

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, JULY 3, 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:

- A. APPROVAL OF THE MINUTES OF JUNE 19, 2019
- B. APPROVED MINUTES OF JUNE 5, 2019

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. PUBLIC HEARING:

- A. CONDUCT A PUBLIC HEARING ON PROPOSED SANITARY SEWER SERVICE CHARGE INCREASE FOR FISCAL YEAR 2019-2020
 - 1. Staff Presentation
 - 2. Open Public Hearing and Receive Testimony
 - 3. Close Public Hearing
 - 4. Board Discussion
 - 5. Adopt Ordinance No. 124 Amending Article VII, Sections 7001 through 7003, of the Cupertino Sanitary District Operations Code
 - 6. Public Hearing Set for July 17, 2019 to Collect Sewer Charges on Tax Roll

5. CORRESPONDENCE:

NONE

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6. MEETINGS:

NONE

7. REPORTS:

NONE

8. UNFINISHED BUSINESS:

NONE

9. NEW BUSINESS:

- A. CALIFORNIA SPECIAL DISTRICTS ASSOCIATION MEMBERSHIP
- B. PROSPECT PUMP STATION – CONSTRUCTION

10. STAFF REPORT:

- A. POTENTIAL ANNEXATION OF MOUNTAIN WINERY

11. 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.

12. ADJOURNMENT:

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

JULY 2019

07/03: 1st Regular Meeting
 07/04: Holiday – Closed
 07/17: 2nd Regular Meeting

No TAC & TPAC meetings this month

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

AUGUST 2019

08/05: TAC
 08/07: 1st Regular Meeting
 08/08: TPAC
 08/19: 2nd Regular Meeting
 08/21-23: CASA Conference

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

SEPTEMBER 2019

09/02: Holiday – Office Closed
 09/04: 1st Regular Meeting
 09/09: SCCSDA Regular Meeting
 09/10: TAC
 09/12: TPAC
 09/18: 2nd Regular Meeting

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

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, JUNE 19, 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: Angela S. Chen, Patrick S. Kwok, Taghi S. Saadati, John M. Gatto, and William A. Bosworth.

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

Guests present: Sasha Dansky, Principal at Mark Thomas, and Kitty Moore, Resident.

2. MINUTES & BILLS:

A. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 4-0-1, the minutes of Wednesday, June 5, 2019 were approved as written. Director Chen abstained by reason of absence from the June 5, 2019 meeting.

B. By consensus, the Minutes of Wednesday, May 15, 2019 are to be Noted & Filed.

C. The Board discussed reimbursement request to Pho-Hoa Restaurant. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, reimbursement to Pho-Hoa Restaurant in the amount of \$25,900.28 was approved.

The Board reviewed the May financials for payment. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, payment of bills was approved as written.

D. The Directors submitted their May 2019 timesheets to Staff.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

There was none.

5. MEETINGS:

There were none.

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6. REPORTS:

- A. Deputy Manager Porter reported on the Regular Meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held June 11, 2019. West Valley Sanitation District General Manager John Newby requested a schedule of billings for San Jose Treatment Plant Capital costs. The request was rejected because staff and consultants indicated that they had already provided the only information currently available.
- B. Director Gatto attended the Regular Meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held June 13, 2019. The committee discussed the RFP for the pretreatment facility.

7. UNFINISHED BUSINESS:

- A. Manager Tanaka presented an update on the line of credit and loan proposals for the District. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, the Board elected to proceed with a loan from California Bank and Trust and approved Resolution No. 1311.

