
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
November 18, 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 or via the following link:

[call (669) 444-9171 Meeting ID: 873 1079 9418 Passcode:100]

<https://us06web.zoom.us/j/87310799418?pwd=q6hUcIA2MkTKiaZIWZhjEFblWyoZl9.1>

President Prupes plans to attend remotely from Andaz Seoul Gangnam, South Korea, Seoul, 854 Nonhyeon-ro, Gangnam-gu, 06022

Director Sclafani plans to attend remotely.

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: West Valley Sanitation District and Burbank Sanitary District v. City of San Jose and City of Santa Clara, Court of Appeal, Sixth District, HO52372 and HO52818.

6. CONSENT CALENDAR

- 6.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 10/21/2025.

7. WARRANTS

- 7.A. Approval of Warrants. Board action required: Approve three (3) warrants.
 - 1. Mark Thomas & Company, Inc. (District Management Services)
 - 2. First Tech Federal Credit Union (Board of Directors' Payroll)
 - 3. California Association of Sanitation Agencies (Membership Renewal 2026)

8. NEW BUSINESS

- 8.A. City of San Jose - Revised FY2024-25 Operating & Maintenance Cost Sharing. Board action required: None.
- 8.B. California Association of Sanitation Agencies (CASA) 2026 Winter Conference to be held January 13-16, 2026, in Indian Wells, CA. Board action required: Identify Board Members who are interested in attending the conference.

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Project Update. Board action required: Review bid and award contract.
- 9.B. GreenWaste Recovery, Inc.
 - 1) Annual Spring Clean Up Planning. Board action required: None.
 - 2) Quarterly Report July – September 2025. 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, December 16, 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
October 21, 2025

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
October 21, 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), Sarah Chou (Associate Sanitary Engineer)
Counsel: None
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Seldal **Second:** Colson

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
 Noes: None
 Abstain: 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: West Valley Sanitation District and Burbank Sanitary District v. City of San Jose and City of Santa Clara, Court of Appeal, Sixth District, HO52372 and HO52818.

There was no closed session.

6. CONSENT CALENDAR

- 6A. Approval of Minutes from the Regular Meeting of September 16, 2025

Motion: To approve Meeting Minutes from the Regular Meeting of September 16, 2025

Move: Sclafani **Second:** Seldal

Board vote: **Ayes:** Prupes, Sclafani, Negrete, Seldal
 Noes: None
 Abstain: Colson
 Absent: 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. City of San Jose (TP O&M & Capital Billing Q2 FY2025-26)
4. Hogan Lovells US LLP (District Court Appeal May – June 2025)
5. Hunton Andrews Kurth LLP (District Court Appeal May – June 2025)
6. Alliant Insurance Services, Inc. (Commercial Cyber Liability Policy)

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

Move: Colson

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

8. NEW BUSINESS

8.A. FY2025-26 First Quarter Financial Review. Board action required: None.

The Board reviewed FY2025-26 First Quarter Financials. President Prupes commented that the District is in good financial position.

8.B. Integrated Waste Management – Report on Bi-Annual Meeting, October 9, 2025. Board action required: None.

Engineer Chou provided the Board with a summary of the recent meeting discussion. The Board directed staff to coordinate with the County in promoting the County-wide Clean Up days.

8.C. Subpoena for Production of Business Records – Strategy Law, LLP. Board action required: None.

Manager Porter informed the Board regarding the receipt of a subpoena for production of business records from Strategy Law, LLP.

8.D. LAFCO – Review of Draft Request for Proposals (RFP) for LAFCO's Countywide Water and Wastewater Service Review. Board action required: Review and comment for RFP.

Manager Porter advised that the RFP was a good opportunity for the District to comment on the RFP and to be involved in the Wastewater Service Review. Director Sclafani stated that the District should engage in the assessment process. President Prupes emphasized that she desires the District's voice to be heard and the its operations and impacts are accurately represented. Manager Porter will engage in the process to represent the District.

9. UNFINISHED BUSINESS

9.A. BSD Lower Lateral CIP Project Update. Board action required: Review and comment for Bid Packet.

The Board reviewed and accepted the CIP Bid Packet.

9.B. GreenWaste Recovery, Inc.

- 1) Annual Spring Clean Up Planning. Board action required: None.

The following were discussed.

- Assist County Integrated Waste Management with County Clean Up advertisements. Post on Website and NextDoor.
- Reaching out to 97 Boston Ave about using their parking lot for Clean Up Day 2026.
- Start outreach recruiting repairers in District for Repair Cafe.
- Reach out Silicon Valley Bike Organization to see if they are interested in participating in the District Clean Up day.

2) 2025 Fall/Winter Newsletter. Board action required: None.

The Board was pleased that the previous comments about HHW were addressed. However, one additional comment regarding compostable items remains unclear and confusing. GreenWaste will revise to ensure clarity for residents.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items.

- No update.

10.B. Agenda Items for Upcoming Meetings.

- President Prupes will join November 18 meeting remotely. Director Seldal will lead the meeting.
- By consensus, the Board agreed to cancel the first meeting for November and December.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, November 18, 2025.

