
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
February 17, 2026, 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.

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 1/20/2026.

7. WARRANTS

- 7.A. Approval of Warrants. Board action required: Approve four (4) warrants.
- 1. Mark Thomas & Company, Inc. (District Management Services)
 - 2. First Tech Federal Credit Union (Board of Directors' Payroll)
 - 3. State Water Resources Control Board (Annual Permit Fee)
 - 4. Flowing Water Plumbing & Drain (403 Leland Ave – Emergency Backup Call & Repair)

8. NEW BUSINESS

- 8.A. Form 700 – Statement of Economic Interests. Board action required: Board Members to file Form 700 by April 1, 2026.
- 8.B. 2026 Sewer System Management Plan Certification. Board action required: Review SSMP and adopt Resolution #299.
- 8.C. Annual Mainline and Lateral Maintenance. Board action required: Review and award bid for Annual Maintenance.

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Project Update. Board action required: None.
- 9.B. GreenWaste Recovery, Inc.
- 1. Annual Spring Clean Up Planning. Board action required: Discussion of survey questions.
 - 2. GreenWaste Quarterly Report October – December 2025. Board action required: None
 - 3. GreenWaste 2025 Annual Report. 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, March 3, 2026

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
January 20, 2026

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS**

**MINUTES OF REGULAR MEETING
January 20, 2026**

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. President Prupes called the meeting to order at 7:01 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: Valerie Armento (Present at the beginning through Item 8D)
Visitors: None

3. APPROVAL OF AGENDA

Motion: To approve the agenda.

Move: Negrete **Second:** Sclafani

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 December 16, 2025

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

Move: Negrete **Second:** Seldal

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal
 Noes: None
 Abstain: None
 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. Armento and Hynes, LLP (District Legal Services)
4. City of San Jose (TP O&M & Capital Billings Q4 FY2025-26)
5. Cupertino Sanitary District (CASA Conference – Rene Prupes)
6. Hogan Lovells US LLP (District Court Appeal August – October 2025)
7. Hunton Andrew Kurth LLP (District Court Appeal August – October 2025)
8. Flowing Water Plumbing (BSD Lower Lateral CIP Project)
9. JB Plumbing & Electric (438 Rutland Ave – Follow-up Service for Backup Call)

Motion: To approve nine (9) warrants as listed.

Move: Seldal

Second: Colson

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

8. NEW BUSINESS

8.A. 2026 Changes to Brown Act. Board action required: None.

District Counsel presented the 2026 changes to the Brown Act.

8.B. 2026 Changes to Ethics and New Fiscal Training Requirement. Board action required: None.

District Counsel presented the 2026 Changes to the Ethics and New Fiscal Training requirement.

8.C. City of San Jose – FY2024-25 Third Quarter Adjustment for O&M and CIP Billings. Board action required.

The Board reviewed and noted the FY2024-25 Third Quarter Adjustment for O&M and CIP Billings.

8.D. FY2025-26 Second Quarter Financial Review. Board action required: None.

Manager Porter presented the FY2025-26 Second Quarter Financial Review.

8.E. BSD Mark Thomas Staff Roles and Responsibilities Presentation. Board action required: None.

Engineer Chou presented Mark Thomas Staff Roles and Responsibilities. District Staff will post this presentation on the BSD Website. District Staff will prepare another presentation about the District.

8.F. San Jose – Santa Clara Regional Wastewater Facility Tributary Agencies' Estimated Available Plant Capacity – 2025. Board action require: None

Manager Porter presented the 2025 San Jose – Santa Clara Regional Wastewater Facility Tributary Agencies' Estimated Available Plant Capacity.

9. UNFINISHED BUSINESS

9.A. BSD Lower Lateral CIP Project Update. Board action required: None.

Manager Porter gave an update for the Lower Lateral CIP Project. District Staff will highlight the project on the BSD Website. District Staff will also post a Phase 2 CIP coming soon post on the BSD website.

- 9.B. GreenWaste Recovery, Inc. Annual Spring Clean Up Planning. Board action required: Discussion of survey question.

The following were discussed.

- The Board will prepare a list of survey questions for the next Board Meeting.
- District Staff will address the comments made on the Clean Up Day Flyer.
- District Staff will confirm Clean Up Day logistics with GreenWaste
- The Board will brainstorm information to place on the Director Handouts.

- 9.C. CASA 2026 Winter Conference January 13-16, 2026. Board action required: Board members to provide summary of their experience.

President Prupes provided a summary of her experience at the CASA 2026 Winter Conference.

10. HOUSEKEEPING ITEMS

- 10.A. Updates on Housekeeping Items.

- No update.

- 10.B. Agenda Items for Upcoming Meetings.

- For Clean Up Day, the Board will prepare a list of survey questions for the next Board Meeting.
- For Clean Up Day, the Board will brainstorm information to place on the Director Handouts.
- By consensus, the Board agreed to cancel the first meeting for February if no urgent items need to be discussed.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, February 17, 2026.

Motion: To adjourn meeting at 9:02 pm.

Move: Sclafani

Second: Seldal

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: February 17, 2026

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. State Water Resources Control Board
4. Flowing Water Plumbing & Drain

Warrant List for 02-17-2026

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	2/12/2026	58863	\$ 23,933.01	District Management Services 25-B0102	
		2/12/2026	58864	\$ 3,124.15	BSD Lateral CIP (25-B0126)	
			MTCO Subtotal	\$ 27,057.16		4258
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		N/A		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 960.00	1/20/2026, 1/14/26 - 1/16/26 (CASA Conference)	
	Procopio Sclafani			\$ 480.00	1/20/26, 1/27/26 (Ethics Training)	
	Ken Colson			\$ 240.00	1/20/2026	
	Mark Negrete			\$ 480.00	1/20/26, 1/27/26 (Ethics Training)	
	Kristina Seldal			\$ 240.00	1/20/2026	
	Total payment to Directors			\$ 2,400.00		
	Estimated processing fees/taxes			\$ 300.00		
			Subtotal actual amt	\$ 2,700.00		4259
3	State Water Resources Control Board	11/19/2025	WD-0302049	\$ 3,945.00	Annual Permit Fee 7/1/25 - 6/30/26	4260
4	Flowing Water Plumbing & Drain	2/6/2026	6251	\$ 796.00	Back Up Call Response - 403 Leland Ave	
		2/11/2026	1816	\$ 10,600.00	Emergency Repair - 403 Leland Ave	
			Subtotal	\$ 11,396.00		4261
	TOTAL WARRANT AMOUNT			\$ 45,098.16		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2025-26			\$ 763,386.97		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

- 8A. Form 700
- 8.B. 2026 Sewer System Management Plan
- 8.C. Annual Mainline & Lateral Maintenance

MEMORANDUM / EMAIL

TO: Form 700 (Statement of Economic Interest) Filers in the [Burbank Sanitary District]

FROM: Burbank Sanitary District

RE: Statement of Economic Interests - Form 700
E-filed Forms Due in eDisclosure by April 1, 2026

Use Electronic Form 700 System (eDisclosure) to Complete Your Form:
<https://www.southtechhosting.com/SantaClara/eDisclosure/>

DATE: February 6, 2026

I. Annual Form 700 Requirement & Due Date

The law requires every officer, employee and consultant in our agency who is in a position that makes or participates in making decisions that may have an effect on a position holder's financial interests to complete and submit a Statement of Economic Interests (Form 700) annually.

Our agency's Conflict of Interest Code designates individuals in your position as required to complete and submit a Form 700. Attached for your reference is our agency's Conflict of Interest Code which specifies what disclosures each position is required to make.

It is your responsibility to complete the Form 700 accurately and in a timely fashion under penalty of perjury. By law, the 2025/2026 annual Form 700 is due by Wednesday, April 1, 2026.

II. Your Disclosure Requirements

Refer to our agency's conflict of interest code to find out the disclosure requirements for your position. Your position will be assigned to only one disclosure category number. You only need to look at the requirements under that disclosure category number. The disclosure category will specify which economic interests your position is required to disclose, and which sources of those economic interests your position is required to disclose.

III. The Reporting Period for Your Annual Form 700

Your annual Form 700 is used to report the previous year's economic interests. The annual Form 700 due by April 1, 2026 will typically cover the reporting period of January 1, 2025 to December 31, 2025 (like taxes). However, if an individual assumed office on or after

October 1, 2024, their reporting period is from the date they assumed office through December 31, 2025.

IV. Reference Information

At the end of this email are links to useful reference materials produced by the Fair Political Practices Commission (FPPC)—the state agency that monitors compliance—to assist you in filling out the Form 700. It is your responsibility to complete the Form 700 under penalty of perjury, so every effort must be made to understand your reporting requirements.