8. NEW BUSINESS:

- A. This item was moved up to after 6.A. The Board discussed draft Ordinance No. 125, amending Ordinance No. 123. The Board discussed new Ordinance 125 as written, based on the memo previously provided. Guest, K. Moore, provided background of experience after hearing about Pacific Catch and seeing sewer service charge increase on her own tax bill. The Board provided reasoning and cost justification based on treatment plant costs incurred by the District. Director Gatto suggested keeping collected fees for new connections in reserve to pay for treatment plant costs. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, a public hearing to amend Ordinance No. 123 was set to take place on Wednesday, July 17, 2019 at the District office.
- B. The Board confirmed Directors Kwok, Chen, Saadati, and Bosworth, legal counsel, and staff plan to attend the CASA 64th Annual Conference to be held August 21-23, 2019 in San Diego, CA.
- C. Directors Chen and Saadati both confirmed they plan to attend the CSRMA Risk Management Seminar to be held Wednesday, August 21, 2019 in San Diego, CA.
- D. The Board discussed the District Manager-Engineer transition. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, effective July 1, 2019 Ben Porter will become the District Manager-Engineer and Richard Tanaka will be the District Advisor and will also act in the role of facilitator in the Common Interest Group.
- E. The Board discussed the Annual Silicon Valley Fall Festival to be held September 17, 2019 in Cupertino. Staff was instructed to register for a booth and order tote bags, with a budget of \$350, to hand out to visitors.

9. STAFF REPORTS:

- A. Manager Tanaka and Deputy District Manager Porter reported on the Prospect Pump Station status and running total cost. The new estimated cost for the rehabilitation is \$2 Million.

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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 8:25 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 8:37 p.m.

There was no reportable action.

11. ADJOURNMENT:

Due to calendar conflict, the regular meeting of Wednesday, August 21, 2019 is now moved to Monday, August 19, 2019.

On a motion properly made and seconded, at 8:40 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

Approved**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.

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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
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11. ADJOURNMENT:

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

Secretary Pro-Tem of the Sanitary Board

President of the Sanitary Board

ORDINANCE NO. 124

**AN ORDINANCE OF THE CUPERTINO SANITARY DISTRICT
AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF
THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE
RELATING TO SEWER SERVICE CHARGES**

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

SECTION 1: Sections 7301, 7302, and 7303 in Chapter VII of the Operations Code are amended to read as follows:

7301. CHARGE FOR SINGLE FAMILY UNITS:

Each Single-Family Unit (as defined in Section 2109.B) shall be charged Five Hundred Eighty Dollars and 78/100th Cents (\$580.78) per year.

7302. CHARGES FOR PARTICULAR UNITS:

A. Each Unit (as defined in Section 2109.A) of the particular uses listed below shall be charged Seven Dollars and 69/100th Cents (\$7.69) per year, plus an additional annual service charge per hundred cubic feet (HCF) of sewage discharged, to be determined by the District Manager in accordance with the annual use of water by each Unit multiplied by the applicable rate as follows:

<u>Type of Use:</u>	<u>Service Charge:</u>
Auto Repair Shop & Service Station	\$4.75 /HCF
Car Wash	\$3.96 /HCF
Domestic Laundry	\$4.26 /HCF
Machinery Manufacturer	\$6.97 /HCF
Motels or Hotels without Food Service	\$4.85 /HCF
Motels or Hotels with Food Service	\$8.13 /HCF
Retirement Homes with Common Dining Facility	\$9.16 /HCF
Convalescent Hospital	\$4.58 /HCF
Printing Plant	\$8.20 /HCF
Restaurant	\$9.91 /HCF
Retail or Professional Office	\$4.36 /HCF
School, College, Day Care Facility	\$6.17 /HCF

B. Minimum Charge: In no event shall the annual service charge levied upon any Unit of the uses listed in Paragraph A above, be less than seventy-five percent (75%) of the service charge for a Single-Family Unit, as set forth in Section 7301 of this Chapter.

- C. Where different types of Units are serviced by the same water meter, the District Manager shall estimate the quantity of discharge material produced by each type of Unit and calculate the additional service charge applicable to each type of Unit based upon the estimated discharge from that Unit.
- D. Whenever the District Manager determines that a Unit has been inappropriately classified as one of the types listed in Paragraph A of this Section, the District Manager may reclassify such Unit to another of the types listed in Paragraph A of this Section or require that the annual service charge for such Unit be calculated in accordance with the provisions of Section 7303 of this Chapter. Any increase or decrease in the annual service charge for the affected Unit resulting from the reclassification shall be prospective only and implemented on the next regular billing by the District for annual sewer charges. No discharger shall be entitled to a retroactive refund of charges paid, or liable for payment of additional charges, for any period prior to the effective date of the reclassification.

