

**CUPERTINO SANITARY DISTRICT  
SANITARY BOARD MEETING  
WEDNESDAY, JUNE 19, 2019**

**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 JUNE 5, 2019
- B. APPROVED MINUTES OF MAY 15, 2019
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENT
  - a. REIMBURSEMENT FOR PHO-HOA RESTAURANT
- D. DIRECTORS' 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:**

NONE

**5. MEETINGS:**

NONE

**6. REPORTS:**

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD JUNE 11, 2019
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD JUNE 13, 2019

**CUPERTINO SANITARY DISTRICT  
SANITARY BOARD MEETING  
WEDNESDAY, JUNE 19, 2019**

**7. UNFINISHED BUSINESS:**

- A. LINE OF CREDIT - LOAN TERM PROPOSALS FROM CALBANK AND CSDA

**8. NEW BUSINESS:**

- A. ORDINANCE NO. 125 AMENDING ORDINANCE NO. 123 - SET PUBLIC HEARING FOR 7/17/2019
- B. CASA 64<sup>TH</sup> ANNUAL CONFERENCE TO BE HELD AUGUST 21-23, 2019 IN SAN DIEGO, CA
- C. CSRMA RISK MANAGEMENT SEMINAR AT CASA CONFERENCE TO BE HELD AUGUST 21, 2019
- D. DISTRICT MANAGER-ENGINEER TRANSITION
- E. SILICON VALLEY FALL FESTIVAL TO BE HELD SEPTEMBER 14, 2019 IN CUPERTINO

**9. STAFF REPORT:**

- A. PROSPECT PUMP STATION STATUS AND RUNNING TOTAL COST
- B. MONTHLY MAINTENANCE REPORT

**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**

**JUNE 2019**

06/03: SCCSDA Meeting  
 06/05: 1<sup>st</sup> Regular Meeting (*Director Chen absent*)  
 06/11: TAC  
 06/13: TPAC  
 06/19: 2<sup>nd</sup> Regular Meeting

JUNE 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
	SCCSDA		1 <sup>st</sup> Regular Meeting			
9	10	11	12	13	14	15
		TAC		TPAC		
16	17	18	19	20	21	22
			2 <sup>nd</sup> Regular Meeting			
23	24	25	26	27	28	29
30						

**JULY 2019**

07/03: 1<sup>st</sup> Regular Meeting  
 07/04: Holiday – Closed  
 07/09: TAC  
 07/11: TPAC  
 07/17: 2<sup>nd</sup> Regular Meeting

JULY 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
			1 <sup>st</sup> Regular Meeting	HOLIDAY		
7	8	9	10	11	12	13
		TAC		TPAC		
14	15	16	17	18	19	20
			2 <sup>nd</sup> Regular Meeting			
21	22	23	24	25	26	27
28	29	30	31			

**AUGUST 2019**

08/05: TAC  
 08/07: 1<sup>st</sup> Regular Meeting  
 08/08: TPAC  
 08/21: 2<sup>nd</sup> Regular Meeting  
 08/21-23: CASA Conference

AUGUST 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
		TAC	1 <sup>st</sup> Regular Meeting	TPAC		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
			2 <sup>nd</sup> Regular Meeting	CASA		
25	26	27	28	29	30	31

## CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, JUNE 5, 2019

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 Kwok 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, Taghi S. Saadati, John M. Gatto, Patrick S. Kwok.  
Director Angela S. Chen was on excused absence.

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

### 2. MINUTES:

- A. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 3-0-1, the minutes of Wednesday, May 15, 2019 were approved with correction. Director Bosworth abstained.
- B. By consensus, the Minutes of Wednesday, May 1, 2019 are to be Noted & Filed.

### 3. PERSONAL PRESENTATIONS:

There were none.

### 4. CORRESPONDENCE:

There was none.

### 5. MEETINGS:

- A. Staff plans to call in to the Regular Meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held June 10, 2019.
- B. Director Gatto plans to attend the Regular Meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held June 13, 2019.

### 6. REPORTS:

- A. Director Bosworth reported on the Santa Clara County Special Districts Association Regular Meeting held June 3, 2019. Guest speaker, Staff from Association of Bay Area Governments discussed preparing a Bay Area 2050 Master Plan. There was a question regarding future infrastructure needs, especially sanitation. Concerned parties will need to provide input and be a participant in this process.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, JUNE 5, 2019

7. UNFINISHED BUSINESS:

- A. The Board did not discuss the item of Line of Credit/Loan Terms. Manager Tanaka was instructed to bring this item back at the next Board meeting.

8. NEW BUSINESS:

- A. The Board reviewed the staff memo and discussed a new ordinance to amend Ordinance No. 123, Chapter VII, "Permits, Fees, and Service Charges". The Board directed staff to prepare ordinance for determining fees for renovations in accordance with the change-in-use and/or size methodology.
- B. The Board reviewed the Annual InfoCare Renewal Agreement for XPSWMM. On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 4-0-0, the Board approved request for renewal with 50/50 cost sharing between the District and Mark Thomas.
- C. The Board reviewed the District Draft Budget. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 4-0-0, the Board approved the draft budget as written.
- D. Manager Tanaka presented on the Homestead Pump Station Rehabilitation project. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 4-0-0, the Board approved rehabilitation of both the Homestead 1 and the Homestead 2 pump stations.

9. STAFF REPORTS:

- A. Staff reported on Prospect Pump Station update. District's insurance carrier provided a letter that the insurance company will not pay/make payment related to claims submitted for the Prospect Pump Station failure on the basis that District was not negligent.
- B. Manager Tanaka reported on The Forum update. The wet-well wizard is to be purchased by The Forum and maintained by the District.

10. CLOSED SESSION:

President Kwok adjourned the regular meeting session and opened the closed session at 7:50 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 Kwok adjourned the closed session and the regular meeting was called to order at 8:09 p.m.

There was no reportable action.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, JUNE 5, 2019

11. ADJOURNMENT:

On a motion properly made and seconded, at 8:10 p.m. the meeting was adjourned.

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Secretary Pro-Tem of the Sanitary Board

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President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, MAY 15, 2019

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

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

2. MINUTES & BILLS:

- A. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 3-0-1, the minutes of Wednesday, May 1, 2019 were approved as written with Director Kwok abstained due to his absence at May 1, 2019 meeting.
- B. By consensus, the Minutes of Wednesday, April 17, 2019 are to be Noted & Filed.
- C. The Board reviewed the April financials for payment. On a motion by Director Saadati, seconded by Director Gatto, by a vote of 4-0-0, the payment of bills was approved.
- D. The Directors submitted their April 2019 timesheets to Staff.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

There was none.

