

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, AUGUST 15, 2018**

A_G_E_N_D_A

Meeting to be held at **7:00 p.m.** in the **Stevens Creek Office Center,
Suite 100, 20863 Stevens Creek Boulevard, Cupertino, California.**

1. ROLL CALL:

2. MINUTES & BILLS:

- A. APPROVAL OF THE MINUTES OF JULY 18, 2018
- B. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENT
- C. DIRECTOR'S MONTHLY TIMESHEETS

3. PERSONAL PRESENTATIONS:

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.

4. CORRESPONDENCE:

- A. ROTARY CLUB OF CUPERTINO – 2018 SILICON VALLEY FALL FESTIVAL
- B. ARCGIS PLATFORM CLASS

5. MEETINGS:

NONE

6. REPORTS:

- A. CASA CONFERENCE HELD AUGUST 8-10, 2018 IN MONTEREY, CA
 - 1. CSRMA TRAINING SEMINAR
 - 2. ROUNDTABLE SERIES
 - 3. CSRMA BOARD OF DIRECTORS MEETING
 - 4. ATTORNEYS COMMITTEE MEETING
 - 5. OTHER CONFERENCE SESSIONS

7. UNFINISHED BUSINESS:

NONE

8. NEW BUSINESS:

- A. GRANITENET ADD-ONS
- B. YEAR ONE CAPITAL IMPROVEMENT PROJECT
- C. COLLABORATION FOR SEWER PIPE LINING

9. STAFF REPORT:

- A. MONTHLY MAINTENANCE REPORT

10. CLOSED SESSION:

- A. CONFERENCE WITH LEGAL CONSEL – 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.

11. ADJOURNMENT:

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

AUGUST 2018

08/01: 1st Regular Meeting - CANCELED

08/08-10: CASA Conference

08/15: 2nd Regular Meeting

No TAC & TPAC meetings scheduled

AUGUST 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1st Regular Meeting	2	3	4
5	6	7	8	9	10	11
			CASA Conference Monterey			
12	13	14	15 2 nd Regular Meeting	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018

09/05: 1st Regular Meeting

09/11: TAC Meeting

09/13: TPAC Meeting

09/19: 2nd Regular Meeting

SEPTEMBER 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 HOLIDAY	4	5 1 st Regular Meeting	6	7	8
9	10	11 TAC	12	13 TPAC	14	15
16	17	18	19 2 nd Regular Meeting	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

10/03: 1st Regular Meeting

10/09: TAC

10/11: TPAC

10/17: 2nd Regular Meeting
LAFCO Meeting

OCTOBER 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 1 st Regular Meeting	4	5	6
7	8	9 TAC	10	11 TPAC	12	13
14	15	16	17 2 nd Regular Meeting LAFCO	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SANITARY BOARD MEETING WEDNESDAY, JULY 18, 2018

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. in the Stevens Creek Office Center, 20863 Stevens Creek Boulevard, Suite 100, Cupertino, California.

1. ROLL CALL:

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

Directors present: William A. Bosworth, John M. Gatto, Patrick S. Kwok, Angela S. Chen, and Taghi S. Saadati.

Staff present: District Manager Richard K. Tanaka, Deputy District Manager Benjamin Porter, and Counsel Marc Hynes.

Guest Present: Jan Garrod

2. MINUTES & BILLS:

A. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 4-0-1, the Minutes of Wednesday, June 20, 2018 were approved. President Bosworth abstained.

B. By consensus, the Approved Minutes of Wednesday, June 06, 2018 were Noted & to be Filed.

C. The Board reviewed the financials. Director Chen discussed legal bills and County bill for legal services. The Board also discussed costs associated with emergency repairs and WECO GraniteNet software.

On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0 the payment of Bills for the month of June were approved as written.

D. The Directors submitted their July 2018 timesheets to Staff.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

A. Manager Tanaka gave the Board an update on The City of Santa Clara's Response to the Cupertino Vallco Development.

5. MEETINGS:

There are none.

6. REPORTS:

There were none.

7. UNFINISHED BUSINESS:

- A. The Board reviewed the revised Resolution No. 1308, Consolidation of Election. On a motion by Director Kwok, seconded by Director Saadati, by a vote of 5-0-0, Resolution No. 1308 was approved.

8. NEW BUSINESS:

- A. President Bosworth recused himself from the meeting while the Board discussed Garrod Farms Installer's Agreement. Manager Tanaka gave an update on the Installer's Agreement. On a motion by Director Gatto, seconded by Director Chen, by a vote of 5-0-0, the Garrod Farms Installer's Agreement was approved.

President Bosworth returned to the meeting.

- B. The Board discussed The Forum Installer's Agreement. On a motion by Director Gatto, seconded by Director Kwok, by a vote of 5-0-0, The Forum Installer's Agreement was approved.
- C. The Board reviewed staff's request to purchase volutes for Prospect and Homestead Pump Stations. On a motion by Director Gatto, seconded by Director Chen, by a vote of 5-0-0, the purchase request was approved.
- D. The Board reviewed staff's request to declare equipment as surplus and to be disposed. These items consisted of two trailer mounted generators and one multi-quip trash pump. On a motion by Director Gatto, seconded by Director Kwok, by a vote of 5-0-0, the Board declared these items as surplus and directed staff to dispose of it per District Ordinance.
- E. Deputy Manager Porter gave an update on Lucity Western Annual Conference to be held September 10 – 13, 2018 in Palm Springs, CA and requested approval for staff to attend. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, the Board approved a \$5,000 budget for staff to attend the conference.
- F. Manager Tanaka presented on the 2017-18 Fiscal Year-End Financial Report. The Board discussed cash reduction due primarily to cash payments made to City of San Jose and City of Santa Clara outfall expenses.