- ✓ Form 700 Instruction pages: There is an instruction page for each Schedule of the Form 700, as well as pages with questions and answers.
- ✓ The “Frequently Asked Questions: Form 700 Disclosure” contains answers to questions often asked by filers.
- ✓ The “2025/2026 Form 700 Reference Pamphlet” provides definitions of terms, exceptions to what is reportable, and examples of how to report income, investments, interests in real property, retirement accounts, trusts, and wedding gifts in given scenarios.
- ✓ The “Limitations and Restrictions on Gifts, Honoraria, Travel and Loans” provides guidance on what gifts are reportable, exceptions to gift reporting, understanding how to report the source and value of gifts, as well as honoraria, travel payments, and loans.

V. Using eDisclosure to Complete and e-File the Form 700

The County of Santa Clara has an electronic system, known as eDisclosure, for our agency’s filers to complete and e-file their Form 700s. eDisclosure allows filers a password-protected, savable, online completion and submission of the Form 700. eDisclosure assists you with filling out the Form, performing an error-check for missed fields prior to finalization. eDisclosure also allows you to save your Form 700, and return to complete it later if necessary. And, once you have completed your Form 700 in eDisclosure, the next time you have to complete a Form 700, eDisclosure allows you to copy over applicable information from a prior Form, saving you time in filling out the new Form.

Once you have completed filling out your Form 700 in eDisclosure and click “submit electronically,” eDisclosure will immediately date-stamp the Form 700 as filed. Your annual filing is complete. When you e-file your Form 700 in eDisclosure, you do not have to print and sign a copy. You and I will receive an email confirmation that you e-filed your Form 700. If you would like a copy of your Form 700 for your own records, you can print/save a copy by clicking on “Previous Filings” in the Filer section of the left-side menu in eDisclosure, selecting a filing, and clicking on “Print” or “Save.”

Please do not wait until the last minute to complete your Form 700 in case you do run into any technical difficulties. The April 1st deadline is fixed by law so your annual filing must

be in on that date (and Tuesday, March 31st is a County and State holiday so assistance will not be available on that day).

VI. Accessing eDisclosure (what to do if you forgot your password)

In February, eDisclosure will automatically send an email to all filers with an email address in the system who have an annual 2025/2026 Form 700 due.

To access eDisclosure, you will be asked to enter your login ID (your email address) and your password. If you have trouble, try clicking the “Log In” button instead of clicking “enter” on your keyboard.

If you have forgotten your password, you may contact me and I can have the system reset your password. I do not see any old or new password for you; the system automatically generates a new password for you and sends it directly to your email address.

VII. Penalties Imposed Against the Filer for Untimely Filing and Failure to File

All annual Form 700s are due by April 1, 2026. Please be advised that there can be a penalty against the filer in the amount of \$10 per day after the deadline up to \$100 for a late filing, and the Fair Political Practices Commission could assess a much higher fine for continued failure to file. Further, penalties to the filer for failure to file or failure to disclose all reportable interests can include criminal and civil sanctions for intentional or negligent violation of the reporting requirements.

VIII. Contacts for Assistance

For questions regarding filling out the Form 700, you may contact the FPPC advice line at 1-866-ASK-FPPC (1-866-275-3772) (Monday-Thursday: 9:00 a.m. – 11:30 a.m.) or email the FPPC at advice@fppc.ca.gov. Please note that you must have your position’s disclosure category requirements in-hand before the FPPC can provide reporting assistance.

For questions regarding use of eDisclosure, you may contact me, or you may contact the Clerk of the Board’s office at form700@cob.sccgov.org.

Attachment:

- 1) Agency Conflict of Interest Code with List of Designated Positions and Disclosure Categories from

Links (in lieu of attachments):

- (1) For the Form 700 - Statement of Economic Interests, please logon to the eDisclosure system at <https://www.southtechhosting.com/SantaClara/eDisclosure/>
(if you have difficulty accessing eDisclosure, you may email form700@cob.sccgov.org for assistance.
- (2) 2025/2026 Form 700 Instruction Pages

- url:* <https://files.santaclaracounty.gov/exjcpb1586/2026-01/form-700-instruction-pages-only-2026.pdf?VersionId=ZrpRNXap0fprajQB8jQwUPPUyVO32wvQ>
- (3) Frequently Asked Questions: Form 700 Disclosure
url: <https://files.santaclaracounty.gov/exjcpb1586/2026-01/faq-form-700-disclosure.pdf?VersionId=yTdvt3v972Wtbl0yYkkTfiDCqmR9NrOG>
- (4) 2025/2026 Form 700 Reference Pamphlet
url: <https://files.santaclaracounty.gov/exjcpb1586/2026-01/form-700-reference-pamphlet-2025-2026.pdf?VersionId=AzXuZ4f2.fv.9hPoS6Yp9hZr.07jU6gS>
- (5) Limitations and Restrictions on Gifts, Honoraria, Travel and Loans
url: https://files.santaclaracounty.gov/exjcpb1586/2025-01/limitations-and-restrictions-on-gifts-honoraria-travel-and-loans_0.pdf?VersionId=bMFPJiBoV6UoEQASIHMIYZyuQ59DodpE
- (6) Updating Information in Verification Section of Your Form 700
url: https://files.santaclaracounty.gov/exjcpb1586/2025-01/how-to-update-information-listed-in-verification-section-of-your-form-700-before-you-file.pdf?VersionId=GM96W_nwE5uya0gkKM2jDDqLvDTUPf_7

RESOLUTION NO. 299

RESOLUTION OF THE BOARD OF DIRECTORS OF THE BURBANK SANITARY DISTRICT CERTIFYING THE 2026 SEWER SYSTEM MANAGEMENT PLAN IS COMPLETE AND IN COMPLIANCE WITH THE STATE WATER RESOURCES CONTROL BOARD ORDER NO. 2006-0003-DWQ STATEWIDE GENERAL WASTE DISCHARGE REQUIREMENT (WDR) FOR WASTEWATER COLLECTION AGENCIES

WHEREAS, the Burbank Sanitary District ("the District") is required by the State Water Resources Control Board Order No. 2006-0003-DWQ Statewide General Waste Discharge Requirements (WDR) for Wastewater Collection Agencies to prepare and implement a Sewer System Management Plan (SSMP); and

WHEREAS, the Board of Directors of Burbank Sanitary District last certified the District's SSMP on April 19, 2011; and

WHEREAS, the District updated the District's SSMP on April 1, 2012; and last certified on May 3, 2016.

WHEREAS, the District updated the SSMP (2021 SSMP) in May 2021; and last certified on 18 May, 2021.

WHEREAS, the District updated the SSMP (2026 SSMP) in February 2026; and

WHEREAS, the Board of Directors has reviewed the 2026 SSMP and has found it complete,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Burbank Sanitary District finds that the 2026 SSMP for the Burbank Sanitary District is complete and in compliance with the State Water Resource Control Board, San Francisco Bay Regional Water Quality Control Board, and WDR 2006-0003-DWQ. Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, as revised by Order No. WQ 2022-0103-DWQ on December 6, 2022. The order became effective 180 days after the Adoption Date of the General Order, on June 5, 2023.

President, Burbank Sanitary District

I hereby certify that the foregoing is a true and correct copy of a Resolution duly and regularly passed and adopted by the Board of Directors of the Burbank Sanitary District at a meeting held on the 17th day of February 2026, by the following vote:

AYES: and in favor thereof, Members:

NOES: Member:

ABSTAIN: Member:

ABSENT: Member:

Secretary, Burbank Sanitary District



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: February 17, 2026
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 2025 by AB/JDD Plumbing. In February 2026, 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 ninety-four (194) sewer laterals within the District's boundary. On February 06, 2026, the District received three bids from contractors for this work. After reviewing the proposal of the three bids, MBR Plumbing LLC dba Flowing Water's cost proposal was the lowest with the total amount of \$21,810.00.

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

Table 1 - Bid Summary

Name of Contractor	Mainlines	Laterals	Total
MBR Plumbing LLC dba Flowing Water	\$12,058.00	\$9,752.00	\$21,810.00
JB Plumbing & Electric	\$30,145.00	\$16,560.00	\$46,705.00
Roto-Rooter Services Company	\$18,689.90	\$19,872.00	\$38,561.90

RECOMMENDATION: MBR Plumbing LLC dba Flowing Water's was the lowest responsive and qualified bidder. Staff has reviewed MBR Plumbing LLC dba Flowing Water's bid and recommends that the Board of Directors authorize the District Manager to award the contract to MBR Plumbing LLC dba Flowing Water in the amount of \$21,810.00. The budget line item for this annual cleaning of mainlines and laterals is \$40,000.00 and MBR Plumbing LLC dba Flowing Water's bid is within the budget estimate.