7303. CHARGES FOR ALL OTHER UNITS

- A. For each Unit not listed in Section 7302, the annual service charge shall be the sum of the annual Capital Cost Recovery Charge and the annual Maintenance and Operation Cost Recovery Charge, as determined by the District Manager, calculated as follows:

- (1) Capital Cost Recovery Charge:

Infiltration/Inflow (I/I)	\$8.78 per year for each unit; <i>plus</i>
Flow	\$379,233.94 per year for each million gallons per day of sewage treatment plant capacity required to treat the sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Biochemical Oxygen Demand (BOD)	\$55,377.77 per year for each thousand pounds per day of sewage treatment plant capacity required to remove the biochemical oxygen demand contained in sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Suspended Solids (SS)	\$51,193.97 per year for each thousand pounds per day of sewage treatment plant capacity required to remove the suspended solids contained in the sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Ammonia (NH3)	\$168,045.60 per year for each thousand pounds per day of sewage treatment plant

capacity required to remove ammonia contained in the sewage discharge from the Unit into the sanitary sewer system.

(2) Operation and Maintenance Cost Recovery Charge:

Flow	\$3,301.74 for each million gallons per year of sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Biochemical Oxygen Demand (BOD)	\$375.91 for each thousand pounds per year of biochemical oxygen demand discharged from the Unit into the sanitary sewer system; <i>plus</i>
Suspended Solids (SS)	\$490.84 for each thousand pounds per year of suspended solids discharged from the Unit into the sanitary sewer system; <i>plus</i>
Ammonia (NH ₃)	\$4,052.68 for each thousand pounds per year of ammonia discharged from the Unit into the sanitary sewer system.

B. In determining the Capital Cost Recovery Charge and the Operation and Maintenance Cost Recovery Charge, the District Manager may utilize information on the content of discharges from particular Units provided by the treatment Plant, or other source of information deemed by the District Manager to be appropriate, or actual grab samples of such discharges taken by the District, or any combination thereof. The District Manager is authorized to modify the annual service charge from time to time, based upon such information and samples; *provided, however*, any increase or decrease in the annual service charge shall be prospective only and implemented on the next regular billing by the District for annual sewer charges. No discharger shall be entitled to a retroactive refund of charges paid, or liable for payment of additional charges, for any period prior to the effective date of the modification.

C. Where multiple Units having different flow content are serviced by the same water meter, the District Manager shall allocate the Capital Cost Recovery Charge and the Operation and Maintenance Cost Recovery Charge between each individual Unit based upon his estimate of the discharge material produced by each Unit.

SECTION 2: 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 3: This Ordinance shall become effective July 1, 2019.

PASSED AND ADOPTED at a regular meeting of the Sanitary Board of the Cupertino Sanitary District held on the 3rd day of July 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Sanitary Board

ATTEST:

Secretary of the Sanitary Board

APPROVED AS TO FORM:

District Counsel



Memo

Item 9A

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: July 3, 2019

Re: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION MEMBERSHIP

Background:

The District signed up for a free trial membership to California Special Districts Association (CSDA) which expired on June 28, 2019. CSDA is offering a one-time 20% discount off membership dues for new members. This discount offer expires August 31, 2019.

The California Special Districts Association is a non-profit association that promotes good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

The benefits of membership include:

- Legislative Support and Advocacy
- Financing
- Worker's Compensation, Property & Liability, and Health Coverage
- Regular Updates of Issues and Changes That Affect Special Districts
- Education for Board Members and Staff
- CSDA Bookstore Discounts
- Free Legal Advice
- Special Programs or Discounts Offered by Business Affiliates

Cost for Regular Membership:

Membership dues are based on the District's operating revenue. CSDA has calculated the cost based on the 2017 information provided on the State Controller's website.

<u>District's Operating Revenue</u>	<u>Regular Dues</u>	<u>After 20% Discount</u>
\$14.68 million	\$7,252	\$5,802

Analysis:

During the 3-month trial membership, staff became familiar with the resources provided by CSDA and found them to be beneficial. Staff have begun to take advantage of the resources (e.g. Regular Updates of Issues and Changes that affect special districts and Education) and believes that if leveraged further, the resources will be very valuable to District Operations.

Recommendation:

Staff recommends that the District sign up for membership.

