

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, SEPTEMBER 05, 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:

- A. APPROVAL OF THE MINUTES OF AUGUST 15, 2018
- B. APPROVED MINUTES OF JULY 18, 2018

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. EMPLOYEE ACCOMODATION
- B. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION – SCHOLARSHIPS FOR BEST STUDENT VIDEOS FEATURING SPECIAL DISTRICTS

5. MEETINGS:

- A. SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION MEETING TO BE HELD SEPTEMBER 10, 2018
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD SEPTEMBER 11, 2018
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD SEPTEMBER 13, 2018

6. REPORTS:

NONE

7. UNFINISHED BUSINESS:

A. DISTRICT CIP – SMOKE TESTING PRESENTATION

8. NEW BUSINESS:

A. SOCIAL MEDIA PRESENCE

B. UPDATE AUTHORIZED CHECK SIGNERS

C. CONFLICT OF INTEREST BIENNIAL REPORTING

D. DISTRICT CASH FLOW / FINANCING OPTIONS

9. STAFF REPORT:

A. VALLCO DEVELOPMENT PROJECT

B. COMPLETION OF TAX ROLL

C. FALL FESTIVAL – SEPTEMBER 15, 2018

10. 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.

11. ADJOURNMENT:

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

SEPTEMBER 2018

- 09/05: 1st Regular Meeting
- 09/10: SCCSDA 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	HOLIDAY	3		1 st Regular Meeting		8
	SCCSDA	TAC		TPAC		
			2 nd Regular Meeting			

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	1 st Regular Meeting			6
		TAC		TPAC		
			2 nd Regular Meeting LAFCO			

NOVEMBER 2018

- 11/02: Elections
- 11/07: 1st Regular Meeting
- 11/13: TAC
- 11/15: TPAC
- 11/21: 2nd Regular Meeting

NOVEMBER 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	Elections	3
4			1 st Regular Meeting			10
		TAC		TPAC		
			2 nd Regular Meeting			

SANITARY BOARD MEETING WEDNESDAY, AUGUST 15, 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.

2. MINUTES & BILLS:

- A. On a motion by Director Kwok, seconded by Director Gatto, by a vote of 5-0-0, the Minutes of Wednesday, July 18, 2018 were approved with one revision.
- B. The Board reviewed the financials. The Board requested that items listed in the warrants contain details about prior Board approval for reference. The Board also inquired about the following:
 - 1. USA Alert annual fee – staff is to investigate details of cost basis.
 - 2. What is warranty on pump repairs
 - 3. Office rate/prevaling wage
 - 4. Adjusting manhole covers bid price

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

- C. The Directors submitted their August 2018 timesheets to Staff.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

- A. The Board reviewed Rotary Club of Cupertino – 2018 Silicon Valley Fall Festival registration information. On a motion by Director Gatto, seconded by Director Kwok, by a vote of 5-0-0, the Board approved registration for 1 booth with electrical outlet and purchase of handout materials similar to previous year.
- B. The Board reviewed correspondence regarding ARC-GIS Platform Class. It is to be Noted & Filed.

5. MEETINGS:

There are none.

6. REPORTS:

- A. The Board reported on various sessions in which they attended at the CASA Conference held August 8-10, 2018 in Monterey, CA.
1. CSRMA Training Seminar- President Bosworth remarked that the presenters were stellar, but the information was not extremely applicable to the District. Director Chen commented that it was a good refresher on risk management and communication during an emergency.
 2. Roundtable Series- Director Kwok cited that the keynote speaker was great. Board and staff discussed how his experiences were relevant to the District. Director Chen noted that the discussion on microplastics was eye-opening.
 3. CSRMA Board of Directors Meeting- President Bosworth attended this meeting. Topics he discussed included: the relationship between deposits and payouts not necessarily in sync; pool liability; District now has active shooter coverage.
 4. Attorneys Committee Meeting- Counsel Hynes attended this meeting. Topics discussed included: what to do with the problem of biosolids, prop 65, chemicals, City of San Diego WWF effluent destination.

