
**BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
October 6, 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 9/15/2026.

7. WARRANTS

- 7.A. Approval of Warrants. Board action required: Approve four (4) warrants.

- 1. Mark Thomas & Company, Inc. (District Management Services)
- 2. First Tech Federal Credit Union (Board of Directors' Payroll)
- 3. City of San Jose (TP O&M & Capital Billing Q2 FY2026-27)
- 4. GreenWaste Recovery, LLC (Annual Cleanup Day Expenses)

8. NEW BUSINESS

- 8.A. FY2026-27 First Quarter Financial Review. Board action required: None.

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Project Update. Board action required: Review bids and award CIP Project to the lowest bid contractor.

- 9.B. GreenWaste Recovery, Inc.

- 1. Quarterly Report Update. Board action required: Approval of using Mark Thomas IT to analyze data.
- 2. GreenWaste Annual Service Notice: Board action required: Review Annual Service Notice.
- 3. GreenWaste Trash Services Account and Illegal Dumping Process: Board action required: None.

- 9.C. SB 827 Fiscal and Financial Training Update. Board action required: None.

9.D. District Website Update. Board action required: None.

10. HOUSEKEEPING ITEMS

10.A. Updates on Housekeeping Items. Board action required: None.

10.B. Agenda Items for Next Meeting. Board action required: None.

11 ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, October 20, 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
September 15, 2026

**BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS****MINUTES OF REGULAR MEETING
September 15, 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. 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 Special Meeting of August 18, 2026

Motion: To approve Meeting Minutes from the Regular Meeting of August 18, 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. Rene Prupes (CASA Conference Expenses)
4. Mark Negrete (CASA Conference Expenses)

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

Move: Sclafani **Second:** Seldal

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

8. NEW BUSINESS

None.

9. UNFINISHED BUSINESS

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

The Board reviewed the BSD 2026 Lower Lateral CIP – Phase 2 project bid packet and approved for the project to be advertised.

9.B. GreenWaste Recovery, Inc.

1. Fall-Winter Newsletter. Board action required: Review Newsletter.

The Board reviewed the Newsletter and provided comments.

2. Quarterly Report Update. Board action required: None.

Engineer Chou and Director Sclafani had a meeting with GreenWaste to discuss data used in Quarterly Report. GreenWaste to provide the requested data within the next week.

9.C. November 3, 2026, General Election Update. Board action required: None.

The Board noted the November 3, 2026, General Election update.

9.D. SB 827 Fiscal and Financial Training. Board action required: Approve registration of all five Directors for the training under one invoice.

The Board approved the registration of all five Directors for the SB 827 Fiscal and Financial Training under one invoice.

Motion: To authorize payment of up to \$750 to Mark Thomas for the training registration.

Move: Seldal **Second:** Negrete

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

10. HOUSEKEEPING ITEMS

10A. Updates on Housekeeping Items.

No update.

10.B. Agenda Items for Upcoming Meetings.

- The Board will meet on October 6, 2026.

11. ADJOURNMENT – NEXT REGULAR MEETING – Tuesday, October 6, 2026, at 7 PM.

Motion: To adjourn meeting at 7:51 pm.

Move: Negrete **Second:** Seldal

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

Approved: October 6, 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. City of San Jose
4. GreenWaste Recovery, LLC

