

**CUPERTINO SANITARY DISTRICT  
SANITARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 20, 2023**

**AGENDA**

The meeting will be held in person at 7:00 p.m. in the Stevens Creek Office Center, Suite 100, 20863 Stevens Creek Boulevard, Cupertino, California and via virtual teleconference.

Anyone interested may attend in person, by phone [call 1 (866) 899 - 4679 Conference Access Code: 251566821], or virtually <https://global.gotomeeting.com/join/251566821>.

**1. ROLL CALL**

**2. PUBLIC COMMENTS**

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.

**3. 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.

**4. MINUTES & BILLS**

- A. APPROVAL OF THE MINUTES OF AUGUST 16, 2023
- B. APPROVED MINUTES OF AUGUST 2, 2023
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENTS
- D. DIRECTOR’S MONTHLY TIMESHEETS

**5. CORRESPONDENCE**

- A. THE FORUM HOA

**6. MEETINGS**

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, OCTOBER 9, 2023
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, OCTOBER 12, 2023

**CUPERTINO SANITARY DISTRICT  
SANITARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 20, 2023**

**7. REPORTS**

- A. CUPERTINO FALL/FUN FESTIVAL HELD SEPTEMBER 9, 2023 AT MEMORIAL PARK, CUPERTINO
- B. SANTA CLARA CONTY SPECIAL DISTRICTS ASSOCIATION MEETING HELD ON MONDAY, SEPTEMBER 11, 2023
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD ON MONDAY, SEPTEMBER 11, 2023
- D. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD ON THURSDAY, SEPTEMBER 14, 2023
- E. CALIFORNIA ASSOCIATION FOR SEWER SYSTEM EXCELLENCE (CASSE) GENERAL MEETING HELD SEPTEMBER 14, 2023 IN SACRAMENTO, CA

**8. UNFINISHED BUSINESS**

- A. LOAN PAYOFF
- B. DRAFT ANNUAL REPORT

**9. NEW BUSINESS**

- A. REQUEST TO AMEND RESOLUTION NO. 1314
- B. FORUM ODOR CONTROL PLAN
- C. REQUEST TO ATTEND THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 2023 BOARD SECRETARY/CLERK CONFERENCE TO BE HELD NOVEMBER 6-8, 2023 IN MONTEREY, CA

**10. STAFF REPORT**

- A. PEAK FLOW MODEL
- B. PUMPKIN FIESTA STORM DRAIN PROJECT
- C. FUTURE DEVELOPMENT PROJECTS
- D. MONTHLY MAINTENANCE SUMMARY REPORT

**11. CALENDAR ITEMS**

- A. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, OCTOBER 4, 2023

**12. ADJOURNMENT**

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 16, 2023

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino.

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, David A. Doyle, and William A. Bosworth.

Staff present: District Manager Benjamin Porter, and Counsel Marc Hynes.

District Consultant: Richard K. Tanaka

Public: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

President Kwok adjourned the regular meeting session and opened the closed session at 7:05 p.m. Manager Porter was excused from the closed session.

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.

Board action: There was no reportable action.

President Kwok adjourned the closed session at 7:10 p.m. and the regular meeting was called to order. District Manager Porter rejoined the regular meeting.

4. MINUTES & BILLS:

- A. On a motion by Director Bosworth, seconded by Director Chen, by a vote of 5-0-0, the minutes of the regular meeting held on Wednesday, August 6, 2023, were approved as written.
- B. By consensus, the Minutes of Wednesday, July 19, 2023 are to be Noted & Filed.
- C. The Board reviewed July payable warrants and financial statements. The Board requested that staff give regular updates on special projects, and look at PG&E bills for pump stations. On a motion by Director Saadati, seconded by Director Doyle, by a vote of 5-0-0, the financial statements and payment of bills for July were approved as written.
- D. The Board members will submit their August timesheets to Manager Porter.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 16, 2023

5. CORRESPONDENCE:

There was none.

6. MEETINGS:

- A. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held Monday, September 11, 2023.
- B. It is to be determined who, if anyone, will attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TPAC) to be held on Thursday, September 24, 2023.

7. REPORTS:

- A. Director Chen reported on the CSRMA training held August 9, 2023 in San Diego, CA. Topics included digitizing maps, and drone/sensors to replace smoke testing. Director Saadati reported on Smartcover.
- B. The Board reported on the CASA 68<sup>th</sup> Annual Conference held August 9-11, 2023 in San Diego, Ca. President Kwok reported on emergency drills.
  - 1. Director Chen reported on the CSRMA Board of Directors meeting.
  - 2. Counsel Hynes reported on the attorney's meeting. A topic of interest included AB1023, an ADU Legislation to keep provisions for payments to sanitary districts.

8. UNFINISHED BUSINESS:

- A. The Board discussed the Local Agency Formation Commission (LAFCO) warrant pertaining to share of costs.

9. NEW BUSINESS:

- A. The Board reviewed the Fifth Amendment to Hunton Andrews Legal Services Agreement. On a motion by Director Chen, seconded by Director Saadati, by a vote of 5-0-0, the Board approved the amendment.
- B. The Board reviewed the Draft Annual Report. Staff is to make edits and changes and bring 2<sup>nd</sup> draft back to the Board.

10. STAFF REPORTS:

- A. Manager Porter reported on Future Development Projects.
- B. Manager Porter reported on the monthly maintenance summary report.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 16, 2023

11. CALENDAR ITEMS:

- A. The next regular District Board meeting is scheduled to be held on Wednesday, September 6, 2023. Directors Chen and Doyle will be absent.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:46 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 2, 2023

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino.

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, David A. Doyle, and William A. Bosworth.

Staff present: District Manager Benjamin Porter, and Counsel Marc Hynes.

District Consultant: Richard K. Tanaka

Public: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

President Kwok adjourned the regular meeting session and opened the closed session at 7:01 p.m. Manager Porter was excused from the closed session.

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.

Board action: There was no reportable action.

President Kwok adjourned the closed session at 7:13 p.m. and the regular meeting was called to order. District Manager Porter rejoined the regular meeting.

4. MINUTES:

A. On a motion by Director Chen, seconded by Director Doyle, by a vote of 4-0-1, the minutes of the regular meeting held on Wednesday, July 19, 2023, were approved as written. Director Bosworth abstained as he was on excused absence from the meeting.

B. By consensus, the Minutes of Wednesday, June 21, 2023, are to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 2, 2023

5. CORRESPONDENCE:

- A. The Board reviewed an email from Empower regarding Secure Invoice and Change of Contacts. It is to be Noted & Filed.

6. MEETINGS:

- A. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held Monday, August 7, 2023.
- B. President Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TPAC) to be held on Thursday, August 10, 2023.
- C. Board members and Staff plan to attend the CASA 68th Annual Conference and CSRMA training to be held August 9-11, 2023 in San Diego, CA.

7. REPORTS:

There were none.

8. UNFINISHED BUSINESS:

- A. The Board discussed the Local Agency Formation Commission (LAFCO) warrant pertaining to share of costs. Staff is to investigate the necessity of membership.

9. NEW BUSINESS:

There was none.

10. STAFF REPORTS:

- A. Manager Porter reported on Future Development Projects.
- B. Manager Porter reported on the Wolf Road/280 Sewer Relocation project.

11. CALENDAR ITEMS:

- A. The next regular District Board meeting is scheduled to be held on Wednesday, August 16, 2023.

12. ADJOURNMENT:

On a motion properly made and seconded, at 7:59 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board

**CUPERTINO SANITARY DISTRICT**  
**MONTHLY FINANCIAL REPORT THROUGH AUGUST 2023**  
**2nd Month of Operations (16% into FY Operations)**  
 FISCAL YEAR: July 1, 2023 to June 30, 2024

**EXPENSE SUMMARY REPORT**

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
<b>AUG SERVICES</b>								
<b>OPERATING EXPENSES</b>								
Loan Payments	41000	\$1,200,063	\$0.00	\$0.00	\$0.00	\$1,200,062.50	0.0%	None to date
Directors Fees	41030	\$38,000	\$1,132.99	\$4,915.17	\$6,048.16	\$31,951.84	15.9%	On Target
Gasoline, Oil & Fuel	41060	\$4,000	\$0.00	\$0.00	\$0.00	\$4,000.00	0.0%	None to date
Insurance	41060	\$170,000	\$11,888.17	\$1,185.19	\$13,073.36	\$156,926.64	7.7%	Dooley Insurance
Memberships	41080	\$57,000	\$16,228.08	\$910.00	\$17,138.08	\$39,861.92	30.1%	CWEA; Notary for Admin Staff (Frankie)
Office Rent	41090	\$4,800	\$400.00	\$400.00	\$800.00	\$4,000.00	16.7%	On Target
Operating Expenses	41100	\$3,000	\$400.00	\$1,103.32	\$1,503.32	\$1,496.68	50.1%	Empower Retirement Plan Admin Fees (BOD); Public Outreach - Fall Festival Handouts
Operating Expenses - Credit Card Transaction Fees	41100-1	\$6,000	\$473.46	\$257.91	\$731.37	\$5,268.63	12.2%	Credit Card Processing Fees - August
<b>Contractual Services:</b>								
Outfall Maintenance	41113	\$180,000	\$0.00	\$0.00	\$0.00	\$180,000.00	0.0%	None to date
T.P. Oper. & Maint.	41114	\$7,241,534	\$1,810,383.50	\$0.00	\$1,810,383.50	\$5,431,150.50	25.0%	None this month
<b>Professional Services:</b>								
Management Services	41121	\$575,000	\$29,303.50	\$40,443.43	\$69,746.93	\$505,253.07	12.1%	On Target
SSMP Certification and Implementation	41121	\$50,000	\$8,440.92	\$4,765.58	\$13,206.50	\$36,793.50	26.4%	New Waste Discharge Requirements (WDR) Implementation
Engineering Services	41122	\$1,400,000	\$119,051.06	\$137,170.83	\$256,221.89	\$1,143,778.11	18.3%	On Target
Peak Flow Reduction	41122-1	\$200,000	\$30,130.69	\$20,622.67	\$50,753.36	\$149,246.64	25.4%	Flow model calibration; Akel Engineering
Plan Ckg. & Insp.	41123	\$300,000	\$12,772.75	\$11,190.78	\$23,963.53	\$276,036.47	8.0%	On Target
Legal - Consultant Services	41124	\$18,000	\$2,500.00	\$2,300.00	\$4,800.00	\$13,200.00	26.7%	Richard Tanaka - Consulting Services for August 2023
Legal - District Counsel	41124	\$6,000	\$4,470.00	\$1,134.00	\$5,604.00	\$54,396.00	9.3%	District Counsel - Legal Services for July-August 2023
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$1,404,000	\$375,357.75	\$0.00	\$375,357.75	\$1,028,642.25	26.7%	None this month
Legal - Common Interest Group (CuSD Share)	41124	\$396,000	\$105,870.13	\$0.00	\$105,870.13	\$290,129.87	26.7%	None this month
Audit	41125	\$13,800	\$0.00	\$0.00	\$0.00	\$13,800.00	0.0%	None this month
Printing & Publications	41130	\$32,000	\$0.00	\$0.00	\$0.00	\$32,000.00	0.0%	None this month
<b>Repair and Maintenance</b>								
Repairs	41150	\$200,000	\$10,100.22	\$72,930.74	\$83,030.96	\$116,969.04	41.5%	Repairs on North De Anza Blvd. and Echo Hill Ct.
Maintenance	41151	\$3,985,000	\$314,430.73	\$336,089.81	\$650,520.54	\$3,334,479.46	16.3%	On target
Travel & Meetings Staff	41170	\$15,000	\$300.00	\$3,550.71	\$3,850.71	\$11,149.29	25.7%	CASA Travel Expense Reimbursements - M. Hynes, R. Woodhouse, B. Porter
Travel & Meetings BOD	41170	\$18,000	\$2,700.00	\$2,907.54	\$5,607.54	\$12,392.46	31.2%	CASA Travel Expense Reimbursements - A. Chen, P. Kwok; T. Saadati
Utilities	41190	\$70,000	\$6,951.38	\$7,512.28	\$14,463.66	\$55,536.34	20.7%	On target; electricity and water at pump stations
<b>Refunds &amp; Reimbursements:</b>								
Miscellaneous	41201	\$50,000	\$0.00	\$0.00	\$0.00	\$50,000.00	0.0%	None to date
Connection Fees	41202	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0%	None to date
Checking & Inspection	41203	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None to date
Emergency Funds	48000	\$250,000	\$3,317.15	\$4,812.59	\$8,129.74	\$241,870.26	3.3%	District Staff - Stoppage Response
Consolidated Election	48001	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	None this fiscal year
<b>TOTAL OPERATING EXPENSES</b>		<b>\$17,946,197</b>	<b>\$2,866,602.48</b>	<b>\$654,202.55</b>	<b>\$3,520,805.03</b>	<b>\$14,425,391.47</b>	<b>19.6%</b>	
<b>CAPITAL EXPENSES</b>								
District Sewer Capital & Support	46041	\$1,250,000	\$22,828.02	\$32,898.92	\$55,726.94	1,194,273.06	4.5%	Significant Defect Repair Project; Pump Station Assessment Project
District Sewer Capital & Support - VTA	46041	\$4,200,000	\$986,074.63	\$1,845,364.80	\$2,831,439.43	1,368,560.57	67.4%	\$95.3K from District Staff; \$1.75M from outside vendors
Treatment Plant Capital	46042	\$3,379,003	\$783,256.00	\$0.00	\$783,256.00	2,595,747.00	23.2%	None this month
Outfall Capital	46042	\$200,000	\$0.00	\$0.00	\$0.00	200,000.00	0.0%	None to date
District Equipment	46043	\$150,000	\$0.00	\$0.00	\$0.00	150,000.00	0.0%	None to date
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	300,000.00	0.0%	
<b>TOTAL CAPITAL EXPENSES</b>		<b>\$9,479,003</b>	<b>\$1,792,158.65</b>	<b>\$1,878,263.72</b>	<b>\$3,670,422.37</b>	<b>\$5,808,580.63</b>	<b>38.7%</b>	
<b>TOTAL EXPENSES</b>		<b>\$27,425,200</b>	<b>\$4,658,761.13</b>	<b>\$2,532,466.27</b>	<b>\$7,191,227.40</b>	<b>\$20,233,972.10</b>	<b>26.2%</b>	