Motion: To adjourn meeting at 8:01 pm.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: November 18, 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. California Association of Sanitation Agencies

Warrant List for 11-18-25

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	11/14/2025	57724	\$ 21,437.25	District Management Services (25-B0102)	4243
			57726	\$ 7,870.06	BSD - Lateral CIP (25-B0126)	
			MTCO Subtotal	\$ 29,307.31		
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union					
	Rene Prupes			\$ 240.00	10/21/2025	
	Procopio Sclafani			\$ 240.00	10/21/2025	
	Ken Colson			\$ 240.00	10/21/2025	
	Mark Negrete			\$ 240.00	10/21/2025	
	Kristina Seldal			\$ 240.00	10/21/2025	
	Total payment to Directors			\$ 1,200.00		
	Estimated processing fees/taxes			\$ 300.00		
			First Tech Subtotal	\$ 1,500.00		4244
3	California Association of Sanitation Agencies (CASA)	11/5/2025	9826	\$1,975.00	Membership Renewal 2026	4245
	TOTAL WARRANT AMOUNT			\$ 32,782.31		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2025-26			\$ 466,869.98		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

- 8A. City of San Jose
- 8.B. CASA Winter Conference

RECEIVED

OCT 27 2025

**BURBANK
SANITATION DISTRICT**

October 21, 2025

TO: Tributary Agencies

SUBJECT: Revised FY 2024-25 Operating & Maintenance Cost Sharing

The Master Agreements require that each agency's total discharge to the Plant for the preceding fiscal year be reviewed in terms of treatment parameters. The Master Agreements also require that any adjustments to the agencies' shares of Operating and Maintenance (O & M) costs resulting from this review be made no later than the third quarter billing of the current fiscal year.

The attached report has been prepared to show each agency's actual O & M cost allocation for fiscal year 2024-25, as determined by the quantity and quality of the agency's sewage discharged. The actual O & M cost allocations that are shown on Table I of the report will be used to develop the prior year adjustments that are prepared for the third quarter billing.

Please review the attached report and call me at 975-2599 if you have any questions or if clarification is needed.

Sincerely,



LAURA BURKE
Principal Accountant
Utility Financial and Business Operations
Environmental Services Department

Attachment

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)

**AGENCIES' OPERATING AND MAINTENANCE
COST ALLOCATION
FOR FISCAL YEAR 2024-25**

The adopted 2024-25 Operating and Maintenance (O/M) Budget for the San Jose - Santa Clara Regional Wastewater Facility was allocated to the tributary agencies proportionally, based on the agencies' estimated flows and loadings reported in their fiscal year (FY) 2024-25 Revenue Programs. This allocation was the basis for the quarterly billings of FY 2024-25.

The attached tables show the final flows and loadings for FY 2024-25 and the revised cost distribution. Any necessary adjustments to the agencies resulting from this allocation will be shown in the third quarter billings of the current fiscal year.

Table 1 compares the allocation of the FY 2024-25 budget, which was the basis for the quarterly billings of FY 2024-25, with the final actual cost allocations developed using the percentages contained in Table 2.

Table 2 contains the agencies' revised O/M cost allocation percentages computed using the discharge data shown in Table 3.

Table 3 contains the agencies' final Revenue Program discharge data for FY 2024-25.

TABLE 1

CITY OF SAN JOSE ENVIRONMENTAL SERVICES DEPARTMENT SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY COMPARISON OF 2024-25 BUDGETED AND ACTUAL O/M COST ALLOCATION				
A G E N C Y	FY 2024-25 BUDGET		FY 2024-25 ACTUAL	
	COST	% SHARE	COST	% SHARE
San Jose (1)	\$99,663,081	63.140%	\$97,883,473	63.025%
Santa Clara (1)	\$24,691,630	15.643%	\$24,785,757	15.959%
Subtotal	\$124,354,711	78.783%	\$122,669,231	78.984%
West Valley S.D.	14,352,809	9.093%	\$13,973,147	8.997%
Cupertino S.D.	8,185,821	5.186%	\$8,024,814	5.167%
Milpitas	9,068,172	5.745%	\$8,810,677	5.673%
C.S.D. No. 2-3	1,518,465	.962%	\$1,475,435	.950%
Burbank S.D.	364,621	.231%	\$355,658	.229%
Total	\$157,844,598	100.000%	\$155,308,962	100.000%
<div> <div>(2)</div> <div>(2)</div> <div>(3)</div> <div>(4)</div> </div> <p>(1) The Cities of San Jose and Santa Clara share O/M cost based on current assessed valuation ratios. The ratios for FY 2024-25 are 79.795% and 20.205% for San Jose and Santa Clara, respectively.</p> <p>(2) SOURCE: 2024-25 Annual Budget for Regional Wastewater Facility.</p> <p>(3) SOURCE: Financial reports and records maintained by the City of San Jose.</p> <p>(4) SOURCE: Table 2.</p>				

TABLE 2

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)

**AGENCIES' O&M COST ALLOCATION PERCENTAGES
FOR FISCAL YEAR 2024-25**

AGENCY	FLOW %	BOD %	SS %	NH3 %	% OF TOTAL SEWAGE TREATED	ALLOCATED COST	TOTAL O & M	PERCENTAGE SHARE OF TOTAL O&M
San Jose	21.593	13.664	13.789	13.979	63.025	\$97,883,473	\$97,883,473	63.025%
Santa Clara	5.467	3.460	3.492	3.540	15.959	\$24,785,757	\$24,785,757	15.959%
Subtotal	27.060	17.124	17.281	17.519	78.984	\$122,669,231	\$122,669,231	78.984%
West Valley S.D.	3.010	2.007	2.000	1.980	8.997	\$13,973,147	\$13,973,147	8.997%
Cupertino S.D.	1.638	1.274	1.194	1.061	5.167	\$8,024,814	\$8,024,814	5.167%
Milpitas	1.904	1.348	1.259	1.162	5.673	\$8,810,677	\$8,810,677	5.673%
C.S. No. 2-3	0.313	0.199	0.214	0.224	0.950	\$1,475,435	\$1,475,435	.950%
Burbank S.D.	0.075	0.048	0.052	0.054	0.229	\$355,658	\$355,658	.229%
Total	34.000	22.000	22.000	22.000	100.000	\$155,308,962	\$155,308,962	100.000%

(1) (1) (1) (1)

(1) SOURCE: State Water Resources Control Board's Revenue Program Guidelines for Wastewater Agencies.

