

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, SEPTEMBER 19, 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 SEPTEMBER 5, 2018
- B. APPROVED MINUTES OF AUGUST 15, 2018
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENT
- D. 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:

COMMUNICATION FROM USA 811 RE: FEES

5. MEETINGS:

NONE

6. REPORTS:

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

C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD SEPTEMBER 13, 2018

D. SILICON VALLEY FALL FESTIVAL HELD SEPTEMBER 15, 2018

E. LUCITY CONFERENCE HELD SEPTEMBER 10-13, 2018

7. UNFINISHED BUSINESS:

NONE

8. NEW BUSINESS:

A. ETHICS AB1234 COMPLIANCE TRAINING

9. STAFF REPORT:

A. MONTHLY MAINTENANCE REPORT

B. SMOKE TESTING

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	3 HOLIDAY	4	5 1 st Regular Meeting	6	7	8
9	10 SCCSDA	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			

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

SANITARY BOARD MEETING WEDNESDAY, SEPTEMBER 05, 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.

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

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

Guest present: Oliver Poh with V&A Consulting Engineers.

MINUTES & BILLS:

On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, the Minutes of Wednesday, August 15, 2018 were approved.

By consensus, the Approved Minutes of July 18, 2018 were Noted & to be Filed.

PERSONAL PRESENTATIONS:

There were none.

CORRESPONDENCE:

- A. The Board reviewed an email from a customer who praised inspector Jason Atherton. The Board commented that it is always nice to hear positive feedback from our customers.
- B. The Board reviewed correspondence regarding California Special Districts Association Scholarships for Best Student Videos Featuring Special Districts. President Bosworth brought it to the Board's attention in case they know of a student who would like to make a video.

MEETINGS:

- A. President Bosworth plans to attend the Santa Clara County Special Districts Association Meeting to be held September 10, 2018.
- B. District Manager Tanaka and Deputy District Manager Porter both plan to attend the Regular Meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held September 11, 2018.
- C. Director Kwok plans to attend the Regular Meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held September 13, 2018.

REPORTS:

None

UNFINISHED BUSINESS:

- A. Guest Oliver Poh gave a presentation on smoke testing. Particular emphasis was placed on public outreach aspects at the Board's request. Notices that have been hung on doors in the past have information for preparing a home for smoke testing, in addition to other pertinent information. The smoke is not harmful and the typical resident's home would be undergoing testing for less than one hour.

NEW BUSINESS:

- A. The Board discussed the topic of social media presence and the pros and cons of Facebook, Nextdoor, Twitter, etc. Staff was directed to investigate Nextdoor and speak with the City of Cupertino to discuss how the District and City could cooperate.
- B. The Board agreed that all Board members will be Authorized Check Signers.
- C. Manager Tanaka discussed Conflict of Interest Biennial Reporting with no changes required.
- D. Manager Tanaka presented on the District cash flow/financing options. The Board discussed prudence of having a line of credit. The Board directed staff to discuss with local banks.

STAFF REPORTS:

- A. Manager Tanaka reported on Vallco Development Project. The City of Cupertino is adopting Environmental Document. The sewer capacity impact is not much different for the various alternatives. Staff will develop a document that addresses potential strategies to address future development.
- B. Manager Tanaka reported on Completion of Tax Roll.
- C. Manager Tanaka reported on Fall Festival to be held September 15, 2018. Two staff members will attend, outreach items have been ordered, and a ten-minute video will be displayed at the festival.

CLOSED SESSION:

President Bosworth adjourned the regular meeting session and opened the closed session at 9:00 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 9:05 p.m.

There was no reportable action taken.

ADJOURNMENT:

Director Kwok asked to be excused from the meeting of October 17, 2018. The Board approved.

Director Chen asked to be excused from the meeting of October 3, 2018. The Board approved.