Warrant List for 10-6-26

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	Mark Thomas & Company, Inc.	10/1/2026	61772	\$ 17,051.94	District Management Services (26-B0095)	
		10/1/2026	61770	\$ 16,238.21	BSD - Lateral CIP (25-B0126)	
		10/1/2026	61771	\$ 102.79	Laswell Homes - 509 Laswell Ave (26-B0105)	
		10/1/2026	61772-R	\$ 581.00	Reimbursables - Web Hosting Fee, Fiscal & Financial Training Registration Fee	
			MTCO Subtotal	\$ 33,973.94		4312
2	Burbank Sanitary District for Deposits/ First Tech Fed Credit Union		N/A		Board Payroll, Processing Fees/Taxes (Amount Deposited)	
	Rene Prupes			\$ 240.00	9/15/2026	
	Procopio Sclafani			\$ 240.00	9/15/2026	
	Ken Colson			\$ 240.00	9/15/2026	
	Mark Negrete			\$ 240.00	9/15/2026	
	Kristina Seldal			\$ 240.00	9/15/2026	
	Total payment to Directors			\$ 1,200.00		
	Estimated processing fees/taxes			\$ 300.00		
			Payroll Deposit to First Tech Subtotal	\$ 1,500.00		4313
3	City of San Jose	10/1/2026	1291088	\$ 40,977.00	Capital Billing 2Q FY2026-27	
			1291082	\$ 101,461.00	Operations & Maintenance 2Q FY2026-27	
			City of SJ Subtotal	\$ 142,438.00		4314
4	GreenWaste Recovery, LLC	7/1/2026	05.2026-May Clean Up	\$1,262.38	Annual Cleanup Day Expenses	4315
	TOTAL WARRANT AMOUNT			\$ 179,174.32		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2026-27			\$ 463,975.71		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

8.A. FY2026-27 First Quarter Financial Review

Item 8.A.

October 6, 2026
Sheet 1 of 2

BURBANK SANITARY DISTRICT 1st Quarter Financial (July 1, 2026 through September 30, 2026) FISCAL YEAR: July 1, 2026 to June 30, 2027 BUDGET REPORT - EXPENSES

Account Name	Amount budgeted	Prior Expenses	Amount Payable	Total Expenses To Date	Unencumbered Balance	% Expended To Date	Comments
SEPT							
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	\$254,159.00	\$36,219.00	\$40,977.00	\$77,196.00	\$176,963.00	30.37%	Capital Billing Q2 FY2026-27
Sewer System CIP Projects	\$300,000.00	\$6,087.85	\$16,238.21	\$22,326.06	\$277,673.94	7.44%	Lateral CIP - Mark Thomas Staff
Service and Supplies							
Wastewater Treatment Plant O&M	\$405,844.00	\$101,461.00	\$101,461.00	\$202,922.00	\$202,922.00	50.00%	O&M Billing Q2 FY2026-27
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	\$0.00	\$1,262.38	\$1,262.38	\$4,737.62	21.04%	GreenWaste Recovery, LLC - Neighborhood Clean Up
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	\$0.00	\$0.00	\$0.00	\$30,000.00	0.00%	None to date
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	\$0.00	\$0.00	\$0.00	\$15,000.00	0.00%	None to date
Office Expenses/Publications	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%	None to date
Engineering/Maintenance Management	\$300,450.00	\$27,731.26	\$17,154.73	\$44,885.99	\$255,564.01	14.94%	On Target
Legal - District Counsel	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%	None to date
Legal - Outside Services	\$100,000.00	\$2,436.74	\$0.00	\$2,436.74	\$97,563.26	2.44%	None this month; Invoices for fees through May 2026 paid this quarter
Legal - District Advisor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this Fiscal Year
Strategic Plan Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	None this Fiscal Year
Audit and Accounting Services	\$15,000.00	\$13,500.00	\$0.00	\$13,500.00	\$1,500.00	90.00%	Paid in full this year (Paid with 7/21/26 Warrants Submittal)
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	\$854.32	\$0.00	\$854.32	\$6,145.68	12.20%	None this month; LAFCO for FY26-27 paid in full in July
Insurance Renewal (CASA)	\$19,000.00	\$17,887.93	\$0.00	\$17,887.93	\$1,112.07	94.15%	None this month; Alliant Insurance for FY26-27 paid in full in July
Conference Registration -Travel	\$9,000.00	\$3,653.09	\$575.00	\$4,228.09	\$4,771.91	46.98%	CSDA SB 827 Fiscal & Financial Training for five Board of Directors
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	\$0.00	\$6.00	\$6.00	\$994.00	0.60%	Web Hosting (DreamShield monthly) - 2 months at \$3/month
Board Election Expenses	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	None to date
	\$1,678,753.00	\$280,801.39	\$177,674.32	\$458,475.71	\$1,220,277.29	27.31%	
Salary and Benefit Special Districts							
Per Diem - Five Board Members x 24 meetings	\$36,000.00	\$4,000.00	\$1,500.00	\$5,500.00	\$30,500.00	15.28%	Regular Meeting: 9/15/26 (5 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	\$4,000.00	\$1,500.00	\$5,500.00	\$30,500.00	15.28%	
TOTAL EXPENSES	\$1,714,753.00	\$284,801.39	\$179,174.32	\$463,975.71	\$1,250,777.29	27.06%	