5. MEETINGS:

- A. Director Gatto plans to attend the Regular Meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held May 16, 2019.
- B. Director Bosworth plans to attend the Regular Meeting of the Santa Clara County Special Districts Association to be held June 3, 2019.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, MAY 15, 2019

REVISED

6. REPORTS:

- A. Manager Tanaka and Deputy Manager Porter reported on the Regular Meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held May 14, 2019. The City of San Jose Capital billing and Operations & Management budget were discussed.

7. UNFINISHED BUSINESS:

- A. Manager Tanaka presented an update on the line of credit request for proposal for the District.
- B. Manager Tanaka provided an update on the Main Street project. He explained the options for bringing the development into compliance with the Code. District would take ownership of some of the private sewers so that each lateral serves one parcel.. Variance is not an option. Board directed staff to convey Board's concern of taking ownership and form of compensation.

8. NEW BUSINESS:

- A. Manager Tanaka presented on Amendment No. 1 to The Forum Installer's Agreement. After discussion by the Board, on a motion by Director Gatto, seconded by Director Saadati, by a vote of 4-0-0, the Board approved Amendment No. 1 to The Forum Installer's Agreement.
- B. Manager Tanaka presented on the Joint Interceptor Capital Cost from City of San Jose. No Board action was taken.

9. STAFF REPORTS:

- A. Manager Tanaka reported on the Prospect Pump Station status and running total cost.
- B. Deputy District Manager Porter reported on the monthly maintenance report.

10. CLOSED SESSION:

President Kwok adjourned the regular meeting session and opened the closed session at 7:52 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 Kwok adjourned the closed session and the regular meeting was called to order at 7:56 p.m.

There was no reportable action.



CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, MAY 15, 2019

REVISED

11. ADJOURNMENT:

Director Chen was excused from the regular Board meeting scheduled to be held on June 5, 2019.

On a motion properly made and seconded, at 8:01 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board

**DISTRICT MANAGER-ENGINEER**  
 MARK THOMAS & COMPANY, INC.  
 RICHARD K. TANAKA  
  
**DISTRICT COUNSEL**  
 ATKINSON • FARASYN, LLP.  
 MARC HYNES



**BOARD OF DIRECTORS**  
 ANGELA S. CHEN  
 JOHN M. GATTO  
 WILLIAM A. BOSWORTH  
 PATRICK S. KWOK  
 TAGHI S. SAADATI

20863 STEVENS CREEK BOULEVARD, SUITE 100  
 CUPERTINO, CALIFORNIA 95014-2154  
 (408) 253-7071 PHONE • (408) 253-5173 FAX

## AGENDA ITEM 2C

		Submittal #	3-Approved
<b>Date:</b>	05/23/2019	<b>Cupertino Sanitary Permit #</b>	19-060
<b>APN:</b>	326-10-066	<b>Cupertino Building Permit #</b>	B-2019-0409
<b>Applicant Name:</b>	Stephanie Wong (415-939-0944)		
<b>Address:</b>	20674 Homestead Rd Cupertino		
<b>Scope of Work:</b>	Pho-Hoa Restaurant- T.I.		

Owner has made a check in the amount of \$28,881.28. District had agreed to hold the check until the Board decides on the revision to Ordinance 123 and not to delay City of Cupertino Building Permit Process.

Accidentally we deposited this check and owner had requested a consideration to advance refund the check.

Check to be disbursed would be as follows:

Original Amount of	\$28,881.28
Less estimated new fee (\$15.51/sf-\$14.10/sf) x 2,036 SF	\$2,981.00
<b>Total Amount due to Owner</b>	<b>\$25,900.28</b>

Cupertino Sanitary District disbursement of extra fees in the amount of \$25,900.28 back to the owner will be recommended to the Board on June 19, 2019 Board Meeting.

Owners Name: Silicon Valley Restaurants Group LLC  
 Address: 3147 Mission College Blvd  
 Santa Clara CA 95054

