

**CUPERTINO SANITARY DISTRICT  
SANITARY BOARD MEETING  
WEDNESDAY, JANUARY 17, 2024**

**AGENDA**

The meeting will be held in person at 7:00 p.m. in the Stevens Creek Office Center, Suite 100, 20863 Stevens Creek Boulevard, Cupertino, California and via virtual teleconference.

Anyone interested may attend in person, by phone [call 1 (866) 899 - 4679 Conference Access Code: 251566821], or virtually <https://global.gotomeeting.com/join/251566821>.

**1. ROLL CALL**

**2. PUBLIC COMMENTS**

This portion of the meeting is reserved for persons desiring to address the board on any matter not on the agenda. Speakers are limited to three (3) minutes.

All statements requiring a response will be referred to staff for further action. In most cases, state law will prohibit the board from making any decisions with respect to a matter not listed on the agenda.

**3. CLOSED SESSION**

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
in accordance with government code section Paragraph (1) of Subdivision (d) of Section 54956.9, existing litigation. Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara and Does 1 through 50 inclusive.

**4. MINUTES & BILLS**

- A. APPROVAL OF THE MINUTES OF DECEMBER 20, 2023
- B. APPROVED MINUTES OF DECEMBER 6, 2023
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENTS
- D. DIRECTOR’S MONTHLY TIMESHEETS

**5. CORRESPONDENCE**

- A. SUBPOENA OF RECORDS
- B. REGISTRAR OF VOTERS EMAIL - ACTION/REVIEW: ELECTIONS COST ESTIMATE REQUESTS

**6. MEETINGS**

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, FEBRUARY 5, 2024
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, FEBRUARY 8, 2024

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**7. REPORTS**

- A. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) MEETING HELD ON WEDNESDAY, JANUARY 10, 2024

**8. UNFINISHED BUSINESS**

- A. PROJECT UPDATES

**9. NEW BUSINESS**

- A. CITY OF SAN JOSE FY 2022-23 RWF CASH CONTRIBUTION ADJUSTMENT SCHEDULE

**10. STAFF REPORT**

- A. FUTURE DEVELOPMENT PROJECTS
- B. MAINTENANCE SUMMARY

**11. CALENDAR ITEMS**

- A. CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 WINTER CONFERENCE, JANUARY 24-26, 2024, IN PALM SPRINGS, CA
- B. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, FEBRUARY 7, 2024

**12. ADJOURNMENT**

## CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, DECEMBER 20, 2023

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino. Participation was also available via videoconference.

### 1. ROLL CALL:

President Kwok called the meeting to order, and the following proceedings were had to wit: Roll call was taken, with the following members in attendance:

Board Members present: Angela S. Chen, Patrick S. Kwok, Taghi S. Saadati, William A. Bosworth, and David A. Doyle.

Absent: None

Staff present: District Manager Benjamin Porter, District Administrative Clerk Frankie Martinez, and Counsel Marc Hynes.

Public Present: None

### 2. PUBLIC COMMENTS:

There were none.

### 3. CLOSED SESSION:

President Kwok adjourned the regular meeting session and opened the closed session at 7:01 p.m.

Conference with legal counsel – Existing Litigation in accordance with government code section Paragraph (1) of Subdivision (d) of Section 54956.9, existing litigation. Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District, and the City of Milpitas v. The City of San Jose, The City of Santa Clara, and Does 1 through 50 inclusive.

Board action: There was no reportable action.

President Kwok adjourned the closed session at 7:04 p.m. and the regular meeting was called to order.

### 4. MINUTES & BILLS:

#### A. Approval of the Minutes of December 6, 2023

On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the minutes of the regular meeting held on Wednesday, December 6, 2023, were approved as written.

#### B. Approved Minutes of November 15, 2023

By consensus, the Minutes of Wednesday, November 15, 2023, are to be Noted & Filed.

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C. Payment of Bills and Approval of Financial Statements

On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved the payment of November bills as written.

D. Director's Monthly Timesheets

The Board turned in their December timesheets to Staff.

5. CORRESPONDENCE:

There was none.

6. MEETINGS:

- A. The regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held Monday, January 8, 2024 has been canceled.
- B. The regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, January 11, 2024 has been canceled.

7. REPORTS:

- A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held Monday, December 11, 2023.
- B. President Kwok reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, December 14, 2023.

8. UNFINISHED BUSINESS:

A. Project Updates

Manager Porter presented a PowerPoint presentation to the Board on proposed sewer bypass connections to mitigate sewer failure as a result of road deterioration on Via Regina Road. (Calabazas Creek). After discussion by the Board, on motion by Director Saadati, seconded by Director Chen, by a vote of 4-1-0, with Director Doyle voting No, the Board approved moving forward with the bypass project and directed Staff and Counsel to send a letter of notice to all 14 property owners.

9. NEW BUSINESS:

A. Wolfe Road Sewer Relocation – Project Closeout and Final Acceptance

On a motion by President Kwok, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved Resolution No. 1345 - Accepting the Sanitary Sewer Relocation Installed In Conjunction

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With “Wolfe Road Sewer Relocation Project.”

B. Pumpkin Fiesta Storm Drain – Project Closeout and Final Acceptance

On a motion by Director Chen, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved Resolution No. 1346 - Accepting the Sanitary Sewer Improvements on Mainline 300002122 Due South of Manhole 2813-6 on September Drive and Lateral Replacements and Concrete Encasement Under the Pumpkin Fiesta Storm Drain Project.

C. Election of Officers

The Board elected District Officers for the year 2024, effective January 1, 2024. On motion by Director Bosworth, seconded by Director Doyle, by a vote of 5-0-0, the Slate of Officers for the District was approved as follows:

President – Angela Chen  
Secretary – Taghi Saadati  
Secretary Pro-Tem – David Doyle

By concurrence, it was ordered that the Slate of Representatives for the District be approved, effective January 1, 2024, as follows:

|  |  |
|--|--|
| TPAC<br>Alternate                          | Patrick Kwok<br>David Doyle  |
| Special Districts Association<br>Alternate | Bill Bosworth<br>Angela Chen   |
| CASA<br>Alternate                          | Angela Chen<br>Taghi Saadati   |
| CSRMA<br>Alternate                         | Angela Chen<br>Bill Bosworth   |
| Finance Committee                          | David Doyle (Director in Position 3)<br>Bill Bosworth (Director in Position 4) |
| TAC  | Manger Porter, Deputy Manger Woodhouse,<br>Staff Member Kathula                |

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10. STAFF REPORTS:

A. Future Development Projects

Manager Ported reported on future developments.

B. Maintenance Summary

Manager Ported reported on the monthly maintenance summary.

11. CALENDAR ITEMS:

A. California Association of Sanitation Agencies (CASA) 2024 Winter Conference, to be Held January 24-26, 2024, in Palm Springs, CA.

There were no updates.

A. The Next Regular District Board Meeting Scheduled to be Held on Wednesday, January 3, 2024

On a motion by Director Doyle, seconded by Director Chen, by a vote of 5-0-0, the regular meeting of January 3, 2024, was canceled.

Director Chen notified the Board she will tentatively be absent for the meeting on January 17, 2024. She will confirm by Friday, January 12, 2024.

Director Bosworth notified the Board he will be absent from the meeting of January 17, 2024, and tentatively absent February 7, 2024.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:26 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board

## CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, DECEMBER 6, 2023

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino. Participation was also available via videoconference.

### 1. ROLL CALL:

President Kwok called the meeting to order, and the following proceedings were had to wit: Roll call was taken, with the following members in attendance:

Board Members present: Angela S. Chen, Patrick S. Kwok, Taghi S. Saadati, and William A. Bosworth. Director David A. Doyle attended via video conference.

Absent: None

Staff present: District Manager Benjamin Porter, Associate Engineer Abby Yung, and Counsel Marc Hynes.

