

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, NOVEMBER 15, 2023**

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 NOVEMBER 1, 2023
- B. APPROVED REVISED MINUTES OF OCTOBER 18, 2023
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENTS
- D. DIRECTOR'S MONTHLY TIMESHEETS

5. CORRESPONDENCE

- A. CITY OF SAN JOSE LETTER – TIMETABLE FOR COMPLETION OF 2024-2025 REVENUE PROGRAM

6. MEETINGS

- A. SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION (SCCSDA) REGULAR MEETING TO BE HELD MONDAY, DECEMBER 4, 2023
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, DECEMBER 11, 2023
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, DECEMBER 14, 2023

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7. REPORTS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, NOVEMBER 6, 2023 WAS CANCELED
- B. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2023 BOARD SECRETARY/CLERK CONFERENCE HELD NOVEMBER 6-8, 2023 IN MONTEREY, CA
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, NOVEMBER 9, 2023 WAS CANCELED

8. UNFINISHED BUSINESS

NONE

9. NEW BUSINESS

- A. CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 WINTER CONFERENCE, JANUARY 24-26, 2024 IN PALM SPRINGS, CA

10. STAFF REPORT

- A. WOLFE ROAD SEWER RELOCATION
- B. FUTURE DEVELOPMENT PROJECTS
- C. MAINTENANCE SUMMARY

11. CALENDAR ITEMS

- A. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, DECEMBER 6, 2023

12. ADJOURNMENT

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, NOVEMBER 1, 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, District Administrative Clerk Frankie Martinez, and Counsel Marc Hynes.

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

There was none.

4. MINUTES:

A. Approval of the Minutes of October 18, 2023

On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the amended minutes of the regular meeting held on Wednesday, October 18, 2023, were approved.

B. Approved Minutes of October 4, 2023

By consensus, the Minutes of Wednesday, October 4, 2023 are to be Noted & Filed.

5. CORRESPONDENCE:

There was none.

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, November 6, 2023.

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- B. Director Chen plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, November 9, 2023.

7. REPORTS:

There were none.

8. UNFINISHED BUSINESS:

There was none.

9. NEW BUSINESS:

- A. VTA Agreement Amendment

Manager Porter reported on the amendment to the Valley Transportation Authority (VTA) agreement. A roll call vote was taken. On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved the amendment to the agreement.

10. STAFF REPORTS:

- A. Pump Station Rehabilitation Project

Manager Porter reported. There was no Board action.

- B. Future Development Projects

Manager Porter reported. A roll call vote was taken. On a motion by Director Saadati, seconded by Director Chen, by a vote of 5-0-0, the Board approved replacement of 35 feet of sewer mainline pipe along September Drive.

11. CALENDAR ITEMS:

The next regular District Board meeting is scheduled to be held on Wednesday, November 15, 2023.

Director Saadati will be absent from the November 15, 2023 meeting. President Kwok will review the financials in his place.

12. ADJOURNMENT:

On a motion properly made and seconded, at 7:39 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, OCTOBER 18, 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, David A. Doyle, and William A. Bosworth.

Absent: None

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

Public Present: Manlead Yuen and Ming Lee, to discuss Item 9.C. – APN 362-18-046 Request for Reimbursement

2. PUBLIC COMMENTS:

There were none.

By consensus, Item 9.C. – APN 362-18-046 Request for Reimbursement was moved up on the agenda.

9.C. – APN 362-18-046 Request for Reimbursement

Manager Porter reported on the Board Memo. Guests Yuen and Lee addressed the Board. Yuen commented that it would be beneficial for the District to make it clear to customers at the beginning of the permit application process that additional fees may be incurred if encroachment is required. Manager Porter will work with staff to better inform customers. After discussion by the Board, on motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved reimbursement in the amount of \$2,500.

Guests Yuen and Lee left the Board meeting at 7:19 p.m.

3. CLOSED SESSION:

President Kwok adjourned the regular meeting and opened the closed session at 7:24 p.m. Manager Porter and District Administrative Clerk Martinez were excused from the closed session.

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.

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Board action: There was no reportable action.

President Kwok adjourned the closed session at 7:32 p.m. and the regular meeting was called to order. Manager Porter and District Administrative Clerk Martinez rejoined the regular meeting.

4. MINUTES & BILLS:

A. Approval of the Minutes of October 4, 2023

On a motion by Director Chen, seconded by **Director** Saadati, by a vote of 5-0-0, the minutes of the regular meeting held on Wednesday, October 4, 2023, were approved with corrections.