Richard K. Tanaka  
 District Manager-Engineer  
 MARK THOMAS

**CUPERTINO SANITARY DISTRICT**  
**MONTHLY FINANCIAL REPORT THROUGH MAY 2019**  
**(11th Month of Operations - 92% 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
<b>OPERATING EXPENSES</b>								
Directors Fees	41030	\$35,000	\$24,779.28	\$2,118.72	\$26,898.00	\$8,108.00	76.8%	May Payroll
Gasoline, Oil & Fuel	41060	\$3,000	\$1,495.78	\$0.00	\$1,495.78	\$1,504.22	49.9%	None this month
Insurance	41070	\$125,000	\$126,256.21	\$1,370.90	\$127,627.11	(\$2,627.11)	102.1%	BOD Group Life & Dental; ACIP Crime
Memberships	41080	\$30,000	\$33,898.07	\$377.00	\$34,275.07	(\$4,275.07)	114.3%	CWEA Certification Renewal
Office Rent	41090	\$6,000	\$4,000.00	\$400.00	\$4,400.00	\$1,600.00	73.3%	On Target
Operating Expenses	41100	\$3,000	\$2,250.83	\$0.00	\$2,250.83	\$749.17	75.0%	None this month
<b>Contractual Services:</b>								
Outfall Maintenance	41113	\$70,000	\$46,535.89	\$0.00	\$46,535.89	\$23,464.11	66.5%	None this month
Treatment Plant Operation and Maintenance	41114	\$5,821,361	\$5,689,640.00	\$0.00	\$5,689,640.00	\$131,721.00	97.7%	None this month
<b>Professional Services:</b>								
Management Services	41121	\$500,000	\$368,115.31	\$39,200.18	\$407,315.49	\$92,684.51	81.5%	On target
Engineering Services	41122	\$800,000	\$806,695.91	\$58,247.22	\$864,943.13	(\$64,943.13)	108.1%	Over budget due to prior effort for Fee Study Report and to refine Flow Model per City of Santa Clara request; April expenditure on target
Plan Checking and Inspection	41123	\$140,000	\$113,583.11	\$13,046.23	\$126,629.34	\$13,370.66	90.4%	On target
Legal - District Counsel	41124	\$60,000	\$17,328.50	\$2,682.00	\$20,010.50	\$39,989.50	33.4%	Atkinson Farasyn - May Services
Legal - Common Interest Group (CUSD Advance Pay)	41124	\$1,179,360	\$167,229.47	\$14,824.22	\$182,053.69	\$997,306.31	15.4%	Hunton Andrews for April Services; CSD 2-3 FY18-19 Q3
Legal - Common Interest Group (CUSD Share)	41124	\$332,640	\$47,167.30	\$4,181.19	\$51,348.49	\$281,291.51	15.4%	Hunton Andrews for April Services; CSD 2-3 FY18-19 Q3
Audit	41125	\$11,000	\$10,775.00	\$0.00	\$10,775.00	\$225.00	98.0%	Audit is fully paid
Printing & Publications	41130	\$15,000	\$12,317.56	\$0.00	\$12,317.56	\$2,682.44	82.1%	None this month
Repairs	41150	\$800,000	\$496,049.59	\$46,228.09	\$542,277.68	\$257,722.33	67.8%	Below budget; additional costs incurred in maintenance as opposed to repair. Extent of maintenance and cost of contractors has exceeded the projected expenditure; 2019-2020 budget reflects these increased costs.
Maintenance	41151	\$2,400,000	\$2,396,187.14	\$254,570.36	\$2,650,757.50	(250,757.50)	110.4%	ESRI July 2019 Conference (airfare)
Travel & Meetings - Staff	41170	\$15,000	\$8,604.35	\$1,439.92	\$10,044.27	\$4,955.73	67.0%	None this month
Travel & Meetings - BOD	41170	\$15,000	\$15,466.77	\$0.00	\$15,466.77	(466.77)	103.1%	None this month
Utilities	41190	\$60,000	\$49,636.70	\$5,300.76	\$55,137.46	\$4,862.54	91.9%	On target
<b>Refunds &amp; Reimbursements:</b>								
Miscellaneous	41201	\$15,000	\$42,478.22	\$0.00	\$42,478.22	(\$27,478.22)	283.2%	Refunds for overpayment of fees - \$7.8K to D&B Legacy, \$34.3K to Jenny Cheung
Connection/Capacity Fees	41202	\$2,000	\$0.00	\$25,900.28	\$25,900.28	(\$23,900.28)	1295.0%	Pho Hoa Restaurant - \$25.9K Refund for overpayment of fees
Checking & Inspection	41203	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None to date
Emergency Funds	48000	\$250,000	\$729,383.74	\$16,200.81	\$745,584.55	(\$495,584.55)	298.2%	Over Budget due to Prospect Pump Station Failure in February
Consolidated Election	48001	\$20,000	\$18,308.00	\$0.00	\$18,308.00	\$1,692.00	91.5%	None this month
<b>TOTAL OPERATING EXPENSES</b>		<b>\$12,711,361</b>	<b>\$11,228,376.73</b>	<b>\$486,087.88</b>	<b>\$11,714,464.61</b>	<b>\$996,896.39</b>	<b>92.2%</b>	
<b>CAPITAL EXPENSES</b>								
District Sewer Capital & Support	46041	\$2,000,000	\$264,918.82	\$18,731.26	\$283,650.08	\$1,716,349.92	14.2%	Smoke Testing and Prospect Pump Station Design
Treatment Plant Capital	46042	\$3,971,546	\$4,123,051.64	\$0.00	\$4,123,051.64	(\$151,505.64)	103.8%	None this month
Outfall Capital	46042	\$60,000	\$75,425.48	\$0.00	\$75,425.48	(15,425.48)	125.7%	None this month
District Equipment	46043	\$150,000	\$62,103.54	\$78,532.07	\$140,635.61	\$9,364.39	93.8%	Trailer Mounted Generators for pump stations; ESRI Software & Maintenance
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	
<b>TOTAL CAPITAL EXPENSES</b>		<b>\$6,481,546</b>	<b>\$4,525,499.48</b>	<b>\$97,263.33</b>	<b>\$4,622,762.81</b>	<b>\$1,858,783.19</b>	<b>71.3%</b>	
<b>TOTAL EXPENSES</b>		<b>\$19,192,907</b>	<b>\$15,753,876.21</b>	<b>\$583,351.21</b>	<b>\$16,337,227.42</b>	<b>\$2,855,679.58</b>	<b>85.1%</b>	

**CUPERTINO SANITARY DISTRICT**  
**MONTHLY FINANCIAL REPORT THROUGH MAY 2019**  
 (11th Month of Operations - 92% 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	%		Comments
						Remaining Balance to Collect	Earned To Date	
<b>OPERATING</b>								
Service Charges	31010							
Handbilling		\$466,366.00	\$414,707.65	\$0.00	\$414,707.65	\$51,658.35	88.9%	None this month
Tax Roll		\$15,328,805.00	\$8,908,072.62	\$0.00	\$8,908,072.62	\$6,420,732.38	58.1%	None this month
Permit Fees	31020	\$40,000.00	\$100,664.93	\$3,500.00	\$104,164.93	(\$84,164.93)	260.4%	Ten payments; One hundred eighty-three payments received to date
Connection Fees	31031	\$25,000.00	\$108,688.88	\$0.00	\$108,688.88	(\$83,688.88)	434.8%	No payment received this month; Four payments received to date
Capacity Fees	31032	\$30,000.00	\$174,954.14	\$270,672.08	\$445,626.22	(\$415,626.22)	1485.4%	Three payments received this month; eight payments received to date; \$200K from The Forum for IA Amendment No.1
Pump Zone Fees	31033	\$80,000.00	\$24,525.00	\$0.00	\$24,525.00	\$55,475.00	30.7%	No payment received this month; Four payments received to date
Change in Use Fees	31034	\$200,000.00	\$186,708.46	\$0.00	\$186,708.46	\$13,291.54	93.4%	None this month
Checking & Inspection Fees	31040	\$160,000.00	\$108,781.40	\$23,900.00	\$132,681.40	\$27,318.60	82.9%	Twenty-one payments this month; One hundred ninety-seven received to date; \$15K additional deposit received from The Forum
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$160,000.00	\$194,394.08	\$34,034.77	\$228,428.85	(\$68,428.85)	142.8%	FY18-19 Q3 Advance
City of San Jose Credit(s)	32091	\$500,000.00	\$1,434,166.00	\$0.00	\$1,434,166.00	(\$934,166.00)	286.8%	None this month
Legal - Common Interest Group (Tributaries)	32092.1	\$1,179,360.00	\$99,453.98	\$38,130.18	\$137,584.16	\$1,041,775.84	11.7%	FY18-19 Q3 pmts. received from BSD, WVSD, and CSD 2-3
Legal - Common Interest Group (2% Admin Fees)	32092.2	\$23,587.20	\$2,029.32	\$778.17	\$2,807.48	\$20,779.72	11.9%	FY18-19 Q3 pmts. received from BSD, WVSD, and CSD 2-3
Refunds/Reimbursements - Misc. Lateral Construction	32091	\$10,000.00	\$30,941.53	\$0.00	\$30,941.53	(\$20,941.53)	309.4%	Includes \$20K reimbursement from Alliant Insurance for stolen generator at Cristo Rey Pump Station
	32093	\$15,000.00	\$3,000.00	\$0.00	\$3,000.00	\$12,000.00	20.0%	None this month
<b>TOTAL OPERATING REVENUE</b>		<b>\$18,220,618.20</b>	<b>\$11,791,087.98</b>	<b>\$371,015.20</b>	<b>\$12,162,103.18</b>	<b>\$6,058,515.02</b>	<b>66.75%</b>	
Revenue Transfer		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
<b>TOTAL OPERATING REVENUE</b>		<b>\$18,220,618.20</b>	<b>\$11,791,087.98</b>	<b>\$371,015.20</b>	<b>\$12,162,103.18</b>	<b>\$6,058,515.02</b>	<b>66.75%</b>	

