BURBANK SANITARY DISTRICT
REGULAR MEETING AGENDA FOR
November 17, 2026, at 7:00 PM

The meeting will be held at 7:00 p.m. in person at District Office, 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENTARY** – This area is reserved for items **not** listed on the agenda. The Brown Act does not allow discussion of or action on items not on the agenda. The Board may briefly respond to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. There is a three (3) minute limit for individual speakers.

   4.A. Visitor Commentary
   4.B. Agency Representatives
   4.C. Board Commentary

5. **CLOSED SESSION**

   5.A. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

   Government Code Section 54956.9(d)(1) Name of Case: West Valley Sanitation District and Burbank Sanitary District v. City of San Jose and City of Santa Clara, Court of Appeal, Sixth District, HO52372 and HO52818.

6. **CONSENT CALENDAR**

   6.A. Approval of Minutes. Board action required: Approve Meeting Minutes from 10/6/2026.

7. **WARRANTS**

   7.A. Approval of Warrants. Board action required: Approve six (6) warrants.

   1. Mark Thomas & Company, Inc. (District Management Services)
   2. First Tech Federal Credit Union (Board of Directors' Payroll)
   3. Hogan Lovells Cadwalader US LLP (District Court Appeal July – Aug 2026)
   4. Hunton Andrews Kurth US LLP (District Court Appeal July – Aug 2026
   5. Alliant Insurance Services, Inc. (Commercial Cyber Liability)
   6. California Association of Sanitation Agencies. (CASA Membership Renewal 2027)

8. **NEW BUSINESS**

   8.A. Oath of Office – Director Sclafani, Director Negrete and Director Seldal to take Oath of Office.

   8.B. District Nextdoor Account Update. Board action required: None.

   8.C. 2027 CASA Winter Conference January 27-29, 2027. Board action required: Board members to confirm attendance for registration.

9. UNFINISHED BUSINESS

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

9.B. GreenWaste Recovery, Inc.

1. Annual Spring Clean Up Day Planning. Board action required: None.
2. Quarterly Report July – September 2026 and Report Data Analysis Update. Board action required: None.
3. GreenWaste Annual Service Notice: Board action required: Review Annual Service Notice.
4. Olive Ave Illegal Dumping Update: Board action required: None.
5. Discussion of PG&E Road Closure Notification. Board action required: None.
6. Upcoming Contract RFP: Board action required: None.

9.C. SB 827 Fiscal and Financial Training Update. Board action required: Board members to complete training by December 31, 2026

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

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

10. HOUSEKEEPING ITEMS

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

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

11 ADJOURNMENT: NEXT REGULAR MEETING – Tuesday, December 1, 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
October 6, 2026

BURBANK SANITARY DISTRICT
BOARD OF DIRECTORS

MINUTES OF REGULAR MEETING
October 6, 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, Mark Negrete, Kristina Seldal
Directors Absent:	Ken Colson (excused)
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:** Sclafani

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

4. PUBLIC COMMENTARY

4.A. Visitor Commentary – None.

4.B. Agency Representatives – Manager Porter reported that Mark Thomas will move its Cupertino office in March 2027.

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 September 15, 2026

Motion: To approve Meeting Minutes from the Regular Meeting of September 15, 2026

Move: Seldal **Second:** Negrete

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

7. WARRANTS

7.A. Approval of Warrants.

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

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

Move: Seldal **Second:** Sclafani

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

8. NEW BUSINESS

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

Manager Porter provided an update on the FY2026-27 First Quarter Financial Review.

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.

The Board reviewed the bids and awarded the project to C2R Engineering, Inc.

Motion: To award CIP project to the lowest bid contractor, C2R Engineering, Inc.

Move: Negrete **Second:** Seldal

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

9.B. GreenWaste Recovery, Inc.

The Board acknowledged GreenWaste's proposal to hold the 2027 Clean Up Day on May 1, 2027.

1. Quarterly Report Update. Board action required: Approval of using Mark Thomas Director of Innovation to analyze data.

   The Board had no objection to using Mark Thomas Director of Innovation to analyze the Quarterly Report.

2. GreenWaste Annual Service Notice. Board action required: None.

   The Board reviewed and provided comments on the GreenWaste Annual Service Notice.

3. GreenWaste Trash Services Account and Illegal Dumping Process. Board action required: None.

   The Board discussed trash service accounts and illegal dumping and confirmed that the Operations Code requires the District to address these matters with the property owner.

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

All five Board Directors are registered for the training and will complete it by December 31, 2026.

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

The Board reviewed CivicPlus's proposal for document accessibility and translation services to comply with federal regulations. The Board would like staff to confirm the following:

- Whether the website contractor's services meet federal accessibility requirements.
- Whether the services would automatically make all website content accessible.
- Whether the website currently complies with federal ADA accessibility requirements.

10. HOUSEKEEPING ITEMS

10A. Updates on Housekeeping Items.

- By consensus, the Board canceled the October 20, 2026, meeting.
- By consensus, the Board canceled the November 3, 2026, meeting.

10.B. Agenda Items for Upcoming Meetings.

- Discussion of District Capacity
- Discussion of District AI Policy
- Updated GreenWaste Annual Service Notice
- Website Update regarding .gov change

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

Motion: To adjourn meeting at 8:23 pm**.**

Move: Seldal **Second:** Negrete

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

Approved: November 17, 2026

Respectfully Submitted,

Mark Thomas & Company, Inc.

_____
Rene Prupes, President

District Manager
Benjamin T. Porter, PE

BURBANK SANITARY DISTRICT

7. WARRANTS

7.A. APPROVAL OF WARRANTS

1. Mark Thomas & Company, Inc.
2. First Tech Federal Credit Union
3. Hogan Lovells Cadwalader US LLP
4. Hunton Andrews Kurth US LLP
5. Alliant Insurance Services, Inc.
6. California Association of Sanitation Agencies

Warrant List for 11-17-26

#	Payee	Invoice Date	Invoice No.	Invoice Amount	Description	Warrant No.
1	**Mark Thomas & Company, Inc.**	11/13/2026	62292	$ 31,069.58	District Management Services (26-B0095)	
			62290	$ 11,949.88	BSD - Lateral CIP (25-B0126)	
			62291	$ 119.44	Laswell Homes - 509 Laswell Ave (26-B0105)	
			57726	$ 93.02	Reimbursables - 1 roll of stamp & certified mail for 2312 Olive Ave	
			MTCo Subtotal	**$ 43,231.92**		4320
2	**Burbank Sanitary District for Deposits / First Tech Fed Credit Union**					
	Rene Prupes			$ 240.00	10/6/2026	
	Procopio Sclafani			$ 480.00	10/6/2026, 10/5/26 (Fiscal & Financial Training)	
	Ken Colson				Excused Absence	
	Mark Negrete			$ 240.00	10/6/2026	
	Kristina Seldal			$ 240.00	10/6/2026	
	Total payment to Directors			$ 1,200.00		
	Estimated processing fees/taxes			$ 300.00		
			First Tech Subtotal	**$ 1,500.00**		4321
3	**Hogan Lovells Cadwalader US LLP**	10/5/2026	N/A	$33.41	District Court Appeal - July - August 2026	
		11/3/2026	N/A	$18.31	District Court Appeal - September 2026	
			Hogan Lovells Subtotal	**$51.72**		4322
4	**Hunton Andrews Kurth LLP**	10/5/2026	N/A	$109.20	District Court Appeal - July - August 2026	
		11/3/2026	N/A	$71.81	District Court Appeal - September 2026	
			Hunton Andrews Subtotal	**$181.01**		4323
5	**Alliant Insurance Services, Inc.**	10/5/2026	3727173	**$1,243.79**	Commercial Cyber Liability	4324
6	**California Association of Sanitation Agencies (CASA)**	11/3/2026	11266	**$2,035.00**	Memebership Renewal 2027	4325
	TOTAL WARRANT AMOUNT			**$ 48,243.44**		
	TOTAL YEAR-TO-DATE WARRANT AMOUNT FY 2026-27			**$ 512,219.15**		