Public Present: None

### 2. PUBLIC COMMENTS:

There were none.

### 3. CLOSED SESSION:

There was no closed session.

### 4. MINUTES:

#### A. Approval of the Minutes of November 15, 2023

On a motion by Director Bosworth, seconded by Director Chen, by a vote of 4-0-1, the minutes of the regular meeting held on Wednesday, November 15, 2023, were approved as written. Director Saadati abstained.

#### B. Approved Minutes of November 1, 2023

By consensus, the Minutes of Wednesday, November 1, 2023, are to be Noted & Filed.

### 5. CORRESPONDENCE:

A. The Board reviewed the correspondence from the City of San Jose Department of Public Works: Sanitary Sewer Master Plan. The plan is to be reviewed by staff.

### 6. MEETINGS:

A. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held Monday, December 11, 2023.

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- B. President Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, December 14, 2023.

7. REPORTS:

- A. Director Bosworth reported on Santa Clara County Special Districts Association (SCCSDA) regular meeting held on Monday, December 4, 2023.

8. UNFINISHED BUSINESS:

- A. BACWA-EBMUD Membership

Manager Porter reported on the benefits of remaining a member of BACWA. On a motion by Director Bosworth, seconded by Director Doyle, by a vote of 5-0-0, the Board approved payment of membership dues.

9. NEW BUSINESS:

- A. Cristo Rey Pump Station Equipment Procurement

Manager Porter reported on the Cristo Rey Pump Station odor control equipment installation. There was no Board action.

10. STAFF REPORTS:

- A. FUTURE DEVELOPMENT PROJECTS

1. Engineer Yung reported on the Pumpkin Fiesta Storm Drain project.
2. Manager Porter and Engineer Yung both reported on Future Development Projects.

11. CALENDAR ITEMS:

- A. Director Saadati confirmed he plans to attend the California Association of Sanitation Agencies (CASA) 2024 Winter Conference, to be held January 24-26, 2024, in Palm Springs, CA.
- B. The next regular District Board meeting is scheduled to be held on Wednesday, December 20, 2023.

12. ADJOURNMENT:

On a motion properly made and seconded, at 7:40 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board



# Item 4.C.

**CUPERTINO SANITARY DISTRICT**  
**MONTHLY FINANCIAL REPORT THROUGH DECEMBER 2023**  
**6th Month of Operations (50% into FY Operations)**  
**FISCAL YEAR: July 1, 2023 to June 30, 2024**

**EXPENSE SUMMARY REPORT**

| Account Name                                      | Account Number | BUDGET              | Prior Expenses         | Amount Payable        | Total To Date Expenses | Remaining Balance     | % Expended To Date | Comments   |
|---|----------------|---------------------|------------------------|-----------------------|------------------------|-----------------------|--------------------|--|
| <b>DEC SERVICES</b>                               |                |                     |                        |                       |                        |                       |                    |  |
| <b>OPERATING EXPENSES</b>                         |                |                     |                        |                       |                        |                       |                    |  |
| Loan Payments                                     | 41000          | \$1,200,063         | \$598,000.00           | \$0.00                | \$598,000.00           | \$602,062.50          | 49.8%              | None this month  |
| Directors Fees                                    | 41030          | \$38,000            | \$13,240.68            | \$3,148.84            | \$16,389.52            | \$21,610.48           | 43.1%              | On Target  |
| Gasoline, Oil & Fuel                              | 41060          | \$4,000             | \$0.00                 | \$0.00                | \$0.00                 | \$4,000.00            | 0.0%               | None to date   |
| Insurance   | 41060          | \$170,000           | \$16,442.73            | \$153,055.95          | \$169,498.68           | \$501.32              | 99.7%              | CSRMA PIP Annual Premium; Dooley Insurance (February Coverage)       |
| Memberships                                       | 41080          | \$57,000            | \$38,840.08            | \$0.00                | \$38,840.08            | \$18,159.92           | 68.1%              | None this month  |
| Office Rent                                       | 41090          | \$4,800             | \$2,000.00             | \$400.00              | \$2,400.00             | \$2,400.00            | 50.0%              | On Target  |
| Operating Expenses                                | 41100          | \$3,000             | \$1,503.32             | \$0.00                | \$1,503.32             | \$1,496.68            | 50.1%              | None this month  |
| Operating Expenses - Credit Card Transaction Fees | 41100-1        | \$6,000             | \$1,854.46             | \$392.65              | \$2,247.11             | \$3,752.89            | 37.5%              | Credit Card Processing Fees - December                               |
| <b>Contractual Services:</b>                      |                |                     |                        |                       |                        |                       |                    |  |
| Outfall Maintenance                               | 41113          | \$180,000           | \$74,186.00            | \$0.00                | \$74,186.00            | \$105,814.00          | 41.2%              | None this month  |
| T.P. Oper. & Maint.                               | 41114          | \$7,241,534         | \$3,620,767.00         | \$1,810,383.50        | \$5,431,150.50         | \$1,810,383.50        | 75.0%              | FY2023-2024 3rd Quarter Billing                                      |
| <b>Professional Services:</b>                     |                |                     |                        |                       |                        |                       |                    |  |
| Management Services                               | 41121          | \$575,000           | \$181,804.96           | \$39,904.56           | \$221,709.52           | \$353,290.48          | 38.6%              | On Target  |
| SSMP Certification and Implementation             | 41121          | \$50,000            | \$27,840.69            | \$1,061.09            | \$28,901.78            | \$21,098.22           | 57.8%              | New Waste Discharge Requirements (WDR) Implementation                |
| Engineering Services                              | 41122          | \$1,400,000         | \$590,412.65           | \$125,417.11          | \$715,829.76           | \$684,170.24          | 51.1%              | On Target  |
| Peak Flow Reduction                               | 41122-1        | \$200,000           | \$67,949.29            | \$1,611.91            | \$69,561.20            | \$130,438.80          | 34.8%              | Flow model calibration   |
| Plan Ckg. & Insp.                                 | 41123          | \$300,000           | \$78,589.36            | \$13,320.15           | \$91,909.51            | \$208,090.49          | 30.6%              | On Target  |
| Legal - Consultant Services                       | 41124          | \$18,000            | \$5,800.00             | \$0.00                | \$5,800.00             | \$12,200.00           | 32.2%              | None this month  |
| Legal - District Counsel                          | 41124          | \$60,000            | \$10,977.00            | \$3,843.00            | \$14,820.00            | \$45,180.00           | 24.7%              | District Counsel - Legal Services through January 11, 2024           |
| Legal - Common Interest Group (CuSD Advance Pay)  | 41124          | \$1,404,000         | \$605,540.14           | \$0.00                | \$605,540.14           | \$798,459.86          | 43.1%              | None this month  |
| Legal - Common Interest Group (CuSD Share)        | 41124          | \$396,000           | \$170,793.37           | \$0.00                | \$170,793.37           | \$225,206.63          | 43.1%              | None this month  |
| Audit   | 41125          | \$13,800            | \$0.00                 | \$0.00                | \$0.00                 | \$13,800.00           | 0.0%               | None to date   |
| Printing & Publications                           | 41130          | \$32,000            | \$0.00                 | \$0.00                | \$0.00                 | \$32,000.00           | 0.0%               | None to date   |
| <b>Repair and Maintenance</b>                     |                |                     |                        |                       |                        |                       |                    |  |
| Repairs   | 41150          | \$200,000           | \$100,383.62           | \$8,194.41            | \$108,578.03           | \$91,421.97           | 54.3%              | On target  |
| Maintenance                                       | 41151          | \$3,985,000         | \$1,524,785.53         | \$297,485.06          | \$1,822,270.59         | \$2,162,729.42        | 45.7%              | On target  |
| Travel & Meetings Staff                           | 41170          | \$15,000            | \$6,575.61             | \$516.86              | \$7,092.47             | \$7,907.53            | 47.3%              | CASA Winter Conference - Lodging Deposits for B. Porter and M. Hynes |
| Travel & Meetings BOD                             | 41170          | \$18,000            | \$8,229.82             | \$516.86              | \$8,746.68             | \$9,253.32            | 48.6%              | CASA Winter Conference - Lodging Deposits for A. Chen and T. Saadati |
| Utilities   | 41190          | \$70,000            | \$33,358.76            | \$5,967.92            | \$39,326.68            | \$30,673.32           | 56.2%              | On target; electricity and water at pump stations                    |
| <b>Refunds &amp; Reimbursements:</b>              |                |                     |                        |                       |                        |                       |                    |  |
| Miscellaneous                                     | 41201          | \$50,000            | \$2,500.00             | \$0.00                | \$2,500.00             | \$47,500.00           | 5.0%               | None this month  |
| Connection Fees                                   | 41202          | \$2,000             | \$0.00                 | \$0.00                | \$0.00                 | \$2,000.00            | 0.0%               | None to date   |
| Checking & Inspection                             | 41203          | \$3,000             | \$0.00                 | \$0.00                | \$0.00                 | \$3,000.00            | 0.0%               | None to date   |
| Emergency Funds                                   | 48000          | \$250,000           | \$31,175.22            | \$5,258.04            | \$36,433.26            | \$213,566.74          | 14.6%              | District Staff - Stoppage Response                                   |
| Consolidated Election                             | 48001          | \$0                 | \$0.00                 | \$0.00                | \$0.00                 | \$0.00                | 0.0%               | None this fiscal year  |
| <b>TOTAL OPERATING EXPENSES</b>                   |                | <b>\$17,946,197</b> | <b>\$7,813,550.29</b>  | <b>\$2,470,477.91</b> | <b>\$10,284,028.20</b> | <b>\$7,662,168.31</b> | <b>57.3%</b>       |  |
| <b>CAPITAL EXPENSES</b>                           |                |                     |                        |                       |                        |                       |                    |  |
| District Sewer Capital & Support                  | 46041          | \$1,250,000         | \$370,563.53           | \$94,441.73           | \$465,005.26           | 784,994.74            | 37.2%              | Significant Defect Repair; Pump Station Assessment                   |
| District Sewer Capital & Support - VTA            | 46041          | \$4,200,000         | \$4,648,525.98         | \$365,106.30          | \$5,013,632.28         | (813,632.28)          | 119.4%             | \$10.8K from District Staff; \$354.2K from outside vendors           |
| Treatment Plant Capital                           | 46042          | \$3,379,003         | \$1,860,532.00         | \$290,076.00          | \$2,150,608.00         | 1,228,395.00          | 63.6%              | FY2023-2024 3rd Quarter Billing                                      |
| Outfall Capital                                   | 46042          | \$200,000           | \$17,265.00            | \$0.00                | \$17,265.00            | 182,735.00            | 8.6%               | None this month  |
| District Equipment                                | 46043          | \$150,000           | \$56,743.13            | \$0.00                | \$56,743.13            | 93,256.87             | 37.8%              | None this month  |
| Replacement Fund                                  | 46044          | \$300,000           | \$0.00                 | \$0.00                | \$0.00                 | 300,000.00            | 0.0%               |  |
| <b>TOTAL CAPITAL EXPENSES</b>                     |                | <b>\$9,479,003</b>  | <b>\$6,953,629.64</b>  | <b>\$749,624.03</b>   | <b>\$7,703,253.67</b>  | <b>\$1,775,749.33</b> | <b>81.3%</b>       |  |
| <b>TOTAL EXPENSES</b>                             |                | <b>\$27,425,200</b> | <b>\$14,767,179.93</b> | <b>\$3,220,101.94</b> | <b>\$17,987,281.87</b> | <b>\$9,437,917.64</b> | <b>65.6%</b>       |  |