BURBANK SANITARY DISTRICT
1st Quarter Financial (July 1, 2026 through September 30, 2026)
 FISCAL YEAR: July 1, 2026 to June 30, 2027
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
SEPT								
OPERATING								
Interest Allocation	4301100	\$125,000.00	\$46,216.81	\$0.00	\$46,216.81	\$78,783.19	36.97%	None this month; \$46.2K received in August for FY25-26 Q4 Adv & Final
Permits and Connections	4980010	\$10,000.00	\$440.00	\$5,000.00	\$5,440.00	\$4,560.00	54.40%	Two payments received to date; Includes \$5K Deposit for Laswell Homes
Direct Assessments	4980350	\$1,345,700.00	\$5,538.45	\$0.00	\$5,538.45	\$1,340,161.55	0.41%	\$5.5K Sewer Service charges from Luther Burbank School received in August
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	\$0.00	\$0.00	\$0.00	\$60,000.00	0.00%	None to date
TOTAL OPERATING REVENUE		\$1,540,700.00	\$52,195.26	\$5,000.00	\$57,195.26	\$1,483,504.74	3.71%	
TOTAL REVENUE		\$1,540,700.00	\$52,195.26	\$5,000.00	\$57,195.26	\$1,483,504.74	3.71%	

CASH ACCOUNT SUMMARY

Date	Description	Balance
June 30, 2026	Ending balance	\$5,176,121.83
July 31, 2026	Ending balance	\$4,914,844.50
August 31, 2026	Ending balance	\$4,945,502.89
September 30, 2026	Ending balance	\$4,929,440.82

BURBANK SANITARY DISTRICT

9. UNFINISHED BUSINESS

- 9.A. BSD Lower Lateral CIP Update
- 9.B. GreenWaste Recovery Inc.
- 9.C. SB 827 Fiscal and Financial Training
- 9.D. District Website Update



Burbank Sanitary District

20863 Stevens Creek Blvd., Suite 100

Cupertino, CA 95014

Phone (408) 255-2137 Fax (408) 253-5173

www.burbanksanitary.org

"Serving the Burbank Community since 1940"

Item 9.A.

MEMORANDUM

DATE: October 6, 2026

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: **BID OPENING RESULTS OF "2026 LOWER LATERAL CIP PROJECT – PHASE 2"**

The project bid package was sent out on Thursday, September 17, 2026 to all contractors on the District's mailing list. District Staff received bids from six (6) qualified contractors by the bid due date on October 2, 2026. After bid opening and review, it was determined that the apparent low bidder is C2R Engineering, Inc.

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

	TOTAL BID AMOUNT	Percentage Difference from Engineering Estimate
Engineering Estimate	\$154,700	
Devaney Engineering, Inc.	\$198,700	+25%
Able Construction Group Inc.	\$216,028	+33%
Pacific Underground Construction, Inc.	\$202,919	+27%
Golden State Construction & Utility, Inc.	\$141,250	-9%
C2R Engineering, Inc.	\$127,800	-19%
MBR. Plumbing LLC DBA Flowing Water Plumbing	\$160,600	+4%

C2R Engineering, Inc., the Contractor, submitted the lowest bid with a proposed bid price 19% below the Engineer's Estimate. Staff have previously worked successfully with C2R Engineering, Inc. and confirmed they have extensive experience with similar sewer infrastructure projects throughout the Bay Area. Based on the competitive bid, prior performance, and relevant experience, District Staff recommend awarding the contract to C2R Engineering, Inc. for \$127,800.