9. STAFF REPORTS:

Deputy Manager Porter reported on the Monthly Maintenance Report.

10. CLOSED SESSION:

President Bosworth adjourned the regular meeting session and opened the closed session at 8:02 p.m. 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.

President Bosworth adjourned the closed session and the regular meeting was called to order at 8:06 p.m.

No reportable action was taken.

11. ADJOURNMENT:

On a motion properly made and seconded, at 8:07 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - AUGUST 15, 2018**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 1,365.55	ADP	Directors' Salary	
18434	M&O	\$ 265,816.25	Mark Thomas & Company, Inc.	Office Rent	400.00
				Operating Expenses	101.15
				Utilities	776.35
				Plan Checking & Insp.	8,989.65
				Management Svcs	28,788.32
				Engineering Svcs	84,482.91
				Repairs	3,202.59
				Maintenance	136,570.46
				Emergency	2,504.82
18435	M&O	\$ 1,077.74	Dooley Insurance Services	Insurance - Group Life & Dental	
18436	M&O	\$ 87.00	CWEA	Memberships	
18437	M&O	\$ 5,632.34	Underground Service Alert	Memberships	
18438	M&O	\$ 1,977.50	Atkinson Farasyn, LLP	Legal - District Counsel	
18439	M&O	\$ 4,275.00	CASA	Travel & Meetings	1,150.00
				Travel & Meetings (BOD's)	3,125.00
18440	M&O	\$ 71.37	City of Santa Clara	Utilities	
18441	M&O	\$ 4,167.01	PG&E	Utilities	
18442	M&O	\$ 135.00	Jose Silva Gardening Service	Maintenance	
18443	M&O	\$ 294.11	Home Depot Credit Services	Maintenance	
18444	M&O	\$ 2,298.00	ESRI	Maintenance	
18445	M&O	\$ 4,644.00	Pan-Pacific Supply Company	Repairs	
18446	M&O	\$ 29,320.52	Bruce Barton Pump Service	Repairs	1,904.78
				District Equipment	27,415.74
18447	M&O	\$ 59,206.46	Able Underground Construction	Maintenance	58,903.52
				Emergency	302.94
18448	M&O	\$ 69,753.67	Roto-Rooter	Repairs	31,023.63
				Maintenance	37,792.51
				Emergency	937.53
18449	M&O	\$ 68,827.50	City of Cupertino	District Sewer Capital & Support	
TOTAL		\$ 518,949.02			

EMERGENCY DETAILS:

Able - One emergency for the month of July

Roto-Rooter - two emergencies for the month of July

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH JULY 2018
 (1st Month of Operations - 8% into FY Operations)
 FISCAL YEAR: July 1, 2018 to June 30, 2019

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
OPERATING EXPENSES								
Directors Fees	41030	\$35,000	\$0.00	\$1,365.55	\$1,365.55	\$33,634.45	3.9%	July Payroll
Gasoline, Oil & Fuel	41060	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None this month
Insurance	41070	\$125,000	\$4,890.74	\$1,077.74	\$5,968.48	\$119,031.52	4.8%	BOD Group Life & Dental
Memberships	41080	\$30,000	\$7,340.73	\$5,719.34	\$13,060.07	\$16,939.93	43.5%	CWEA and Underground Service Alert
Office Rent	41090	\$6,000	\$0.00	\$400.00	\$400.00	\$5,600.00	6.7%	On Target
Operating Expenses	41100	\$3,000	\$0.00	\$101.15	\$101.15	\$2,898.85	3.4%	Postage and Web Domain Renewal
Contractual Services:								
Outfall Maintenance	41113	\$70,000	\$0.00	\$0.00	\$0.00	\$70,000.00	0.0%	None this month
T.P. Oper. & Maint.	41114	\$5,821,361	\$1,403,609.00	\$0.00	\$1,403,609.00	\$4,417,752.00	24.1%	First Quarter Payment to CSJ paid last month
Professional Services:								
Management Services	41121	\$500,000	\$0.00	\$28,788.32	\$28,788.32	\$471,211.68	5.8%	On target
Engineering Services	41122	\$800,000	\$0.00	\$84,482.91	\$84,482.91	\$715,517.09	10.6%	On target
Plan Ckg. & Insp.	41123	\$140,000	\$0.00	\$8,989.65	\$8,989.65	\$131,010.35	6.4%	On target
Legal - District Counsel	41124	\$60,000	\$0.00	\$1,977.50	\$1,977.50	\$58,022.50	3.3%	Atkinson Farasyn LLP
Legal - Common Interest Group								
(CuSD Advance Pay)	41124	\$1,179,360	\$0.00	\$0.00	\$0.00	\$1,179,360.00	0.0%	None this month
Legal - Common Interest Group								
(CuSD Share)	41124	\$332,640	\$0.00	\$0.00	\$0.00	\$332,640.00	0.0%	None this month
Audit	41125	\$11,000	\$0.00	\$0.00	\$0.00	\$11,000.00	0.0%	None this month
Printing & Publications	41130	\$15,000	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None this month
Repairs	41150	\$800,000	\$0.00	\$40,775.00	\$40,775.00	\$759,225.00	5.1%	On Target
Maintenance	41151	\$2,400,000	\$0.00	\$235,993.60	\$235,993.60	2,164,006.40	9.8%	On Target
Travel & Meetings - Staff	41170	\$15,000	\$0.00	\$1,150.00	\$1,150.00	\$13,850.00	7.7%	CASA Monterey
Travel & Meetings - BOD	41170	\$15,000	\$0.00	\$3,125.00	\$3,125.00	11,875.00	20.8%	CASA Monterey
Utilities	41190	\$60,000	\$0.00	\$5,014.73	\$5,014.73	\$54,985.27	8.4%	On target
Refunds & Reimbursements:								
Miscellaneous	41201	\$15,000	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None this month
Connection Fees	41202	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0%	None this month
Checking & Inspection	41203	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None this month
Emergency Funds	48000	\$250,000	\$0.00	\$3,745.29	\$3,745.29	\$246,254.71	1.5%	Under Budget
Consolidated Election	48001	\$20,000	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0%	None this month
TOTAL OPERATING EXPENSES		\$12,711,361	\$1,415,840.47	\$422,705.78	\$1,838,546.25	\$10,872,814.75	14.5%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$2,000,000	\$0.00	\$68,827.50	\$68,827.50	\$1,931,172.50	3.4%	City of Cupertino Pavement Maintenance June-Dec 2017
Treatment Plant Capital	46042	\$3,971,546	\$615,874.00	\$0.00	\$615,874.00	\$3,355,672.00	15.5%	None this month
Outfall Capital	46042	\$60,000	\$0.00	\$0.00	\$0.00	\$60,000.00	0.0%	None this month
District Equipment	46043	\$150,000	\$0.00	\$27,415.74	\$27,415.74	\$122,584.26	18.3%	Back-up pump for Prospect Pump Station
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$6,481,546	\$615,874.00	\$96,243.24	\$712,117.24	\$5,769,428.76	11.0%	
TOTAL EXPENSES		\$19,192,907	\$2,031,714.47	\$518,949.02	\$2,550,663.49	\$16,642,243.51	13.3%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH JULY 2018
(1st Month of Operations - 8% into FY Operations)