BURBANK SANITARY DISTRICT

8. NEW BUSINESS

8.A. Oath of Office

8.B. District Nextdoor Account

8.C. 2027 CASA Winter Conference

CERTIFICATE OF APPOINTMENT

The Clerk of the Board of Supervisors of the County of Santa Clara, State of California, does hereby certify that the appointment of **Procopio J. Sclafani** to the membership of the **Burbank Sanitary District** was made on **October 6, 2026,** by the Board of Supervisors in lieu of the election per California Elections Code section 10515. The term of office will end on **December 6, 2030**.

Signature

Attested by the Clerk of the Board of Supervisors on this 13th day of October, 2026.

OATH OF OFFICE

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

For the office of **Director, Burbank Sanitary District.**

I, **Procopio J. Sclafani,** do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

_____
Signature

Subscribed and sworn to before me, this _____ day of, _____, 2026.

_____
Signature of Person Administering Oath

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

_____
Title

(SEAL)

CERTIFICATE OF APPOINTMENT

The Clerk of the Board of Supervisors of the County of Santa Clara, State of California, does hereby certify that the appointment of **Mark Alan Negrete** to the membership of the **Burbank Sanitary District** was made on **October 6, 2026,** by the Board of Supervisors in lieu of the election per California Elections Code section 10515. The term of office will end on **December 6, 2030**.

Signature

Attested by the Clerk of the Board of Supervisors on this 13TH day of October, 2026.

OATH OF OFFICE

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

For the office of **Director, Burbank Sanitary District.**

I, **Mark Alan Negrete,** do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

_____
Signature

Subscribed and sworn to before me, this _____ day of, _____, 2026.

_____
Signature of Person Administering Oath

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

_____
Title

(SEAL)

CERTIFICATE OF APPOINTMENT

The Clerk of the Board of Supervisors of the County of Santa Clara, State of California, does hereby certify that the appointment of **Kristina Marika Seldal** to the membership of the **Burbank Sanitary District** was made on **October 6, 2026,** by the Board of Supervisors in lieu of the election per California Elections Code section 10515. The term of office will end on **December 6, 2030**.

Signature

Attested by the Clerk of the Board of Supervisors on this 13th day of October, 2026.

OATH OF OFFICE

STATE OF CALIFORNIA)
) ss.
COUNTY OF SANTA CLARA)

For the office of **Director, Burbank Sanitary District.**

I, **Kristina Marika Seldal,** do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Subscribed and sworn to before me, this _____ day of, _____, 2026.

Signature of Person Administering Oath

Title

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

(SEAL)

Item 8.C.



We are excited to announce that the 2027 CASA Winter Conference is returning to Indian Wells! This year's event will take place January 27-29, 2027, at the Renaissance Esmeralda. The theme for this year's event is "From Silos to Systems" and we will have several speakers and panelists discussing how to bring a more holistic and integrated approach to resource recovery at wastewater agencies. Our first day will include several technical tracks focused on key issues facing the clean water community, including member agency project spotlights, biogas utilization, biosolids management planning, and more.

networking opportunities and dedicated forums for you to connect with your clean water colleagues. We look forward to seeing you there!

Conference Information

PRELIMINARY PROGRAM - Coming Soon

REGISTER HERE

Current Registration List (Coming soon)

Registration Fees:

- Member Full Conference: $925
- One Day rates available on Registration Form
- Member Guest (includes meal functions only): $350
- NonMember Fee: $1,200

Cancellation Policy: $100 Cancellation fee on or before Monday, January 11, 2027. **No refund** for late cancellations after Monday, January 11, 2027.

Please notify CASA via email of a cancellation, refund or change request by contacting Cheryl MacKelvie at cmackelvie@casaweb.org

Hotel Information

Location:

Renaissance Esmeralda Resort & Spa

44400 Indian Wells Lane

Indian Wells, CA 92210

RESERVE A ROOM

$309/night + $20 Resort Fee + taxes, fees, & parking

Dates Available: 1/26 - 1/29/27

Alternative Hotel

Grand Hyatt Indian Wells Resort & Villas

44600 Indian Wells Lane

Indian Wells, CA

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
9.E. District Flow Capacity Discussion

Item 9.B.2.

GreenWaste Recovery, LLC.
2540 N First Street, Suite 300
San Jose, CA 95131
(408) 283-4800

Quarterly Report

July 2026 to September 2026

Q3 2026

BURBANK SANITARY DISTRICT

Mixed Compostables, Recyclables, and Yard Trimmings Franchise Agreement

October 30, 2026

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

Dear Mr. Porter,
Enclosed please find the July 2026 to September 2026 (Q3 2026) quarterly report as required by the Collection of Solid Waste, Recyclables, and Yard Trimmings Franchise Agreement between the Burbank Sanitary District, and GreenWaste Recovery, LLC.

The following are highlights of this report:

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

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

Sincerely,

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

greenwaste
reimagining your resources

Diversion & Tonnages

Burbank

Residential, July 2026

Material	Total Tons	Diversion %	Total Trash Tons	A Recycled (without Yard Waste) Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
CURBSIDE RECYCLABLES 1	35.08	71.05%	10.16	24.92	-	24.92	
CURBSIDE RECYCLABLES 2			-	-	-	-	
CURBSIDE RECYCLABLES 3			-	-	-	-	
CURBSIDE RECYCLABLES 4			-	-	-	-	
PROCESSED COMPOSTABLES 2	64.94	56.34%	28.36	36.58	-	36.58	
BULKY ITEMS	0.58	6.55%	0.54	0.04	-	0.04	
ELECTRONICS-IN			-	-	-	-	
YARDWASTE -IN	37.70	100.00%	-	-	37.70	37.70	
TRASH/MSW 2			-	-	-	-	
TRASH/MSW 5			-	-	-	-	
Total Residential	**138.30**		**39.05**	**61.55**	**37.70**	**99.25**	**71.76% Diversion**