**CUPERTINO SANITARY DISTRICT**  
**MONTHLY FINANCIAL REPORT THROUGH AUGUST 2023**  
**2nd Month of Operations (16% into FY Operations)**  
 FISCAL YEAR: July 1, 2023 to June 30, 2024  
**REVENUE SUMMARY REPORT**

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts Aug Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
<b>OPERATING REVENUES</b>								
Service Charges								
Handbilling	31010	\$480,160.00	\$0.00	\$0.00	\$0.00	\$480,160.00	0.0%	None to date
Tax Roll	31010	\$19,632,750.00	\$0.00	\$0.00	\$0.00	\$19,632,750.00	0.0%	None to date
Permit Fees	31020	\$100,000.00	\$16,384.00	\$6,082.31	\$22,466.31	\$77,533.69	22.5%	Seventeen payments received this month; Thirty-four payments received to date
Connection Fees	31031	\$600,000.00	\$0.00	\$0.00	\$0.00	\$600,000.00	0.0%	None to date
Capacity Fees	31032	\$450,000.00	\$2,712.00	\$0.00	\$2,712.00	\$447,288.00	0.6%	One payment received this month; One payment received to date
Pump Zone Fees	31033	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$300,000.00	\$7,700.00	\$7,900.00	\$15,600.00	\$284,400.00	5.2%	Twenty payments received this month; Thirty-eight 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	\$200,000.00	\$0.00	\$114,066.84	\$114,066.84	\$85,933.16	57.0%	FY2022-2023 4th Quarter
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	\$1,404,000.00	\$937,253.41	\$1,876,761.63	\$2,814,015.04	(\$1,410,015.04)	200.4%	Payments received from WVSD, BSD, CSD2-3, and City of Milpitas (for May & June billings)
Legal - Common Interest Group (2% Admin Fees)								
	32902.2	\$28,000.00	\$19,127.62	\$37,535.24	\$56,662.86	(\$28,662.86)	202.4%	Payments received from WVSD, BSD, CSD2-3, and City of Milpitas (for May & June billings)
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$142.05	\$142.05	\$284.10	\$9,715.90	2.8%	Payment for District Lateral Loan Program - 850 East Estates Dr, Cupertino
Refunds/Reimbursements - VTA	46041	\$4,200,000.00	\$1,005,865.43	\$460,231.88	\$1,466,097.31	\$2,733,902.69	34.9%	Payment from VTA for July billing (Inv. 23-106)
Lateral Construction	32093	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
<b>TOTAL OPERATING REVENUE</b>		<b>\$27,942,410.00</b>	<b>\$1,989,184.51</b>	<b>\$2,502,719.95</b>	<b>\$4,491,904.46</b>	<b>\$23,450,505.54</b>	<b>16.08%</b>	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
<b>TOTAL OPERATING REVENUE</b>		<b>\$27,942,410.00</b>	<b>\$1,989,184.51</b>	<b>\$2,502,719.95</b>	<b>\$4,491,904.46</b>	<b>\$23,450,505.54</b>	<b>16.08%</b>	

**CASH ACCOUNT SUMMARY**

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
July 31, 2023	\$14,509,668.38	\$3,900,000.00	\$10,609,668.38	\$691,180.19	\$810,984.12	\$16,011,832.68
August 31, 2023	\$14,864,331.97	\$3,900,000.00	\$10,964,331.97	\$703,447.48	\$812,362.81	\$16,380,142.26

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

**CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 08/31/23**

Cal Bank Activities			Total Interest Earned or Refund Received from CSJ	Interest or Refund Prorated to Loan Balance	Loan Balance w/Interest	Interest or Refund Prorated to \$600K District Savings	District Portion of Savings Balance	Total Savings balance	Checking Acct Balance (Credit Card Payments Received)	TOTAL AT CALBANK	
<b>No.</b>	<b>Payee</b>	<b>Date</b>	<b>Check Amount</b>		<b>\$10,000,000.00</b>			<b>\$10,000,000.00</b>		<b>\$10,000,000.00</b>	
1001	San Jose	10/16/19	\$2,180,309.00		\$7,819,691.00			\$7,819,691.00		\$7,819,691.00	
1002	San Jose	10/16/19	\$29,515.44		\$7,790,175.56			\$7,790,175.56		\$7,790,175.56	
1003	Tesco	11/20/19	\$17,707.00		\$7,772,468.56			\$7,772,468.56		\$7,772,468.56	
1004	Shape	11/20/19	\$108,814.78		\$7,663,653.78			\$7,663,653.78		\$7,663,653.78	
1005	Tesco	12/18/19	\$169,018.00		\$7,494,635.78			\$7,494,635.78		\$7,494,635.78	
1006	Con Quest	12/18/19	\$385,242.58	\$30,683.35	\$7,140,076.55			\$7,140,076.55		\$7,140,076.55	
1007	San Jose	01/15/20	\$6,966,355.00		\$173,721.55			\$173,721.55		\$173,721.55	
Interest through 3/31/20				\$6,823.36	\$180,544.91			\$180,544.91		\$180,544.91	
Deposit			04/16/20		\$180,544.91		\$600,000.00	\$780,544.91	\$2,996.28	\$783,541.19	
Balance as of 5/30/2020				\$179.37	\$180,586.41	\$137.87	\$600,137.87	\$780,724.28	\$5,744.81	\$786,469.09	
Balance as of 6/30/2020				\$197.98	\$180,632.21	\$152.18	\$600,290.05	\$780,922.26	\$31,953.57	\$812,875.83	
Balance as of 7/31/2020				\$191.84	\$180,676.56	\$147.47	\$600,437.52	\$781,114.10	\$37,732.75	\$818,846.85	
Balance as of 8/31/2020				\$154.53	\$180,712.33	\$118.79	\$600,556.30	\$781,268.63	\$48,220.05	\$829,488.68	
Balance as of 9/30/2020				\$25.62	\$180,718.25	\$19.69	\$600,576.00	\$781,294.25	\$56,059.22	\$837,353.47	
Balance as of 10/31/2020				\$25.62	\$180,724.18	\$19.69	\$600,595.69	\$781,319.87	\$67,713.45	\$849,033.32	
Balance as of 11/30/2020				\$26.47	\$180,730.30	\$20.35	\$600,616.04	\$781,346.34	\$80,097.89	\$861,444.23	
Balance as of 12/31/2020				\$26.47	\$180,736.42	\$20.35	\$600,636.39	\$781,372.81	\$89,436.48	\$870,809.29	
Balance as of 1/31/2021				\$24.83	\$180,742.17	\$19.09	\$600,655.47	\$781,397.64	\$99,672.14	\$881,069.78	
Balance as of 2/28/2021				\$23.98	\$180,747.71	\$18.43	\$600,673.91	\$781,421.62	\$108,211.86	\$889,633.48	
Balance as of 3/31/2021				\$28.26	\$180,754.25	\$21.72	\$600,695.63	\$781,449.88	\$121,953.35	\$903,403.23	
Balance as of 4/30/2021				\$22.27	\$180,759.40	\$17.12	\$600,712.75	\$781,472.15	\$135,672.77	\$917,144.92	
Balance as of 5/31/2021				\$11.99	\$180,762.18	\$9.22	\$600,721.96	\$781,484.14	\$153,926.10	\$935,410.24	
Deposit - CSJ Refund			06/22/21	\$1,415,647.00	\$1,107,651.79	\$488,757.39	\$1,089,479.35	\$2,197,131.14		\$2,197,131.14	
Balance as of 6/30/2021				\$20.34	\$1,107,662.04	\$10.09	\$1,089,489.44	\$2,197,151.48	\$168,561.21	\$2,365,712.69	
1008 Voided - CSJ			07/15/21								
Balance as of 7/31/2021				\$36.12	\$1,107,680.25	\$17.91	\$1,089,507.35	\$2,197,187.60	\$190,143.43	\$2,387,331.03	
Balance as of 8/31/2021				\$38.53	\$1,107,699.67	\$19.11	\$1,089,526.46	\$2,197,226.13	\$200,919.93	\$2,398,146.06	
Balance as of 9/30/2021				\$36.12	\$1,107,717.88	\$17.91	\$1,089,544.37	\$2,197,262.25	\$215,257.91	\$2,412,520.16	
1009 Co-Mingled Fund			10/20/21	\$690,453.00		(\$480,000.00)	(\$480,000.00)		(\$210,453.00)		
1010 C2R Engineering			10/20/21	\$49,030.00		(\$49,030.00)					
Balance as of 10/20/2021					\$1,058,687.88		\$609,544.37	\$1,668,232.25	\$4,804.91	\$1,673,037.16	
Balance as of 10/31/2021				\$31.44	\$1,058,707.83	\$11.49	\$609,555.86	\$1,668,263.69	\$25,242.07	\$1,693,505.76	
Balance as of 11/30/2021				\$29.25	\$1,058,726.40	\$10.69	\$609,566.54	\$1,668,292.94	\$38,319.76	\$1,706,612.70	
Balance as of 12/31/2021				\$28.34	\$1,058,744.39	\$10.35	\$609,576.90	\$1,668,321.28	\$55,958.38	\$1,724,279.66	
Balance as of 1/31/2022				\$28.34	\$1,058,762.37	\$10.35	\$609,587.25	\$1,668,349.62	\$65,691.28	\$1,734,040.90	
Balance as of 2/28/2022				\$25.60	\$1,058,778.61	\$9.35	\$609,596.61	\$1,668,375.22	\$85,965.01	\$1,754,340.23	
Balance as of 3/31/2022				\$28.34	\$1,058,796.60	\$10.35	\$609,606.96	\$1,668,403.56	\$106,346.21	\$1,774,749.77	
Balance as of 4/30/2022				\$26.51	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.07	\$119,004.80	\$1,787,434.87	
Balance as of 5/31/2022				\$29.25	\$1,058,831.98	\$10.69	\$609,627.34	\$1,668,459.32	\$132,240.88	\$1,800,700.20	
Balance as of 6/30/2022				\$43.43	\$1,058,859.55	\$15.87	\$609,643.20	\$1,668,502.75	\$152,439.62	\$1,820,942.37	
Balance as of 7/31/2022				\$100.11	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$160,603.56	\$1,829,206.42	
Balance as of 8/31/2022				\$226.30	\$1,059,066.69	\$82.69	\$609,762.47	\$1,668,829.16	\$177,243.27	\$1,846,072.43	
Balance as of 9/30/2022				\$205.76	\$1,059,197.27	\$75.18	\$609,837.65	\$1,669,034.92	\$191,995.18	\$1,861,030.10	
Balance as of 10/31/2022				\$212.64	\$1,059,332.22	\$77.70	\$609,915.34	\$1,669,247.56	\$206,913.12	\$1,876,160.68	
1011 C2R Engineering, Inc.			11/16/22	\$54,058.43					(\$54,058.43)		
Balance as of 11/30/2022				\$205.81	\$1,059,462.83	\$75.20	\$609,990.54	\$1,669,453.37	\$161,065.57	\$1,830,518.94	
Balance as of 12/31/2022				\$205.84	\$1,059,593.46	\$75.21	\$610,065.75	\$1,669,659.21	\$174,390.82	\$1,844,050.03	
1012 C2R Engineering, Inc.			01/30/23	\$42,585.13					\$42,585.13		
Balance as of 1/31/2023				\$188.72	\$1,059,724.08	\$68.96	\$610,134.71	\$1,669,858.79	\$143,543.68	\$1,813,402.47	
Balance as of 2/28/2023				\$192.16	\$1,059,846.03	\$70.21	\$610,204.92	\$1,670,050.95	\$154,920.07	\$1,824,971.02	
Balance as of 3/31/2023				\$265.40	\$1,060,014.46	\$96.97	\$610,301.89	\$1,670,316.35	\$170,416.91	\$1,840,733.26	
1013 C2R Engineering, Inc.			04/25/23	\$137,280.63					\$137,280.63		
Balance as of 4/30/2023				\$530.92	\$1,060,351.39	\$193.99	\$610,495.88	\$1,670,847.27	\$41,204.88	\$1,712,052.15	
Balance as of 5/31/2023				\$1,992.43	\$1,061,615.83	\$728.00	\$611,223.88	\$1,672,839.70	\$53,061.30	\$1,725,901.00	
Balance as of 6/30/2023				\$2,752.06	\$1,063,362.34	\$1,005.55	\$612,229.43	\$1,675,591.76	\$70,597.45	\$1,746,189.21	
Transfer for 11/16/2022 C2R Engineering					(\$54,058.43)				\$54,058.43		
Transfer for 1/30/2023 C2R Engineering					(\$42,585.13)				\$42,585.13		
Transfer for 4/5/2023 C2R Engineering					(\$137,280.63)				\$137,280.63		
Total \$254K transferred from Loan bal. to checking					(\$20,075.81)				\$20,075.81		
1014 Check to CuSD Commingled Account									(\$254,000.00)		
Balance as of 7/31/2023				\$2,848.55	\$1,621.78	\$1,226.77	\$613,456.20	\$1,424,440.31	\$77,723.99	\$1,502,164.30	
Balance as of 8/31/2023				\$2,421.59	\$1,378.70	\$1,042.89	\$614,499.09	\$1,426,861.90	\$88,948.39	\$1,515,810.29	
<b>TOTAL OR BALANCE AMOUNT</b>			<b>\$10,830,368.99</b>	<b>\$1,466,842.84</b>	<b>\$972,343.75</b>	<b>\$812,362.81</b>	<b>\$14,499.09</b>	<b>\$614,499.09</b>	<b>\$1,426,861.90</b>	<b>\$88,948.39</b>	<b>\$1,515,810.29</b>

