
**BURBANK SANITARY DISTRICT
SPECIAL MEETING AGENDA FOR
July 21, 2026, at 6:00 PM**

The meeting will be held at 6:00 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 6/16/2026.

7. WARRANTS

- 7.A. Approval of Warrants. Board action required: Approve nine (9) 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. Rene Prupes (CASA Conference 1/14 – 1/16/26 Expenses)
 - 5. City of San Jose (TP O&M & Capital Billing Q1 FY2026-27)
 - 6. State Water Resources Control Board (CWSRF Loan Repayment)
 - 7. Local Agency Formation Commission (FY2026-27 LAFCO Share of Costs)
 - 8. California Association of Sanitation Agencies (CASA Conference – Rene Prupes & Mark Negrete)
 - 9. Harshwal & Company LLP (District Audit Services)

8. NEW BUSINESS

- 8.A. FY2025-26 Year End Financial Review. Board action required: None.
- 8.B. Conflict of Interest Codes – Biennial Review. Board action required: Review Conflict of Interest Codes.
- 8.C. SB827 Required Training – Navigating Governance and Finance in Special District. – Board action required. Board Members to complete the training by January 8, 2028.
- 8.D. CalRecycle - SB1383 Annual Report. 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. FPPC Form 470 – Annual Financial Disclosure Statements Update. Board action required: Board members to E-file Form 470 by July 31, 2026.
- 9.D. General Election November 3, 2026 Update. Board action required: Board members up for election to file nomination with the Registrar of Voters by August 7, 2026.
- 9.E. CASA Conference August 4 – 7, 2026 – 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, August 4, 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 June 16, 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: Seldal **Second:** Negrete

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. PUBLIC HEARING

- 5.A. Public Hearing on Taxroll Collection for FY2026-2027.
 - 1. Staff Presentation
 - 2. Open Public Hearing and Receive Testimony
 - 3. Close Public Hearing
 - 4. Board Discussion
 - 5. Board Action – Adopt Resolution No. 301

Manager Porter presented the Taxroll Report for FY2026-27. President Prupes opened the Public Hearing at 7:06 p.m. and closed the Public Hearing at 7:07 p.m. No members of the public attended the Public Hearing.

Motion: To adopt Resolution No. 301 – Approving Sewer Service Charges Report and Collection on the Taxroll for FY2026-27.

Move: Colson **Second:** Sclafani

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

6. 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.

7. CONSENT CALENDAR

7A. Approval of Minutes from the Regular Meeting of May 19, 2026

Motion: To approve Meeting Minutes from the Regular Meeting of May 19, 2026

Move: Colson **Second:** Seldal

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

8. WARRANTS

8.A. Approval of Warrants.

1. Mark Thomas & Company, Inc. (District Management Services)
2. First Tech Federal Credit Union (Board of Directors' Payroll)
3. Hogan Lovells US LLP (District Court Appeal Nov 2025 – Mar 2026)
4. Hunton Andrews Kurth LLP (District Court Appeal Nov 2025 – Mar 2026)
5. Alliant Insurance Services, Inc. (District General Liability Premium)
6. JB Plumbing & Electric (Leland Ave LU-215 – Retrieved Camera Stuck in Mainline)
7. County Roads & Airports (Encroachment Permit – 425 Raymond Ave)

Motion: To approve seven (7) warrants as listed.

Move: Negrete **Second:** Sclafani

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

9. NEW BUSINESS

9.A. District Flow Capacity Discussion. Board action required: None.

District Staff to review LAFCO proposals for future annexations from Burbank Sanitary District by the City of San Jose.

10. UNFINISHED BUSINESS

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

Engineer Chou provided an update for Lower Lateral CIP Project.

10.B. Proposed District Budget FY 2026-27. Board action required: Review and adopt District Budget FY 2026-27.

Motion: To adopt District Budget FY 2026-27

Move: Colson

Second: Sclafani

Board vote: **Ayes:** Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

10.C. FPPC Form 470 – Annual Financial Disclosure Statements Update. Board action required: Board members to E-File Form 470 by July 31, 2026.

The Board of Directors noted the FPPC Form 470 filing date of July 31, 2026.

10.D. GreenWaste Recovery, Inc. – Annual Spring Clean Up Day Debrief. Board action required: None.

District Staff to post 2026 Annual Spring Clean Up Day debrief website post.

11. HOUSEKEEPING ITEMS

11A. Updates on Housekeeping Items.

- The Board canceled the meeting for July 7, 2026.
- Proposal to make the second Board Meeting in July a special meeting to accommodate scheduling, as follows: -
 - July 21, 2026, at 6:00 PM with Manager Porter attending remotely.
- Staff to register Board members to CASA Conference and arrange hotel reservations for August 4 -7, 2026, at the Meritage Resort, Napa, CA.

11.B. Agenda Items for Upcoming Meetings.

No update.

12. ADJOURNMENT – NEXT SPECIAL MEETING – Tuesday, July 21, 2026, at 6 PM.

Motion: To adjourn meeting at 8:38 pm.

Move: Negrete

Second: Sclafani

Board vote:

Ayes: Prupes, Sclafani, Colson, Negrete, Seldal

Noes: None

Abstain: None

Absent: None

Approved: July 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. Rene Prupes
5. City of San Jose
6. State Water Resources Control Board
7. Local Agency Formation Commission
8. California Association of Sanitation Agencies
9. Harshwal & Company LLP