7. UNFINISHED BUSINESS:

There was none.

8. NEW BUSINESS:

- A. Staff requested approval to purchase GraniteNet software add-ons to help expedite sewer system inspections. After discussion, on a motion by Director Chen, seconded by Director Kwok, by a vote of 5-0-0, the Board approved the purchase request. The District is to own the add-ons software and capitalize them as an asset.
- B. The Board reviewed staff memo for Year One Capital Improvement Project. The Board would like to hear from smoke testing contractor on public outreach experiences. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, the Board approved staff's recommendation
- C. The Board discussed Collaboration for Sewer Pipe Lining. Director Saadati spoke with City of Sunnyvale. They do not do pipe lining. Staff is to talk to Redwood City about costs.

9. STAFF REPORTS:

Deputy District Manager Porter reported on the Monthly Maintenance Report.

10. CLOSED SESSION:

President Bosworth adjourned the regular meeting session and opened the closed session at 8:51 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 9:02p.m.

No reportable action was taken.

11. ADJOURNMENT:

On a motion properly made and seconded, at 9:03 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

SANITARY BOARD MEETING
WEDNESDAY, JULY 18, 2018
REVISED

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~~4-0-0, 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

Frankie Martinez

From: Richard Tanaka
Sent: Friday, August 17, 2018 5:54 PM
To: Frankie Martinez; Benjamin Porter
Subject: RE: Feedback

Include as correspondence for next board meeting

Richard K. Tanaka
Senior Principal
(408) 838-7463 cell
MARK THOMAS

From: Frankie Martinez
Sent: Friday, August 17, 2018 12:30 PM
To: Benjamin Porter <bporter@markthomas.com>; Richard Tanaka <rtanaka@markthomas.com>
Subject: FW: Feedback

The message below was submitted via the CuSD website.

Frankie Martinez
Technical Assistant-Cupertino Sanitary District
(408) 477-7300 direct
MARK THOMAS

From: postmaster@bizsiteservice.com <postmaster@bizsiteservice.com>
Sent: Friday, August 17, 2018 12:15 PM
To: Frankie Martinez <fmartinez@markthomas.com>
Subject: Feedback

The following email has been generated by a contact form on your website at cupertinosanitarydistrict.org/contact/. Reporting this email as spam will cause your site to be reported for spamming.

First name: Steven (Chien)

Last name: Liao

Email: liaodesign@hotmail.com

Address: 10535 CYPRESS CT

City: CUPERTINO

State: CA

Zip code: 95014

Comments: Dear department manager i'm writing to give my kudos to you and your staffs that help with the sewer issue at my residence this morning. I noticed there were some back up and i called your department the receptionist lady i forgot her name was speedy on getting help for me (she's awesome!) i was expecting a 2 hours window but the guy from your department arrive within like 15min i think that was FAST!!! Jason Atherton, your staff, was on the task solving my concern was able to quickly determine the problem and find help very quickly to get the line clean up. What was really special about him was he actually clean up the debris surrounding the pipe enclosure and take the debris with him i just never experience that personal and professional attention to the detail. i want to thank you have such awesome professional staffs in your department. This should be the prime example of how city serves and helps their citizens and residents!!! you have a wonderful weekend. Steven Liao



Item 4B
**California Special
Districts Association**
Districts Stronger Together

FOR IMMEDIATE RELEASE

July 13, 2018

Contact:

Rachael Gibson
(408) 630-2884
rgibson@valleywater.org

SCHOLARSHIPS AVAILABLE FOR BEST STUDENT VIDEOS FEATURING SPECIAL DISTRICTS

San Jose, Calif. – What is a special district? You tell us! Better yet, show us, and perhaps win a scholarship.

The Santa Clara County Special Districts Association (SCCSDA) is hosting a local student video contest in conjunction with the Districts Make the Difference statewide competition. The video contest for high school and college students challenges would-be filmmakers to produce a 60-second video that tells the story of a special district or districts in Santa Clara County. The goal of each video is to increase public awareness and understanding of California's special districts and the services they provide to residents.