**CUPERTINO SANITARY DISTRICT**  
**MONTHLY FINANCIAL REPORT THROUGH DECEMBER 2023**  
**6th Month of Operations (50% into FY Operations)**  
 FISCAL YEAR: July 1, 2023 to June 30, 2024

**REVENUE SUMMARY REPORT**

| Account Name                                  | Account Number | BUDGET                 | Prior Receipts        | Current Month Receipts<br>Dec Receipts | Total Amount Received | Remaining Balance to Collect | % Earned To Date | Comments   |
|---|----------------|------------------------|-----------------------|--|-----------------------|------------------------------|------------------|--|
| <b>OPERATING REVENUES</b>                     |                |                        |                       |  |                       |                              |                  |  |
| Service Charges                               |                |                        |                       |  |                       |                              |                  |  |
| Handbilling                                   | 31010          | \$480,160.00           | \$0.00                | \$0.00                                 | \$0.00                | \$480,160.00                 | 0.0%             | None to date   |
| Tax Roll                                      | 31010          | \$19,632,750.00        | \$0.00                | \$0.00                                 | \$0.00                | \$19,632,750.00              | 0.0%             | None to date   |
| Permit Fees                                   | 31020          | \$100,000.00           | \$43,951.08           | \$4,500.00                             | \$48,451.08           | \$51,548.92                  | 48.5%            | Fifteen payments received this month; One hundred eight payments received to date      |
| Connection Fees                               | 31031          | \$600,000.00           | \$11,034.00           | \$0.00                                 | \$11,034.00           | \$588,966.00                 | 1.8%             | No payment received this month; One payment received to date                           |
| Capacity Fees                                 | 31032          | \$450,000.00           | \$5,424.00            | \$0.00                                 | \$5,424.00            | \$444,576.00                 | 1.2%             | No payment received this month; Two payments received to date                          |
| Pump Zone Fees                                | 31033          | \$20,000.00            | \$0.00                | \$0.00                                 | \$0.00                | \$20,000.00                  | 0.0%             | None to date   |
| Checking & Inspection Fees                    | 31040          | \$300,000.00           | \$39,700.00           | \$5,200.00                             | \$44,900.00           | \$255,100.00                 | 15.0%            | Fourteen payments received this month; One hundred seventeen payments received to date |
| Annexation                                    | 32010          | \$2,500.00             | \$0.00                | \$0.00                                 | \$0.00                | \$2,500.00                   | 0.0%             | None to date   |
| Interest                                      | 32050          | \$200,000.00           | \$177,825.01          | \$53,400.01                            | \$231,225.02          | (\$31,225.02)                | 115.6%           | Interest for FY2023-24 Q1  |
| City of San Jose Credit(s)                    | 32091          | \$500,000.00           | \$0.00                | \$0.00                                 | \$0.00                | \$500,000.00                 | 0.0%             | None to date   |
| Legal - Common Interest Group (Tributaries)   |                |                        |                       |  |                       |                              |                  |  |
| Legal - Common Interest Group (2% Admin Fees) | 32092.1        | \$1,404,000.00         | \$2,814,015.04        | \$112,140.14                           | \$2,926,155.18        | (\$1,522,155.18)             | 208.4%           | Received from WVSD, BSD, and CSD2-3 for CIG/Tribs July - Sept. billings                |
| Refunds/Reimbursements - Misc.                | 32092.2        | \$28,000.00            | \$56,662.86           | \$2,242.80                             | \$58,905.66           | (\$30,905.66)                | 210.4%           | Received from WVSD, BSD, and CSD2-3 for CIG/Tribs July - Sept. billings                |
| Refunds/Reimbursements - VTA                  | 32091          | \$10,000.00            | \$426.15              | \$0.00                                 | \$426.15              | \$9,573.85                   | 4.3%             | None this month  |
| Lateral Construction                          | 46041          | \$4,200,000.00         | \$4,297,536.73        | \$0.00                                 | \$4,297,536.73        | (\$97,536.73)                | 102.3%           | None this month  |
|   | 32093          | \$15,000.00            | \$0.00                | \$0.00                                 | \$0.00                | \$15,000.00                  | 0.0%             | None to date   |
| <b>TOTAL OPERATING REVENUE</b>                |                | <b>\$27,942,410.00</b> | <b>\$7,446,574.87</b> | <b>\$177,482.95</b>                    | <b>\$7,624,057.82</b> | <b>\$20,318,352.18</b>       | <b>27.28%</b>    |  |
|   |                | \$0.00                 | \$0.00                | \$0.00                                 | \$0.00                | \$0.00                       | 0.00%            | Reserve Account  |
| <b>TOTAL OPERATING REVENUE</b>                |                | <b>\$27,942,410.00</b> | <b>\$7,446,574.87</b> | <b>\$177,482.95</b>                    | <b>\$7,624,057.82</b> | <b>\$20,318,352.18</b>       | <b>27.28%</b>    |  |

