

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, NOVEMBER 20, 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 NOVEMBER 6, 2019
- B. APPROVED MINUTES OF OCTOBER 16, 2019
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENT
- D. DIRECTOR'S MONTHLY TIMESHEETS

3. PERSONAL PRESENTATIONS:

THIS PORTION OF THE MEETING IS RESERVED FOR PERSONS DESIRING TO ADDRESS THE BOARD ON ANY MATTER NOT ON THE AGENDA. SPEAKERS ARE LIMITED TO THREE (3) MINUTES.

ALL STATEMENTS REQUIRING A RESPONSE WILL BE REFERRED TO STAFF FOR FURTHER ACTION. IN MOST CASES, STATE LAW WILL PROHIBIT THE BOARD FROM MAKING ANY DECISIONS WITH RESPECT TO A MATTER NOT LISTED ON THE AGENDA.

4. CORRESPONDENCE:

- A. SANTA CLARA COUNTY REGISTRAR OF VOTERS – SCHEDULE OF UPDATED FEES

5. MEETINGS:

- A. REGULAR MEETING OF THE SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION (SCCSDA) TO BE HELD DECEMBER 2, 2019

6. REPORTS:

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

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- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD NOVEMBER 14, 2019

7. UNFINISHED BUSINESS:

NONE

8. NEW BUSINESS:

- A. FLYGT SCADA UPGRADE REQUIREMENT
- B. CASA WINTER CONFERENCE TO BE HELD JANUARY 21-23 (TUESDAY THROUGH THURSDAY), 2020 IN INDIAN WELLS, CA

9. STAFF REPORT:

- A. PROSPECT PUMP STATION
- 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. NEXT MEETING:

- A. NEXT REGULAR DISTRICT BOARD MEETING IS SCHEDULED TO BE HELD ON WEDNESDAY, DECEMBER 4, 2019

12. ADJOURNMENT:

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

NOVEMBER 2019

11/06: 1st Regular Meeting (*Saadati absent*)
 11/11: TAC
 11/14: TPAC
 11/20: 2nd Regular Meeting
 11/28-29: Holiday-Office Closed

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

DECEMBER 2019

12/02: SCCSDA Meeting
 12/04: 1st Regular Meeting
 12/09: TAC
 12/12: TPAC
 12/18: 2nd Regular Meeting
 12/25: Holiday-Office Closed

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

JANUARY 2020

01/01: Holiday-Office Closed
 1st Regular Meeting
 01/06: TAC
 01/09: TPAC
 01/15: 2nd Regular Meeting
 01/21-23: CASA Conference

JANUARY 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1 st Regular Meeting	2	3	4
5	6 TAC	7	8	9 TPAC	10	11
12	13	14	15 2 nd Regular Meeting	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, NOVEMBER 06, 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, William A. Bosworth, and John M. Gatto. Taghi S. Saadati was on excused absence.

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

2. MINUTES:

A. On a motion by Director Bosworth, seconded by Director Gatto, by a vote of 4-0-0, the minutes of Monday, October 16, 2019 were approved with corrections.

B. By consensus, the Minutes of Wednesday, October 2, 2019 are to be Noted & Filed.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

There was none.

5. MEETINGS:

A. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) meeting to be held November 12, 2019.

B. Director Gatto plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) meeting to be held November 14, 2019.

6. REPORTS:

There were none.

7. UNFINISHED BUSINESS:

There was none.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, NOVEMBER 06, 2019

8. NEW BUSINESS:

- A. The Board reviewed request for sewer service charge reimbursement for APN 357-03-068. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 4-0-0, the Board approved reimbursement to property owner in the amount of \$580.78.
- B. The Board reviewed staff's request to purchase traffic control equipment. After discussion, on a motion by Director Gatto, seconded by Director Bosworth, by a vote of 4-0-0, the Board approved the purchase of two traffic control light arrows.
- C. The Board discussed Flygt SCADA annual service charges for the past four years which District was not annually invoiced. On a motion by Director Bosworth, seconded by Director Gatto, by a vote of 4-0-0, the Board approved paying the annual service charges for the past four years at 50% discount.

9. STAFF REPORTS:

- A. Advisor Tanaka reported on Prospect Pump Station rehabilitation status.

10. CLOSED SESSION:

President Kwok adjourned the regular meeting session, requested Manager Porter and Advisor Tanaka to be excused for the closed session and opened the closed session at 7:22 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.

The closed session was adjourned, and the regular meeting was called to order at 7:25 p.m.

There was no reportable action.

11. NEXT MEETING:

- A. Manager Porter and Advisor Tanaka rejoined the regular meeting. The Next regular District Board meeting is scheduled to be held on Wednesday, November 20, 2019.

12. ADJOURNMENT:

On a motion properly made and seconded, at 7:26 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, OCTOBER 16, 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: Patrick S. Kwok, Angela S. Chen, Taghi S. Saadati, John M. Gatto, and William A. Bosworth. Director .

Staff present: District Manager Benjamin Porter, District Advisor Richard K. Tanaka, and Counsel Steve Baird.

2. MINUTES & BILLS:

- A. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0, the minutes of Wednesday, October 2, 2019 were approved with revision.
- B. By consensus, the Minutes of Wednesday, September 18, 2019 are to be Noted & Filed.
- C. The Board reviewed the August financials for payment. The Board discussed the City of San Jose invoice. Board discussed requesting a detailed breakdown of costs from the City of San Jose and having money allocated for paying bills be put into an account dedicated to paying construction costs. On a motion by Director Gatto, seconded by Director Saadati, by a vote of 5-0-0, payment of bills was approved with provision request.
- D. The Directors submitted their September 2019 timesheets to Staff.

3. PERSONAL PRESENTATIONS:

There were none.

4. CORRESPONDENCE:

There was none.

5. MEETINGS:

There were none.

6. REPORTS:

- A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) meeting held October 7, 2019. Discussions included sale of

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WEDNESDAY, OCTOBER 16, 2019

land to VTA which included valuation method and appropriate refunds to tributary agencies and the nitrification clarifier rehabilitation costs.

- B. Director Gatto reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) meeting held October 10, 2019. Discussion included the high cost of overhead related to construction projects.

7. UNFINISHED BUSINESS:

There was none.

8. NEW BUSINESS:

There was none.

9. STAFF REPORTS:

- A. Manager Porter reported on the Prospect Pump Station. Traffic control was put into place and directional drilling is scheduled to take place on Friday, October 18.
- B. Manager Porter reported on the monthly maintenance report.

10. CLOSED SESSION:

President Kwok adjourned the regular meeting session and opened the closed session at 7:50 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 requested Manager Porter and Advisor Tanaka to be excused for the closed session. The closed session was adjourned and the regular meeting was called to order at 8:20 p.m.

There was no reportable action.