**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
August 31, 2018	Ending Balance	\$ 15,711,321.00	\$ 2,700,000.00	\$ 13,011,321.00
September 30, 2018	Ending Balance	\$ 15,238,750.76	\$ 2,700,000.00	\$ 12,538,750.76
October 31, 2018	Ending Balance	\$ 11,927,789.32	\$ 2,700,000.00	\$ 9,227,789.32
November 30, 2018	Ending Balance	\$ 11,404,415.54	\$ 2,700,000.00	\$ 8,704,415.54
December 31, 2018	Ending Balance	\$ 10,837,489.79	\$ 2,700,000.00	\$ 8,137,489.79
January 31, 2019	Ending Balance	\$ 17,608,210.37	\$ 2,700,000.00	\$ 14,908,210.37
February 28, 2019	Ending Balance	\$ 18,625,507.77	\$ 2,700,000.00	\$ 15,925,507.77
March 31, 2019	Ending Balance	\$ 17,804,001.65	\$ 2,700,000.00	\$ 15,104,001.65
April 30, 2019	Ending Balance	\$ 14,357,691.42	\$ 2,700,000.00	\$ 11,657,691.42
May 31, 2019	Ending Balance	\$ 14,313,248.05	\$ 2,700,000.00	\$ 11,613,248.05

**Running Total Expenses for Prospect Pump Station**

Contractor/Firm	PAYMENT MADE											
	TOTAL BY FIRM	February-19	March-19	April-19	May-19	June-19	July-19	Aug '19	September-19	October-19		
Mark Thomas & Co.	\$ 300,585.86	\$ 189,889.46	\$ 48,911.65	\$ 43,213.39	\$ 18,571.36							
Able Underground Construction	\$ 435,066.17	\$ 232,213.55	\$ 195,282.50	\$ 7,570.12								
Easy Fuel	\$ 3,231.28		\$ 3,231.28									
National Plant Services	\$ 10,317.50		\$ 10,317.50									
Pan Pacific Supply	\$ 20,857.22		\$ 20,857.22									
Pfeiffer Electric	\$ 73,559.87		\$ 73,559.87									
Rain for Rent	\$ 22,270.32		\$ 22,270.32									
Roto-Rooter	\$ 33,113.87		\$ 33,113.87									
Trinity Liquid Waste Svs	\$ 81,575.00		\$ 81,575.00									
Home Depot	\$ 412.99		\$ 412.99									
Grainger	\$ 377.11		\$ 377.11									
Testing Engineers	\$ 2,400.00		\$ 2,400.00									
CD Power	\$ 3,568.70		\$ 3,568.70									
PAC Machine - adapter	\$ 99.11		\$ 99.11									
Peninsula Pump Equipment	\$ 1,455.00		\$ 1,455.00									
Radman Aerial Survey	\$ 5,000.00		\$ 5,000.00									
AEC Electrical Design	\$ -		\$ -									
Best Testlab Potholing	\$ -		\$ -									
PG&E Service Agreement	\$ -		\$ -									
Permit Fees	\$ -		\$ -									
Able Traffic Control Design	\$ -		\$ -									
Shape - 3 new pumps	\$ -		\$ -									
Tedsco - Control cabinet-Elec.	\$ -		\$ -									
General Contractor	\$ -		\$ -									
Bruce Barton Pump Service	\$ 5,758.56		\$ 5,758.56									
<b>TOTAL BY MONTHS</b>	<b>\$ 999,648.56</b>	<b>\$ 422,103.01</b>	<b>\$ 492,309.31</b>	<b>\$ 60,906.32</b>	<b>\$ 24,329.92</b>							

Denotes design phase cost  
Denotes construction phase cost

MTCO Billing	Employee Labor Hours				
	Feb	March	April	May	
Engineering Inquiries/Investigatio	4,205.21	2,799.42	1,545.36		50%
SSMP	3,878.63	10,115.16	356.29		100%
Repair - Pump Station	90,780.78	25,743.83	20,861.98		100%
Emergency	73,589.54	6,198.09	7,468.39		100%
Design (CU-19104)	0.00	4,055.15	12,981.37	18,571.36	100%
Est. total charged to others	17,435.30				
<b>TOTAL</b>	<b>189,889.46</b>	<b>48,911.65</b>	<b>43,213.39</b>	<b>18,571.36</b>	