B. Approved Minutes of September 20, 2023

By consensus, the Minutes of Wednesday, September 20, 2023 are to be Noted & Filed.

C. Payment of Bills and Approval of Financial Statements

After review and discussion by the Board, on motion by Director Doyle, seconded by Director Saadati, by a vote of 5-0-0, the financial statements and payment of bills for September were approved as written.

D. Director's Monthly Timesheets

The Board submitted their October timesheets to Manager Porter.

5. CORRESPONDENCE:

A. The Forum Summary Letter

The Board reviewed and discussed the Forum Summary Letter that was addressed to the Board. The Board directed Staff to respond by written letter.

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, November 6, 2023.

B. Director Chen plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, November 9, 2023.

7. REPORTS:

A. Regular Meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held on Monday, October 9, 2023

Manager Porter reported.

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- B. Regular Meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, October 12, 2023

President Kwok reported.

8. UNFINISHED BUSINESS:

There was none.

9. NEW BUSINESS:

- A. APN 503-56-012 Sewer Connection Inquiry

The board reviewed and discussed a summary letter addressed to the Board regarding operations and sewer connection for APN 503-56-012. There was no reportable Board action.

- B. APN 503-46-005 Will Serve Letter

The Board directed Staff to draft a Will Serve letter for APN 503-46-005.

- C. APN 362-18-046 Request for Reimbursement

This item was moved up the agenda, after Public Comments.

10. STAFF REPORTS:

- A. Homestead 1 Diesel Generator Replacement

Director Doyle requested more information on the total cost of the generator replacement. Staff is to follow up with the Board at the next meeting.

- B. Sewer Asset Data Migration to ArcGis

Manager Porter provided an update to the Board.

- C. Future Development Projects

Manager Porter reported.

- D. Monthly Maintenance Summary Report

Manager Porter reported.

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11. CALENDAR ITEMS:

A. The next regular District Board meeting is scheduled to be held on Wednesday, November 1, 2023.

Director Doyle will be absent from the November 1, 2023 meeting.

Director Saadati will be absent from the November 15, 2023 meeting. President Kwok will review the financials in his place.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:39 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - November 15, 2023**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 2,902.24	ADP	Directors' Salary	
19806	M&O	\$ 1,002.98	Dooley Insurance Services	Insurance - Group Life & Dental	
19807	M&O	\$ 2,528.00	BACWA-EBMUD	Membership Dues	
19808	M&O	\$ 18,540.00	CASA	Membership Dues	
N/A	M&O	\$ 396.22	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
19809	M&O	\$ 467,266.87	Mark Thomas	Office Rent	400.00
				Management Services	35,494.30
				SSMP Cert Update and Implementation	6,723.67
				Engineering Services	108,179.55
				Peak Flow Reduction	3,726.32
				Plan Checking & Inspection	21,511.55
				Repairs	5,462.20
				Repairs (Pump Stations)	404.72
				Maintenance	118,130.36
				Maintenance (Pump Stations)	30,582.87
				Utilities (Pump Stations)	1,052.70
				Emergency Funds	3,781.07
				District Sewer Capital & Support	80,087.79
				District Sewer Capital & Support - VTA	51,729.77
19810	M&O	\$ 1,000.00	Richard Tanaka	Legal - Consultant Services	
19811	M&O	\$ 2,016.00	Armento & Hynes	Legal - District Counsel	
19812	M&O	\$ 597.07	Grainger	Maintenance (Pump Station)	
19813	M&O	\$ 439.55	Home Depot	Maintenance	416.62
				Maintenance (Pump Stations)	22.93
19814	M&O	\$ 3,405.65	Pioneer Research Corporation	Maintenance (Pump Stations)	
19815	M&O	\$ 27,551.70	RotoRooter	Maintenance	
19816	M&O	\$ 30,802.50	AB/JDD Plumbing Heating & AC	Maintenance	28,767.50
				Emergency	2,035.00
19817	M&O	\$ 64,368.50	Able Underground Construction	Maintenance	53,822.34
				Emergency	10,546.16
19818	M&O	\$ 4,870.69	PG&E	Utilities (Pump Stations)	
19819	M&O	\$ 84.70	City of Santa Clara Utilities	Utilities (Pump Stations)	
19820	M&O	\$ 136.38	San Jose Water Company	Utilities (Pump Stations)	
19821	M&O	\$ 2,500.00	Manlead Yuen	Refunds & Reimbursements - Misc.	
19822	M&O	\$ 9,362.27	Imperium First Consulting	District Sewer Capital & Support - VTA	
19823	M&O	\$ 24,896.07	Inspection Services Inc.	District Sewer Capital & Support - VTA	
19824	M&O	\$ 11,015.19	Bennett Trenchless	District Sewer Capital & Support - VTA	
19825	M&O	\$ 738,373.16	Cratus, Inc.	District Sewer Capital & Support - VTA	
TOTAL WARRANTS		\$ 1,414,055.74			