**CUPERTINO SANITARY DISTRICT  
WARRANTS PAYABLE - September 20, 2023**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 4,915.17	ADP	Directors' Salary	
19765	M&O	\$ 1,185.19	Dooley Insurance Services	Insurance - Group Life & Dental	
19766	M&O	\$ 638.00	CWEA	Membership Dues	
19767	M&O	\$ 325.00	Empower Annuity Insurance Co.	Operating Expense - General	
N/A	M&O	\$ 257.91	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
19768	M&O	\$ 500,773.54	Mark Thomas	Memberships	272.00
				Office Rent	400.00
				Operating Expense - General	778.32
				Management Services	40,443.43
				SSMP Cert Update and Implementation	4,765.58
				Engineering Services	137,170.83
				Peak Flow Reduction	12,503.92
				Plan Checking & Inspection	11,190.78
				Repairs (Non-Pump Station)	8,861.85
				Repairs (Pump Stations)	1,740.66
				Maintenance (Non-Pump Stations)	130,555.67
				Maintenance (Pump Stations)	15,123.72
				Travel & Meetings - Staff	2,859.49
				Utilities (Pump Stations)	1,052.70
				Emergency Funds	4,812.59
				District Sewer Capital & Support	32,898.92
				District Sewer Capital & Support - VTA	95,343.08
19769	M&O	\$ 8,118.75	Akel Engineering Group, Inc.	Peak Flow Reduction	
19770	M&O	\$ 2,300.00	Richard K. Tanaka	Legal - Consultant Services	
19771	M&O	\$ 1,825.22	Armento & Hynes	Legal - District Counsel	1,134.00
				Travel & Meetings - Staff	691.22
19772	M&O	\$ 170.71	Home Depot	Maintenance (Non-Pump Stations)	
19773	M&O	\$ 3,405.65	Pioneer Research Corporation	Maintenance - Pump Stations	
19774	M&O	\$ 8,645.51	Tritech Software (Central Square-Lucity)	Maintenance (Non-Pump Stations)	
19775	M&O	\$ 26,299.35	RotoRooter	Maintenance (Non-Pump Stations)	
19776	M&O	\$ 89,143.00	AB/JDD Plumbing Heating & AC	Maintenance (Non-Pump Stations)	
19777	M&O	\$ 125,074.43	Able Underground Construction	Repairs (Non-Pump Stations)	62,328.23
				Maintenance (Non-Pump Stations)	62,746.20
19778	M&O	\$ 997.77	Angela Chen	Travel & Meetings - BOD	
19779	M&O	\$ 1,019.50	Patrick Kwok	Travel & Meetings - BOD	
19780	M&O	\$ 890.27	Taghi Saadati	Travel & Meetings - BOD	
19781	M&O	\$ 6,321.73	PG&E	Utilities (Pump Stations)	
19782	M&O	\$ 137.85	San Jose Water Company	Utilities (Pump Stations)	
19783	M&O	\$ 17,502.98	Inspection Services Inc.	District Sewer Capital & Support - VTA	
19784	M&O	\$ 5,067.56	Imperium First Consulting	District Sewer Capital & Support - VTA	
19785	M&O	\$ 11,159.33	Bennett Trenchless	District Sewer Capital & Support - VTA	
19786	M&O	\$ 1,716,291.85	Cratus, Inc.	District Sewer Capital & Support - VTA	
<b>TOTAL WARRANTS</b>		<b>\$ 2,532,466.27</b>			

<b>Pk Flow Red. Total:</b>	\$ 20,622.67	Akel Engineering, District Staff
<b>Maintenance Total:</b>	\$ 336,089.81	District Staff, HomeDepot, Pioneer Research, RotoRooter, ABLE, AB/JDD
<b>Utilities Total:</b>	\$ 7,512.28	PG&E, San Jose Water Co., Internet, Wireless
<b>Emergency Total:</b>	\$ 4,812.59	District Staff
<b>Pump Station Portion:</b>	\$ 27,782.31	District Staff, Pioneer, Utilities (all Pump Stations)
<b>VTA Portion:</b>	\$ 1,845,364.80	District Staff, Inspection Services, Imperium, Bennett, Cratus

**EMERGENCY DETAILS:**

**Roto-Rooter** - No emergencies this month  
**Able** - No emergencies this month  
**AB/JDD Plumbing** - No emergencies this month

## OUR MISSION

- To protect the public health and environment.
- To provide for safe and cost-efficient collection of sewage waste.
- To provide for effective conveyance to the Treatment Plant.



20863 Stevens Creek Boulevard  
Suite 100  
Cupertino, CA 95014



## CUPERTINO SANITARY DISTRICT 2023 ANNUAL REPORT

## MAINTAINING A HEALTHY SEWER SYSTEM

We continue to see an excessive amount of paper towels, rags, and disposable wipes in the collection system. Toilet paper readily breaks down in the system and does not cause issues. However, other paper products do not break down as easily and can create blockages in your private lateral and the public sewer.

Help us keep our sewers healthy. Remember to never flush wipes, paper towels or tissues because they clog our pump stations and our pipes! The District has 16 pump stations and it is a major maintenance issue, resulting in additional costs to maintain the sewer system.

For more information, go to [www.cupertinosanitarydistrict.org](http://www.cupertinosanitarydistrict.org) where you will find additional information and links to recent media coverage, or contact us at (408) 253-7071.

**KEEP YOUR SEWER PIPES FLOWING!**  
Do NOT flush anything but toilet paper.

Flush it...



**No Trash  
or Toilet**



Trash it...

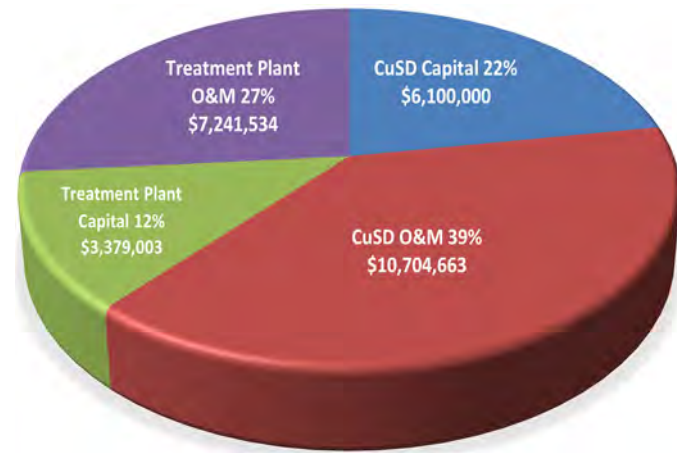


**FOG... Fats, Oil, Grease**  
Stop the Clog! DON'T flush FOG  
down your toilet or sink.

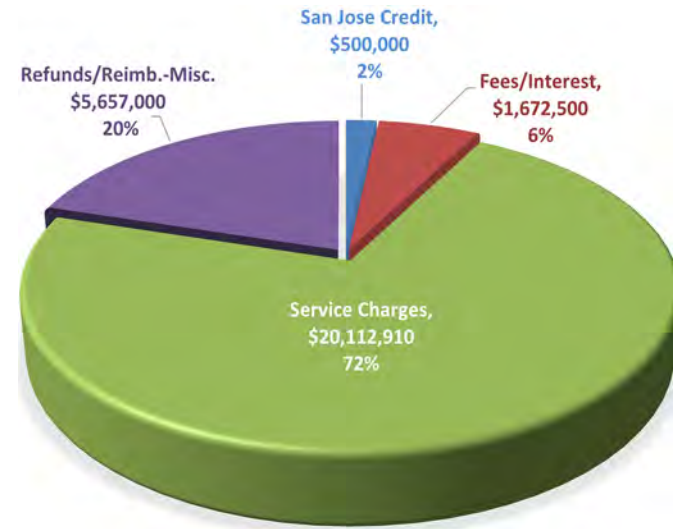
Wipe it, can it, cool it, toss it.

## FACTS & FIGURES

### EXPENSES FY 2023-24



### REVENUE FY 2023-24



## NOTABLE ACCOMPLISHMENTS

- The District continues its operations and maintenance of sewer mains and laterals. Please do your share to help us keep our sewer system running smoothly.
- Completed repairs for all pipes with significant structural defects within close proximity to creeks
- Installed one additional permanent emergency generator for one of the District's pump stations

## WHAT'S NEW?

### Wolfe Road Sewer Relocation Project

March 2023—December 2023

The Santa Clara Valley Transportation Authority (VTA), in cooperation with the City of Cupertino and the California Department of Transportation (Caltrans), propose to modify the Wolfe Road Interchange on Interstate 280 (I-280) in the City of Cupertino. The VTA project will replace the existing freeway overcrossing at North Wolfe Road in Cupertino and the new overcrossing structures will be located in the current location of an existing Cupertino Sanitary District sewer mainline.



Cupertino Sanitary District is required to relocate its existing 15-inch sanitary sewer within the Caltrans right of way at Wolfe Road in Cupertino due to the planned I-280 interchange project.

For more information on this project, visit our website, [www.cupertinosanitarydistrict.org](http://www.cupertinosanitarydistrict.org).

## WHAT DOES CUPERTINO SANITARY DISTRICT DO FOR YOU?

Cupertino Sanitary District services over 59,000 customers within the communities of Cupertino, portions of Saratoga, Sunnyvale, Los Altos and unincorporated areas within Santa Clara County.

CuSD covers approximately 15 square miles, with more than 22,000 residential and business units. The District owns and manages over one million lineal feet of sewer mains, half million lineal feet of sewer laterals, 16 pump stations, 4000 manholes and flushing inlets, and one equipment storage facility. CuSD conveys nearly 5 million gallons of wastewater daily from our customers for treatment at the San Jose/Santa Clara Regional Wastewater Facility.

Customers within the District receive:

- 24/7 Sewer Emergency Response
- Annual Sewer Maintenance of all Sewer Mains
- Continuous Sewer System Repairs and Improvements to Maintain a Healthy Sewer System
- Customer Support and Transparency

We do our part to protect public health and the environment . Please help us by doing your part. Keep your drains free of grease, oil, and solid foods. Only flush toilet paper and human waste, and report any illegal dumping into the sewer system by calling us at (408) 253-7071 or email us at [info@cupertinosanitarydistrict.org](mailto:info@cupertinosanitarydistrict.org).

## WHO'S RESPONSIBLE FOR WHAT?

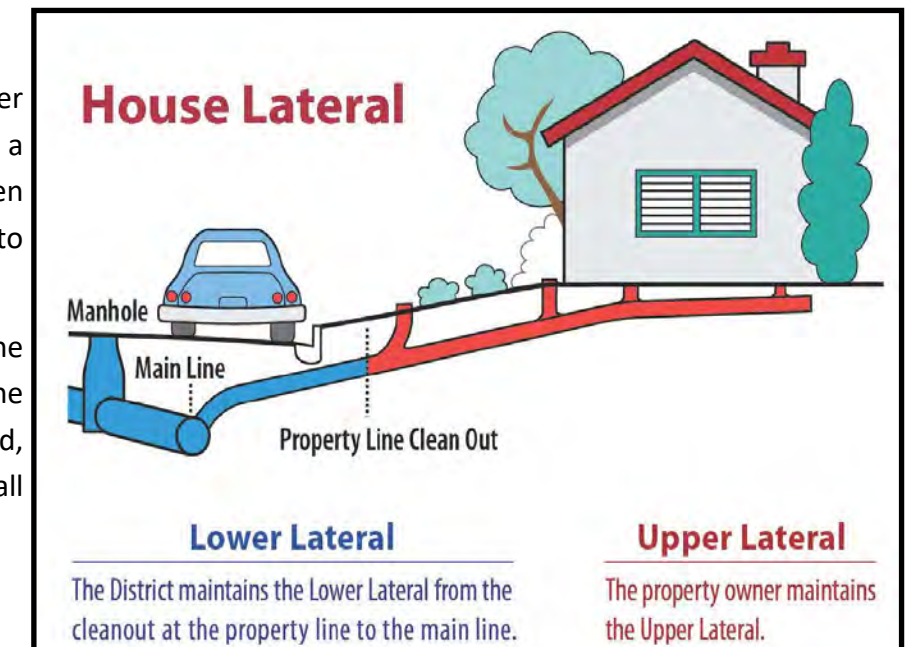
### HOMEOWNER'S RESPONSIBILITY:

The owner is responsible for the "Upper Lateral" portion of the House Lateral. If a blockage occurs within the property line, then the homeowner must take responsibility to hire a plumber to remove the blockage.