Warrant List for 07-21-26

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	7/15/2026	60708	\$ 24,357.19	District Management Services (25-B0102)	
			60707	\$ 4,481.92	BSD Lateral CIP (25-B0126)	
				\$ 424.23	Reimbursables - Website Hosting Fee, Date Stamp, Public Hearing Legal Notice	
			MTCO Subtotal	\$ 29,263.34		4295
2	Burbank Sanitary District / First Tech Fed Credit Union		n/a		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 240.00	6/16/2026	
	Procopio Sclafani			\$ 240.00	6/16/2026	
	Ken Colson			\$ 240.00	6/16/2026	
	Mark Negrete			\$ 240.00	6/16/2026	
	Kristina Seldal			\$ 240.00	6/16/2026	
	Total payment to Directors			\$ 1,200.00		
	Estimated processing fees/taxes			\$ 300.00		
		Payroll Deposit to First Tech Subtotal		\$ 1,500.00		4296
3	Armento and Hynes, LLP	6/30/2026	2026-2	\$ 400.00	District Legal Services	4297
4	Rene Prupes	6/23/2026	N/A	\$1,283.30	CASA Conference Expenses (1/14 - 1/16/26)	4298
5	City of San Jose	7/1/2026	1289377	\$ 36,219.00	Capital Billing 1Q FY2026-27	
			1289378	\$ 101,461.00	Operations & Maintenance 1Q FY2026-27	
			City of SJ Subtotal	\$ 137,680.00		4299
6	State Water Resources Control Board	6/10/2026	N/A	\$70,970.20	CWSRF Loan Repayment	4300
7	Local Agency Formation Commission (LAFCO)	6/18/2026	N/A	\$854.32	FY2026-27 LAFCO Share of Costs	4301
8	California Association of Sanitation Agencies	6/26/2026	10889	\$1,750.00	CASA Conference Aug 5-7, 2026 - Rene Prupes & Mark Negrete	4302
9	Harshwal & Company LLP	8/21/2025	5280	\$6,750.00	Audit Services FY23 & FY24 WIP 50%	
		4/27/2026	5739	\$6,750.00	Audit Services FY23 & FY24 Final	
			Harshwal Subtotal	\$13,500.00		4303
	TOTAL WARRANT AMOUNT			\$ 257,201.16		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2025-26			\$ 1,195,665.08		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2026-27			\$ 242,642.45	Adjustment -Added FY26 Ins Premium \$17,887.93 paid 6/16/26 to YTD FY26-27	

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

- 8.A. FY2025-26 Year End Financial Review
- 8.B. Conflict of Interest Codes
- 8.C. SB827 Required Training
- 8.D. CalRecycle – SB1383 Annual Report

BURBANK SANITARY DISTRICT
4th Quarter Financial (April 1, 2026 through June 30, 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
JUNE							
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	\$117,089.00	\$0.00	\$117,089.00	\$1,711.00	98.56%	Paid in full for FY25-26
Sewer System CIP Projects	\$300,000.00	\$179,065.57	\$4,481.92	\$183,547.49	\$116,452.51	61.18%	Lateral CIP - Mark Thomas Staff
Service and Supplies							
Wastewater Treatment Plant O&M	\$399,900.00	\$402,384.00	\$0.00	\$402,384.00	(\$2,484.00)	100.62%	Paid in full for FY25-26
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	\$746.00	\$0.00	\$746.00	\$5,254.00	12.43%	None this month
Preventive Maintenance & Video Inspection	\$40,000.00	\$21,810.00	\$0.00	\$21,810.00	\$18,190.00	54.53%	None this month
Emergency Repairs and Stoppages	\$30,000.00	\$8,340.50	\$0.00	\$8,340.50	\$21,659.50	27.80%	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	\$1,536.03	\$0.00	\$1,536.03	\$13,463.97	10.24%	None this month
Office Expenses/Publications	\$2,500.00	\$9.51	\$421.23	\$430.74	\$2,069.26	17.23%	BSD Date Stamp; Public Hearing Legal Notice
Engineering/Maintenance Management	\$288,900.00	\$282,647.88	\$24,357.19	\$307,005.07	(\$18,105.07)	106.27%	On Target
Legal - District Counsel	\$35,000.00	\$1,260.00	\$400.00	\$1,660.00	\$33,340.00	4.74%	Legal Services for April-May
Legal - Outside Services	\$100,000.00	\$31,650.39	\$0.00	\$31,650.39	\$68,349.61	31.65%	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%	Paid in full for this Fiscal Year
Conference Registration -Travel	\$9,000.00	\$2,345.87	\$1,283.30	\$3,629.17	\$5,370.83	40.32%	Travel Expense Reimbursement for 2026 CASA Winter Conference
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	\$275.88	\$3.00	\$278.88	\$721.12	27.89%	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	\$1,143,918.44	\$30,946.64	\$1,174,865.08	\$334,034.92	77.86%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$19,300.00	\$1,500.00	\$20,800.00	\$15,200.00	57.78%	Meeting Date: 6/16/26 (Five Directors)
Per Diem - District Clerk x 24 meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this year
	\$36,000.00	\$19,300.00	\$1,500.00	\$20,800.00	\$15,200.00	57.78%	
TOTAL EXPENSES	\$1,544,900.00	\$1,163,218.44	\$32,446.64	\$1,195,665.08	\$349,234.92	77.39%	

BURBANK SANITARY DISTRICT
4th Quarter Financial (April 1, 2026 through June 30, 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
JUNE								
OPERATING								
Interest Allocation	4301100	\$50,000.00	\$158,046.75	\$17,444.97	\$175,491.72	(\$125,491.72)	350.98%	Interest income received for FY25-26 Q3 Final
Permits and Connections	4980010	\$10,000.00	\$12,391.30	\$3,700.00	\$16,091.30	(\$6,091.30)	160.91%	One payment received this month; Eleven payments received to date
Direct Assessments	4980350	\$1,340,800.00	\$757,908.24	\$583,676.38	\$1,341,584.62	(\$784.62)	100.06%	Tax Roll Final Distribution for FY25-26
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	\$1,045,462.29	\$604,821.35	\$1,650,283.64	(\$189,483.64)	112.97%	
TOTAL REVENUE		\$1,460,800.00	\$1,045,462.29	\$604,821.35	\$1,650,283.64	(\$189,483.64)	112.97%	

CASH ACCOUNT SUMMARY

Date	Description	Balance
June 30, 2025	Ending balance	\$3,986,896.03
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
April 30, 2026	Ending balance	\$4,720,028.72
May 31, 2026	Ending balance	\$4,650,324.88
June 30, 2026	Ending balance	\$5,176,121.83

County of Santa Clara

Office of the County Executive

County Government Center, East Wing
70 West Hedding Street
San Jose, California 95110
(408) 299-5105



MEMORANDUM

TO: Local Agencies and Districts Required to Submit Conflict of Interest Codes to County of Santa Clara

FROM: Kim Forrester, Special Assistant to the County Executive *KF*

RE: BIENNIAL REVIEW OF CONFLICT OF INTEREST CODES

DEADLINE FOR BIENNIAL NOTICE TO KIM FORRESTER – AUGUST 31, 2026

(SUBMISSION OF BIENNIAL NOTICE IS REQUIRED EVEN IF NO CHANGES TO YOUR CODE ARE NECESSARY – SEE STEPS 1 AND 2 BELOW)

IF AN AMENDMENT TO YOUR CONFLICT OF INTEREST CODE IS NEEDED, YOUR AMENDED CODE IS DUE TO KIM FORRESTER, AS INDICATED BELOW - SEE STEPS 3-6 BELOW

DATE: June 19, 2026

The Political Reform Act requires every local government agency to review its conflict of interest code biennially (every even-numbered year) to determine if it is accurate or if the code must be amended.