Pk Flow Red. Total:	\$ 3,726.32	District Staff
Maintenance Total:	\$ 263,297.04	District Staff, Grainger, home Depot, Pioneer Research, RotoRooter, ABLE, AB/JDD
Utilities Total:	\$ 6,144.47	PG&E, City of Santa Clara Utilities, San Jose Water Co., Internet, Wireless
Emergency Total:	\$ 16,362.23	District Staff, AB/JDD, Able
Pump Station Portion:	\$ 41,157.71	District Staff, Grainger, Home Depot, Pioneer Research, Utilities (all Pump Stations)
VTA Portion:	\$ 835,376.46	District Staff, Inspection Services, Imperium, Bennett, Cratus

EMERGENCY DETAILS:

Able - One emergency this month

AB/JDD Plumbing - Three emergencies this month

Roto-Rooter - No emergencies this month

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH OCTOBER 2023
4th Month of Operations (33% 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
OCT SERVICES								
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,063	\$0.00	\$0.00	\$0.00	\$1,200,062.50	0.0%	None to date
Directors Fees	41030	\$38,000	\$7,940.94	\$2,902.24	\$10,843.18	\$27,156.82	28.5%	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	\$14,258.55	\$1,002.98	\$15,261.53	\$154,738.47	9.0%	Dooley Insurance
Memberships	41080	\$57,000	\$17,551.08	\$21,068.00	\$38,619.08	\$18,380.92	67.8%	CASA (\$18,540); BACWA (\$2,528)
Office Rent	41090	\$4,800	\$1,200.00	\$400.00	\$1,600.00	\$3,200.00	33.3%	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	\$1,043.75	\$396.22	\$1,439.97	\$4,560.03	24.0%	Credit Card Processing Fees - October
Contractual Services:								
Outfall Maintenance	41113	\$180,000	\$0.00	\$0.00	\$0.00	\$180,000.00	0.0%	None to date
T.P. Oper. & Maint.	41114	\$7,241,534	\$3,620,767.00	\$0.00	\$3,620,767.00	\$3,620,767.00	50.0%	None this month
Professional Services:								
Management Services	41121	\$575,000	\$118,139.32	\$35,494.30	\$153,633.62	\$421,366.38	26.7%	On Target
SSMP Certification and Implementation	41121	\$50,000	\$13,769.08	\$6,723.67	\$20,492.75	\$29,507.25	41.0%	New Waste Discharge Requirements (WDR) Implementation
Engineering Services	41122	\$1,400,000	\$392,407.16	\$108,179.55	\$500,586.71	\$899,413.29	35.8%	On Target
Peak Flow Reduction	41122-1	\$200,000	\$62,797.34	\$3,726.32	\$66,523.66	\$133,476.34	33.3%	Flow model calibration
Plan Ckg. & Insp.	41123	\$300,000	\$40,527.18	\$21,511.55	\$62,038.73	\$237,961.27	20.7%	On Target
Legal - Consultant Services	41124	\$18,000	\$4,800.00	\$1,000.00	\$5,800.00	\$12,200.00	32.2%	Common Interest Group Consultant - September and October Services
Legal - District Counsel	41124	\$60,000	\$7,413.00	\$2,016.00	\$9,429.00	\$50,571.00	15.7%	District Counsel - Legal Services through November 7, 2023
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$1,404,000	\$375,357.75	\$0.00	\$375,357.75	\$1,028,642.25	26.7%	None this month
Legal - Common Interest Group (CuSD Share)	41124	\$396,000	\$105,870.13	\$0.00	\$105,870.13	\$290,129.87	26.7%	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
Repair and Maintenance								
Repairs	41150	\$200,000	\$89,577.28	\$5,866.92	\$95,444.20	\$104,555.80	47.7%	On target
Maintenance	41151	\$3,985,000	\$971,501.95	\$263,297.04	\$1,234,798.99	\$2,750,201.01	31.0%	On target
Travel & Meetings Staff	41170	\$15,000	\$5,160.71	\$0.00	\$5,160.71	\$9,839.29	34.4%	None this month