**CASH ACCOUNT SUMMARY**

| Date               | Operating Fund  | Replacement Fund | Comingled Fund   | Cal Bank Trust Acct | Loan Balance with interest * | Net Cash        |
|--------------------|-----------------|------------------|------------------|---------------------|------------------------------|-----------------|
| July 31, 2023      | \$14,509,668.38 | \$3,900,000.00   | \$ 10,609,668.38 | \$691,180.19        | \$810,984.12                 | \$16,011,832.68 |
| August 31, 2023    | \$14,864,331.97 | \$3,900,000.00   | \$ 10,964,331.97 | \$703,447.48        | \$812,362.81                 | \$16,380,142.26 |
| September 30, 2023 | \$13,321,040.33 | \$3,900,000.00   | \$ 9,421,040.33  | \$718,176.53        | \$813,654.68                 | \$14,852,871.54 |
| October 31, 2023   | \$10,772,401.74 | \$3,900,000.00   | \$ 6,872,401.74  | \$732,376.85        | \$805,078.21                 | \$12,309,856.79 |
| November 30, 2023  | \$9,423,404.17  | \$3,900,000.00   | \$ 5,523,404.17  | \$745,110.87        | \$806,391.34                 | \$10,974,906.37 |
| December 31, 2023  | \$7,933,341.48  | \$3,900,000.00   | \$ 4,033,341.48  | \$754,768.94        | \$714,573.06                 | \$9,402,683.48  |

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.



**CUPERTINO SANITARY DISTRICT  
WARRANTS PAYABLE - January 17, 2024**

| <u>WARRANT NUMBER</u> | <u>FUND</u> | <u>AMOUNT</u>   | <u>PAYEE</u>                        | <u>DESCRIPTION</u>                           |              |
|-----------------------|-------------|-----------------|-------------------------------------|--|--------------|
| N/A                   | M&O         | \$ 3,148.84     | ADP                                 | Directors' Salary                            |              |
| 19846                 | M&O         | \$ 1,181.20     | Dooley Insurance Services           | Insurance - Group Life & Dental              |              |
| 19847                 | M&O         | \$ 151,874.75   | CSRMA                               | Insurance - Gen. Liability & PIP             |              |
| N/A                   | M&O         | \$ 392.65       | CalBank Credit Card Processing Fees | Operating Exp. - Credit Card Processing Fees |              |
| 19848                 | M&O         | \$ 2,100,459.50 | City of San Jose                    | T.P Operations & Maintenance                 | 1,810,383.50 |
|                       |             |                 |                                     | T.P. Capital                                 | 290,076.00   |
| 19849                 | M&O         | \$ 468,524.54   | Mark Thomas                         | Office Rent                                  | 400.00       |
|                       |             |                 |                                     | Management Services                          | 39,904.56    |
|                       |             |                 |                                     | SSMP Cert Update and Implementation          | 1,061.09     |
|                       |             |                 |                                     | Engineering Services                         | 125,417.11   |
|                       |             |                 |                                     | Peak Flow Reduction                          | 1,611.91     |
|                       |             |                 |                                     | Plan Checking & Inspection                   | 13,320.15    |
|                       |             |                 |                                     | Repairs                                      | 6,977.91     |
|                       |             |                 |                                     | Repairs (Pump Stations)                      | 136.50       |
|                       |             |                 |                                     | Maintenance                                  | 131,205.77   |
|                       |             |                 |                                     | Maintenance (Pump Stations)                  | 35,837.82    |
|                       |             |                 |                                     | Travel & Meetings (Staff)                    | 516.86       |
|                       |             |                 |                                     | Travel & Meetings (BOD)                      | 516.86       |
|                       |             |                 |                                     | Utilities (Pump Stations)                    | 1,052.70     |
|                       |             |                 |                                     | Emergency Funds                              | 5,258.04     |
|                       |             |                 |                                     | District Sewer Capital & Support             | 94,441.73    |
|                       |             |                 |                                     | District Sewer Capital & Support - VTA       | 10,865.53    |
| 19850                 | M&O         | \$ 3,843.00     | Armento & Hynes                     | Legal - District Counsel                     |              |
| 19851                 | M&O         | \$ 1,080.00     | Shape Inc.                          | Repairs (Pump Stations)                      |              |
| 19852                 | M&O         | \$ 583.00       | BAAQMD                              | Maintenance                                  |              |
| 19853                 | M&O         | \$ 267.79       | Home Depot                          | Maintenance (Pump Stations)                  |              |
| 19854                 | M&O         | \$ 23,794.65    | RotoRooter                          | Maintenance                                  |              |
| 19855                 | M&O         | \$ 63,377.00    | AB/JDD Plumbing Heating & AC        | Maintenance                                  |              |
| 19856                 | M&O         | \$ 42,419.03    | Able Underground Construction       | Maintenance                                  |              |
| 19857                 | M&O         | \$ 4,711.04     | PG&E                                | Utilities (Pump Stations)                    |              |
| 19858                 | M&O         | \$ 80.50        | City of Santa Clara Utilities       | Utilities (Pump Stations)                    |              |
| 19859                 | M&O         | \$ 123.68       | San Jose Water Company              | Utilities (Pump Stations)                    |              |
| 19860                 | M&O         | \$ 14,604.97    | Imperium First Consulting           | District Sewer Capital & Support - VTA       |              |
| 19861                 | M&O         | \$ 339,635.80   | Cratus, Inc.                        | District Sewer Capital & Support - VTA       |              |

**TOTAL WARRANTS**      **\$ 3,220,101.94**

|                              |               |   |
|------------------------------|---------------|---|
| <b>Pk Flow Red. Total:</b>   | \$ 1,611.91   | District Staff  |
| <b>Maintenance Total:</b>    | \$ 297,485.06 | District Staff, BAAQMD, Home Depot, RotoRooter, ABLE, AB/JDD              |
| <b>Utilities Total:</b>      | \$ 5,967.92   | PG&E, City of Santa Clara Utilities, San Jose Water, Internet, Cellphones |
| <b>Emergency Total:</b>      | \$ 5,258.04   | District Staff  |
| <b>Pump Station Portion:</b> | \$ 42,237.33  | District Staff, Shape, Home Depot, Utilities (all Pump Stations)          |
| <b>VTA Portion:</b>          | \$ 365,106.30 | District Staff, Imperium, Cratus  |

# Item 4.B.

---

**From:** Lehr, Bren <bren.lehr@rov.sccgov.org>  
**Sent:** Friday, January 12, 2024 1:33 PM  
**Cc:** Oviedo, Liz; Bloom, Virginia; ROV-fiscal; Gonzalez, Claudia V  
**Subject:** ACTION/REVIEW: Election Cost Estimate Requests

Resending again with reestablished links that hopefully work now. 😊 My apologies for that error! I'll try to recall the message, but it may not get to everyone. Thank you for your patience.