A Property Line Clean Out is required by the District to service Lower Laterals. It is the owner's responsibility to have one installed, properly maintained, and accessible at all times.

### DISTRICT'S RESPONSIBILITY:

The District is responsible for the maintenance and service of the lower portion of the lateral and the main sewer line. If a property line cleanout does not exist, the District will not be able to access our portion of the lateral. It is the responsibility of the homeowner to have a cleanout installed at the property line.





# Memo

Item 9A

**To: Board of Directors**  
**From: Benjamin T. Porter, District Manager**  
**Date: September 20, 2023**  
**Re: REQUEST TO AMEND RESOLUTION NO. 1314**

***Summary:***

This is a request to amend Resolution No. 1314, Approving Annexation of Mountain Winery.

Bill LeClerc of Lexor Companies reached out to the District on behalf of the property owner of Mountain Winery at 14831 Pierce Road, Saratoga, California and requested we add APN 503-46-005 to approved Resolution No. 1314. In the annexation application to LAFCO, three parcels were listed as follows: APN 503-46-005, APN 503-46-006, APN 503-46-007. At some point in the line of communication, APN 503-46-005 was left out of the District Resolution. The property owner is ready to submit the annexation application to LAFCO and noticed the missing APN. The property owner is requesting District amend Resolution No. 1314 to include APN 503-46-005.

***Recommendation:***

It is recommended that the Board approve amendment to Resolution No. 1314, adding APN 503-46-005.

***Attachment:***

1. Amended Resolution No. 1314
2. Approved Resolution No. 1314
3. LAFCO annexation application
4. Owner's Letter of Request for Annexation with City of Saratoga Notice of Preparation

# Attachment 1.

## RESOLUTION NO. 1314, AMENDED

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CUPERTINO SANITARY DISTRICT APPROVING ANNEXATION TO THE DISTRICT OF LAND IDENTIFIED AS APN 503-46-005, 503-46-006 AND 503-46-007 AND CONDITIONALLY ALLOWING CONNECTION OF SAID PROPERTY PENDING COMPLETION OF ANNEXATION PROCEEDINGS

**WHEREAS**, Chateau Masson, LLC ("the Applicant") is the owner of certain real property located at 14831 Pierce Road, Saratoga, California, identified as Assessor's Parcel Number 503-46-005, 503-46-006, and 503-46-007 ("the Property"); and

**WHEREAS**, a portion of the property is within the sphere of influence within the Cupertino Sanitary District and is currently served by septic system; and

**WHEREAS**, pursuant to Section 56857 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000, the District is entitled to review the proposed annexation and may request that proceedings be terminated by LAFCO; and

**WHEREAS**, the proposed annexation was considered by the District's Board of Directors at its meeting on July 17, 2019, at which time any person interested in the matter was given an opportunity to be heard; and

**WHEREAS**, the Board found and determined that the District may be able to provide sanitary sewer service for the Property and no objections were raised to the proposed annexation of the Property to the District,

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

1. The proposed annexation of the Property is hereby approved, subject to the Terms and Conditions for Annexation attached hereto as Exhibit "A" and incorporated herein by reference.
2. The District Manager is authorized and directed to transmit a copy of this Resolution to LAFCO with a request that the Terms and Conditions for Annexation attached hereto be made part of the conditions for annexation established by LAFCO.

---

President, Cupertino Sanitary District

I hereby certify that the foregoing is a true and correct copy of a Resolution duly and regularly passed and adopted by the Board of Directors of the Cupertino Sanitary District at a meeting held on the ~~17<sup>th</sup>~~20<sup>th</sup> day of ~~July~~September 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Secretary, Cupertino Sanitary District



## **EXHIBIT "A"**

### **TERMS AND CONDITIONS FOR ANNEXATION TO CUPERTINO SANITARY DISTRICT**

**The annexation shall be subject to the following terms and conditions:**

1. In the event that pursuant to rules, regulations or ordinances of the District, as now or hereafter amended, the District shall require any payment of a fixed or determinable amount of money, either as a lump sum or in installments, for the acquisition, transfer, use or right of use of all or any part of the existing property, real or personal, of the District, such payment will be made to the District in the manner and at the time as provided by the rules, regulations or ordinances of the District as now or hereafter amended.
  
2. Upon and after the effective date of said annexation, the Property, all inhabitants within such Property, and all persons entitled to vote by reason of residing or owning land within the Property shall be subject to the jurisdiction of the District, shall have the same rights and duties as if the Property had been a part of the District upon its original formation, shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District and shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.

## RESOLUTION NO. 1314

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CUPERTINO SANITARY DISTRICT APPROVING ANNEXATION TO THE DISTRICT OF LAND IDENTIFIED AS APN 503-46-006 AND 503-46-007 AND CONDITIONALLY ALLOWING CONNECTION OF SAID PROPERTY PENDING COMPLETION OF ANNEXATION PROCEEDINGS

**WHEREAS**, Chateu Masson, LLC ("the Applicant") is the owner of certain real property located at 14831 Pierce Road, Saratoga, California, identified as Assessor's Parcel Number 503-46-006 and 503-46-007 ("the Property"); and

**WHEREAS**, a portion of the property is within the sphere of influence within the Cupertino Sanitary District and is currently served by septic system; and

**WHEREAS**, pursuant to Section 56857 of the Cortese Knox Hertzberg Local Government Reorganization Act of 2000, the District is entitled to review the proposed annexation and may request that proceedings be terminated by LAFCO; and

**WHEREAS**, the proposed annexation was considered by the District's Board of Directors at its meeting on July 17, 2019, at which time any person interested in the matter was given an opportunity to be heard; and

**WHEREAS**, the Board found and determined that the District may be able to provide sanitary sewer service for the Property and no objections were raised to the proposed annexation of the Property to the District,

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

1. The proposed annexation of the Property is hereby approved, subject to the Terms and Conditions for Annexation attached hereto as Exhibit "A" and incorporated herein by reference.
2. The District Manager is authorized and directed to transmit a copy of this Resolution to LAFCO with a request that the Terms and Conditions for Annexation attached hereto be made part of the conditions for annexation established by LAFCO.

  
\_\_\_\_\_  
President, Cupertino Sanitary District

I hereby certify that the foregoing is a true and correct copy of a Resolution duly and regularly passed and adopted by the Board of Directors of the Cupertino Sanitary District at a meeting held on the 17<sup>th</sup> day of July 2019, by the following vote:

AYES: Chen, Kwok, Saadati, Gatto, and Bosworth

NOES: None

ABSTAIN: None

ABSENT: None

  
\_\_\_\_\_  
Secretary, Cupertino Sanitary District

## EXHIBIT "A"

### TERMS AND CONDITIONS FOR ANNEXATION TO CUPERTINO SANITARY DISTRICT

**The annexation shall be subject to the following terms and conditions:**

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2. Upon and after the effective date of said annexation, the Property, all inhabitants within such Property, and all persons entitled to vote by reason of residing or owning land within the Property shall be subject to the jurisdiction of the District, shall have the same rights and duties as if the Property had been a part of the District upon its original formation, shall be liable for the payment of principal, interest and any other amounts which shall become due on account of any outstanding or then authorized but thereafter issued bonds, including revenue bonds, or other contracts or obligations of the District and shall be subject to the levying or fixing and collection of any and all taxes, assessments, service charges, rentals or rates as may be necessary to provide for such payment; and shall be subject to all of the rates, rules, regulations and ordinances of the District, as now or hereafter amended.



**APPLICATION FOR CHANGE OF ORGANIZATION OR REORGANIZATION PROPOSALS**

Please respond to all applicable items in this form, indicating NA when an item does not apply.

**I. APPLICANT INFORMATION**

1. Is the application submitted by resolution of an agency \_\_\_ OR by petition ✓?

2. If application is by resolution:

Agency that has approved the resolution of application: Cupertino Sanitary District

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: 20863 Stevens Creek Blvd. Suite 100, Cupertino, CA 95014

Email: \_\_\_\_\_

3. If application is by petition: Chateau Masson, LLC

Is the petition signed by property owners ✓ OR by registered voters \_\_\_\_\_?

Contact person: William Hirschman Phone: 408-402-9877 ext. 402

Mailing Address: 2470 S. Winchester Blvd, Suite D, Campbell, CA 95008

Email: whirschman@lexarbuilders.com

**II. PROPOSAL INFORMATION**

1. Describe the change or organization / reorganization proposal.

Owner's request annexation to Cupertino Sanitary District, property currently on septic

2. Describe the general location of the proposal territory.

One parcel in Saratoga, 2 parcels in Santa Clara County

3. Explain in detail why the proposal is necessary *at this time*.

Owners annexing into City of Saratoga and would like to annex into Cupertino Sanitary District in advance

4. Describe any development that is being proposed within the proposal territory and when the development is expected to begin.

N/A

5. Number of parcels in the proposal territory: 3

6. Number of acres included in the proposal territory: 431.18

7. Number of dwelling units within the proposal territory: 0

8. Number of people living in proposal territory: 0

9. Number of registered voters living within the proposal territory 0

10. Describe how the proposal territory is currently used?

503-46-005 - vacant, undeveloped      503-46-006 - Mountain Winery, event space, weddings, corporate, up to 75 concerts/yr.      503-46-007 - vacant, undeveloped

11. What are the current land uses on surrounding properties?

East Residential

West Vacant, undeveloped

South Undeveloped mostly, minimal residential

North Residential

12 (a) Please indicate if any properties within the proposal territory are under the Williamson Act Contract. Yes \_\_\_ No . If yes, please provide the following information:

APNs: \_\_\_\_\_ Contract number: \_\_\_\_\_ Date of contract execution: \_\_\_\_\_

(b) Please describe steps, if any, taken to release the above parcels from the Williamson Act Contract.

13. If the proposed boundaries split lines of assessment, please explain reason for non-conformity with assessment lines.

14. If the proposed boundaries create an island, corridor or strip, please explain reason for such.

15. Indicate the providers of existing and proposed services to the proposal territory.

Service	Current Provider	Proposed Provider
Water	ST Water	ST Water
Sewer	Septic	Cupertino Sanitary District
Storm Drainage	Private	Private
Solid Waste Collection	West Valley Collection	West Valley Collection
Fire	Santa Clara County	Santa Clara County
Police	Santa Clara County Sheriff	Santa Clara County Sheriff
Roads	City of Saratoga	City of Saratoga
Street Lighting	City of Saratoga	City of Saratoga
Library	City of Saratoga	City of Saratoga
Other		

16. Will extension of services or construction of public improvements to area be financed by a special assessment? If so, please explain. \_\_\_\_\_

17. Will the proposal territory be subject to any new or additional special taxes, benefit charges or fees? If so, please explain. \_\_\_\_\_

### III. PROPERTY OWNER CONSENT FOR INCLUSION OF PROPERTY IN PROPOSAL

Processing proposals that involve uninhabited\* territory can be expedited if all property owners within the proposal area consent to the proposal. If 100% of the property owners consent to the proposal, LAFCO may consider the proposal without public notice, hearing, protest proceeding or election. If you wish to take advantage of this provision, please complete the information below.

\*Proposal territory in which there reside less than 12 registered voters is considered uninhabited.

The undersigned property owners hereby consent to inclusion of their property within the proposal.

Name and Signature of Property	Property Address	Assessors Parcel	Date

Owner		Number	
Sign 	_____	503-46-005 503-46-006 503-46-007	7/10/19
PRINT Name: <u>William Harschman</u>	_____		
Sign _____	_____		
PRINT Name: _____	_____		
Sign _____	_____		
PRINT Name: _____	_____		
Sign _____	_____		
PRINT Name: _____	_____		

Attach additional sheets if necessary

#### IV. ENVIRONMENTAL STATUS OF APPLICATION

Check the appropriate section to indicate status of compliance with CEQA.

1. Identify the CEQA Lead Agency for the project: City of Saratoga

Unless otherwise determined by the LAFCO Executive Officer, LAFCO will be the Lead Agency for applications initiated by petition. For those applications initiated by resolution, the agency initiating the application by resolution will be the Lead Agency.