11. NEXT MEETING:

Manager Porter and Advisor Tanaka rejoined the regular meeting. The next regular District Board meeting is scheduled to be held on Wednesday, November 6, 2019. Director Saadati and President Kwok are excused from the November 6, 2019 meeting.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:22 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - November 20, 2019**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 2,628.80	ADP	Directors' Salary	
18755	M&O	\$ 440,997.21	Mark Thomas & Company, Inc.	Office Rent	400.00
				Utilities	776.35
				District Sewer Capital & Support	74,772.13
				Plan Checking & Inspection	12,069.52
				Management Services	38,842.51
				Engineering Services	122,998.85
				Repairs	7,779.81
				Maintenance	169,340.99
				Emergency	13,998.39
				Operating Expense	18.66
					-
18756	M&O	\$ 92,835.37	Hunton Andrews Kurth LLP	Legal Outside - CIG CuSD Advance Pay	72,411.59
				Legal Outside - CuSD Share	20,423.78
18757	M&O	\$ 6,808.50	County Sanitation District 2-3	Legal Outside - CIG CuSD Advance Pay	5,310.63
				Legal Outside - CuSD Share	1,497.87
18758	M&O	\$ 4,419.00	Atkinson Farasyn LLP	Legal - District Counsel	
18759	M&O	\$ 1,070.90	Dooley Insurance Services	Insurance - Group Life & Dental (Nov.)	
18760	M&O	\$ 1,431.81	eFUEL, LLC	Gasoline, Oil, and Fuel	
18761	M&O	\$ 16,711.00	CASA	Membership Dues	
18762	M&O	\$ 192.00	CWEA	Membership Dues	
18763	M&O	\$ 2,425.00	East Bay Muni Utility Districts	Membership Dues (BACWA)	
18764	M&O	\$ 6,985.86	Underground Service Alert	Membership Dues	
18765	M&O	\$ 53.39	City of Santa Clara Utilities	Utilities	
18766	M&O	\$ 4,413.92	PG&E	Utilities	
18767	M&O	\$ 93.93	San Jose Water Company	Utilities	
18768	M&O	\$ 5,195.76	WECO Industries	District Equipment	
18769	M&O	\$ 13,182.32	Shape Inc.	District Equipment	
18770	M&O	\$ 46.15	Cupertino Supply Inc.	Maintenance	
18771	M&O	\$ 725.00	IMS, Inc.	Maintenance	
18772	M&O	\$ 135.00	Jose Silva Gardening	Maintenance	
18773	M&O	\$ 246.93	Home Depot	Maintenance	
18774	M&O	\$ 2,745.77	St. Francis Electric	Maintenance	
18775	M&O	\$ 14,073.00	State Water Resources Control Board	Maintenance	
18776	M&O	\$ 19,530.00	AB/JDD Plumbing Heating & AC	Maintenance	
18777	M&O	\$ 32,613.57	Roto-Rooter	Maintenance	
18778	M&O	\$ 114,397.62	Able Underground Construction	Repairs	55,771.30
				Maintenance	55,848.38
				Emergency	302.94
				Miscellaneous - 5 Yr Lateral Loan Program	2,475.00
18779	M&O	\$ 23,796.06	Pan-Pacific Supply Company	Repairs	17,835.00
				Maintenance	5,961.06
1003	M&O	\$ 17,707.00	Tesco Controls, Inc.	District Sewer Capital & Support	
1004	M&O	\$ 108,814.70	Shape Inc.	District Sewer Capital & Support	
TOTAL		\$ 934,275.57			

EMERGENCY DETAILS:

AB/JDD Plumbing - no emergencies this month

Able - one emergency this month

Roto-Rooter - no emergencies this month

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH OCTOBER 2019
 (4th Month of Operations - 33% into FY Operations)
 FISCAL YEAR: July 1, 2019 to June 30, 2020

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
OPERATING EXPENSES								
Loan Payments	41000	\$1,172,305.00	\$34,500.00	\$0.00	\$34,500.00	\$1,137,805.00	2.9%	None this month
Directors Fees	41030	\$35,000	\$9,149.45	\$2,628.80	\$11,778.25	\$23,221.75	33.7%	October Payroll
Gasoline, Oil & Fuel	41060	\$3,000	\$0.00	\$1,431.81	\$1,431.81	\$1,568.19	47.7%	Fuel for various pump stations
Insurance	41070	\$135,000	\$8,570.60	\$1,070.90	\$9,581.50	\$125,418.50	7.1%	Dooley (Life & Dental)
Memberships	41080	\$35,000	\$18,884.93	\$26,313.86	\$45,198.79	-\$10,198.79	129.1%	CASA; East Bay Mum; Underground Service Alert; CWEA
Office Rent	41090	\$6,000	\$1,200.00	\$400.00	\$1,600.00	\$4,400.00	26.7%	October Rent
Operating Expenses	41100	\$3,000	\$883.57	\$18.66	\$882.23	\$2,117.77	29.4%	Additional giveaways for Annual Fall Festival
Contractual Services:								
Outfall Maintenance	41113	\$71,000	\$46,535.89	\$0.00	\$46,535.89	\$24,464.11	65.5%	None this month
T.P. Oper. & Maint.	41114	\$6,253,614	\$3,069,014.00	\$0.00	\$3,069,014.00	\$3,184,600.00	49.1%	None this month
Professional Services:								
Management Services	41121	\$500,000	\$121,965.12	\$38,842.51	\$160,807.63	\$339,192.37	32.2%	On target
Engineering Services	41122	\$1,000,000	\$262,555.92	\$122,998.85	\$385,554.77	\$614,445.23	38.6%	On target
Plan Ckg. & Insp.	41123	\$140,000	\$44,140.06	\$12,069.52	\$56,209.58	\$83,790.42	40.1%	On target
Legal - District Counsel	41124	\$60,000	\$12,060.00	\$4,419.00	\$16,479.00	\$43,521.00	27.5%	Atkinson Farasyn - October Services
Legal - Common Interest Group								
(CuSD Advance Pay)	41124	\$980,000	\$158,709.46	\$77,722.22	\$236,431.68	\$743,568.32	24.1%	Hunton Andrews - October billing; CSD 2-3 FY18-19 Q4 billing
Legal - Common Interest Group								
(CuSD Share)	41124	\$222,000	\$44,764.20	\$21,921.65	\$66,685.85	\$155,314.15	30.0%	Hunton Andrews - October billing; CSD 2-3 FY18-19 Q4 billing
Audit	41125	\$11,500	\$0.00	\$0.00	\$0.00	\$11,500.00	0.0%	None to date
Printing & Publications	41130	\$15,000	\$15,970.84	\$0.00	\$15,970.84	-\$910.84	106.1%	None this month
Repairs	41150	\$800,000	\$102,489.86	\$81,386.11	\$183,875.97	\$616,124.03	23.0%	On target
Maintenance	41151	\$3,000,000	\$801,987.12	\$301,265.85	\$1,103,252.97	\$1,896,747.03	36.8%	On target
Travel & Meetings Staff	41170	\$15,000	\$4,881.79	\$0.00	\$4,881.79	\$10,118.21	32.5%	None this month
Travel & Meetings BOD	41170	\$18,000	\$6,712.54	\$0.00	\$6,712.54	\$11,287.46	37.3%	None this month
Utilities	41190	\$60,000	\$18,395.66	\$5,337.59	\$23,733.25	\$36,266.75	39.6%	On target
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$0.00	\$2,475.00	\$2,475.00	\$47,525.00	5.0%	5 Year Lateral Loan Program (CuSD paid to Able, homeowner to pay CuSD)
Connection Fees	41202	\$2,000	\$233,177.80	\$0.00	\$233,177.80	-\$231,177.80	11659%	None this month
Checking & Inspection	41203	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None to date
Emergency Funds	48000	\$250,000	\$15,119.60	\$14,301.33	\$29,420.93	\$220,579.07	11.8%	One emergency this month
Consolidated Election	48001	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	None to date
TOTAL OPERATING EXPENSES		\$14,840,419	\$5,031,528.41	\$714,603.66	\$5,746,132.07	\$9,094,286.93	38.7%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$2,000,000	\$252,469.39	\$201,293.83	\$453,763.22	\$1,546,236.78	22.7%	Prospect Pump Station Rehab Project - Construction Phase; Smoke Testing
Treatment Plant Capital	46042	\$14,065,406	\$3,425,849.00	\$0.00	\$3,425,849.00	\$10,639,557.00	24.4%	None this month
Outfall Capital	46042	\$850,000	\$29,515.44	\$0.00	\$29,515.44	\$820,484.56	3.5%	None this month
District Equipment	46043	\$150,000	\$74,384.83	\$18,378.08	\$92,762.91	\$57,237.09	61.8%	SCADA for Homestead PS; Vapor Rooter System
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	None to date
TOTAL CAPITAL EXPENSES		\$17,365,406	\$3,782,218.66	\$219,671.91	\$4,001,890.57	\$13,363,515.43	23.0%	
TOTAL EXPENSES		\$32,205,825	\$8,813,747.07	\$934,275.57	\$9,748,022.64	\$22,457,802.36	30.3%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH OCTOBER 2019
 (4th Month of Operations - 33% into FY Operations)