---

Good afternoon!

I hope this email finds you well and staying warm during these chilly days.

In preparation of your November 5, 2024 General Election or special election, I'm reaching out with a friendly reminder that cost estimates can be requested by filling out the [District Election Cost Estimate Request Form](#), and returning to Fiscal Division at [ROV-fiscal@rov.sccgov.org](mailto:ROV-fiscal@rov.sccgov.org). Please keep in mind that cost estimates may take up to 6-weeks to be returned, so plan early to ensure you receive election cost estimates in time to take to your boards for approval. Please be aware that when requesting cost estimates or calling for an election ***the ROV is not responsible for determining if a jurisdiction can hold an election as we cannot give legal advice; consequently, jurisdictions are encouraged to seek advice through their legal counsel.***

You may find other election related materials and dates at the [Established Election Dates](#) webpage. Should you have questions, please do not hesitate to reach out. Thank you!

Bren Lehr, CMC, MMC, REO, CERA  
Elections Division Coordinator, Candidate Services Division Manager  
County of Santa Clara Registrar of Voters  
1555 Berger Drive, Building 2  
San Jose, CA 95112  
Office: (408) 282-3041 / Cell: (408) 517-5800



[www.sccvote.org/gogreen](http://www.sccvote.org/gogreen)

# County of Santa Clara

## Registrar of Voters

1555 Berger Drive, Bldg. 2  
San Jose, CA 95112  
Mailing Address: P.O. Box 611360, San Jose, CA 95161-360  
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314  
www.sccvote.org



### District Election Cost Estimate Request Form

[Link to Established Election Dates Webpage](#)

Please allow up to 6 weeks for completion cost estimate

Send completed checklist via email to [ROV-fiscal@rov.sccgov.org](mailto:ROV-fiscal@rov.sccgov.org) and [email-rov-nom@rov.sccgov.org](mailto:email-rov-nom@rov.sccgov.org)

Name of District \_\_\_\_\_

#### Election Date (if applicable)

- Scheduled \_\_\_\_\_
- Requested \_\_\_\_\_

Be aware that when requesting cost estimates or calling for an election *the ROV is not responsible for determining if a jurisdiction can hold an election as we cannot give legal advice; consequently, jurisdictions are encouraged to seek advice through their legal counsel.*

#### CHECKLIST TO BE COMPLETED BY DISTRICT

Place a checkmark next to each item that the district requests to be included in the election cost estimate.

#### Select one (required):

- Consolidate with regularly scheduled election.
- Special Election to be held on a date other than regularly scheduled election:
  - Vote Center and Mail Ballot
  - Mail Ballot Only\*

*\*If Mail Ballot Election requested, district must pay postage for return of mail ballots.*

#### Select all that apply:

- District-wide officeholder election (include all eligible voters in district)
- Area / Division officeholder election (include all eligible voters in specified area of district)  
List all Areas / Divisions to be included in election \_\_\_\_\_
- District-wide ballot measure or advisory measure: How many? \_\_\_\_\_
- Trustee / Area / Division ballot measure or advisory measure: How many? \_\_\_\_\_

#### List any additional relevant information or special request not listed above:

- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

#### District contact person for all election cost estimate(s) related correspondence (required):

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Dated: \_\_\_\_\_

*Signature of Person Completing Form*

*Print or Type Name and Title of Person Completing Form*

\*\*\*\*\*

#### Santa Clara County Registrar of Voters Office Use Only:

District-wide voter count: \_\_\_\_\_ Completed by (Fiscal Staff Member): \_\_\_\_\_

Area / Division voter count: \_\_\_\_\_ Completed Date: \_\_\_\_\_

Area / Division voter count: \_\_\_\_\_ Date Emailed/Mailed/Faxed to District: \_\_\_\_\_



CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE

**CASSE Teleconference Agenda • January 10, 2024 • 1:00 pm – 2:00 pm**

[Join Teams Meeting](#)

- 1. Introductions/Attendance**
- 2. WDR Update**
  - a. Discuss any recent updates and how agencies are responding to the changes.
- 3. Electric Vehicles and Infrastructure**
  - a. Discuss any recent updates and how agencies are responding to the new regulations.
- 4. CMMS Demonstration**
  - a. Union San to demonstrate their CMMS.
- 5. Next General Meeting**
  - a. Location: Southern California; request for volunteers to host.
  - b. When: Spring 2024
- 6. Recent Requests for Information**
  - a. None.
- 7. Wrap up**
  - a. Topics for the next meeting
  - b. Action Items Recap
  - c. Next Teleconference – February 14, 2024



*December 21, 2023*

*Re: Third Quarter Adjustments for RWF O&M and CIP Billings*

*Dear Agency,*

*In accordance with Section E.3.b in the 1983 Master Agreement between the City of San Jose-Santa Clara and the Tributary Agencies, "...adjustments in any payment described above shall be on the basis of actual payment to expenditures and shall be made no later than the third quarter billing of the following fiscal year. A statement outlining the method of adjusting costs and actual adjustments shall be included."*

*In Section G of the 1983 Master Agreement between the City of San Jose-Santa Clara and the Tributary Agencies, "...payment of Agency of any moneys to which it may become entitled may be made by off-setting the amount of such moneys against any payments which Agency may be obligated to pay under the provisions of this Agreement or Agency may request reimbursement of any credit balance. The request for cash reimbursement shall be honored by First Parties within forty-five (45) days following receipt of notice."*

*As a courtesy we are sending this letter to remind you of your options to finalize your billing for the Fiscal Year 2022-2023. Attached is a reconciliation for the amounts that represent the "credits" or "debits" for your O&M and CIP billings. In the case where an amount is owed to the City of San Jose which is shown as a "debit" on the cash summary schedule, an invoice will be prepared for that amount on January 3, 2024. For a credit balance, you may request a check for a cash reimbursement or a credit adjustment on future invoice(s). Please notify us both by email and in writing by the close of business on December 29, 2023, for your preference for any credit balance. If you have any questions, I may be contacted at the email address below.*

*Sincerely,*

*Laura Burke  
Principal Accountant  
City of San Jose, Environmental Services Department  
200 E. Santa Clara Street, 10th Floor  
San Jose, CA. 95112*

*Email: [laura.burke@sanjoseca.gov](mailto:laura.burke@sanjoseca.gov)*



## Summary of Q3 FY22-23- Cash Contributions Adjustment Schedule

| <b>O&amp;M Reconciliation for Cash and Non-cash Items</b> | <u>San Jose*</u>     | <u>Santa Clara</u>  | <u>West Valley</u>  | <u>Cupertino</u>    | <u>Milpitas</u>     | <u>District 2-3</u> | <u>Burbank</u>   |
|---|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| Fund 513  | \$ 13,112,329        | \$ 2,954,492        | \$ 2,189,412        | \$ 1,637,815        | \$ 1,064,822        | \$ 216,364          | \$ 51,536        |
| SBWR Operating Fund - Fund 570                            | \$ 2,626,505         | \$ 663,565          | \$ 398,256          | \$ 243,111          | \$ 249,658          | \$ 41,512           | \$ 10,091        |
|   | \$ -                 | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -             |
| <b>Total Credit/ (Debit) Summary</b>                      | <b>\$ 15,738,834</b> | <b>\$ 3,618,057</b> | <b>\$ 2,587,668</b> | <b>\$ 1,880,926</b> | <b>\$ 1,314,480</b> | <b>\$ 257,876</b>   | <b>\$ 61,627</b> |

