation	4301100	\$50,000.00	\$53,008.02	\$16,208.51	\$69,216.53	(\$19,216.53)	138.43%	Interest Allocation for FY24-25 Q1 Final
Permits and Connections	4980010	\$4,000.00	\$2,220.00	\$3,940.00	\$6,160.00	(\$2,160.00)	154.00%	One payment received this month; Five payments 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; One payment received to date
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	\$58,351.38	\$20,148.51	\$78,499.89	\$1,376,300.11	5.40%	
TOTAL REVENUE		\$1,454,800.00	\$58,351.38	\$20,148.51	\$78,499.89	\$1,376,300.11	5.40%	

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
October 31, 2024	Ending balance	\$2,960,974.91
November 30, 2024	Ending balance	\$2,948,803.74
December 31, 2024	Ending balance	\$2,917,163.94

From: [Derionne Dyous](#)
To: [Marco Ceja](#); [Gary Correa](#); [Frank Quach](#); [Rick Almondia](#); [Shirley Ho](#); [Julie Almondia](#)
Cc: [Jon Saunders](#); [Vani Kathula](#)
Subject: Re: 124 Boston Ave B/U
Date: Friday, January 17, 2025 10:50:43 AM
Attachments: [20250117-00.mp4](#)
[20250117-03.jpg](#)
[20250117-02.jpg](#)
[20250117-01.jpg](#)
[TC_02392.JPG](#)
[TC_02391.JPG](#)

Good morning everyone,

I conducted a further investigation into [@Marco Ceja](#) backup call at 124 Boston Ave., San Jose, CA. I spoke with the homeowner, Jhon, and informed him that I would be confirming any damages to our lower lateral. The homeowner was satisfied with this information.

Upon further investigation, I found that the PLCO was not holding. I determined that there is a large fracture at 9.8 feet from the PLCO, as well as a break/void hole visible at 13.4 feet from the PLCO.

I have submitted a USA ticket (Ticket #2025011700843).

Please See Pictures and Video

Derionne Dyous
Inspector
MARK THOMAS



From: Marco Ceja <mceja@markthomas.com>
Sent: Friday, January 17, 2025 8:48 AM
To: Gary Correa <gcorrea@markthomas.com>; Frank Quach <FQuach@markthomas.com>; Rick Almondia <ralmondia@markthomas.com>; Shirley Ho <shirleyho@markthomas.com>; Julie Almondia <jalmondia@markthomas.com>
Cc: Jon Saunders <jsaunders@markthomas.com>; Derionne Dyous <ddyous@markthomas.com>
Subject: 124 Boston Ave B/U

1. Hello team I Received a back up call last night at 8:30 pm from county call.

2. I took homeowners information and when I called him to ask him to not use water, he told me that he already had the line cleared by himself.
3. I drove down there just to make sure that main wasn't holding up and to check PLCO.
4. Derionne is going there today to cctv line and find out what cause the BU. Please reach out to me if you have any questions. Thank you

Marco Ceja

Sewer Inspector

MARK THOMAS

markthomas.com



Burbank Sanitary District

20863 Stevens Creek Blvd., Suite 100
Cupertino, CA 95014

Phone (408) 255-2137 Fax (408) 253-5173

www.burbanksanitary.org

"Serving the Burbank Community since 1940"

MEMORANDUM

DATE: January 21, 2025
TO: Board of Directors, Burbank Sanitary District
FROM: Benjamin Porter, District Manager-Engineer
RE: District Sewer Collection System Annual Maintenance

BACKGROUND: The Burbank Sanitary District's (The District's, BSD's) sewer collection system is now due for annual maintenance. The District's sewer mainlines and laterals were last cleaned in February and March 2024 by ABLE Septic Tank Service. In January 2025, Staff sent out a bid invitation to vendors requesting cost proposals to perform cleaning of approximately thirty thousand, one hundred and forty-five linear feet (30,145') of sewer mainline, plus one hundred and seventy-four (174) sewer laterals within the District's boundary. On January 17, 2025, the District received four bids from contractors for this work. After reviewing the proposal of the four bids, AB/JDD Plumbing's cost proposal was the lowest with the total amount of \$22,971.20.

Table 1 below shows a summary of the bids received from contractors.

Table 1 - Bid Summary

Name of Contractor	Mainlines	Laterals	Total
AB/JDD Plumbing	\$16,881.20	\$6,090.00	\$22,971.20
ABLE Septic Tank Service	\$15,072.50	\$17,400.00	\$32,472.50
Murgreen Environmental Company	\$33,195.50	\$17,400.00	\$50,595.50
Roto-Rooter	\$52,753.75	\$15,660.00	\$68,413.75

RECOMMENDATION: AB/JDD Plumbing was the lowest responsive and qualified bidder. Staff has reviewed AB/JDD's bid and recommends that the Board of Directors authorize the District Manager to award the contract to AB/JDD Plumbing in the amount of \$22,971.20. The budget line item for this annual cleaning of mainlines and laterals is \$40,000.00 and AB/JDD's bid is within the budget estimate.

