
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
April 21, 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 3/17/2026.

7. WARRANTS

- 7.A. Approval of Warrants. Board action required: Approve five (5) 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 FY2025-26)
5. County Roads & Airports (Encroachment Permit – Annual Clean Up Day)

8. NEW BUSINESS

- 8.A. FY2025-26 Third Quarter Financial Review. Board action required: None.
- 8.B. Set Public Hearing for FY2026-27 Taxroll Collection on June 16, 2026. Board action required: Set Public Hearing for Taxroll Collection on June 16, 2026.
- 8.C. District Participation in 2026 CASA Rate Survey. – Board action required. None.

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Project Update. Board action required: None.
- 9.B. GreenWaste Recovery, Inc. - Annual Spring Clean Up Planning. Board action required: None.
- 9.C. 2026 Sewer System Management Plan Certification. Board action required: Review SSMP and adopt Resolution #299.
- 9.D. Biannual Meeting with Santa Clara County Integrated Waste Management Services Debrief. 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 5, 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
March 17, 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 7:00 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: Negrete **Second:** Seldal

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 February 17, 2026

Motion: To approve Meeting Minutes from the Regular Meeting of February 17, 2026

Move: Seldal **Second:** Negrete

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. County Roads & Airports (Encroachment Permit – 403 Leland Ave)
4. Luther Burbank School District (Parking Lot Booking Fee – Annual Clean Up Day 2026)
5. Luther Burbank School District (Parking Lot Booking Fee – Annual Clean Up Day 2025 Replacement check)

Motion: To approve five (5) warrants as listed.

Move: Sclafani **Second:** Seldal

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

8. NEW BUSINESS

8.A. November 3, 2026, General Election. Board action required: Review and adopt Resolution #300.

Motion: To adopt Resolution #300.

Move: Seldal **Second:** Sclafani

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

8.B. Preliminary District Budget FY2026-27 and Consideration of Rate Increase. Board action required: Discuss Preliminary Budget and Consider Rate Increase.

The Board discussed the preliminary budget and decided not to proceed with a rate increase.

8.C. City of San Jose – FY2026-27 Revenue Program and Regional Wastewater Facility Capital Cost Allocation. Board action required: None.

The Board reviewed and noted the FY2026-27 Revenue Program and Regional Wastewater Facility Capital Cost Allocation.

8.D. Santa Clara County Homeless Services. Board action required: None.

The Board reviewed and noted the Santa Clara County Homeless Services.

8.E. Biannual Meeting with Santa Clara County Integrated Waste Management Services. Board action required: None.

District Staff will attend the Biannual Meeting with Santa Clara County Integrated Waste Management Services with questions regarding the Zero Waste Silicon Valley e-waste program and communications for the County.

- 8.F. Local Agency Formation Commission (LAFCO) - Notice of Public Hearing. Board action required: None.

The Board reviewed and noted the Local Agency Formation Commission (LAFCO) - Notice of Public Hearing.

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Project Update. Board action required: Approval of purchase a Lateral Camera.

The Board agreed the District should own the equipment.

Motion: To approve the purchase of a Lateral Camera.

Move: Seldal **Second:** Negrete

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

- 9.B. GreenWaste Recovery, Inc.

1. Annual Spring Clean Up Planning. Board action required: Review and finalize Flyer.

District Staff will address final comments on the Clean Up Day flyer and survey. District Staff will send final draft of the Clean Up Day flyer to GreenWaste.

- 9.C. 2026 Sewer System Management Plan Certification. Board action required: Review SSMP.

The Board has reviewed the draft SSMP and provided their comments. District Staff will address the comments and present the final SSMP at the next Board Meeting for certification and adoption.

- 9.D. Form 700 – Statement of Economic Interest Update. Board action required: Board members to file Form 700 by April 1, 2026

The Board has acknowledged the Form 700 filing requirement and will file by the due date.

10. HOUSEKEEPING ITEMS

- 10.A. Updates on Housekeeping Items.