TABLE 3

9/25

**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

**SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)
SUMMARY OF AGENCIES' REVENUE PROGRAM DISCHARGE DATA
FOR FISCAL YEAR 2024-25**

A G E N C Y		FLOW		BOD		SS		AMMONIA	
		MG	%	KLBS	%	KLBS	%	KLBS	%
San Jose	(1)	24,452.280	63.506%	50,647.894	62.116%	46,295.361	62.684%	6,236.229	63.545%
Santa Clara	(1)	6,191.595	16.080%	12,824.622	15.728%	11,722.511	15.872%	1,579.084	16.090%
Subtotal	(2)	30,643.875	79.586%	63,472.516	77.844%	58,017.872	78.556%	7,815.313	79.635%
West Valley	(3)	3,408.381	8.852%	7,437.544	9.121%	6,713.050	9.089%	883.176	8.999%
Cupertino	(5)	1,855.421	4.819%	4,721.754	5.791%	4,009.016	5.428%	473.132	4.821%
Milpitas	(4)	2,156.110	5.600%	4,994.430	6.125%	4,225.660	5.721%	518.390	5.282%
C.S. No. 2-3	(5)	354.440	0.921%	736.402	0.903%	716.859	0.971%	99.834	1.017%
Burbank	(5)	85.616	0.222%	176.083	0.216%	173.419	0.235%	24.132	0.246%
Total		38,503.843	100.000%	81,538.728	100.000%	73,855.876	100.000%	9,813.977	100.000%

(1) The Master Agreement requires that San Jose and Santa Clara, as joint owners of the RWF, share O/M cost based on relative assessed valuation ratios. Accordingly, the discharges of the two cities were combined and redistributed to them based on the FY 2024-25 assessment valuation ratios of 79.795% and 20.205% for San Jose and Santa Clara, respectively.

(2) SOURCE: San Jose: 2025-26 Revenue Program, revised for Monitored Industries based on actual data used in 2024-25 billings.

Santa Clara: 2025-26 Revenue Program Report.

(3) SOURCE: Average loading for FY 2024-25 submitted by the district, dated 7/31/25.

(4) SOURCE: 2025-26 Revenue Program Reports.

(5) SOURCE: 2025-26 Revenue Program Reports.

Winter Conference 2026
Pipelines for Progress
Preliminary Program (11/4/25)
Subject to Change

Tuesday, January 13

3:00 p.m. – 5:00 p.m. CSRMA Executive Board Meeting

Wednesday, January 14

7:00 a.m. – 12:00 p.m. CSRMA Training Seminar (Separate Registration Required)

9:00 a.m. – 5:00 p.m. Registration

9:00 a.m. – 10:00 a.m. CASA Education Foundation Board Meeting

10:00 a.m. – 11:00 a.m. CASA Board of Directors Meeting

11:00 a.m. – 12:00 p.m. Women of Wastewater Meeting

12:00 p.m. – 1:30 p.m. Associates Committee Meeting

12:00 p.m. – 1:30 p.m. Lunch on Your Own

12:00 p.m. – 4:00 p.m. Tour of Valley Sanitary District (VSD)

1:30 p.m. – 4:00 p.m. Concurrent Sessions

Track 1A: ACE in Focus Part 1: Policies and Initiatives	Track 2A: Directors Track: Understanding and Navigating the Brown Act and the Conflict of Interest Code	Track 3A: Nutrient Management
Track 1B: ACE in Focus Part 2: Agency Projects and Drivers	Track 2B: Cutting Red Tape: The Future of Federal Deregulation and Permitting Reform	Track 3B: Biosolids Regionalization Efforts

1:30 p.m. – 2:30 p.m. Track 1A, 2A, 3A

2:30 p.m. – 3:00 p.m. Break

3:00 p.m. – 4:00 p.m. Track 1B, 2B, 3B

4:00 p.m. – 5:00 p.m. Federal Legislative Committee Meeting

4:00 p.m. – 5:00 p.m. CSRMA Board of Directors Meeting

5:30 p.m. – 6:30 p.m. Welcome Reception

Thursday, January 15

8:00 a.m. – 9:30 a.m. Breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m.	Statewide Biosolids Meeting
9:15 a.m. – 11:45 a.m.	Morning Sessions
9:15 a.m. – 9:30 a.m.	Welcome Address Tony Trembley, CASA President
9:30 – 10:30 a.m.	Keynote
10:30 a.m. – 11:45 a.m.	Behavior Change Strategies: Changing Consumer Behavior Surrounding PFAS and Microplastics Exposure and Promoting Product Stewardship.
11:45 a.m. – 12:00 p.m.	Networking Break
12:00 p.m. – 1:30 p.m.	Luncheon CEF Presentation Jessica and Eric Federal and State Legislative Updates
1:30 p.m. – 1:45 p.m.	Networking Break
1:45 p.m. – 3:45 p.m.	Afternoon Session: Agency Funding and Project Financing Opportunities from A to Z
4:00 p.m. – 5:00 p.m.	Engineering and Research Group Meeting
4:00 p.m. – 5:00 p.m..	Communications Committee Meeting
5:30 p.m. – 7:00 p.m.	Reception

Friday, January 16

8:00 a.m. – 10:30 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 9:00 a.m.	State Legislative Committee Meeting
9:15 a.m. – 10:45 a.m.	Closing Session
9:15 – 9:45 a.m.	Closing Keynote
9:45 – 10:30 a.m.	Workforce Development in Focus: Connecting Your Agency with the Emerging Labor Force
10:30 – 10:45 a.m.	President's Closing Remarks
11:00 a.m. – 1:00 p.m.	General Managers Meeting
11:00 p.m. – 3:00 p.m.	Attorneys Committee Meeting

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Update
- 9.B. GreenWaste Recovery Inc.