On a motion properly made and seconded, at 9:14 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

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

CUPERTINO SANITARY DISTRICT WARRANTS PAYABLE - SEPTEMBER 19, 2018

<u>WARRANT</u> <u>NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 3,393.73	ADP	Directors' Salary	
18450	M&O	\$ 324,997.46	Mark Thomas & Company, Inc.	Office Rent	400.00
				Travel & Meetings (Staff)	2,696.20
				Utilities	776.35
				Plan Checking & Insp.	9,272.43
				Management Svcs	43,014.71
				Engineering Svcs	110,186.40
				Repairs	11,482.50
				Maintenance	143,413.48
				Emergency	3,755.39
18451	M&O	\$ 1,077.74	Dooley Insurance Services	Insurance - Group Life & Dental	
18452	M&O	\$ 2,393.00	East Bay Muni Utility District	Memberships (BACWA)	
18453	M&O	\$ 1,714.35	Atkinson Farasyn, LLP	Legal - District Counsel	1,303.75
				Travel & Meetings (BOD's)	410.60
18454	M&O	\$ 19,651.50	Hunton Andrews Kurth LLP	Legal - Common Interest Group Advance Pay	15,328.17
				Legal - Common Interest Group CuSD share	4,323.33
18455	M&O	\$ 810.00	John Gatto	Travel & Meetings (BOD's)	
18456	M&O	\$ 701.68	Angela Chen	Travel & Meetings (BOD's)	
18457	M&O	\$ 689.91	William Bosworth	Travel & Meetings (BOD's)	
18458	M&O	\$ 813.11	Patrick Kwok	Travel & Meetings (BOD's)	
18459	M&O	\$ 695.55	Taghi Saadati	Travel & Meetings (BOD's)	
18460	M&O	\$ 53.96	City of Santa Clara	Utilities	
18461	M&O	\$ 4,426.00	PG&E	Utilities	
18462	M&O	\$ 71.88	San Jose Water Company	Utilities	
18463	M&O	\$ 135.00	Jose Silva Gardening Service	Maintenance	
18464	M&O	\$ 316.03	Home Depot Credit Services	Maintenance	
18465	M&O	\$ 221.20	Pan-Pacific Supply Company	Maintenance	
18466	M&O	\$ 15,727.63	Bruce Barton Pump Service	Repairs	
18467	M&O	\$ 107,668.94	Able Underground Construction	Repairs	40,716.23
				Maintenance	65,314.26
				Emergency	1,638.45
18468	M&O	\$ 43,794.38	Roto-Rooter	Repairs	-
				Maintenance	42,933.08
				Emergency	861.30

TOTAL \$ 529,353.05

EMERGENCY DETAILS:

Able - One emergency for the month of August

Roto-Rooter - Six emergencies for the month of August

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH AUGUST 2018
 (2nd Month of Operations - 16% 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	\$1,365.55	\$3,393.73	\$4,759.28	\$30,240.72	13.6%	August Payroll; includes CASA Attendance/Mtg
Gasoline, Oil & Fuel	41080	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None to date
Insurance	41070	\$125,000	\$5,968.48	\$1,077.74	\$7,046.22	\$117,953.78	5.6%	BOD Group Life & Dental
Memberships	41080	\$30,000	\$13,060.07	\$2,393.00	\$15,453.07	\$14,546.93	51.5%	Current: BACWA To date: CWEA, LAFCO, USA & BACWA membershi
Office Rent	41090	\$6,000	\$400.00	\$400.00	\$800.00	\$5,200.00	13.3%	On Target
Operating Expenses	41100	\$3,000	\$101.15	\$0.00	\$101.15	\$2,898.85	3.4%	On Target
Contractual Services:								
Outfall Maintenance	41113	\$70,000	\$0.00	\$0.00	\$0.00	\$70,000.00	0.0%	None to date
T.P. Oper. & Maint.	41114	\$5,821,361	\$1,403,609.00	\$0.00	\$1,403,609.00	\$4,417,752.00	24.1%	None this month
Professional Services:								
Management Services	41121	\$500,000	\$28,788.32	\$43,014.71	\$71,803.03	\$428,196.97	14.4%	On target
Engineering Services	41122	\$800,000	\$84,482.91	\$110,186.40	\$194,669.31	\$605,330.69	24.3%	Fog Inspection: Last 2 months \$55,000
Plan Ckg. & Insp.	41123	\$140,000	\$8,989.65	\$9,272.43	\$18,262.08	\$121,737.92	13.0%	On target
Legal - District Counsel	41124	\$60,000	\$1,977.50	\$1,303.75	\$3,281.25	\$56,718.75	5.5%	Atkinson Farasyn LLP
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$1,179,360	\$0.00	\$15,328.17	\$15,328.17	\$1,164,031.83	1.3%	Hunton Andrews - for July services
Legal - Common Interest Group (CuSD Share)	41124	\$332,640	\$0.00	\$4,323.33	\$4,323.33	\$328,316.67	1.3%	Hunton Andrews - for July services
Audit	41125	\$11,000	\$0.00	\$0.00	\$0.00	\$11,000.00	0.0%	None to date
Printing & Publications	41130	\$15,000	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
Repairs	41150	\$800,000	\$40,775.00	\$67,926.36	\$108,701.36	\$691,298.65	13.6%	On Target
Maintenance	41151	\$2,400,000	\$235,993.60	\$252,333.05	\$488,326.65	\$1,911,673.35	20.3%	On Target
Travel & Meetings - Staff	41170	\$15,000	\$1,150.00	\$2,696.20	\$3,846.20	\$11,153.80	25.6%	Lucity and CASA Monterey
Travel & Meetings - BOD	41170	\$15,000	\$3,125.00	\$4,120.85	\$7,245.85	\$7,754.15	48.3%	Exp. Reimbursements for CASA Monterey
Utilities	41190	\$60,000	\$5,014.73	\$5,328.19	\$10,342.92	\$49,657.08	17.2%	On target
Refunds & Reimbursements:								
Miscellaneous	41201	\$15,000	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
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	\$3,745.29	\$6,255.14	\$10,000.43	\$239,999.57	4.0%	Seven Emergencies this month
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	\$1,838,546.25	\$529,353.05	\$2,367,899.30	\$10,343,461.70	18.6%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$2,000,000	\$68,827.50	\$0.00	\$68,827.50	\$1,931,172.50	3.4%	None this month
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	46043	\$60,000	\$0.00	\$0.00	\$0.00	\$60,000.00	0.0%	None to date
District Equipment	46043	\$150,000	\$27,415.74	\$0.00	\$27,415.74	\$122,584.26	18.3%	None this month
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$6,481,546	\$712,117.24	\$0.00	\$712,117.24	\$5,769,428.76	11.0%	
TOTAL EXPENSES		\$19,192,907	\$2,550,663.49	\$529,353.05	\$3,080,016.54	\$16,112,890.46	16.0%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH AUGUST 2018
 (2nd Month of Operations - 16% 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	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
		Aug Receipts						
OPERATING								
Service Charges	31010		\$0.00	\$672.15	\$672.15	\$465,693.85	0.1%	One pmt rvd from Caltrans- Handbilling Inv.#275 (Prior Fiscal Year Services)
Handbilling		\$466,366.00	\$0.00	\$0.00	\$0.00	\$15,328,805.00	0.0%	First payment expected in January 2019 from County Tax Office
Tax Roll		\$15,328,805.00	\$0.00	\$0.00	\$0.00	\$20,550.00	48.6%	Twenty-three payments this month; Forty-two payments received to date
Permit Fees	31020	\$40,000.00	\$9,150.00	\$10,300.00	\$19,450.00	\$20,550.00	48.6%	None this month
Acreage	31031	\$25,000.00	\$17,339.92	\$0.00	\$17,339.92	\$7,660.08	69.4%	None this month
Front Footage	31032	\$30,000.00	\$25,953.00	\$0.00	\$25,953.00	\$4,047.00	86.5%	None this month
Additional Dwelling	31033	\$80,000.00	\$300.00	\$0.00	\$300.00	\$79,700.00	0.4%	None this month
Additional Density	31034	\$200,000.00	\$156,169.50	\$4,836.40	\$161,005.90	\$38,994.10	80.5%	One payment received this month;
Checking & Inspection Fees	31040	\$160,000.00	\$50,581.40	\$3,750.00	\$54,331.40	\$105,668.60	34.0%	Fifteen payments this month; Twenty-nine 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	\$160,000.00	\$0.00	\$29,259.47	\$29,259.47	\$130,740.53	18.3%	FY18 Q4 received 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)	32092.1	\$1,179,360.00	\$0.00	\$32,739.84	\$32,739.84	(\$1,146,620.16)	2.8%	Received \$33,408 for FY17-18 Q4 (WVSD=\$32,453.47 and BSD=\$854.53). No payment from CSD2-3 and Milpitas.
Legal - Common Interest Group (2% Admin Fees)	32092.2	\$23,587.20	\$0.00	\$668.16	\$668.16	(\$22,919.04)	2.8%	2% of \$33,408 pmt received for FY17-18 Q4 from WVSD and BSD
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$0.00	\$72.50	\$72.50	\$9,927.50	0.7%	50% share of cost paid by homeowner for Rep/Maint - 20777 Greenleaf Dr.
Lateral Construction	32093	\$15,000.00	\$3,000.00	\$0.00	\$3,000.00	\$12,000.00	20.0%	None this month
TOTAL OPERATING REVENUE		\$18,220,618.20	\$262,493.82	\$82,298.52	\$344,792.34	\$15,536,747.46	1.89%	
Revenue Transfer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$18,220,618.20	\$262,493.82	\$82,298.52	\$344,792.34	\$17,875,825.86	1.89%	