Residential, August 2026

Material	Total Tons	Diversion %	Total Trash Tons	A Recycled (without Yard Waste) Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
CURBSIDE RECYCLABLES 1	48.22	71.05%	13.96	34.26	-	34.26	
CURBSIDE RECYCLABLES 2			-	-	-	-	
CURBSIDE RECYCLABLES 3			-	-	-	-	
CURBSIDE RECYCLABLES 4			-	-	-	-	
PROCESSED COMPOSTABLES 2	83.03	56.34%	36.25	46.78	-	46.78	
BULKY ITEMS	-	6.55%	-	-	-	-	
ELECTRONICS-IN			-	-	-	-	
YARDWASTE -IN	49.40	100.00%	-	-	49.40	49.40	
TRASH/MSW 2			-	-	-	-	
TRASH/MSW 5			-	-	-	-	
Total Residential	**180.65**		**50.21**	**81.04**	**49.40**	**130.44**	**72.20% Diversion**

Residential, September 2026

Material	Total Tons	Diversion %	Total Trash Tons	A Recycled (without Yard Waste) Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
CURBSIDE RECYCLABLES 1	38.43	71.05%	11.13	27.30	-	27.30	
CURBSIDE RECYCLABLES 2			-	-	-	-	
CURBSIDE RECYCLABLES 3			-	-	-	-	
CURBSIDE RECYCLABLES 4			-	-	-	-	
PROCESSED COMPOSTABLES 2	64.02	56.34%	27.95	36.07	-	36.07	
BULKY ITEMS	0.52	6.55%	0.49	0.03	-	0.03	
ELECTRONICS-IN			-	-	-	-	
YARDWASTE -IN	38.26	100.00%	-	-	38.26	38.26	
TRASH/MSW 2			-	-	-	-	
TRASH/MSW 5			-	-	-	-	
Total Residential	**141.23**		**39.57**	**63.40**	**38.26**	**101.66**	**71.99% Diversion**

Residential, Q3 2026

	Material	Total Tons	Diversion %	Total Trash Tons	A Recycled (without Yard Waste) Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
Recycle	CURBSIDE RECYCLABLES 1	121.73	71.05%	35.24	86.49	-	86.49	
Recycle	CURBSIDE RECYCLABLES 2	-		-	-	-	-	
Recycle	CURBSIDE RECYCLABLES 3	-		-	-	-	-	
Recycle	CURBSIDE RECYCLABLES 4	-		-	-	-	-	
Trash/Mixed Compostables	PROCESSED COMPOSTABLES 2	211.99	56.34%	92.56	119.43	-	119.43	
Trash/Mixed Compostables	BULKY ITEMS	1.10	6.55%	1.03	0.07	-	0.07	
Recycle	ELECTRONICS-IN	-		-	-	-	-	
Yardwaste/Yardtrimmings	YARDWASTE -IN	125.36	0.00%		-	125.36	125.36	
Trash/Mixed Compostables	TRASH/MSW 2	-		-	-	-	-	
Trash/Mixed Compostables	TRASH/MSW 5	-		-	-	-	-	
	Total Residential	**460.18**		**128.83**	**205.99**	**125.36**	**331.35**	**72.00% Diversion**

Commercial, July 2026

Material	Total Tons	Diversion %	Total Trash Tons	Recycled (without Yard Waste) Tons	
OFFICE RECYCLABLES 2	2.94	51.75%	1.42	1.52	
OFFICE RECYCLABLES 3			-	-	
OFFICE RECYCLABLES 4			-	-	
PROCESSED COMPOSTABLES 2	26.12	56.34%	11.40	14.72	
TRASH/MSW 2			-	-	
TRASH/MSW 5			-	-	
Total Commercial	**29.06**		**12.82**	**16.24**	**55.87% Diversion**

Commercial, August 2026

Material	Total Tons	Diversion %	Total Trash Tons	Recycled (without Yard Waste) Tons	
OFFICE RECYCLABLES 2	1.93	51.75%	0.93	1.00	
OFFICE RECYCLABLES 3			-	-	
OFFICE RECYCLABLES 4			-	-	
PROCESSED COMPOSTABLES 2	27.10	56.34%	11.83	15.27	
TRASH/MSW 2			-	-	
TRASH/MSW 5			-	-	
Total Commercial	**29.03**		**12.76**	**16.27**	**56.03% Diversion**

Commercial, September 2026

Material	Total Tons	Diversion %	Total Trash Tons	Recycled (without Yard Waste) Tons	
OFFICE RECYCLABLES 2	1.71	51.75%	0.83	0.88	
OFFICE RECYCLABLES 3			-	-	
OFFICE RECYCLABLES 4			-	-	
PROCESSED COMPOSTABLES 2	25.67	56.34%	11.21	14.46	
TRASH/MSW 2			-	-	
TRASH/MSW 5			-	-	
Total Commercial	**27.38**		**12.03**	**15.35**	**56.05% Diversion**

Commercial, Q3 2026

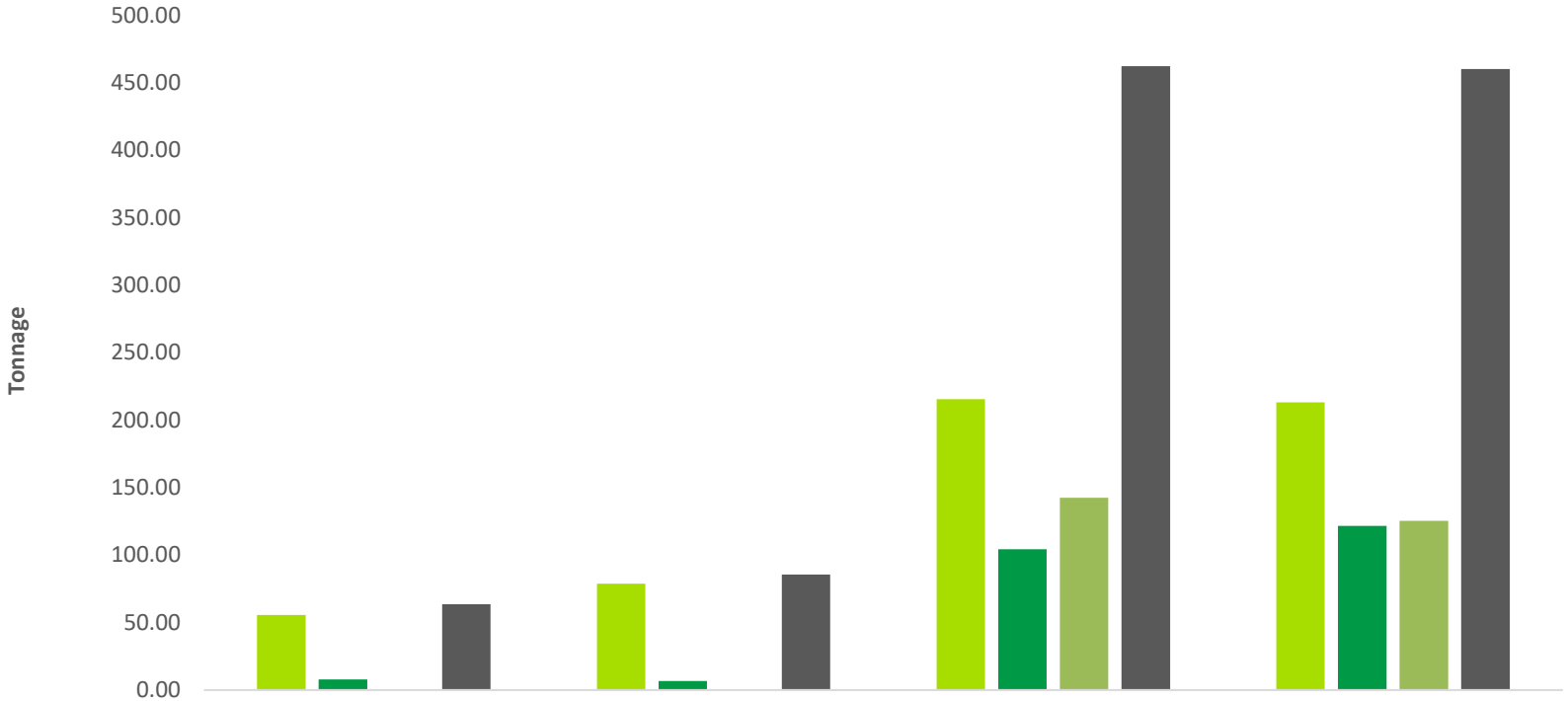
	Material	Total Tons	Diversion %	Total Trash Tons	Recycled (without Yard Waste) Tons	
Recycle	OFFICE RECYCLABLES 2	6.58	51.75%	3.17	3.41	
Recycle	OFFICE RECYCLABLES 3	-		-	-	
Recycle	OFFICE RECYCLABLES 4	-		-	-	
Trash/Mixed Compostables	PROCESSED COMPOSTABLES 2	78.89	56.34%	34.45	44.44	
Trash/Mixed Compostables	TRASH/MSW 2	-		-	-	
Trash/Mixed Compostables	TRASH/MSW 5	-		-	-	
	Total Commercial	**85.47**		**37.62**	**47.85**	**55.98% Diversion**