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Cupertino, CA 95014

Phone (408) 255-2137 Fax (408) 253-5173

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Recommendation:

District Staff recommend awarding the contract to C2R Engineering, Inc.

Attached:

C2R Engineering, Inc. Bid Submission – *Confidential (sent separately to the Board by email)*



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Item 9.B.1.

MEMORANDUM

DATE: October 6, 2026
TO: Board of Directors, Burbank Sanitary District
FROM: Benjamin Porter, District Manager-Engineer
RE: **QUARTERLY REPORT UPDATE**

Background:

Each quarter, GreenWaste provides a report summarizing the solid waste data collected during the reporting period. The District has requested the underlying raw data to better communicate how solid waste costs are allocated and identify opportunities for public education and outreach, such as increasing recycling participation.

The Board has directed District staff to engage Mark Thomas to analyze the data and develop a user-friendly dashboard that can be updated quarterly and posted on the BSD website. Mark Thomas's Director of Innovation, Chris Pinckney, has reviewed the data and developed a proof of concept. He estimates that fifteen (15) hours will be required to complete the dashboard.

Recommendation:

District staff recommends engaging Mark Thomas's Director of Innovation to develop a quarterly dashboard that presents GreenWaste data in a clear, accessible, and user-friendly format for BSD residents.

Additional Services:

To request or schedule an additional service, please contact our customer service team at **(408) 283-4800** or request service at **GreenWaste.com/Support**.

Bulky Item Collection:

GreenWaste will collect your refrigerators or other large items that do not belong in your garbage or recycling containers for an additional fee.

Lock Bin Service:

Locks to prevent misuse of recyclables or garbage bins are available upon request.

Push Bin Service:

Push bin service is available for your convenience. Rates vary depending on the distance in feet from the placement of your bin to the point of collection.

Extra Garbage:

Extra garbage may be bagged, set beside your container, and scheduled for pickup for an additional fee.

Contact Info:

GreenWaste Recovery, LLC
(408) 283-4800
customerservice@greenwaste.com

Burbank Sanitary District
(408) 255-2137
burbanksanitary.org

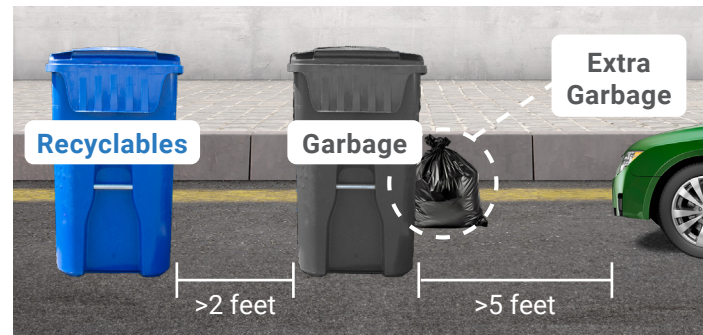
Collection Information:

Bins and carts must be accessible by collection vehicles and set out by 5 AM on your collection day.

Bin Set Out:



Cart Set Out:



Note: Max filled cart weight is 150lbs. or the weight listed on cart, whichever is less.

Holiday Collection:

Collection will not occur on New Year's Day, Thanksgiving Day, or Christmas Day. If one of these days falls on a normal collection day, collection for the remainder of the week will be delayed by one day. Normal collection resumes the following week.