- 10.B. Agenda Items for Upcoming Meetings.

- 2026 Sewer System Management Plan Certification and Adoption.
- By consensus, the Board canceled the April 7, 2026, meeting.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, April 21, 2026.

Motion: To adjourn meeting at 8:06 pm.

Move: Seldal

Second: Negrete

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: April 21, 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. Armento and Hynes, LLP
4. City of San Jose
5. County Roads & Airports

Warrant List for 04-21-2026

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas and Company, Inc.	4/17/2026	59638	\$ 51,923.61	District Management Services (25-B0102)	
		4/17/2026	59639	\$ 7,061.49	BSD Lateral CIP (25-B0126)	
		4/9/2025	59638-R	\$ 36.51	Reimbursables - Website Hosting Fee, Track 1099 eFiling Fee for Year 2025	
			MTCO Subtotal	\$ 59,021.61		4272
2	Burbank Sanitary District for Deposits / First Tech Fed Credit Union		N/A		BOD Payroll, Processing Fees/Taxes	
		Rene Prupes		\$ 240.00	3/17/2026	
		Procopio Sclafani		\$ 240.00	3/17/2026	
		Ken Colson		\$ 240.00	3/17/2026	
		Mark Negrete		\$ 240.00	3/17/2026	
		Kristina Seldal		\$ 240.00	3/17/2026	
		Total payment to Directors		\$ 1,200.00		
		Estimated processing fees/taxes		\$ 300.00		
			Payroll Deposit to First Tech Subtotal	\$ 1,500.00		4273
3	Armento and Hynes, LLP	3/31/2026	2026-1	\$ 320.00	District Legal Services	4274
4	City of San Jose	4/1/2026	1285778	\$ 100,596.00	T.P. Operations & Maintenance FY2025-26 Q4	
			1285777	\$ 40,050.00	T.P. Capital FY2025-26 Q4	
			CSJ Subtotal	\$ 140,646.00		4275
5	County Roads & Airports	4/17/2026	186647	\$ 524.00	Enroachment Permit - Annual Clean Up Day	4276
TOTAL WARRANT AMOUNT				\$ 202,011.61		
TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2025-26				\$ 1,004,913.01		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

- 8.A. FY2025-26 Third Quarter Financial Review
- 8.B. Public Hearing for FY2026-27 Taxroll Collection
- 8.C. CASA Rate Survey