2. As Lead Agency for environmental review of the project, in compliance with CEQA, City of Saratoga (name of City / District), has determined that the proposal:

is statutorily exempt from the provisions of CEQA pursuant to CEQA Guidelines Section \_\_\_\_\_ (cite class exemption section) because \_\_\_\_\_.

is categorically exempt from provisions of CEQA pursuant to CEQA Guidelines Section \_\_\_\_\_.

will have no significant environmental impacts and has completed an Initial Study and Negative Declaration for the proposal - EIR is in process -

may have significant adverse impacts and in accordance with Section 15070 of the CEQA Guidelines, a Mitigated Negative Declaration (MND) has been certified. List impact areas in the MND that propose mitigation measures to:

will have significant adverse environmental impacts and has completed a final Environmental Impact Report (EIR) for the proposal. List impact areas for



which any statement of Overriding Considerations was adopted.

I hereby certify that the statements made in this application are to the best of my knowledge accurate. CRISTIAN MASSIMO, LLC

William Hirschman

PRINT name of person completing this application



Signature

2/14/19

Date

2470 S. Winchester Blvd, Ste D, Campbell, CA 95008

Address

408-402-9877

Phone Number

whirschman@lexarbuilders.com

Email

### DISCLOSURE REQUIREMENTS

Pursuant to Government Code Sections 56100.1, 56300, 56700.1, 57009 and 81000 et seq., any person or combination of persons who directly or indirectly contribute(s) a total of \$1,000 or more or expend(s) a total of \$1,000 or more in support of or in opposition to specified LAFCO proposals or proceedings, which generally include proposed reorganizations or changes of organization, may be required to comply with the disclosure requirements of the Political Reform Act (See also, Section 84250 et seq.). These requirements contain provisions for making disclosures of contributions and expenditures at specified intervals. More information on the scope of the required disclosures is available at the web site of the Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov). Questions regarding FPPC material, including FPPC forms, should be directed to the FPPC's advice line at 1-866-ASK-FPPC (1-866-275-3772).

# Attachment 4.

*Chateau Masson, LLC*

*2470 S. Winchester Blvd., Suite D*

*Campbell, CA 95008*

*Re: Chateau Masson, LLC (The Mountain Winery ownership) request for Annexation to Cupertino Sanitary District*

*July 10, 2019*

This letter is to formally request Cupertino Sanitary District Board approval for the annexation of the Mountain Winery (property details below) into the Cupertino Sanitary District to allow for the potential to connect in the future. As a follow up to our meeting on May 30, 2019, we have packaged the following materials and included attachments for review by the Cupertino Sanitary Board.

- Completed Change of Organization/Reorganization Application Form
- Legal description and map of the proposal area
- EIR is currently being performed by the City of Saratoga to annex APN 503-46-006 and 503-46-007 into the City. The EIR will encompass the area of potential future connection to Cupertino Sanitary District system.
- APNs below – total acreage 431.18 acres
- Annexation to City of Saratoga is proposed – resolution not complete
- Plan for Services – no change to Services to proposed parcels with exception of the request to move to Cupertino Sanitary District from the current septic service on the property
- Fiscal Impacts Report – currently in the process of being completed by the City of Saratoga to annex APN 503-46-006 and 503-46-007 into the City
- Party Disclosure Form
- Lobbying Disclosure Form
- Indemnification Policy Agreement

The project site is located at 14831 Pierce Road in unincorporated Santa Clara County, north of Highway 9, west of Pierce Road. The project site is located on three contiguous parcels APN 503-46-005, 503-46-006 and 503-46-007. One of the parcels (-006) is located outside of Saratoga's Urban Service Area (USA) and within its Sphere of Influence (SOI) while the other parcel (-007) is located outside both the USA and the SOI. **The (-005) parcel is located within Saratoga's USA and SOI.**

The City of Saratoga intends to prepare an EIR for the Mountain Winery Annexation Project (Project). **The Project would consist of adjustments to the City of Saratoga's USA and SOI boundaries to include APN's 503-46-006 and 503-46-007.** The Project also includes related General Plan and zoning ordinance amendments, adoption of a Precise Plan and development agreement, and subsequent annexation of the parcels into the City. **In addition, it has been determined that the Project entails annexation into the Cupertino Sanitary District to allow for the potential to connect to the Cupertino Sanitary District system in the future and Chateau Masson, LLC (The Mountain Winery ownership) has determined that it is best to file concurrently for annexation into the Cupertino Sanitary District.**

Please see accompanying Notice of Preparation from the City of Saratoga further outlining the new General Plan land use designation and zoning districts as well as supporting maps.

Sincerely,

A handwritten signature in blue ink, appearing to read "William F. Hirschman", with a long horizontal flourish extending to the right.

William F. Hirschman



# Memo

Item 9B

**To:** Board of Directors  
**From:** Benjamin Porter, District Manager-Engineer  
**Date:** September 20, 2023  
**Re:** Forum Odor Control Plan

***Background:***

The Engineering Team reviewed and investigated the current odor issues at Forum 1, Forum 2, and Cristo Rey Pump Stations.

As part of this review, staff worked with the Operations Team to review current Operations and Maintenance strategies, investigated readily available odor control equipment and technologies, and reviewed any possible long-term system redesign possibilities.

The Operations staff routinely inject chemicals into the wet wells at all three pump stations to counteract the odors generated in the wet wells. As part of the standard maintenance program, a contractor flushes and cleans the wet wells on a routine basis. Based on our initial review we do not recommend any modifications to the Operations and Maintenance procedures at this time.

Based on a preliminary review of available odor control technologies, we found numerous readily available odor control equipment that can be applied to these pump stations. As part of a recent site visit, we found that there is significant corrosion activity taking place at the pump stations. This corrosion activity appears to be due to the concentration of hydrogen sulfide (H<sub>2</sub>S) found in the wet wells. The Engineering Team found that an active odor control system will significantly reduce odors generated in the wet well and will also reduce the concentration levels of hydrogen sulfide.

Anecdotal information leads us to believe that Cristo Rey Pump Station is a high source of odor complaints. This pump station also has a vent going from the wet well to atmosphere. It does not appear there is any media in the vent stream, indicating that there is no passive odor control taking place.

***Recommendation:***

The Engineering Team recommends that a Pilot Project be implemented at the Cristo Rey Pump Station utilizing active (uses an exhaust fan) odor control equipment. This will mitigate odors generated in the wet well, as well as reduce the concentrations of H<sub>2</sub>S. An active odor control system will require the installation of a fan, an odor control media enclosure, a connection to the wet well, power, controls, and monitoring sensors. The Pilot system can be implemented at the Cristo Rey Pump Station by connecting to the current vent pipe. If incorporated at Forum 1 or Forum 2, there will be a need to core drill through either the concrete cover or the side of the concrete wet well to connect the exhaust fan. This will require a structural analysis of the wet well.

The installation of an active odor control unit will increase electrical costs at the pump station and will require minor routine maintenance of the fan. The media life appears to be in the 5–7-year range depending on the concentrations of H<sub>2</sub>S and the flow rate of the fan. There are multiple types of media that can be used. In general, activated carbon appears to be the most common media used for odor control. The fan can be provided in a sound enclosure to significantly reduce the noise generated by the fan. To minimize corrosion in the active odor control system, the fan will need to operate continuously, year-round.

It is estimated that the purchase and installation of the odor control equipment at Cristo Rey Pump Station will cost \$35,000 to \$45,000. This cost includes engineering and installation costs. It is estimated that it could take up to 6 months to complete the procurement and installation of the odor control equipment.

It is recommended that a longer-term study be performed to determine whether a hydraulic solution can be provided to reduce the need for three pump stations.

***Attachment:***

N/A



# Memo

Item 9C

**To: Board of Directors**  
**From: Benjamin T. Porter, District Manager**  
**Date: September 20, 2023**  
**Re: REQUEST TO ATTEND CSDA BOARD SECRETARY/CLERK CONFERENCE**

***Summary:***

Staff member, Frankie Martinez is requesting to attend the California Special Districts Association Board Secretary/Clerk Conference to be held November 6-8, 2023 in Monterey, CA.

Staff member Martinez has attended this conference in the past and found it beneficial in her role as support to the Board. Sessions at this conference offer refreshers and new information on important topics useful in preparing Board agendas and minutes, filing retention, and staying up to date on the Brown Act and other legislative updates to keep the District in compliance, plus more.

Some topics of interest at this year's conference include:

- Tips for Managing the Records Retention Lifecycle (Pre-Conference Workshop)
- Get Reacquainted with the Public Records Act and Recent Updates
- Recent Legislative Updates to the Brown Act, the Public Records Act, and More
- The Brown Act in a Modern World

Costs to attend:

Registration, Non-member (before October 5 <sup>th</sup> )	\$935
(Registration after October 5 <sup>th</sup> will be \$1,010)	
Pre-Conference Workshop	\$375
Hotel (two nights)	\$169-189 per night, plus tax

***Recommendation:***

It is recommended that the Board approve attendance to the conference, including pre-conference workshop.

***Attachment:***

Conference brochure



**California Special  
Districts Association**  
*Districts Stronger Together*

# 2023 BOARD SECRETARY/CLERK CONFERENCE

Premiere Training and Certificate Program™ for Board Secretaries/Clerks

**Monterey, CA**  
November 6-8, 2023



## Choose from Two!

- Optional Pre-Conference Workshops:
- Tips for Managing the Records Retention Lifecycle
  - How to Get Started with a DEIB Program



**14 NEW Advanced**  
Attendee Session Options

**Complete the first-time attendee  
track to earn your certificate**

Co-sponsored by the  
Special District Risk Management Authority



### Specifically Developed and Designed for Special Districts

Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts, and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

The Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries/clerks throughout California. We invite you to participate as a first-time attendee to earn your certificate or come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position.



**Did You Know?**  
**The Board Secretary/Clerk Conference Qualifies for SDRMA Credit Incentive Points (CIPs)!**

**SDRMA**

Special District Risk Management Authority is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentive Points can be earned based on an Agency's attendance at the Board Secretary/Clerk Conference, as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate. [\*SDRMA CIP]

**Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC)**

The CSDA Conference beginning November 6, 2023, is eligible for 2 CMC Experience or 2 MMC Professional Contribution points per education day of attendance toward the IIMC designation programs.

**DATE & LOCATION**  
**November 6 – 8, 2023**

Embassy Suites Monterey Bay Seaside  
1441 Canyon Del Rey  
Seaside, CA 93955

Room reservations are available at rates starting at \$179 plus tax. The room reservation cut-off is October 5, 2023; however, space is limited and may sell out before this date.

Attendees will be emailed a link to obtain reservations at the CSDA rate within 24 hours of registering for the conference.



*"It was so nice to come together with my peers. I loved the campfire theme (especially the s'more taffy.) I met so many great individuals who I hope to build lasting relationships with. The food was super amazing as well as the musical talent. A big WOO-HOO!!! to the CSDA staff who pulled together an excellent conference."*

-Danita Hirsh, South Orange County Wastewater Authority



# SCHEDULE Overview

8:00 a.m.	Pre-Conference Workshop Registration		
9:00 a.m. - 4:00 p.m.	Pre-Conference Workshops: <ul style="list-style-type: none"> <li>NEW! Tips for Managing the Records Retention Lifecycle* OR</li> <li>NEW! How to Get Started with a Diversity, Equity, Inclusion and Belonging Program*</li> </ul>		
4:15 - 5:15 p.m.	CSDA Benefits Trivia <i>(optional)</i>		
5:30 - 7:30 p.m.	Registration and Opening Reception		
<b>Tuesday, November 7, 2023</b>			
	<b>First-Time Attendees</b>	<b>Advanced: Returning Attendees</b>	
7:30 - 8:30 a.m.	Registration		
8:30 - 9:45 a.m.	Opening Keynote "Change Chose Me...Now What?" <i>(All attendees)</i>		
9:45 - 10:15 a.m.	Break and Networking with the Exhibitors		
10:15 a.m. - 12:15 p.m.	First-Time: Board Secretary/Clerk Foundations	Advanced: NEW! FPPC Form 700 and Conflicts of Interest	Advanced: NEW! 'Not My Job' is Not Acceptable: Public Agency Customer Service
12:15 - 1:15 p.m.	Networking Luncheon <i>(All attendees)</i>		
1:30 - 2:45 p.m.	First-Time Attendees: Staying in Compliance <i>(part one)</i>	Advanced: NEW! Get Reacquainted with the Public Records Act and Recent Updates	Advanced: NEW! Where Do I Begin? Building a Strong Data Backup Strategy Step by Step
2:45 - 3:15 p.m.	Break, Networking with the Exhibitors		
3:30 - 5:00 p.m.	First-Time: Advanced Training in the California Public Records Act	Advanced: NEW! Project Management Best Practices: The Key to On-Time and Under-Budget	Advanced: NEW! When the Gavel Strikes: Tips for Efficient and Effective Board Meetings
5:30 - 7:30 p.m.	Reception <i>(All Attendees)</i>		
<b>Wednesday, November 8, 2023</b>			
8:30 - 10:00 a.m.	First-Time: Staying in Compliance <i>(part two)</i>	Advanced: NEW! Recent Legislative Updates to the Brown Act, the Public Records Act, and More	Advanced: NEW! Using Marketing Techniques to Attract and Retain Employees
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	First-Time: Best Practices for Taking & Processing Meeting Minutes	Advanced: NEW! Elections Update: The Status of the California Voting Rights Act	Advanced: NEW! Write for Effortless Reading, Even in Government
12:00 - 1:00 p.m.	Networking Luncheon <i>(All Attendees)</i>		
1:15 - 2:30 p.m.	First-Time: Website Compliance 101: Everything Board Secretaries Need to Know	Advanced: NEW! The Brown Act in a Modern World	Advanced: NEW! Challenging Situations for Board Secretaries and Clerks
2:30 - 2:45 p.m.	Break		
2:45 - 4:00 p.m.	First-Time: Understanding Board Member & District Liability Issues	Advanced: NEW! Your Board Member Resigned . . . Now What?	Advanced: NEW! Practicing Emotional Intelligence

\*optional/additional fee, includes lunch

# DETAILED SCHEDULE



**MONDAY: NOVEMBER 6, 2023**  
**9:00 A.M.– 4:00 P.M.**

**Pre-conference Workshops: \$250 CSDA Members,**  
**\$375 Non-members** (\*Optional/Additional Fee also includes  
lunch – limited space – register early!)