FISCAL YEAR: July 1, 2018 to June 30, 2019

REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts July Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING								
Service Charges	31010							
Handbilling		\$466,366.00	\$0.00	\$0.00	\$0.00	\$466,366.00	0.0%	None this month
Tax Roll		\$15,328,805.00	\$0.00	\$0.00	\$0.00	\$15,328,805.00	0.0%	None this month
Permit Fees	31020	\$40,000.00	\$0.00	\$9,150.00	\$9,150.00	\$30,850.00	22.9%	Nineteen payments this month, includes \$2,450 IA from Garrod Farms
Acresage	31031	\$25,000.00	\$0.00	\$17,339.92	\$17,339.92	\$7,660.08	69.4%	Two payments this month, includes \$17,142 IA from Garrod Farms
Front Footage	31032	\$30,000.00	\$0.00	\$25,953.00	\$25,953.00	\$4,047.00	86.5%	Two payments this month, includes \$24,569 IA from Garrod Farms
Additional Dwelling	31033	\$80,000.00	\$0.00	\$300.00	\$300.00	\$79,700.00	0.4%	One payment received this month
Additional Density	31034	\$200,000.00	\$0.00	\$156,169.50	\$156,169.50	\$43,830.50	78.1%	Two payments this month- IA's from Garrod Farms and The Forum
Checking & Inspection Fees	31040	\$160,000.00	\$0.00	\$50,581.40	\$50,581.40	\$109,418.60	31.6%	Fourteen payments, includes Deposits from Garrod Farms and The Forum
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None this month
Interest	32050	\$160,000.00	\$0.00	\$0.00	\$0.00	\$160,000.00	0.0%	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 this month
Legal - Common Interest Group (1)	32092.1							
Legal - Common Interest Group (2)	32092.2							
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.0%	None this month
Lateral Construction	32093	\$15,000.00	\$0.00	\$3,000.00	\$3,000.00	\$12,000.00	20.0%	One payment received this month
TOTAL OPERATING REVENUE		\$17,017,671.00	\$0.00	\$262,493.82	\$262,493.82	\$16,755,177.18	1.54%	
Revenue Transfer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$18,220,618.20	\$0.00	\$262,493.82	\$262,493.82	\$17,958,124.38	1.44%	

CASH ACCOUNT SUMMARY

Date	Description	Balance	Replacement Fund	Net Cash
June 30, 2018	Ending Balance	\$ 18,406,345.03	\$ 2,400,000.00	\$ 16,006,345.03
July 31, 2018	Ending Balance	\$ 16,147,971.50	\$ 2,400,000.00	\$ 13,747,971.50

Frankie Martinez

From: James Davis <jowend@crewdavis.com>
Sent: Monday, July 16, 2018 4:43 PM
To: Frankie Martinez
Cc: James Davis
Subject: Silicon Valley Fall Festival 2018
Attachments: FF-Business Application_2018-v2-fillable.pdf

Hello

My name is Jim Davis and I am assisting Orrin Mahoney in reaching out to past Silicon Valley Fall Festival participants.

The Rotary Club of Cupertino would like to extend a warm invitation to you and hope you will join us again this year. Our club is committed to ongoing partnership with organizations and businesses that strive to strength our community and enhance the lives of our citizens.

The date for this year's Fall Festival has been set for September 15th (Saturday) and the location is once again at Cupertino's Memorial Park on Stevens Creek Blvd. Attached to this email is this year's **Business Application** for your use.

The link to the 2018 Fall Festival is also listed below. Please check back periodically as new content will be added as we get closer to the September date.

<https://sites.google.com/site/cupfallfestival/home>

Please do not hesitate to let me know if I can be of further assistance and looking forward to seeing you again in September.

Yours truly,

Jim Davis

Rotary Club of Cupertino

2018 Silicon Valley Fall Festival Committee



Silicon Valley Fall Festival
Memorial Park, Cupertino
Saturday, Sept 15, 2018
10:00AM-5:00PM
Business booth registration



The Silicon Valley Fall Festival is Cupertino’s premier community festival. It is sponsored by the Rotary Club of Cupertino in partnership with the World Journal, the largest Chinese language newspaper in the Bay Area. It is promoted through the local media and through partnerships with the Cupertino Union and Fremont Union High School Districts. In addition, the World Journal will add significant additional attendees through its broad community outreach.