		Total Tons	Total Trash Tons	A Recycled (without Yard Waste) Tons	B Recycled Yard Waste Tons	A + B Total Recycled Tons	
Residential & Commercial	July 2026 Grand Total	167.36	51.88	77.78	37.70	115.48	69.00% Diversion
Residential & Commercial	August 2026 Grand Total	209.68	62.98	97.30	49.40	146.70	69.96% Diversion
Residential & Commercial	September 2026 Grand Total	168.61	51.60	78.75	38.26	117.01	69.40% Diversion
Residential & Commercial	Q2 2026 Grand Total	545.65	166.45	253.84	125.36	379.20	69.49% Diversion

C1

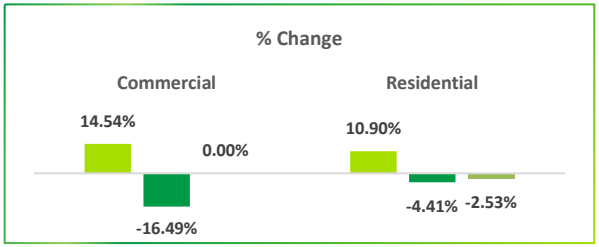
greenwaste
reimagining your resources

Burbank Quarterly :
Year over Year (YoY) Comparison

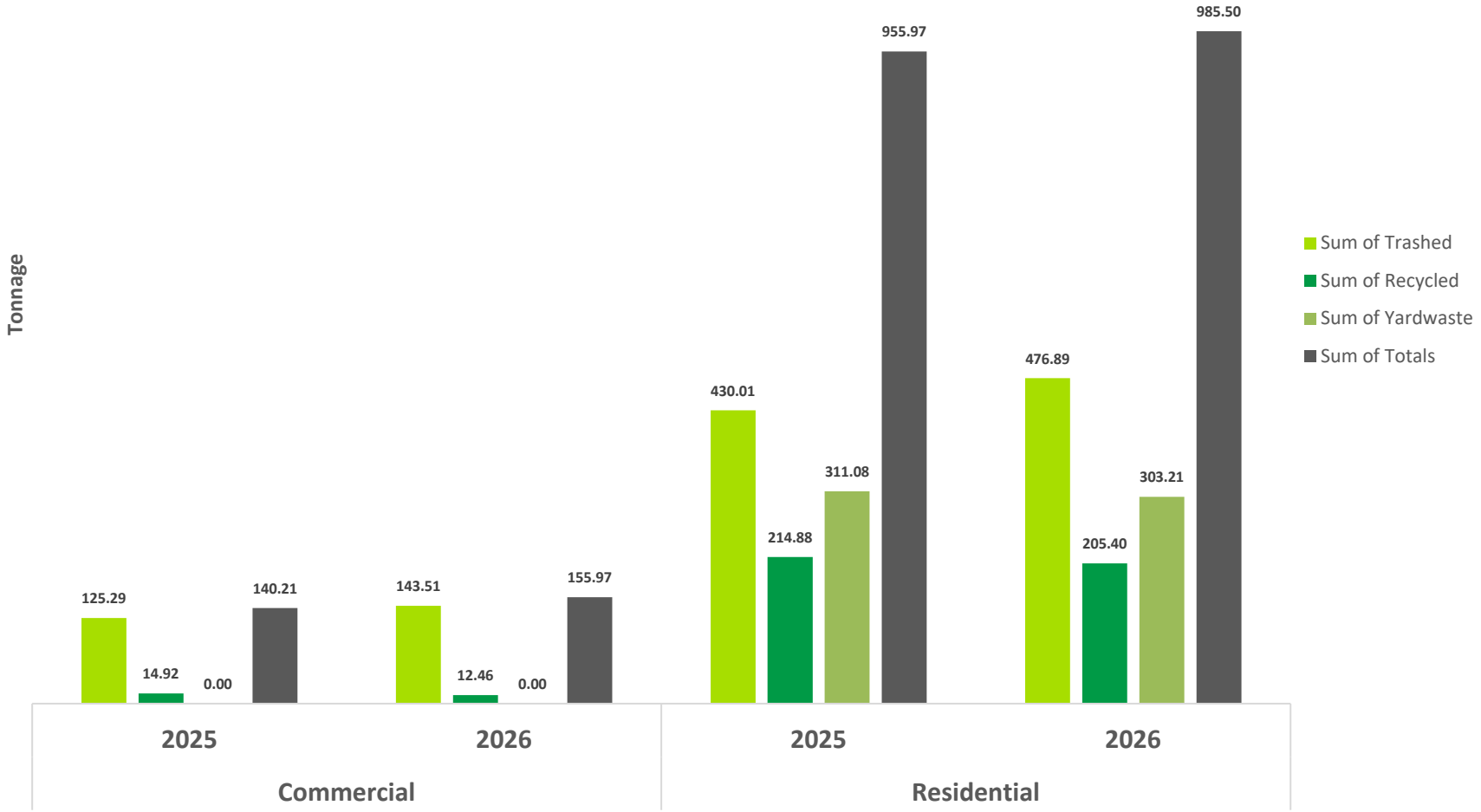


	Commercial Q3 2025	Commercial Q3 2026	Residential Q3 2025	Residential Q3 2026
Sum of Trashed	55.72	78.89	215.57	213.09
Sum of Recycled	7.79	6.58	104.28	121.73
Sum of Yardwaste	0.00	0.00	142.41	125.36
Sum of Totals	63.51	85.47	462.26	460.18