FISCAL YEAR: July 1, 2019 to June 30, 2020
REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges	31010							
Handbilling		\$522,000.00	\$0.00	\$0.00	\$0.00	\$522,000.00	0.0%	None to date
Tax Roll		\$17,100,000.00	\$0.00	\$0.00	\$0.00	\$17,100,000.00	0.0%	None to date
Capital Loan		\$10,000,000.00	\$0.00	\$0.00	\$0.00	\$10,000,000.00	0.0%	None to date
Permit Fees	31020	\$130,000.00	\$47,881.52	\$16,834.00	\$64,715.52	\$65,284.48	49.8%	Thirteen payments received this month; Fifty-nine payments received to date
Connection Fees	31031	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	None to date
Capacity Fees	31032	\$300,000.00	\$6,326.56	\$2,712.00	\$9,038.56	\$290,961.44	3.0%	One payment received this month; Three payments received to date
Pump Zone Fees	31033	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$160,000.00	\$26,600.00	\$11,605.00	\$38,205.00	\$121,795.00	23.9%	Twenty-five payments received this month; Ninety-three payments received to date
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$220,000.00	\$86,575.93	\$0.00	\$86,575.93	\$133,424.07	39.4%	None this month
City of San Jose Credit(s)	32091	\$500,000.00	\$0.00	\$0.00	\$0.00	\$500,000.00	0.0%	None to date
Legal - Common Interest Group (Tributaries)	32092.1	\$1,026,000.00	\$61,152.60	\$55,552.10	\$116,704.70	\$909,295.30	11.4%	Received from BSD, WVSD, and CSD 2-3 for FY18-19 Q4 Billing
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$20,000.00	\$1,248.01	\$1,133.72	\$2,381.73	\$17,618.27	11.9%	Received from BSD, WVSD, and CSD 2-3 for FY18-19 Q4 Billing
Refunds/Reimbursements - Misc.	32091							\$16,757.34 received from Forum in July for 2 Wet Well Wizard lift station aeration systems
Lateral Construction	32083	\$10,000.00	\$16,757.34	\$0.00	\$16,757.34	(\$6,757.34)	167.6%	None to date
		\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$30,385,500.00	\$246,541.96	\$87,836.82	\$334,378.78	\$30,051,121.22	1.10%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$30,385,500.00	\$246,541.96	\$87,836.82	\$334,378.78	\$30,051,121.22	1.10%	

CASH ACCOUNT SUMMARY

Date	Description	Balance	Replacement Fund	Net Cash
July 31, 2019	Ending Balance	\$ 16,937,841.74	\$ 2,700,000.00	\$ 14,237,841.74
August 31, 2019	Ending Balance	\$ 16,128,185.68	\$ 2,700,000.00	\$ 13,428,185.68
September 30, 2019	Ending Balance	\$ 15,423,633.09	\$ 2,700,000.00	\$ 12,723,633.09
October 31, 2019	Ending Balance	\$ 13,347,920.35	\$ 2,700,000.00	\$ 10,647,920.35

Running Total Expenses for Prospect Pump Station

Contractor/Firm	PAYMENT MADE											
	February-19	March-19	April-19	May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19	
TOTAL BY FIRM												
Mark Thomas & Co.	\$ 503,730.49	\$ 189,889.46	\$ 48,911.65	\$ 43,213.39	\$ 18,571.36	\$ 34,864.86	\$ 50,565.81	\$ 23,523.65	\$ 21,457.37	\$ 72,732.94		
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 Sys	\$ 81,575.00		\$ 81,575.00									
Home Depot	\$ 442.99		\$ 442.99									
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	\$ 11,060.00		\$ 11,060.00									
Bess Testlab Potholing	\$ 8,020.00		\$ 8,020.00									
Pure Technologies U.S., Inc.	\$ 57,750.00		\$ 57,750.00									
Able Traffic Control Design	\$ 3,312.50		\$ 3,312.50									
Shape - 3 new pumps	\$ 108,814.70		\$ 108,814.70									
Tesco - Control cabinet-Elec.	\$ 17,707.00		\$ 17,707.00									
General Contractor	\$ -		\$ -									
Bruce Barton Pump Service	\$ 5,758.56		\$ 5,758.56									
City of Cupertino - Permit	\$ 5,276.00		\$ 5,276.00									
City of Saratoga - Permit	\$ 77,200.00		\$ 77,200.00									
TOTAL BY MONTHS	\$ 1,491,933.39	\$ 422,103.01	\$ 492,309.31	\$ 60,906.32	\$ 24,329.92	\$ 85,427.36	\$ 80,145.81	\$ 105,999.65	\$ 21,457.37	\$ 199,254.64		

Denotes design phase cost
 Denotes construction phase cost

MITCO Billing	Employee Labor Hours											
	Feb	March	April	May	June	July	August	September	October			
Engineering Inquiries/Investigation	4,205.21	2,799.42	1,545.36									
SSMP	3,878.63	10,115.16	356.29									
Repair - Pump Station	90,780.78	25,743.83	20,861.98									
Emergency	73,589.54	6,198.09	7,468.39									
Design (CU-19104)	0.00	4,055.15	12,981.37	18,571.36	34,864.86	50,565.81	23,523.65	21,457.37	72,732.94			
Est. total charged to others	17,435.30											
TOTAL	189,889.46	48,911.65	43,213.39	18,571.36	34,864.86	50,565.81	23,523.65	21,457.37	72,732.94			

Cupertino Sanitary District

Register: 100.21 · Cal Bank & Trust - Checking

From 01/01/2019 through 11/20/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	Deposit	Balance
09/30/2019	20160676		30000 · Opening Bala...	Opening Balance		2,000,000.00	2,000,000.00
10/16/2019	1001	City of San Jose	210.00 · Accounts Pay...		29,515.44		1,970,484.56
10/16/2019	1002	City of San Jose	210.00 · Accounts Pay...		2,180,309.00		-209,824.44
11/14/2019			100.22 · Cal Bank & T...	Funds Transfer...		400,000.00	190,175.56
11/20/2019	1003	Tesco Controls, Inc.	210.00 · Accounts Pay...		17,707.00		172,468.56
11/20/2019	1004	Shape, Inc.	210.00 · Accounts Pay...		108,814.70		63,653.86