**CUPERTINO SANITARY DISTRICT  
WARRANTS PAYABLE - JUNE 19, 2019**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 2,118.72	ADP	Directors' Salary	
18638	M&O	\$ 321,223.01	Mark Thomas & Company, Inc.	Office Rent	400.00
				Utilities	776.35
				Membership	188.00
				District Sewer Capital & Support	18,731.26
				Plan Checking & Inspection	13,046.23
				Management Services	39,200.18
				Engineering Services	58,247.22
				Repairs	29,477.82
				Maintenance	151,083.29
				Emergency	8,632.74
				Travel & Meetings - Staff	1,439.92
18639	M&O	\$ 300.00	Alliant Insurance Services, Inc.	Insurance - ACIP Crime	
18640	M&O	\$ 1,070.90	Dooley Insurance Services	Insurance - Group Life & Dental	
18641	M&O	\$ 25,900.28	Silicon Valley Restaurants Group LLC	Refunds & Reimbursement - Misc.	
18642	M&O	\$ 189.00	CWEA	Membership Dues	
18643	M&O	\$ 2,682.00	Atkinson Farasyn LLP	Legal - District Counsel	
18644	M&O	\$ 12,120.41	Hunton Andrews Kurth LLP	Outside Legal - Common Interest	9,453.92
				Outside Legal - CuSD Share	2,666.49
18645	M&O	\$ 6,885.00	County Sanitation District 2-3	Outside Legal - Common Interest	5,370.30
				Outside Legal - CuSD Share	1,514.70
18646	M&O	\$ 55.41	City of Santa Clara	Utilities	
18647	M&O	\$ 4,469.00	PG&E	Utilities	
18648	M&O	\$ 25,000.00	ESRI	Capital - District Equipment	
18649	M&O	\$ 8,052.92	Shape Incorporated	Capital - District Equipment	
18650	M&O	\$ 851.62	St. Francis Electric	Repairs	
18651	M&O	\$ 5,758.56	Bruce Barton Pump Service	Emergency (Prospect PS)	
18652	M&O	\$ 2,500.00	Du-All Safety, LLC	Maintenance	
18653	M&O	\$ 1,802.99	Grainger	Maintenance	
18654	M&O	\$ 135.00	Jose Silva Gardening	Maintenance	
18655	M&O	\$ 749.00	Telstar Instruments	Maintenance	
18656	M&O	\$ 15,448.75	AB/JDD Plumbing Heating & AC	Maintenance	15,073.75
				Emergency	375.00
18657	M&O	\$ 59,111.16	Able Underground Construction	Repairs	15,898.65
				Maintenance	41,778.00
				Emergency	1,434.51
18658	M&O	\$ 41,448.33	Roto-Rooter	Maintenance	41,448.33
18659	M&O	\$ 45,479.15	C&D Power	Capital - District Equipment	
<b>TOTAL</b>		<b>\$ 583,351.21</b>			

**EMERGENCY DETAILS:**

**AB/JDD Plumbing** - two emergencies this month

**Able** - one emergency this month

**Roto-Rooter** - no emergencies this month



# Memo

## Item 7A

**To: Board of Directors**

**From: Richard Tanaka, District Manager-Engineer**

**Date: June 19, 2019**

**Re: LOAN TERM PROPOSALS FROM CALBANK AND CSDA**

Proposals have been received for a \$10 million-dollar loan to provide gap financing for obligations to the San Jose-Santa Clara Regional Wastewater Facility. Both loans are fully amortized 10-year financing plans. Loans can be used only for capital project funding. Both loans require independent Bond/Bank Counsel for document preparation and approval (Tax-Exempt Transaction Loan).

ITEM	Cal Bank	CSDA
Type of financing	Net Revenue Utility Loan – tax exempt transaction	Loan arranged through Municipal Finance; lender to be assignee. Sewer Revenue – tax exempt
Qualification	Approved	Needs approval
Disbursement of funds	1) Fund directly and/or 2) Qualified reimbursement to issuer and/or 3) Open escrow account	Amount disbursed in tranches of at least \$2,000,000 with interest determined 5 days prior to disbursement.
Interest rate	2.5% fixed rate on 30/360-day year	3% currently, but rate for each tranche shall be determined 5 days prior to funding
Interest rate lock	Good through July 20, 2019	2.87% currently; not locked; Closing may take longer for credit approval
Call option	May be prepaid in whole or in part anytime with 30 days notice	2 years after funding date with no prepayment
Origination Fee / Bank Counsel Fee	\$25,000	\$50,000
Escrow Fee	\$500 one time, \$1,000 annually after one year if escrow account is in use	Not mentioned. Loan proceeds to be paid directly to SJ or to be reimbursed to CUSD with documentation
Payment	Twice a year, first payment one year later, \$604,250, total interest \$1,436,063	Once a year \$1,164,541, total interest \$1,645,408

**Board Actions:**

Discuss and select appropriate needs for the loan and authorize to initiate loan application and adopt Resolution No. 1311 attached hereto.

**RESOLUTION NO. 1311**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE CUPERTINO SANITARY DISTRICT TO SECURE  
LOAN IN THE AMOUNT OF \$10 MILLION**

**WHEREAS**, City of San Jose is proposing major capital projects at the San Jose-Santa Clara Regional Wastewater facility in the amount of \$325,516,000 for the upcoming FY 2019-20, which District's share is \$14,014,037; and

**WHEREAS**, City of San Jose is not providing financing for these capital projects and expects each agency to pay cash or make arrangement for its own financing; and

**WHEREAS**, District has reviewed financial status and determined that gap financing for obligations to pay City of San Jose for these capital projects is needed;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Cupertino Sanitary District as follows:

1. The Board has authorized securing this \$10 million gap financing from California First Bank and Trust as outlined in the term sheet, dated May 20, 2019 and attached hereto by reference.

2. The President and Clerk of the District are hereby authorized and directed to execute loan documents from California First Bank and Trust.

---

President, Cupertino Sanitary District

I hereby certify that the foregoing is a true and correct copy of a Resolution duly and regularly passed and adopted by the Board of Directors of the Cupertino Sanitary District at a meeting held on the 19th day of June 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Secretary, Cupertino Sanitary District

APPROVED AS TO FORM:

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District Counsel





# Memo

## Item 8A

**To:** Board of Directors

**From:** Richard Tanaka, District Manager-Engineer

**Date:** June 19, 2019

**Re:** ORDINANCE NO. 125 AMENDING ORDINANCE NO. 123 (FEES)

### ***Background:***

The District adopted Ordinance No. 123 on December 5, 2018 which established three new development fees as follows:

- 1) System Connection Fees
- 2) Treatment Plant Capacity Fees
- 3) Pump Zone Fee

Section 7203 (System Connection Fees), 7303 (Treatment Plant Capacity Fees), and Section 7402 (Pump Zone Fee) as stated do not provide clear directions on when these fees should be charged for renovation projects and states the decision is based on the judgment of the District Manager-Engineer. The Board has requested that staff review these sections and bring it back to the Board for consideration of changes to these sections.