Attached:

CSDA Invoice

California Special Districts Association
 1112 I Street, Suite 200
 Sacramento, CA 95814

Invoice

Date	Invoice #
6/24/2019	40565

Bill To
Cupertino Sanitary District 20863 Stevens Creek Boulevard, Suite 100 Cupertino, CA 95014

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	2019 Regular Member Dues – w/Trial Membership Discount 20% <i>*This invoice reflects paid membership through December 31, 2019.</i> <i>2020 Membership dues will be prorated based on 2019 join date (July 1st, 2019)</i>	\$7,252.00	\$5,802.00 (20% discount)
		Total:	\$5,802.00



**California Special
Districts Association**
Districts Stronger Together

**SAVE 20% OFF
MEMBERSHIP DUES!**
** Special Offer for New Members Only*

Now is the time! Join CSDA between June 1 - August 31, 2019 and receive 20% off your first year dues.

Simply complete the form below and return to CSDA with your dues investment.

Main Contact Name: Mr. Richard Tanaka					
Main Contact Title: District Manager/Engineer					
Email: rtanaka@markthomas.com			Phone: (408) 253-7071		Fax:
District Name: Cupertino Sanitary District			District Website: cupertinosanitarydistrict.org/		
Mailing Address: 20863 Stevens Creek Boulevard, Suite 100					
City: Cupertino			State: California		Zip: 95014
Physical Address: Same as mailing					
City:			State: California		Zip:
2019 CSDA ANNUAL MEMBERSHIP DUES					
Dues are based on the district's annual operating revenue/income as of June 30, 2018. Only one-time grants or straight pass-through funding should be excluded. Any funding used to support agency operations such as payroll and other administrative expenses should be included. Refer to chart below to determine dues category. CSDA dues are subject to change by majority vote of the CSDA Board of Directors.					
DISTRICT OPERATING REVENUE:			\$14.68 million (State Controller's website 2017)		
DUES TABLE (please check operating revenue)					
OPERATING REVENUE	REGULAR DUES	SPECIAL OFFER SAVE 20%	OPERATING REVENUE	REGULAR DUES	SPECIAL OFFER SAVE 20%
<input type="checkbox"/> \$50k or lower	\$177	\$142	<input type="checkbox"/> \$500 - \$625k	\$1,814	\$1,451
<input type="checkbox"/> \$50 - \$75k	\$269	\$215	<input type="checkbox"/> \$625 - \$750k	\$1,946	\$1,557
<input type="checkbox"/> \$75k - \$100k	\$445	\$356	<input type="checkbox"/> \$750 - \$1MM	\$2,791	\$2,233
<input type="checkbox"/> \$100 - \$150k	\$622	\$498	<input type="checkbox"/> \$1MM - \$1.25MM	\$3,587	\$2,870
<input type="checkbox"/> \$150 - \$200k	\$975	\$780	<input type="checkbox"/> \$1.25MM - \$1.5MM	\$4,348	\$3,478
<input type="checkbox"/> \$200 - \$250k	\$1,059	\$847	<input type="checkbox"/> \$1.5MM - \$1.75MM	\$5,090	\$4,072
<input type="checkbox"/> \$250 - \$300k	\$1,143	\$914	<input type="checkbox"/> \$1.75MM - \$2.0MM	\$5,896	\$4,717
<input type="checkbox"/> \$300 - \$350k	\$1,354	\$1,083	<input type="checkbox"/> \$2.0MM - \$5MM	\$6,740	\$5,392
<input type="checkbox"/> \$350 - \$425k	\$1,474	\$1,179	<input checked="" type="checkbox"/> > \$5Million	\$7,252	\$5,802
<input type="checkbox"/> \$425 - \$500k	\$1,651	\$1,321			
PAYMENT (Credit card Payments – may be submitted by mail or fax to 916-520-2470)					
<input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/> AMERICAN EXPRESS					
Account Name:			Account Number:		
Expiration Date:			Authorized Signature:		
				AMOUNT: \$ 5,802.00	
Please return this form with dues investment to CSDA Member Services, 1112 I Street #200, Sacramento CA 95814. Additional information will be requested to complete your agency's new member file. QUESTIONS? Contact CSDA Member Services at 877.924.2732 or membership@csda.net					

OBRA 1993 prohibits taxpayers from deducting, for federal income tax purposes, the portion of membership dues that are allocable to the lobbying activities of trade organizations. The nondeductible portion of your dues is estimated to be 8%.



