
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
April 15, 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. 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 3/18/25.

7. WARRANTS

7.A. Approval of Warrants. Board action required: Approve seven (7) 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 FY2024-25)

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

6. AB/JDD Plumbing (Annual Mainline & Lateral Maintenance Project)

7. ABLE Construction Group Inc. (Emergency Repair – 333 Richmond Ave)

8. NEW BUSINESS

8.A. Set Public Hearing for FY2025-26 Taxroll Collection on June 17, 2025. Board action required: Set Public Hearing for Taxroll Collection on June 17, 2025.

8.B. FY2024-25 Third Quarter Financial Review. Board action required: None.

8.C. FPPC Form 470 – Annual Financial Disclosure Statements. Board action required: Board members to file Form 470 by July 31, 2025.

8.D. BSD Lower Lateral Condition Assessment and Rehabilitation Plan. Board action required: Review and Discuss District Lower Lateral Condition Assessment and Rehabilitation Plan.

9. UNFINISHED BUSINESS

9.A. Preliminary District Budget FY2025-26. Board action required: Review District Budget FY2025-26.

9.B. GreenWaste Recovery, Inc.

1) Annual Spring Clean Up Planning. – Communication Update. Board action required: Review the large business card or handout.

2) FY2025-2026 Outreach Plan. Board action required: None.

9.C. Report on CASA Winter Conference 2025. Board action required: None.

9.D. 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, May 6, 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

6. CONSENT CALENDAR

6.A. APPROVAL OF MINUTES

Approve Minutes from Regular Meeting of
March 18, 2025

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, joined remotely), Sarah Chou (Assistant Sanitary Engineer, joined remotely through Item 4.B)
Counsel: Valerie Armento (Present for open session through Item 8.A.)
Advisor: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Colson **Second:** Seldal

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
Noes: None
Abstain: None

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter introduced Sarah Chou to the Board who will take a lead role on communications for the District. Engineer Chou advised that she had contacted the Office of Sustainability, Sheriff’s Office, Department of Environmental Health.

Manager Porter also advised that he will schedule a meeting with Mark Thomas IT to discuss cyber security. He also reported that there was an emergency repair at 333 Richmond Avenue to repair a sewer pipe that was broken by the utility’s contractor.

4.C. Board Commentary – President Prupes shared the value of having District Management Services information on the website. Staff to create an organization chart and post it on the website.

5. CLOSED SESSION

5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

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

Closed session discussion commenced at 7:08 pm and ended at 7:16 pm. Manager Porter and Engineer Kathula were excused. No reportable action was taken at the closed session. Staff rejoined the regular session.

6. CONSENT CALENDAR

6A. Approval of Minutes from the Regular Meeting of February 18, 2025

Motion: To approve Meeting Minutes from the regular Meeting of February 18, 2025

Move: Colson

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, 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. ABLE Construction Group Inc. (Emergency Repair – 124 Boston Ave)
4. County Roads & Airports (Encroachment Permit – 2330 Bailey Ave)

Motion: To approve four (4) warrants as listed.

Move: Sclafani

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

8. NEW BUSINESS

8.A. Virtual Meeting Update. Board action required: None

Counsel Armento discussed updated virtual meeting requirements with the Board.

8.B. City of San Jose – 1) FY2025-26 Revenue Program. 2) FY2025-26 Regional Wastewater Facility Capital Cost Allocation. Board action required: None

Manager Porter presented the FY2025-26 Revenue Program and Regional Wastewater Facility Capital Cost Allocation to the Board.

8.C. Preliminary District Budget FY2025-26 and Consideration of Rate Increase. Board action required: Discuss Preliminary Budget and Consider Rate Increase.

Manager Porter presented the Preliminary Budget for FY2025-26. The Board provided comments to the budget. Staff to update the budget for the Board to review at the next meeting.

By consensus, the Board decided not to proceed with a rate increase for FY2025-26.