The competition gives entrants an opportunity to practice film-making with the potential to win a local and statewide scholarship while learning about perhaps the most enigmatic arm of local government – often unsung special districts that provide a wide range of specialized, focused services throughout California. Contestants may choose to tell the story of a local sewer and sanitation district, fire or public safety district, water district, or even a cemetery or park district. Contestants may work alone or in a team effort. Some may zoom their cameras in on something as specific as a mosquito abatement, airport, or healthcare districts. Others may choose to explore a complement of special districts that together and provide a network of essential, specialized services to their community.

Entries may be submitted between August 27 and September 30. Local contest winners will be selected by the Santa Clara County Special Districts Association. Students have the opportunity to win \$500 (1st place), \$400 (2nd place), and \$300 (3rd place). Videos also be eligible for the statewide competition and prize money.

The statewide video contest is organized by Districts Make the Difference, the public outreach campaign launched by the California Special Districts Association (CSDA) to highlight the important work of the almost 2,000 special districts in California. The Santa Clara County Special Districts Association is an affiliated chapter of CSDA and this is the first year SCCSDA is hosting a local contest.

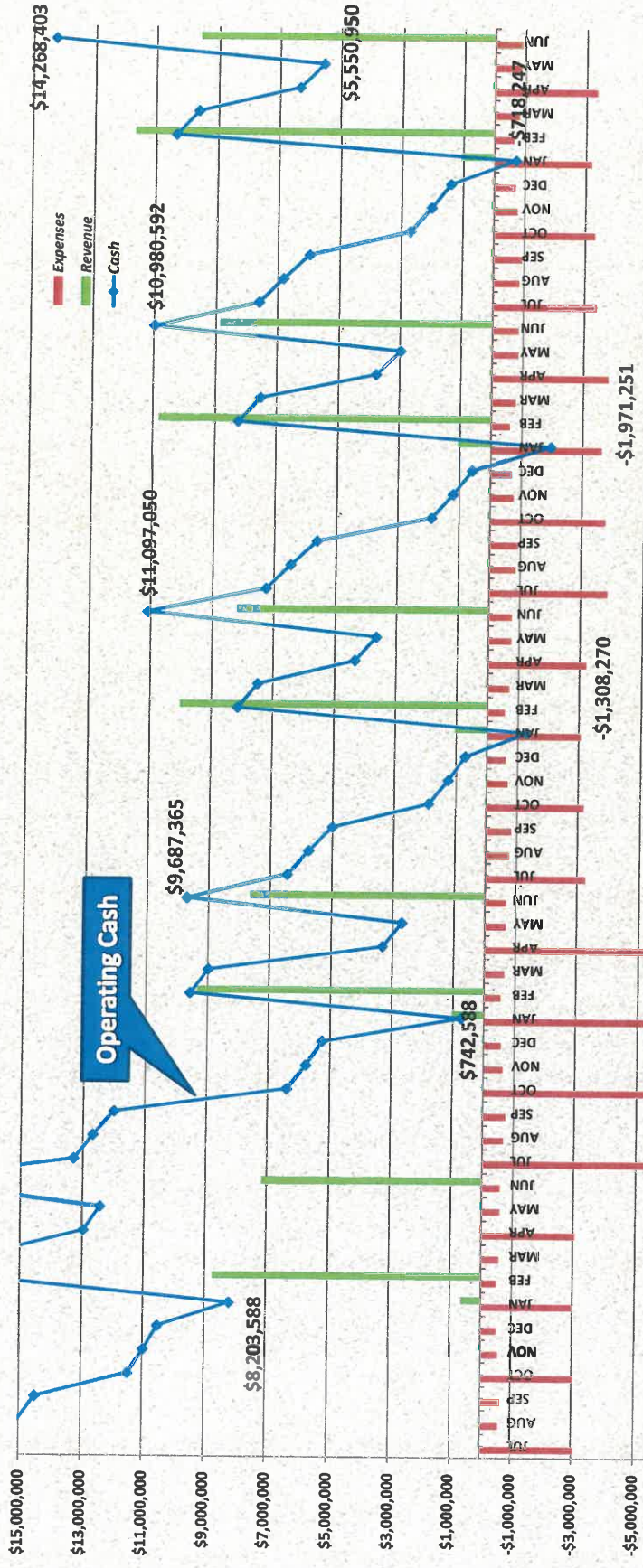
“We are excited to be hosting this local contest for the students in our community,” noted Steve Wesolowski, President of the Santa Clara County Special Districts Association. “This is a great opportunity for students to learn about special districts, express their creativity, and possibly win a scholarship all at the same time.”