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	\$ 2,700,000.00	\$13,447,971.50

Richard Tanaka

From: Ryan White <ryan.white@usanorth811.org>
Sent: Friday, August 31, 2018 5:56 PM
To: Richard Tanaka
Cc: Linda Whitley; James Wingate; Nick White
Subject: Re: Annual Fee

Richard,

Thank you for your email. Regarding membership fees and how they are calculated, each member of USA North pays a \$150 base fee that covers the first 200 tickets we send to you. Each ticket you receive after 200 you pay an additional fee for. That second fee is calculated on a percentage basis. We take the number of tickets over 200 you receive in a year, and then divide that amongst the overall ticket volume of the center giving you a percentage of overall tickets. To make it easy, let's say you received 1% of all the tickets we sent to utility members in 2017, you would then be charged 1% of our overall operational budget. The percentage based billing model ensures that each member is paying for their fair share of the service, and that larger members aren't subsidizing smaller members, or vice versa. Your bill should break down the number of tickets you received and your percentage of overall tickets. We'd be happy to send over more documentation and examples of this billing model if you would like? Also, I have added our Member Services Coordinator Nick White to this email. He will process your contact update and reach out to you if he has any questions.

Thank you,

Ryan White
Managing Director
USA North 811

Sent from my iPhone

On Aug 31, 2018, at 4:23 PM, Richard Tanaka <rtanaka@markthomas.com<<mailto:rtanaka@markthomas.com>>>> wrote:

Hi Ryan

The board approved the annual fee for 811, but our board members would like to know how your annual fee is calculated (what basis?).

Also, please change contact primary person: Ben Porter, Deputy District Manager-Engineer at bporter@markthomas.com<<mailto:bporter@markthomas.com>> in lieu of Steve Machida.

Richard K. Tanaka
Cupertino Sanitary District Manager-Engineer
(408) 838-7463 cell

MARK THOMAS

[markthomas.com<https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.markthomas.com%2F&data=01%7C01%7Crtanaka%40markthomas.com%7C8b6e5a00010c40bc9ca708d60fa5c250%7C3d2de1b8f42d493f8c9e873375539673%7C1&sdata=7knkuPHYQvHUaB%2FdyHjrvXYGQASCjLnflI256CMkjE%3D&reserved=0>](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.markthomas.com%2F&data=01%7C01%7Crtanaka%40markthomas.com%7C8b6e5a00010c40bc9ca708d60fa5c250%7C3d2de1b8f42d493f8c9e873375539673%7C1&sdata=7knkuPHYQvHUaB%2FdyHjrvXYGQASCjLnflI256CMkjE%3D&reserved=0)

Master Billing Spreadsheet 2018

Active Members: 1476 Inactive: 13

2018 Budget: \$ 6,151,254.00
Budget minus sum of flat fees: \$ 5,927,904.00

COLUMN TOTALS: 7,858,260 Tickets >200 100.00% \$ 5,927,904.00 Flat Fee + Flat Fee % of >200 223,350.00 \$ 4,485,864.98 Difference Old vs New 1,665,389.02 \$ 5,040,994.65 Step 2/3 \$ 5,596,124.33 Step 3/3 \$ 6,151,254.00 2018 Bill 6,175,541.32