Memo

Item 9B

To: Board of Directors
From: Benjamin Porter, District Manager-Engineer
Date: July 3, 2019
Re: PROSPECT PUMP STATION REHABILITATION CONSTRUCTION

Background:

With staff recommendation earlier this year to rehabilitate Prospect Pump Station, the Board has authorized design to proceed and to complete the rehabilitation prior to the 2019 rainy season.

The following schedule is required for us to have the rehabilitated pump station in operation prior to the rainy season.

Item	Task	Completed by:
1	Layout Sheet/Potholing Plan	6/12/2019
2	Additional Topo	6/17/2019
3	Submit required plans to PG&E	6/18/2019
4	Potholing - USA Marking	6/21/2019
5	Traffic Control plans	6/28/2019
6	Potholing completed	6/27/2019
7	Draft Electrical and Pump Design Plans	6/27/2019
8	Send plans to cities and SJWC, include traffic control plans	6/28/2019
9	Staff report to Board to order Electrical/Pumps	6/28/2019
10	Board to approve Tesco Electrical and Flygt Pumps	7/3/2019
11	Draft Plans and Specifications	7/15/2019
12	Final plans and Specifications	8/5/2019
13	Board to advertise	8/7/2019
14	Bid Opening	9/12/2019
15	PG&E completes design/ agreement	9/15/2019
16	Award	9/18/2019
17	Start Construction	10/1/2019
18	Major construction milestone w/pumps installed	12/1/2019
19	Construction complete	12/15/2019

Recommendation:

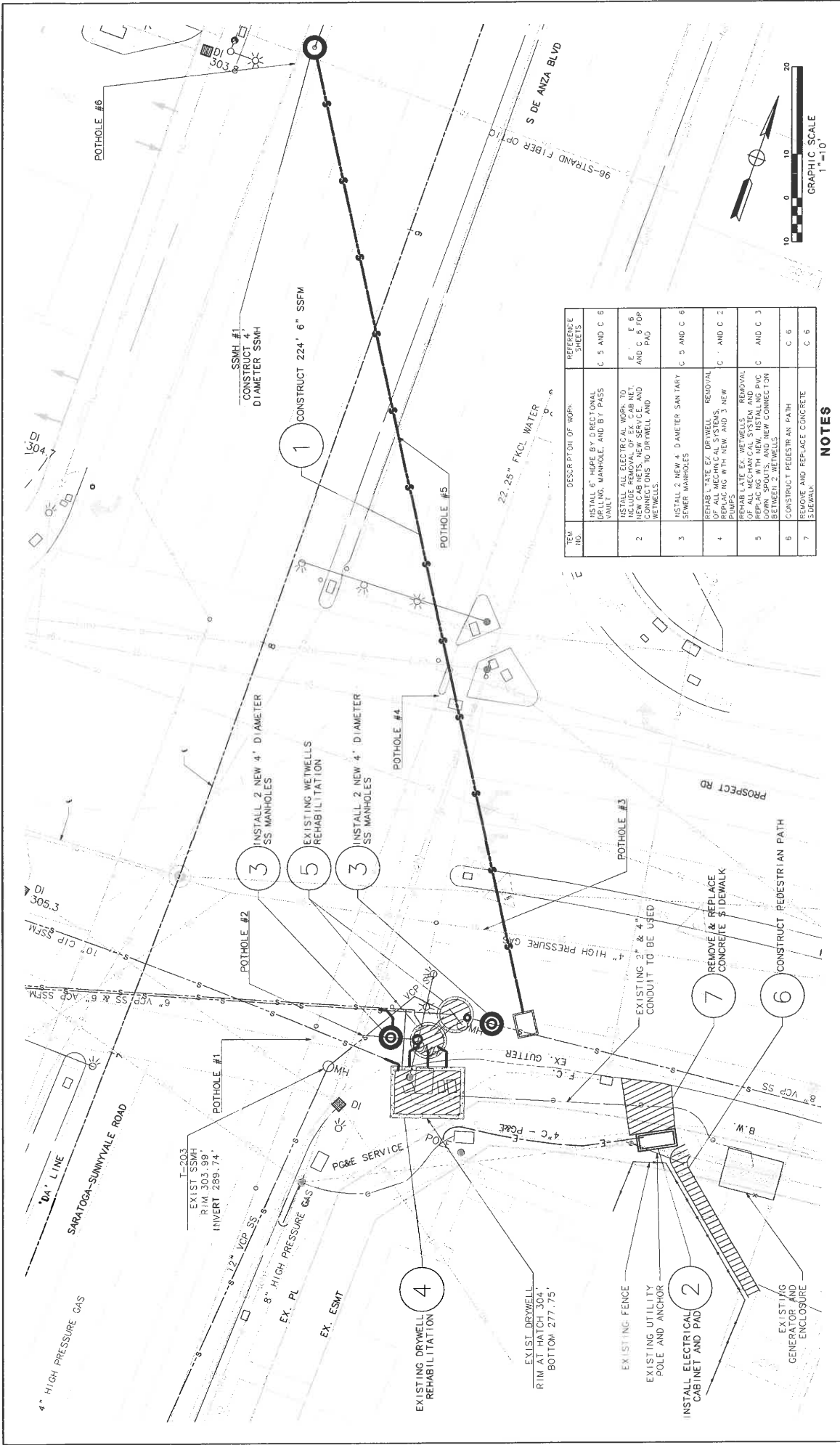
With this accelerated schedule, it is necessary that the District proceed with purchasing both the electrical components from Tesco (in the amount of \$177,065) and three pumps from Flygt (in the amount of \$99,830), totaling \$276,895 (See attached quotations). Standard delivery for electrical component is seven months, but the Tesco quotation includes expedited delivery to meet our construction schedule. Standard delivery for three Flygt pumps is three months and it is necessary to order them now for delivery by October 15, 2019.