Please note that spaces will be reserved on a first-come, first-served basis and no amplified music or announcements will be permitted. We encourage display of product and service sales from your booth and will limit the number of same businesses represented at the Fall Festival to no more than three of any given type or profession. **Parking permits and final booth assignments will be provided one week prior to the event.**

BOOTH AGREEMENT

- 1) Applicant is responsible for supplying all display materials for their space; i.e. table skirts and signage.
- 2) Applicant will only display what is explicitly listed on this application. Booth space is primarily for display purposes, appointments and signups. No distribution of food items, except packaged food, will be permitted.
- 3) Applicant will be responsible for security, insurance, and manpower related to space and merchandise.
- 4) Applicant is responsible for set up and clean up of space.
- 5) Booth set up must be completed by 9:00 a.m. on Saturday, Sept 15th. We will be unable to accomodate late arrivals. Friday setup after 3:00 pm is available on request. Take down/dismantling must wait until AFTER 5:00 p.m. on Saturday, Sept. 15th.
- 6) Should the applicant violate any of the above, the Cupertino Rotary reserves the right to ask the booth holder to vacate the space without refund.

Applicant's Name: _____ Date: _____

Business Name: _____ Phone: _____

Setup Contact Name: _____ Fax: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Items for Display: _____

Short description for FF website _____

Your URL _____

Silicon Valley Fall Festival 2018, Fees for Business booths:

	√	Business	√	With own canopy
One 10 X 10 Space with canopy –includes 6x3 foot table and two chairs	<input type="checkbox"/>	\$300.00	<input type="checkbox"/>	\$200.00
One Electricity drop, 120v/7.5A only – each	<input type="checkbox"/>	\$50.00	<input type="checkbox"/>	\$50.00
Total Amount Enclosed		\$		

Applications can be faxed, emailed, or mailed. Applications must be received prior to September 1 with check payable to: Cupertino Rotary Endowment Foundation (or CREF). Applications received after this date are subject to an additional \$50 late fee. No application will be accepted after September 8, 2018.

To submit your application with check or credit card information:

1. Make check payable to: Cupertino Rotary Endowment Foundation (or CREF).
 - **Mail** check with application to: CREF; Re:SV FallFest 2018, PO Box 1101, Cupertino, CA 95015.
2. Application with credit card payment can be **faxed to 408-716-3263** or **scanned and emailed to sv-fallfest@comcast.net**
 - For faxed or emailed registrations, please include a photocopy of the check to be mailed separately.

Credit Card info:

Name: _____ Amount: \$ _____

Type: Visa MC Number: _____ Sec # _____

Expire: mm ____ / yy ____ Billing Zip Code: _____

Applicant understands that the Rotary Club of Cupertino is a non-profit California Corporation composed of volunteers and therefore cannot afford to be liable for any injuries or illness that applicant may suffer while participating in this event. I hereby expressly waive any claim for compensation or liability on the part of The Rotary Club of Cupertino or the Silicon Valley Fall Festival 2018 in the event of such injury, illness or medical expense.

SIGNATURE _____ Tel: _____

DATE _____ email: _____

If you have any questions or need additional information, please call or email us at:

Cupertino Rotary at (888) 613-5559 or email at sv-fallfestival@comcast.net.

Frankie Martinez

From: Benjamin Porter
Sent: Wednesday, July 18, 2018 1:01 PM
To: Frankie Martinez
Cc: Richard Tanaka
Subject: FW: Ready, Set, Launch, with the ArcGIS Platform Class

Frankie:

Please agendaize for the next CuSD meeting.

Thank you,

Benjamin T. Porter, P.E.
Deputy District Manager
(408) 477-7318
MARK THOMAS

From: Esri Training Team [mailto:newsletter@esri.com]
Sent: Wednesday, July 18, 2018 10:14 AM
To: Benjamin Porter <bporter@markthomas.com>
Subject: Ready, Set, Launch, with the ArcGIS Platform Class



[View email in web browser](#)

Putting ArcGIS to Use Across Your Organization

Hi Benjamin,

The ArcGIS platform offers rich mapping capabilities, powerful tools for analytics, and intuitive apps for the field, the office, and everywhere in between. Are you using ArcGIS to its full potential?

Putting ArcGIS to Use Across Your Organization is our "platform 101" course. It provides a comprehensive introduction to how ArcGIS Pro, ArcGIS portals, and ArcGIS apps work together to streamline workflows, enhance projects, and deliver greater insight.

In class, you'll get hands-on practice with ArcGIS tools for

- Mapping and visualization.
- Spatial analytics.
- Getting data into and out of the field.
- Configuring web apps and dashboards.

Over three days, you will learn key concepts, best practices, and timesaving tips. Discover what's possible with today's ArcGIS platform.

Best regards,
The Training Team

[Show Me Course Details](#)

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Esri, 380 New York Street, Redlands, CA 92373, USA.





Memo

Item 8A

To: Board of Directors
From: Richard Tanaka, District Manager-Engineer
Date: August 1, 2018
Re: Granite Software Optional Items

Background:

The Granite NET Software from CUES offers advanced features that will assist District Staff in expediting Cupertino Sanitary District's sanitary sewer system inspections.