Pay Rank	Active Yes/No	Member Name	Account	Billable Tickets	Tickets >200	% of >200 Tickets Total	Amount	% of >200	Flat Fee	Flat Fee + Flat Fee	% of >200	2014 Bill Structure	Difference Old vs New	Difference / #	Billing CA Jul-Jun	Step 1/3	Step 2/3	Step 3/3	2018 Step	2018 Bill
151	Y	139036	CUPERTINO SANITARY DIS	7,264	7,064	0.09248368%	\$ 5,482.34	150.00	\$ 5,632.34	100.00	\$ 814.32	\$ 4,818.02	\$ 1,665.39	\$ 1,665.39	CA Jul-Jun	2,420.33	\$ 4,026.34	\$ 5,632.34	3	\$ 5,632.34
1	Y	158869		922,176	921,976	12.07074426%	\$ 715,542.13	150.00	\$ 715,692.13	100.00	\$ 867,835.08	\$ (152,142.95)	\$ (50,714.32)	\$ (50,714.32)	CA Jan-Dec	\$ 817,120.76	\$ 766,406.45	\$ 715,692.13	2	\$ 766,406.45
2	Y	158236		861,938	861,738	11.28209304%	\$ 668,911.64	150.00	\$ 669,411.64	100.00	\$ 919,983.12	\$ (251,041.48)	\$ (83,680.49)	\$ (83,680.49)	CA Monthly	\$ 836,302.63	\$ 752,622.14	\$ 668,941.64	2	\$ 752,622.14
3	Y	134021		679,253	679,053	8.89033456%	\$ 527,010.50	150.00	\$ 527,160.50	100.00	\$ 247,349.28	\$ 279,811.22	\$ 93,270.41	\$ 93,270.41	CA Jul-Jun	\$ 340,619.69	\$ 493,890.09	\$ 527,160.50	3	\$ 527,160.50
4	Y	186415		135,147	134,947	1.76676044%	\$ 104,731.86	150.00	\$ 104,881.86	100.00	\$ 2,502.60	\$ 102,229.26	\$ 34,126.42	\$ 34,126.42	CA Jul-Jun	\$ 36,629.02	\$ 70,755.44	\$ 104,881.86	3	\$ 104,881.86
5	Y	168997		125,256	125,056	1.63726495%	\$ 97,055.49	150.00	\$ 97,205.49	100.00	\$ 81,996.00	\$ 15,209.49	\$ 5,069.83	\$ 5,069.83	CA Jan-Dec	\$ 87,065.83	\$ 92,135.66	\$ 97,205.49	2	\$ 97,205.49
6	Y	156796		91,589	91,389	1.19648803%	\$ 70,926.66	150.00	\$ 71,076.66	100.00	\$ 127,507.32	\$ (56,430.66)	\$ (18,810.22)	\$ (18,810.22)	NV Jan-Dec	\$ 108,697.10	\$ 89,886.88	\$ 71,076.66	2	\$ 89,886.88
7	Y	170474		114,649	114,449	1.49839541%	\$ 88,823.44	150.00	\$ 88,973.44	100.00	\$ 79,109.64	\$ 9,863.80	\$ 3,287.93	\$ 3,287.93	NV Jan-Dec	\$ 82,397.57	\$ 85,685.51	\$ 88,973.44	2	\$ 85,685.51
8	Y	136503		106,278	106,078	1.38880015%	\$ 82,326.74	150.00	\$ 82,476.74	100.00	\$ 9,494.04	\$ 72,982.70	\$ 24,327.57	\$ 24,327.57	CA Jul-Jun	\$ 33,821.61	\$ 58,149.17	\$ 82,476.74	3	\$ 82,476.74
9	Y	152539		87,304	87,104	1.4038772%	\$ 67,601.09	150.00	\$ 67,751.09	100.00	\$ 32,181.72	\$ 66,260.10	\$ 22,086.70	\$ 22,086.70	CA Jan-Dec	\$ 78,615.38	\$ 73,183.23	\$ 67,751.09	2	\$ 73,183.23
10	Y	138772		87,304	87,104	1.4038772%	\$ 67,601.09	150.00	\$ 67,751.09	100.00	\$ 32,181.72	\$ 66,260.10	\$ 22,086.70	\$ 22,086.70	CA Jan-Dec	\$ 78,615.38	\$ 73,183.23	\$ 67,751.09	2	\$ 73,183.23
11	Y	164144		88,676	88,476	1.15835029%	\$ 68,665.89	150.00	\$ 68,815.89	100.00	\$ 73,034.84	\$ (4,318.95)	\$ (1,439.65)	\$ (1,439.65)	CA Jan-Dec	\$ 71,695.19	\$ 70,255.54	\$ 68,815.89	2	\$ 70,255.54
12	Y	107281		89,573	89,373	1.17009404%	\$ 69,362.05	150.00	\$ 69,512.05	100.00	\$ 194,178.48	\$ (124,666.43)	\$ (41,555.48)	\$ (41,555.48)	NV Jul-Jun	\$ 152,623.00	\$ 111,067.53	\$ 69,512.05	3	\$ 69,512.05