  

| <b>CIP Reconciliation for Cash and Non-cash Items Fund 512</b> | <u>San Jose*</u>        | <u>Santa Clara</u>  | <u>West Valley</u> | <u>Cupertino</u> | <u>Milpitas</u>  | <u>District 2-3</u> | <u>Burbank</u>    |
|--|-------------------------|---------------------|--------------------|------------------|------------------|---------------------|-------------------|
| Rolling Average CIP- Fund 512                                  | \$ (174,067,711)        | \$ (5,472,351)      | \$ (2,296,121)     | \$ (1,517,904)   | \$ (2,675,983)   | \$ (185,895)        | \$ (82,680)       |
| Digester Project   | \$ 7,842,390            | \$ 2,255,429        | \$ 754,062         | \$ 445,399       | \$ 722,136       | \$ 55,750           | \$ 22,940         |
| Blower Project   | \$ (5,861,817)          | \$ 492,874          | \$ 169,928         | \$ 109,475       | \$ 174,226       | \$ 13,579           | \$ 7,714          |
| Nitrification Clarifier Rehab                                  | \$ 9,644,218            | \$ 63,866           | \$ 23,582          | \$ 14,668        | \$ 25,530        | \$ 1,201            | \$ 744            |
| Headwork Improvements  | \$ 1,626,518            | \$ 519,068          | \$ 236,386         | \$ 158,647       | \$ 287,923       | \$ 20,249           | \$ 8,103          |
| New Headworks  | \$ 18,129,683           | \$ 4,418,571        | \$ 2,012,280       | \$ 1,350,560     | \$ 2,451,247     | \$ 172,140          | \$ 68,965         |
| Filter Rehab   | \$ (1,849,410)          | \$ 84,826           | \$ 39,538          | \$ 26,535        | \$ 48,152        | \$ 3,470            | \$ 1,356          |
| Outfall Bridge & Levee Improvements                            | \$ 2,078,947            | \$ 14,497           | \$ 6,591           | \$ 4,423         | \$ 8,011         | \$ 590              | \$ 225            |
| Digester/Sledge Dewatering                                     | \$ (8,151,954)          | \$ (3,026,441)      | \$ (992,535)       | \$ (585,360)     | \$ (947,897)     | \$ (70,534)         | \$ (30,122)       |
| <b>Total Credit/ (Debit) Summary</b>                           | <b>\$ (150,609,136)</b> | <b>\$ (649,661)</b> | <b>\$ (46,289)</b> | <b>\$ 6,443</b>  | <b>\$ 93,345</b> | <b>\$ 10,550</b>    | <b>\$ (2,755)</b> |

  

|   |                      |
|---|----------------------|
| <i>Adjustment for San Jose due to open Line of Credit (LOC) for non-expended funds (non-cash items include: Reserve for Encumbrances and CIP Rebudgets)</i> | \$ 200,000,000       |
| <b>San Jose's Adjusted Fund Position</b>  | <b>\$ 49,390,864</b> |

**Spills**

| Start Date | Location | Cause of SSO | Cat | Main/Lat | Spill Volume (Gal) | Spill Recovered (Gal) | Volume of Wash Water Used (Gal) |
|------------|----------|--------------|-----|----------|--------------------|-----------------------|---------------------------------|
| None       |          |              |     |          |                    |                       |                                 |

**PLSDs (Private Lateral Sewage Discharge)**

| Start Date | Location | Cause of PLSD | Main/Lat | Spill Volume (Gal) | Spill Recovered (Gal) | Volume of Wash Water Used (Gal) |
|------------|----------|---------------|----------|--------------------|-----------------------|---------------------------------|
| None       |          |               |          |                    |                       |                                 |

**Emergency Calls - Causes**

| Call Rec'd Business Hours | # of Calls | Call Rec'd After Hours | # of Calls | Call Rec'd Weekend | # of Calls |
|---------------------------|------------|------------------------|------------|--------------------|------------|
| Root Intrusion            | 2          | Root Intrusion         | 1          | Root Intrusion     | 1          |
| Onsite                    | 2          | Onsite                 | 1          | Onsite             | 0          |
| Grease                    | 0          | Grease                 | 0          | Offset             | 0          |
| Offset                    | 1          | Offset                 | 0          | Debris             | 0          |
| Broken Pipe               | 1          | Others                 | 0          | Others             | 0          |
| Others                    | 1          | Pump Station           | 1          | Pump Station       | 1          |
| <b>Total:</b>             | <b>7</b>   | <b>Total:</b>          | <b>3</b>   | <b>Total:</b>      | <b>2</b>   |

**Repairs**

| Address                      | Main/Lat | Description of Work   |
|------------------------------|----------|---|
| September Dr 2813-7 - 2813-6 | Main     | 240' pipe burst + reconnect 2 laterals 998 & 992 September Dr (City Pumpkin Fiesta Storm Project) |

**Mainline Maintenance**

| Size of Pipe           | 4" | 6"     | 8"     | 10"   | 12" | 14" | 15" | 16" | 18" | > 20" | Total  | FY2023-24 YTD | FY2023-24 Annual Schedule | % Complete (YTD/Annual Schedule) |
|------------------------|----|--------|--------|-------|-----|-----|-----|-----|-----|-------|--------|---------------|---------------------------|----------------------------------|
| Mainline Cleaning (ft) | 0  | 26,637 | 64,064 | 2,910 | 0   | 0   | 0   | 0   | 0   | 0     | 93,611 | 727,723       | 1,673,032                 | 43%                              |
| Easement Cleaning (ft) | 0  | 2,466  | 7,432  | 779   | 0   | 0   | 0   | 0   | 0   | 0     | 10,677 | 105,625       | 217,684                   | 49%                              |
| CCTV (ft)              | 0  | 0      | 0      | 0     | 0   | 0   | 0   | 0   | 0   | 0     | 0      | 113,042       | 207,880                   | 54%                              |

**Lateral Maintenance**

| Activity   | # of Laterals | FY2023-24 YTD | FY2023-24 Annual schedule | % Complete (YTD/Annual schedule) |
|------------|---------------|---------------|---------------------------|----------------------------------|
| Cleaning   | 548           | 3,448         | 6,436                     | 54%                              |
| CCTV       | 14            | 107           |                           |                                  |
| Inspection | 8             | 148           |                           |                                  |

**FOG Inspection**

|                  | # of Inspections | YTD FY2023-24 | FY2023-24 Annual Schedule | % Complete (YTD/Annual schedule) |
|------------------|------------------|---------------|---------------------------|----------------------------------|
| Performed        | 12               | 135           |                           |                                  |
| Completed        | 9                | 116           | 265                       | 44%                              |
| Follow up Needed | 1                |               |                           |                                  |



# CULTIVATING A SUSTAINABLE FUTURE

## 2024 Winter Conference

January 24-26 | Hilton Palm Springs Hotel | Palm Springs, CA

CASAweb.org @CASACleanWater @CASA\_CleanWater

**Preliminary Program (12/14/23)**  
**Subject to Change**

### Wednesday, January 24

|                         |   |
|-------------------------|---|
| 7:00 a.m. – 12:00 p.m.  | <b>CSRMA Training Seminar (Separate Registration Required)</b>  |
| 9:00 a.m. – 5:00 p.m.   | <b>Registration</b>   |
| 10:30 a.m. – 12:00 p.m. | <b>CASA Board of Directors Meeting</b>  |
| 12:00 p.m. – 1:30 p.m.  | <b>Associates Committee Meeting</b><br><b>View from the Top: How Sitting in the Public Sector GM Seat can Inform Good Service from your Associates</b><br><b>Guest Speakers:</b> <ul style="list-style-type: none"><li>• Chuck Weir, Weir Technical Services/Livermore Amador Valley Water Management Authority</li><li>• Jackie Zipkin, East Bay Dischargers Authority</li></ul> |
| 12:00 p.m. – 1:30 p.m.  | <b>CSRMA Executive Board Meeting</b>  |
| 12:15 p.m. – 1:15 p.m.  | <b>Communications Committee Meeting</b>   |
| 12:00 p.m. – 1:30 p.m.  | <b>Lunch on Your Own</b>  |
| 1:30 p.m. – 4:00 p.m.   | <b>Roundtable Series</b><br>Join us for fast paced roundtable discussions on a variety of topics including PFAS, biogas utilization, recycled water, biosolids management, and more. This year's roundtables will be focused on more direct engagement and discussion with participants, so bring examples, experiences, and questions from your own organization!                |
| 1:30 p.m. – 2:30 p.m.   | Session 1 (Table Topics Identified Below)   |
| 2:30 p.m. – 3:00 p.m.   | Networking Break  |
| 3:00 p.m. – 4:00 p.m.   | Session 2 (Repeat from Session 1)   |
| 4:15 p.m. – 5:15 p.m.   | <b>Federal Legislative Committee Meeting</b>  |
| 4:15 p.m. – 5:15 p.m.   | <b>CSRMA Board of Directors Meeting</b>   |
| 5:00 p.m. – 5:30 p.m.   | <b>LEAD Mentor/Mentee Meeting</b>   |
| 5:30 p.m. – 6:30 p.m.   | <b>Welcome Reception</b>  |