Advanced features of the GraniteNet Software include:

- GraniteNet ESRI Interface Module: Allows the operator to create inspections by simply selecting the sewer asset on the ArcGIS map. In addition, this interface will allow the operator to create a new asset in the field. The interface will allow the software to collect, store, display, manipulate and analyze data, and then link the information to the Cupertino Sanitary District ESRI ArcGIS map. This module requires both the ESRI import module and ESRI import implementation mentioned below.
- GraniteNet ESRI Import Module: Provides a bi-directional interface between ESRI ArcGIS and the GraniteNet Software.
- GraniteNet ESRI Import Implementation: The implementation of ESRI maps and map data within CCTV operations requires integration consultation, documentation and training by a CUES software division specialist.
- GraniteNet Scheduler Module: Allows users to schedule the transfer of CCTV data and media files to perform automatic database synchronization.
- GraniteNet H.264 Module: Allows for videos to be captured in H.264 format. This results in significant video file size reduction while providing very good video quality.

Recommendation:

Staff recommends the Board to purchase Granite Software advanced features for the following reasons:

The GraniteNet ESRI Interface Module, and its supporting modules, will automatically populate the asset's attribute information onto the inspection form by selecting an asset. This eliminates the time required for the operator to look up asset data and type the necessary information onto the inspection form. The data acquired from the inspections will be synchronizing with ESRI ArcGIS map, no longer requiring an engineer to physically update the information. In addition, the module grants the operator the ability to create assets while

conducting inspections. The operator will no longer need to stall his inspections to coordinate with office staff to have assets drawn onto the Cupertino Sanitary Sewer District ArcGIS map.

The GraniteNet Scheduler Module and GraniteNet H.264 Module will expediate the CCTV data importing process from the GraniteNet software to Lucity. The importing process currently takes an operator eight hours per week to download the CCTV data. An additional 4 to 8 hours per week are spent uploading the CCTV data onto Lucity. The scheduler will allow District staff to schedule the download after business hours.

If approved, Mark Thomas will be using these advanced features only for Cupertino Sanitary District. The total cost for the advanced features is a onetime fee of \$15,375.00. There are no additional yearly support fees to include these features in our existing office support plan.

Board Consideration/Action:

District Board to approve the purchase of GraniteNet advanced features.

Attachment:

- GraniteNet Software Quote

The Standard of the Industry



August 10th, 2018

Julie Rodriguez
Mark Thomas and Company
20863 Stevens Creek Blvd. Ste 100
Cupertino, CA 95014
Office: 408-477-7320
jrodriguez@markthomas.com

RE: GraniteNet Software Quote

Julie Rodriguez:

For more than a decade, CUES has supplied the industry with the most innovative and extensible software platform available to help utilities and contractors alike achieve their regulatory and productivity goals. Our clients demand software that is able to be customized to meet their needs while supporting the process flows unique to their organization. GraniteNet offers unmatched flexibility to create many different types of inspections in addition to CCTV assessments such as cleaning inspections, smoke test inspections, GPS surveys, inclination surveys, hydrant inspections, light pole inspections etc. Additionally, this new software platform offers a very simple User Interface to allow people to quickly become proficient users, often in a matter of minutes.

For those organizations that desire more advanced capabilities such as GIS map (ESRI/Cartegraph) integration, CMMS integration (Cityworks, Maximo, Infor Hansen), User Management controls, enterprise database support (Oracle & SQL), a Web-based Portal, custom Scoring formulas, etc., the CUES GraniteNet software platform can meet the needs of Mark Thomas and Company now or in the future as the requirements evolve.

Please find below the pricing information you requested for the purchase of the GraniteNet Software Modules for Mark Thomas and Company. Below are brief descriptions of the solutions this software package provides.

As stated over the phone, this is a one time purchase for the included GraniteNet software modules and implementation of the ESRI software, as the support for these additional software modules is covered under the annual support plans for your GraniteNet Inspection and GraniteNet Office Licenses.

Please feel free to contact me with any questions, comments or concerns.

Thank you,
Clayton Hopf
Chopf@cuesinc.com
800-327-7791 x389

GraniteNet ESRI Interface Module

Developed by CUES as a registered business partner with ESRI, this optional module for GraniteNet allows users to be able to point and click on an asset from within the GraniteNet integrated map. After clicking on the asset, the asset and inspection panes are automatically populated with the asset's attribute information. The operator may initiate an inspection by simply selecting the asset on the map and right-clicking. The GraniteNet ESRI Interface also provides the ability to create a new asset in the field. The system is able to collect, store, display, manipulate and analyze data, and then link the information to the ESRI ArcGIS map file. The software provides a chronological record of every inspection completed on the asset.

GraniteNet ESRI Import Module

This optional module for GraniteNet provides a bi-directional interface between ESRI ARCGIS 10.X and the GraniteNet software. This module enables GIS features to be imported directly into GraniteNet where they can be used to verify and validate the location of utility assets.

GraniteNet ESRI Import Implementation

The implementation service of ESRI maps and map data within CCTV operations includes integration consultation, documentation, and training with the client's office staff by a CUES software division implementation specialist in accordance with the unique business requirements of the organization. CUES will work with an appointed resource/project manager from the organization to define the goals and then collaboratively create the standard operating procedures desired by the organization. Before a CUES technical resource is assigned to the implementation project, a GraniteNet ESRI Pre-Implementation Checklist must be completed by the client and submitted to CUES. Once it is received by CUES and verified that all prerequisites are met to begin the work, the appropriate implementation specialist Project Manager from CUES will be assigned to the client and the project shall be scheduled based on the order in which the Checklist was received. Due to the fluctuating availability of resources needed by both parties to complete the implementation, the actual start date for the project may vary. Generally, CUES is able to start implementations within a reasonable period from the date of receipt of a completed Pre-Implementation Checklist, but there are exceptions and no guarantee can be made as to the exact date for when the project will kick off. CUES, however, will make every effort to quickly and efficiently initiate the implementation services as soon as possible.