8.D. Memorandum of Understanding (MOU) – California Integrated Waste Management Act of 1989. Board action required: President to sign the MOU.

The Board would like to understand the specific waste reduction objectives and funding obligations for the District under this MOU. Board will consult District's Counsel to clarify the MOU.

8.E. Local Agency Formation Commission of Santa Clara County (LAFCO) – Notice of Public Hearing. Board action required: None.

The Board noted the LAFCO Notice of Public Hearing.

9. UNFINISHED BUSINESS

- 9.A. GreenWaste Recovery, Inc. – Annual Spring Clean Up Planning. Board action required: Finalize Spring Clean Up Flyer.

Manager Porter presented the updated flyer on staff coordinated with GreenWaste for a format with the mailing panel. The Board reviewed and would like to go back to the old design. The flyer will be mailed in an envelope. Staff to update the flyer and email it to the Board for final approval.

Director Negrete will design postcards or flyer which can be used to distribute to the residents at the Clean Up event for the information of outreach and education. Engineer Chou will be the lead on community outreach and engagement for this event.

The Board proposed to develop a relationship or partner with other agencies to reduce illegal dumping by using social media.

- 9.B. Report on CASA Winter Conference 2025. Board action required: None.

President Prupes deferred this item to the next meeting.

- 9.C. District Website Update. Board action required: None.

Engineer Kathula informed the Board of ongoing updates to the District Website.

10. HOUSEKEEPING ITEMS

- 10.A. Updates on Housekeeping Items.

No update.

- 10.B. Agenda Items for Upcoming Meetings.

- Updated Preliminary Budget FY2025-26.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 1, 2025.

On a motion properly made and seconded, at 8.44 p.m. the meeting was adjourned.

Approved: April 15, 2025

Respectfully Submitted,

Mark Thomas & Company, Inc.

District Manager
Benjamin T. Porter, PE

Rene Prupes, President

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. Luther Burbank School District
6. AB/JDD Plumbing
7. ABLE Construction Group Inc.

Warrant List for 04-15-2025

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas and Company, Inc.	4/9/2025	55025	\$ 43,694.79	District Management Services (24-00162)	
		4/9/2025	55025-R	\$ 28.88	Reimbursables - Meeting facility deposit Clean Up Day, Website Hosting Fee	
			MTCO Subtotal	\$ 43,723.67		4206
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		N/A		BOD Payroll, Processing Fees/Taxes	
	Rene Prupes			\$ 240.00	3/18/2025	
	Procopio Sclafani			\$ 240.00	3/18/2025	
	Ken Colson			\$ 240.00	3/18/2025	
	Mark Negrete			\$ 240.00	3/18/2025	
	Kristina Seldal			\$ 480.00	3/18/2025, 3/20/25 (Ethics Training)	
	Total payment to Directors			\$ 1,440.00		
	Estimated processing fees/taxes			\$ 260.00		
			Payroll Deposit to First Tech Subtotal	\$ 1,700.00		4207
3	Armento and Hynes, LLP	3/31/2025	2025-1	\$ 400.00	District Legal Services	4208
4	City of San Jose	4/1/2025	1261412	\$ 91,155.00	T.P. Operations & Maintenance FY2024-25 Q4	
			1261413	\$ 70,981.00	T.P. Capital FY2024-25 Q4	
			CSJ Subtotal	\$ 162,136.00		4209
5	Luther Burbank School	1/8/2025	N/A	\$ 222.00	Parking Lot Fee for Spring Clean Up Day	4210
6	AB/JDD Plumbng	2/25/2025	10380	\$ 22,971.20	Annual Mainline & Lateral maintenance project	4211
7	ABLE Construction Group Inc.	3/18/2025	TM-25-0318	\$ 1,763.53	Emergency Repair - 333 Richmond Ave	4212
	TOTAL WARRANT AMOUNT			\$ 232,916.40		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2024-25			\$ 909,088.01		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