ATTACHMENT:

- 3 Bids Received

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

DATE: February 17, 2026

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: BSD - Lower Lateral CIP Project Update

Project Background

This memo provides a progress update on the Phase 1 - Lower Lateral CIP project. The effort has been broken into three sub-phases:

- **Phase 1A – Installation & Cleaning: DONE**
 - **Phase 1B – Inspection:**
The lower laterals will be inspected for any structural defects by accessing them through cleanouts. This work will be done by BSD.
 - **Phase 1C – Repairs:**
Any laterals found to have major structural issues during the inspection phase will be repaired as part of this sub-phase.
-

Project Update

Phase 1B – Inspection Update:

Phase 1B of the Lower Lateral Rehabilitation Project began in February 2026 and is scheduled for completion in May 2026. As part of this phase, the lower laterals will be inspected using CCTV to evaluate potential structural deficiencies. The inspection data will be used to develop a Capital Improvement Plan (CIP) focused on addressing pipes requiring lower lateral repairs. Prior to inspection, the lower laterals must be cleaned to ensure an accurate assessment.

- The District received bids from three contractors to perform the required cleaning and maintenance work.
- Staff reviewed the bids and is recommending that the Board approve the selected contractor to complete the work. (See Memo on Annual Cleaning)



GreenWaste Recovery, LLC.

2540 N. First Street

Suite 300

San Jose, CA 95131

(408) 283-4800

Quarterly Report

October 2025 to December 2025

Q4 2025

BURBANK SANITARY DISTRICT

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement



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

Dear Mr. Porter,

Enclosed please find the October 2025 to December 2025 (Q4 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, October 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B	
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons	
CURBSIDE RECYCLABLES 1	29.24	72.03%	8.18	21.06	-	21.06	
CURBSIDE RECYCLABLES 2			-	-	-	-	
CURBSIDE RECYCLABLES 3			-	-	-	-	
CURBSIDE RECYCLABLES 4			-	-	-	-	
PROCESSED COMPOSTABLES 2	64.61	55.09%	29.01	35.60	-	35.60	
BULKY ITEMS			-	-	-	-	
ELECTRONICS-IN			-	-	-	-	
YARDWASTE -IN	41.12	100.00%	-		41.12	41.12	
Total Residential	134.97		37.19	56.66	41.12	97.78	72.44% Diversion

Residential, November 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B	
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons	
CURBSIDE RECYCLABLES 1	24.76	74.49%	6.32	18.44	-	18.44	
CURBSIDE RECYCLABLES 2	9.33	57.49%	3.97	5.36	-	5.36	
CURBSIDE RECYCLABLES 3			-	-	-	-	
CURBSIDE RECYCLABLES 4			-	-	-	-	
PROCESSED COMPOSTABLES 2	65.95	51.32%	32.10	33.85	-	33.85	
BULKY ITEMS			-	-	-	-	
ELECTRONICS-IN			-	-	-	-	
YARDWASTE -IN	41.44	100.00%	-		41.44	41.44	
Total Residential	141.48		42.39	57.65	41.44	99.09	70.04% Diversion

Residential, December 2025

Material	Total Tons	Diversion %	Total Trash Tons	A	B	A + B	
				Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons	
CURBSIDE RECYCLABLES 1	24.80	73.96%	6.46	18.34	-	18.34	
CURBSIDE RECYCLABLES 2	5.18	56.60%	2.25	2.93	-	2.93	
CURBSIDE RECYCLABLES 3	4.44	39.24%	2.70	1.74	-	1.74	
CURBSIDE RECYCLABLES 4	3.31	21.88%	2.59	0.72	-	0.72	
PROCESSED COMPOSTABLES 2	83.33	53.01%	39.16	44.17	-	44.17	
BULKY ITEMS			-	-	-	-	
ELECTRONICS-IN			-	-	-	-	
YARDWASTE -IN	55.19	100.00%	-		55.19	55.19	
Total Residential	176.25		53.15	67.91	55.19	123.10	69.84% Diversion

A B A + B

Residential, Q4 2025

Material	Total Tons	Diversion %	Total Trash Tons	Recycled Tons	Recycled Yard Waste Tons	Total Recycled Tons	
CURBSIDE RECYCLABLES 1	78.80	73.41%	20.95	57.85	-	57.85	
CURBSIDE RECYCLABLES 2	14.51	57.17%	6.21	8.30	-	8.30	
CURBSIDE RECYCLABLES 3	4.44	39.24%	2.70	1.74	-	1.74	
CURBSIDE RECYCLABLES 4	3.31	21.88%	2.59	0.72	-	0.72	
PROCESSED COMPOSTABLES 2	213.89	53.12%	100.28	113.61	-	113.61	
BULKY ITEMS	-		-	-	-	-	
ELECTRONICS-IN	-		-	-	-	-	
YARDWASTE -IN	137.75	100.00%	-		137.75	137.75	
Total Residential	452.70		132.73	182.22	137.75	319.97	70.68% Diversion

Commercial, October 2025

Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
OFFICE RECYCLABLES 2	4.16	53.38%	1.94	2.22	
OFFICE RECYCLABLES 3			-	-	
OFFICE RECYCLABLES 4	0.11	16.09%	0.09	0.02	
PROCESSED COMPOSTABLES 2	20.54	55.09%	9.22	11.32	
Total Commercial	24.81		11.26	13.55	54.63% Diversion

Commercial, November 2025

Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
OFFICE RECYCLABLES 2	2.57	57.49%	1.09	1.48	
OFFICE RECYCLABLES 3			-	-	
OFFICE RECYCLABLES 4			-	-	
PROCESSED COMPOSTABLES 2	19.83	51.32%	9.65	10.18	
Total Commercial	22.40		10.75	11.65	52.03% Diversion

Commercial, December 2025

Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
OFFICE RECYCLABLES 2	5.73	56.60%	2.49	3.24	
OFFICE RECYCLABLES 3			-	-	
OFFICE RECYCLABLES 4			-	-	
PROCESSED COMPOSTABLES 2	21.69	53.01%	10.19	11.50	
Total Commercial	27.42		12.68	14.74	53.76% Diversion

Commercial, Q4 2025

Material	Total Tons	Diversion %	Total Trash Tons	Total Recycled Tons	
OFFICE RECYCLABLES 2	12.46	55.71%	5.52	6.94	
OFFICE RECYCLABLES 3	-		-	-	
OFFICE RECYCLABLES 4	0.11	16.09%	0.09	0.02	
PROCESSED COMPOSTABLES 2	62.06	53.16%	29.07	32.99	
Total Commercial	74.63		34.68	39.95	53.53% Diversion

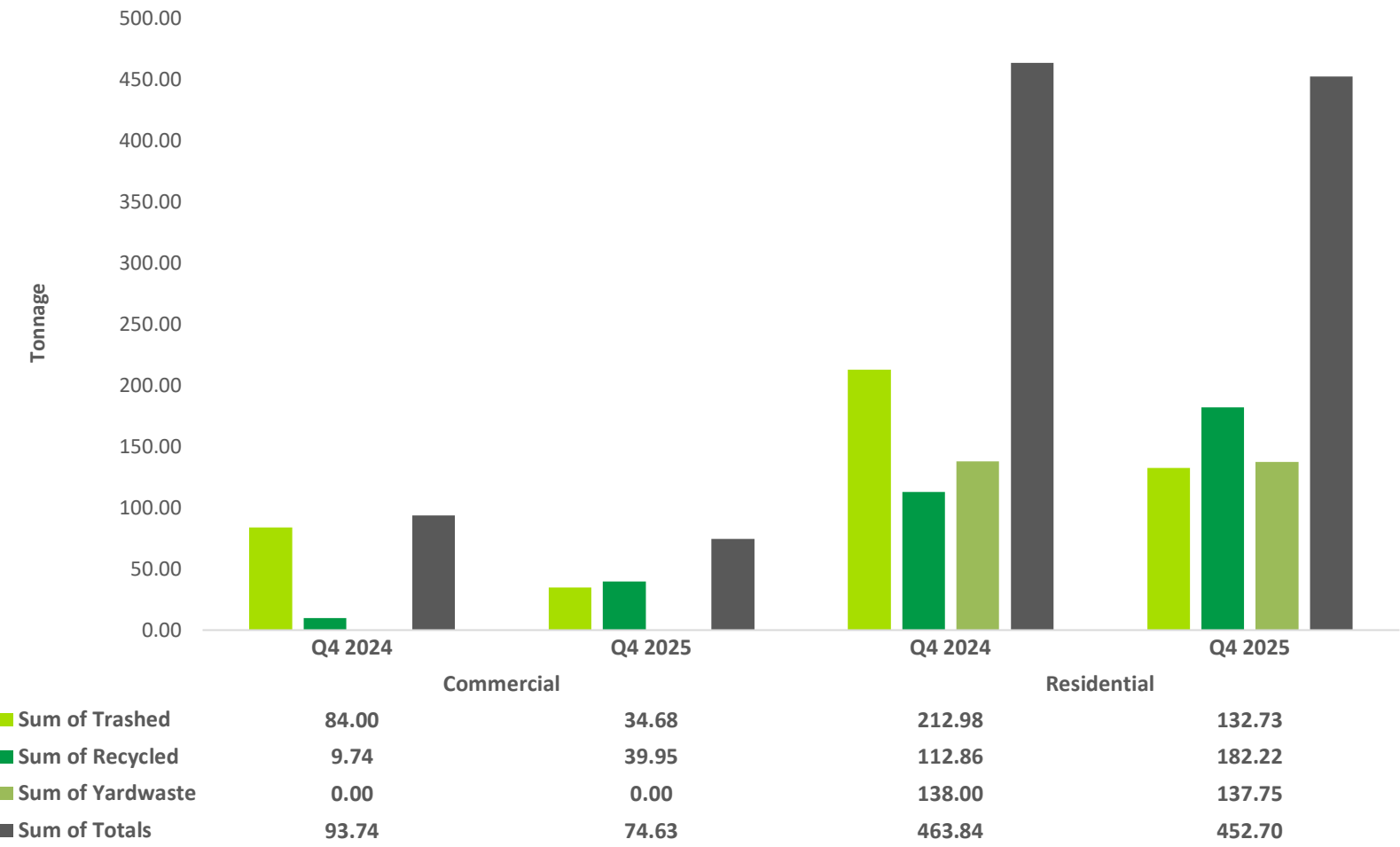
	Total Tons	Total Trash Tons	A Recycled Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
Residential & Commercial, Oct 2025	159.78	48.45	70.21	41.12	111.33	69.68% Diversion