Cupertino Sanitary District

Register: 100.22 · Cal Bank & Trust - Savings

From 01/01/2019 through 11/20/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	Deposit	Balance
09/12/2019	20160675		30000 · Opening Bala...	Opening Balance	X	8,000,000.00	8,000,000.00
09/30/2019			450.10 · Interest Income	Deposit	X	5,582.12	8,005,582.12
10/31/2019			450.10 · Interest Income	Deposit		9,116.03	8,014,698.15
11/14/2019			100.21 · Cal Bank & T...	Funds Transfer...	400,000.00		7,614,698.15

County of Santa Clara

Registrar of Voters

1555 Berger Drive, Bldg 2
San Jose, CA 95112
Mailing Address: P.O. Box 611360, San Jose, CA 95161-360
(408) 299-VOTE (8683) (866) 430-VOTE (8683) FAX: (408) 998-7314
www.sccvote.org



Date: November 13, 2019
TO: County of Santa Clara Cities
County of Santa Clara School Districts
County of Santa Clara Special Districts
FROM: Shannon Bushey ^{DS} SB
Registrar of Voters
SUBJECT: Proposed Updated Fees Schedule

The Registrar of Voters is updating our Fees Schedule outlining the fees our office charges jurisdictions that request our office to conduct their elections. Our fees have not increased in the last five years and are in need of being updated. With the continuous increases in inflation and everchanging legislation for the last five years and the passing of the Voter’s Choice Act in 2019, our operating costs have increased.

I wanted to provide you a copy of the Legislative File and the updated Fees Schedule going before the Board of Supervisors. The proposed Fees Schedule indicates the current fees and the proposed fees for specific election services and information we provide customers. The Fees Schedule will be presented to the Board of Supervisors for approval on November 19, 2019. Once approved and adopted, this will be effective beginning with all services provided for the March 2020 Primary Election. We anticipate updating our fees every 2 years as we used to do.

For those of you who have previously requested an election cost estimate from our office, we stated on those estimates that we were in the process of updating our Fee Schedule. For jurisdictions who have requested estimates in the past for the upcoming elections, please feel free to request an updated estimate based on the proposed new fees.

If you have further questions you may contact our Fiscal Division: Vicky Bituin at (408) 282-3011 or Carol Gomez at (408) 282-3012.

Attachments: Legislative File
Proposed Fee Schedule



**County of Santa Clara
Registrar of Voters**



99255

DATE: November 19, 2019
TO: Board of Supervisors
FROM: Shannon Bushey, Registrar of Voters
SUBJECT: Registrar of Voters Fee Schedule

RECOMMENDED ACTION

Adoption of Ordinance No. NS-300.938 amending Section A34-24 of the County of Santa Clara Ordinance Code relating to fees collected by the Office of the Registrar of Voters. (Roll Call Vote)

- Action to Introduce and Preliminarily adopt on November 19, 2019; Roll Call Vote to waive reading. Roll Call Vote to adopt.
- Action for Final Adoption on December 10, 2019; Roll Call Vote to adopt.

FISCAL IMPLICATIONS

If the Board of Supervisors approves the recommendation to amend Section A34-24 to increase fees, the department is projecting to realize ongoing election and services revenue increase of \$6,919,534. Of this amount, \$6,738,455 will come from billings to cities, school districts and special districts.

REASONS FOR RECOMMENDATION

The fees are calculated based on the current year's annual budget; operating expenditures less adjustments, excludable expenditures, and reimbursements from federal, state, and other sources. The costs of County, State, and Federal Elections are borne by the Registrar of Voters (ROV) to the extent not offset by state and federal funds, and these fees are not intended to pass along those costs to cities, special districts, and school districts. With the increase in inflation for the past five years, wherein ROV has not increased its fees, and with the passing of the Voter's Choice Act (VCA), approved on April 9, 2019 for implementation to start March 2020 election; the operating costs of ROV had increased. There are some fees that were not increased; and some fees are added due to the costs of such services as petition, redistricting and recounts.

Therefore, ROV recommends increasing the fees as listed in Attachment A.

CHILD IMPACT

The recommended action will have no/neutral impact on children.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

The Board of Supervisors has the authority to increase or decrease fees which are otherwise authorized based on the amount reasonably necessary to recover the cost of providing the product or service. The costs recovery for the various fees are authorized by the California Elections Code §§ 2184, 10002, 10520, 13307, 13307.5, and 15624; California Education Code §§ 5421 and 5422; and California Government Code §§ 6253.9, 26831, 26854, 27364, 54985, 54986, and 81008. The fee may be an average cost and may include certain indirect costs incurred to provide the product or service.

The Board of Supervisors enacted Section A34-24 of the County of Santa Clara Ordinance Code on January 29, 2002, which authorized the ROV to charge and collect fees for various services.

Consistent with the County management auditor's recommendation and the County Controller-Treasurer's policies, ROV's schedule of fees and charges is updated periodically. The current schedule of fees and charges was last adjusted on October 20, 2015. Attached to this transmittal as Attachment 1 is a schedule which lists the categories of the fees charged, current charges, proposed charges, authority for collecting the fees, changes in terms of relative (percent) and absolute amounts, projected revenue and customers who pay the fees. Attachment 2 is the Fees and Charges Review and Approval Checklist, approved by the Controller-Treasurer Office on November 1, 2019. Also attached is the proposed Ordinance to amend Section A34-24 of the County Code, as shown on Attachment A.

Items A1. Primary and General Elections Base Charges

The ROV conducts elections within the County for jurisdictions including cities, school districts and special districts. The charges are intended to cover the Registrar's actual cost of conducting elections. The proposed election charges for the March 2020 Primary and November 2020 General elections were developed by allocating the total projected net recoverable cost of the election to all participating jurisdictions (both billable and non-billable). The listed rates are based on the ROV's estimated cost for each election, considering the estimated number of registered voters and the projected number of first and additional item(s) in the ballots for each jurisdiction. The increase in the proposed election fees and charges per registered voter is primarily due to the increase in inflation over the last five years and the implementation of the new Voter's Choice Act (VCA); wherein all registered voters in the County will be getting a VBM packet. Therefore, it is proposed that the current base fee and vote by mail fee be consolidated into Based Charges for the first item and for the additional item(s) in the ballot. For the first item on the ballot, the original \$1.25 base fee and \$0.31 vote by mail fee, or a consolidated amount of \$1.56 will be increased by

\$1.10 to \$2.66 per registered voter. For any additional item(s) for the same registration on the ballot, the original rates of \$0.34 base fee and \$0.11 vote by mail fee, or a consolidated amount of \$0.45 will be increased by \$0.31 to \$0.76 per registered voter.

Item A2. Special Elections (Other than Primary and General Elections)

All elections other than Primary and General Elections are usually limited to local issues and typically do not involve all voters countywide. The actual costs incurred in preparing for, conducting and certifying these elections are tracked and billed only to the jurisdictions that participated in these elections. Any cost incurred is passed on directly to the participating jurisdictions, thus resulting in zero net cost to the County unless the County or State calls for a special election for an office vacancy or measure, in which case the costs for the County or State special election is borne by the County. No fixed fee is set, since the actual costs to hold the election will depend on the number of local jurisdictions holding elections, the size of the jurisdictions and whether economies of scale can be realized.