GraniteNet Scheduler Module

The GraniteNet Scheduler Module allows users to schedule the transfer of CCTV data and media files to perform database synchronization automatically. At specific times set by the administrator, usually each day after working hours when the network is less burdened, the office can automatically import completed inspections from the truck to the office and synchronize incomplete inspections from the office to the truck to automate the transfer and archival of data on a daily, weekly or monthly schedule. On a daily basis, supervisors can get their completed inspections sent in and CCTV crews can come to work and find their new, incomplete inspections waiting for them to get started out in the field. In addition to selecting complete or incomplete inspections, users will be able to create scheduled transfer tasks with specific pre-set filters to intelligently identify specific data to be transferred such as "inspections by" pipe type, operator, severity, date range, etc. Users can also schedule to send the data to an alternative destination for backup, third party review, regulatory requirement, etc. In a typical configuration, the service is activated and started from a network-connected office machine which has GraniteNet and the GraniteNet Scheduler Module installed on it. The service will sequentially poll each vehicle and perform the synchronization tasks automatically.

The GraniteNet Scheduler can also automate report generation and GIS data import and export.

GraniteNet H.264 Module

The CUES GraniteNet H.264 Module is an optional video capture codec that allows for inspection video capture in H.264 format. This results in significant video file size reduction. The H.264 coding format is currently one of the most commonly used formats for the recording, compression, and distribution of video content via the web. This patented format is capable of providing very good video quality at substantially lower bit rates (less storage) than previous standards (i.e., half or less the bit rate of MPEG-2, H.263, or MPEG-4 Part 2), without increasing the burden on a wide variety of networks and systems.

To stream video via the GraniteNet portal, the video format must be in the H.264 (.mp4) format. CUES provides the necessary coding libraries and pays the royalties for each GraniteNet Inspection license which is activated with the H.264 module.

Pricing follows on next page.

Part#	GraniteNet Software & Services	Price	Qty.	Subtotal	Discount	Actual
New Asset(s) or Existing Asset(s) are shown in <i>blue italic</i> below for reference						
GN521	GraniteNet ESRI Interface Module <i>502169</i>	\$6,995	1	\$6,995		\$6,995
GN523	GraniteNet ESRI Import Module <i>504683</i>	\$2,005	1	\$2,005		\$2,005
GN576	GraniteNet ESRI Import Implementation <i>504683</i>	\$4,500	1	\$4,500		\$4,500
GN522	GraniteNet Scheduler Module <i>504683</i>	\$1,495	1	\$1,495		\$1,495
GN560	GraniteNet H.264 Module <i>502169</i>	\$380	1	\$380		\$380
Grand Total						\$15,375

Terms: Net 30

FOB: Destination

Delivery: As Required

This quote is valid for 60 days.



Memo

Item 8B

To: Board of Directors
From: Richard Tanaka, District Manager-Engineer
Date: August 15, 2018
Re: Year One Capital Improvement Project

Background:

On February 21, 2018, the Board approved the 10-Year District-Wide Capital Improvement Project Master Plan as part of Resolution No. 1302. The 2018 Master Plan Update details the eventual replacement or rehabilitation of District facilities, as well as how to mitigate stress placed on the system caused by Inflow and Infiltration (I/I), while minimizing the District's liability.

The first year Capital Improvement Project (CIP) program consists of:

1. Performing a series of smoke tests at Basin 9 and 4A
 2. Conducting a Force Main Condition Assessment
 3. Repairing 34 Pipe Defects of PACP Rating 5
 4. Rehabilitating Cast Iron Pipe segments at Holly Drive and Cranberry Drive
 5. Repairing 35 Lower Lateral Defects
1. Increased flows from Inflow and Infiltration (I/I) place a burden on the District's sanitary sewer system and reduce the system's capacity to handle peak wet weather flows. In reducing I/I, there will be a concurrent reduction of flow in critical segments, eliminating the need to upsize those pipes. Reducing I/I will also reduce surcharging during storm events, thus reducing risk of sanitary sewer overflow. Furthermore, the District is nearing its 13.8 MGD capacity allocation through the City of Santa Clara, which cannot be exceeded without an amendment to the Joint Interceptor Agreement.
 2. Because of the specialized equipment required to inspect force mains, these were not part of the initial scope of the Condition Assessment performed for the 2018 Master Plan Update. A condition assessment of the District's force mains has not been conducted in the past, rendering the condition of 14,000 feet of force main pipe unknown.
 3. Approximately 195 miles of gravity mains are under the CCTV program to have all gravity mains inspected to provide an initial structural assessment by 2019. To date, the District has investigated approximately 60% percent of the collection system. From the 2018 Master Plan study of existing condition of gravity mainlines, there are approximately 107 mains with at least one PACP rating of 5. Per District policy, mains with a PACP rating of 5 are automatically investigated further and placed in a CIP program.

4. From CCTV inspections performed in 2015, Staff determined that cast iron pipe and ductile iron pipe mainlines are in poor structural condition, namely high instances of corrosion. A consequence of corrosion includes capacity issues due to encrustation. Since cast iron pipe segments account for approximately three miles of the District's gravity mains, these have been analyzed and placed in a separate program to address their necessary rehabilitation and/or replacement.
5. Staff found that approximately 13% of the District's lateral inventory requires rehabilitation or replacement. That is, 1,800 laterals will ultimately require repair. This was determined as a projection of the 2,600 laterals that have had a CCTV inspection performed, where 340 laterals were found to have cause for repair (i.e. structural defects, sanitary sewer overflow (SSO) history, aggressive maintenance schedule).