Residential & Commercial, Nov 2025	163.88	53.13	69.31	41.44	110.75	67.58% Diversion
Residential & Commercial, Dec 2025	203.67	65.83	82.65	55.19	137.84	67.68% Diversion
Residential & Commercial, Q4 2025	527.33	167.41	222.17	137.75	359.92	68.25% Diversion

C1



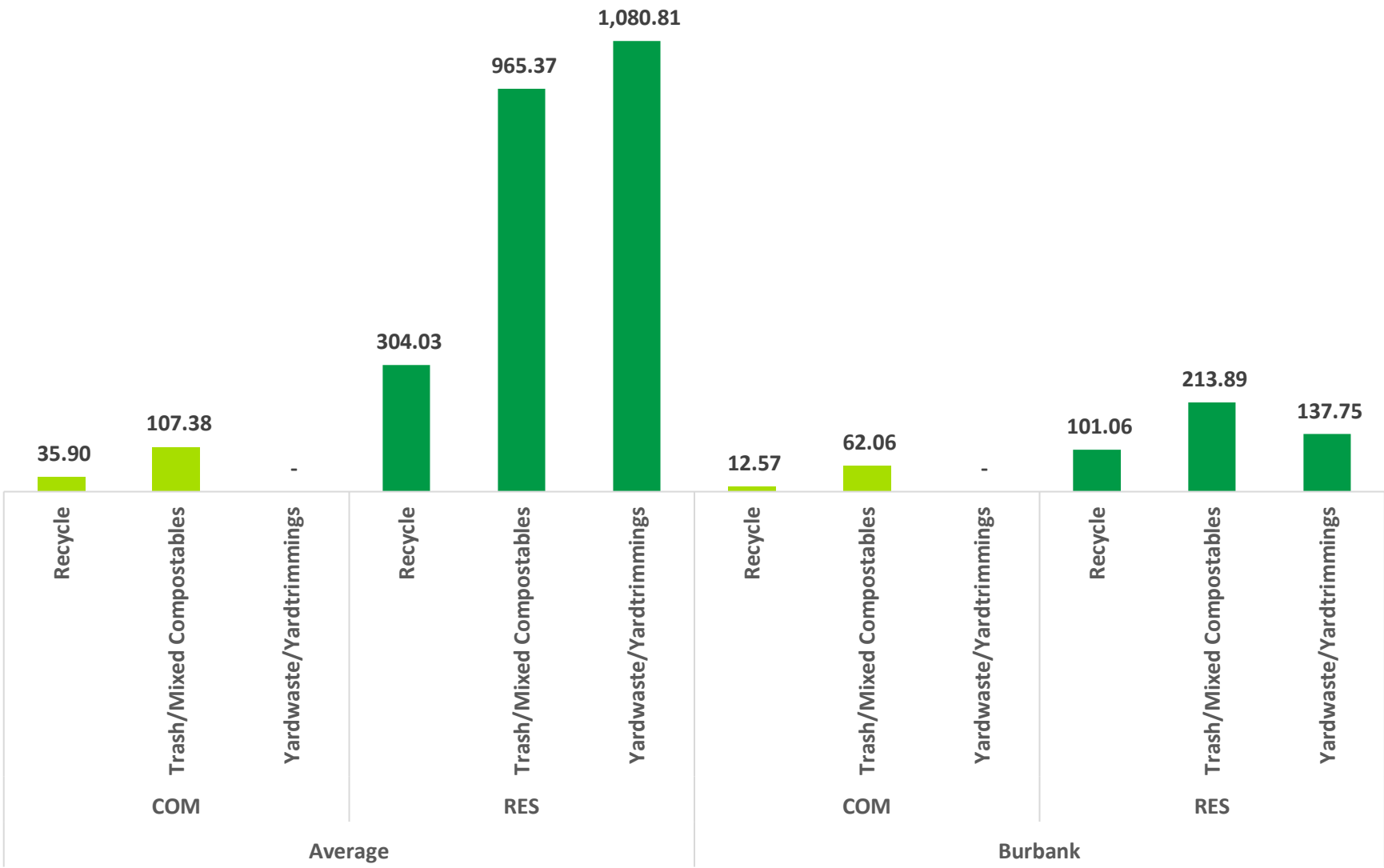
Burbank Quarterly YoY Comparison



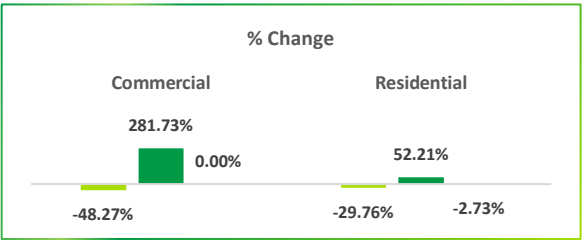
C3



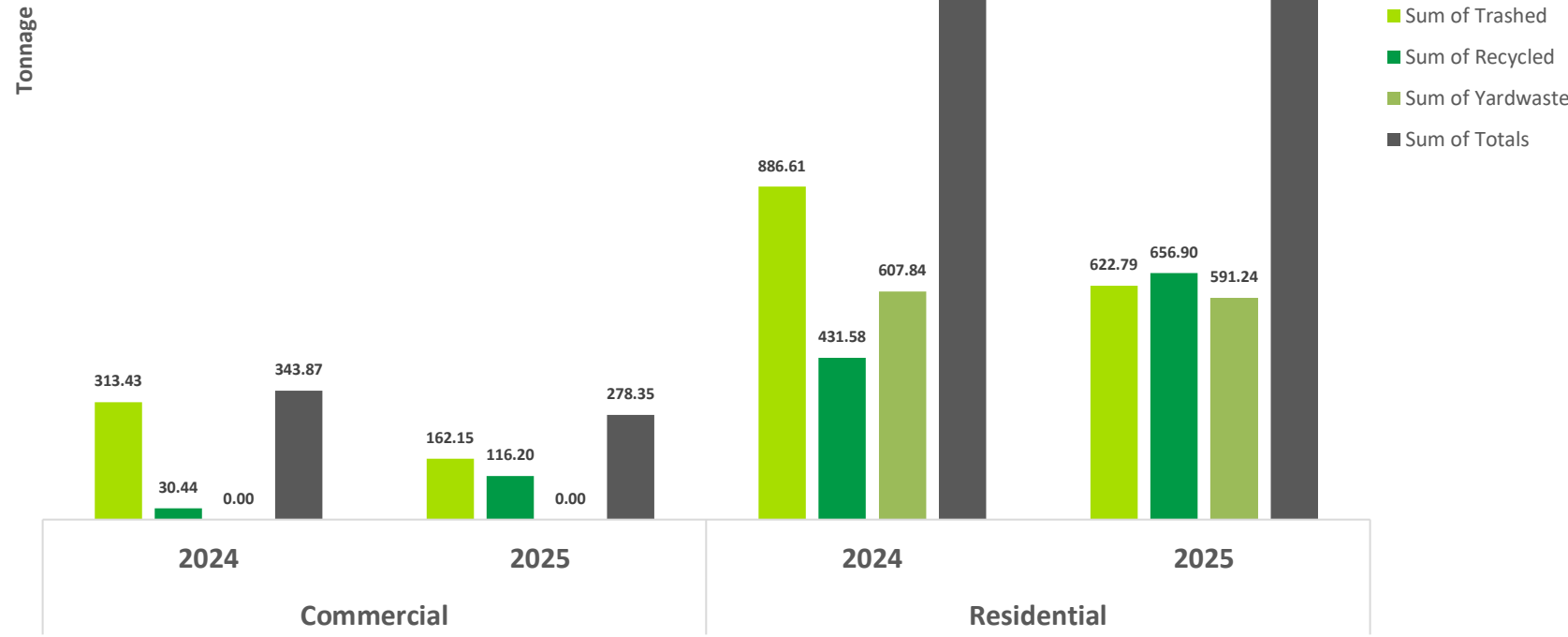
Tonnage Categories - Burbank vs. Avg Q4



C2



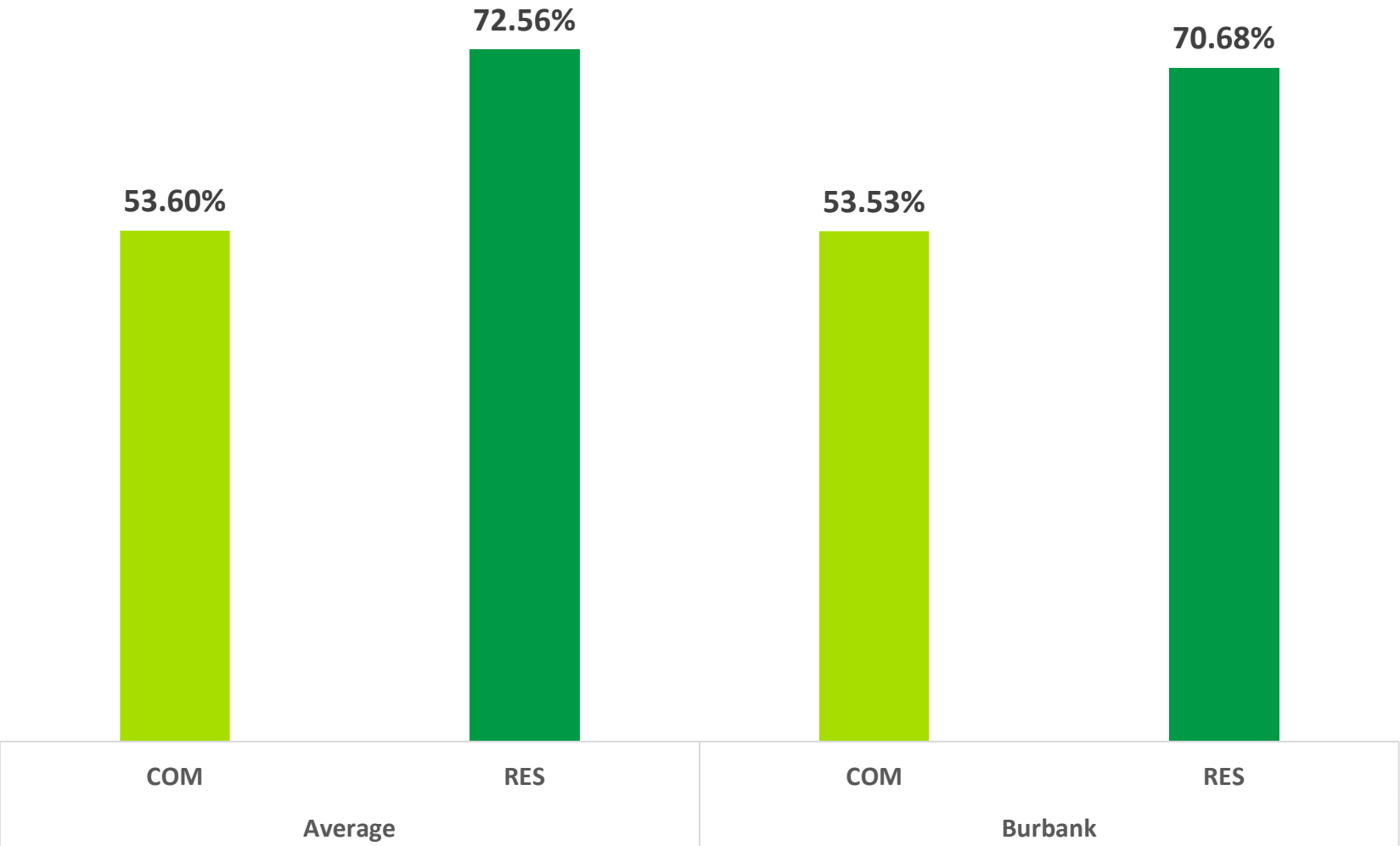
Burbank Annual YoY Comparison



C4



Diversion Rate - Burbank vs. Avg Q4





Residential Collection Summary

Cart Count Totals - Trash

Code	Description	Quantity
R20TR	20-gal trash cart	127
R20TR-ADDL	20-gal trash additional cart	1
R20TR-DIS	20-gal discounted trash cart	4
R32TR	32-gal trash cart	526
R32TR-A	32-gal trash cart 0-100ft	7
R32TR-DIS	32-gal discounted trash cart	0
R64TR	64-gal trash cart	221
R64TR-A	64-gal trash cart - 0-100ft	1
R64TR-DIS	64-gal discounted trash cart	0
R96TR	96-gal trash cart	112
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	180
R96REC	96-gal recycle cart	854

Cart Count Totals - Yard Waste

Code	Description	Quantity
R64YW	64-gal yard waste cart	162
R96YW	96-gal yard waste cart	860
R96TR-A	96-gal trash cart - 0-100ft	6

Q3 2023



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	0
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

02FLTR	2yd front load	2x week	2
--------	----------------	---------	---

Q3 2023



Program Operations

During Q4 2025, there were no significant changes that occurred for collections, processing, and marketing for GreenWaste Recovery, LLC.



Customer Service Data

During Q4 2025, GreenWaste issued 39 non-collection notices (NCN) to residents.

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

Notices were issued to educate the residents.

Cust ID	Date	Service Tagged	Route	Notice	Note
093711 - 0001	10/20/2025	R96REC	BUR2	Blocked	
157969 - 0001	10/20/2025	R96YW	BUR3	Contaminated - yardwaste	cart had cardboard