### ***Analysis:***

As currently written, the fees are based on the following parameters:

- 1) System Connection Fees are based on changes of size and change in classification (or use).
- 2) Treatment Plant Capacity fees are based on flows.
- 3) Pump Station Fee is based on land use.

To date, there are five renovation projects in which we have made a calculation based on significant changes being made as follows:

- 1) A restaurant located at the Main Street, Pacific Catch. The fees calculated were \$143,640.
- 2) A restaurant located at the Homestead Square, Pho-Hoa Restaurant. The fees calculated were \$31,578.40.

- 3) Apple office building lobby remodel at 20400 Stevens Creek Blvd. Apple has paid \$4,113.60 in capacity fees but would like to attend a Board meeting to discuss these new fees.
- 4) Apple office building interior remodel at 19333 Vallco Parkway (77,050 SF). Apple has paid a capacity fee of \$68,574.50 but would like to attend a Board meeting to discuss these new fees.
- 5) Retail store Hongyum Art remodel (5,782 SF). They have paid a capacity fee of \$4,683.

***Staff Recommendations:***

Staff has drafted Ordinance No. 125; a copy is attached hereto.

If the new Ordinance is adopted, the following projects which have previously paid fees would be impacted:

a) System Connection Fees

For the previous projects, Pacific Catch would not be charged based on this approach. Other four renovations were not charged system connection fees since there were no changes in size or classification (use).

For example, if a restaurant is currently 4,000 square feet and is expanding to 5,000 square feet, the fee would be calculated as  $(\$19.49/\text{SF} - \$1.27/\text{SF}) \times 1,000 \text{ SF} = \$18,220$ .

b) Treatment Plant Capacity Fees

For previous projects, no fees would be charged for Pacific Catch since the previous use and the proposed use is similar. The fee for Pho-Hoa would be \$2,871 due to the change in use from fast food to full service restaurant  $(\$15.51/\text{SF} - \$14.10/\text{SF}) \times 2,036 \text{ SF} = \$2,871$ . There would be no charge for Apple office remodels or the retail renovation since there will be no change in classification (land use).

The new Ordinance No. 125 includes a provision to refund previously paid fees. In addition, minor changes are recommended as follows:

- 1) Wherever word, "connection" is mentioned, replace with "development"
- 2) In residential category, delete "accessory unit".

***Board Action:***

Set Public Hearing for July 17, 2019 to consider adoption of Ordinance No. 125.

***Attachments:***

Ordinance No. 125

**ORDINANCE NO. 125**

**AN ORDINANCE OF THE CUPERTINO SANITARY DISTRICT  
AMENDING CHAPTER VII, "PERMITS, FEES AND  
SERVICE CHARGES" OF THE CUPERTINO  
SANITARY DISTRICT OPERATIONS CODE RELATING  
TO PERMITS AND FEE CHARGES**

**The Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, hereby ordains as follows:**

**SECTION 1:** Article 2: System Connection Fees is amended by revising Sections 7200, 7201, 7202 and 7203 of the Cupertino Sanitary District Operations Code to read as follows:

**ARTICLE 2: SYSTEM CONNECTION FEES**

**7200. PURPOSE:**

The purpose of the sewer development fee is to allow the District to recover the costs associated with providing sewer collection lines in the District, excluding pump station costs. The fee is payable at the time of application for development and/or as stipulated in the Installers' Agreement.

**7201. RESIDENTIAL DEVELOPMENTS:**

The development fee to connect a residential property to the sewer system shall be as follows:

Single-Family Residence.....	\$11,034.00/residence
Townhouse/Condominium .....	\$9,847.00/unit
Multiple Dwelling .....	\$8,173.00/unit

The above fee is applicable for all new residential developments without consideration for existing use, except for a single-family residence. Demolishing an existing residence and reconstruction with a new single-family residence is exempt from payment of this fee.

If a townhouse/condominium and multiple dwelling has common area (recreation room, library, classroom, auditorium, lobby/offices, etc.) and food service facility, there will be

additional charges equivalent to “Office” and “Food Service” classifications as outlined in Sections 7202 and 7302.

**7202. NON-RESIDENTIAL CONNECTIONS:**

The fee for all new non-residential developments, redevelopments (total demolition and reconstruction of site), or change in classification shall be as follows:

<b>Classification</b>	<b>Connection Fee</b>	<b>Unit</b>
Hotel/Motel	\$3,544.00	Per Room
Hospital	\$4,354.00	Per Bed
Convalescent Home	\$1,620.00	Per Bed
Office	\$1.27	Per Square Foot
Commercial Retail Store (Greater than 5,000 SF)	\$1.27	Per Square Foot
Commercial Retail Store (less than 5,000 SF)	\$1.52	Per Square Foot
Commercial Market – Grocery	\$2.17	Per Square Foot
Commercial Gas Station with Car Washer	\$5.59	Per Square Foot
Commercial School/Day Care Centers	\$17.00	Per Square Foot
Commercial Laundromat	\$19.97	Per Square Foot
Full Service Restaurant	\$19.49	Per Square Foot
Cafeteria (in Office Complex)	\$15.34	Per Square Foot
Fast Food Restaurant & Food Service in Grocery Store and Residential Development	\$8.35	Per Square Foot

Office as classified above also includes multiple uses from residential developments as described in Section 7201. If a residential development, hotel, hospital, convalescent home, and/or office includes food service, there will be an additional connection fee as listed above.

Square foot costs as shown above are calculated based on gross square feet. For a new development or redevelopment, gross square feet are determined by outside dimensions of the building. For tenant improvements, area is calculated by adding four inches (4") to the interior dimension for a common wall and adding eight inches (8") for non-common wall thickness. Area for cafeteria and food service in a grocery store is based on total square foot of kitchen/cooking area, cooking food storage area, sit-down eating area, 50% of the sit-down eating area located outside the building and associated/connection service/hallway/lobby area. District Manager-Engineer will determine the area and calculate fees.

**For other classifications not listed above,** The District Manager-Engineer shall, based on standard engineering practices and methods, estimate the average daily wastewater flows (in gallons per day) for the new development, and multiply those flows by the following unit cost to arrive at the total development fee:

**\$19.88 PER GALLON PER DAY**

If, as a direct result of a new connection, the District is required to upgrade the hydraulic capacity of any sewer collection line serving that connection, the installer will be responsible for all direct and actual costs associated with that upgrade, in addition to its development fee as calculated above.