BURBANK SANITARY DISTRICT
3rd Quarter Financial (January 1, 2026 through March 31, 2026)
FISCAL YEAR: July 1, 2025 to June 30, 2026
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	\$118,800.00	\$77,039.00	\$40,050.00	\$117,089.00	\$1,711.00	98.56%	FY25-26 Q4
Sewer System CIP Projects	\$300,000.00	\$106,003.33	\$7,061.49	\$113,064.82	\$186,935.18	37.69%	Lateral CIP - Mark Thomas Staff
Service and Supplies							
Wastewater Treatment Plant O&M	\$399,900.00	\$301,788.00	\$100,596.00	\$402,384.00	(\$2,484.00)	100.62%	FY25-26 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	\$6,000.00	\$222.00	\$524.00	\$746.00	\$5,254.00	12.43%	Encroachment Permit for Clean Up Day
Preventive Maintenance & Video Inspection	\$40,000.00	\$0.00	\$0.00	\$0.00	\$40,000.00	0.00%	None to date
Emergency Repairs and Stoppages	\$30,000.00	\$1,088.50	\$0.00	\$1,088.50	\$28,911.50	3.63%	None this month
Repairs and Replacement (mains/laterals)	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%	None to date
Permits (encroachment)	\$15,000.00	\$850.82	\$0.00	\$850.82	\$14,149.18	5.67%	None this month
Office Expenses/Publications	\$2,500.00	\$0.00	\$9.51	\$9.51	\$2,490.49	0.38%	1099/1096 eFiling for Year 2025
Engineering/Maintenance Management	\$288,900.00	\$182,425.85	\$51,923.61	\$234,349.46	\$54,550.54	81.12%	On Target
Legal - District Counsel	\$35,000.00	\$940.00	\$320.00	\$1,260.00	\$33,740.00	3.60%	District Counsel - Legal Services from January 2026 to March 2026
Legal - Outside Services	\$100,000.00	\$21,797.34	\$0.00	\$21,797.34	\$78,202.66	21.80%	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 Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this fiscal year
Audit and Accounting Services	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	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)	\$7,000.00	\$6,629.83	\$0.00	\$6,629.83	\$370.17	94.71%	None this month
Insurance Renewal (CASA)	\$20,000.00	\$17,157.78	\$0.00	\$17,157.78	\$2,842.22	85.79%	None this month
Conference Registration -Travel	\$9,000.00	\$2,345.87	\$0.00	\$2,345.87	\$6,654.13	26.07%	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	\$242.88	\$27.00	\$269.88	\$730.12	26.99%	Monthly Hosting Fee for District Website
Board Election Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this fiscal year
	\$1,508,900.00	\$789,501.40	\$200,511.61	\$990,013.01	\$518,886.99	65.61%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$13,400.00	\$1,500.00	\$14,900.00	\$21,100.00	41.39%	Meeting Date: 3/17/26 (Five Directors in Attendance)
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	\$13,400.00	\$1,500.00	\$14,900.00	\$21,100.00	41.39%	
TOTAL EXPENSES	\$1,544,900.00	\$802,901.40	\$202,011.61	\$1,004,913.01	\$539,986.99	65.05%	

BURBANK SANITARY DISTRICT
3rd Quarter Financial (January 1, 2026 through March 31, 2026)
 FISCAL YEAR: July 1, 2025 to June 30, 2026
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	\$130,624.29	(\$42.66)	\$130,581.63	(\$80,581.63)	261.16%	FY25-26 Q1 and Q2 Adjustment
Permits and Connections	4980010	\$10,000.00	\$2,360.00	\$5,591.30	\$7,951.30	\$2,048.70	79.51%	Two payments received this month; Eight payments received to date
Direct Assessments	4980350	\$1,340,800.00	\$757,908.24	\$0.00	\$757,908.24	\$582,891.76	56.53%	None this month; Tax Roll FY25-26 1st Distribution already received
SRF Loan		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this Fiscal Year
Credit for Treatment Plant CIP		\$60,000.00	\$117,116.00	\$0.00	\$117,116.00	(\$57,116.00)	195.19%	None this month; City of San Jose Refund for FY24-25 already received
TOTAL OPERATING REVENUE		\$1,460,800.00	\$1,008,008.53	\$5,548.64	\$1,013,557.17	\$447,242.83	69.38%	
TOTAL REVENUE		\$1,460,800.00	\$1,008,008.53	\$5,548.64	\$1,013,557.17	\$447,242.83	69.38%	

CASH ACCOUNT SUMMARY

Date	Description	Balance
June 30, 2025	Ending balance	\$4,753,485.08
July 31, 2025	Ending balance	\$4,511,422.83
August 31, 2025	Ending balance	\$4,514,969.48
September 30, 2025	Ending balance	\$4,470,354.35
October 31, 2025	Ending balance	\$4,330,143.38
November 30, 2025	Ending balance	\$4,326,933.47
December 31, 2025	Ending balance	\$4,311,934.68
January 31, 2026	Ending balance	\$4,960,175.07
February 28, 2026	Ending balance	\$4,956,857.42
March 31, 2026	Ending balance	\$4,917,600.33



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 21, 2026

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: Overview of District Participation in CASA/SWRCB Rate Survey

Purpose:

The District's participation in the State Water Resources Control Board (SWRCB) and California Association of Sanitation Agencies (CASA) 2026 Wastewater Rates Questionnaire has been requested.

