



## Burbank Sanitary District

20863 Stevens Creek Blvd., Suite 100

Cupertino, CA 95014

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

[www.burbanksanitary.org](http://www.burbanksanitary.org)

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- Negotiate a new joint use agreement with City of San Jose

We are working with City of San Jose for this new agreement. We have done everything possible on our end. We are waiting for City to respond.

- Negotiate a new contract with Environmental Commercial Sweeping

We anticipate new contract to be in place by end of April 2014.

- Governance Structure Options

BSD supports your recommendation to discuss service and governance structure with City of San Jose. The initial meeting with City of San Jose is planned to be held in early March 2014.

If you have any questions, please do not hesitate to call me.

Sincerely,

MARK THOMAS & CO. INC.

Richard Tanaka  
District Manager-Engineer



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February 18, 2014

Ms. Neelima Palacherla  
LAFCO Executive Officer  
70 West Hedding Street, 11<sup>th</sup> Floor  
San Jose, CA 95110

RE: Implementation of the Recommendations of LAFCO's Special Districts Service Review

Dear Ms. Palacherla:

We are in receipt of your letter dated January 29, 2014 with your comments and your request for our responses before March 14, 2014.

Our responses to the key points raised in your letter are as follows:

- Include budget and audited financial statement on its website.

We will include these two items on our website by end of March 2014.

- Adopt policy on expense reimbursements

We will work on a new policy on reimbursement expenses, to be completed by end of July 2014.

- Adopt policies specific to Brown Act compliance, public request for information and code of ethics

We will work on a new policy on these compliances by end of July 2014.

- Work with Cities of San Jose and Santa Clara related to treatment plant master agreement

We are not part of the master agreement, but we do have a major interest in the development of the master plan for the treatment plant as well as a new agreement between San Jose/Santa Clara and other three tributary agencies (WVSD, CUSD and Milpitas).