The review includes:

- adding additional positions that should be designated;
- removing titles of positions that have been abolished or no longer make or participate in making governmental decisions that may foreseeably have a material effect on any financial interest of the position-holder;
- updating the titles of existing designated positions that had a title change;
- reviewing disclosure categories;
- confirming each designated position is assigned to the appropriate disclosure category;
- confirming that consultants are designated; and
- confirming the code includes a section on the disclosure requirements and process for newly-created positions.

To assist you in reviewing your agency's code, please see the attached reference sheet:

- **County of Santa Clara Seven Questions to Ask for the 2026 Biennial Review of Your Agency's Conflict of Interest Code**

The law requires that (1) each agency's code text is up-to-date, (2) the code accurately designates positions that make or participate in making governmental decisions, and (3) the code assigns appropriate disclosure obligations to each designated position.

"No conflict of interest code shall be effective until it has been approved by the code-reviewing body." (Gov. Code § 87303.) The County of Santa Clara Board of Supervisors is the code-reviewing body for local agencies whose jurisdiction is solely within Santa Clara County. As the code-reviewing body, the Board of Supervisors is charged with informing your agency that it must review its conflict of interest code and submit a completed "2026 Local Agency Biennial Notice" (attached) indicating either that amendments are required to your agency's conflict of interest code this year or that amendments are not required.

Below are the instructions and timelines for your agency:

Step 1: Using the County of Santa Clara Seven Questions to Ask for the 2026 Biennial Review of Your Agency's Conflict of Interest Code, Review Your Agency's Last County-Approved Code.

- Use the Last County-Approved Code version of your agency's conflict of interest code for your review. This was included in the email with the biennial review materials sent to your agency. If your agency amended its code since that version, it is not effective since it was not approved by the County Board of Supervisors.
- Answer each of the questions in the document titled, "County of Santa Clara Seven Questions to Ask for the 2026 Biennial Review of Your Agency's Conflict of Interest Code." Your agency's review process should include reviewing current organizational charts and current job duty statements to confirm the positions that need to be designated are listed and assigned to the appropriate disclosure category in your agency's conflict of interest code.
- Also refer to the body of the email sent by Kim Forrester regarding potential amendments, if any, for your agency's code.

Step 2: Complete and Submit to Kim Forrester the 2026 Biennial Notice by August 31, 2026.

- Complete the Biennial Notice (attached), indicating either (1) that "an amendment is required" for your agency's code this year and marking the applicable checkboxes, or (2) indicating that "no amendment is required" to your agency's code this year. If the agency is returning the form indicating that no amendment is required, an executive officer's signature must be on the Form.

- By August 31, 2026, submit the Biennial Notice to Kim Forrester at kimberly.forrester@ceo.sccgov.org.
- Do not wait to submit the form with a code update. As a first step, the County just needs to receive your agency's Biennial Notice form by itself.
- Every agency must submit a "2026 Local Agency Biennial Notice" even if the agency determines that no changes to its conflict of interest code are required.

If an amendment to your agency's conflict of interest code is required, continue with Steps 3-6 below:

Step 3: Prepare Proposed Code Amendment and Fill Out the "List of Amendments" Document.

- Draft the necessary amendments to your agency's code.
- Fill out the "List of Amendments to Code Since Last County-Approved Code" (attached) electronically in MS Word. This needs to list the changes your agency is proposing between the last County-approved code and the proposed code amendment.

Step 4: At Least Two Weeks Prior to Agendizing the Code Amendment for Your Agency's Approval, Email MS Word copies of the Proposed Conflict of Interest Code Amendment and "List of Amendments" to Kim Forrester for Preliminary Review.

- Prior to agendizing the code amendment for your agency board's approval, email for preliminary review to Kim Forrester (kimberly.forrester@ceo.sccgov.org) in MS Word format:
 1. the proposed code amendment and
 2. "List of Amendments to Code Since Last County-Approved Code," listing any changes made to the text of your code, the specific titles of positions added or removed from your code, any position title revisions of existing designated positions, disclosure category numbers revised, and designated positions re-assigned to a different disclosure category number.
- **Allow up to 2 weeks turnaround time for the preliminary review.**

- This preliminary review is required to avoid any edits needed after your agency has already taken the amended code to your agency board for approval. If the County notes that edits are needed, we will advise you to make those edits before you take the code amendment to your agency board. This saves your agency time and effort.

Step 5: Following Receipt of the County's Response to the Preliminary Review, Make Any Needed Edits and Submit Amended Code to Your Agency Board for Approval

- Following the County's preliminary review and response to your agency, make any necessary edits and then submit the amended code to your agency board for approval.
- Your agency's conflict of interest code should be properly agendized for your governing board's approval to provide notice of your agency's code amendment. Government Code section 87311 requires that "The review and preparation of Conflict of Interest Codes by local government agencies shall be carried out under procedures which guarantee to officers, employees, members, and consultants of the agency and to residents of the jurisdiction adequate notice and a fair opportunity to present their views."
- **Please plan accordingly for deadline purposes so that you can submit it to your governing board with enough time to then be able to submit the adopted amendments to the County by October 30, 2026.** This is especially important to note by agencies that may take their code to more than one governing board meeting for approval.