13	Y	151532		107,682	107,482	1.40718168%	\$ 83,416.38	150.00	\$ 83,566.38	100.00	\$ 41,080.32	\$ 42,486.06	\$ 14,162.02	\$ 14,162.02	CA Jan-Dec	\$ 55,242.34	\$ 69,404.36	\$ 83,566.38	2	\$ 69,404.36
14	Y	144899		93,987	93,787	1.22788325%	\$ 72,787.74	150.00	\$ 72,937.74	100.00	\$ 44,607.84	\$ 28,329.90	\$ 9,443.30	\$ 9,443.30	CA Jan-Dec	\$ 54,051.14	\$ 63,494.44	\$ 72,937.74	2	\$ 63,494.44
15	Y	162167		80,715	80,515	1.05412286%	\$ 62,487.39	150.00	\$ 62,637.39	100.00	\$ 16,715.04	\$ 45,922.35	\$ 15,307.45	\$ 15,307.45	CA Jan-Dec	\$ 32,022.49	\$ 47,329.94	\$ 62,637.39	2	\$ 62,637.39
16	Y	101055		80,673	80,473	1.05357298%	\$ 62,454.79	150.00	\$ 62,604.79	100.00	\$ 16,715.04	\$ 45,922.35	\$ 15,307.45	\$ 15,307.45	CA Jan-Dec	\$ 32,022.49	\$ 47,329.94	\$ 62,637.39	2	\$ 62,637.39
17	Y	141778		79,356	79,156	1.06330498%	\$ 61,432.68	150.00	\$ 61,582.68	100.00	\$ 20,289.72	\$ 41,292.96	\$ 13,764.32	\$ 13,764.32	CA Jul-Jun	\$ 34,054.04	\$ 47,818.36	\$ 62,604.79	3	\$ 62,604.79
18	Y	109495		70,259	70,059	0.91723024%	\$ 54,372.53	150.00	\$ 54,522.53	100.00	\$ 3,500.79	\$ 51,021.74	\$ 17,007.25	\$ 17,007.25	CA Jul-Jun	\$ 20,508.04	\$ 37,515.28	\$ 54,522.53	3	\$ 54,522.53
19	Y	151484		62,561	62,361	0.81644607%	\$ 48,398.14	150.00	\$ 48,548.14	100.00	\$ 22,848.72	\$ 25,699.42	\$ 8,566.47	\$ 8,566.47	NV Jul-Jun	\$ 31,415.19	\$ 39,981.67	\$ 48,548.14	3	\$ 48,548.14
20	Y	156794		58,228	58,028	0.75971733%	\$ 45,035.31	150.00	\$ 45,185.31	100.00	\$ 56,934.36	\$ (11,749.05)	\$ (3,916.35)	\$ (3,916.35)	NV Jul-Jun	\$ 59,018.01	\$ 49,101.66	\$ 45,185.31	3	\$ 45,185.31
21	Y	116458		54,154	53,954	0.70657949%	\$ 41,873.50	150.00	\$ 42,023.50	100.00	\$ 8,613.84	\$ 33,409.66	\$ 11,136.55	\$ 11,136.55	CA Jul-Jun	\$ 19,750.39	\$ 30,886.95	\$ 42,023.50	3	\$ 42,023.50
22	Y	127747		54,011	53,811	0.70450730%	\$ 41,762.52	150.00	\$ 41,912.52	100.00	\$ 16,832.88	\$ 25,079.64	\$ 12,588.39	\$ 12,588.39	CA Jul-Jun	\$ 25,192.76	\$ 33,552.64	\$ 41,912.52	3	\$ 41,912.52
23	Y	176606		49,424	49,224	0.64445313%	\$ 38,202.56	150.00	\$ 38,352.56	100.00	\$ 587.40	\$ 37,665.16	\$ 12,588.39	\$ 12,588.39	CA Jul-Jun	\$ 13,175.79	\$ 25,764.18	\$ 38,352.56	3	\$ 38,352.56
24	Y	170738		48,052	47,852	0.62649055%	\$ 37,137.76	150.00	\$ 37,287.76	100.00	\$ 17,157.36	\$ 20,130.40	\$ 6,710.13	\$ 6,710.13	CA Jul-Jun	\$ 23,867.49	\$ 30,577.63	\$ 37,287.76	3	\$ 37,287.76
25	Y	133255		47,080	46,880	0.61376488%	\$ 36,383.39	150.00	\$ 36,533.39	100.00	\$ 15,430.00	\$ 21,403.31	\$ 7,034.44	\$ 7,034.44	NV Jul-Jun	\$ 22,464.52	\$ 29,498.96	\$ 36,533.39	3	\$ 36,533.39
26	Y	107800		45,514	45,314	0.59326241%	\$ 35,168.03	150.00	\$ 35,318.03	100.00	\$ 25,975.68	\$ 9,342.35	\$ 3,114.12	\$ 3,114.12	NV Jul-Jun	\$ 29,089.80	\$ 32,303.91	\$ 35,318.03	3	\$ 35,318.03