High school and college students are encouraged to visit local special districts when creating their videos. A list of all of the special districts within Santa Clara County may be found on the Santa Clara County Special Districts Association's website: <https://www.csdanet/about-csdanet/chapters-networks/chapter-santa-clara>.

For more information about the contest and to review the application and rules, visit <http://districtsmakethedifference.org/video-contest>.

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CASH FLOW PROJECTIONS



ASSUMPTIONS

1. District CIP FY 18-19 at \$1.2m, FY 19-20 at \$1.8m, FY 20-21 at \$2.3m
2. Treatment Plant CIP FY 18-19 at \$3.9m, FY19-20 at \$12.8m, FY 20-21 at \$3.5m.
3. Rate increases at 8% per year



Date: 08/15/2018

CUPERTINO SANITARY DISTRICT REVENUE FOR FY 2018-2019

Type	FY 2018-2019	Delta (FY 2018-19 and FY 2017-18)	Percent Difference (FY 2018-19 and FY 2017-18)	FY 2017-2018	Percent Difference (FY 2017-18 and FY 2016-17)	FY 2016-2017	Delta (FY 2015 and FY 2016)	Percent Difference (FY 2015-16 and FY 2016-17)	FY 2015-2016
Residential	\$11,043,048.62	\$820,884.44	8.03%	\$10,222,164.18	8.10%	\$9,456,519.94	\$762,345.74	8.77%	\$8,691,409.19
Retail/Office	\$1,760,391.84	\$487,793.12	38.33%	\$1,272,598.72	15.72%	\$1,099,748.14	-\$61,291.36	-5.20%	\$1,178,954.06
Laundry	\$8,271.96	-\$497.75	-5.68%	\$8,769.71	12.68%	\$7,782.79	\$915.73	15.06%	\$6,080.73
Restaurants	\$2,186,339.98	\$186,241.57	9.31%	\$2,000,098.41	26.28%	\$1,583,883.91	\$39,426.68	3.06%	\$1,286,963.68
Gas Stations/Repair	\$24,679.16	-\$2,945.35	-10.66%	\$27,624.51	9.02%	\$25,338.84	\$2,610.52	8.76%	\$29,784.52
Hotel	\$191,202.59	\$34,782.95	22.24%	\$156,419.64	7.25%	\$145,839.58	\$4,779.02	3.42%	\$139,860.02
Private School Uses	\$14,992.59	\$2,321.99	18.33%	\$12,670.59	-1.38%	\$12,847.59	-\$1,539.73	-8.23%	\$18,710.27
Health Care	\$246,350.80	-\$10,308.98	-4.02%	\$256,659.79	3.34%	\$248,364.16	\$29,824.40	12.96%	\$230,170.40
Misc	\$13,437.43	-\$593.03	-4.23%	\$14,030.46	-1.63%	\$14,262.82	\$672.80	3.61%	\$18,637.80
Hand-Billing	\$467,057.43	\$76,885.83	19.71%	\$390,171.60	-0.47%	\$392,000.00	-\$41,270.19	-9.86%	\$418,500.54
TOTAL	\$15,955,772.40	\$1,594,564.78	12.27%	\$14,361,207.62	10.58%	\$12,994,664.16	\$736,473.61	6.53%	\$12,019,071.21

NET REVENUE TO CUSD:

From Tax Roll	\$15,333,827.82
Handbilling	\$467,057.43
TOTAL	\$15,800,885.25