**7203. DEMOLITION/RENOVATION:**

If there is no change in size or classification (land use), no fees will be assessed. If there is a change in size, the additional increase in size will be charged based on the cost for the difference (delta) in size in accordance with Section 7202. If there is a change in classification (land use), the entire square footage will be charged based on the cost for the delta in classification in accordance with Section 7202.

**SECTION 2:** Article 3: Treatment Plant Capacity Fees is amended by revising Sections 7301 and 7303 of the Cupertino Sanitary District Operations Code to read as follows:

**ARTICLE 3: TREATMENT PLANT CAPACITY FEES**

**7301. RESIDENTIAL CAPACITY FEE:**

The capacity fee to connect a residential property shall be as follows:

Single Family Residence .....	\$2,712.00/unit
Townhouse/Condominium .....	\$2,497.00/unit

Multiple Dwelling ..... \$2,009.00/unit

The treatment plant capacity fee applies to the use made of the treatment plant at the time the connection is made. If the use of the connection is changed and the change results in use of additional treatment plant capacity, an additional fee shall be imposed for the change in use.

**7303. DEMOLITION/RENOVATION:**

If there is no change in classification (land use), no fees will be assessed. If there is a change in classification (land use), a fee will be charged based on the cost for the difference (delta) in classification in accordance with Section 7302.

**SECTION 3:** Article 4: Pump Fee is amended by revising Section 7402 of the Cupertino Sanitary District Operations Code to read as follows:

**ARTICLE 4: PUMP ZONE FEE**

**7402. DEMOLITION/RENOVATION:**

- If there are no changes in size or classification (land use), no fees will be assessed. If there is a change in size, additional increase in size would be charged based on the cost for the difference (delta) in classification in accordance with Section 7402. If there is a change in classification (land use), the entire square footage will be charged on the delta cost in classification in accordance with Section 7402.

**SECTION 4:** This ordinance shall be retroactive to December 18, 2018. Any renovation projects which have paid previous fees will be recalculated based on this ordinance and differential in fees, if any, will be refunded to the applicant.

**SECTION 5:** Upon adoption this Ordinance shall be entered in the minutes of the Sanitary Board and a summary of this Ordinance prepared by the District Counsel shall be published once in the Cupertino Courier and the Saratoga News, being newspapers of general circulation in the District. A certified copy of the full text of this Ordinance shall be posted in the office of the District Clerk.

**SECTION 6:** This Ordinance shall become effective upon expiration of the week of publication.

**PASSED AND ADOPTED** at a regular meeting of the Sanitary Board of the Cupertino Sanitary District held on the \_\_\_\_\_ day of \_\_\_\_\_, by the following vote:

//////////

//////////

//////////

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
President of the Sanitary Board

**ATTEST:**

\_\_\_\_\_  
Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Marc Hynes, District Counsel



# Ahead of the Curve

64<sup>th</sup> Annual Conference  
August 21-23, 2019 Manchester Grand Hyatt San Diego

[www.CASAWeb.org](http://www.CASAWeb.org)



CASACleanWater



@CASA\_CleanWater

## Preliminary Program – Subject to Change

### Wednesday, August 21

- |                         |  |
|-------------------------|--|
| 7:30 a.m. – 12:00 p.m.  | CSRMA Training Seminar (Separate Registration Required)  |
| 9:00 a.m. – 5:00 p.m.   | Registration   |
| 10:30 a.m. – 12:00 p.m. | CASA Board of Directors Meeting  |
| 12:00 p.m. – 1:30 p.m.  | Associates Committee Meeting   |
| 12:00 p.m. – 1:30 p.m.  | Lunch on Your Own  |
| 1:30 p.m. – 4:00 p.m.   | <b>Concurrent Sessions</b><br><b>Track 1:</b> Lessons from the Trenches: Leadership Success General Manager Roundtable<br><b>Track 2:</b> Regulatory Hot Topics and Deep Dives<br><b>Track 3:</b> AB 1234 Ethics Training for Public Officials |
| 4:15 p.m. – 5:15 p.m.   | Federal Legislative Committee Meeting  |
| 4:15 p.m. – 5:30 p.m.   | CSRMA Executive Board Meeting  |
| 5:30 p.m. – 6:30 p.m.   | Welcome Reception  |

### Thursday, August 22

- |                       |  |
|-----------------------|--|
| 7:30 a.m. – 4:30 p.m. | Registration   |
| 7:45 a.m. – 9:15 a.m. | Communications Committee Meeting                             |
| 8:00 a.m. – 9:00 a.m. | CASA Education Foundation Board Meeting                      |
| 8:00 a.m. – 9:00 a.m. | CSRMA Board of Directors Meeting                             |
| 8:00 a.m. – 9:30 a.m. | Breakfast  |
| 9:15 a.m. – 4:00 p.m. | <b>Communication Lab – Media Training (Sign up Required)</b> |



## **Thursday – Cont'd.**

9:15 a.m. – 11:45 a.m.	<b>Morning Sessions &amp; Business Session</b>
9:15 – 10:15 a.m.	<b>Keynote Address</b>
10:15 – 11:30 a.m.	<b>Creating New Water: Identifying and Developing Unique Opportunities</b>
11:30 – 11:45 a.m.	<b>Business Session</b>
12:00 p.m. – 1:30 p.m.	<b>Luncheon</b> <ul style="list-style-type: none"><li>• Awards Presentation</li><li>• Flushable Wipes Update</li></ul>
2:00 p.m. – 4:00 p.m.	<b>Afternoon Sessions</b>
2:00 – 2:40 p.m.	<b>Developing the Next Generation of Water Professionals</b>
2:40 – 3:20 p.m.	<b>Preparing Your Workforce for the Future</b>
3:20 – 4:00 p.m.	<b>Surprising Impacts of Climate Change on Your Bottom Line</b>
4:00 p.m. – 4:30 p.m.	<b>Policy &amp; Pints – Stone Brewery</b>
4:30 p.m. – 5:30 p.m.	Bay Area Biosolids Coalition Meeting
5:30 p.m. – 6:30 p.m.	Associates Reception

## **Friday, August 23**

8:00 a.m. – 11:00 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
9:00 a.m. – 11:00 a.m.	<b>Closing Session</b> <b>Closing Speaker - TBD</b> <b>Federal and State Legislative Updates</b> President's Closing Remarks
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting



# CSRMA Risk Management Seminar at Aug 2019 CASA Conference

August 21, 2019 - Manchester Grand Hyatt San Diego

Date: August 21, 2019

Time: 8:00am to 12:00noon

Location: Manchester Grand Hyatt San Diego, One Market Place, San Diego, CA 92101

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

7am-8am

## CATERED BREAKFAST

8-9:15am

### Cyber Security Best Practices for Small to Medium Sized Public Agencies

Small to medium sized public agencies face a greater risk in cyber than before. Nation State attackers desire disruption, organized crime desires extortion. How can small to medium sized public agency keep up? This discussion will discuss some of the threats in the community, and what can be done about it from an industry best practices point of view.