Travel & Meetings BOD	41170	\$18,000	\$6,879.82	\$0.00	\$6,879.82	\$11,120.18	38.2%	None this month
Utilities	41190	\$70,000	\$20,714.11	\$6,144.47	\$26,858.58	\$43,141.42	38.4%	On target; electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$0.00	\$2,500.00	\$2,500.00	\$47,500.00	5.0%	7777 Orion Place, Cupertino - cost of repairs to sewer lower lateral
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	\$12,904.54	\$16,362.23	\$29,266.77	\$220,733.23	11.7%	District Staff - Stoppage Response; AB/JDD (three emergencies); Able (one emergency)
Consolidated Election	48001	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	None this fiscal year
TOTAL OPERATING EXPENSES		\$17,946,197	\$5,892,084.01	\$498,591.49	\$6,390,675.50	\$11,555,521.00	35.6%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$1,250,000	\$139,888.11	\$80,087.79	\$219,975.90	1,030,024.10	17.6%	Significant Defect Repair Project; Pump Station Assessment Project
District Sewer Capital & Support - VTA	46041	\$4,200,000	\$3,718,072.66	\$835,376.46	\$4,553,449.12	(353,449.12)	108.4%	\$51.7K from District Staff; \$783.6K from outside vendors
Treatment Plant Capital	46042	\$3,379,003	\$1,860,532.00	\$0.00	\$1,860,532.00	1,518,471.00	55.1%	None this month
Outfall Capital	46042	\$200,000	\$0.00	\$0.00	\$0.00	200,000.00	0.0%	None to date
District Equipment	46043	\$150,000	\$0.00	\$0.00	\$0.00	150,000.00	0.0%	None to date
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$9,479,003	\$5,718,492.77	\$915,464.25	\$6,633,957.02	\$2,845,045.98	70.0%	
TOTAL EXPENSES		\$27,425,200	\$11,610,576.78	\$1,414,055.74	\$13,024,632.52	\$14,400,566.98	47.5%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH OCTOBER 2023
4th Month of Operations (33% 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 Oct Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
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	\$30,088.48	\$6,019.73	\$36,108.21	\$63,891.79	36.1%	Eighteen payments received this month; Seventy-four payments received to date
Connection Fees	31031	\$600,000.00	\$0.00	\$11,034.00	\$11,034.00	\$588,966.00	1.8%	One payment received this month; One payment received to date
Capacity Fees	31032	\$450,000.00	\$2,712.00	\$2,712.00	\$5,424.00	\$444,576.00	1.2%	One 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	\$25,000.00	\$9,100.00	\$34,100.00	\$265,900.00	11.4%	Twenty-four payments received this month; Eighty-eight 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	\$114,066.84	\$0.00	\$114,066.84	\$85,933.16	57.0%	None this month
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	\$0.00	\$2,814,015.04	(\$1,410,015.04)	200.4%	None this month
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$28,000.00	\$56,662.86	\$0.00	\$56,662.86	(\$28,662.86)	202.4%	None this month
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$426.15	\$0.00	\$426.15	\$9,573.85	4.3%	None this month
Refunds/Reimbursements - VTA	46041	\$4,200,000.00	\$2,452,171.94	\$1,845,364.79	\$4,297,536.73	(\$97,536.73)	102.3%	Payment from VTA for September billing (Inv. 23-108)
Lateral Construction	32093	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$27,942,410.00	\$5,495,143.31	\$1,874,230.52	\$7,369,373.83	\$20,573,036.17	26.37%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$27,942,410.00	\$5,495,143.31	\$1,874,230.52	\$7,369,373.83	\$20,573,036.17	26.37%	