- 8.A Set Public Hearing For FY2025-26 Taxroll Collection
- 8.B. FY2024-25 Third Quarter Financial Review
- 8.C. FPPC Form 470 Filing
- 8.D. BSD Lower Lateral Condition Assessment & Rehabilitation Plan

BURBANK SANITARY DISTRICT
3rd Quarter Financial (January 1, 2025 through March 31, 2025)
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
MAR							
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	\$67,686.00	\$70,981.00	\$138,667.00	\$33.00	99.98%	FY2024-25 Q4
Sewer System CIP Projects	\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	0.00%	None to date
Service and Supplies							
Wastewater Treatment Plant O&M	\$370,100.00	\$273,465.00	\$91,155.00	\$364,620.00	\$5,480.00	98.52%	FY2024-25 Q4
Wastewater Treatment Plant Equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	None to date
San Jose Joint Use O&M	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
San Jose Joint Use CIP	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
Annual Neighborhood Clean Up Day	\$4,000.00	\$0.00	\$247.88	\$247.88	\$3,752.12	6.20%	Parking Lot Fee for Annual Clean Up Day
Preventive Maintenance & Video Inspection	\$40,000.00	\$0.00	\$22,971.20	\$22,971.20	\$17,028.80	57.43%	Annual Mainline & Lateral maintenance project (AB/JDD)
Emergency Repairs and Stoppages	\$15,000.00	\$28,954.85	\$1,763.53	\$30,718.38	(\$15,718.38)	204.79%	Emergency Repair - 333 Richmond Ave (Able)
Repairs and Replacement (mains/laterals)	\$30,000.00	\$195.00	\$0.00	\$195.00	\$29,805.00	0.65%	None this month
Permits (encroachment)	\$15,000.00	\$1,199.73	\$0.00	\$1,199.73	\$13,800.27	8.00%	None this month
Office Expenses/Publications	\$2,500.00	\$79.28	\$0.00	\$79.28	\$2,420.72	3.17%	None this month
Engineering/Maintenance Management	\$275,090.00	\$157,357.97	\$43,694.79	\$201,052.76	\$74,037.24	73.09%	On Target
Legal - District Counsel	\$35,000.00	\$1,220.00	\$400.00	\$1,620.00	\$33,380.00	4.63%	Legal services (1/24/25 to 3/18/25)
Legal - Outside Services	\$100,000.00	\$16,820.38	\$0.00	\$16,820.38	\$83,179.62	16.82%	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	\$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	\$3,871.47	\$0.00	\$3,871.47	\$5,128.53	43.02%	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	\$261.93	\$3.00	\$264.93	\$735.07	26.49%	Dreamhost - hosting service through 4/26/25
Board Election Expenses	\$10,000.00	\$2,683.00	\$0.00	\$2,683.00	\$7,317.00	26.83%	None this month
	\$1,298,190.00	\$659,371.61	\$231,216.40	\$890,588.01	\$407,601.99	68.60%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$16,800.00	\$1,700.00	\$18,500.00	\$17,500.00	51.39%	Meeting Date: 3/18/25 (Five Directors); Ethics Training (K. Seldal)
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	\$16,800.00	\$1,700.00	\$18,500.00	\$17,500.00	51.39%	
TOTAL EXPENSES	\$1,334,190.00	\$676,171.61	\$232,916.40	\$909,088.01	\$425,101.99	68.14%	

BURBANK SANITARY DISTRICT
3rd Quarter Financial (January 1, 2025 through March 31, 2025)
 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
MAR								
OPERATING								
Interest Allocation	4301100	\$50,000.00	\$97,752.48	\$0.00	\$97,752.48	(\$47,752.48)	195.50%	FY24-25 Q2
Permits and Connections	4980010	\$4,000.00	\$14,480.00	\$740.00	\$15,220.00	(\$11,220.00)	380.50%	One payment received this month; Nine payments received to date
Direct Assessments	4980350	\$1,340,800.00	\$760,663.14	\$0.00	\$760,663.14	\$580,136.86	56.73%	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	\$123,363.00	\$0.00	\$123,363.00	(\$63,363.00)	205.61%	None this month
TOTAL OPERATING REVENUE		\$1,454,800.00	\$996,258.62	\$740.00	\$996,998.62	\$457,801.38	68.53%	
TOTAL REVENUE		\$1,454,800.00	\$996,258.62	\$740.00	\$996,998.62	\$457,801.38	68.53%	