## Pre-Conference Workshop

### How to Get Started with a DEIB Program\*

CPS HR Consulting

This course will provide a comprehensive approach to identifying key components of a well-versed and robust diversity, equity, inclusion and belonging (DEIB) program. Participants will learn how to develop and implement a sustainable program to support diversity, promote a positive culture of inclusion, raise awareness, and diversify collaboration in their workforce.



## Pre-Conference Workshop

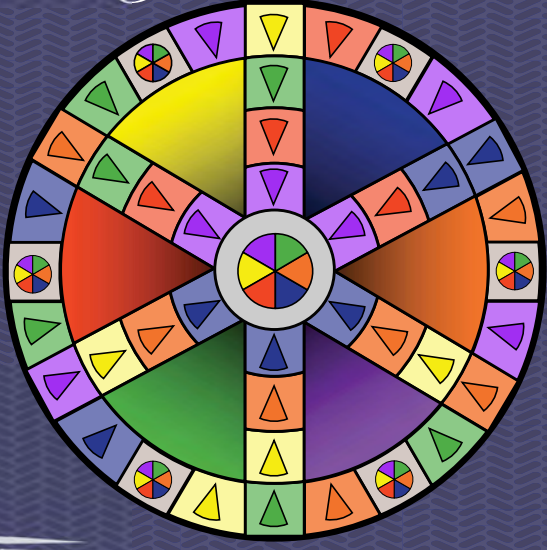
### Tips for Managing the Records Retention Lifecycle\*

Best Best & Krieger LLP

There are specific events that can trigger a record's movement to the next phase of the records lifecycle and help to define retention needs and requirements. Examples of these events can include, but are not limited to, expiration of a contract, termination of employment, completion of an audit, and settlement of a legal matter. These events help in determining the value the record continues to bring to the agency, and when to consider the matter "closed" for retention purposes as the value diminishes. Join us to learn about these triggers and how to handle them when they arise.



# CSDA *Benefits Trivia*



**4:15 – 5:15 P.M.**  
**CSDA Benefits Trivia**

**There's Nothing Trivial About CSDA Benefits!**

**True or False:**  
CSDA has sample meeting agendas online

**Choose the right answer:**  
▶ Yes    ▶ No    ▶ Maybe  
▶ Occasionally

*Members receive (a) free car washes (b) car rental discounts*

We will be handing out plenty of prizes at this CSDA Trivia Challenge!

**TUESDAY: NOVEMBER 7, 2023**  
**8:30 – 9:45 A.M.**

## Opening Keynote:

### **“Change Chose Me...Now What?”**

**Merlyna Valetine**

Staying positive in tough times means learning to embrace change. Merlyna's presentation will teach you that life is more than just what happens to you. How you respond is what matters most. Merlyna teaches you how to live a purposeful life, believe in yourself, embrace change, and succeed in life.

As a well-respected educator for over thirty years, Merlyna Valentine received numerous awards as a teacher, principal, and executive director in a highly successful school district. Her transformational leadership as a school principal resulted in her school being recognized as a “Top Gains” school. Against overwhelming odds, Merlyna Valentine overcame a medical tragedy and thrives in her new life. She has learned some valuable lessons since August 2007, when her life as she knew it was forever changed and she experienced the closest call to death imaginable. Instead of focusing on what happened and what's missing from her new life as a quad amputee, she chooses to embrace this new path with a grateful heart and positive attitude. Her powerful story of perseverance, courage, and hope was featured on the Today Show and in Ebony magazine. Her message inspires her audiences to live life to the fullest and succeed beyond expectations.



SCHEDULED BREAKOUTS  
**FIRST-TIME ATTENDEES**

*First-time attendees must complete all scheduled first-time attendee sessions in order to receive their certificate at the conclusion of the conference.*

### **Board Secretary/Clerk Foundations**

David Aranda, CSDM

The board secretary in a special district plays a multifaceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines. Start your first-time attendee journey here and together we'll explore the job description and role of the clerk, as well as policies and procedures needed for your district to effectively serve its community.

### **Staying in Compliance**

Atkinson, Andelson, Loya, Ruud & Romo

As times change, so does the need to re-interpret and review the laws governing special districts. This session covers crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, and much more.

### **Advanced Training in the California Public Records Act**

Best Best & Krieger LLP

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. This training is primarily intended for public agency personnel who have some knowledge of and experience with the CPRA, and who are seeking to expand their understanding of the law. We will cover key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. The presenters will use case studies to take you through the entire process from the initial records request to response options. There will also be updates on recent developments in the interpretation and application of the CPRA.

### **Best Practices for Taking & Processing Meeting Minutes**

Best Best & Krieger LLP

"I Want It On The Record!" Every clerk dreads hearing those words when taking meeting minutes and clerking a Board of Director's Meeting. In this fast-paced and fun session, learn best practices for taking and processing minutes according to Robert's Rules of Order, and how the clerk can intervene when essential content is missing from the motion. We'll also cover what should and should not be included in minutes (Hint: Not everything is important) and lastly, how to handle those loquacious Board Members who want every word ever spoken to be recorded for posterity. Note that this session does not cover the mental task of listening and scribing minutes, but rather, it describes problems that the presenter has encountered in her three decades of working as a Municipal Clerk and training other Clerks throughout California, Oregon and Alaska.

### **Website Compliance 101: Everything Board Secretaries Need to Know**

Streamline, Cole Huber LLP

SB 929, AB 434, AB 2257, SB 272, oh my! The list goes on and on. With so many requirements for special districts, staying compliant can be a bear. Not to worry—in this session, the speakers will walk you through everything you need to know to stay compliant in California. You'll leave with a checklist and learn where to go if you need more information or have questions.

### **Understanding Board Member and District Liability Issues**

Best Best & Krieger LLP

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.

SCHEDULED BREAKOUTS  
**RETURNING ATTENDEES**



**FPPC Form 700 and Conflicts of Interest**

Fair Political Practices Commission

This seminar will provide general information for public officials and designated employees who must file a Form 700 Statement of Economic Interests. Participants will learn about the relationship between a conflict-of-interest code and the Form 700, filing deadlines, disclosure categories, reporting thresholds and gifts. A detailed overview of how to complete each schedule of the Form 700 will be provided as well. Additionally, this seminar will provide a brief overview of the conflict-of-interest provisions of the Political Reform Act and Government Code Section 1090. Participants will learn to spot and analyze issues, as well as information about seeking informal assistance or formal written advice from FPPC.



**'Not My Job' is Not Acceptable: Public Agency Customer Service**

Best Best & Krieger LLP

Ask any elected official and they will tell you, constituents matter. In the private sector, customer service is a top priority because unhappy customers tend to purchase less, resulting in revenue loss. In government, bad customer service results in frustration when trying to obtain information. When citizens are frustrated, they sometimes give up on completing important tasks, like filing their taxes or paying their bills, simply because it is too difficult to obtain the necessary information. The government then wastes resources by having to single out these individuals. Strong customer service also builds important community connections, allowing your agency to leverage resources it might not know it has.



**Get Reacquainted with the Public Records Act and Recent Updates**

Richards Watson Gershon

This session will provide a brief refresher on the Public Records Act, as well as explain recent updates to the Act that every Board Secretary/Clerk should be familiar with. This session will provide a brief summary of the important provisions of the Public Records Act, including the substantive requirements of the Act and the procedure for implementing the Act. In addition, it will explain recent statutory updates to the Act and cases implementing the Act.



**Where Do I Begin? Building a Strong Data Backup Strategy Step by Step**

VC3

Local Governments often lack a strong data backup strategy and foundation—leaving them at risk of losing data even when they think they are taking the right steps. Do you have the right data backup strategy in place? We will discuss the essential elements of a data backup and disaster recovery strategy to truly protect your organization's data—specifically touching on how cloud-based solutions can enhance this strategy.



**Project Management Best Practices: The Key to On-Time and Under-Budget**

Best Best & Krieger LLP

Managing projects can be a big headache sometimes. The challenge can be so large, sometimes it's easier to just "wing it" and hope everything turns out okay. Managers often time spend more time managing the people involved in the project than the project itself. But what if there was a better way? From developing the project business case, to driving decision-making from stakeholders, this session will cover all the skills necessary to ensure your next major project is completed on time and under budget.



**When the Gavel Strikes: Tips for Efficient and Effective Board Meetings**

Richards Watson Gershon

Public meetings influence how your agency is perceived by the public. Meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency. In this session, we share tips for minimizing disruptions, facilitating public participation, and fostering a thoughtful-yet-convivial atmosphere during board meetings.



**Recent Legislative Updates to the Brown Act, the Public Records Act, and More**

Hanson Bridgett, LLP

This session will discuss recent legislative updates that impact special districts and will be important for board secretaries and clerks to know. It will include updates to the Brown Act, the Public Records Act, the Political Reform Act, and more. The presenters will offer practical recommendations to comply and get your district ready for 2024.

SCHEDULED BREAKOUTS  
**RETURNING ATTENDEES** (continued)

**NEW!** **Using Marketing Techniques to Attract and Retain Employees**

CPS HR Consulting

You may not associate marketing with Human Resources, but this competency has emerged as an important skill set to attract and retain employees, especially in the public sector. The public sector is not known for selling itself, but in the current labor market successfully telling the story about what your organization does and how you positively impact communities will make a difference in the talent you attract and the satisfaction of your current workforce.

**NEW!** **Elections Update: The Status of the California Voting Rights Act**

National Demographics Corporation (NDC) and Cole Huber LLP

Special Districts and other jurisdictions continue to receive California Voting Rights Act (CVRA) litigation threats. In Sacramento, there are rumblings of efforts to apply the procedurally burdensome and expensive requirements of the FAIR MAPS Act to special district districting and redistricting.

Presenters will provide an update on Santa Monica's litigation fighting its CVRA lawsuit. They will also discuss how to tell if your District faces legal risk and how to manage that transition, and what challenges face by-division special districts if the FAIR MAPS Act is expanded.

**NEW!** **Write for Effortless Reading, Even in Government**

CPS HR Consulting

Good writing that leads to effortless reading, even for government communications, can be a reality! Join us for this engaging session on how to make your messages read, understood, and best of all, used. Following the federal and state mandates for writing in plain language, you can craft communications that are clear, concise, and easy to read. With a few tips around wording, structure, and design, your intended audience will walk away with the right message the first time. Avoid the cost of poor communication by applying these techniques which will save you time and frustration.

**NEW!** **The Brown Act in a Modern World**

Richards Watson Gershon

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options.
- ▶ AB 992's rules for commenting on social media about agency business.
- ▶ Avoiding constitutional issues when monitoring your social media pages.

**NEW!** **Challenging Situations for Board Secretaries and Clerks**

Prentice Long PC

What do you do when one of your board members is sexually harassing staff? How can you get your board members to attend legally required training? What happens when your board members personally attack each other and engage in bullying behavior? In this session you'll learn what your responsibilities are for ensuring that the elected officials in your agency follow the laws. You'll also learn about practical tools and resources for successfully dealing with elected officials who refuse to comply. And finally, you'll learn about what can legally be done if your attempts to resolve these issues have failed.

**NEW!** **Your Board Member Resigned...Now What?**

Richards Watson Gershon

Every so often Board Secretaries / Clerks are faced with a Board vacancy. It is important to know and understand there are legal requirements and steps to take when this occurs.

**NEW!** **Practicing Emotional Intelligence**

CPS HR Consulting

There is strong evidence that emotional intelligence is one of the strongest predictors of performance. Some research states that it is responsible for 58% of your job performance and 90% of top performers have a high EQ. So, getting more EQ is a good thing. Join us for this session to unpack the four quadrants of emotional intelligence and learn what you can do to boost your EQ.

## Let the games begin!

Put on your game face at our two evening receptions with your peers and our exhibitors. Games, appetizers, networking, and other special touches to delight our attendees – you won't want to miss these receptions!