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

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 10/31/23

Cal Bank Activities				Total Interest Earned or Refund Received from CSJ	Interest or Refund Prorated to Loan Balance	Loan Balance w/Interest	Interest or Refund Prorated to \$600K District Savings	District Portion of Savings Balance	Total Savings balance	Checking Acct Balance (Credit Card Payments Received)	TOTAL AT CAL BANK	
No.	Payee	Date	Check Amount			\$10,000,000.00			\$10,000,000.00		\$10,000,000.00	
1001	San Jose	10/16/19	\$2,180,309.00			\$7,819,691.00			\$7,819,691.00		\$7,819,691.00	
1002	San Jose	10/16/19	\$29,515.44			\$7,790,175.56			\$7,790,175.56		\$7,790,175.56	
1003	Tesco	11/20/19	\$17,707.00			\$7,772,468.56			\$7,772,468.56		\$7,772,468.56	
1004	Shape	11/20/19	\$108,814.78			\$7,663,653.78			\$7,663,653.78		\$7,663,653.78	
1005	Tesco	12/18/19	\$169,018.00			\$7,494,635.78			\$7,494,635.78		\$7,494,635.78	
1006	Con Quest	12/18/19	\$385,242.58	\$30,683.35	\$30,683.35	\$7,140,076.55			\$7,140,076.55		\$7,140,076.55	
1007	San Jose	01/15/20	\$6,966,355.00			\$173,721.55			\$173,721.55		\$173,721.55	
Interest through 3/31/20				\$6,823.36	\$6,823.36	\$180,544.91			\$180,544.91		\$180,544.91	
Deposit						\$180,544.91		\$600,000.00	\$780,544.91	\$2,996.28	\$783,541.19	
Balance as of 5/30/2020				\$179.37	\$41.50	\$180,586.41	\$137.87	\$600,137.87	\$780,724.28	\$5,744.81	\$786,469.09	
Balance as of 6/30/2020				\$197.98	\$45.80	\$180,632.21	\$152.18	\$600,290.05	\$780,922.26	\$31,953.57	\$812,875.83	
Balance as of 7/31/2020				\$191.84	\$44.37	\$180,676.58	\$147.47	\$600,437.52	\$781,114.10	\$37,732.75	\$818,848.85	
Balance as of 8/31/2020				\$154.53	\$35.74	\$180,712.33	\$118.79	\$600,556.30	\$781,268.63	\$48,220.05	\$829,488.68	
Balance as of 9/30/2020				\$25.62	\$5.93	\$180,718.25	\$19.69	\$600,576.00	\$781,294.25	\$56,059.22	\$837,353.47	
Balance as of 10/31/2020				\$25.62	\$5.93	\$180,724.18	\$19.69	\$600,595.69	\$781,319.87	\$67,713.45	\$849,033.32	
Balance as of 11/30/2020				\$26.47	\$6.12	\$180,730.30	\$20.35	\$600,616.04	\$781,346.34	\$80,097.89	\$861,444.23	
Balance as of 12/31/2020				\$26.47	\$6.12	\$180,736.42	\$20.35	\$600,636.39	\$781,372.81	\$89,436.48	\$870,809.29	
Balance as of 1/31/2021				\$24.83	\$5.74	\$180,742.17	\$19.09	\$600,655.47	\$781,397.64	\$99,672.14	\$881,069.78	
Balance as of 2/28/2021				\$23.98	\$5.55	\$180,747.71	\$18.43	\$600,673.91	\$781,421.62	\$108,211.86	\$889,633.48	
Balance as of 3/31/2021				\$28.26	\$6.54	\$180,754.25	\$21.72	\$600,695.63	\$781,449.88	\$121,953.35	\$903,403.23	
Balance as of 4/30/2021				\$22.27	\$5.15	\$180,759.40	\$17.12	\$600,712.75	\$781,472.15	\$135,672.77	\$917,144.92	
Balance as of 5/31/2021				\$11.99	\$2.77	\$180,762.18	\$9.22	\$600,721.96	\$781,484.14	\$153,926.10	\$935,410.24	
Deposit - CSJ Refund				\$1,415,647.00	\$926,889.61	\$1,107,651.79	\$488,757.39	\$1,089,479.35	\$2,197,131.14			
Balance as of 6/30/2021				\$20.34	\$10.25	\$1,107,662.04	\$10.09	\$1,089,489.44	\$2,197,151.48	\$168,561.21	\$2,365,712.69	
1008 Voided - CSJ												
Balance as of 7/31/2021				\$36.12	\$18.21	\$1,107,680.25	\$17.91	\$1,089,507.35	\$2,197,187.60	\$190,143.43	\$2,387,331.03	
Balance as of 8/31/2021				\$38.53	\$19.42	\$1,107,699.67	\$19.11	\$1,089,526.46	\$2,197,226.13	\$200,919.93	\$2,398,146.06	
Balance as of 9/30/2021				\$36.12	\$18.21	\$1,107,717.88	\$17.91	\$1,089,544.37	\$2,197,262.25	\$215,257.91	\$2,412,520.16	
1009 Co-Mingled Fund				\$690,453.00								
1010 C2R Engineering				\$49,030.00		(\$49,030.00)	(\$480,000.00)	(\$480,000.00)		(\$210,453.00)		
Balance as of 10/20/2021						\$1,058,687.88		\$609,544.37	\$1,668,232.25	\$4,804.91	\$1,673,037.16	
Balance as of 10/31/2021				\$31.44	\$19.95	\$1,058,707.83	\$11.49	\$609,555.86	\$1,668,263.69	\$25,242.07	\$1,693,505.76	