Background:

This statewide effort is intended to collect residential and commercial wastewater rate data for the period from 2019 through 2025. The information gathered will support the SWRCB in evaluating statewide wastewater system needs and prioritizing future infrastructure investments and funding opportunities.

Importance of Participation:

Although participation in the questionnaire is voluntary, it is strongly encouraged, as the resulting data will contribute to key statewide initiatives, including the SWRCB's Wastewater Needs Assessment. Participation also ensures that the District's rate data is accurately represented in publicly available datasets on the California Open Data Portal.

District Staff Implementation and Response:

If authorized, Staff will complete the questionnaire using the provided Excel version and submit responses through the required Microsoft Forms platform. Responses are due by May 15, 2026.

Recommendation: Staff recommends that the Board authorize staff to provide responses to the survey questionnaire.

Attachments: 1. Questionnaire and related materials (JPEG format)

1| Excel - Rates Questionnaire Information - Screenshots

Question #	<p>Survey Adapted From: https://data.ca.gov/dataset/wastewater-user-charge-survey-data-for-fy-2012-13-fy-2014-15-fy-2016-17-and-cy-2018</p> <p>Rates Questionnaire Information:</p> <p>Survey information: The purpose of this survey is to conduct a one-time wastewater user charge survey to collect historical rate and fee data for 2019-2025.</p> <p>Collecting current and historical survey data will help to better inform the State Water Board's goals, which include:</p> <ul style="list-style-type: none">- Establishing a foundation for evaluating and prioritizing investments needed to upgrade failing, aging, or inadequate wastewater collection systems and treatment facilities and potential funding sources, and- Providing the first statewide wastewater infrastructure gap analysis to inform regulatory and resource investment priorities by the Water Board and state.- Backfill statewide rates data that the State Water Board used to collect but stopped in 2018. <p>Participation in this survey is voluntary. Data and information collected in this survey will be made available to the public on the California Open Data Portal: https://data.ca.gov/dataset/wastewater-user-charge-survey-data-for-fy-2012-13-fy-2014-15-fy-2016-17-and-cy-2018</p> <p>For information regarding the collection, use, and disclosure of personal information, please review the Privacy Notice on Collection: https://www.waterboards.ca.gov/waterrights/water_issues/programs/water_quality_cert/notice-on-collection.html. Please note that all survey responses will be made publicly available for respondents who do not read the Notice of Collection.</p> <table border="1" data-bbox="495 709 1096 739"><tr><td>Electronic Survey Submission:</td><td>https://forms.office.com/g/ZCF9gb22fN</td></tr></table> <p>AGENCY INFORMATION</p> <p>1 Select agency type:</p> <p><input type="checkbox"/> Public</p> <p><input type="checkbox"/> Private</p> <p>2</p> <p>Select all that apply:</p> <p><input type="checkbox"/> City or Municipality</p> <p><input type="checkbox"/> County</p> <p><input type="checkbox"/> Special District (e.g. Sanitation District, Sanitary Districts)</p>	Electronic Survey Submission:	https://forms.office.com/g/ZCF9gb22fN
Electronic Survey Submission:	https://forms.office.com/g/ZCF9gb22fN		

JPA-specific instructions:

If a JPA does not charge directly to customers, they may leave rate information blank. Information on treatment, yearly budgets for O&M, debt service, capital expenditures, and average/capacity flows provided by JPAs will be beneficial for analyzing differentiating agencies' responses. Please answer all questions to the best of your abilities.