### WELCOME RECEPTION

Monday, November 6, 5:30 – 7:30 p.m.



### RECEPTION

Tuesday, November 7, 5:30 – 7:30 p.m.



Connect with your peers attending the conference through the CSDA Special District Board Secretary/Clerk Conference Community. Once you register for the conference you will be subscribed to an online community exclusively for attendees, exhibitors, sponsors, and speakers where you will be able to:

- ▶ Find the most current conference-related information including hotel details, attendee lists, and more.
- ▶ Get important event announcements from CSDA staff.
- ▶ Connect with your peers before, during, and immediately after the event.



## Steady as you go.

When your team and ours all pull together, you get the sure-footed stability you need to proceed with confidence. As an extension of your staff, we are always at the sidelines delivering service and expertise. For everything from Workers' Compensation and Property/Liability coverages to Health Benefits options available throughout California, we are here to keep you going strong. For more information, visit [sdrma.org](http://sdrma.org).



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CSDA's Special District Board Secretary/Clerk Conference™ • Monterey, CA

# Attendee Registration Form

Embassy Suites Monterey Bay Seaside | 1441 Canyon Del Rey | Seaside CA 93955

## Three Ways to Register

- 1** ONLINE by visiting the CSDA Annual Conference website at [conference.csdanet.net](http://conference.csdanet.net).
- 2** FAX your registration form to 916-520-2465. EMAIL your registration form to [membership@csda.net](mailto:membership@csda.net) (All faxed/emailed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

ONE FORM PER REGISTRANT. PLEASE MAKE COPIES AS NEEDED.			
Name/Title:			
District:			
Address:			
City:	State:	Zip:	
Phone:	Fax:		
Email:			
Special Needs (Including Dietary):			
Emergency Contact Name:		Emergency Contact Phone:	
BOARD SECRETARY/CLERK CONFERENCE OPTIONS			
Current Certificate Holder: <input type="checkbox"/> YES <input type="checkbox"/> NO			
I will be participating as: <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Advanced/Returning Attendee			
EARLY BIRD REGISTRATION - On OR Before Thursday, October 5, 2023 <input type="checkbox"/> SDRMA Member* - \$575 <input type="checkbox"/> CSDA Member - \$625 <input type="checkbox"/> Non-member - \$935			
REGULAR REGISTRATION - AFTER Thursday, October 5, 2023 <input type="checkbox"/> SDRMA Member* - \$625 <input type="checkbox"/> CSDA Member - \$675 <input type="checkbox"/> Non-member - \$1,010			
PRE-CONFERENCE WORKSHOPS: <input type="checkbox"/> Tips for Managing the Records Retention Lifecycle* OR <input type="checkbox"/> How to Get Started with a DEIB Program*			
		<input type="checkbox"/> CSDA Member - \$250 <input type="checkbox"/> Non-member - \$375	
			TOTAL \$
PAYMENT INFORMATION			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Acct. name:		Acct. number:	
Expiration date:	Zip Code:	CVC code:	Authorized signature:

\*SDRMA property/liability and/or workers' comp members – please contact [updates@csda.net](mailto:updates@csda.net) for access code for SDRMA member pricing

### Mail, fax or email completed form to:

California Special Districts Association  
1112 I Street, Suite 200  
Sacramento, CA 95814  
Fax: 916.520.2465  
Email: [membership@csda.net](mailto:membership@csda.net)

### Questions?

Please contact us toll-free:  
877.924.2732

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than October 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after October 5, 2023. Substitutions are acceptable and must be done in writing no later than October 27, 2023. Please submit any cancellation notice or substitution request to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meetings and other activities constitutes an agreement by the registrant to for CSDA's use and distribution (both now and in the future of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csdanet.net/about-csda/who-we-are](http://www.csdanet.net/about-csda/who-we-are).

# **SYSTEMWIDE PEAK FLOW REDUCTION PROGRAM UPDATE**

**SEPTEMBER 20, 2023**



# AKEL REPORT – KEY FINDINGS

- Akel Engineering identified 20 locations that require revisions to the hydraulic model, including negative slopes, invalid ground elevations, incorrect pump curves, and incorrect Manning’s roughness coefficient.
- Located and corrected 20 locations where model was not continuous due to elevation and slope errors.
- Flow from Basin 10 is incorrect due to severely corroded 15” Cast Iron pipe with major sag that impeded flow to the downstream Basin 11. Metered Flows at end of Basin 10 were incorrect.  
>>>>Pipeline from Basin 10 will be replaced in this year’s CIP program. This pipe is a critical part of system and is located within an easement.
- 2021-2022 Wet Weather Flow Data at 8 locations could not be calibrated so the 2015-2016 Wet Weather Flow Data was used for the wet weather calibration
- Previous Model used wet weather distribution intensities based upon average annual precipitation (20 inches) in Santa Clara County as well as different rainfall depths for each basin.  
>>>>New model has a rainfall distribution that is more closely aligned with the correct average annual precipitation (15 inches) as well as only having one uniform rainfall depth over the entire system.
- New model runs indicate future wet weather flows are approximately 4.5 MGD less than previous model
- Future I/I Reduction program should focus on repairing Significant Defects across the system and reducing the Fast Inflow in Basin 15.



# MODEL OUTPUT COMPARISON WITH EXISTING AND FUTURE CONDITIONS

Model Scenarios	Average Dry Weather Flow (ADWF) (MGD)	Peak Dry Weather Flow (PDWF) (MGD)	Average Wet Weather Flow (AWWF) (MGD)	Peak Wet Weather Flow (PWWF) (MGD)
2019 Model – Existing Condition	3.74	6.19	8.71	13.14
2023 Model – Existing Condition	3.80	5.62	4.17	8.81
2019 Model – 2040 Build Out	4.95	8.11	9.84	14.61
2023 Model – 2040 Build Out	4.57	6.78	4.94	9.92



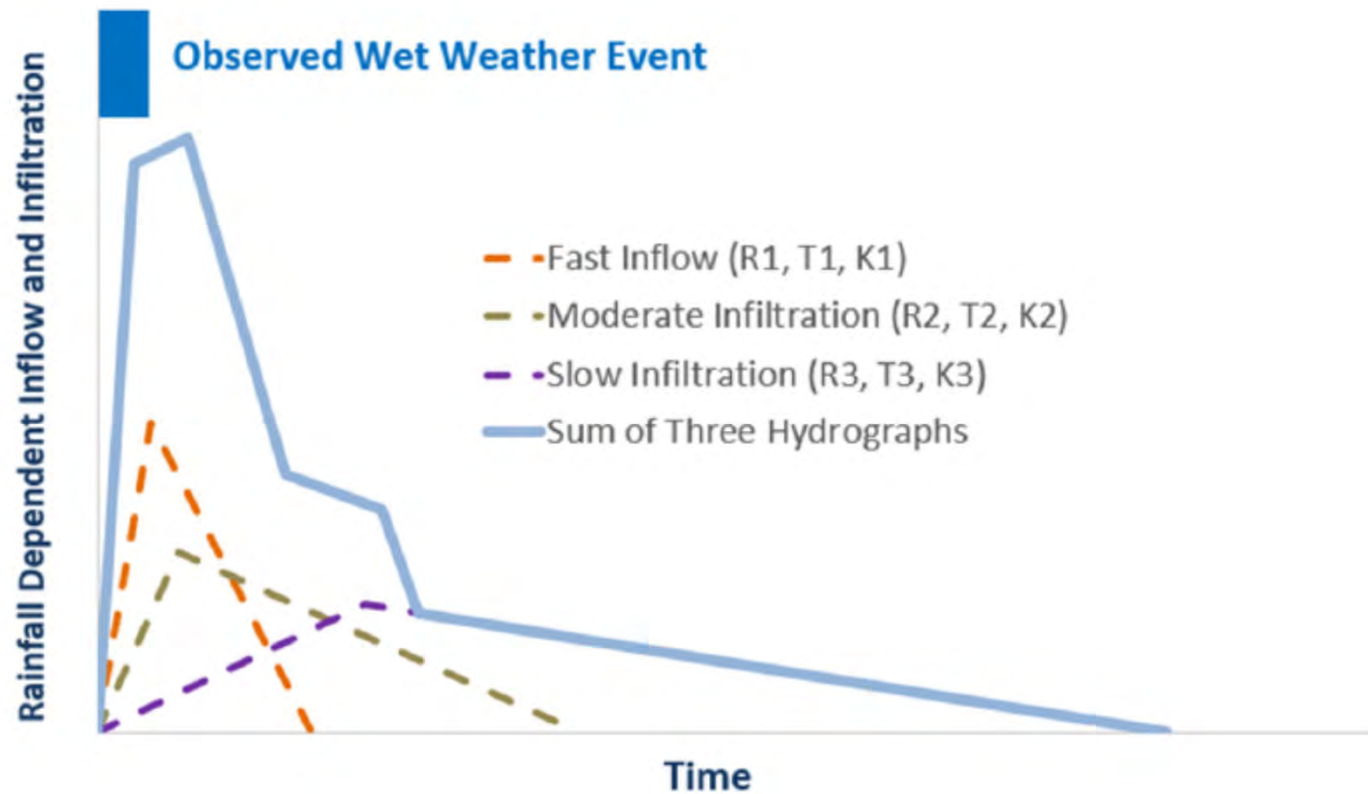
# TARGETED I/I REDUCTION PROGRAM BASED UPON FLOW RESPONSE

The wet weather flows in the hydraulic model are calculated based on the RTK Unit Hydrograph method, which consists of three hydrographs: Fast Inflow, Moderate Infiltration, and Slow Infiltration.

- **Fast Inflow Hydrograph** – This hydrograph is defined as the short-term response in the collection system, represented by  $R_1$ ,  $T_1$  and  $K_1$  parameters. This response occurs due to direct sources of inflow such as connected roof leaders, illegal storm drain connections or foundation drains.
- **Moderate Infiltration** – This hydrograph is defined as the medium-term response in the collection system, represented by  $R_2$ ,  $T_2$  and  $K_2$  parameters. This response typically indicates major pipe, manhole, or lateral defects (Need to repair Significant Defects to Eliminate Moderate Infiltration).
- **Slow Infiltration** – This hydrograph is defined as the long-term response in the collection system, represented by  $R_3$ ,  $T_3$ , and  $K_3$  parameters. This response typically indicates minor pipe, manhole, or lateral defects.



# WET WEATHER FLOW RESPONSE HYDROGRAPH



According to V&A results, sewer pipelines in basins 5, 15, and 10 have an R-value greater than 2% and warrant further investigation:

- Basin 5 exhibits a fast inflow, which is indicative of potential roof leader or illegal storm drain connections.
- Basin 10 includes a small creek that runs along the northwest limits parallel to Foothill Boulevard. This creek could be a potential source of I/I, especially during wet weather events with elevated water levels and saturated soils.
- Basin 15 includes the Regnart Creek that runs along the south limit from Bubb Road to Festival Drive. Elevated water levels in the creek may be responsible for high I/I observed during the 2021 - 2022 Program.

In order to reduce future wet weather flows, pipelines within basins 5, 10 and 15 should be investigated for condition defects and targeted for rehabilitation.