Step 6: Following Your Agency Board's Approval, Submit the Code Amendment with Date/Proof of Your Agency Board's Approval to the County by October 30, 2026 (or sooner if available)

- Following your agency's governing board approval of the amended code, email the complete clean copy of your entire final agency-approved amended conflict of interest code (text, list of designated positions, and disclosure categories) with date/proof of your agency board's approval. The amended code may be submitted via email to kimberly.forrester@ceo.sccgov.org.
- Your local agency's amended code is not legally effective until it has been approved by the Board of Supervisors as the code-reviewing body.

Memorandum to Local Agencies and Districts Required to Submit Conflict of Interest Codes
Re: Biennial Review of Conflict of Interest Codes
June 19, 2026
Page 5 of 5

Once the County Board of Supervisors provides code-reviewing body approval, you will receive notification, and updates will be made in eDisclosure to match the updates made to the conflict of interest code.

If you require information about the process for transmitting your Biennial Notice or code amendment to the County, please contact Kim Forrester at kimberly.forrester@ceo.sccgov.org.

Attachments:

- (1) 2026 Local Agency Biennial Notice
- (2) County of Santa Clara Seven Questions to Ask for the 2026 Biennial Review of Your Agency's Conflict of Interest Code
- (3) List of Amendments to Code since Last County-Approved Code Form
- (4) Your Agency's Last County-Approved Conflict of Interest Code

RESOLUTION NO. 261

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BURBANK SANITARY DISTRICT AMENDING THE DISTRICT'S CONFLICT OF INTEREST CODE

WHEREAS, pursuant to Section 87300 *et seq.* of the California Government Code, the Burbank Sanitary District is required to adopt and promulgate a Conflict of Interest Code; and

WHEREAS, the Burbank Sanitary District previously adopted a Conflict of Interest Code that was last amended by Resolution 249; and

WHEREAS, the persons holding designated positions have been filing statements of economic interest each year; and

WHEREAS, past and future amendments to the Political Reform Act and implementing regulations may require conforming amendments to be made to the District's conflict of interest code; and

WHEREAS, a regulation adopted by the Fair Political Practices Commission, 2 CCR § 18730, provides that incorporation by reference of the terms of that regulation, along with an agency-specific appendix designating positions and disclosure categories shall constitute the adoption and amendment of a conflict of interest code in conformance with Government Code § 87300 and § 87306; and

WHEREAS, after its required biennial review of the Conflict of Interest Code, the Burbank Sanitary District now wishes to update the list of designated positions in its Conflict of Interest Code; and

WHEREAS, Exhibit A attached to this Resolution (No. 261) has been updated to more accurately reflect position titles;

WHEREAS, any earlier resolutions, bylaws, and/or appendices containing the District's conflict of interest code shall be rescinded and superseded by this resolution and Appendix (Exhibit A);

NOW THEREFORE BE IT RESOLVED that the Burbank Sanitary District of Santa Clara County adopts the following Conflict of Interest Code including its Appendix (Exhibit A) of Designated Employees and Disclosure Categories.

BE IT FURTHER RESOLVED, the effective date of the amendments to the District's Conflict of Interest Code shall be the date the Code is approved by the code-reviewing body. Notwithstanding the effective date, the adoption of this amendment shall not be considered an original adoption as to those designated officials or employees who have already been filing Statements of Economic Interests with the District.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Burbank Sanitary District held on the October 18, 2016, by the following vote:

Ayes: Kaelker-Boor, Russo, Yoder, Colson, Prupes

Noes: None

Absent: None

Attest:


District Secretary

Burbank Sanitary District Conflict of Interest Code

The Model Conflict of Interest Code set forth in Title 2, Section 18730 of the California Code of Regulations and any amendments to the Model Conflict of Interest Code subsequently adopted by the Fair Political Practices Commission is hereby incorporated by reference. This incorporation page, Regulation 18730, and the attached Appendix enumerating positions within the District (in addition to any of those set forth in Government Code Section 87200) that are subject to the provisions of the Conflict of Interest Code and their disclosure categories, shall constitute the Burbank Sanitary District's Conflict of Interest Code.

The full text of 2 CCR § 18730 may be found at
<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article1/18700.pdf>

Designated positions shall file Statements of Economic Interests with the District. If statements are received in signed paper format, the District Filing Official shall make and retain a copy and forward the original of this statement to the Santa Clara County Clerk of the Board of Supervisors. If statements are electronically filed using the County of Santa Clara's Form 700 e-filing system, both the Santa Clara County Clerk of the Board of Supervisors and the District Filing Official will receive access to the filed statement simultaneously.

Statements of Economic Interests shall be made on forms prescribed by the Fair Political Practices Commission. Statements for all public officials and designated employees will be retained by the District. Statements of Economic Interests are public records subject to Government Code section 81008, available for public inspection and reproduction not later than the second business day following the day on which the Statement was received.

The District does not directly employ any full or part-time staff. All District engineering, management, legal counsel, maintenance, inspection, and emergency sewer response services are contracted to outside firms. Such individuals who are required to file do so as consultants.

Reference to "District Manager" in this conflict of interest code refers to the individual performing that function as a consultant to the District. The individual serving as District Manager is required to disclose as a consultant based on the requirements of Category 1 in this code.

EXHIBIT A

BURBANK SANITARY DISTRICT DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

Designated Positions	Disclosure Category
Member of the Board of Directors	1
Consultant	2
Newly Created Position	*

*Newly Created Positions

Newly Created Positions that make or participate in the making of decisions and whose specific position title is not yet listed in the District's conflict of interest code are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: The District Manager may determine in writing that a particular newly created position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position's duties and, based upon that description, a statement of the extent of disclosure requirements. The District's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code.

As soon as the District has a newly created position that must file Statements of Economic Interests, the District's filing official shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County's electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk's office shall enter the exact position title of the newly created position into eDisclosure and the District's filing official shall ensure that any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file Statements of Economic Interests, the District shall update this conflict-of-interest code to reflect the exact position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)

DISCLOSURE CATEGORIES

Disclosure Category 1:

Persons in this category shall disclose:

- (1) all investments, business positions, and income (including gifts, loans and travel payments) from:
 - (a) all sources subject to the regulatory, permit or licensing authority of the District; and
 - (b) all sources that provide, plan to provide, or have provided in the last two years, facilities, goods, software, hardware, or related technology, equipment, vehicles, machinery, or services, including training or consulting services, to the District; and
 - (c) all sources that are engaged in any real estate activity including, but not limited to real estate appraisal, development, construction, planning/architectural design, engineering, sales, brokerage, leasing, lending, insurance, rights of way, and/or studies; and/or property or facilities management/maintenance/custodial and utility services as used by the District or provides capital for the purchase of property used or sold by the District; and
- (2) all interests in real property in the District located entirely or partly within the District, or within two miles of the District boundaries, or of any land owned or used by the District.