625 Charles St.
San Jose, CA 95112
(408) 283-4800
GreenWaste.com/Burbank



**Commercial
Service Notice**
Burbank Sanitary District

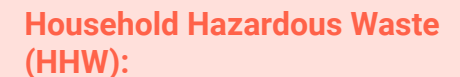
Material must be clean and dry



Trash



To schedule a delivery of a debris box that will meet your needs for capacity, type of material and collection frequency, call GreenWaste's Debris Box department at **(888) 533-9269** or visit **[GreenWaste.com/DebrisBox](https://www.GreenWaste.com/DebrisBox)**.



HHW cannot be placed in your carts. Examples of HHW include: batteries, fluorescent light bulbs, chemicals, paints, oils, pesticides, syringes and sharps, and other hazardous waste. For information on how to safely and properly dispose of these materials, visit **hhw.org** or call the Santa Clara County Household Hazardous Waste program at **(408) 299-7300**.



for a full list of materials
that can go in each cart

Additional Services:

To request or schedule an additional service, please contact our customer service team at **(408) 283-4800** or request service at **GreenWaste.com/Support**.

Curbside Clean-Up and Bulky Collection:

Customers may request up to **one free on-call clean up event** per year. This event may be used for either:

- Fourteen 32-gallon bags, not exceeding 50 lbs. each, or
- One appliance or bulky item

Extra material may be picked up curbside for an additional fee.

Used Motor Oil:

You may request free weekly Used Oil Recovery Kits. Place used kits next to your recyclables cart on your service day.

Extra Garbage:

Extra garbage may be picked up on your regular collection day for a fee. Call to schedule.

Contact Info:

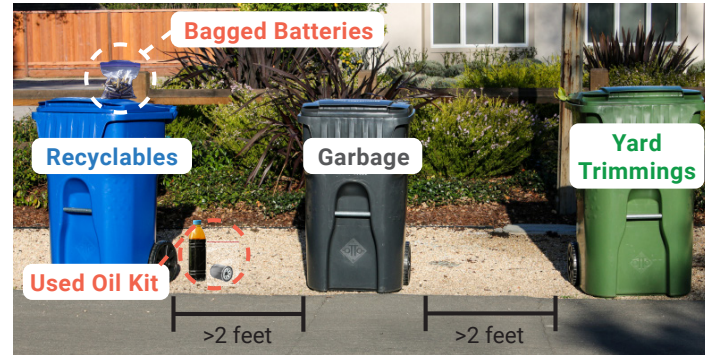
GreenWaste Recovery, LLC
(408) 283-4800
customerservice@greenwaste.com

Burbank Sanitary District
(408) 255-2137
burbanksanitary.org

Collection Information:

Cart Set Out:

Carts must have lids closed and placed curbside no later than 7 AM on Mondays.



Note: Max filled cart weight is 150lbs. or the weight listed on cart, whichever is less.

Holiday Collection:

Collection will not occur on New Year's Day, Thanksgiving Day, or Christmas Day. If one of these days falls on a normal collection day, collection for the remainder of the week will be delayed by one day. Normal collection resumes the following week.

Household Hazardous Waste (HHW):

HHW cannot be placed in your carts.

Examples include: batteries, fluorescent light bulbs, chemicals, paints, oils, pesticides, syringes and sharps, and other hazardous waste. For information on how to safely and properly dispose of HHW, visit **hhw.org** or call the Santa Clara County Household Hazardous Waste program at **(408) 299-7300**.



625 Charles St.
San Jose, CA 95112
(408) 283-4800
GreenWaste.com/Burbank

**Residential
Service Notice**
Burbank Sanitary District

RECYCLABLES

Material must be clean and dry

MIXED COMPOSTABLES

YARD TRIMMINGS



Paper and Cardboard



Plastic



Metal



Glass



Film Plastic



Trash



Food Scraps &
Food Soiled Paper



Yard Trimmings



Reminder: small electronics may have embedded batteries. Electronics with any kind of battery are considered **Household Hazardous Waste** and do not belong in any of your three carts.