2| Excel - Rates Questionnaire Information - Screenshots

AGENCY INFORMATION

1 Select agency type:

Public

Private

2 *Select all that apply:*

City or Municipality

County

Special District (e.g. Sanitation District, Sanitary Districts)

Community Services Districts

Utility Districts

Joint Powers Authority (JPA)

3 *If you are a member of the JPA, please provide the name of the JPA:*

All changes have been saved

4 Agency Name:

5 Address:

6 City/Town:

7 Zip Code:

8 County:

9 Phone:

10 Contact Name:

11 Contact Email:

SERVICE AREA

12 Approximate population receiving wastewater service from your agency:

13 Estimated Median Household Income (MHI) of your agency's service area:

14 Has your agency submitted a service area boundary map shapefile as part of our W/WNA/SWRCB Boundary Map Initiative?

Yes

No

3| Excel - Rates Questionnaire Information - Screenshots

FACILITY INFORMATION	
15	Please list the name(s) and location(s) of the treatment facilities your agency is responsible for (Example: Collection Systems, Pumping and Conveyance Facilities, Treatment facilities, Solids Handling Facilities, Disposal or Discharge Facilities, Recycled Water Facilities (if applicable), Septic-Related Systems, ect.):
16	Please list your agency's Waste Discharge Identification (WDID) Number: <input type="text"/>
17	If you have other WDID numbers for which you bill differently than above, please list them here:
18	Discharge is regulated under (please check all that apply, and write the order number(s) in the blank below): <input type="checkbox"/> Waste Discharge Requirements (WDRs) <input type="checkbox"/> National Pollutant Discharge Elimination System (NPDES)
19	Please list all order numbers:
20	Agency's FY 2025-26 wastewater operation and maintenance budget is \$ <input type="text"/>
21	Agency's FY 2025-26 wastewater debt service budget is: \$ <input type="text"/>
22	Agency's FY 2025-26 wastewater capital expenditure budget is: \$ <input type="text"/>

4| Excel - Rates Questionnaire Information - Screenshots

Agency's Roles/Responsibilities

23 Wastewater facilities your agency is responsible for (check all that apply):

- Collection
- Interceptor
- Treatment
- Disposal
- Pumping and Conveyance Facilities
- Solids Handling Facilities
- Recycled Water Facilities
- Septic-Related Systems

24 Current average dry weather flow (ADWF) is: mgd (million gallons per day)

25 Design (or contractual) capacity is: mgd

26 Total annual discharge is: acre-feet

27 Total annual recycled water produced is: acre-feet

28 How does your agency charge customers for wastewater service?

- The agency bills the customers directly
- The county in which the agency is located bills the customer for wastewater charges on property tax bill
- Wastewater charges appear on a different agency/municipality's bill to the customer

29 If your agency's wastewater charges are billed through the property tax bill, by the county where the agency is located, please list any other counties that also bill wastewater charges on your behalf:

30 If wastewater charges appear on a different agency/municipality's bill to the customer, identify other billing agencies:

5| Excel - Rates Questionnaire Information - Screenshots

- 31 Treatment facilities your agency is responsible for consist of or include the following components or processes (check all that apply)
- Primary
 Secondar
 Tertiary
 Water Recycling

OVERALL RATE INFORMATION

32 Billing Frequency:

	Monthly	Bimonthly	Quarterly	Annually
Single-family residence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple family (per unit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 33 If your billing frequency falls within more than one of the categories, please describe below:

34 Rate Structure:

	Flat Rate	Variable Based on Water Use
Single-family residence	<input type="checkbox"/>	<input type="checkbox"/>
Multiple family (per unit)	<input type="checkbox"/>	<input type="checkbox"/>

- 35 If your rate structure uses both a flat rate and variable rate based on water use, please describe below:

- 36 If your agency bills by water use, what is the number of HCF (hundred cubic feet) used by the average single-family residence in the winter for one month (if average HCF is not provided, we will assume 5 hcf):

- 37 If your agency bills by water use, does this number vary year over year?