Disclosure Category 2:

Consultants, as defined for purposes of the Political Reform Act, shall disclose pursuant to the broadest disclosure category in the conflict of interest code subject to the following limitation: The District Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements of the broadest category but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.



**California Special
Districts Association**
Districts Stronger Together

RECEIVED

JUN 23 2026

BURBANK SANITARY DISTRICT

Dear General Manager,

Recent changes in state law have made fiscal and financial training more important than ever for special district officials. Beginning January 1, 2026, SB 827 requires elected and appointed officials to complete qualifying training focused on budgeting, financial oversight, and ethical stewardship of public funds.

The California Special Districts Association (CSDA) is offering an in-person SB 827 Fiscal & Financial Training workshops in San Leandro on October 14. This session is designed specifically for special districts and topics include municipal budgeting, financial reporting, capital financing, debt management, and ethical stewardship of public resources.

To help districts meet this requirement, we are offering a **limited opportunity for one complimentary registration per district** at this workshop while space is available. This offer allows districts to experience the training and ensure at least one official is prepared to meet the new statutory requirements.

Enclosed you'll find a flyer with more details and a registration form. We encourage you to return the completed form to request a complimentary registration.

If you have any questions, please don't hesitate to reach out to membership@csla.net or 877.924.2732. We look forward to supporting your district's continued success.

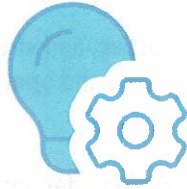
Sincerely,

Olivia Robertson
Member Services Specialist



**California Special
Districts Association**
Districts Stronger Together

**SB 827
Fiscal & Financial Training
Coming to Your Area
in 2026!**



Workshop: SB 827 Required Training – Navigating Governance and Finance in Special Districts

Offered in-person at the following locations:

- » **Monday, May 18**
Pajaro Valley Health Care District, Watsonville, CA
- » **Wednesday, June 3**
Truckee Sanitary District, Truckee, CA
- » **Tuesday, June 9**
Fresno Irrigation District Training Room, Fresno, CA
- » **Wednesday, June 24**
Municipal Water District of Orange County, Fountain Valley, CA
- » **Wednesday, September 9**
San Bernardino Valley Municipal Water District, San Bernardino, CA
- » **Wednesday, October 14**
Hayward Area Recreation and Park District, San Leandro, CA
- » **Tuesday, October 27**
The McConnell Foundation Lema Ranch, Redding, CA

Join us for a dynamic in-person workshop designed for special district board members and staff. This workshop is ideal for board members, general managers, and administrative staff seeking to stay ahead of changes and strengthen their district's governance and financial leadership.

Content Overview



Required SB 827 Fiscal & Financial Training (2 hours)

Mandatory training for local agency officials satisfying new statutory requirements of SB 827, effective January 1, 2026. Topics include: municipal budgeting, financial reporting, capital financing, debt management, and ethical stewardship of public resources.



CSDA Resources

Upcoming programs, resources, and strategic initiatives relevant to district governance and operations.



Legislative Update

Current and pending legislation affecting special districts, including advocacy efforts and compliance expectations for 2026 and beyond.



Limited Offer

In support of special districts statewide, CSDA is offering a limited number of complimentary registrations, with one available per agency while space remains.

To request to register, please complete and return the form below or scan the QR code to submit your registration online. Advance registration is required. Offer does not apply to current CSDA members.

Questions? Please contact membership@csda.net or 877.924.2732.



REGISTRATION FORM

Date and Location of Requested Training: _____

Name: _____

Title: _____

District: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mail or fax completed form to:

CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814 • fax: 916.520.2465

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Update
- 9.B. GreenWaste Recovery Inc.
- 9.C. FPPC Form 470
- 9.D. General Election November 3, 2026
- 9.E. CASA Conference August 4-7, 2026

ABBREVIATED
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November 3, 2026
County of Santa Clara Registrar of Voters

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# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	125	Wednesday, July 1, 2026	<u>RESOLUTIONS TO BE SUBMITTED TO THE ROV</u> Date for jurisdictions (except school districts) to submit resolutions calling for a candidate election to meet timeline for a full nomination period. The ROV encourages jurisdictions to provide a resolution as early as possible. (EC 10509)
E-	123	Friday, July 3, 2026	<u>RESOLUTIONS TO BE SUBMITTED TO THE ROV</u> <u>(SCHOOL DISTRICTS ONLY)</u> Date for school districts to submit resolutions calling for a candidate election to meet timeline for a full nomination period. The ROV encourages jurisdictions to provide a resolution as early as possible. (Educ. Code 5322)
E-	113	Monday, July 13, 2026	<u>NOMINATION PERIOD OPENS</u> First day candidates may pick up nomination documents at the office of the Registrar of Voters. (EC 8020, 8302 (independent nominations), 10220 (municipal), 10510 (district); Educ. Code 5300 (school district))
E-	98	Tuesday, July 28, 2026	<u>LAST DAY FOR RUNOFF CANDIDATES TO CHANGE BALLOT DESIGNATION</u> Last day for runoff candidates for a voter-nominated or nonpartisan office, to submit in writing a change to the ballot designation that will appear under your name. (EC 13107(h))
E-	95	Friday, July 31, 2026	<u>² F.P.P.C. SEMI-ANNUAL STATEMENT DUE</u> Deadline for semi-annual financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. (Gov. Code 84200 (deadline); 81005 (weekend deadline)) Reporting Period: January 1, 2026 to June 30, 2026
E-	90 to 0	Wednesday, August 5, 2026 to Tuesday, November 3, 2026	<u>CONTRIBUTION / INDEPENDENT EXPENDITURES STATEMENTS RULES BEGIN TO APPLY</u> Sums of \$1,000 or more to/from a single source must be reported within 24-hours. The Independent Expenditure statement is required only for committees (not candidate controlled) that make independent expenditures totaling \$1,000 or more to support or oppose a single ballot measure or a single candidate. (Gov. Code 85309 (24 hours); 85204 (defining "election cycle" as E-90 timeframe))
E-	88	Friday, August 7, 2026	<u>¹ NOMINATION PERIOD CLOSES</u> Deadline to file for all offices, in the Office of the Registrar of Voters only, all required nomination documents. (EC 8020, 8302 (independent nominations), 10220 (municipal), 10510 (district); Educ. Code 5300 (school district); EC 13307 (candidates statements for all candidates)) <u>LAST DAY FOR RUNOFF CANDIDATES TO SUBMIT A NEW CANDIDATE STATEMENT</u> Last day for runoff candidates for a voter-nominated or nonpartisan office, to submit a new candidate statement to appear in the November general election County Voter Information Guide (CVIG). (EC 13307(a)(2)) <u>¹ LAST DAY FOR MEASURE RESOLUTIONS AND TAX RATE STATEMENTS TO BE SUBMITTED TO THE ROV</u> Last day for jurisdictions to submit a resolution calling for a measure election, and if applicable, tax rate statements. The ROV encourages jurisdictions to provide a resolution as early as possible. (EC 9401 (tax rate statement), 10403 (resolution)) <u>LAST DAY FOR PROPONENTS TO WITHDRAW AN INITIATIVE</u> Last day for proponents to withdraw an initiative that qualified for the ballot. (EC 9118.5 (county), 9215.5 (municipal), 9311 (district); Educ. Code 5300 (school district))