It is recommended that the Board approve purchasing the electrical components and the three pumps. We plan to have the final plans and specifications complete by August 5, 2019 in advance of the August 7, 2019 Board meeting. Although the current design is 65% completed and request for advertisement is over one month away, it is desirable for the Board to also approve advertising this project in the event that the plans and specifications are complete well in advance of the August 7, 2019 meeting.

When the bids are received, project approval for construction award will be agendized for September 18, 2019.

Attached:

- 1) 65% Pump Station Layout
- 2) Tesco Quotation
- 3) Shape (Flygt Pump) Quotation



ITEM NO.	DESCRIPTION OF WORK	REFERENCE SHEETS
1	INSTALL 6" HDPE BY DIRECTIONAL DRILLING, MANHOLE, AND BY PASS	C 5 AND C 6
2	REPLACE ALL EXISTING WETWELLS, INCLUDE REMOVAL OF EX. CABINET, NEW CABINETS, NEW SERVICE, AND CONNECTIONS TO DRYWELL AND WETWELLS	E, F, G AND C 6 FOR PAD
3	INSTALL 2 NEW 4" DIAMETER SANITARY SEWER MANHOLES	C 5 AND C 6
4	REHABILITATE EX. DRYWELL, REMOVE EX. WETWELL, REPAIR EX. WETWELL AND 3" NEW PUMPS	C 1 AND C 2
5	REHABILITATE EX. WETWELLS, REMOVE EX. WETWELL, REPAIR EX. WETWELL AND 3" NEW DOWN SPOUTS, AND NEW CONNECTION BETWEEN 2 WETWELLS	C AND C 3
6	CONSTRUCT PEDESTRIAN PATH SIDEWALK	C 6
7	REMOVE AND REPLACE CONCRETE SIDEWALK	C 6

NOTES

MARK THOMAS
 20863 STEVENS CREEK BLVD, STE 100
 CUPERTINO, CA 95014
 (408) 255-2137

CUPERTINO SANITARY DISTRICT
 20863 STEVENS CREEK BOULEVARD, SUITE 100
 CUPERTINO, CA 95014
 (408) 255-2137 FAX (408) 253-5173