SCAN ME



for a full list of materials
that can go in each cart



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MEMORANDUM

DATE: October 06, 2026

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: APPROVAL OF DOCUMENT ACCESSIBILITY SERVICES AND TRANSLATION SERVICES

BACKGROUND

The District regularly publishes agendas, meeting minutes, Board packets, notices, reports, and other public documents on its website.

Federal regulations under Title II of the Americans with Disabilities Act require state and local government websites and online documents to be accessible to individuals with disabilities. The District is evaluating its existing online documents and document management practices to improve accessibility and public access.

Staff evaluated options for making posted PDF documents more accessible while reducing the staff effort required to manually prepare and maintain accessible versions of public documents.

DISCUSSION

CivicPlus provides DocAccess, a service that improves accessibility of PDF documents posted on public agency websites. The service provides accessible versions of documents and includes language translation, document search, and accessibility monitoring features. The vendor's current proposal provides service for up to 10,000 pages across the websites of Cupertino Sanitary District, Burbank Sanitary District, and County Sanitation District No. 2-3.

The goal is to use DocAccess as a shared service among all three Districts. This allows the Districts to use one service for document accessibility rather than obtaining separate services for each District.

DocAccess would reduce the need for staff to manually prepare and maintain separate accessible or translated versions of documents each time an agenda, Board packet, meeting minutes, notice, or other public document is posted.



Burbank Sanitary District

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"Serving the Burbank Community since 1940"

DocAccess provides more than document accessibility. The service allows users to access screen-reader-friendly versions of PDF documents, translate documents into multiple languages, search lengthy documents, and ask questions about document content. New documents can also be processed as they are published, reducing the ongoing staff effort required to prepare accessible versions of public documents

COST

The current DocAccess proposal provides service for up to 10,000 pages across all three District websites at an annual subscription price of \$4,800.

The DocAccess service will be shared among Cupertino Sanitary District, Burbank Sanitary District, and County Sanitation District No. 2-3. Staff anticipates that Burbank Sanitary District will require approximately 3,000 to 4,000 pages, depending on the number of documents maintained online. Based on a maximum allocation of 4,000 pages, Burbank Sanitary District's annual share of the service would not exceed \$1,920.

A one-time \$500 setup fee will also apply to Burbank Sanitary District. Therefore, the District's first-year cost will not exceed \$2,420, including the annual service and one-time setup fee.

Staff will review existing PDF documents and archive older documents where appropriate. This will allow staff to manage the number of pages included in DocAccess and help control the District's ongoing service cost.

CONCLUSION

DocAccess provides a shared approach for improving the accessibility and availability of public documents across the three Districts. Using the service jointly allows the cost to be distributed based on each District's document usage while reducing the staff effort required to prepare and maintain accessible and translated documents.

RECOMMENDATION

Staff recommends that the Board authorize the District Manager-Engineer to participate in the DocAccess document accessibility and translation service and approve Burbank Sanitary District's share of the service, including the one-time setup fee, in an amount not to exceed \$2,420 for the first year.