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# of Days Prior to or Following Election	Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E- 87 to 83	Saturday, August 8, 2026 to Wednesday, August 12, 2026	¹ <u>NOMINATION EXTENSION PERIOD</u> If the incumbent fails to file a Declaration of Candidacy by deadline for their office, there will be a 5-calendar-day extension during which any candidate, other than the incumbent, may file for said office. (EC 8022, 8023 (independent nominations), 8024 (county), 8204 (judges), 10225 (municipal), 10407, 10516 (district), 10604 (school district); Educ. Code 5300 (school district))
E- 87 to 78	Saturday, August 8, 2026 to Monday, August 17, 2026	¹ <u>CANDIDATE STATEMENT EXAMINATION PERIOD</u> The elections official shall make a copy of the material referred to in Section 13307 of the Elections Code available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents. (EC 13313)
E- 84	Tuesday, August 11, 2026	^{1,4} <u>DUE DATE FOR PRIMARY ARGUMENTS</u> 5:00 p.m. is the deadline set by the Registrar of Voters for submitting primary arguments in favor of and against a measure. Submitted primary arguments may be withdrawn until 5:00 on this day. Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines. (EC 9162 (county), 9316 (district), 9502 (school district), 9601 (withdrawing an argument)) <u>DUE DATE FOR LIST OF MEASURE SUPPORTERS /OPPONENTS</u> A 5:00 p.m. deadline is set by the Registrar of Voters for submitting a list of Primary Argument Supporters/Opponents to be printed below the ballot label. (EC 9170(b) (all measures))
E- 83	Wednesday, August 12, 2026	<u>LAST DAY TO AMEND OR WITHDRAW A MEASURE</u> Deadline for jurisdictions to amend or withdraw a measure from the ballot. The measure must be amended or withdrawn by resolution. (EC 9605)
E- 83 to 74	Wednesday, August 12, 2026 to Friday, August 21, 2026	^{1,4} <u>EXAMINATION PERIOD FOR ALL PRIMARY ARGUMENTS FILED</u> The elections official shall make the arguments available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents. (EC 9190 (county), 9380 (district), 9509 (school district))
E- 82	Thursday, August 13, 2026	<u>RANDOMIZED ALPHABET DRAWING</u> This day the Secretary of State (SOS) and the Office of the Registrar of Voters will conduct a drawing of letters of the alphabet to determine the order in which candidates appear on the ballot. (EC 13111, 13112, 13113)
E- 77	Tuesday, August 18, 2026	^{1,4} <u>DUE DATE FOR REBUTTAL ARGUMENTS AND IMPARTIAL ANALYSES</u> 5:00 pm is the deadline set by the Registrar of Voters for submitting rebuttal arguments to primary arguments in favor of and against a measure and impartial analyses. (EC 9167 (county rebuttals), 9317 (district rebuttals), 9504 (school district rebuttals); EC 9160, 9280, 9313, 9314, 9500 (impartial analyses)). Submitted primary arguments may be withdrawn until 5:00 on this day. (EC 9601)
E- 76 to 67	Wednesday, August 19, 2026 to Friday, August 28, 2026	^{1,4} <u>EXAMINATION PERIOD FOR ALL REBUTTALS AND IMPARTIAL ANALYSES FILED</u> The elections official shall make the rebuttal arguments and Impartial Analyses available for public examination during business hours for a period of 10-calendar days immediately following the filing deadline for submission of those documents. (EC 9190 (county), 9380 (district), 9509 (school district))
E- 67	Friday, August 28, 2026	^{1,4} <u>FINAL PRINTING DEADLINE</u> Any petition for writ of mandate, including any appeals, should be resolved by this date so the Registrar of Voters can meet necessary printing deadlines.
E- 57 to 14 ²	Monday, September 7, 2026 to Tuesday, October 20, 2026	<u>WRITE-IN CANDIDACY PERIOD</u> Between these dates is the period for candidates to obtain and file write-in nomination documents in the Office of the Registrar of Voters. (EC 8601)