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

ITEM 9.A

DATE: November 18, 2025
TO: Board of Directors, Burbank Sanitary District
FROM: Benjamin Porter, District Manager-Engineer
RE: **BID OPENING RESULTS OF "2025 LOWER LATERAL CIP PROJECT
PHASE 1: INSTALLATION OF CLEANOUTS"**

The project bid package was sent out on Wednesday, October 22, 2025 to all contractors on the District's mailing list. We, District Staff, received bids from five (5) qualified contractors by the bid due date on November 5, 2025. After bid opening and review, it was determined that the apparent low bidder is MBR Plumbing LLC, DBA Flowing Water Plumbing.

The table below is a summary of the bids received and its comparison to the Engineering Estimate.

	TOTAL BID AMOUNT	Percentage Difference from Engineering Estimate
Engineering Estimate	\$106,400	
C2R Engineering, Inc.	\$57,000	-46%
Able Construction Group	\$75,950	-29%
Pacific Underground Construction	\$80,000	-25%
Golden State Construction and Utility Inc.	\$62,000	-42%
MBR. Plumbing LLC DBA Flowing Water Plumbing	\$35,781	-66%

MBR Plumbing LLC, DBA Flowing Water Plumbing, the Contractor, submitted the lowest bid with a proposed bid price 66% below the engineering estimate.

After thorough review of the bid documents and confirmation of their successful project history, District Staff requested that the Contractor submit all prevailing wage documentation. This documentation includes the Rates/Fringe Benefits Statement with the names and classifications of Contractor's workers for the engineering contract. This extra step was taken since the provided bid was more than 50% less than the engineer's estimate. District Staff did our due diligence, and



Burbank Sanitary District

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confirmed these documents comply with California prevailing wage requirements. In addition to this, the Contractor indicated that the bid was intentionally lower to secure the project, especially considering upcoming phases, and expressed a strong interest in undertaking this job. Our organization has worked with MBR Plumbing LLC, DBA Flowing Water Plumbing over the past three years on projects involving cleanouts and lateral work, and we are confident in their performance and reliability.

Recommendation:

District Staff recommend awarding the contract to MBR Plumbing LLC, DBA Flowing Water Plumbing.

Attached:

MBR Plumbing LLC, DBA Flowing Water Plumbing – Bid Submission



GreenWaste Recovery, LLC.

2540 N. First Street

Suite 300

San Jose, CA 95131

(408) 283-4800

Quarterly Report

July 2025 to September 2025

Q3 2025

BURBANK SANITARY DISTRICT

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement



October 30, 2025

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

Dear Mr. Porter,

Enclosed please find the July 2025 to September 2025 (Q3 2025) quarterly report as required by the Collection of Solid Waste, Recyclables, and Yard Trimmings Franchise Agreement between the Burbank Sanitary District, and GreenWaste Recovery, LLC.

The following are highlights of this report:

- 1A Quarterly Summary
- 1B Quarterly Summary
- 2 Residential Collection Summary
- 3 Commercial Collection Summary
- 4 Program Operations
- 5 Customer Service Data
- 6A Phone log and Missed pickup summary
- 6B Missed Pickup Details
- 7 Special Events

It has been a pleasure to serve the Burbank Sanitary District.

Sincerely,

Gar-Ying Chan
Financial Planning & Analysis Manager
garying.chan@greenwaste.com



Diversion & Tonnages

Burbank

Residential, July 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons
CURBSIDE RECYCLABLES 1	32.43	70.93%	9.43	23.00	-	23.00
CURBSIDE RECYCLABLES 2			-	-	-	-
CURBSIDE RECYCLABLES 3			-	-	-	-
CURBSIDE RECYCLABLES 4			-	-	-	-
PROCESSED COMPOSTABLES 2	67.07	49.54%	33.84	33.23	-	33.23
ELECTRONICS-IN			-	-	-	-
YARDWASTE -IN	43.78	100.00%			43.78	43.78
Total Residential	143.28		43.27	56.23	43.78	100.01

69.80% Diversion

Residential, August 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons
CURBSIDE RECYCLABLES 1	23.18	71.29%	6.65	16.53	-	16.53
CURBSIDE RECYCLABLES 2			-	-	-	-
CURBSIDE RECYCLABLES 3	4.24	33.01%	2.84	1.40	-	1.40
CURBSIDE RECYCLABLES 4	7.05	13.87%	6.07	0.98	-	0.98
PROCESSED COMPOSTABLES 2	66.67	48.29%	34.48	32.19	-	32.19
ELECTRONICS-IN			-	-	-	-
YARDWASTE -IN	44.61	100.00%			44.61	44.61
Total Residential	145.75		50.04	51.10	44.61	95.71