Balance as of 11/30/2021				\$29.25	\$18.56	\$1,058,726.40	\$10.69	\$609,566.54	\$1,668,292.94	\$38,319.76	\$1,706,612.70	
Balance as of 12/31/2021				\$28.34	\$17.99	\$1,058,744.38	\$10.35	\$609,576.90	\$1,668,321.28	\$55,958.38	\$1,724,279.66	
Balance as of 1/31/2022				\$28.34	\$17.99	\$1,058,762.37	\$10.35	\$609,587.25	\$1,668,349.62	\$65,691.28	\$1,734,040.90	
Balance as of 2/28/2022				\$25.60	\$16.25	\$1,058,778.61	\$9.35	\$609,596.61	\$1,668,375.22	\$85,965.01	\$1,754,340.23	
Balance as of 3/31/2022				\$28.34	\$17.99	\$1,058,796.60	\$10.35	\$609,606.96	\$1,668,403.56	\$106,346.21	\$1,774,749.77	
Balance as of 4/30/2022				\$26.51	\$16.82	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.07	\$119,004.80	\$1,787,434.87	
Balance as of 5/31/2022				\$29.25	\$18.56	\$1,058,831.98	\$10.69	\$609,627.34	\$1,668,459.32	\$132,240.88	\$1,800,700.20	
Balance as of 6/30/2022				\$43.43	\$27.56	\$1,058,859.55	\$15.87	\$609,643.20	\$1,668,502.75	\$152,439.62	\$1,820,942.37	
Balance as of 7/31/2022				\$100.11	\$63.53	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$160,603.56	\$1,829,206.42	
Balance as of 8/31/2022				\$226.30	\$143.61	\$1,059,066.69	\$82.69	\$609,762.47	\$1,668,829.16	\$177,243.27	\$1,846,072.43	
Balance as of 9/30/2022				\$205.76	\$130.58	\$1,059,197.27	\$75.18	\$609,837.65	\$1,669,034.92	\$191,995.18	\$1,861,030.10	
Balance as of 10/31/2022				\$212.64	\$134.94	\$1,059,332.22	\$77.70	\$609,915.34	\$1,669,247.56	\$206,913.12	\$1,876,160.68	
1011 C2R Engineering, Inc.				\$54,058.43						(\$54,058.43)		
Balance as of 11/30/2022				\$205.81	\$130.61	\$1,059,462.83	\$75.20	\$609,990.54	\$1,669,453.37	\$161,065.57	\$1,830,518.94	
Balance as of 12/31/2022				\$205.84	\$130.63	\$1,059,593.46	\$75.21	\$610,065.75	\$1,669,659.21	\$174,390.82	\$1,844,050.03	
1012 C2R Engineering, Inc.				\$42,585.13						\$42,585.13		
Balance as of 1/31/2023				\$188.72	\$119.76	\$1,059,724.08	\$68.96	\$610,134.71	\$1,669,858.79	\$143,543.68	\$1,813,402.47	
Balance as of 2/28/2023				\$192.16	\$121.95	\$1,059,846.03	\$70.21	\$610,204.92	\$1,670,050.95	\$154,920.07	\$1,824,971.02	
Balance as of 3/31/2023				\$265.40	\$168.43	\$1,060,014.46	\$96.97	\$610,301.89	\$1,670,316.35	\$170,416.91	\$1,840,733.26	
1013 C2R Engineering, Inc.				\$137,280.63						\$137,280.63		
Balance as of 4/30/2023				\$530.92	\$336.93	\$1,060,351.39	\$193.99	\$610,495.88	\$1,670,847.27	\$41,204.88	\$1,712,052.15	
Balance as of 5/31/2023				\$1,992.43	\$1,264.43	\$1,061,615.83	\$728.00	\$611,223.88	\$1,672,839.70	\$53,061.30	\$1,725,901.00	
Balance as of 6/30/2023				\$2,752.06	\$1,746.51	\$1,063,362.34	\$1,005.55	\$612,229.43	\$1,675,591.76	\$70,597.45	\$1,746,189.21	
Transfer for 11/16/2022 C2R Engineering						(\$54,058.43)				\$54,058.43		
Transfer for 1/30/2023 C2R Engineering						(\$42,585.13)				\$42,585.13		
Transfer for 4/5/2023 C2R Engineering						(\$137,280.63)				\$137,280.63		
Total \$254K transferred from Loan bal. to checking						(\$20,075.81)				\$20,075.81		
1014 Check to CuSD Commingled Account										(\$254,000.00)		
Balance as of 7/31/2023				\$2,848.55	\$1,621.78	\$809,362.34	\$1,226.77	\$613,456.20	\$1,424,440.31	\$77,723.99	\$1,502,164.30	
Balance as of 8/31/2023				\$2,421.59	\$1,378.70	\$812,362.81	\$1,042.89	\$614,499.09	\$1,426,861.90	\$88,948.39	\$1,515,810.29	
Balance as of 9/30/2023				\$2,269.08	\$1,291.87	\$813,654.68	\$977.21	\$615,476.30	\$1,429,130.98	\$102,700.23	\$1,531,831.21	
Transfer for 10/18/2023 pmt. to Conquest						(\$10,000.00)				\$10,000.00		
1015 Conquest Contractor				\$10,000.00						(\$10,000.00)		
Balance as of 10/31/2023				\$2,500.33	\$1,423.53	\$803,654.68	\$1,076.80	\$616,553.11	\$1,421,631.31	\$115,823.74	\$1,537,455.05	
TOTAL OR BALANCE AMOUNT				\$10,840,368.99	\$1,471,612.25	\$975,059.14	\$805,078.21	\$16,553.11	\$616,553.11	\$1,421,631.31	\$115,823.74	\$1,537,455.05