162651 - 0001	10/20/2025	R96REC	BUR2	Blocked	
191018 - 0001	10/20/2025	R96YW	BUR3	Extras not scheduled	personal cart
194324 - 0001	10/20/2025	R96REC	BUR2	Blocked	
211514 - 0001	10/23/2025	02FLREC	BURFL1-R	Gate Issue â€œ closed, locked, code invalid	
093711 - 0001	10/27/2025	R96REC	BUR2	Blocked	red car
093863 - 0001	10/27/2025	R96YW	BUR3	Contaminated - yardwaste	wood
093932 - 0001	10/27/2025	R96YW	BUR3	Contaminated - yardwaste	trash
094076 - 0001	10/27/2025	R96YW	BUR3	Contaminated - yardwaste	wood
094310 - 0001	10/27/2025	R96YW	BUR3	Contaminated - yardwaste	had trash
094426 - 0001	10/27/2025	R96YW	BUR3	Contaminated - yardwaste	had trash and cardboard

Cust ID	Date	Service Tagged	Route	Notice	Note
109035 - 0001	10/27/2025	R96REC	BUR2	Blocked	car was to close and it was damaged
194324 - 0001	10/27/2025	R96REC	BUR2	Blocked	red car
093752 - 0001	11/3/2025	R96YW	BUR3	Extras not scheduled	personal cart
093932 - 0001	11/3/2025	R96YW	BUR3	Contaminated - yardwaste	trash
094076 - 0001	11/3/2025	R96YW	BUR3	Contaminated - yardwaste	wood
094085 - 0001	11/3/2025	R96YW	BUR3	Extras not scheduled	personal cart
170265 - 0001	11/3/2025	R64YW	BUR3	Extras not scheduled	personal cart
186676 - 0001	11/3/2025	R96YW	BUR3	Contaminated - yardwaste	trash
198600 - 0001	11/3/2025	R64YW	BUR3	Contaminated - yardwaste	trash
233209 - 0001	11/3/2025	R64YW	BUR3	Overfilled - yardwaste	
093541 - 0001	11/10/2025	R96YW	BUR3	Overfilled - yardwaste	
093678 - 0001	11/10/2025	R96YW	BUR3	Extras not scheduled	personal
093822 - 0001	11/10/2025	R96YW	BUR3	Extras not scheduled	personal
094076 - 0001	11/10/2025	R96YW	BUR3	Overfilled - yardwaste	wood
194324 - 0001	11/17/2025	R96YW	BUR3	Skipped	empty
092368 - 0001	11/27/2025	02FLTR	BURFL1-T	Blocked	
093711 - 0001	12/1/2025	R96REC	BUR2	Blocked	at 10:12 their was a white audi blocking the entrence for the driver to go in and servie the can have a picture
148325 - 0001	12/8/2025	R96YW	BUR3	Contaminated - yardwaste	
157969 - 0001	12/8/2025	R96YW	BUR3	Contaminated - yardwaste	