65.66% Diversion

Residential, September 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons
CURBSIDE RECYCLABLES 1	37.38	71.68%	10.59	26.79	-	26.79
CURBSIDE RECYCLABLES 2			-	-	-	-
CURBSIDE RECYCLABLES 3			-	-	-	-
CURBSIDE RECYCLABLES 4			-	-	-	-
PROCESSED COMPOSTABLES 2	81.83	49.59%	41.25	40.58	-	40.58
ELECTRONICS-IN			-	-	-	-
YARDWASTE -IN	54.02	100.00%			54.02	54.02
Total Residential	173.23		51.84	67.37	54.02	121.39

70.08% Diversion

Residential, Q3 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons
CURBSIDE RECYCLABLES 1	92.99	71.32%	26.67	66.32	-	66.32
CURBSIDE RECYCLABLES 2	-		-	-	-	-
CURBSIDE RECYCLABLES 3	4.24	33.01%	2.84	1.40	-	1.40
CURBSIDE RECYCLABLES 4	7.05	13.87%	6.07	0.98	-	0.98
PROCESSED COMPOSTABLES 2	215.57	49.17%	109.57	106.00	-	106.00
ELECTRONICS-IN	-		-	-	-	-
YARDWASTE -IN	142.41	100.00%			142.41	142.41
Total Residential	462.26		145.15	174.70	142.41	317.11

68.60% Diversion

Commercial, July 2025	Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
	OFFICE RECYCLABLES 2	2.77	51.55%	1.34	1.43	
	OFFICE RECYCLABLES 3			-	-	
	PROCESSED COMPOSTABLES 2	19.41	49.54%	9.79	9.62	
	Total Commercial	22.18		11.14	11.04	49.79% Diversion
Commercial, August 2025	Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
	OFFICE RECYCLABLES 2	2.66	52.15%	1.27	1.39	
	OFFICE RECYCLABLES 3			-	-	
	PROCESSED COMPOSTABLES 2	16.87	48.29%	8.72	8.15	
	Total Commercial	19.53		10.00	9.53	48.81% Diversion
Commercial, September 2025	Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
	OFFICE RECYCLABLES 2	2.36	52.79%	1.11	1.25	
	OFFICE RECYCLABLES 3			-	-	
	PROCESSED COMPOSTABLES 2	19.44	49.59%	9.80	9.64	
	Total Commercial	21.80		10.91	10.89	49.94% Diversion
Commercial, Q3 2025	Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
	OFFICE RECYCLABLES 2	7.79	52.13%	3.73	4.06	
	OFFICE RECYCLABLES 3					
	PROCESSED COMPOSTABLES 2	55.72	49.18%	28.32	27.40	
	Total Commercial	63.51		32.05	31.46	49.54% Diversion

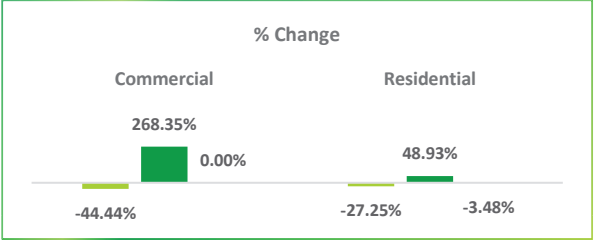
		Total Tons	Total Trash Tons	A Recycled Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
Residential & Commercial, Apr 2025	Grand Total	165.46	54.41	67.27	43.78	111.05	67.12% Diversion
Residential & Commercial, May 2025	Grand Total	165.28	60.04	60.63	44.61	105.24	63.67% Diversion
Residential & Commercial, Jun 2025	Grand Total	195.03	62.75	78.26	54.02	132.28	67.82% Diversion
Residential & Commercial, Q2 2025	Grand Total	525.77	177.20	206.16	142.41	348.57	66.30% Diversion

*We have applied the Q3 2025 diversion rates to the Q3 2025 tonnages.
 We are in the process of working with CalRecycle on updating the diversion rates.