- Yes
 No

- 38 Number of accounts for *Non-Residential* customers:

6| Excel - Rates Questionnaire Information - Screenshots

39 Percent of annual revenue from *Non-Residential* customers:

40 Sources of revenue (check all that apply):

- Sewer service charge
- Industrial waste fees
- Interest
- Ad valorem (property) taxes
- Sewer connection fees
- Contract sewer service
- Other contract revenue
- Other

41 Describe other revenue sources:

Percentage of Revenue

For each of the selected sources of revenue, provide the approximate percentage of total revenue by source (leave blank if not applicable):

42 Percent sewer service charge:

43 Percent industrial waste fees:

44 Percent interest:

45 Percent ad valorem (property) taxes:

46 Percent sewer connection

47 Percent contract sewer

48 Percent other contract

49 Percent funds from loans:

7| Excel - Rates Questionnaire Information - Screenshots

50	Percent other (list percentages for all other	<input type="text"/>
51	Do your residential customer bills include any non-wastewater charges (i.e. drinking water, storm water, electricity, telecommunications, property tax etc.)?	
	<input type="checkbox"/> None	
	<input type="checkbox"/> Stormwater service charge	
	<input type="checkbox"/> Drinking water service charge	
	<input type="checkbox"/> Electricity	
	<input type="checkbox"/> Internet/Telecommunications	
	<input type="checkbox"/> Gas	
	<input type="checkbox"/> Garbage/Recycling Collection	
	<input type="checkbox"/> Property Tax	
	<input type="checkbox"/> Other	
	Average Monthly Non-Wastewater Charges Per Customer (calculated on	
	Leave blank where not applicable.	
52	Drinking water service (\$):	<input type="text"/>
53	Stormwater service charge	<input type="text"/>
54	Electricity (\$):	<input type="text"/>
55	Internet/Telecommunications (\$)	<input type="text"/>
56	Garbage/Recycling Collection	<input type="text"/>
57	Gas (\$):	<input type="text"/>
58	Other (\$):	<input type="text"/>
59	Annual/Biannual charges (property tax)	<input type="text"/>
60	Does your agency offer any wastewater ratepayer assistance program?	
	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
61	If yes, how is it funded?	<input type="text"/>
62	Additional Comments/Explanations (please reference question number):	<input type="text"/>

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Question #	FY 2025-26 Wastewater User Rate (\$) - Single Family
63	Number of sewer accounts: <input data-bbox="643 306 841 340" type="text"/>
64	FY 2025-26 Wastewater User Rate (\$), (if variable, specify the average): <hr/> <hr/>
65	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <hr/> <hr/>
66	Additional Comments/Explanations (please reference question number): <hr/> <hr/>
FY 2025-26 Wastewater User Rate (\$) - Multiple Family (per	
67	Number of sewer accounts: <input data-bbox="643 804 841 837" type="text"/>
68	FY 2025-26 Wastewater User Rate (\$), (if variable, specify the average): <hr/> <hr/>
69	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <hr/> <hr/>
70	Additional Comments/Explanations (please reference question number): <hr/> <hr/>

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Question #	FY 2024-25 Wastewater User Rate (\$) - Single Family Residences
71	Number of sewer accounts: <input type="text"/>
72	FY 2024-25 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
73	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
74	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2024-25 Wastewater User Rate (\$) - Multiple Family (per unit)
75	Number of sewer accounts: <input type="text"/>
76	FY 2024-25 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
77	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
78	Additional Comments/Explanations (please reference question number): <input type="text"/>

Question #	FY 2023-24 Wastewater User Rate (\$) - Single Family Residences
79	Number of sewer accounts: <input type="text"/>
80	FY 2023-24 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
81	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
82	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2023-24 Wastewater User Rate (\$) - Multiple Family (per unit)
83	Number of sewer accounts: <input type="text"/>
84	FY 2023-24 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
85	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
86	Additional Comments/Explanations (please reference question number): <input type="text"/>

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Question #	FY 2022-23 Wastewater User Rate (\$) - Single Family Residences
87	Number of sewer accounts: <input type="text"/>
88	FY 2022-23 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
89	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
90	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2022-23 Wastewater User Rate (\$) - Multiple Family (per unit)
91	Number of sewer accounts: <input type="text"/>
92	FY 2022-23 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
93	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
94	Additional Comments/Explanations (please reference question number): <input type="text"/>