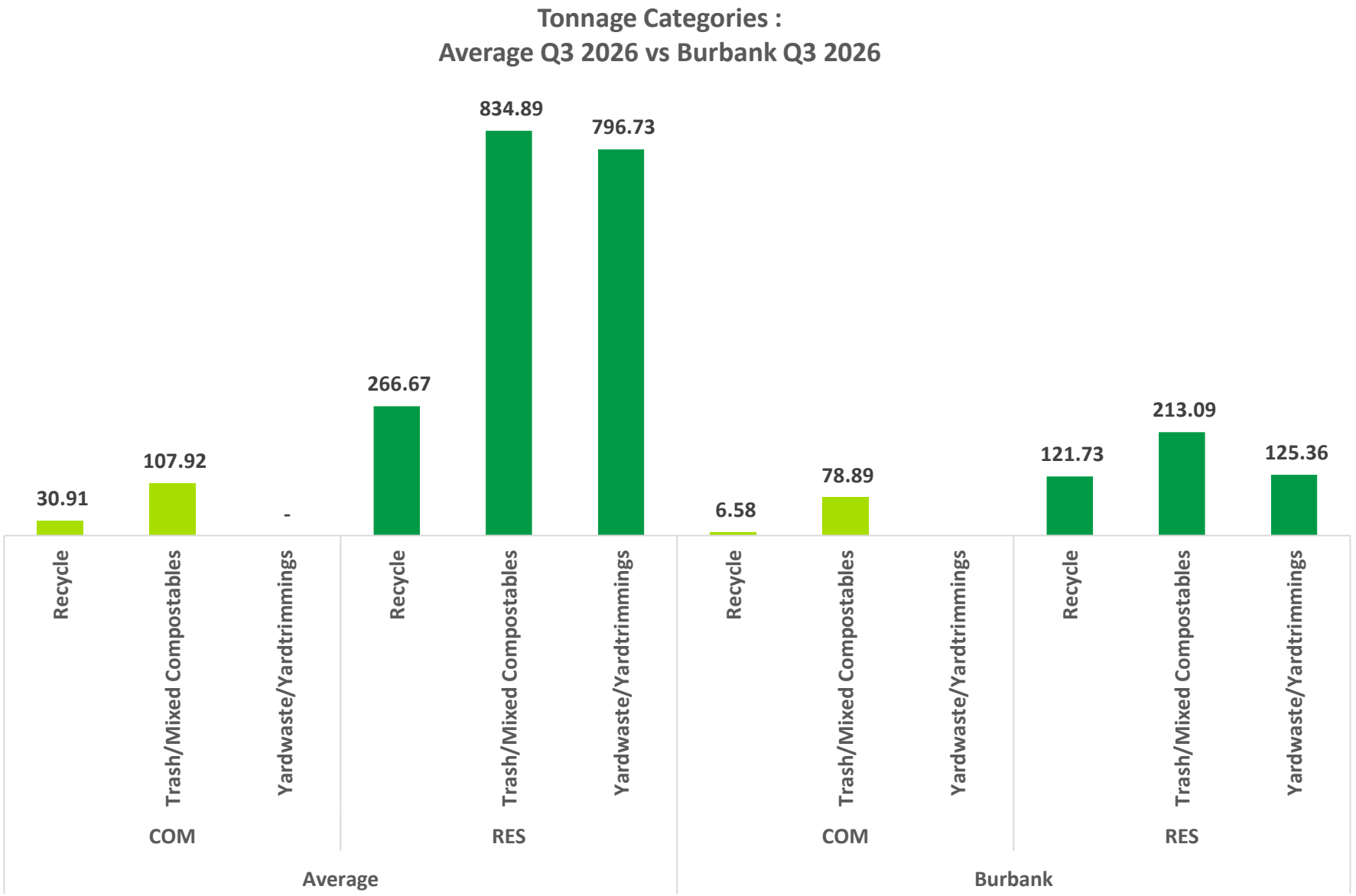
C2



Burbank Annual :
Year over Year (YoY) Comparison

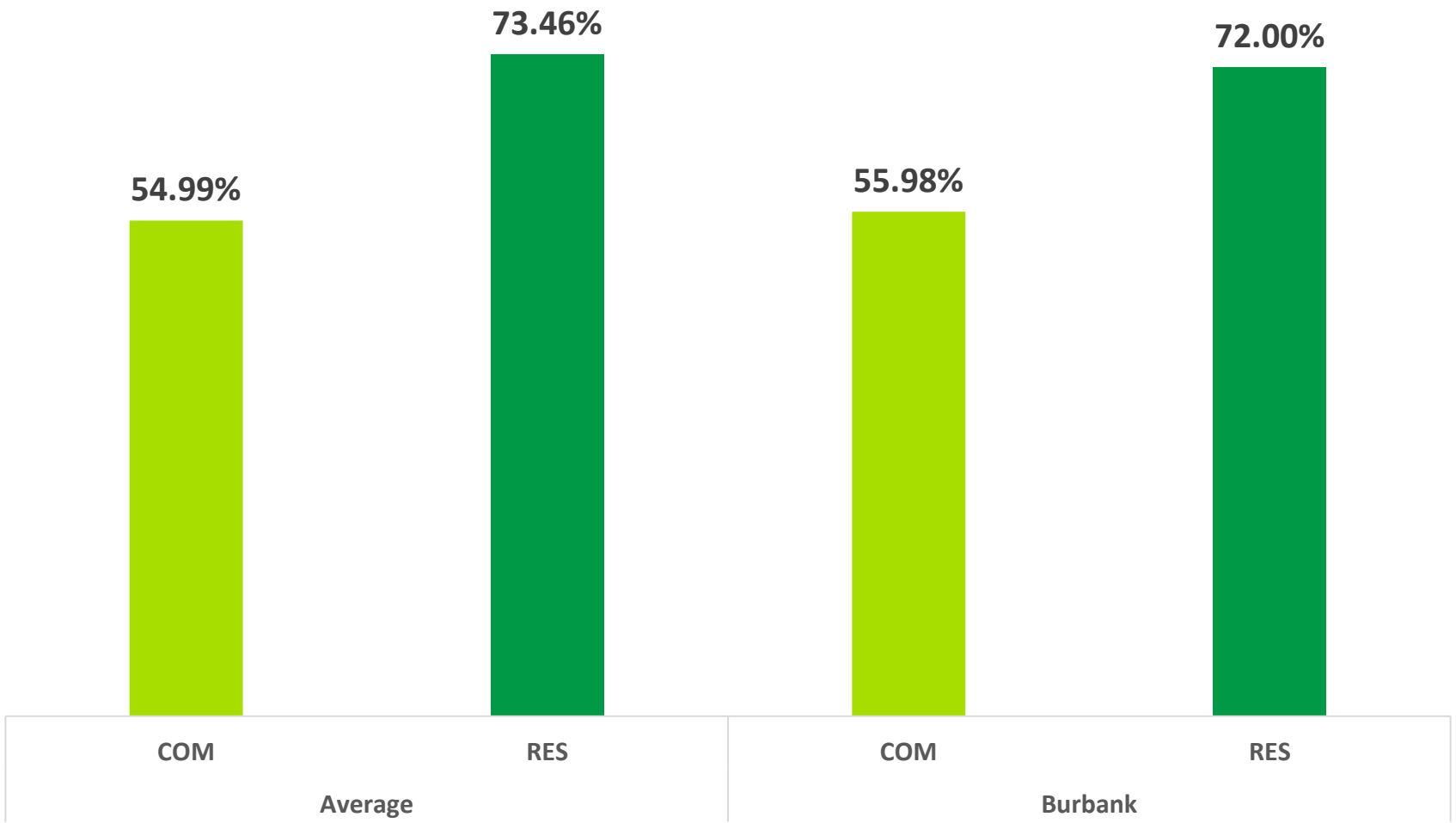


C3


Tonnage Categories :
Average Q3 2026 vs Burbank Q3 2026
30.91
107.92
-
266.67
834.89
796.73
6.58
78.89
121.73
213.09
125.36
Recycle
Trash/Mixed Compostables
Yardwaste/Yardtrimmings
COM
RES
Average
Burbank

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Diversion Rate :
Average Q3 2026 vs Burbank Q3 2026



Residential Collection Summary

Residential Collection

Cart Count Totals - Trash

Code	Description	Quantity
R20TR	20-gal trash cart	130
R20TR-ADDL	20-gal trash additional cart	1
R20TR-DIS	20-gal discounted trash cart	5
R32TR	32-gal trash cart	521
R32TR-A	32-gal trash cart 0-100ft	7
R32TR-DIS	32-gal discounted trash cart	0
R64TR	64-gal trash cart	220
R64TR-A	64-gal trash cart - 0-100ft	1
R64TR-DIS	64-gal discounted trash cart	0
R96TR	96-gal trash cart	117
R96TR-A	96-gal trash cart - 0-100ft	6

Cart Count Totals - Recycle

Code	Description	Quantity
R32REC	32-gal recycle cart	2
R64REC	64-gal recycle cart	179
R96REC	96-gal recycle cart	860

Cart Count Totals - Yard Waste

Code	Description	Quantity
R64YW	64-gal yard waste cart	163
R96YW	96-gal yard waste cart	870

Commercial Collection Summary

Commercial Collection Summary

Bin Count Totals - Trash

Code	Recycle Description	Frequency	Quantity
01FLTR	1yd front load	weekly	22
01FLTR	1yd front load	2x week	1
01FLTR	1yd front load	3x week	1
02FLTR	2yd front load	weekly	22
02FLTR	2yd front load	2x week	2
03FLTR	3yd front load	weekly	4
06FLTR	6yd front load	weekly	1
06FLTR	6yd front load	4x week	0
C32TR	32-gal trash cart	weekly	3
C64TR	64-gal trash cart	weekly	4
C96TR	96-gal trash cart	weekly	5

Bin Count Totals - Recycle

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

Bin Count Totals - Yard Waste

Code	Recycle Description	Frequency	Quantity
C96YW	96-gal yard waste cart	weekly	13

Program Operations