27	Y	139384		42,749	42,549	0.55706233%	\$ 32,022.12	150.00	\$ 32,172.12	100.00	\$ 10,172.76	\$ 22,999.36	\$ 7,666.45	\$ 7,666.45	NV Jul-Jun	\$ 13,411.44	\$ 23,135.40	\$ 32,859.35	3	\$ 32,859.35
28	Y	107812		42,346	42,146	0.55178615%	\$ 32,709.35	150.00	\$ 32,859.35	100.00	\$ 8,673.48	\$ 29,171.87	\$ 9,723.96	\$ 9,723.96	CA Jul-Jun	\$ 17,899.21	\$ 25,505.67	\$ 33,172.12	3	\$ 33,172.12
29	Y	134739		51,313	51,113	0.66918439%	\$ 39,668.61	150.00	\$ 39,818.61	100.00	\$ 18,474.52	\$ 21,345.09	\$ 7,115.09	\$ 7,115.09	CA Jan-Dec	\$ 18,708.25	\$ 32,703.58	\$ 32,859.35	2	\$ 32,859.35
30	Y	164777		54,280	54,080	0.70802911%	\$ 41,971.29	150.00	\$ 42,121.29	100.00	\$ 12,933.72	\$ 29,787.57	\$ 12,571.09	\$ 12,571.09	CA Jan-Dec	\$ 22,629.91	\$ 42,121.29	\$ 32,703.58	2	\$ 32,703.58
31	Y	186574		56,508	56,308	0.73719866%	\$ 43,700.43	150.00	\$ 43,850.43	100.00	\$ 6,137.16	\$ 37,713.27	\$ 12,571.09	\$ 12,571.09	CA Jan-Dec	\$ 18,708.25	\$ 32,703.58	\$ 32,703.58	2	\$ 32,703.58
32	Y	170263		46,054	45,854	0.60033233%	\$ 35,587.12	150.00	\$ 35,737.12	100.00	\$ 13,351.08	\$ 16,867.99	\$ 5,076.01	\$ 5,076.01	NV Jan-Dec	\$ 25,585.09	\$ 30,661.11	\$ 30,661.11	2	\$ 30,661.11
33	Y	150140		38,944	38,744	0.50724630%	\$ 30,069.07	150.00	\$ 30,219.07	100.00	\$ 20,509.08	\$ 15,228.04	\$ 5,076.01	\$ 5,076.01	CA Jul-Jun	\$ 15,285.90	\$ 22,621.33	\$ 29,956.75	3	\$ 29,956.75
34	Y	127430		38,606	38,406	0.50282112%	\$ 29,806.75	150.00	\$ 29,956.75	100.00	\$ 36,064.32	\$ (6,688.09)	\$ (2,229.36)	\$ (2,229.36)	CA Jul-Jun	\$ 33,894.96	\$ 31,605.60	\$ 29,376.23	3	\$ 29,376.23
35	Y	168786		37,858	37,658	0.49302811%	\$ 27,130.00	150.00	\$ 27,280.00	100.00	\$ 2,451.36	\$ 26,150.33	\$ 8,716.78	\$ 8,716.78	CA Jul-Jun	\$ 11,168.14	\$ 19,884.91	\$ 28,601.69	3	\$ 28,601.69
36	Y	130595		36,860	36,660	0.47996204%	\$ 28,451.69	150.00	\$ 28,601.69	100.00	\$ 2,866.08	\$ 24,413.92	\$ 8,137.97	\$ 8,137.97	CA Jul-Jun	\$ 11,168.14	\$ 19,884.91	\$ 28,601.69	3	\$ 28,601.69
37	Y	128907		35,157	34,957	0.45766593%	\$ 27,130.00	150.00	\$ 27,280.00	100.00	\$ 2,451.36	\$ 26,150.33	\$ 8,716.78	\$ 8,716.78	CA Jul-Jun	\$ 11,168.14	\$ 19,884.91	\$ 28,601.69	3	\$ 28,601.69
38	Y	103891		34,017	33,817	0.44274076%	\$ 26,245.25	150.00	\$ 26,395.25	100.00	\$ 14,977.80	\$ 11,417.45	\$ 3,805.82	\$ 3,805.82	CA Jul-Jun	\$ 18,783.62	\$ 22,589.43	\$ 27,280.00	3	\$ 27,280.00
39	Y	136925		33,752	33,552	0.43927132%	\$ 26,039.58	150.00	\$ 26,189.58	100.00	\$ 1,070.04	\$ 25,119.54	\$ 8,075.48	\$ 8,075.48	CA Jul-Jun	\$ 9,954.05	\$ 17,742.07	\$ 25,500.08	3	\$ 25,500.08
40	Y	127219		32,928	32,728	0.42848330%	\$ 25,400.08	150.00	\$ 25,550.08	100.00	\$ 2,126.04	\$ 23,424.04	\$ 7,808.01	\$ 7,808.01	CA Jul-Jun	\$ 10,838.14	\$ 18,151.68	\$ 25,512.83	3	\$ 25,512.83
41	Y	109600		32,880	32,680	0.42785487%	\$ 25,327.13	150.00	\$ 25,477.13	100.00	\$ 3,500.79	\$ 22,012.04	\$ 7,397.35	\$ 7,397.35	CA Jul-Jun	\$ 10,838.14	\$ 18,151.68	\$ 25,512.83	3	\$ 25,512.83
42	Y	109442		32,8																