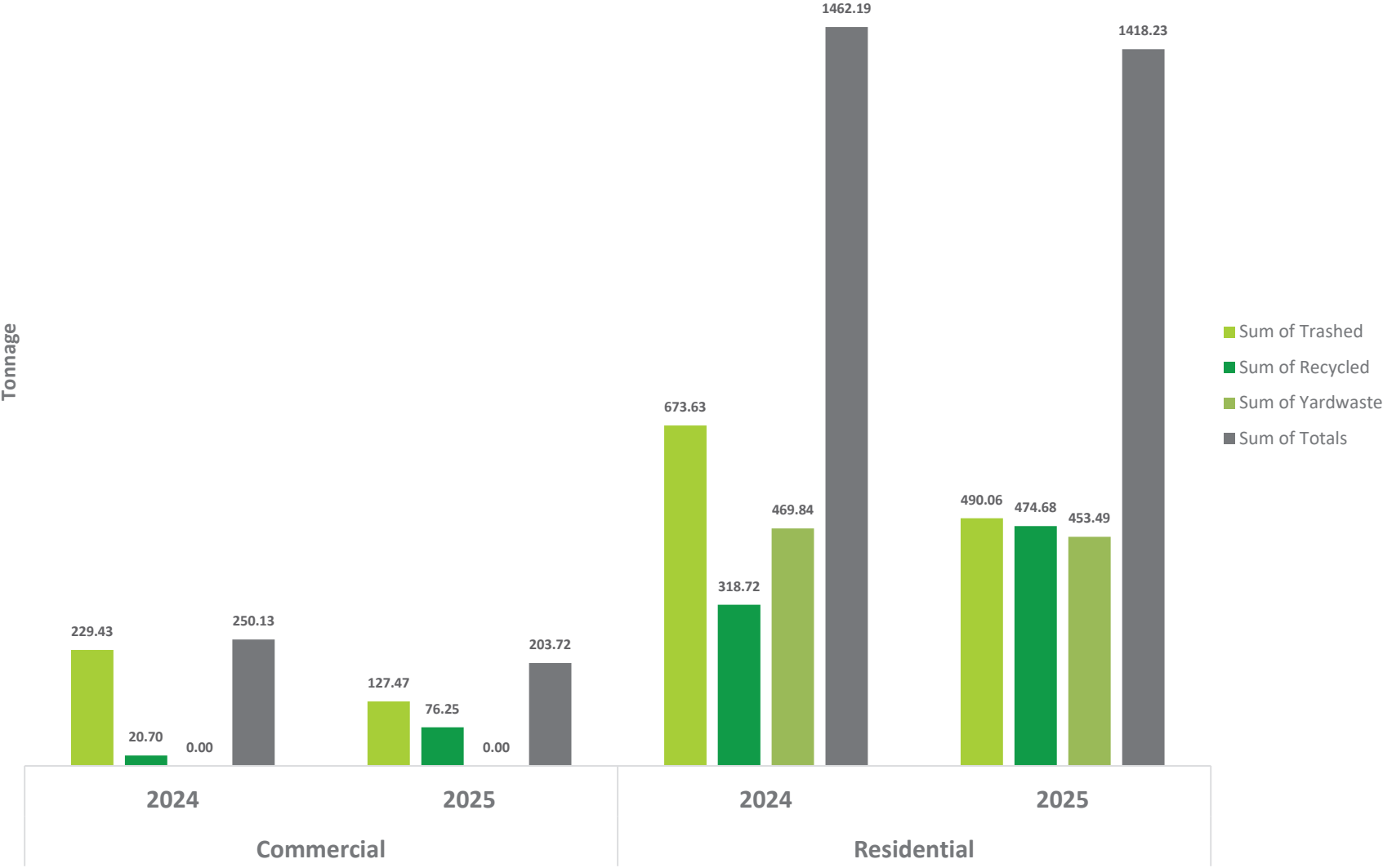


Burbank Quarterly YoY Comparison



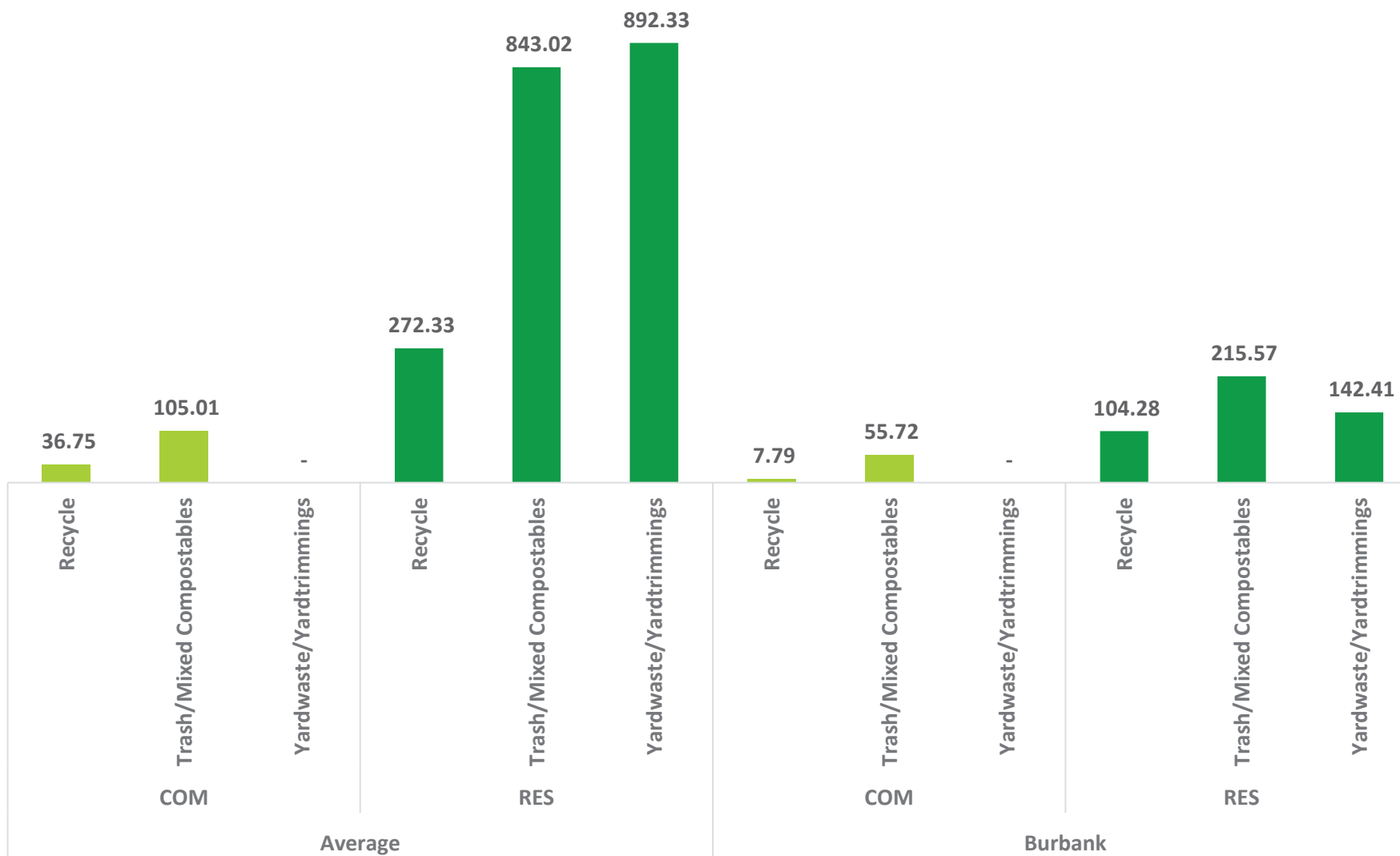


Burbank Annual YoY Comparison



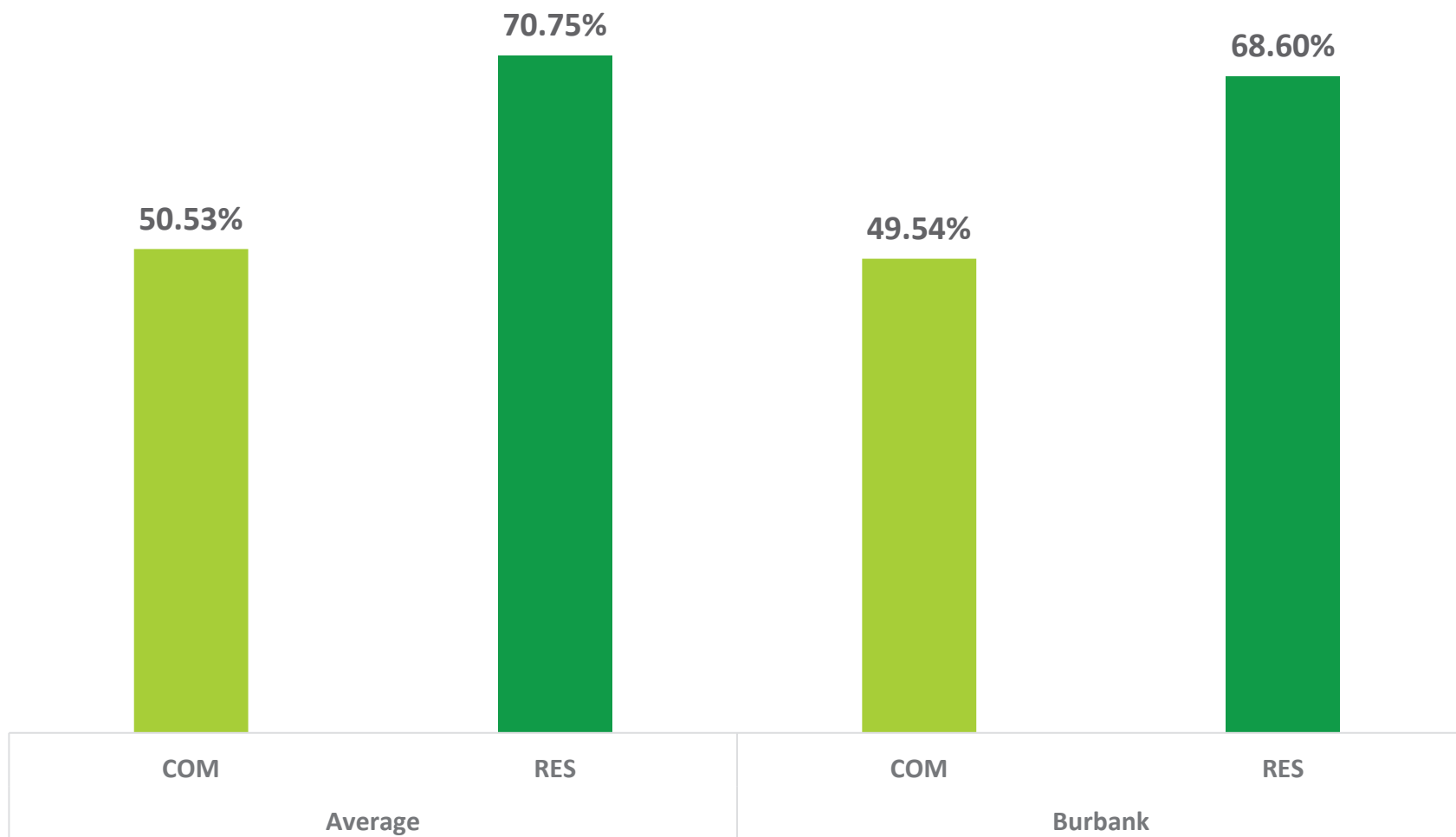


Tonnage Categories - Burbank vs. Avg





Diversion Rate - Burbank vs. Avg





Residential Collection Summary

Residential Collection

Cart Count Totals - Trash

Code	Description	Quantity
R20TR	20-gal trash cart	128
R20TR-ADDL	20-gal trash additional cart	1
R20TR-DIS	20-gal discounted trash cart	4
R32TR	32-gal trash cart	524
R32TR-A	32-gal trash cart 0-100ft	7
R32TR-DIS	32-gal discounted trash cart	
R64TR	64-gal trash cart	221
R64TR-A	64-gal trash cart - 0-100ft	1
R64TR-DIS	64-gal discounted trash cart	
R96TR	96-gal trash cart	115
R96TR-A	96-gal trash cart - 0-100ft	6

Cart Count Totals - Recycle

Code	Description	Quantity
R32REC	32-gal recycle cart	3
R64REC	64-gal recycle cart	182
R96REC	96-gal recycle cart	856

Cart Count Totals - Yard Waste

Code	Description	Quantity
R64YW	64-gal yard waste cart	162
R96YW	96-gal yard waste cart	861