## Thursday, January 25

- 7:30 a.m. – 4:30 p.m. **Registration**
- 8:00 a.m. – 9:30 a.m. **Breakfast**
- 8:00 a.m. – 9:00 a.m. **Women’s Networking Breakfast**
- 8:00 a.m. – 9:00 a.m. **CASA Education Foundation Board Meeting**
- 9:15 a.m. – 11:45 a.m. **Morning Sessions**
- 9:15 a.m. – 9:30 a.m. **President’s Welcome**
- 9:30 a.m. – 10:15 a.m. **The Water Circular Economy: What Does it Mean for Your Agency?**  
Jane Gajwani, Director of the New York City Office of Energy and Resource Recovery Programs (and Chief Decarbonization Officer), will present on a topic that more and more agencies are integrating into their planning: the Circular Water Economy. Jane will focus on resource recovery relative to biosolids, solid waste, and biogas, while also addressing water quality, heat recovery, and other essential aspects of the treatment process to be considered when optimizing you agency’s future plans. Jane is immersed in the rollout of decarbonization programs across all 14 WWTPs in New York City and can share her lessons learned and what is to come. You won’t want to miss this!
- Jane Gajwani, NYC Office of Energy & Resource Recovery Programs
- 10:15 – 11:30 a.m. **Funding from Surprising Sources: The Inflation Reduction Act, Corporate Projects, and More**  
Infrastructure funding is top of mind for all agencies, but aside from more traditional programs like the Clean Water SRF, are there other funding sources we might be missing? This panel will focus on some of those potential opportunities, including how to access funds from the Inflation Reduction Act, a case study on creating a funding package for a recent a co-digestion project, and a primer on how private companies may fund certain projects that forward environmental sustainability goals.
- Moderator: Greg Kester, CASA
- Allison Nojima, Brown and Caldwell
  - Carla De Las Casas, Brown and Caldwell
  - Brian Cullen, VICO Infrastructure Company
- 11:30 a.m. – 12:00 p.m. **Networking Break**
- 12:00 p.m. – 1:30 p.m. **Luncheon**  
**Federal and State Legislative Updates**
- Eric Sapirstein
  - Jessica Gauger
- CEF Presentation**  
**Recognizing Joyce Gwidt**
- 1:30 p.m. – 1:45 p.m. **Networking Break**
- 1:45 p.m. – 3:45 p.m. **Afternoon Sessions**
- 1:45 p.m. – 3:00 p.m. **Permitting Innovation Panel Discussion**

The constant barrage of emerging contaminants combined with increasingly stringent permitting requirements necessitate new approaches and ways of thinking to achieve compliance while maximizing ratepayer return on investment and ensuring cost effectiveness. Innovative permitting approaches have been discussed as one possible alternative. But what are the issues surrounding non-traditional permitting approaches, and how can you implement them at your agency? This panel of state and federal regulators, local agency representatives, and other subject matter experts will discuss where we stand with innovative permitting, including success stories and lessons learned.

**Moderator:** Jackie Zipkin, East Bay Dischargers Authority

- Lorien Fono, Bay Area Clean Water Agencies
- Jon Bishop, State Water Resources Control Board
- Ellen Blake, US Environmental Protection Agency, Region IX
- Sharon Green, Los Angeles County Sanitation Districts
- Justin Mattingly, US Environmental Protection Agency
- Mark Gold, National Resource Defense Council

3:00 – 3:15 pm

Break

3:15 p.m. – 3:45 p.m.

**Employee Engagement and Recruiting Using a “Fit” Model**

Identifying and retaining employees that are a good match for your organization is exceptionally important. In this session, you will hear from Silicon Valley Clean Water and Twegos, who recently partnered to implement a “Fit” approach to talent recruitment and retention. Learn how their approach identified shared work values to increase employee retention and identify candidates that are a good fit for their organization.

- Fred Deschamps, FitMe
- Theresa Herrera, Silicon Valley Clean Water

4:00 p.m. – 5:00 p.m.

**Associates Engineering and Research Subcommittee**

5:30 p.m. – 6:30 p.m.

**Associates Recognition Reception**

**Friday, January 26**

8:00 a.m. – 11:00 a.m.

**Registration**

8:00 a.m. – 9:30 a.m.

**Breakfast**

8:00 a.m. – 9:00 a.m.

**Statewide Biosolids Meeting**

8:00 a.m. – 9:00 a.m.

**State Legislative Committee Meeting**

9:15 a.m. – 11:00 a.m.

**Closing Session**

**Vice President Craig Murray, presiding**

9:15 – 9:45 a.m.

**Joe Brown, U. S. Senate Committee on Environment and Public Works**  
*(invited)*

9:45 – 10:30 a.m.

**Building a Culture of Accomplishment at Your Agency**

When managed well, agency and company culture is something that can be a key catalyst of positive change and create opportunities for projects to get across the finish line. As General Manager of the Orange County Sanitation District, Rob Thompson will provide his insights on an organization that



# CSRMA Risk Management Seminar at January 2024 CASA Conference

**January 24, 2024 - Hilton Palm Springs Hotel in Palm Springs, CA**

Date: January 24, 2024

Time: 8:00am to 12:00noon

Location: Hilton Palm Springs Hotel, 400 E. Tahquitz Canyon Way, Palms Springs, CA 92262

*Checkin and hot buffet breakfast begins at 7:00am.*

| <b>TIME</b>  | <b>TOPIC</b>   |
|--------------|--|
| <b>7-8am</b> | <b>CATERED BREAKFAST (<i>Breakfast ends promptly at 8am</i>)</b> |

|                     |  |
|---------------------|--|
| <p><b>8-850</b></p> | <p><b>Workers' Compensation Update 2024</b></p> <p>Learn how your agency can capitalize on key advantages from Heather Truro, CRMA Return to Work Advisor, and Manuel Berumen, Athen Client Services Manager. They will cover key issues Members need to know for 2024 such as:</p> <ul style="list-style-type: none"> <li>• Avoid large penalties <i>to your agency</i> (\$10,000 or more)</li> <li>• Reduce costs</li> <li>• Improve outcomes</li> </ul> <p>You will also learn about:</p> <ul style="list-style-type: none"> <li>• COVID – How to avoid costly penalties that can be assessed directly against your agency</li> <li>• Athens/New Third Party Administrator – First 6 months on the job – extra features to utilize, improved team concept, improved responsiveness</li> <li>• Increased productivity and decreased costs through lost time and restricted duty tracking</li> <li>• Legislative and Legal updates – compliance and strategies</li> </ul> <p><b>Heather Truro</b>, CSRMA Return to Work and Workers' Compensation Claims Advisor<br/> <b>Manuel Berumen</b>, Client Services Manager, Athens Administrators</p> |
| <p><b>9-950</b></p> | <p><b>January 2023 Sewer Spills: Navigating Regulatory Constraints, Reconstruction and FEMA Reimbursement</b></p> <p>Overnight on January 9<sup>th</sup>, 2023, the Ojai Valley experienced unprecedented rainfall and river flows on par with the historic 1969 and 1996 El Nino floods. Two trunklines, adjacent to the San Antonio Creek and the Ventura river were breached, resulting in nearly 95% of OVSD sewer flows discharging into the rivers. Immediately, OVSD was presented with a challenging situation: How to stop the spills, how to complete reconstruction, how to meet RWQCB and other regulatory agency spill requirements, how to meet a myriad of permitting agency requirements and how to perform all the work within FEMA disaster reimbursement guidelines.</p> <p><b>Jeff Palmer</b>, PE, General Manager, OVSD</p>   |