During Q3 2026, there were no significant changes that occurred for collections, processing, and marketing for GreenWaste Recovery, LLC.

Special Events

There were no special events in Q3 2026

2026 Annual Clean-up	
Total visits:	N/A
Trash tons:	N/A
E-waste tons:	N/A

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.

Escanear para obtener la versión **en español** de este documento

Contact Info:

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

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

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

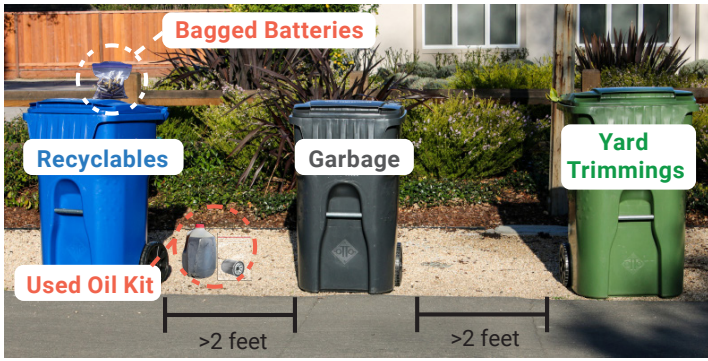
Residential Service Notice

Burbank Sanitary District

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**.



RECYCLABLES

Material must be clean and dry



Paper and Cardboard



Plastic



Metal



Glass



Film Plastic

MIXED COMPOSTABLES



Trash



Food Scraps &
Food Soiled Paper

YARD TRIMMINGS



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

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**.

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.

Escanear para obtener la versión **en español** de este documento

Contact Info:

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

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

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

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Commercial Service Notice

Burbank Sanitary District

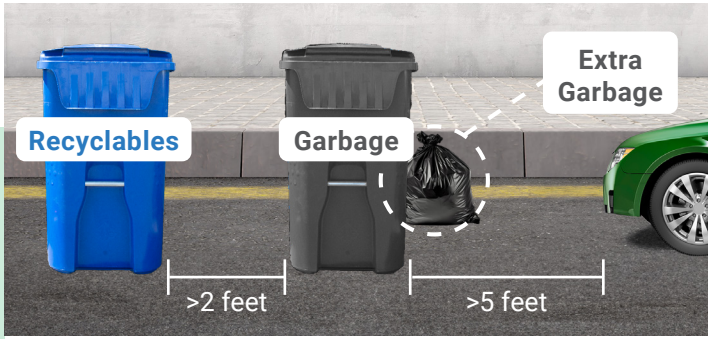
Collection Information:

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.

RECYCLABLES

Material must be clean and dry



Paper and Cardboard



Plastic



Metal



Glass



Film Plastic

MIXED COMPOSTABLES



Trash



Food Scraps & Food Soiled Paper

Debris Box Rentals:

Debris Boxes are offered for property cleanups, removal of appliances and furniture, and construction and demolition debris.

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**.

Household Hazardous Waste (HHW):

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**.