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# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E-	45	Saturday, September 19, 2026	<u>LAST DAY TO MAIL BALLOTS TO MILITARY AND OVERSEAS VOTERS</u> (42 U.S.C. 20302(a)(8) (federal elections); EC 3102, 3105 (all elections))
E-	40	Thursday, September 24, 2026	<u>² F.P.P.C. 1st PRE-ELECTION STATEMENT DUE</u> Deadline for financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. (Gov. Code 84200.8) Reporting Period: January 1, 2026 to September 19, 2026
E-	40 to 21	Thursday, September 24, 2026 to Tuesday, October 13, 2026	<u>ROV TO MAIL COUNTY VOTER INFORMATION GUIDES (CVIGs) TO ALL ACTIVE REGISTERED VOTERS</u> (E-21 is the last day to mail CVIGs) (EC 13303)
E-	29	Monday, October 5, 2026	<u>MAILING OF VOTE-BY-MAIL PACKETS</u> Last day to begin mailing vote-by-mail ballots. (EC 3001 (all elections), 4005 (for all-mail elections))
E-	29 to 1	Monday, October 5, 2026 to Monday, November 2, 2026	<u>EARLY VOTING PERIOD AT THE ROV OFFICE</u> Early voting is available at the Registrar of Voters office for individuals wishing to drop off ballots or vote in person during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., beginning 29 days prior the election. (EC 3000.5(a), 3001)
E-	15	Monday, October 19, 2026	<u>LAST DAY TO REGISTER TO VOTE FOR NOVEMBER ELECTION</u> Deadline to register to be eligible to vote in this election with a regular ballot. (EC 2102)
E-	14 to 0	Tuesday, October 20, 2026 to Tuesday, November 3, 2026	<u>CONDITIONAL VOTER REGISTRATION</u> Conditional Voter Registration is open for a full 14 days prior to the election and must be done in person at the Registrar of Voters office or at any Vote Center. (EC 2170) Vote Centers are open 11 days prior to the election, and to all registered voters in Santa Clara County, and to all registered voters in jurisdictions holding special elections. (EC 4005) Any voter can go to any Vote Center location throughout the County. Hours may vary by location and locations may vary with each election – please see listing on our website at https://vote.santaclaracounty.gov/home or click link below. Official Ballot Drop Box and Vote Center Sites Information (The ROV website will be updated for each election.)
E-	12	Thursday, October 22, 2026	<u>² F.P.P.C. 2nd PRE-ELECTION STATEMENT DUE</u> Deadline for financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. (Gov. Code 84200.8) Reporting Period: September 20, 2026 to October 17, 2026
E-	10 to 0	Saturday, October 24, 2026 to Tuesday, November 3, 2026	<u>VOTE CENTERS OPEN 10 DAYS BEFORE AND INCLUDING ELECTION DAY</u> Vote Centers are open 11 days prior to the election, and to all registered voters in Santa Clara County, and to all registered voters in jurisdictions holding special elections. Any voter can go to any Vote Center location throughout the County. Hours may vary by location and locations may vary with each election – please see listing on our website at https://vote.santaclaracounty.gov/home or click link below. (EC 4005) Official Ballot Drop Box and Vote Center Sites Information (The ROV website will update for each election.)
E-	7	Tuesday, October 27, 2026	<u>LAST DAY TO REQUEST VOTE-BY-MAIL REPLACEMENT BALLOT TO BE MAILED</u> Deadline at 5:00 p.m. to submit a request for a Vote-by-Mail replacement ballot to be mailed to voter. (EC 3015)

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³ Date falls on a weekend or public holiday; This date or deadline has been moved forward to the next business day.

⁴ Arguments and Rebuttal Arguments for City measures must be filed with the City Clerk's office. Contact the City Clerk's office for filing deadlines.

# of Days Prior to or Following Election		Activity Periods and Due Date(s)	ACTIVITIES / DOCUMENTS
E	0	Tuesday, November 3, 2026	<u>ELECTION DAY</u> All Vote Centers and ROV office are open from 7:00 a.m. to 8:00 p.m. for dropping off ballot or voting in person. (EC 10541 (district), 14212 (all polls)) Ballots must be postmarked by this date and received within 7 days following the Election. (EC 3020)
E+	22	Wednesday, November 25, 2026	<u>ELECTIONS OFFICIAL DEADLINE TO NOTIFY VOTER OF UNMATCHED OR MISSING SIGNATURE</u> In the case of a voter whose signature does not match or is missing, the elections official is required to notify the voter at least 8 days before the certification of the election of an opportunity to update the voter's signature. (EC 3019(d))
E+	28	Tuesday, December 1, 2026	<u>SIGNATURE DEADLINE</u> Last day to turn in unsigned ballot or signature verification statements by 5:00 p.m. (EC 3019(d))
E+	30	Thursday, December 3, 2026	<u>OFFICIAL CERTIFICATION OF RESULTS</u> Registrar of Voters to certify election results. (EC 15400, 15401, 15372)
E+	90	Monday, February 1, 2027	^{2,3} <u>F.P.P.C. SEMI-ANNUAL STATEMENT DUE</u> Deadline for semi-annual financial disclosure report Form 460 covering the reporting period noted below or the day after the closing date of the last statement filed. (Gov. Code 84200) Date moved from E+89 to E+90 due to falling on a weekend. Reporting Period: June 30, 2026 to December 31, 2026

Preliminary Program Outline (Annual Conference 2026)
(Subject to Change)

Tuesday, August 4

1:30 p.m. – 6:00 p.m. CEF Fundraiser: Golf Tournament (Eagle Vines)

4:00 p.m. – 6:00 p.m. CSRMA Executive Board Meeting

Wednesday, August 5

7:30 a.m. – 12:00 p.m. CSRMA Training Seminar

9:00 a.m. – 5:00 p.m. Registration

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

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

11:00 a.m. – 12:00 p.m. Women’s Networking Meeting

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

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

12:30 p.m. – 1:30 p.m. CSRMA Board of Directors Meeting

1:00 p.m. – 5:00 p.m. Optional Tour: Napa San

1:00 p.m. – 5:00 p.m. Optional Event: CEF Fundraiser: Wine Tasting Event

1:30 p.m. – 4:00 p.m. **Concurrent Sessions (Tracks)**

Salon VII/VIII	Salon V/VI Director’s Track	Salon III/IV Circular Resources and BACEN Track
Track 1A: Wipes and Workforce Development Moderator: Jessica Gauger	Track 2A: Maintaining Continuity: Local Agency Project Spotlights Moderator: Pacal Cornejo, EMWD	Track 3A: BACEN Bits Moderator: Sarah Deslauriers