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
January 31, 2025	Ending balance	\$3,676,451.31
February 28, 2025	Ending balance	\$3,672,877.73
March 31, 2025	Ending balance	\$3,627,554.11

From: [Gonzalez, Claudia V](#)
To: [Shirley Ho](#)
Subject: RE: Required Annual Financial Disclosure Statements (Burbank Sanitary District)
Date: Friday, April 11, 2025 8:54:00 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Hi Shirley,

Due to the county ordinance requiring electronic filing, we can no longer accept paper forms for the annual Form 470. They will need to complete the filing online. They can always reach out to NetFile Tech Support early to get it done before July 31st. I will be emailing each of the board members a copy of the welcome letter they received containing their login credentials next week.

For technical assistance during the filing of your statement(s), please contact NetFile at (209) 742-4100 or by email at filerhelp@netfile.com.

Sincerely,

Claudia Gonzalez

Elections Process Supervisor, Candidate Services Division

County of Santa Clara | Office of the Registrar of Voters

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

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

candidateservices@rov.sccgov.org

Claudia.v.gonzalez@rov.sccgov.org

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From: Shirley Ho <shirleyho@markthomas.com>
Sent: Friday, April 11, 2025 8:49 AM
To: Gonzalez, Claudia V <claudia.v.gonzalez@rov.sccgov.org>
Subject: [EXTERNAL] RE: Required Annual Financial Disclosure Statements (Burbank Sanitary District)

Hi Claudia

Just wondering if Board Members can file Form 470 with paper form as some of the Board Members experienced hard time to file online last year. If so, can you please send me the form so I can distribute it to them.

Thank you,

Shirley Ho

District Technical Analyst – Burbank Sanitary District

(408) 255-2137 (Office) 408-477-7312 (Direct)

MARK THOMAS

markthomas.com

From: Gonzalez, Claudia V <claudia.v.gonzalez@rov.sccgov.org>
Sent: Wednesday, April 2, 2025 11:26 AM
To: bporter@burbanksanitary.org; Shirley Ho <shirleyho@markthomas.com>
Cc: ROV-candidateservices <ROV-candidateservices@rov.sccgov.org>
Subject: Required Annual Financial Disclosure Statements (Burbank Sanitary District)

Dear District Representative:

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

The Office of the Registrar of Voters requires e-filing for officeholders who have an FPPC Form 470 filing obligation in accordance with the attached Ordinance No. NS-300.857. Officeholders that have a filing obligation will receive a welcome letter from our office that will include their NetFile

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. Preliminary District Budget FY2025-26
- 9.B. GreenWaste Recovery Inc.
- 9.C. Report on CASA Winter Conference 2025
- 9.D. District Website Update



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: April 15, 2025
TO: Board of Directors, Burbank Sanitary District
FROM: Benjamin Porter, District Manager-Engineer
RE: 2025 Clean Up Day Communications - Update

BACKGROUND: On March 18, 2025, the Burbank Sanitary District Board of Directors has recognized Engineer Chou as the lead on community outreach and engagement for the Annual BSD Clean Up Day event. Below are the communications updates.