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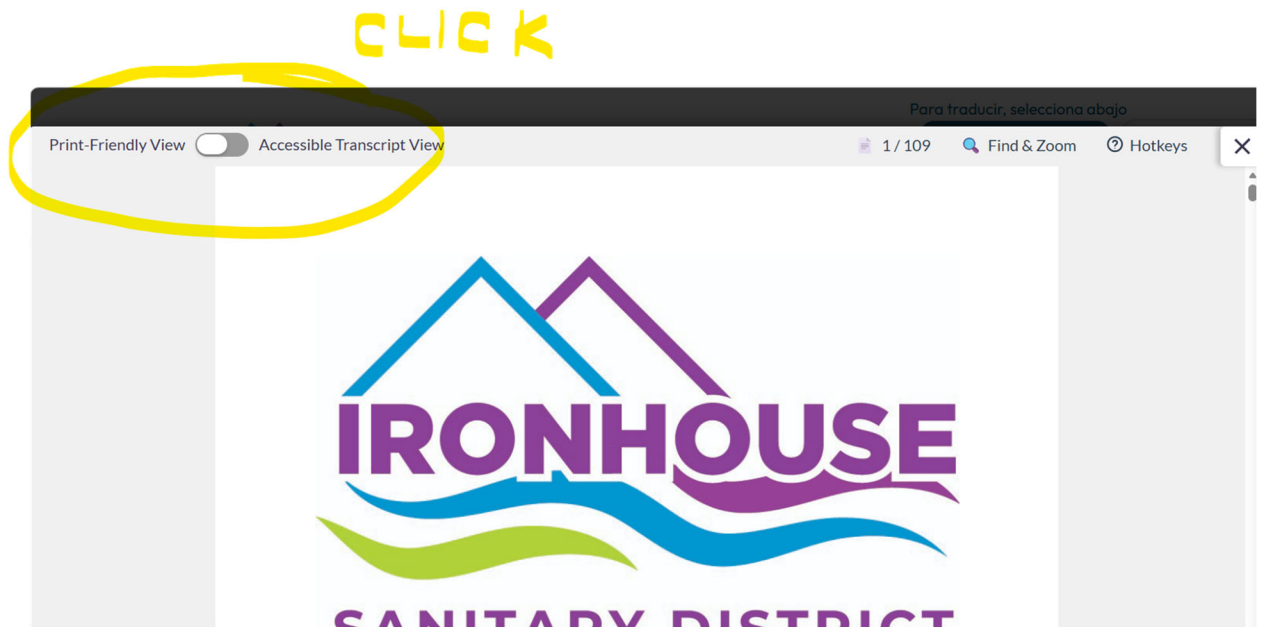
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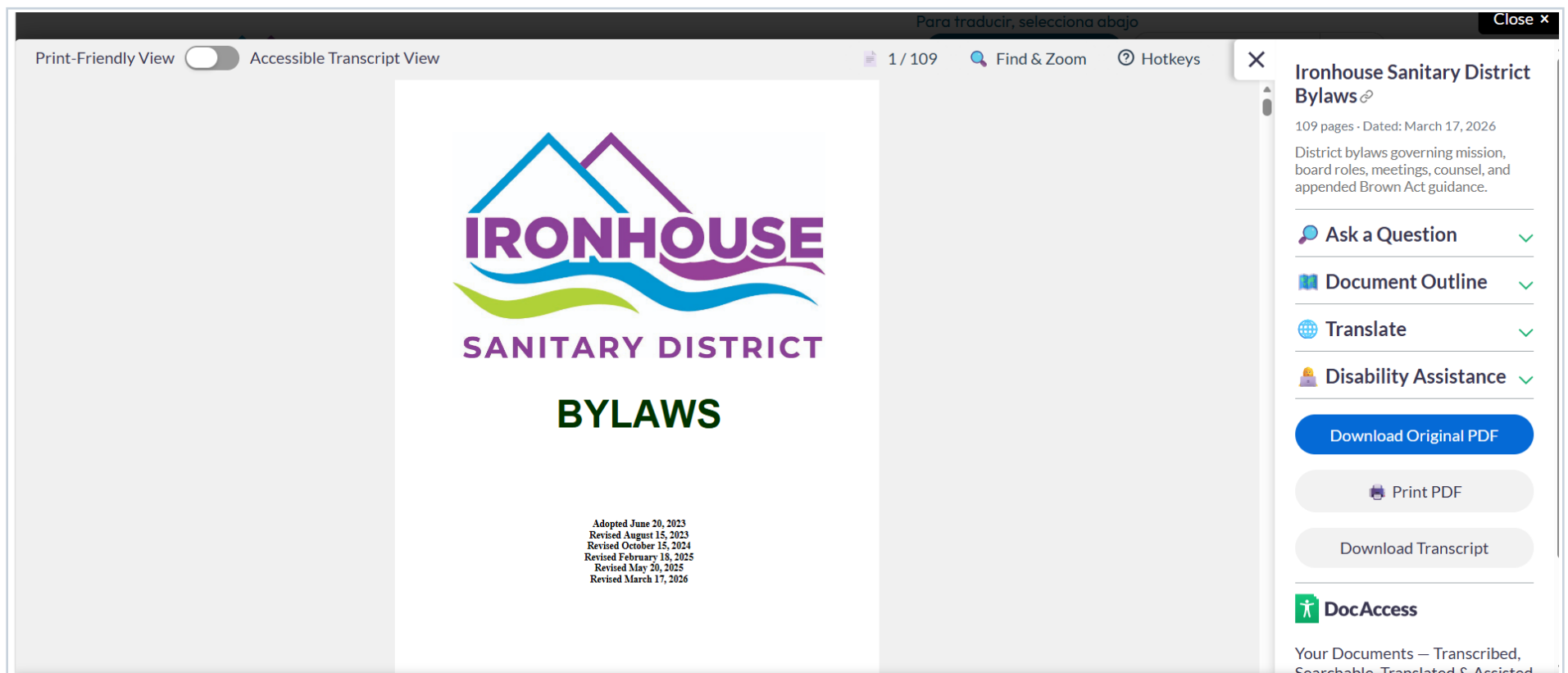
1. **Example of PDF Accessibility Feature - Ironhouse Sanitary District**
(DocAccess): [Ironhouse Sanitary District](#)