|                       |   |
|-----------------------|---|
| <p><b>10-1050</b></p> | <p><b>Wildfires, Earthquakes and Floods! Oh My!</b></p> <p>With the increasing frequency of natural disasters, it's important to know the process of eligibility and securing available funds through insurance and FEMA as a public organization. By quickly accessing cashflow from these sources, such organizations affected by a disaster can recoup losses fully and begin their process of recovery quickly.</p> <p>This session will provide an in depth look at the rising costs of Natural Disasters; the process of quantifying and documenting damages; the overlap of insurance and FEMA and accessing FEMA funds following a FEMA declared disaster.</p> <p>Our expert speakers will cover the key steps involved in the process from registering for assistance to submitting a claim to appealing a decision. Attendees will also learn how to navigate the complicated procedures required by FEMA and related federal regulations, that can make the difference between a successful claim or a denial.</p> <p>By attending this session attendees will gain a deeper understanding of the process of accessing FEMA funds following a disaster and be better equipped to navigate the process with confidence.</p> <p><b>Frank Russo</b>, Managing Director, Imperium Consulting Group</p> <p><b>Jody Levy</b>, CEO, Base Tactical Disaster Recovery</p> |
| <p><b>11-1200</b></p> | <p><b>“Here’s What’s Going on at CSRMA”</b></p> <p>Your JPA Managers will provide an overview of “What’s Going on at CSRMA”. Topics covered will include:</p> <ul style="list-style-type: none"> <li>• History of CSRMA – why formed in 1986</li> <li>• CSRMA Staff</li> <li>• Overview of Services</li> <li>• Governance/Structure/Member Owned</li> <li>• Overview of Programs/Coverages</li> <li>• Newly formed Captive (CWIC)</li> </ul> <p><b>Seth Cole</b>, Alliant Insurance Services, CSRMA Program Manager</p> <p><b>P.J. Skarlanic</b>, Alliant Insurance Services, CSRMA Program Administrator</p>   |

Click here to see who has already registered: [Registrant List](#)

(NOTE: It may take up to 30 minutes for names to appear on the list after they have been registered.)



# REGISTRATION

Enter registrants' names one at a time. When you enter the name of each registrant and click "Save Registrant," their name will appear in the list of the individuals you are currently registering (below). The list will appear after first registrant is entered. You will be prompted to enter registrants one at a time. Click on the trash can icon to delete any registrants.

Select Registration Option \*

CSRMA Member (\$0.00)

This registration option is only for agencies that are members of the California Sanitation Risk Management Authority (CSRMA).

Non-CSRMA (\$50.00)

This registration option is for agencies that are not members of the California Sanitation Risk Management Authority (CSRMA).

If you are not sure if your agency is a CSRMA member, click here to view a complete membership list: <https://www.csrma.org/template/members.cfm?id=366>

Name \*

Agency Name \*



Email

Confirm Email



Event Registration Software by RegFox

produced one of the most successful recycled water projects in the world, and how to try and build a culture that helps your agency meet its future goals.

- Rob Thompson, Orange County Sanitation District

10:30 – 10:45 a.m.      **President’s Closing Remarks**

11:00 a.m. – 3:00 p.m.      **Attorneys Committee Meeting**

## Roundtables

Water Recycling: Barriers & Opportunities

Recent Biosolids Issues

CASA Groups and Offerings

Agency Education and Outreach Programs

Career Pathway Efforts at Agencies

Collections Issues and the SSS WDR

Biogas Utilization Efforts

How is PFAS Impacting Your Agency?

Avoiding Subscription Bloat: Using Technology Resources Wisely

DEI Efforts at Your Agency: Identifying What Works

**CUPERTINO SANITARY DISTRICT  
MEETING/EVENT SCHEDULE**

**Item 11.B.**

**JANUARY 2024**

01/01: Holiday-Office Closed  
 01/03: 1st Regular Meeting  
 01/08: TAC  
 01/11: TPAC  
 01/17: 2nd Regular Meeting  
 01/24-26: CASA Conference

| JANUARY 2024 |                                  |         |                                       |                        |        |          |
|--------------|----------------------------------|---------|---------------------------------------|------------------------|--------|----------|
| Sunday       | Monday                           | Tuesday | Wednesday                             | Thursday               | Friday | Saturday |
|              | 1<br><b>HOLIDAY<br/>- CLOSED</b> | 2       | 3<br>1 <sup>st</sup> Regular Meeting  | 4                      | 5      | 6        |
| 7            | 8<br><b>TAC</b>                  | 9       | 10                                    | 11<br><b>TPAC</b>      | 12     | 13       |
| 14           | 15                               | 16      | 17<br>2 <sup>nd</sup> Regular Meeting | 18                     | 19     | 20       |
| 21           | 22                               | 23      | 24                                    | 25                     | 26     | 27       |
| 28           | 29                               | 30      | 31                                    | <b>CASA CONFERENCE</b> |        |          |

**FEBRUARY 2024**

02/05: TAC  
 02/07: 1st Regular Meeting  
 02/08: TPAC  
 02/21: 2nd Regular Meeting

| FEBRUARY 2024 |                 |         |                                       |                  |        |          |
|---------------|-----------------|---------|---------------------------------------|------------------|--------|----------|
| Sunday        | Monday          | Tuesday | Wednesday                             | Thursday         | Friday | Saturday |
|               |                 |         |                                       | 1                | 2      | 3        |
| 4             | 5<br><b>TAC</b> | 6       | 7<br>1 <sup>st</sup> Regular Meeting  | 8<br><b>TPAC</b> | 9      | 10       |
| 11            | 12              | 13      | 14                                    | 15               | 16     | 17       |
| 18            | 19              | 20      | 21<br>2 <sup>nd</sup> Regular Meeting | 22               | 23     | 24       |
| 25            | 26              | 27      | 28                                    | 29               |        |          |

**MARCH 2024**

03/06: 1st Regular Meeting  
 03/11: TAC  
 03/14: TPAC  
 03/20: 2nd Regular Meeting

| MARCH 2024         |                  |         |                                       |                   |        |          |
|--------------------|------------------|---------|---------------------------------------|-------------------|--------|----------|
| Sunday             | Monday           | Tuesday | Wednesday                             | Thursday          | Friday | Saturday |
|                    |                  |         |                                       |                   | 1      | 2        |
| 3<br><b>SCCSDA</b> | 4                | 5       | 6<br>1 <sup>st</sup> Regular Meeting  | 7                 | 8      | 9        |
| 10                 | 11<br><b>TAC</b> | 12      | 13                                    | 14<br><b>TPAC</b> | 15     | 16       |
| 17                 | 18               | 19      | 20<br>2 <sup>nd</sup> Regular Meeting | 21                | 22     | 23       |
| 24                 | 25               | 26      | 27                                    | 28                | 29     | 30       |
| 31                 |                  |         |                                       |                   |        |          |