Item A3. Minimum Charge for Jurisdictions Participating in Primary or General Elections

There are minimum costs incurred in preparing for and conducting elections, such as the assistance with filing of candidacy papers; layout, translation, and proofreading of ballots issued in nine languages; recruitment and training of bilingual election workers; election supplies, etc. Ballots are prepared in four media – paper sample ballot booklet (County Voter Information Guide), optical scan ballot, Accessible Ballot Marking Devices (BMD) and audio ballots for the vision impaired. Logic and accuracy tests are performed on Ballot Marking Devices (BMD). Equipment and supplies have to be delivered and picked up from voting centers. The proposed minimum charge increases from \$3,837 to \$6,182, plus the costs of legal publications and ballot printing for nine languages per contest for jurisdictions participating in an election. The increase is due to increases in labor costs and services and supplies.

Item A4. Minimum Charge for Jurisdictions That Do Not Go to Election Due to Insufficient Nominees

If after the close of nominations, there are insufficient candidates, the Elections Code allows the designated governing body, in some instances the Board of Supervisors, to appoint a qualified candidate to the office. This process requires hours of staff time. Staff helps with the filing of candidacy papers and updates contest in the election management system. After the close of nominations, for those contests where the Board of Supervisors is the appointing authority, staff prepares the board transmittal and resolutions for each contest. Staff also prepares cover letters, certificates and notices of eligibility and oaths of office for each contest. For a jurisdiction in which the candidates are elected, the jurisdictions will be charged a pro rata share of the election costs as indicated in A1 above. For a jurisdiction in which the candidates are appointed by the Board of Supervisors, an appointment fee per contest is charged in lieu of the election fees, the appointment fee increased from \$1,094 to

\$2,048 per jurisdiction per contest. For a jurisdiction that makes its own appointment, a certification fee is charged for each Certification of Election Facts issued. The certification fee will increase from \$40 to \$88 per certificate. The increase is due to increases in labor costs and services and supplies.

Item A5.1 to A5.4. Voter Information Pages – Measure

The voter information pages in a measure may include Text Pages, County Counsel or City Attorney Impartial Analysis, Argument in Favor of the Measure, Argument Against the Measure, Rebuttal to Argument in Favor of the Measure and Rebuttal to Argument Against the Measure. The fixed fee for measure pages is composed of typeset and proofing in five languages (English, Spanish, Vietnamese, Chinese and Tagalog) and translation charges in four languages (Spanish, Vietnamese, Chinese and Tagalog). The fixed fees for the text of the measure per full page of 800 words will increase from \$5,165 to \$7,405 ; impartial analysis with up to 500 words will increase from \$3,205 to \$4,832; page for argument in favor or argument against with up to 300 words will increase from \$2,106 to \$3,324 and page for rebuttal (to argument in favor or argument against with up to 250 words will increase from \$1,828 to \$2,686. Additional costs for printing the measure pages for five languages in CVIG will also apply.

Item A6.1 to A6.4. Voter Information Pages - Candidate Statements

Candidate Statements are usually in 400-word, 250-word or 200-word pages. The fixed fees for candidate statements are composed of typeset and proofing in five languages (English, Spanish, Vietnamese, Chinese and Tagalog) and translation charges in four languages (Spanish, Vietnamese, Chinese and Tagalog). The cost of a 200-word candidate statement for Superior Court Judge remains unchanged at 1% of annual salary. The fixed fees for 400-word candidate statement will increase from \$2,443 to \$3,516; the 250-word candidate statement will increase from \$1,828 to \$2,686; and the 200-word candidate statement will increase from \$1,479 to \$2,343. Additional costs for printing the candidate statements for five languages in CVIG will also apply.

Item A7 to A8. Research and Compilation, Certification Services and Retrieval Services

These fees are charged most frequently to law firms that requires documents related to bond issues and to other persons or entities that request certain information that requires staff time. Research Fees increased from \$55 to \$95 minimum; Certification Services Fee increased from \$40 to \$88 per certificate.

Items B1 to B2. Miscellaneous Voter and Election Information

These are fees charged for various voter and election related information (aka printed index), such as voter files countywide, by district, by party, by precincts, street and vote centers listings, voter turnout, consolidations cross references, etc. Fees for electronic version of

Voter File and Other Miscellaneous Election Information both increased from \$82 to \$129.

Items C1 to C2. Vote by Mail Voter Information

These fees usually involve an initial request followed up by daily or weekly updates. The fee for the initial request will increase from \$82 to \$129; and the fees for the updates will increase from \$41 to \$65.

Items D1 to D5. Precinct Maps

These are fees charged for the sale of various maps to the public. The fees vary with map size, whether they are photocopies (black and white) or printed original (colored), and whether they are standard or custom. The standard size for the black and white precinct maps is 11" x 17". These fees are for setting up and printing original maps; and for the search and assembly of digital maps, both intended to recover the cost of providing these services. There is no increase in printing individual black and white precinct maps. Set-up fee for original standard printer or plotter maps increased from \$51 to \$73; and set-up fee for original custom printer or plotter maps increased from \$102 to \$142. Set-up fee for standard digital map increased from \$51 to \$73 plus \$3.00 per map. Set-up fee for digital custom map by district increased from \$102 to \$142 plus \$3 per map.

Item E1. Statement of Votes

No changes are proposed for these fees.

Item F1 to F3. Registration Affidavits and Postage

No changes are proposed for the copy fees. Postage and handling increased from \$0.50 to actual cost of postage.

Item G1 to G2. Fair Political Practices Commission (FPPC) Reports

No changes are proposed for these fees.

Item H1. Photocopies

No changes are proposed for these fees.

Item I1 to I3. Miscellaneous Services

Petition signature verification charge, redistricting charge, and recount charges are new fees. The requesting districts and candidates are charged with the actual cost of labor, services and supplies.

CONSEQUENCES OF NEGATIVE ACTION

The Registrar of Voters will be unable to implement the reviewed and updated fee schedule and recover actual cost incurred.

STEPS FOLLOWING APPROVAL

Upon approval by the Board of Supervisors, the ordinance amending Section A34-24 will be effective after second reading by the Board of Supervisors in the next regularly scheduled meeting. The Clerk of the Board will update Section A34-24 of the Ordinance Code of the County Ordinance to reflect the approved new fee schedule shall notify Shannon Bushey, Matt Moreles, Virginia Bloom, Michael Borja, and Eimear Duncan in the Office of the Registrar of Voters.