**Jesse Lee**

**CISSP-ISSEP, GICSP, GREM\***

**CEO / Chief Cyber Security Consultant**

**Progent Corporation**

9:25-10am

### Cyber Insurance Coverage: What Is It and What is the Process of Incident Reporting?

Cyber-attacks targeting public entities are on the rise, in frequency, severity and sophistication. As the threats to public entities grow and evolve, so must the cyber insurance covering the sector. This session will guide you through the cyber coverages provided in your policy today, and how cyber insurance has evolved from the earlier versions of itself. In addition to providing the "whats" of the coverage, you will obtain knowledge on the general insurance reporting process with your insurance carrier, should an incident occur.

**Susan L. Leung**

**Vice President**

**Alliant Specialty Group**

**Alliant Insurance Services, Inc.**

<p><b>10:10-10:50am</b></p>	<p><b>Helping Neurodivergent Employees Succeed</b></p> <p>The trend of self-acceptance by neurodivergent individuals as differently abled rather than disabled has been gaining momentum in the neurodivergent culture, specifically the autism spectrum and ADHD cultures. This growing trend is creating a need for employers, specifically rigid, bureaucracy-laden governmental agencies, to reassess their cultures, environments, and reliance upon neutral, objective policies and procedures that are, in fact, preventing the neurodivergent from becoming interested in, applying to, and succeeding in the public sector workforce.</p> <p style="text-align: right;"><b>Beverli A. Marshall, SDA</b> <b>General Manager</b> <b>Valley Sanitary District</b></p>
<p><b>11-12pm</b></p>	<p><b>Taking a Hit Without a Wobble: Get Resilient</b></p> <p>Water systems are now having to assess system resilience, not just failure risk. Why should wastewater agencies care? History says wastewater agencies will face those requirements shortly. We'll take a look at resilience assessment and implementation for your system, its challenges, and what might make it a great idea for your system.</p> <p style="text-align: right;"><b>Chris Ewers, P.E.</b> <b>Principal Engineer</b> <b>Ewers Engineering, Inc.</b></p>

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

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

# REGISTRATION

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

- Select Registration Option \*
- CSRMA Member (\$0.00)  
This registration option is only for agencies that are members of the California Sanitation Risk Management Authority (CSRMA).
  - Non-CSRMA (\$50.00)  
This registration option is for agencies that are not members of the California Sanitation Risk Management Authority (CSRMA).

If you are not sure if your agency is a CSRMA member, click here to view a complete membership

list: <http://csrma.org/template/members.asp?id=366>

Name *	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Agency Name *	<input type="text"/> ?	
Email	<input type="text" value="Email Address"/>	
Confirm Email	<input type="text" value="Confirm Email Address"/>	



Secure Online Registration Powered by RegFox



Silicon Valley Fall Festival
Memorial Park, Cupertino
Saturday, Sept 14, 2019
10:00 AM-4:30 PM
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 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 AM on Saturday, Sept 14th. 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 4:30 PM on Saturday, Sept. 14th.
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 2019, Fees for Business booths:**

	√	<b>Business</b>	√	<b>With own canopy</b>
One 10 X 10 Space with canopy –includes 6x3 foot table and two chairs	<input type="checkbox"/>	\$350.00	<input type="checkbox"/>	\$250.00
One Electricity drop, 120v/7.5A only – each	<input type="checkbox"/>	\$50.00	<input type="checkbox"/>	\$50.00
<b>Total Amount Enclosed</b>		\$		\$

**Applications can be faxed, emailed, or mailed. Applications must be received prior to August 31 with check payable to: Cupertino Rotary Endowment Foundation (or CREF) or credit card info.**

**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 2019, 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](mailto:sv-fallfest@comcast.net)** or just **emailed** with digital signature.
  - 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 2019 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-fallfest@comcast.net](mailto:sv-fallfest@comcast.net).**

**Cupertino Sanitary District - Monthly Maintenance Summary - May 2019**

**SSOs**

Start Date	Location	Cause of SSO	Cat	Main/Lat	Spill Volume (Gal)	Spill Recovered (Gal)	Volume of Wash Water Used (Gal)
5/6/2019	22408 Balustrol Ct, Cupertino	Root Intrusion	3	Lat	26	0	300

**PLSDs (Private Lateral Sewage Discharge)**

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

**Emergency Calls - Causes**

Call Recd Business Hours	# of Calls	Call Recd After Hours	# of Calls	Call Recd Weekend	# of Calls
Root Intrusion	3	Root Intrusion	2	Root Intrusion	2
Onsite	3	Onsite	1	Onsite	1
Grease	1	Others	0	Offset	0
Others	1	Pump Station	0	Pump Station	1
<b>Total:</b>	<b>8</b>	<b>Total:</b>	<b>3</b>	<b>Total:</b>	<b>4</b>

**Repairs**

Address	Main/Lat	Description of Work
Homestead Pump Station	Pump Station	Replaced valves
Homestead Pump Station	Pump Station	Repaired motor starter & interlock for generator
Prospect Pump Station	Pump Station	Replaced gasket

**Mainline Maintenance**

Size of Pipe	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2018-19 Annual Schedule	FY2018-19 YTD	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	42,830	56,824	6,725	1,193	274	2,236	0	0	0	110,082	846,016	882,053	96%
Easement Cleaning (ft)	0	4,101	5,963	291	0	274	233	0	0	0	10,862	106,740	151,772	70%
CCTV (ft)	0	1,593	319	0	0	0	0	0	0	0	1,912	209,504	206,765	101%

**Lateral Maintenance**

Activity	# of Laterals	FY2018-19 YTD	FY2018-19 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	401	3,404	2,167	157%
CCTV	20	150	(lateral maint is ahead of schedule)	
Inspection	30	237		

**FOG Inspection**

	# of Inspections	YTD FY2018-19	FY2018-19 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	11	400		
Completed	6	253	283	89%
Follow up Needed	4			