SCAN ME

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

Burbank Sanitary District

What Goes Where Guide

RECYCLABLES Material must be **empty, clean, and dry.**

METAL

- Aerosol cans (empty and non-hazardous)
- Aluminum foil, foil trays, & pans (clean)
- Cans (e.g., food, beverage, pet food)
- Car parts – small (no fluids or solvents)
- Coat hangers – metal/wire (no paper)
- Keys
- Lids & caps – metal (e.g., from glass bottles, jars)
- Paint cans (remove excess paint, let residue dry)
- Pipes & plumbing fixtures – metal
- Pots & pans (no nonstick)
- Scrap metal (e.g., screws, nails, nuts & volts)
- Small appliances (no e-waste, e.g. toaster)
- Toys & sporting goods – metal (no batteries)
- Utensils – metal

GLASS

- Beverage bottles
- Broken glass (small pieces only)
- Cookware & dishware (no Pyrex)
- Food jars
- Windows - uncoated/unlaminated
- Wine bottles

PAPER – Staples and tape ok

- Bags (e.g., white, colored, non-metallic)
- Books – hardback and softback
- Carbonless paper-receipt paper
- Cardboard – cut/folded to fit inside cart
- Cereal & cracker boxes (remove liners)
- Colored or construction paper
- Egg cartons – cardboard
- Envelopes (plastic window OK)
- Frozen food packaging – cardboard
- Gift wrap and tissue paper (non-metallic)
- Junk mail
- Magazines & catalogs
- Milk, juice & ice cream cartons - clean
- Newspaper – clean (including inserts)
- Pizza box tops – no grease
- Shoes boxes
- Shredded paper (tie in clear plastic bag)
- White office paper

PLASTIC

- Auto parts – plastic (no fluids)
- Baby wipe containers
- Baskets & flower pots – plastic
- Bottles (e.g., beverage, laundry & household cleaners, personal care products, prescription)
- Buckets

(Plastic continued)

- Coffee cup lids
- Coat hangers – plastic
- Crates – plastic
- Food containers (e.g., yogurt)
- Pet carriers – plastic
- Plastics #1-7
- Squeezable bottles (e.g., honey, mayo, ketchup)
- Take-out food containers – plastic
- Toys (no batteries)

FILM PLASTICS – Bundle in clear plastic bag and knot top

- Bags (e.g., bread, dry cleaning, grocery, newspaper, produce, merchandise)
- Bubble wrap
- Case wrap (e.g., beverage container, snack flats)
- Liners (e.g., food packaging)
- Pallet/shrink wrap



Note: Cart lids must be shut when placed out for collection. Max filled cart weight is 150lbs. or the weight listed on cart, whichever is less.

Burbank Sanitary District

What Goes Where Guide

ORGANICS

YARD TRIMMINGS

- Flowers
- Flax
- Ice plants
- Grass clippings
- Hay
- Leaves
- Shrubs
- Succulents
- Shrubs
- Weeds
- Holiday trees (unflocked and undecorated with stand removed)
- Landscape vegetation
- Plant trimmings (no poison oak or ivy)
- Tree trimmings, branches & stumps – must not exceed 6” in diameter and 24” in length



GARBAGE

PAPER

- Milk, juice & ice cream cartons – soiled
- Newspaper – soiled
- Napkins, paper towels, tissues
- Paper cups and plates
- Photographs – photo paper & Polaroids
- Pizza delivery boxes – soiled (bottoms)
- Stickers (in sheets or rolls)
- Take-out food containers – paper
- Thermal fax paper
- Waxed paper, waxed cardboard

PLASTIC

- Coffee cup lids
- Compostable plastics
- Diapers – disposable
- Disposable razors
- Gloves – rubber & latex/single use
- Hoses (must be tied)
- Ink cartridges and toner
- Pipe – PVC/Plastic
- Umbrellas – plastic

MULTI-LAYERED MATERIALS

- Envelopes (e.g., padded, Tyvek)
- Foil beverage pouches
- Snack packaging (e.g., chip bags)
- Audio and video tapes, CDs and DVDs

POLYSTYRENE/FOAMED PLASTIC

- Cups and plates - foam
- Egg cartons – molded foam
- Foam packing, packing peanuts
- Meat trays – molded form
- Take-out food containers – foam
- Coolers – foam

FABRIC AND TEXTILES – Donate when possible

- Boots and shoes
- Clothing
- Down-filled items, pillows
- Fabrics – clean or soiled
- Luggage – small carry-on sizes only
- Stuffed animals

ORGANIC MATERIAL

- Bones
- Bread, dough
- Cheese
- Coffee grounds, filters, and teabags
- Eggs/Eggshells
- Food soiled cardboard and paper
- Fish, shellfish
- Fruits and vegetables
- Grains, pasta
- Meat, poultry

ORGANIC MATERIAL

- Bathroom waste (no sharps/chemical waste)
- CDs & DVDs
- Ceramic cookware
- Incandescent lightbulbs
- Toothpaste & ointment tubes
- Umbrellas



Note: Cart lids must be shut when placed out for collection. Max filled cart weight is 150lbs. or the weight listed on cart, whichever is less.

Burbank Sanitary District

¿Qué colocar y en dónde?

RECICLABLES El material debe estar **vacío**, **limpio** y **seco**.

METAL

- Autopartes pequeñas (sin líquidos ni solventes)
- Cubetas de pintura (retire el exceso de pintura, deje que los residuos se sequen)
- Gancho de metal o alambre (no de papel)
- Juguetes y artículos deportivos - metal
- Latas (de alimentos, bebidas, comida para mascotas)
- Latas de aerosol (vacías y no peligrosas)
- Llaves
- Ollas y sartenes (no antiadherentes)
- Papel de aluminio, bandejas y sartenes de aluminio (limpios)
- Retazos de metal (tornillos, clavos, tuercas y voltíos)
- Tapaderas – de metal (de botellas de vidrio, frascos)
- Tuberías y accesorios de plomería – metal
- Utensilios – metal

VIDRIO

- Contenedores y cazuelas (no Pyrex)
- Botellas de bebidas
- Botellas de vino
- Frascos de vidrio
- Ventanas sin laminación
- Vidrios rotos (pedazos chicos)

PAPEL – Se aceptan grapas y cinta adhesiva

- Bolsas (blancas, de colores, no metálicas)
- Cajas de cereales y galletas (sin bolsa de plástico)
- Cajas de cartón (pedazos chicos)
- Cajas de zapátos
- Cartones de huevos – cartón
- Cartones de leche, jugos y helados - limpios
- Contenedores de alimentos congelados – cartón
- Correspondencia indeseada
- Libros
- Papel de colores o de cartulina
- Papel de oficina blanco
- Papel de recibo
- Papel de regalo y papel chino (no metálico)
- Papel triturado (envuelto en una bolsa de plástico transparente)
- Periódico – limpio
- Revistas y catálogos
- Sobre de correo con ventana de plástico
- Sobres (ventana de plástico aceptable)
- Tapas de caja de pizza – sin grasa

PLÁSTICO

- Autopartes plásticos – sin liquido
- Botellas (bebidas, detergentes para ropa y para el hogar, productos de cuidado personal, medicamentos vacios)

(Plástico continuado)

- Botellas exprimibles (miel, mayonesa, kétchup)
- Cajas – plástico
- Canasta y macetas – plástico
- Contenedores de comida para llevar – plástico
- Cubetas
- Gancho – plástico
- Jaula para mascotas – plástico
- Juguetes (sin pilas)
- Plástico #1-7
- Recipientes para alimentos (yogur)
- Tapaderas de vasos de café
- Tapas de caja de pizza- sin grasa

ENVOLTURAS PLÁSTICAS – Juntar bolasas en una bolsa transparente amarrada

- Bolsas (de pan, tintorería, mercado, periódicos, mercancías, y productos de alimento)
- Cubiertas y encasos de plástico
- Envolturas de paquetes y paletas – plástico
- Forro de plástico de empaques de comida
- Plástico de burbujas



Nota: Tapaderas de bote deben estar cerradas para colección. El peso máximo es 150 libras o el peso indicado en el bote, lo que sea menor.