ATTACHMENTS:

- BU 140 ROV – Attachment A – Fees Ordinance – Red Line Version
- BU 140 ROV – Attachment A – Fees Ordinance – Final Version
- BU 140 ROV – Attachment 1 – Fees Schedule
- BU 140 ROV – Attachment 2 – Fees and Charges Review and Approval Checklist

**COUNTY OF SANTA CLARA
REGISTRAR OF VOTERS
FEES SCHEDULE**

ITEM	DESCRIPTION	CURRENT AS OF 10/20/2015	PROPOSED	AUTH.
A. ELECTION SERVICES				
A1	BASE CHARGES (BASE FEES AND VOTE BY MAIL FEES) FOR PRIMARY AND GENERAL ELECTIONS TO CITIES, SCHOOL AND SPECIAL DISTRICTS	\$1.25 + \$0.31 PER REGISTERED VOTER FOR FIRST ITEM ON BALLOT AND \$0.34 + \$0.11 FOR EACH ADDITIONAL ITEM ON BALLOT FOR THE SAME REGISTRATION, PLUS COSTS OF LEGAL PUBLICATIONS AND BALLOT	\$2.66 PER REGISTERED VOTER FOR FIRST ITEM ON BALLOT AND \$0.76 FOR EACH ADDITIONAL ITEM ON BALLOT FOR THE SAME REGISTRATION, PLUS COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING FOR NINE LANGUAGES	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A2	SPECIAL ELECTIONS (ALL ELECTIONS OTHER THAN PRIMARY OR GENERAL)	ACTUAL COST BASED ON TIME STUDIES, SERVICES AND SUPPLIES AND INDIRECT COST COMPUTED AFTER EACH ELECTION (INCLUDES COST OF FIVE LANGUAGES)	ACTUAL COST BASED ON TIME STUDIES, SERVICES AND SUPPLIES AND INDIRECT COSTS COMPUTED AFTER EACH ELECTION (INCLUDES NINE LANGUAGES)	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A3	MINIMUM CHARGE FOR JURISDICTIONS PARTICIPATING IN A PRIMARY OR GENERAL ELECTION	\$3,837 PER JURISDICTION PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING FOR FIVE LANGUAGES	\$6,182 PER JURISDICTION PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING FOR NINE LANGUAGES	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A4	MINIMUM CHARGE FOR SPECIAL DISTRICTS THAT DO NOT GO TO ELECTION DUE TO INSUFFICIENT NOMINEES	\$1,094 PER SPECIAL DISTRICT PER CONTEST, PLUS COST OF LEGAL PUBLICATIONS	\$2,048 PER SPECIAL DISTRICT PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A5.1	VOTER INFORMATION PAGES - MEASURE TEXT, PER FULL PAGE	\$5,165 FIXED FEE PER FULL PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$7,405 FIXED FEE PER FULL PAGE OF 800 WORDS IN FIVE LANGUAGES, PLUS COST OF PRINTING THE TEXT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A5.2	VOTER INFORMATION PAGES - MEASURE IMPARTIAL ANALYSIS	\$3,205 FIXED FEE PER FULL PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$4,832 FIXED FEE PER 500-WORD PAGE IN FIVE LANGUAGES, PLUS COST OF PRINTING THE IMPARTIAL ANALYSIS PAGE IN CVIG	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A5.3	VOTER INFORMATION PAGES - MEASURE ARGUMENTS	\$2,106 FIXED FEE PER FULL PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$3,324 FIXED FEE PER 300-WORD PAGE IN FIVE LANGUAGES, PLUS COST OF PRINTING THE ARGUMENT PAGES IN CVIG	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A5.4	VOTER INFORMATION PAGES - MEASURE REBUTTALS	\$1,828 FIXED FEE PER FULL PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$2,686 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS COST OF PRINTING THE REBUTTAL PAGES IN CVIG	EC 10002, EC 10520, Educ. C. 5421, Educ. C.5422
A6.1	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - SUPERIOR COURT JUDGES	1% OF ANNUAL SALARY FOR QUARTER PAGE OF 200 WORDS	1% OF ANNUAL SALARY PER QUARTER PAGE OF 200 WORDS	EC 13307; Negotiated Fee Amount on FGOC Meeting of 6/09/11
A6.2	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 400 WORDS	\$2,443 FIXED COSTS PER HALF PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$3,516 FIXED FEE PER HALF PAGE OF 400 WORDS IN FIVE LANGUAGES, PLUS COST OF PRINTING THE CANDIDATE STATEMENT IN CVIG	EC 13307
A6.3	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 250 WORDS	\$1,828 FIXED COSTS PER HALF PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$2,686 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS COST OF PRINTING THE CANDIDATE STATEMENT IN CVIG	EC 13307.5
A6.4	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 200 WORDS	\$1,479 FIXED COSTS PER QUARTER PAGE, PLUS COST OF BALLOT PRINTING FOR FIVE LANGUAGES	\$2,343 FIXED FEE PER QUARTER PAGE OF 200 WORDS IN FIVE LANGUAGES, PLUS COST OF PRINTING THE CANDIDATE STATEMENT IN CVIG	EC 13307

**COUNTY OF SANTA CLARA
REGISTRAR OF VOTERS
FEES SCHEDULE**

ITEM	DESCRIPTION	CURRENT AS OF 10/20/2015	PROPOSED	AUTH.
A7	RESEARCH AND COMPILATION SERVICES	\$55.00 MINIMUM AND \$55.00 PER HALF-HOUR INCREMENT	\$95.00 MINIMUM AND \$95.00 PER HALF-HOUR INCREMENT	GC 54985
A8	CERTIFICATION SERVICES	\$40.00 PER CERTIFICATE	\$88.00 PER CERTIFICATE	GC 27364
B. MISCELLANEOUS VOTER AND ELECTION INFORMATION				
B1	VOTER FILE - ELECTRONIC VERSION	\$82.00	\$129.00	2CCR 19006; GC 6253.9, GC 54985
B2	OTHER MISCELLANEOUS ELECTION INFORMATION - ELECTRONIC VERSION	\$82.00	\$129.00	2CCR 19006; GC 6253.9, GC 54985
C. VOTE BY MAIL VOTER INFORMATION				
C1	INITIAL REQUESTS ELECTRONIC VERSION	\$82.00	\$129.00	EC 2184 GC 26831
C2	UPDATES - DAILY OR WEEKLY ELECTRONIC VERSION	\$41.00	\$65.00	EC 2184 GC 26831
D. PRECINCT MAPS				
D1	PRINT OF BLACK AND WHITE PRECINCT MAPS - 11 X 17 (LEDGER SIZE) INDIVIDUAL MAPS	\$5.00 PER PAGE	\$5.00 PER PAGE	GC 54985
D2	ORIGINAL STANDARD PRINTER OR PLOTTER MAPS, PRODUCED ON REQUEST: SET UP FEE PER JOB, PLUS MATERIALS CHARGE AS FOLLOWS: PRINTING FEE 11 X 17 17 X 22 22 X 34 34 X 44 40 X 60	\$51.00 SET-UP FEE \$5.00 PER PAGE \$12.00 PER PAGE \$20.00 PER PAGE \$25.00 PER PAGE \$30.00 PER PAGE	\$73.00 SET-UP FEE \$5.00 PER PAGE \$12.00 PER PAGE \$20.00 PER PAGE \$25.00 PER PAGE \$30.00 PER PAGE	GC 54985
D3	ORIGINAL CUSTOM PRINTER OR PLOTTER MAPS, PRODUCED ON REQUEST: SET UP FEE PER JOB, PLUS MATERIALS CHARGE AS FOLLOWS: PRINTING FEE 11 X 17 17 X 22 22 X 34 34 X 44 40 X 60	\$102.00 SET-UP FEE \$5.00 PER PAGE \$12.00 PER PAGE \$20.00 PER PAGE \$25.00 PER PAGE \$30.00 PER PAGE	\$142.00 SET-UP FEE \$5.00 PER PAGE \$12.00 PER PAGE \$20.00 PER PAGE \$25.00 PER PAGE \$30.00 PER PAGE	GC 54985
D4	DIGITAL MAPS (STANDARD) INDIVIDUAL MAPS	\$51.00 SET-UP FEE + \$3.00 PER MAP	\$73.00 SET-UP FEE + \$3.00 PER MAP	GC 54985
D5	DIGITAL MAPS (CUSTOM) MAPS BY DISTRICT	\$102.00 SET-UP FEE + \$3.00 PER MAP	\$142.00 SET-UP FEE + \$3.00 PER MAP	GC 54985