Cupertino Sanitary District Monthly Maintenance Summary - August 2018

SSOs

Start Date	Location	Cause of SSO	Cat	Main/Lat	SSO Volume (Gal)	SSO Recovered (Gal)
8/17/2018	10257 VISTA KNOLL BLVD	Debris	3	Sewer Lateral	217	217

Emergency Calls- Causes

Call Recd Business Hours	# of Calls	Call Recd After Hours	# of Calls	Call Recd Weekend	# of Calls
Debris	1	Root Intrusion	1	Others	1
Root Intrusion	3	Pump Station	2	On-Site	1
Others	2	Total:	3	Pump Station	2
On-Site	4			Total:	4
Total:	10				

Repairs

Address	Main/Lat	Description of Work
Prospect PS & Homestead PS	Pump Station	Replaced volutes for Prospect & Homestead Pump Stations.
Phar Lap Dr L9-4	Mainline	Spot repair of 6' of 10" VCP with SDR-26 new pipe on Phar Lap Dr L9-4 + watertight seal & concrete collar.
Phar Lap Dr L9-1 - L9-2	Mainline	Spot repair on Phar Lap Dr L9-1 - L9-2 of 6' of 10" VCP with new SDR-26 pipe approximately 131' from MHL9-1.
Phar Lap Dr 3628-3 - L9-6	Mainline	Spot repair of 6' of 10" VCP with SDR-26 new pipe on Phar Lap Dr 3628-3 - L9-6 approximately at 234.9' from MH3628-3 + 10x4 lateral wye connection.
Crescent Rd T-392 - T-391	Mainline	Spot repair of 6' of 8" VCP with new PVC SDR-26 pipe on Crescent Rd T-392 - T-391 approximately 290' from MHT-391 + watertight seal and concrete collar.
Cass PI 5550-7 - 5550-6	Mainline	Spot repair of 6' of 8" VCP with 8" new PVC SDR-26 on Cass PI 5550-7 - 5550-6 approximately 292' from MH5550-7.
Ramona Ct 5550-3 - 5550-2	Mainline	Spot repair of 6' of 8" VCP with 8" new PVC SDR-26 on Ramona Ct PI 5550-3 -5550-2 approximately 24' from DSMH5550-2.
Ramona Ct 5550-2 - 5550-1	Mainline	Spot repair of 6' of 8" VCP with 8" new PVC SDR-26 on Ramona Ct 5550-2 - 5550-1 approximately 7.5' from DSMH5550-1.

Mainline Maintenance

Size of Pipe	4"	6"	8"	10"	12"	14"	15"	16"	18"	>20"	Total
Mainline Cleaning (ft)	0	44,384	47,074	1,791	2,545	176	5,792	0	0	0	101,762
Easement Cleaning (ft)	0	4,448	6,389	0	0	176	972	0	0	0	11,985
CCTV (ft)	0	14,902	10,864	0	0	0	0	0	0	0	25,766

Lateral Maintenance

	# of Laterals
Cleaning	235
CCTV	17
Inspection	11

FOG Inspection

Number Performed - 77
 Completed - 72
 Follow-up Needed - 4
 Out of Business - 1