Recommendation:

Staff recommends the Board approve:

1. *Proceeding with smoke testing Basin 9 and 4A.* As the first step in reducing I/I, in 2013 and 2016, the District contracted V&A consultants to provide preliminary conclusions on the state of the District's I/I. To reach the goal in reducing I/I, the next step is to perform a series of smoke tests in Basins 9 and 4A. This study will determine any illegal storm system connections to the District's sewer system, identify pipes in need of rehabilitation, and identify cleanouts in poor condition. Identifying sources of I/I will propel District rehabilitation projects and aid the City of Cupertino in being proactive about having new development projects make repairs to areas they will impact.
2. *Postponing performing a Force Main Condition Assessment until FY 2019/2020.* Although all 17 of the District's force mains are aged from 10 years up to 47 years old, age is not driving criteria for concern with force mains as is the case with gravity mains. The last needed repair for a force main was in 2000 at Pierce Pump Station and the previous one was in 1985, also for Pierce Pump Station. Since 2000, no issues have been suspected and no issues have been caused because of a force main failure.
3. *Proceeding with repairing 12 pipe defects of PACP rating 5.* Beginning in March 2018, the District began coordinating with the City of Cupertino to repair defects of rating 5 in areas where the City would be performing a street overlay and then placing a 5-year moratorium. To date, 22 repairs have been performed and the District's coordination with the City of Cupertino has proven a success. Since 22 repairs have already been completed of the 34 repairs recommended in the 2018 Master Plan update, 12 repairs remain for Year 1 CIP.

The recommended repairs have been prioritized based on a condition grading developed by the District, where factors such as proximity to an environmental sensitive area and likelihood of failure are considered in addition to NASSCO PACP rating criteria. The proposed gravity main repairs are listed below:

- Basin 10 – 2 repairs
 - Basin 13 – 5 repairs
 - Basin 18 – 3 repairs
 - Basin 22 – 2 repairs
4. *Proceeding with a CIP to repair 3 cast iron pipe mains on Holly Oak Drive, on the easement off Holly Oak Drive, and on Cranberry Drive.* These were determined by Staff to have

PACP ratings of 5, due to continuous and severe encrustation and other structural deficiencies such as visible void (hole) in the pipes. Although this case of corrosion in cast iron pipe segments is not the most severe of other cases specified in the 2018 Master Plan Update, Staff recommends it because proceeding with smoke testing for I/I reduction efforts will be very costly and the potential impacts from I/I are greater at this time than those from corrosion.

5. *Proceeding with a CIP to repair 34 lower laterals.* Staff recommends CIPP methods with an estimated cost of \$250,000 for 34 lateral repairs as compared to the original CIP cost of \$530,000 for open cut replacement. The benefit-cost ratio of repairing high-risk laterals will be defined by the reduction of infiltration, SSOs, and maintenance costs. Since the projection of laterals needing replacement is very high, Staff recommends beginning with those of higher risk of SSO and/or collapse – structural defects.

Year 1 CIP Program Summary with Costs

Category	Description of Work	Cost
Inflow & Infiltration	Smoke Test Basin 9 & 4A	\$280,000
Force Main Condition Assessment - POSTPONED	Contract Consultant to Perform SmartBall and ultrasonic testing	\$150,000
Gravity Mainline Repairs	12 pipe repairs of PACP rating 5	\$180,000
Cast Iron Pipe Segment Repairs	Repair mains on Holly Drive and Cranberry Drive	\$340,000
Lower Lateral Repairs	34 lateral repairs with structural degradation	\$250,000
Proposed Year 1 CIP Total		\$1,050,000

Board Consideration/Action:

- District Board to approve proceeding with smoke testing in Basins 9 and 4A.
- District Board to approve postponing a Force Main Condition Assessment until Year 2 CIP.
- District Board to approve proceeding with repairing 12 PACP 5-rated defects.
- District Board to approve proceeding with rehabilitating and/or replacing the cast iron pipe gravity mains on Holly Oak Drive and Cranberry Drive.
- District Board to approve proceeding with repairing 34 laterals that have property line cleanouts but are not serviceable due to structural condition.

Attachment:

- 2018 Master Plan Update – Section 5.8 10 Year Capital Improvement Program Projects Summary

10 Year Capital Improvement Program Projects

5.8 SUMMARY

A summary of the recommended repairs by year is provided below in Table 26.

Table 26. 10-Year CIP Summary

Year	FY	Description of Work	Cost	Total Cost	Remark
1	2018-19	1) I&I - Smoke Test Basin 9 & 4A 2) Pump Stations Rehab - Force Main Assessment 3) Pipe Repairs - 34 Pipe Repairs - Defect 5 4) Cast Iron - Holly & Cranberry 5) Repair 35 Laterals	\$280,000 \$150,000 \$630,000 \$340,000 \$530,000	\$1,930,000	1) Highest Risk - Homestead Pump Station smoke test 2) Determine cost to rehab force main 3) Needed repairs 4) Grade 5
2	2019-20	1) Cast Iron - Creston Drive to Peninsular Ave 2) Pump Stations Rehab - Pierce Pump Station	\$920,000 \$960,000	\$1,880,000	1) Cast Iron under I-280 & Stevens Creek 2) Highly corroded components in Pump Station
3	2020-21	1) Pump Stations Capacity - Homestead PS Storage 2) Pipe Repairs - Defect 5 after 100% CCTV Completed 3) Cast Iron - Lucky Oak Street to Homestead Rd Siphon under Stevens Creek 4) Repair 35 Laterals	\$830,000 \$700,000 \$260,000 \$530,000	\$2,320,000	1) 104,000 gal storage 2) Estimated 40 repairs 3) High risk SSO to Stevens Creek
4	2021-22	1) Cast Iron - All Freeway Cast Iron Crossings 1.1) Gardena Drive at I-280 1.2) State Route 85 1400' South of I-280 Interchange 1.3) State Route 85 2200' South of I-280 Interchange 2) Pump Stations Rehab 2.1) Oakcrest Pump Station 2.2) Salem Pump Station 3) Repair 60 Laterals	\$300,000 \$360,000 \$320,000 \$550,000 \$570,000 \$900,000	\$3,000,000	1) CIP reduce size, poor condition 2) Two needs rehab due to poor structural condition
5	2022-23	1) Capacity - Apple Infinite Loop 2) Pump Stations Rehab - Replace Mechanical Components at 6 Pump Stations 3) Repair 35 Laterals	\$1,900,000 \$330,000 \$530,000	\$2,760,000	1) High probability of SSO 2) Aging mechanical fixtures, if not, rehab higher maintenance and repair cost.