Cust ID	Date	Service Tagged	Route	Notice	Note
168448 - 0001	12/8/2025	R96YW	BUR3	Contaminated - yardwaste	
184868 - 0001	12/8/2025	R64YW	BUR3	Contaminated - yardwaste	
202666 - 0001	12/8/2025	R96YW	BUR3	Contaminated - yardwaste	
226074 - 0001	12/15/2025	R96YW	BUR3	Contaminated - yardwaste	wood
249677 - 0001	12/15/2025	R96REC	BUR2	Contaminated - recycle	they had wood
093953 - 0001	12/22/2025	R96YW	BUR3	Contaminated - yardwaste	trash and wood
094815 - 0001	12/22/2025	R64YW	BUR3	Contaminated - yardwaste	wood
094908 - 0001	12/22/2025	R32TR	BUR1	Extras not scheduled	extra bags

Notice	Quantity
Contaminated - yardwaste	18
Blocked	8
Extras not scheduled	7
Overfilled - yardwaste	3
Skipped	1
Contaminated - recycle	1
Gate Issue " closed, locked, code invalid	1
Grand Total	39



Missed Pickup Details

CustID	Miss on:	Notes:
2274890001	01FL-TR	Please return to service 1FL-TR
0937110001	96G-TR	Please return to service 2-96gl MC Cart - Missed Mon
0940730001	20G-TR	Please service 1-20gl TR cart
2220620001	20G-TR	please service (1)- 20gal TR



Special Events

During Q4 2025, there were no special events held.



GreenWaste Recovery, Inc.

610 E. Gish Rd
San Jose, CA 95112
(408) 283-4800

2025 Annual Report

January 2025 to December 2025

BURBANK SANITARY DISTRICT

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement



January 29, 2026

Benjamin Porter
Burbank Sanitary District
2063 Stevens Creek Blvd., Suite 100
Cupertino, CA 95014

Dear Mr. Porter,

Herein you will find the 2025 Annual Report for the period of January 2025 to December 2025, as required by the Franchise Agreement between the Burbank Sanitary District, and GreenWaste Recovery, Inc. for Collection, and Processing of Mixed Compostables, Recyclable Materials, and Yard Trimmings.

The sections of the report are detailed on the following tabs as follows:

- 1a. Annual Summary
- 1b. Annual Summary
2. Residential Collection Summary
3. Commercial Collection Summary
4. Program operations
5. Customer Service Data
6. Special Events
7. Phone log & Missed Pickup Summary

It has been a pleasure to serve the Burbank Sanitary District, and its residents. We look forward to continuing to service the Burbank Sanitary District. Please let me know if you have any questions regarding this report.

Sincerely,

Gar-Ying Chan
Financial Planning & Analysis Manager
(408) 288-4342
garying.chan@greenwaste.com



Annual Summary

Tonnage & Diversion Summary 2025

Material	RES / COM	Q1 2025			Q2 2025			Q3 2025			Q4 2025		
		Collected	Trash	Recycled	Collected	Trash	Recycled	Collected	Trash	Recycled	Collected	Trash	Recycled
CURBSIDE RECYCLABLES 1	RES	91.49	23.98	67.51	102.29	29.20	73.09	92.99	26.67	66.32	78.80	20.95	57.85
CURBSIDE RECYCLABLES 2	RES	12.14	5.33	6.81	7.31	3.54	3.77	-	-	-	14.51	6.21	8.30
CURBSIDE RECYCLABLES 3	RES							4.24	2.84	1.40	4.44	2.70	1.74
CURBSIDE RECYCLABLES 4	RES							7.05	6.07	0.98	3.31	2.59	0.72
ELECTRONICS-IN	RES				1.65	0.64	1.01						
METAL - INBOUND	RES												
YARDWASTE -IN	RES	143.03	-	143.03	168.05	-	168.05	142.41	-	142.41	137.75		137.75
PROCESSED COMPOSTABLES 2	RES	209.33	89.90	119.43	220.68	102.19	118.49	215.57	109.57	106.00	213.89	100.28	113.61
BULKY ITEMS	RES												
STREET SWEEPING	RES												
RES Quarter Tonnage Total		455.99	119.21	336.78	499.98	135.58	364.40	462.26	145.15	317.11	452.70	132.73	319.97
RES Quarter Diversion Rate			73.86%			72.88%			68.60%			70.68%	

OFFICE RECYCLABLES 1	COM												
OFFICE RECYCLABLES 2	COM	8.07	3.55	4.52	6.85	3.27	3.58	7.79	3.73	4.06	12.46	5.52	6.94
OFFICE RECYCLABLES 3	COM				-	-	-	-	-	-	-	-	-
OFFICE RECYCLABLES 4	COM										0.11	0.09	0.02
PROCESSED COMPOSTABLES 2	COM	63.95	27.60	36.35	61.34	28.21	33.13	55.72	28.32	27.40	62.06	29.07	32.99
COM Quarter Tonnage Total		72.02	31.15	40.87	68.19	31.47	36.72	63.51	32.05	31.46	74.63	34.68	39.95
COM Quarter Diversion Rate			56.75%			53.84%			49.54%			53.53%	

RES + COM Quarter Tonnage Total	528.01	150.36	377.65	568.17	167.05	401.12	525.77	177.20	348.57	527.33	167.41	359.92
RES + COM Quarter Diversion Rate		71.52%			70.60%			66.30%			68.25%	