DESIGNED BY: ED
 DRAWN BY: BP
 CHECKED BY: 6/27/2013
 DATE: 6/27/2013
 SCALE: 1"=10'
 INFO JOB No.: CU-18104

NO.	DESCRIPTION	DATE	BY

REVISIONS

REGISTERED CIVIL ENGINEER
 DATE: _____
 WORK ORDER NO.: _____
 CONTRACT NO.: _____

PROSPECT PUMP STATION LAYOUT
 SHEET 3 OF 11 SHEETS
 L-1

To: Bidding Contractors
Attn: Estimators
Re: **Cupertino Sanitary District
Prospect Pump Station Improvements**

Quote Date: 6/27/2019
Quote No.: 19D233Q02
Bid Date: 4/23/2019

Dear Customer:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. Only the materials/services listed in the below scope are quoted in general conformance with the requirements of the applicable portions of sections: **Electrical Drawings Only – Updated Finalized Drawings Received 6/26/2019**

Scope of Work

Item	Qty	Description
1	1	<p>Electrical Service / Control Panel to include:</p> <ul style="list-style-type: none"> ▪ Custom Low-Profile Freestanding NEMA 3RX – 304 Stainless Steel Enclosures to be Powder Coated Brown (5-Sections) ▪ Provisions for 400 Amp Utility Metering ▪ 400 Amp Main Disconnect Circuit Breaker ▪ Distribution Breakers as Required ▪ Surge Protection Device ‘SPD’ ▪ Power Failure Relay ▪ 400 Amp Automatic Transfer Switch ‘ATS’ with Controls ▪ 15 Amp Motor Circuit Protection ‘MCP’ Breaker ▪ Three-(3) 60 Amp Motor Circuit Protection ‘MCP’ Breakers ▪ Size 1 ‘FVNR’ Starter – Full Voltage Non-Reversing (Exhaust Fan Starter) ▪ Three-(3) 20 HP Variable Frequency Drives ‘VFDs’ with Programmable Keypads ▪ Three-(3) 3% Line Reactors ▪ Three-(3) Pump Controls & One-(1) Exhaust Fan Controls: <ul style="list-style-type: none"> ▪ Push-Buttons ▪ Indicating Lights ▪ HOA Switches ▪ Elapsed Time Meters ▪ Four-(4) Control Power Transformers ▪ 7.5 KVA Transformer ▪ Power Supplies ▪ Surge Protector ▪ Flygt Multi-Smart Pump Controller ▪ Battery Back-Up System ▪ Duplex Convenience Receptacle ▪ Panel Fan Kits ▪ Panel Lights and Switches ▪ Panel Heaters and Thermostats ▪ Nameplates, Terminal Blocks and Relays as Required

Drawings
E-3 to E-5

Item	Qty	Description
2	1	10" Magnetic Flow Meter
3	1	Level Transmitter
4	3	Float Switches with 65 Feet of Cable
5	Lot	Professional Services: <ul style="list-style-type: none"> ▪ Engineering (Submittals and O&M Manuals) ▪ Project Management ▪ Manufacturing Services – Fabrication, Manufacturing, Assembly, Equipment Wiring and Factory Testing ▪ Product Startup Services – Product Quality Review, Verification of Product Installation, Product Parameter Adjustments, Product Programming, Software Upload/Download as Required, Instrument/ Device Signal Spanning, Product/Equipment Reconfiguration as Required, Product Function Checks and Product Startup <ul style="list-style-type: none"> ▪ Start-Up of Multi-Smart Controller & Level Instrumentation by Flygt
TOTAL EXPEDITED OPTION (including applicable sales tax): \$177,065.00		

PROJECT COMPLETION DATE OF 12/31/2019

Project Bid Clarifications

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
 - **10" Flow Meter Quoted per Owner's Direction on Line Sizing Required**
 - **Pumps Show Existing on Plans (New Pumps Being Provided by Shape/Flygt)**
 - Conduit, field wire, tubing, or basic trade installation materials (brackets, j-box, stanchions, pull-box, etc.)
 - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
 - Local control stations and/or field mounted disconnects.
 - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
 - Fiber optic patch panels, cable, splicing or terminations.
 - Networking infrastructure or architecture modifications to existing facilities.
 - **Any 3rd party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.**
 - Electrical interconnection diagrams for equipment not furnished by TESCO.
 - ISA process control loop diagrams.
 - Signal loop diagrams for equipment not furnished by TESCO.