Question #	FY 2021-22 Wastewater User Rate (\$) - Single Family Residences
95	Number of sewer accounts: <input type="text"/>
96	FY 2021-22 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
97	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
98	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2021-22 Wastewater User Rate (\$) - Multiple Family (per unit)
99	Number of sewer accounts: <input type="text"/>
100	FY 2021-22 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
101	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
102	Additional Comments/Explanations (please reference question number): <input type="text"/>

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Question #	FY 2020-21 Wastewater User Rate (\$) - Single Family Residences
103	Number of sewer accounts: <input type="text"/>
104	FY 2020-21 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
105	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
106	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2020-21 Wastewater User Rate (\$) - Multiple Family (per unit)
107	Number of sewer accounts: <input type="text"/>
108	FY 2020-21 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
109	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
110	Additional Comments/Explanations (please reference question number): <input type="text"/>

Question #	FY 2019-20 Wastewater User Rate (\$) - Single Family Residences
111	Number of sewer accounts: <input type="text"/>
112	FY 2019-20 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
113	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
114	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2019-20 Wastewater User Rate (\$) - Multiple Family (per unit)
115	Number of sewer accounts: <input type="text"/>
116	FY 2019-20 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
117	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
118	Additional Comments/Explanations (please reference question number): <input type="text"/>

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Question #	FY 2018-19 Wastewater User Rate (\$) - Single Family Residences
119	Number of sewer accounts: <input type="text"/>
120	FY 2018-19 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
121	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
122	Additional Comments/Explanations (please reference question number): <input type="text"/>
	FY 2018-19 Wastewater User Rate (\$) - Multiple Family (per unit)
123	Number of sewer accounts: <input type="text"/>
124	FY 2018-19 Wastewater User Rate (\$), (if variable, specify the average): <input type="text"/>
125	Connection (or capacity) fees (\$), per connection (if variable, specify the average): <input type="text"/>
126	Additional Comments/Explanations (please reference question number): <input type="text"/>

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Question #	Future Rate Estimates
127	<p>Have you set rates for future years (2026-27, or more)?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If No, please skip the remaining questions, by clicking next, until you get to the submit survey button. If Yes, please fill in the following information using the known approved allowable maximum rates per year.</p> <p>FY 2026-27 Wastewater User Rate (\$) - Single Family Residences</p>
128	<p>FY 2026-27 Wastewater User Rate (\$), (if variable, specify the average):</p> <input type="text"/>
129	<p>Connection (or capacity) fees (\$), per connection (if variable, specify the average):</p> <input type="text"/>
130	<p>Additional Comments/Explanations (please reference question number):</p> <input type="text"/>
131	<p>FY 2026-27 Wastewater User Rate (\$) - Multiple Family (per unit)</p> <p>FY 2026-27 Wastewater User Rate (\$), (if variable, specify the average):</p> <input type="text"/>
132	<p>Connection (or capacity) fees (\$), per connection (if variable, specify the average):</p> <input type="text"/>
133	<p>Additional Comments/Explanations (please reference question number):</p> <input type="text"/>

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134	FY 2027-28 Wastewater User Rate (\$) - Single Family Residences FY 2027-28 Wastewater User Rate (\$), (if variable, specify the average):	
135	Connection (or capacity) fees (\$), per connection (if variable, specify the average):	
136	Additional Comments/Explanations (please reference question number):	
137	FY 2027-28 Wastewater User Rate (\$) - Multiple Family (per unit) FY 2027-28 Wastewater User Rate (\$), (if variable, specify the average):	
138	Connection (or capacity) fees (\$), per connection (if variable, specify the average):	
139	Additional Comments/Explanations (please reference question number):	
140	FY 2028-29 Wastewater User Rate (\$) - Single Family Residences FY 2028-29 Wastewater User Rate (\$), (if variable, specify the average):	
141	Connection (or capacity) fees (\$), per connection (if variable, specify the average):	
142	Additional Comments/Explanations (please reference question number):	
143	FY 2028-29 Wastewater User Rate (\$) - Multiple Family (per unit) FY 2028-29 Wastewater User Rate (\$), (if variable, specify the average):	
144	Connection (or capacity) fees (\$), per connection (if variable, specify the average):	
145	Additional Comments/Explanations (please reference question number):	