Burbank Sanitary District

¿Qué colocar y en dónde?

ORGÁNICOS

RECORTES DE JARDÍN

- Árboles navideños (sin nieve artificial, decoraciónes, base)
- Arbustos
- Flores,
- Hiedra
- Hojas
- Lino
- Paja
- Plantas de hielo
- Recortes de césped,
- Recortes de árboles/ramas/troncos no deben exceder 6” de diámetro y 24” de largo
- Recortes de plantas (no roble venenoso)
- Suculentas
- Vegetación de jardinería



BASURA

PAPEL

- Calcomanía (en hojas o rollos)
- Cartones de leche, jugo y helado – sucio
- Fotografías – papel fotográfico y Polaroids
- Papel carbón y papel térmico para fax
- Papel encerrado

PLÁSTICO

- Afeitadora desechable
- Cápsula desechable de cafe
- Guantes de plástico y látex de solo uso
- Mangueras atadas (automóvil, jardín, electrodomésticos)
- Pañales – desechables
- Tubería – PVC/plástico
- Utensilios y popotes de solo uso

MATERIALES MULTICAPAS

- Envases de aluminio para bebidas
- Cintas de audio y vídeo
- Envolturas de botanas (bolsas de papitas)
- Sobres (acolchonado, Tyvek)

POLIESTIRENO/PLÁSTICO ESPUMADO

- Cartones de huevos y charolas de carne – poliestireno moldeada
- Contenedores de comida para llevar - poliestireno
- Empaque de cacahuate y poliestireno
- Tazas y platos – poliestireno

TELAS Y TEXTILES – Donar si es posible

- Arpillera, cuero y caucho
- Artículos con plumas (almohadas)
- Botas y zapatos
- Juguetes de peluche
- Maletas – equipaje de mano pequeñas
- Pañales
- Ropa
- Telas – limpias o sucias

MATERIAL ORGÁNICO

- Bambú, cactus y yuca
- Desechos de mascotas
- Estiércol
- Hierba de pampa
- Hojas de palma
- Roble venenoso y hiedra (en bolsa)

OTROS MATERIALES

- Foco incandescentes
- CD y DVD
- Residuos de baño (no se permiten objetos punzantes ni residuos químicos)
- Tubos de pasta de dientes y ungüentos
- Utensilios de cocina de cerámica



Nota: Tapaderas de bote deben estar cerradas para colección. El peso máximo es 150 libras o el peso indicado en el bote, lo que sea menor.

Item 9.D.

From: Vani Kathula
To: Benjamin Porter
Cc: Shirley Ho; Sarah Chou
Subject: BSD Board Meeting (Nov 17) Update - PDF Accessibility
Date: Friday, November 13, 2026 8:52:29 AM

Hello Ben,

I wanted to give the Board a quick update on the PDF accessibility work for BSD.

Director Pete and I recently had a call with CivicPlus and went through their system and a demo of how their PDF accessibility service works. After getting a better understanding of their approach, we felt it would be worth taking a step back and looking at whether we can handle more of this work ourselves rather than immediately committing the District to an ongoing subscription service.

Our approach now is to first understand exactly what is needed to make our existing PDFs accessible and what changes we need to make to our process so that future documents are accessible when they are created. We are looking at whether Adobe and AI-assisted tools can help us do this internally and automate some of the more repetitive work.

Director Pete also had several good ideas on how we can break this into smaller pieces and develop a process that we can maintain ourselves. We are looking at translation separately since there may be existing tools available for that, rather than making translation a reason to enter into a larger subscription.

The next step is to work with IT to confirm what Adobe tools and licensing we would need, what can realistically be handled in-house, and then compare the cost and staff effort with the CivicPlus subscription option before we make a recommendation.

Thank you,
Vani

Vani S. Kathula, Ph.D., P.E.
Senior Sanitary Engineer
(408) 477-7320
MARK THOMAS

Burbank Sanitary District
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Cupertino, CA 95014
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www.burbanksanitary.org
"Serving the Burbank Community since 1940"

Item 9.E.

MEMORANDUM

DATE: November 17, 2026

TO: Board of Directors, Burbank Sanitary District

FROM: Benjamin Porter, District Manager-Engineer

RE: **DISTRICT FLOW CAPACITY DISCUSSION**

Background:

On June 11th, 2026, the District received a planned development at 509 Laswell Avenue. The development consists of subdividing a vacant lot into 4 individual lots each with a single-family dwelling. This development piqued the Board's interest regarding the capacity of the sewer mainlines in the system.

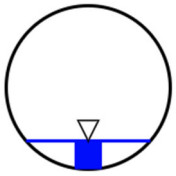
Laswell Avenue Sewer Capacity:

This development will connect to a 6-inch sanitary sewer easement mainline that runs between Bascom Avenue and Laswell Avenue. The mainline currently serves 15 homes, the abandoned Burbank Theater building, and the abandoned commercial lot on Bascom Avenue between Basile Avenue & Scott Street.

Using a satellite view on Google Maps, each residential parcel has a structure at the rear of the property. For these calculations, we will assume these structures are Accessory Dwelling Units (ADUs). The proposed condition below is with all 4 new homes built for the Laswell Avenue project.

	Average Dry Weather Flow (MGD)	**Peak Dry Weather Flow (MGD) – *assuming 2.5 peaking factor***
Existing Condition	0.0058	0.0144
Proposed Condition	0.0069	0.0173

Below is an image showing a cross sectional view for the Peak Dry Weather Flow during proposed conditions. There is plenty of capacity available in the Laswell Avenue easement pipeline to accommodate the proposed development.



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"Serving the Burbank Community since 1940"

System-Wide Hydraulic Modeling:

District Staff has begun creating a hydraulic model for the entire Burbank Sanitary District system. The model is being created in InfoWorks ICM. The existing District GIS was extremely beneficial in helping create the model. InfoWorks ICM allows a user to import GIS shapefile data to create the network in the model. District staff is currently working on generating dry weather flows in the system. Once this is finalized, Staff will verify the modeled data with metered data that was recently produced by the City of San Jose. In the future, District staff will run wet weather scenarios to see there are any areas where potential spills or backups can occur during rainfall events.

District Staff estimate they will be able to run and verify the dry weather scenarios by the end of February and wet weather implantation will begin shortly after that.