ATTACHMENT:

- Bid Form



BID FORM

To: **BURBANK SANITARY DISTRICT**
c/o MARK THOMAS & COMPANY, INC.
20863 STEVENS CREEK BLVD., SUITE 100
CUPERTINO, CA 95014

Project Name: Lateral and mainline yearly maintenance

Project Description: The work includes providing all labor, tools and equipment necessary for cleaning the entire District's sewers approximately 30,145+- lineal feet of mainline which located in public right-of-way and easement AND lateral rodding/snaking of 174 sanitary sewer laterals which had property line clean out from attached PDF maps and lateral lists with addressed. Contractors must provide traffic control plan to governing City/County where cleaning is located. Traffic control plans must be approved and meet all requirements from agencies that have jurisdiction of the permit. Contractor shall complete said work in accordance with these bid form, District standard, specifications and as directed by the Engineer. Contractor must coordinate with the district to perform all the work.

Bid Date & Time: 1/17/25

Submitted by: AB/IDD Plumbing, Heating, Air Conditioning Inc.
Full Contractor Name
390 S. White Road
Full Address
San Jose CA 95127
City State ZIP
408-251-1820 dsouza@abiddplumbing.com
Phone No. E-mail Contact

1. OFFER

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders, Bid Forms, Plans prepared by the Engineer for the above-mentioned project, we, the undersigned, hereby agree to perform the Work for the Unit Prices listed in this bid form, complete in place and as directed by the Engineer.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for fifteen (15) days from the bid opening date.

If this bid is accepted by the District within the time period stated above, District Manager will issue Notice to Proceed.

3. CONTRACT TIME

Complete the Work in **20 working days** from Notice to Proceed.

4. UNIT PRICES

The following are Unit Prices for Bid Items for the Work as listed.

Item No.	Item	Unit of Measure	Estimated Quantity	Unit Price (In Figures)	Item Total (In Figures)
1	Hydro flush to clean sanitary sewer mainlines within the District (See attached Map)	LF	+30,145'	0.56	16,881.20
2	Lateral rod/snake sanitary sewer lateral using minimum 4" cutters (See attached Lateral lists)	EA	174	35.00	6,090
3					
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TOTAL BID \$22,971.20

5. BID FORM SIGNATURES

The Corporate Seal of

ABJPP Plumbing, Heating, Air Conditioning Inc.
 (Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

Owner - David Souza
 (Authorized signing officer Title)



BID FORM

To: BURBANK SANITARY DISTRICT
c/o MARK THOMAS & COMPANY, INC.
20863 STEVENS CREEK BLVD., SUITE 100
CUPERTINO, CA 95014

Project Name: Lateral and mainline yearly maintenance

Project Description: The work includes providing all labor, tools and equipment necessary for cleaning the entire District's sewers approximately 30,145+- lineal feet of mainline which located in public right-of-way and easement AND lateral rodding/snaking of 174 sanitary sewer laterals which had property line clean out from attached PDF maps and lateral lists with addressed. Contractors must provide traffic control plan to governing City/County where cleaning is located. Traffic control plans must be approved and meet all requirements from agencies that have jurisdiction of the permit. Contractor shall complete said work in accordance with these bid form, District standard, specifications and as directed by the Engineer. Contractor must coordinate with the district to perform all the work.

Bid Date & Time: 1/17 10am

Submitted by: ABLE SEPTIC TANK
Full Contractor Name
1020 RUFF DRIVE
Full Address
San Jose CA 95110
City State ZIP
(408) 377-9990 Bob@ableseptic.com
Phone No. E-mail Contact

1. OFFER

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders, Bid Forms, Plans prepared by the Engineer for the above-mentioned project, we, the undersigned, hereby agree to perform the Work for the Unit Prices listed in this bid form, complete in place and as directed by the Engineer.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for fifteen (15) days from the bid opening date.

If this bid is accepted by the District within the time period stated above, District Manager will issue Notice to Proceed.

3. CONTRACT TIME

Complete the Work in **20 working days** from Notice to Proceed.

4. UNIT PRICES

The following are Unit Prices for Bid Items for the Work as listed.

Item No.	Item	Unit of Measure	Estimated Quantity	Unit Price (In Figures)	Item Total (In Figures)
1	Hydro flush to clean sanitary sewer mainlines within the District (See attached Map)	LF	+30,145'	.50	\$ 15,072. ⁵⁰
2	Lateral rod/snake sanitary sewer lateral using minimum 4" cutters (See attached Lateral lists)	EA	174	\$ 100.	17,400. ⁰⁰
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15					

TOTAL BID \$ 32,472.⁵⁰

5. BID FORM SIGNATURES

The Corporate Seal of

Able Septic Tank
 (Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

Kaluth Hankes
 (Authorized signing officer Title)