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BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Update
- 9.B. GreenWaste Recovery Inc.
- 9.C. 2026 Sewer System Management Plan
- 9.D. Biannual Meeting with IWM Update



Burbank Sanitary District

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MEMORANDUM

DATE: April 21, 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 1B, Phase 1C and Phase 2A of Lower Lateral CIP project.

Background

Phase 1B & Phase 1C – Cleaning and Inspection of Lower Laterals

All lower laterals with cleanout access have been cleaned as part of the 2026 annual BSD sewer cleaning program. In total, 195 sewer laterals were cleaned within the District.

During cleaning operations, the contractor identified laterals exhibiting potential structural concerns, including broken or missing pipe segments and segments impacted by heavy root intrusion. These locations were documented and provided to District staff for further evaluation.

District staff subsequently inspected laterals with suspected structural issues. Of the 195 laterals cleaned:

- 16 laterals were found to have broken or missing pipe segments or have significant structural damage

The remaining 179 laterals will be further inspected under the Phase 2A program.



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Project Update for Phase 2A – Inspection and Repair of Laterals

Of the 16 laterals identified with structural concerns, 15 locations have been reviewed to date. One location will be reviewed during the week of April 20, 2026. Based on these 15 evaluations:

- 12 locations require structural repairs
- 1 location has a cast iron cleanout that requires replacement
- 2 locations do not require repair at this time

The recommended repairs are categorized into two primary methods:

1. Point Repairs (7 Locations)

Localized open-cut excavations will be performed to address structural defects. Work includes:

- Replacement of 6 to 15 linear feet of damaged 4-inch VCP with 4-inch SDR26 PVC pipe
- Installation of new 6-inch by 4-inch wye lateral reconnections, where required
- Some locations require multiple point repairs, indicating clustered deterioration

2. Full Segment Replacement via Pipe Bursting (5 Locations)

Where defects are continuous or extensive, full lateral replacement will be completed using trenchless methods. Work includes:

- Replacement lengths ranging from approximately 22 to 45 linear feet
- Installation of 4-inch SDR17 HDPE pipe
- Replacement of associated wye lateral connections, where req

Design and Cost Estimate

District staff are currently preparing design plans and bid documents. The engineering cost estimate is anticipated to be completed by April 27, 2026, and will be presented at the next Board meeting for consideration.



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One-Month Look Ahead / Next Steps

- Finalize engineering cost estimate
- Obtain Board approval for construction
- Conduct outreach to homeowners, including sharing the project scope based on design plans
- Issue "Permit to Perform Construction Work" letters to affected property owners



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MEMORANDUM

ITEM 9.C

DATE: April 21, 2026
TO: Board of Directors, Burbank Sanitary District
FROM: Benjamin Porter, District Manager-Engineer
RE: **2026 SEWER SYSTEM MANAGEMENT PLAN CERTIFICATION**

This memo is to confirm that all changes recommended by Board have been implemented in the 2026 Sewer System Management Plan (SSMP).

Background:

Comments provided by the Board (Director Pete Sclafani), on March 9, 2026, have been reviewed and fully implemented in the updated document.

Recommendation:

Staff recommends that the Board authorize the District Manager to certify the BSD 2026 Sewer System Management Plan.

Attachments:

1. 2026 SSMP (PDF Format)

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 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 21st day of April 2026, by the following vote:

AYES: and in favor thereof, Members:

NOES: Member:

ABSTAIN: Member:

ABSENT: Member:

Secretary, Burbank Sanitary District