- Contacted County of Santa Clara's (the County) Office of Sustainability to ask how they handle hard to recycle plastics
 - This request was forwarded to the County's Integrated Waste Management Department (IWM).
 - In a meeting with IWM on April 2, 2025, they confirmed that hard to recycle plastics are placed in the trash. There are no procedures for recycling.
- Contacted the County Sheriff's Office to request presence at the Clean Up Day Event and request drive by around the area 48 hours in advance to deter illegal dumping.
 - Request was forwarded to the Headquarters Patrol Division and their Captain has been notified. The division is working to have deputies onsite at the Clean Up Day event.
 - Finalized Clean Up Day event flyer was sent on April 2, 2025.
 - No response regarding drive by 48 hours prior to event to deter illegal dumping.
- Contacted the County's IWM department to request partnership for Clean Up day to discuss prevention, remediation, and enforcement for illegal dumping.
 - In a meeting with IWM on April 2, 2025, they mentioned that they don't consider dumping outside of Clean Up Day hours as illegal dumping. This is just the cost of hosting such an event.
 - Per IWM, illegal dumping on private property would be the responsibility of Dept. Environmental Health. Illegal dumping on streets within the County right of way would be the responsibility of Roads and Airports.
 - Per MOU, IWM will not partner with BSD for prevention, remediation, or enforcement.



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"

- IWM explained that the Burbank MOU is an agreement that allows the County a mechanism to fund reporting activities and require the BSD hauler to provide information/reports to the County so that the County can comply with State reporting requirements.
- Contacted the County's Roads and Airports department regarding their Mobile Citizen App that can be used to report illegal dumping on the streets.
 - Identified that all the dumping locations on the streets for Clean Up Day, are within the jurisdiction to use the Mobile Citizen App.
 - Since IWM will not be helping, the Mobile Citizen App might be useful to report dumping prior to Clean Up Day event.
- Director Negrete has requested a large business card or handout for each Director to distribute to the residents at the Clean Up event for information of outreach and education.
 - Attached is a draft prepared for the Director's review and comments.
 - As estimated, 500 sheets (100 per Director), will cost around \$250.



Burbank Sanitary District

Santa Clara County, CA



NAME

TITLE

Bio...

- Years in the District
- Role for the District
- Email

**Check out our current projects
and upcoming events on our
website!**



Burbank Sanitary District
20863 Stevens Creek Blvd., Suite 100
Cupertino, CA 95014
Phone (408) 255-2137 Fax (408) 253-5173
www.burbanksanitary.org



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

Contact: April Menes, Environmental Outreach Coordinator
 Phone: (408) 938-2703
 Email: april.menes@greenwaste.com

Burbank Sanitary District FY2025/2026 Outreach Plan

Outreach Item	Deadline	Notes
Educational Campaign: Newsletter	November 1, 2025 (mailed with Nov/Dec bill)	<ul style="list-style-type: none"> • Overview of service programs • Review of proper waste sorting • Collection set-out instructions • Waste reduction and recycling tips • Additional services and programs requested by District
Holiday Collection Schedule	November 2025	Provide information on holiday schedule and tree removal, included in November newsletter billing statement.
Annual Collection Service Notice (ACSN)	December 2025	Publish and distribute notices to all service units regarding collection service programs, including collection set-out instructions, important contact information and extra services.
Educational Campaign: Newsletter	May 1, 2026 (mailed with May/June bill)	<ul style="list-style-type: none"> • Overview of service programs • Review of proper waste sorting • Collection set-out instructions • Waste reduction and recycling tips • Additional services and programs requested by District
Compost Distribution	TBD May, 2026	Compost distribution for Burbank Sanitary District community. GWR will provide residents with two (2) bags of compost per household, in conjunction with the clean-up event.
Neighborhood Clean-Up	TBD May, 2026	Provide a district wide clean-up (once per year). A total of (22) 40 yd. debris boxes and (1) 20 yd. debris box for E-waste. Labor, materials, equipment, tools and supervision provided by GreenWaste. Content provided by the District for GWR to produce a flyer and distribute four (4) weeks prior to the event.
MRF Tours	As requested	GreenWaste will provide Material Recovery Facility (MRF) tours to BSD staff and residents upon request.