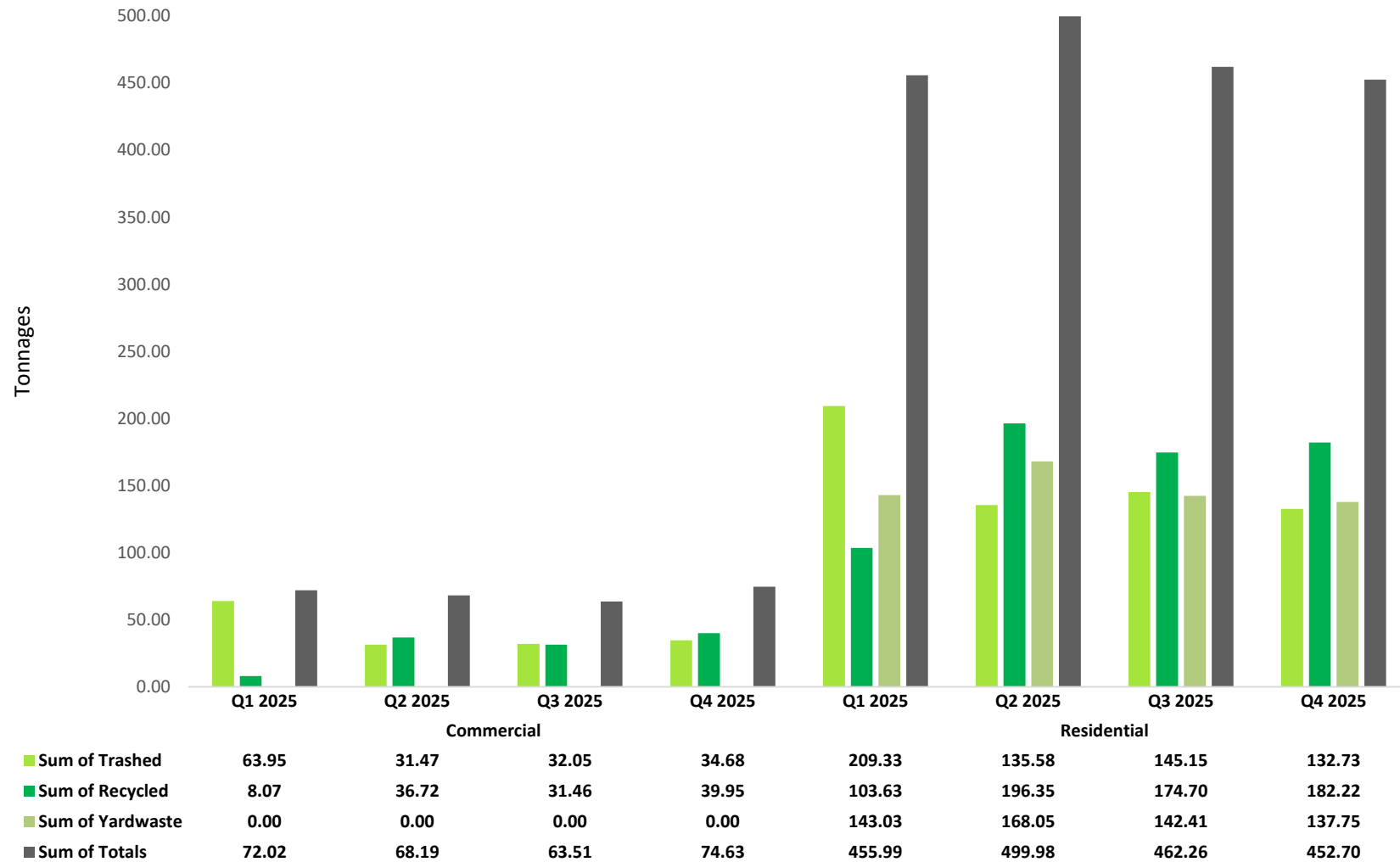
Notes

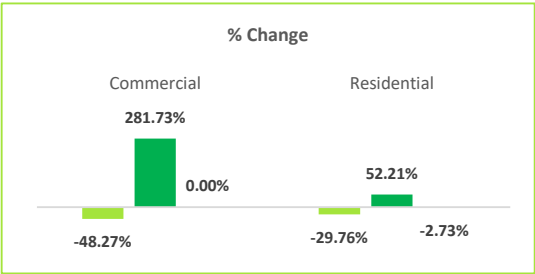
RES: Residential

COM: Commercial

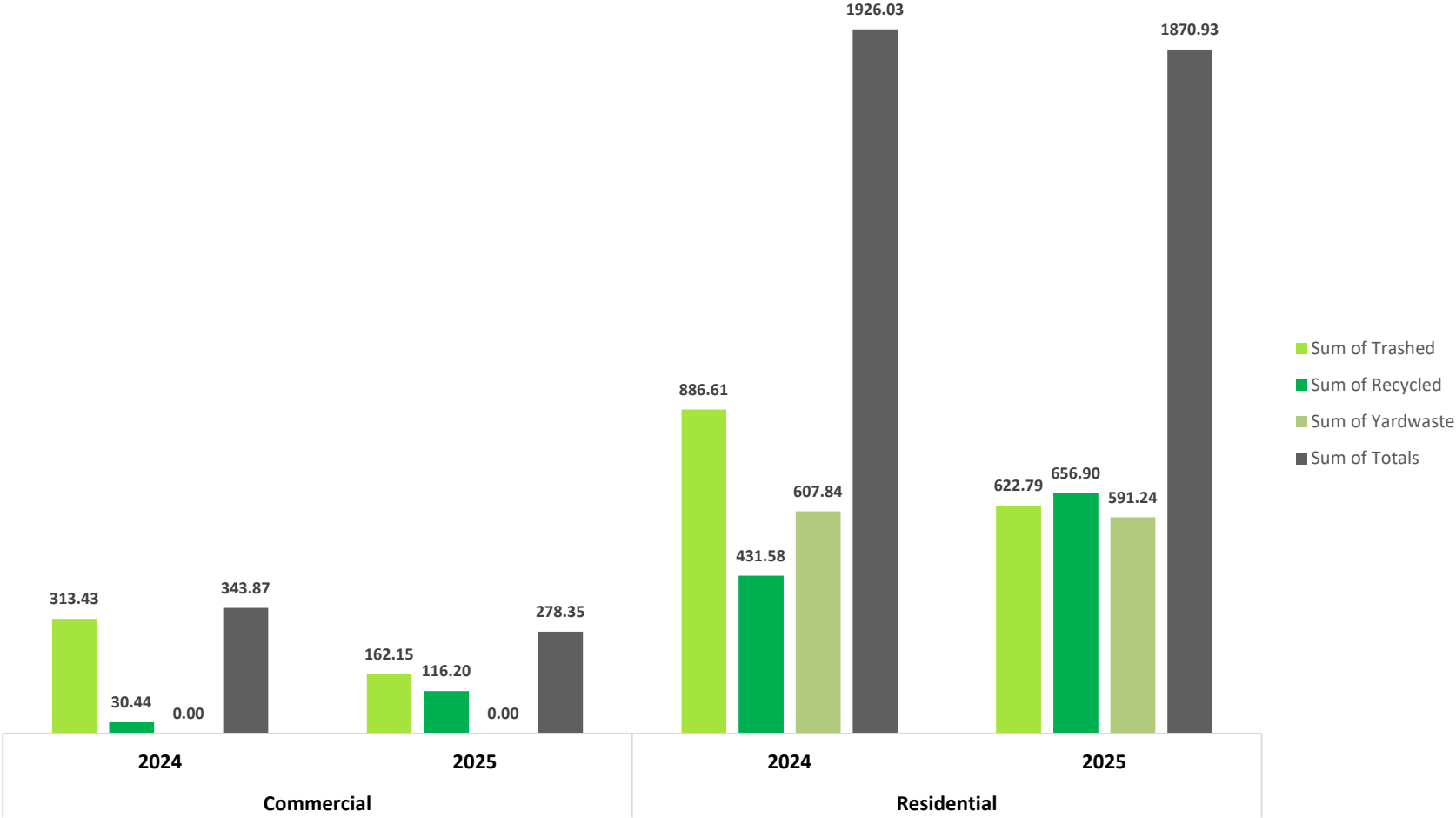
RES Annual Tonnage Total	1,870.93	532.67	1,338.26
RES Annual Diversion Rate		71.53%	
COM Annual Tonnage Total	278.35	129.35	149.00
COM Annual Diversion Rate		53.53%	
RES + COM Annual Tonnage Total	2,149.28	662.02	1,487.26
RES + COM Annual Diversion Rate		69.20%	

Burbank Annual Summary (2025)