Environmental Services Department
SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT

RECEIVED

NOV 07 2023

CUPERTINO
SANITARY DISTRICT

December 11, 2023

TO: Tributary Agencies

SJ: Timetable for Completion of 2024-2025 Revenue Program

Enclosed is a timetable for completion of the 2024-2025 Revenue Program.

Please note that mass emission data (Revenue Program forms 1, 2 and 3) for computing the Agencies' estimated shares of 2024-2025 San Jose - Santa Clara Regional Wastewater Facility operating and maintenance costs is due on February 12, 2024.

Please call me at 975-2599 or Lillian Nguyen at 975-2567 if clarification or additional information is required.

LAURA BURKE
Principal Accountant
Administration Division
Environmental Services Department



**CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT**

SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY (RWF)



2024-2025 REVENUE PROGRAM TIMETABLE

DATE	RESPONSIBLE AGENCY	ACTION REQUIRED
2/12/2024	AGENCIES	2024-2025 MASS EMISSION: Submit mass emission data for the 2024-2025 Revenue Program (forms #1 - 3) to the RWF Revenue Program Section.
3/1/2024	SJ/SC WPCP	2024-2025 CAPITAL PROJECT COSTS: Transmit to each tributary agency a distribution of estimated 2024-2025 Capital Project costs.
3/13/2024	SJ/SC WPCP	<p>2024-2025 REVENUE PROGRAM FORMS: Transmit to each tributary agency a distribution of estimated 2024-2025 budgeted operations and maintenance costs, contained in the following forms:</p> <ul style="list-style-type: none"> ● Form 9 - Summary of Capacity Allocation. ● Form 10 - Distribution of Capital Costs. ● Form 11 - Summary of Annual Loadings. ● Form 12 - Distribution of O & M and Replacement Allowance Costs.
8/1/2024	AGENCIES	2024-2025 ADOPTED REVENUE PROGRAM: Submit the final Revenue Program (Forms #1 - 6) and ordinance or resolution adopting the 2024-2025 rate structure to the RWF Revenue Program Section.

CULTIVATING A SUSTAINABLE FUTURE

2024 Winter Conference

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

CASAweb.org  @CASACleanWater  @CASA_CleanWater

Preliminary Program (10/26/23)
Subject to Change

Wednesday, January 24

7:00 a.m. – 12:00 p.m.	CSRMA Training Seminar (Separate Registration Required)
9:00 a.m. – 5:00 p.m.	Registration
10:30 a.m. – 12:00 p.m.	CASA Board of Directors Meeting
12:00 p.m. – 1:30 p.m.	Associates Committee Meeting
12:00 p.m. – 1:30 p.m.	CSRMA Executive Board Meeting
12:15 p.m. – 1:15 p.m.	Communications Committee Meeting
12:00 p.m. – 1:30 p.m.	Lunch on Your Own
1:30 p.m. – 4:00 p.m.	Roundtable Series
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.	Federal Legislative Meeting
4:15 p.m. – 5:30 p.m.	CSRMA Board of Directors Meeting
5:00 p.m. – 5:30 p.m.	LEAD Mentor/Mentee Meeting
5:30 p.m. – 6:30 p.m.	Welcome Reception