- Laura Combs, BayWork - Sarah Sapirstein, ENS Resources - Lara Wyss, Responsible Flushing Alliance	- Shawn Corrigan, IEUA - Andrew Clough / Nicole Witt - West County WD - Matt Lemmon, Stephanie Turnipseed, NapaSan	- Peter Kirstenmacher, Central Marin Sanitation Agency - Kevin Alexander, IEUA - Charlotte Ely, SWRCB
Track 1B: Funding Strategies for Wastewater Infrastructure Moderator: Spencer Saks	Track 2B: Insurance and Rating Issues and Updates Moderator: Andy Morris, Elsinore Valley MWD	Track 3B: Promoting Circular Resources Moderator: Maile Lono-Batura
- Dmitry Semenov, Ridgeline Municipal Strategies - Rick Brandis, Oppenheimer & Co Inc - Curtis Paxton, LGVSD - Jared Voskuhl, CASA SWRCB Rate Survey	- Adrienne Beatty, ACWA JPIA - P.J. Skarlanic, CSRMA - Karri Ving, Brown & Caldwell	- Julie Nahrgang, WEATx - Clark Williams, CalRecycle - Michael O'Rourke, Waste Management

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

2:30 p.m. – 3:00 p.m. Networking **Break**

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

Track 1A: Hear about two topics of interest to the clean water community in one session: workforce and wipes. Hear from Baywork about takeaways from their recent AI summit and updates on some of their other initiatives, as well as a 5 year check in on the work of the Responsible Flushing Alliance in the wake of CASA's landmark legislation, and finally the latest from D.C. on making the CA standard a national one.

Track 2A: This track is an opportunity to spotlight some of the great work our agencies are doing in a number of areas. You will hear a case study in dissolving a joint powers authority from both the legal and management perspective, how a large agency went about reorganizing and strengthening their business continuity and emergency management capabilities, and the ins and outs of how a local agency successfully partnered to rehabilitate 2.7 miles of sewer main, over 350 laterals, and replace over 50 manholes all while engaging the local community through outreach and education.

Track 3A: Clean water agencies must comply with an array of near-term biosolids, air, climate, energy, and nutrient (BACEN) regulations. In combination, they can unintentionally introduce constraints or limitations to operational resilience and sustainability. We want to share those unintended consequences with regulators to discuss a more holistic regulatory framework. Building onto our BACEN webinar held February 11, come learn about two agencies facing BACEN issues while striving to remain resilient and supportive of the state's long-term climate objectives, followed by an update on the status of the State Water Board's new Climate Change Resolution that recognizes the value of collaboration.

Track 1B: Project funding for agencies can be a daunting task. Balancing reserves, rate increases, debt financing options, and grant funds takes plenty of planning and flawless execution. In this session, attendees will hear about various funding strategies for wastewater

infrastructure, as well as a case study covering the Las Gallinas Valley Sanitary District's funding of a \$100 million CIP.

Track 2B: An essential part of our operations, but often not considered in a detailed way, the availability and trends in insurance can significantly impact clean water operations. Hear from three different experts on what they see as trends in the industry, and what to look for as part of your future insurance renewals.

Track 3B: Over the last two decades clean water agencies have evolved into water resource recovery facilities with a strong emphasis on demonstrating their critical role in regenerating renewable resources like energy, clean water, and nutrient-rich solids. In a time of increased energy demands, water scarcity, and limited access to affordable fertilizers, these powerhouse facilities are shaping the new industrial revolution focused on circular resources. This session will feature speakers from Texas and California who will share how market demand, regulatory policies, and innovation are getting a foothold in shaping the future of resource management.

5:00 p.m. – 6:30 p.m. CSRMA 40th Anniversary Celebration Reception
Location: Vineyard Terrace & Pre-function Area/Pool

Thursday, August 6

7:30 a.m. – 9:00 a.m. Breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m. Engineering & Research Group Meeting

8:00 a.m. – 9:00 a.m. Communications Committee Meeting

9:00 a.m. – 11:30 a.m. **Morning Sessions & Business Meeting**

9:00 a.m. – 9:15 a.m. Welcome Address: Scott Sedgley, Mayor of Napa

 9:15 a.m. – 10:00 a.m. Keynote: Dr. Newsha Ajami, Lawrence Berkeley National Lab

 10:00 a.m. – 10:30 a.m. Telling the Infrastructure Need Story: Value of Water Campaign

 10:30 a.m. – 11:30 a.m. **Data Centers and Clean Water Agencies: What You Need to Know**

 11:30 a.m. – 11:40 a.m. **Annual Business Meeting**
 CASA President Tony Trembley

11:40 a.m. – 12:00 p.m. Networking Break

12:00 p.m. – 1:30 p.m. **Luncheon**
CASA Awards of Excellence Winners
CASA Education Foundation Presentation
Passing of the Gavel

1:30 p.m. – 1:45 p.m.	Networking Break
1:45 p.m. – 4:30 p.m.	Afternoon Sessions: Legislative Engagement in Focus
1:45 p.m. – 3:00 p.m.	State Legislative Committee Meeting
3:00 p.m. – 3:15 p.m.	Networking Break
3:15 p.m. – 4:30 p.m.	Federal Legislative Committee Meeting
5:00 p.m. – 6:30 p.m.	Associates Reception Location: Vineyard Terrace & Pre-function Area/Pool

Friday, August 7

7:30 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 11:15 a.m.	Registration
8:00 a.m. – 9:00 a.m.	Statewide Biosolids Meeting
9:15 a.m. – 11:00 a.m.	Closing Session Vice President Rita Duncan, Presiding
9:15 a.m. – 9:30 a.m.	Assemblymember Lori Wilson
9:30 a.m. – 10:00 a.m.	Closing Keynote: Joaquin Esquivel, Chair, SWRCB
10:00 a.m. – 10:30 a.m.	Annalise Blum, PPIC
10:30 a.m. – 11:00 a.m.	Understanding the Shifting Legal Landscape
11:00 a.m. – 11:15 a.m.	Closing Business Session • 2024-2025 Board of Director Elections Results • President's Closing Remarks
11:30 a.m. – 1:30 p.m.	General Managers Meeting Roundtable and Lunch This meeting is only open to the General Managers of CASA agency members.
11:30 a.m. – 3:00 p.m.	Attorneys Committee Meeting This meeting is only open to members of the CASA Attorneys Committee which consists of general and special counsel for CASA member agencies and Associate legal firms.