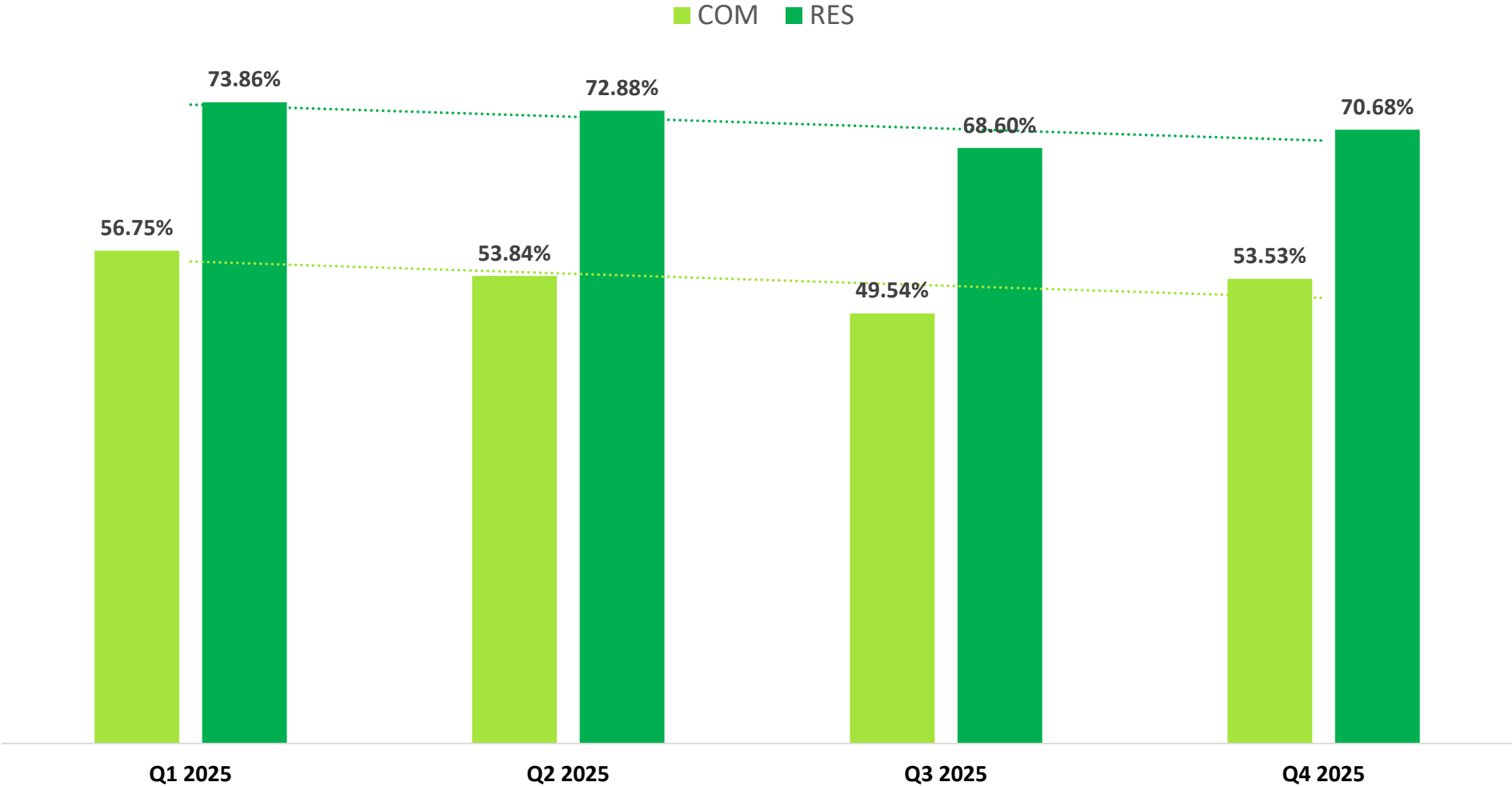


Burbank Annual Performance: 2024 vs. 2025



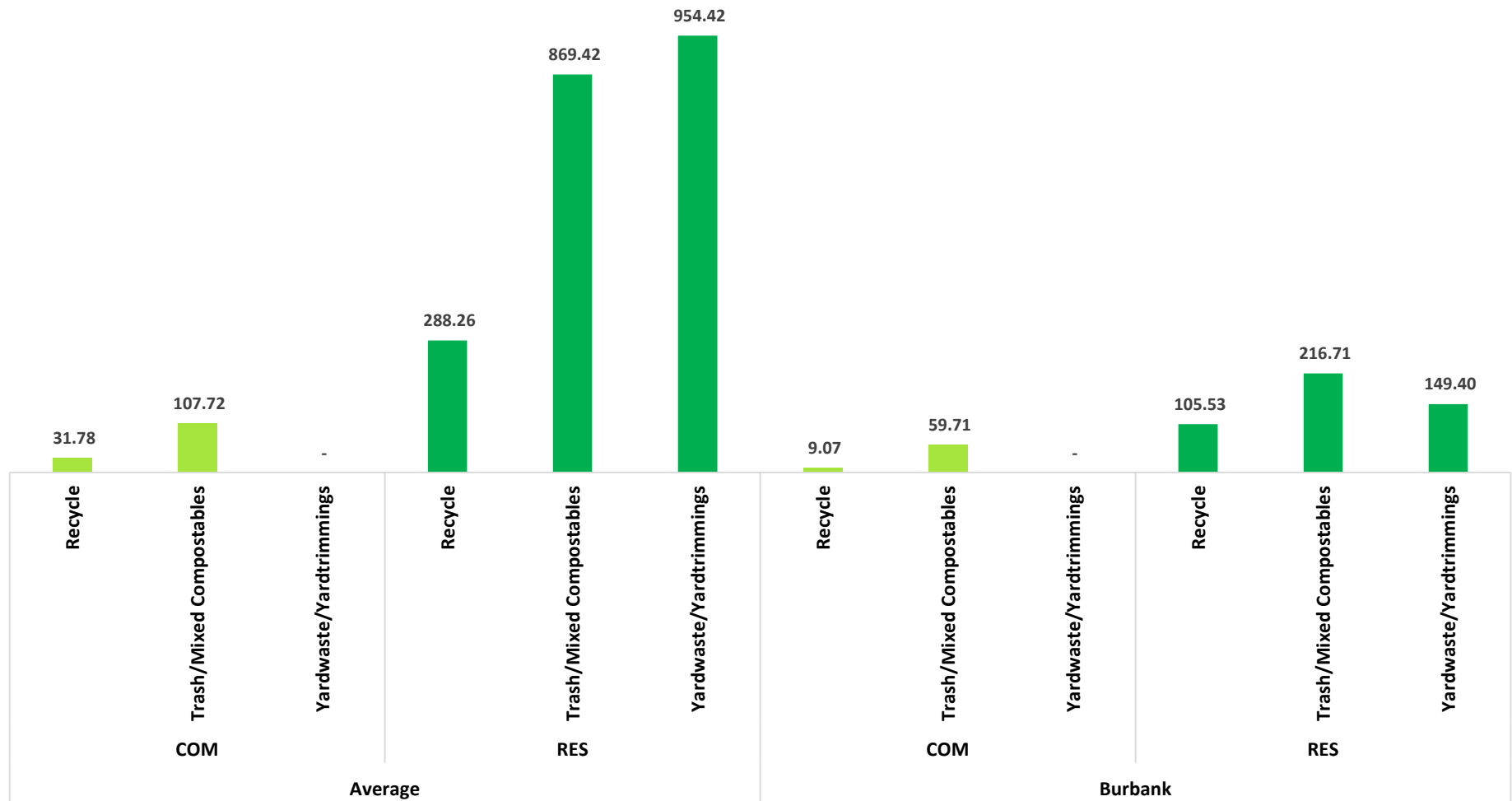


Burbank Diversion Rates (2025)





Quarterly Average Tonnage by Category (2025): Burbank vs. Hills Cities



2025 averages are calculated using Q2–Q4 only. Q1 is excluded due to unavailable Commercial/Residential breakdowns for the other Hills cities.



Residential Collection Summary

2025 Cart Count Totals - Trash

Code	Description	Q1 2025	Q2 2025	Q3 2025	Q4 2025
R20TR	20-gal trash cart	123	129	128	127
R20TR-ADDL	20-gal trash additional cart	1	1	1	1
R20TR-DIS	20-gal discounted trash cart	4	4	4	4
R32TR	32-gal trash cart	530	523	524	526
R32TR-A	32-gal trash cart 0-100ft	7	7	7	7
R32TR-DIS	32-gal discounted trash cart	0	0	0	0
R64TR	64-gal trash cart	217	222	221	221
R64TR-A	64-gal trash cart - 0-100ft	1	1	1	1
R64TR-DIS	64-gal discounted trash cart	0	0	0	0
R96TR	96-gal trash cart	112	114	115	112
R96TR-A	96-gal trash cart - 0-100ft	6	6	6	6

2025 Cart Count Totals - Recycle

Code	Description	Q1 2025	Q2 2025	Q3 2025	Q4 2025
R32REC	32-gal recycle cart	3	4	3	3
R64REC	64-gal recycle cart	182	181	182	180
R96REC	96-gal recycle cart	831	852	856	854

2025 Cart Count Totals - Yard Waste

Code	Description	Q1 2025	Q2 2025	Q3 2025	Q4 2025
R64YW	64-gal yard waste cart	165	163	162	162
R96YW	96-gal yard waste cart	845	862	861	860



Commercial Collection Summary

2025 Bin/Cart Count Totals- Trash

Code		Frequency	Q1 2025	Q2 2025	Q3 2025	Q4 2025
01FLTR	1yd front load	weekly	21	21	21	21
01FLTR	1yd front load	2x week	1	1	1	1
01FLTR	1yd front load	3x week	1	1	1	1
02FLTR	2yd front load	weekly	24	24	24	24
02FLTR	2yd front load	2x week	2	2	2	2
03FLTR	3yd front load	weekly	3	3	3	3
06FLTR	6yd front load	weekly	1	1	1	1
06FLTR	6yd front load	4x week	0	0		0
C32TR	32-gal trash cart	weekly	4	3	3	3
C64TR	64-gal trash cart	weekly	4	4	4	4
C96TR	96-gal trash cart	weekly	5	4	4	4

2025 Bin/Cart Count Totals- Recycle

Code		Frequency	Q1 2025	Q2 2025	Q3 2025	Q4 2025
01FLREC	1yd front load	weekly	3	3	3	3
01FLREC	1yd front load	2x week	1	1	1	1
02FLREC	2yd front load	weekly	7	7	7	7
02FLREC	2yd front load	2x week	2	2	2	2
C32REC	32-gal recycle cart	weekly	1	1	1	1
C64REC	64-gal recycle cart	weekly	7	7	7	7
C96REC	96-gal recycle cart	weekly	61	58	58	58

2025 Bin Count Totals - Yard Waste

Code	Recycle Description	Frequency	Q1 2025	Q2 2025	Q3 2025	Q4 2025
C96YW	96-gal yard waste cart	weekly	12	12	12	12



Program Operations

During 2025, there were no significant changes that occurred for collection, processing and marketing for GreenWaste Recovery, Inc.



Customer Service Data

In 2025, GreenWaste issued **96** non-collection notices (NCNs) to residents. Most of the non-collection notices issued were due to contaminated yardwaste, extras not scheduled, and blocked access. The notices were issued to educate the residents of a proper set out, asking the set out to be corrected, and collection would occur on their following service day.

Quarter	Non-Collection Notices
Q1 2025	18
Q2 2025	25
Q3 2025	14
Q4 2025	39
Total:	96



Special Events

There were no special events performed during the period of January 2025 to December 2025.

With the Town's support, our Public Education and Outreach team is committed to continuing to build a strong rapport with the community. We're available via phone, and email to educate, answer questions, and address any concerns. We've created various tools, and resources which are available on our website, and social media, including a virtual children's youth program, and a virtual MRF tour. We remain engaged, and ready to assist with any questions or concerns customers may have regarding their GreenWaste services.

With the Town's support, we safely hosted a neighborhood clean-up day while adhering to safety protocols. Outreach staff is available via phone, and email to assist residents with any questions in regards to the proper sorting of materials, and recycling.



Phone Log & Missed Pickup Summary

In 2025, GreenWaste received a total of **1,284** phone calls, and **72** reports on missed garbage, recyclables, or yard trimmings. Each missed pickup reported was collected within 24-hours.

Quarter	Service Calls	Missed Service
Q1 2025	328	11
Q2 2025	383	27
Q3 2025	311	20
Q4 2025	262	14
Total Calls Received:	1,284	72