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Standard Submittals: to be provided approximately 10-12 weeks after receipt of purchase order or written notice of intent.
 - **EXPEDITED SUBMITTALS REQUIRED: Approximately 4 Weeks After Receipt of Order**
- Standard Delivery: to be scheduled approximately 12-16 weeks minimum after submittal approval.
 - **EXPEDITED DELIVERY REQUIRED: Approximately 10-12 Weeks After Approval of Submittals**
- Addendums Acknowledged: **0**
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.



Tim Fassio
Water/Wastewater Sales Estimator
tfassio@tescocontrols.com



QUOTATION

PLEASANTON

5115-A Johnson Drive
 Pleasanton, CA 94588
 Phone (925) 485-9720
 Fax (925) 201-1107

STOCKTON

119 Val Dervin Pkwy #2
 Stockton, CA 95206
 Phone (209) 234-5909
 Fax (209) 234-5913

TO: Mark Thomas – Cupertino

BID DATE: 6/27/2019

QUOTE #: 099401FL

JOB: Prospect Pump Station

LOCATION: Cupertino, CA

ATTN: Estimating

Phone:

Email:

**WE ARE PLEASED TO QUOTE ON THE FOLLOWING EQUIPMENT
 SUBJECT TO CONDITIONS PRINTED ON THE BACK HEREOF,
 THESE CONDITIONS MAY BE CHANGED ONLY BY A WRITTEN
 STATEMENT SIGNED BY AN OFFICER OF SHAPE, INCORPORATED.**

- F.O.B. FACTORY
- F.F.A. TO FIRST DESTINATION

QTY	ITEM	Total Price
3	<p style="text-align: center;"><u>Flygt Horizontal "NZ" Dry Pit Pumps</u></p> <p>Flygt NZ3153.095 – <u>HT463 Hard Iron Impeller</u>, 4" Discharge, 20HP, 460V/3/60, <u>FM (Explosion Proof)</u>, FLS (Leakage Sensor), Motor Thermal Protection, <u>65ft of Shielded Power cable</u></p>	
3	Flygt "Z" Stand Kits (Includes suction unit w/ telescopic opening, and hardware)	
3	Flygt "Z" Service Kart, 316SS	
3	Flygt Service Kart Rails, 316SS	
1	Flygt Service Lifting Device	
1	Lot: Factory Testing (1 Test Per Pump)	
1	Lot: Standard Factory Coating on Pumps	
1	Lot: Startup Assistance, Documents & Freight (Expedited)	
	<u>Total for all Above:</u>	<u>\$99,830.00</u>
	<p><u>NOTES:</u></p> <p>1. Price includes expedited freight to first destination: FFA</p> <p>2. Price does not include any applicable taxes.</p> <p>3. Does not include: Installation, seismic calcs, anchors, splice boxes, or any other item not listed above.</p> <p>4. <u>Estimated Lead Time:</u> a) Pumps 8-10 weeks b) accessories 3-4 weeks</p>	

SHAPE INC.

Ricardo Garcia _____

Page 1 of 1

Ricardo Garcia rgarcia@shapecal.com

QUOTATION DOES NOT INCLUDE ANY SALES OR USE TAX PAYABLE UNDER ANY STATE OR FEDERAL STATUTE. THIS QUOTATION PRICE IS FOR MATERIAL LISTED ABOVE. ANY ADDITIONS OR MODIFICATIONS THAT BECOME NECESSARY FOR APPROVED SUBMITTALS, UPON AWARDING OF THIS CONTRACT, MAY RESULT IN NECESSARY PRICE CHANGES.

NOTE: ITEMS NOT SPECIFIED ON THIS QUOTATION ARE NOT INCLUDED IN OUR PRICE AND ARE TO BE SUPPLIED BY OTHERS. PRICES ARE FOR IMMEDIATE ACCEPTANCE AND SUBJECT TO CHANGE WITHOUT NOTICE. SALE SUBJECT TO MANUFACTURERS STANDARD TERMS AND CONDITIONS. 30% Re-stocking fee. Rev. 01/98