Commercial Collection Summary

Commercial Collection Summary

Bin Count Totals - Trash

Code	Recycle Description	Frequency	Quantity
01FLTR	1yd front load	weekly	21
01FLTR	1yd front load	2x week	1
01FLTR	1yd front load	3x week	1
02FLTR	2yd front load	weekly	24
02FLTR	2yd front load	2x week	2
03FLTR	3yd front load	weekly	3
06FLTR	6yd front load	weekly	1
06FLTR	6yd front load	4x week	
C32TR	32-gal trash cart	weekly	3
C64TR	64-gal trash cart	weekly	4
C96TR	96-gal trash cart	weekly	4

Bin Count Totals - Recycle

Code	Recycle Description	Frequency	Quantity
01FLREC	1yd front load	weekly	3
01FLREC	1yd front load	2x week	1
02FLREC	2yd front load	weekly	7
02FLREC	2yd front load	2x week	2
C32REC	32-gal recycle cart	weekly	1
C64REC	64-gal recycle cart	weekly	7
C96REC	96-gal recycle cart	weekly	58

Bin Count Totals - Yard Waste

Code	Recycle Description	Frequency	Quantity
C96YW	96-gal yard waste cart	weekly	12



Program Operations

During Q3 2025, there were no significant changes that occurred for collections, processing, and marketing for GreenWaste Recovery, LLC.



Customer Service Data

During Q3 2025, GreenWaste issued 14 non-collection notices (NCN) to residents.

Most of the non-collection notices issued were due to: Contaminated - yardwaste, Contaminated - recycle, and Extras not scheduled.

Notices were issued to educate the residents.

Cust ID	Date	Service Tagged	Route	Notice	Note
094142 - 0001	7/7/2025	R96YW	BUR3	Extras not scheduled	had extra personal can not serviced
109411 - 0001	7/7/2025	R96YW	BUR3	Contaminated - yardwaste	trash
211514 - 0001	7/7/2025	02FLTR	BURFL1-T	Gate Issue " closed, locked, code invalid	@10:23
211514 - 0001	7/10/2025	02FLREC	BURFL1-R	Gate Issue " closed, locked, code invalid	@7:55 locked with lock no combination for it changed it
093932 - 0001	7/21/2025	R96YW	BUR3	Contaminated - yardwaste	can had cardboard and trash
174133 - 0001	7/31/2025	01FLTR	BURFL1-T	Blocked	
094672 - 0001	8/4/2025	R96REC	BUR2	Contaminated - recycle	wood
094015 - 0001	8/25/2025	R32TR	BUR1	Contaminated - recycle	playwood
094713 - 0001	8/25/2025	R64TR	BUR1	Contaminated - recycle	playwood
093988 - 0001	9/1/2025	R96YW	BUR3	Extras not scheduled	32 green personal with trash
108588 - 0001	9/1/2025	R96YW	BUR3	Extras not scheduled	personal cart
221002 - 0001	9/15/2025	R64YW	BUR3	Contaminated - yardwaste	trash

Cust ID	Date	Service Tagged	Route	Notice	Note
241554 - 0001	9/15/2025	R96YW	BUR3	Contaminated - yardwaste	2-yr had trash
214017 - 0001	9/22/2025		BUR2	Skipped	cart set out w/ recycle @ 9:18am

Notice	Quantity
Contaminated - yardwaste	4
Contaminated - recycle	3
Extras not scheduled	3
Gate Issue: closed, locked, code invalid	2
Skipped	1
Blocked	1
Grand Total	14

Name	Address	Date	Call Type
Ana Lopez	75 Wabash Ave	9/30/2025	CC Payment
Ingrid Sejas	351 Leigh Ave	9/30/2025	SERVICECHA
Rubicela Garcia & Angel Vera	49 Cleveland Ave	9/30/2025	Bill-Inq
Tamiris Alves	1910 Forest Ave	9/30/2025	Call Out
Tamiris Alves	1910 Forest Ave	9/30/2025	Svc-Inq



Missed Pickup Details

CustID	Miss on:	Notes:
1513720001	32G-TR	Please return to service 1-32gl MC cart.
0935860001	64G-TR	Please return to service 1-64gl TR Cart curbside - Missed Monday
2475300001	32G-TR	Please return to service 1-32gl MC Cart - Missed Mon
0935920001	64G-REC	Please return to service 1-64gl REC cart.
0940960001	96G-REC	Please go back and service REC cart
1366180001	96G-REC	Please service 1-96gl REC Cart- missed on monday
2275490001	32G-TR	Please return to service 1-32gl MC.
2275490001	32G-REC	Please return to service 1-32gl REC.
2342610001	64G-TR	Please return and service 1-64gl TR cart- missed on monday
0949160001	20G-TR	Please return and service 1-20gl TR cart- missed on monday
2267030001	32G-TR	please go back and service MC cart
1104270001	64G-REC	Please return to svc 1-64gl REC cart.
0936480001	32G-TR	Please return to service 1-32gl MC Cart curbside on Rutland Ave - Missed Mon

CustID	Miss on:	Notes:
0937600001	96G-REC	Please return to service 1-96gl REC Cart - Missed Mon
0943140001	96G-REC	Please return to service 1-96gl REC cart.
0941720001	96G-REC	Please service 1-96gl REC cart- missed on monday
0939880001	32G-TR	Please return to service 1-32gl MC cart.
0923330001	96G-REC	Please return and service 2-96gl REC Carts- missed on monday



Special Events

During Q3 2025, there were no special events held.