BID FORM

To: **BURBANK SANITARY DISTRICT**
c/o MARK THOMAS & COMPANY, INC.
20863 STEVENS CREEK BLVD., SUITE 100
CUPERTINO, CA 95014

Project Name: Lateral and mainline yearly maintenance

Project Description: The work includes providing all labor, tools and equipment necessary for cleaning the entire District's sewers approximately 30,145+- lineal feet of mainline which located in public right-of-way and easement AND lateral rodding/snaking of 174 sanitary sewer laterals which had property line clean out from attached PDF maps and lateral lists with addressed. Contractors must provide traffic control plan to governing City/County where cleaning is located. Traffic control plans must be approved and meet all requirements from agencies that have jurisdiction of the permit. Contractor shall complete said work in accordance with these bid form, District standard, specifications and as directed by the Engineer. Contractor must coordinate with the district to perform all the work.

Bid Date & Time: 01/17/2025

Submitted by: Murgreen Environmental Company
Full Contractor Name
1660 W Linne Rd Suite J21
Full Address
Tracy CA 95377
City State ZIP
5103322314 felix@murgreen.com
Phone No. E-mail Contact

1. OFFER

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders, Bid Forms, Plans prepared by the Engineer for the above-mentioned project, we, the undersigned, hereby agree to perform the Work for the Unit Prices listed in this bid form, complete in place and as directed by the Engineer.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for fifteen (15) days from the bid opening date.

If this bid is accepted by the District within the time period stated above, District Manager will issue Notice to Proceed.

3. CONTRACT TIME

Complete the Work in **20 working days** from Notice to Proceed.

4. UNIT PRICES

The following are Unit Prices for Bid Items for the Work as listed.

Item No.	Item	Unit of Measure	Estimated Quantity	Unit Price (In Figures)	Item Total (In Figures)
1	Hydro flush to clean sanitary sewer mainlines within the District (See attached Map)	LF	+ -30,145'	\$1.10	\$33,195.50
2	Lateral rod/snake sanitary sewer lateral using minimum 4'' cutters (See attached Lateral lists	EA	174	\$100	\$17,400.00
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TOTAL BID \$50,595.50

5. BID FORM SIGNATURES

The Corporate Seal of
 Murgreen Environmental Company

 (Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

President *Felix Oriawa*

 (Authorized signing officer Title)



BID FORM

To: **BURBANK SANITARY DISTRICT**
c/o MARK THOMAS & COMPANY, INC.
20863 STEVENS CREEK BLVD., SUITE 100
CUPERTINO, CA 95014

Project Name: Lateral and mainline yearly maintenance

Project Description: The work includes providing all labor, tools and equipment necessary for cleaning the entire District's sewers approximately 30,145+- lineal feet of mainline which located in public right-of-way and easement AND lateral rodding/snaking of 174 sanitary sewer laterals which had property line clean out from attached PDF maps and lateral lists with addressed. Contractors must provide traffic control plan to governing City/County where cleaning is located. Traffic control plans must be approved and meet all requirements from agencies that have jurisdiction of the permit. Contractor shall complete said work in accordance with these bid form, District standard, specifications and as directed by the Engineer. Contractor must coordinate with the district to perform all the work.

Bid Date & Time: 01/17/25 12:00PM

Submitted by: ROTO-ROUTER SERVICES CO.
Full Contractor Name

220 DEMETER ST.
Full Address

E. PAW AUTO CA 914303
City State ZIP

(650) 670-4175 ADOLFO-ARAICA@RRSC.COM
Phone No. E-mail Contact

1. OFFER

Having examined the Place of the Work and all matters referred to in the Instructions to Bidders, Bid Forms, Plans prepared by the Engineer for the above-mentioned project, we, the undersigned, hereby agree to perform the Work for the Unit Prices listed in this bid form, complete in place and as directed by the Engineer.

2. ACCEPTANCE

This offer shall be open to acceptance and is irrevocable for fifteen (15) days from the bid opening date.

If this bid is accepted by the District within the time period stated above, District Manager will issue Notice to Proceed.

3. CONTRACT TIME

Complete the Work in **20 working days** from Notice to Proceed.

4. UNIT PRICES

The following are Unit Prices for Bid Items for the Work as listed.

Item No.	Item	Unit of Measure	Estimated Quantity	Unit Price (In Figures)	Item Total (In Figures)
1	Hydro flush to clean sanitary sewer mainlines within the District (See attached Map)	LF	+30,145'	1.75	52,753.75
2	Lateral rod/snake sanitary sewer lateral using minimum 4" cutters (See attached Lateral lists)	EA	174	90.00	15,660.00
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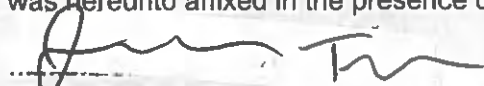
TOTAL BID 68,413.75

5. BID FORM SIGNATURES

The Corporate Seal of

ROTO-ROUTER SERVICES CO.
 (Bidder - print the full name of your firm)

was hereunto affixed in the presence of:


 (Authorized signing officer _____)