Select "Accessible Transcript View" to see how DocAccess converts the PDF into an accessible format.



Comparison Example: Original PDF and Accessibility Tools

This view shows the original 109-page Ironhouse Sanitary District bylaws together with the DocAccess toolbar. Residents can keep the original document format or use Ask a Question, Document Outline, Translate, Disability Assistance, and transcript options.



Board takeaway: The District's original PDF stays available while residents gain additional accessibility and navigation choices.

Comparison Example: Accessible Transcript View

The accessible transcript presents the 109-page Ironhouse Sanitary District bylaws as structured text. The interface also provides Ask a Question, Document Outline, Translate, Disability Assistance, and transcript download and print options.

Example: Navigating a Long District Document

This 109-page sanitary district bylaws document demonstrates the value of an accessible transcript for lengthy public records. Residents can use the document outline, translate content, ask questions, obtain disability assistance, or download and print the transcript.

The screenshot shows a web interface for the 'Ironhouse Sanitary District Bylaws'. At the top, there's a toggle switch for 'Print-Friendly View' (disabled) and 'Accessible Transcript View' (enabled). Below this, the document title 'Ironhouse Sanitary District Bylaws' is displayed. A description box states: 'Ironhouse Sanitary District logo with stylized roof lines above the word Ironhouse, wave shapes below, and the words Sanitary District and Bylaws.' The document's revision history is listed: 'Adopted June 20, 2023', 'Revised August 15, 2023', 'Revised October 15, 2024', 'Revised February 18, 2025', 'Revised May 20, 2025', and 'Revised March 17, 2026'. The document ID '4932-6765-9150 v4' and 'Page 2' are shown. A 'Table of contents' section is visible at the bottom with columns for 'Item' and 'Page'. On the right side, a sidebar contains the document title, page count ('109 pages'), date ('Dated: March 17, 2026'), and a brief description. Below this, there are links for 'Ask a Question', 'Document Outline', 'Translate', and 'Disability Assistance', each with a green checkmark. At the bottom of the sidebar are buttons for 'Download Transcript' and 'Print Transcript'. The 'DocAccess' logo and a statement 'Your Documents — Transcribed, Searchable, Translated & Assisted — Instantly Accessible' are also present.

Board takeaway: DocAccess can make long bylaws, rate studies, budgets, and Board packets easier to search and navigate.

Board takeaway: Long District records become easier to read, search, navigate, translate, and use with assistive technology.