10 Year Capital Improvement Program Projects

Year	FY	Description of Work	Cost	Total Cost	Remark
6	2023-24	1) Cast Iron - Arroyo de Arguello 2) Pump Stations Rehab - Replace Electrical (3 Stations) 3) Pipe Repairs - All Basins 4) Repair 35 Laterals	\$950,000 \$600,000 \$400,000 \$530,000	\$2,480,000	1) Within 200' upper fork of Calabazas Creek 2) Aging infrastructure. Higher maintenance cost. 3) Currently PACP 4 estimated repair of 30
7	2024-25	1) Capacity - Foothill Boulevard Pipe Upsizing 2) I&I - Smoke Testing of Basin 22 3) Repair 35 Laterals	\$3,000,000 \$270,000 \$530,000	\$3,800,000	1) Frequent maintenance and irregular pipe sizes 2) Reduce I&I before 15th year
8	2025-26	1) Capacity - Merritt Drive 2) Cast Iron - Randy Lane 3) Repair 35 Laterals	\$1,100,000 \$700,000 \$530,000	\$2,330,000	1) Reduce odor and coordinate with Vallco 2) Pipe reduction due to encrustation from 10" to 8"
9	2026-27	1) Cast Iron - North Stelling Road 2) Capacity - Wheaton Drive 3) Pump Stations Capacity - Prospect Pump Station 4) SSO Bypass - Pierce Road 5) Repair 35 Laterals	\$300,000 \$1,100,000 \$270,000 \$200,000 \$530,000	\$2,400,000	1) Pipe in fair condition, replace with PVC pipe 2) Upsize City's GP 3) Additional storage capacity 4) Overflow line to prevent SSO into Calabazas Creek
10	2027-28	1) SSO Bypass - 6 Bypass Plans 2) Repair 35 Laterals	\$945,000 \$530,000	\$1,475,000	1) Overflow line to prevent SSO into creeks

Cupertino Sanitary District Monthly Maintenance Summary - July 2018

<u>SSOs</u>							
<u>Start Date</u>	<u>Location</u>	<u>Cause of SSO</u>	<u>Cat</u>	<u>Main/Lat</u>	<u>SSO Volume (Gal)</u>	<u>SSO Recovered (Gal)</u>	
None							

<u>Emergency Calls- Causes</u>					
<u>Call Recd Business Hours</u>	<u># of Calls</u>	<u>Call Recd After Hours</u>	<u># of Calls</u>	<u>Call Recd Weekend</u>	<u># of Calls</u>
Root Intrusion	3	Root Intrusion	1	Debris	1
Others	1	Total:	1	Total:	1
On-Site	1				
Offset	1				
Total:	6				

<u>Repairs</u>		
<u>Address</u>	<u>Main/Lat</u>	<u>Description of Work</u>
Prospect Pump Station	Pump Station	Prospect Pump Station repair - motor end bells repair + new bearings installed.
Prospect Pump Station	Pump Station	Prospect Pump Station pump #1 and #3 repair.
Prospect Pump Station	Pump Station	Temporary repair to Prospect Pump Station.
Derbyshire Dr 2556-4 - 2556-5	Mainline	Repair broken pipe approx at 204' from MH2556-5 up to 6' of 8" VCP w/new PVC SDR26.
Derbyshire Dr 2556 - T-527	Mainline	Repair broken pipe approx at 208.1' from MH2556-5 up to 6' of 8" VCP w/new PVC SDR26.
Robindell Wy 2591-3 - 2591-8	Mainline	Repair broken pipe approx at 9.7' from MH2591-3 up to 6' of 8" VCP w/new PVC SDR26.
Milky Wy 2556-7 - 2556-4	Mainline	Repair of 6' of broken & offset main from 0.5' - 3.2' MH2556-7 + watertight seal & concrete collar.
Derbyshire Dr 2556-5 - T-527	Mainline	Replaced broken wye on Derbyshire Dr 2556-5 - T-527 with new 6x4 SDR wye.

<u>Mainline Maintenance</u>											
<u>Size of Pipe</u>	<u>4"</u>	<u>6"</u>	<u>8"</u>	<u>10"</u>	<u>12"</u>	<u>14"</u>	<u>15"</u>	<u>16"</u>	<u>18"</u>	<u>>20"</u>	<u>Total</u>
Mainline Cleaning (ft)	0	36,090	55,013	10,097	1,828	0	697	0	0	0	103,725
Easement Cleaning (ft)	0	1,703	8,379	253	0	0	0	0	0	0	10,335
CCTV (ft)	0	3,284	11,963	0	0	0	0	0	0	0	15,247

<u>Lateral Maintenance</u>	
	<u># of Laterals</u>
Cleaning	226
CCTV	14
Inspection	17

FOG Inspection

Number Performed - 69
 Completed - 50
 Follow-up Needed - 8
 Out of Business - 8
 Refused for Inspection - 3