**COUNTY OF SANTA CLARA
REGISTRAR OF VOTERS
FEES SCHEDULE**

ITEM	DESCRIPTION	CURRENT AS OF 10/20/2015	PROPOSED	AUTH.
E. STATEMENT OF VOTES				
E1	PHOTOCOPIES OF SPECIAL AND PARTS OF PRIMARY AND GENERAL ELECTIONS	\$0.10 PER PAGE	\$0.10 PER PAGE	GC 81008
F. REGISTRATION AFFIDAVITS AND POSTAGE				
F1	PHOTOCOPY OF AFFIDAVIT	\$0.10 PER PAGE	\$0.10 PER PAGE	GC 81008
F2	PRINTED COPY OF SCANNED AFFIDAVIT (NOT CERTIFIED)	\$0.10 PER PAGE	\$0.10 PER PAGE	GC 81008
F3	POSTAGE & HANDLING	\$0.50 MINIMUM	ACTUAL COST OF POSTAGE	GC 26831
G. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REPORTS				
G1	FPPC PHOTOCOPIES	\$0.10 PER PAGE	\$0.10 PER PAGE	GC 81008
G2	FPPC RETRIEVAL FEE (MORE THAN FIVE YEARS OLD) SINGLE REQUEST OF ONE OR MORE REPORT AND STATEMENT	\$5.00 PER REQUEST PLUS \$0.10 PER PAGE	\$5.00 PER REQUEST PLUS \$0.10 PER COPY	GC 26854, GC 81008
H. PHOTOCOPIES				
H1	DOCUMENT PHOTOCOPIES	\$0.10 PER PAGE	\$0.10 PER PAGE	GC 81008
I. MISCELLANEOUS SERVICES				
I1	PETITION SIGNATURE VERIFICATION	NEW	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS	GC54985
I2	REDISTRICTING	NEW	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES IN MAILING NOTICES TO ALL REGISTERED VOTERS IN THE DISTRICTS	GC54985
I3	RECOUNT	NEW	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES CALCULATED IN ACCORDANCE WITH THE ELECTIONS CODE	EC15624, GC54985



Memo

Item 8A

To: Board of Directors
From: Benjamin T. Porter, District Manager-Engineer
Date: November 20, 2019
Re: Flygt SCADA Upgrade Requirement

Background:

In 2014, the District upgraded fifteen of its pump stations with Xylem's MultiSmart SCADA system. At the time of installation, this SCADA system came equipped with Verizon 3G modems. Verizon has announced that after April 2020, Verizon will not support the 3G system and customers will need to upgrade to the Verizon 4G system.

The District has already upgraded three pump stations with the 4G modems. The total cost for the remaining 12-4G modem upgrade kits is \$585.00 per kit, plus \$250 shipping, totaling \$7,270.00. The quotation of \$7,270 includes a 50% discount that Xylem is offering if the District commits to upgrading by the end of this year.

Recommendation:

- 1) Staff recommends the implementation of these 4G modems for the remaining 12 pump stations prior to end of this year at the offered price of \$7,270. District staff will remove the existing 3G modems and replace them with these new 4G modems.
- 2) The District will also issue PO in the amount of \$8,730 for the 2020 annual maintenance service, which will be paid with January warrants.

Attachments:

Shape Quotation 099842FL



QUOTATION

PLEASANTON

5115-A Johnson Dr
 Pleasanton, CA 94588
 Phone (925) 485-9720
 Fax (925) 485-6085

STOCKTON

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

TO: Cupertino Sanitation

DATE: 1-Nov-19

QUOTE #: 099842FL

JOB: 2020 Flygt Cloud/SCADA Service

LOCATION: Cupertino, CA

ATTN: Estimating

PHONE:

Fax:

**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	PRICE
	Flygt Cloud Based SCADA Service	
15	14-699765S- Flygt Cloud/SCADA Services for the upcoming 2020 year – 15 Total Stations	<u>\$582.00/per station</u>
	<u>Total For Above 2020 Service:</u>	<u>\$8,730.00</u>
	Modem Upgrades	
12	14-500167 Flygt Cloud 3G to 4G Modem Upgrade Kits	\$585.00/ea
1	Lot: Shipping	\$250.00
	<u>Total For Modem Kits Service:</u>	<u>\$7,270.00</u>
	Please Note: Modem Kits are for parts only, does not include installation. Installation by Mark Thomas Co. and rate is valid for 2019 only.	
	NOTES:	
	1. Price includes freight: F.F.A.	
	2. Price does not include any applicable taxes	
	3. Price does not include: installation, equipment unloading, guide bars, pipe, valves, conduit, anchor bolts, or any other items not listed.	
	4. <u>ESTIMATED</u> delivery of equipment A) Pumps 9-11 WEEKS	
	B) ACCESSORIES 5-7 WEEKS	

SHAPE INC.

Page 1 of 1

Garrett Young

QUOTATION DOES NOT INCLUDE ANY SALES OR USE TAX PAYABLE UNDER ANY STATE OR FEDERAL STATURE. 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



2020 Winter Conference | January 21 – 23 | Renaissance Indian Wells

CASAweb.org



CASACleanWater



@CASA_CleanWater

Preliminary Program – 11/13/19

Subject to Change

Tuesday, January 21

- 7:30 a.m. – 12:00 p.m. CSRMA Training Seminar
- 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. **Roundtable Series (See Attached List)**
 - 1:30 p.m. – 2:30 p.m. Session 1 (Variety of Table Topics)
 - 2:30 p.m. – 3:00 p.m. Networking Break
 - 3:00 p.m. – 4:00 p.m. Session 2 (Repeat from Session 1)
- 4:15 p.m. – 5:30 p.m. Communications Committee Meeting
- 4:15 p.m. – 5:30 p.m. CSRMA Executive Board Meeting
- 5:30 p.m. – 6:30 p.m. Welcome Reception

Wednesday, January 22

- 7:00 a.m. – 7:45 a.m. Indian Wells Morning Jog
- 7:30 a.m. – 4:30 p.m. Registration
- 7:30 a.m. – 9:00 a.m. Breakfast
- 7:45 a.m. – 8:45 a.m. CASA Education Foundation Board Meeting
- 8:00 a.m. – 9:15 a.m. CSRMA Board of Directors Meeting
- 9:00 a.m. – 11:45 a.m. **Morning Session**
- 9:00 a.m. – 9:45 a.m. **Keynote Speaker - Pour Into Others: Mentor and Advocate**
Maggie Frye, Core Consulting