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. – 10:30 a.m.	Keynote Address
10:30 – 11:45 a.m.	Funding from Surprising Sources Panel Discussion: The Inflation Reduction Act, Corporate Projects, and More
11:45 a.m. – 12:00 p.m.	Networking Break
12:00 p.m. – 1:30 p.m.	Luncheon Federal and State Legislative Updates <ul style="list-style-type: none"> ▪ Eric Sapirstein ▪ Jessica Gauger CEF Presentation
1:30 p.m. – 1:45 p.m.	Networking Break
1:45 p.m. – 3:30 p.m.	Afternoon Sessions
1:45 p.m. – 3:00 p.m.	Permitting Innovation Panel Discussion
3:00 p.m. – 3:30 p.m.	Engagement and Recruiting Using a “Fit” Model
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
9:15 – 10:00 a.m.	The Water Circular Economy: What Does it Mean for Your Agency?
10:00 – 10:45 a.m.	Building a Culture of Accomplishment
10:45 – 11:00 a.m.	President’s Closing Remarks
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting

Roundtables	Facilitators
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?
TBD
TBD



2024 CASA Winter Conference

Hello there!

We're so glad you can join us for the CASA Conference in 2024.

We have a room block reserved at the Hilton Palm Springs for January 23, 2024 through January 27, 2024. Booking your room is simple, just select "Book a Room" to receive your group's preferred rate.

We look forward to seeing you in January! We hope you enjoy your stay and your group's event!

Book Your Room

Event dates: January 23, 2024 - January 27, 2024



Hilton Palm Springs



400 East Tahquitz Canyon Way,
Palm Springs, CA 92262-6605
USA



+1 760-320-6868

[Book a Room](#)

Rooms & Rates

1 King Bed Mountain/ Cityview - **\$220.00**

2 Queen Beds Mountain/ Cityview Nonsmoking - **\$220.00**

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Cupertino Sanitary District - Monthly Maintenance Summary - October 2023

Item 10.C.

Spills

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

PLSDs (Private Lateral Sewage Discharge)

<u>Start Date</u>	<u>Location</u>	<u>Cause of PLSD</u>	<u>Main/Lat</u>	<u>Spill Volume (Gal)</u>	<u>Spill Recovered (Gal)</u>	<u>Volume of Wash Water Used (Gal)</u>
None						

Emergency Calls - Causes

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

Repairs

<u>Address</u>	<u>Main/Lat</u>	<u>Description of Work</u>
Salem PS	PS	Repaired SCADA system that was not functioning due to defective power supply
McClellan Rd & Westacres Dr	PS	Emergency mainline spot repair sec #2436-12 - 2436-1 between McClellan Rd & Westacres Dr: pipe was bored through by cable conduits.

Mainline Maintenance

	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)	1,224	7,895	51,294	6,558	4,481	0	3,585	247	4,266	1,276	80,826	542,604	1,673,032	32%
Easement Cleaning (ft)	0	1,072	10,725	451	101	0	1,894	247	2,956	285	17,731	79,402	217,684	36%
CCTV (ft)	0	13,210	8,646	1,784	0	0	0	0	0	0	23,640	99,897	207,880	48%

Lateral Maintenance

Activity	# of Laterals	FY2023-24 YTD	FY2023-24 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	607	2,364	6,436	37%
CCTV	14	56		
Inspection	31	112		

FOG Inspection

	# of Inspections	YTD FY2023-24	FY2023-24 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	31	109		
Completed	25	93	265	35%
Follow up Needed	3			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 11.A.

NOVEMBER 2023

11/01: 1st Regular Meeting
 11/06: TAC-Cancelled
 11/09: TPAC- Cancelled
 11/15: 2nd Regular Meeting
 11/23-24: Holiday-Office Closed

NOVEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1 st Regular Meeting	2	3	4
5	6 TAC	7	8	9 TPAC	10	11
12	13	14	15 2 nd Regular Meeting	16	17	18
19	20	21	22	23 HOLIDAY - CLOSED	24	25
26	27	28	29	30		

DECEMBER 2023

12/04: SCCSDA
 12/06: 1st Regular Meeting
 12/11: TAC
 12/14: TPAC
 12/20: 2nd Regular Meeting
 12/25: Holiday-Office Closed

DECEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 SCCSDA	5	6 1 st Regular Meeting	7	8	9
10	11 TAC	12	13	14 TPAC	15	16
17	18	19	20 2 nd Regular Meeting	21	22	23
24 31	25 HOLIDAY - CLOSED	26	27	28	29	30

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 HOLIDAY - CLOSED	2	3 1 st Regular Meeting	4	5	6
7	8 TAC	9	10	11 TPAC	12	13
14	15	16	17 2 nd Regular Meeting	18	19	20
21	22	23	24	25	26	27
28	29	30	31	CASA CONFERENCE		