9:45 a.m. – 11:00 a.m.	Cutting Edge Technologies and Research Partnerships - Silicon Valley Biogas to Plastics - Fuel Cell Advances in Biogas Treatment (Vijay Srivatsan) - Rebecca Ryals
11:15 a.m. – 11:45 a.m.	Climate Resiliency: What Does it Mean for Your Agency?
12:00 p.m. – 1:30 p.m.	Luncheon - Join us for a tribute to outgoing Executive Director Bobbi Larson
2:00 p.m. – 4:00 p.m.	Afternoon Session
2:00 – 3:00	Future Workforce Development Panel
3:00 – 4:00	Tailoring Solutions to Medium and Small Agencies - Helping with Funding Decision Making (Greg Swartz) - Enhancing Technology for Small to Medium Agencies Bob Holt - Assessing Triple Bottom Line at Your Agency (<i>Alexander Quinn</i>)
4:15 p.m. – 5:30 p.m.	Bay Area Biosolids Coalition Meeting
4:00 p.m. – 5:30 p.m.	Federal Legislative Committee Meeting
5:30 p.m. – 6:30 p.m.	Associates Reception
Thursday, January 23	
8:00 a.m. – 11:00 a.m.	Registration
8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 9:00 a.m.	State Legislative Committee Meeting
9:15 a.m. – 11:00 a.m.	Closing Session President Bill Long, Presiding
9:15 a.m. – 9:45 a.m.	Federal and State Legislative Updates Eric Sapirstein and Jessica Gauger
9:45 a.m. – 10:15 a.m.	Michael Thompson , Sonoma County Water Agency
10:15 a.m. – 10:45 a.m.	National Partnerships and Priorities Adam Krantz (NACWA)
10:45 a.m. – 11:00 a.m.	President's Closing Remarks
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting

Preliminary Roundtable List

- SB 1383 ([Greg Kester](#))
- SSS WDR Update ([Paul Causey](#))
- Toxicity Provisions/Biostimulatory Substances
- Flushable Wipes ([Emily Barnett](#))
- PFAS ([Jared Voskuhl](#))
- Exfiltration / Homeless Issues ([Steve Jepsen](#))
- Indoor Water Conservation Standard
- Climate Resiliency Issues ([Sarah Deslauriers](#))
- Impact of SWRCB Wetlands Policy and WOTUS rules ([Nicole Granquist/Meghan Quinn](#))
- Securing SCADA
- Branding Your Agency ([Mike McNutt](#))
- SFEI Microplastics Study and Next Steps
- Wastewater 101 ([Vince DeLange](#))



We're saving a seat for you

Discover what water professionals need to plan for in the new year by hearing from experts on topics we're all concerned legislative and regulatory developments, litigation, innovative technologies and more. The winter conference program mix presentations with enhanced opportunities for participant engagement and interactive panel discussions. This is where p gather to network, share ideas, grow professionally and discover solutions to complex challenges facing the wastewater c Join us in Indian Wells January 21 - 23, 2020 (Tuesday - Thursday) for the best of what matters most to you!

Conference Information

PRELIMINARY PROGRAM

REGISTER HERE

CSRMA Registration Form - coming soon

Registration Fees:

- Full Conference: \$595
- Tuesday only: \$385
- Wednesday only: \$495
- Thursday only/Attorneys Meeting: \$260
- NonMember Fee: \$1,200
- **Cancellation Policy:** \$75 Cancellation fee on or before Monday, January 13, 2020
No refund for late cancellations after Monday, January 13, 2020

Please notify CASA via email of a cancellation, refund or change request by contacting Cheryl MacKelvie at cmackelvie@casaweb.org.

Hotel Information

RESERVE A ROOM

- Guest Room Stay: \$190/night + Taxes/Fees (1 reduced resort fee)
- Cutoff date: January 8, 2020
- Self-Parking fee: \$12 per night – Valet \$30

Location

Renaissance Indian Wells
44400 Indian Wells Lane
Indian Wells, CA

[Get Directions »](#)



Memo

Item 9A

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: November 20, 2019

Re: Prospect Pump Station

Prospect Pump Station Construction Progress No. 3 (since Progress No. 2)

ACCOMPLISHMENTS TO DATE:

- 1) Contractor resubmitted PVC Manhole submittal which has been approved due to changes in design (utility conflicts). There are no pending submittals.
- 2) PG&E provided electrical data for TESCO to complete ARC Study.
- 3) Contractor's activities:
 - a. Conquest continues to excavate at Manhole #3 and expects to be completed by 11/20/2019.
 - b. Conquest continues to excavate at Manhole #2 and installed the temporary sewer bypass for the existing 10" sewer main.

NEXT MONTH'S ACTIVITIES:

- 1) Week 6
 - a. Install bypass at Manhole #3
 - b. Install Manhole #1, #2, & #3
 - c. Restore traffic on southbound South De Anza Boulevard to existing conditions after installing Manhole #1
- 2) Week 7
 - a. Clean drywell vault and prepare for new piping installation
 - b. Demolish interior piping for both existing wetwells and prepare for interior lining
- 3) Week 8
 - a. Demolish existing piping inside drywell and wetwells

OUTSTANDING ISSUES/CONCERNS:

- 1) Request for quotations have not yet been received for:
 - a. Three (3) additional valves
 - b. Conduits for future potential Wetwell Wizard

c. Change due to redesign for manholes

- 2) Property owner of the Valero Gas Station has complained about difficulty getting in and out. We have made minor adjustments. The City of Cupertino has also expressed concern with our delay in getting the Manhole No. 1 completed. The current schedule is for the PVC manhole to be delivered to the site on 11/19 or 11/20. The contractor can complete the manhole installation in one week.

Cupertino Sanitary District - Monthly Maintenance Summary - October 2019

SSOs

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

PLSDs (Private Lateral Sewage Discharge)

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

Emergency Calls - Causes

Call Rec'd Business Hours	# of Calls	Call Rec'd After Hours	# of Calls	Call Rec'd Weekend	# of Calls
Root Intrusion	4	Root Intrusion	1	Root Intrusion	1
Onsite	5	Onsite	3	Onsite	3
Debris	2	Grease	0	Grease	0
Offset	0	Others	0	Others	0
Others	0	Offset	1	Pump Station	0
Total:	11	Total:	5	Total:	4

Repairs

Address	Main/Lat	Description of Work
Homestead 2 Pump Station	Pump Station	Wet well rehabilitation
John Dr sec#2076-1 - 2076-8	Main	2 spot repairs in front of 6772 John Dr: replaced 6' of 6" VCP main with PVC @106.9 & 127.1 to USMH2076-1 + new wye
Mercedes Rd sec#T-72 - T-71	Main	3 spot repairs in front of 2279 Mercedes Rd: replaced of 6' of 6" VCP main with PVC @4' from USMHT-72 + water tight & concrete collar + 6' VCP @83.6 & @103.5

Mainline Maintenance

Size of Pipe	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2019-20 Annual Schedule	FY2019-20 Annual Schedule	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	29,090	71,246	8,290	0	0	0	0	0	0	108,626	440,282	962,623	46%
Easement Cleaning (ft)	0	4,172	9,503	2,154	0	0	0	0	0	0	15,829	79,461	138,059	58%
CCTV (ft)	0	1,306	9,631	1,727	2,054	0	2,579	0	39	0	17,336	89,251	206,765	43%

Lateral Maintenance

Activity	# of Laterals	FY2019-20 YTD	*FY2019-20 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	394	1,583	5,378	29%
CCTV	9	46		
Inspection	15	69		

FOG Inspection

	# of Inspections	YTD FY2019-20	FY2019-20 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	36	149		
Completed	24	106	283	37%
Follow up Needed	2			

* Added 2,823 laterals to annual schedule due to on going project to find PLCO which no prior cleaning service