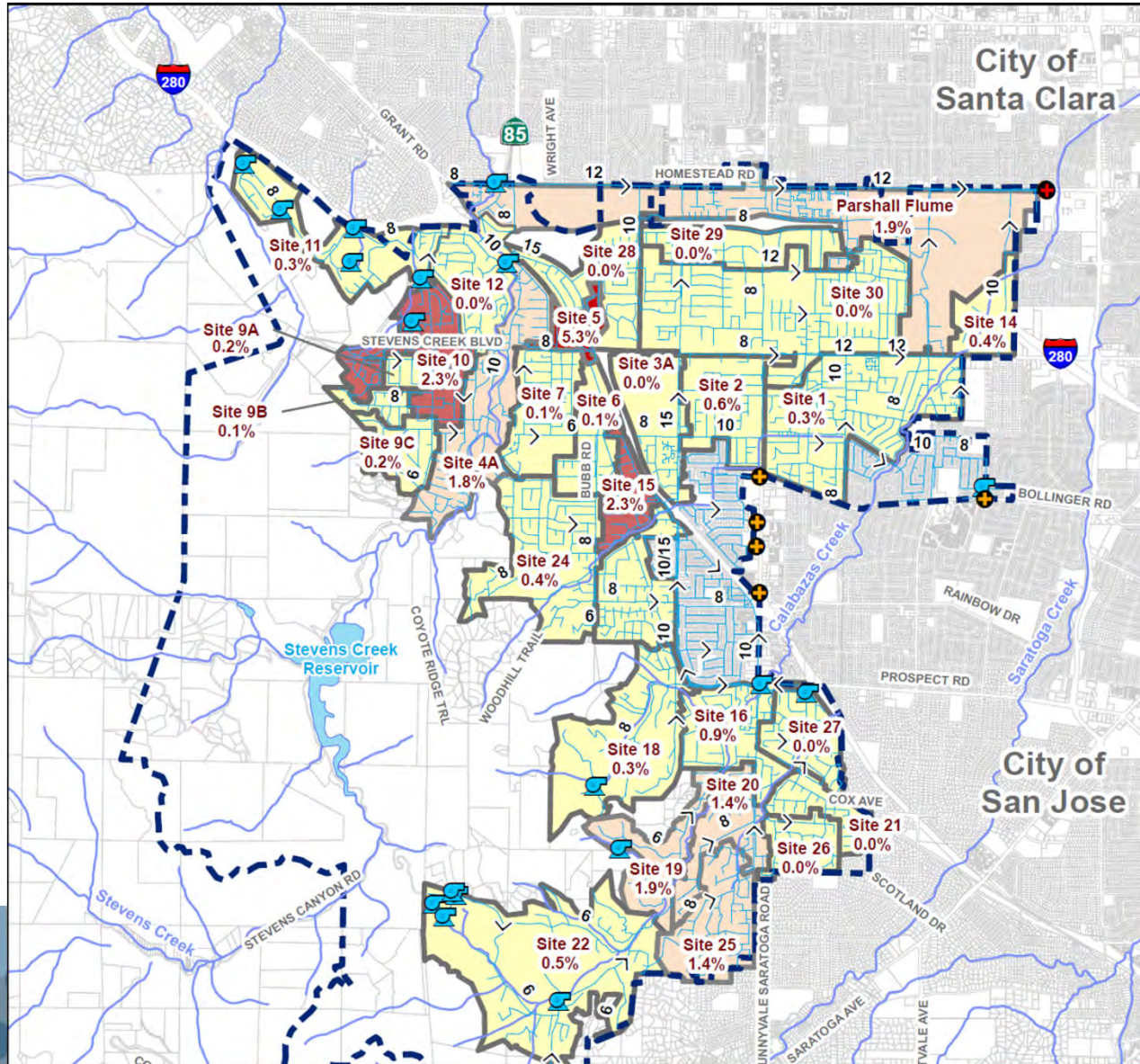


# EXTRA SLIDES

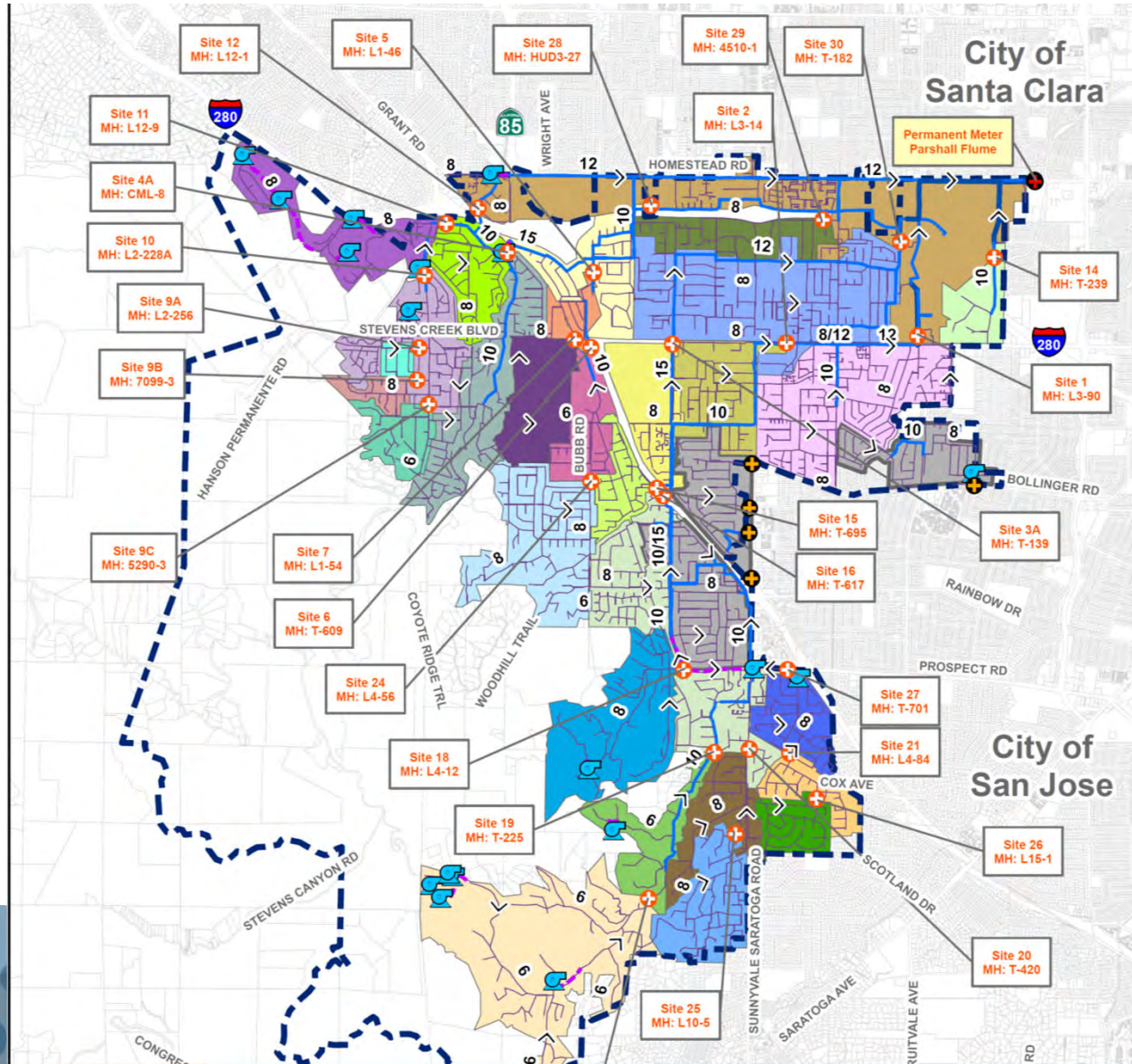




# RAINFALL DEPENDENT I/I



# FLOW METER BASINS





# Memo

Item 10B

**To:** Board of Directors  
**From:** Benjamin T. Porter, District Manager  
**Date:** September 20, 2023  
**Re:** *Pumpkin Fiesta Storm Drain Project Update*

***Background:***

The Pumpkin Fiesta Storm Drain Project was last reviewed by the District Staff on April 5, 2023. The City of Cupertino is the owner of the project. The primary objective of this project is to increase storm drain capacity within the City of Cupertino and CuSD evaluated the impacts on the sewer line and to ensure it complies with local regulations and safety standards. This was accomplished by verifying the clearance between storm drains and sewer lines and the need to implement protective measures such as steel sleeves or concrete casements if the required minimum clearance are not met.

***Project Locations:***

***Fiesta Lane:***

The lateral located at 7899 Fiesta Lane was found with less than 1-foot clearance if the storm drain were installed; it was successfully replaced with SDR-26 with a concrete casement for added protection last week. There are other potential lateral replacements needed for properties 7895, 7887, and 7883 on Fiesta Lane, pending further construction work to confirm the exact status.

***Fiesta Court:***

The installation of a larger storm drain on top of the sewer main at the end of Fiesta Ct may result in less than 1-foot of clearance. The actual situation is expected to be confirmed within the next two weeks when construction begins there. The actual clearance will be determined on site to determine if protection is necessary.

Staff conducted CCTV condition assessment of the existing sewer main that revealed Defect 3s and Defect 4s. With the installation of the expanded storm drain pending, District staff is currently evaluating whether a complete pipe replacement is more suitable or if repairs can be limited to the specific area where the storm drain crosses over the sewer line.

***Festival Drive:***

The existing storm drain on Festival Dr was encased in a hard slurry, necessitating its removal before the contractor can continue potholing and assess the condition of the sewer pipe beneath it. Depending on the condition of the pipe once the slurry is removed, the installation of a steel sleeve for additional support may or may not be required.

Two potential lateral replacements and concrete casements are needed at 7860 and 7886 Festival Dr.

Contractor will return to this site in 2-3 weeks for further assessments and discussions after Fiesta Ln and Fiesta Ct are completed.

District staff continue to attend weekly onsite meetings to monitor the project developments and provide necessary follow-ups.

# Item 10.C.

## Future Development Projects:

Prep. Date:

9/14/2023

Items	Descriptions:	Address:	Phase	IA	Re-Development Fees	Estimated Construction	Remarks
1	Atria Cupertino (Westport) - Senior Living	21255 Stevens Creek Boulevard	Building	Sent	1.9 Mil.	2023	Met with the developer to discuss the IA, Bonds and payment deadline, offered flexibility.
2	Canyon Crossing Redevelopment	10625 S Foothill Boulevard	Building	Sent	312 K	on-hold	
3	Hamptons Apartments - (942 residential units)	19500 Pruneridge Avenue	On-hold/Building	Drafted	*	on-hold	
4	Leon Townhomes - 7 Townhomes	10046 BIANCHI WAY	Planning - Approved	IA to be updated During Building Phase	97 K	Q4 2023, 2024	2nd submittal review completed May 19, 2023.
5	Vallco - Redevelopment (RISE) - Mixed Use (709 residential units and 37,000 SF of commercial space)	10123 North Wolfe Road	Planning - Phase 1	Drafted, to be updated	1.67 Mil.	*	
6	Marina Plaza (DeAnza Ventures)	10415 N De Anza Boulevard	Planning S3	Drafted	*	*	Project on hold - until a more favorable interest rate becomes available
7	McClellan Lot Split - subdivide the parcel into 6 lots (SF)	20860 McClellan Road	Building	Updated Draft; Final review pending	92K	*	The third submittal review was concluded around the end of August 2023.
8	1655 S. DeAnza Redevelopment - 2 Parcels into 34 residential units	1655 S. DeAnza	Planning	*	*	*	Preparing to apply for Building Permit
9	10619 S De Anza Blvd - Mixed Use (2090 SF Commercial & 11 Residential Units)	10619 S De Anza Blvd	Planning	*	*	*	There have been no updates since Submittal #1 from the applicant 12/23/2022.
10	134 Housing on 2 Existing Commercial Parcels	20015 Stevens Creek Boulevard	Planning	*	*	*	Added on 5/15/2023
11	Four Lot subdivision (SF)	20638 Cleo Avenue	Planning	*	*	*	2nd submittal - Demo Permit on 4/28/2023
12	Pumpkin-Fiesta: Storm Drain Project	Appx: 7854 Festival Dr (By Pass Area)	Construction	-	-	-	Progress update - see Memo

\* Not enough information from developer to determine

**Cupertino Sanitary District - Monthly Maintenance Summary - August 2023**

**Item 10.D.**

**Spills**

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

**PLSDs (Private Lateral Sewage Discharge)**

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

**Emergency Calls - Causes**

<u>Call Rec'd Business Hours</u>	<u># of Calls</u>	<u>Call Rec'd After Hours</u>	<u># of Calls</u>	<u>Call Rec'd Weekend</u>	<u># of Calls</u>
Root Intrusion	1	Root Intrusion	0	Root Intrusion	0
Onsite	6	Onsite	0	Onsite	1
Grease	1	Grease	0	Offset	0
Offset	1	Offset	0	Debris	1
Broken Pipe	1	Others	0	Others	0
Pump station	0	Pump Station	2	Pump Station	1
Total:	10	Total:	2	Total:	3

**Repairs**

<u>Address</u>	<u>Main/Lat</u>	<u>Description of Work</u>
De Anza Blvd T-466 - T-467	Main	2 points of mainline spot repair 17' & 53' near 10431 N De Anza Blvd.
7667 Echo Hill Ct, Cup	Lat	Emergency spot repair of broken lateral which was broken by cable conduits.

**Mainline Maintenance**

	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2023-24 YTD	FY2023-24 Annual Schedule	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	37,362	117,955	14,588	13,450	561	7,290	476	0	0	191,682	337,610	1,673,032	20%
Easement Cleaning (ft)	0	5,657	19,617	4,084	1,377	561	839	476	0	0	32,611	50,100	217,684	23%
CCTV (ft)	0	4,975	15,932	0	3,608	0	564	0	0	0	25,079	45,452	207,880	22%

**Lateral Maintenance**

<u>Activity</u>	<u># of Laterals</u>	<u>FY2023-24 YTD</u>	<u>FY2023-24 Annual schedule</u>	<u>% Complete (YTD/Annual schedule)</u>
Cleaning	632	1,199	6,436	19%
CCTV	18	34		
Inspection	26	59		

**FOG Inspection - Limited due to Restaurant closures (COVID -19)**

	<u># of Inspections</u>	<u>YTD FY2023-24</u>	<u>FY2023-24 Annual Schedule</u>	<u>% Complete (YTD/Annual schedule)</u>
Performed	27	55		
Completed	24	46	265	17%
Follow up Needed	0			

**CUPERTINO SANITARY DISTRICT  
MEETING/EVENT SCHEDULE**

**Item 11.A.**

**SEPTEMBER 2023**

- 09/04: Holiday-Office Closed
- 09/06: 1<sup>st</sup> Regular Meeting-Canceled
- 09/09: Cupertino Fall Festival
- 09/11: TAC
- 09/11: SCCSDA
- 09/14: TPAC
- 09/20: 2<sup>nd</sup> Regular Meeting

SEPTEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	<b>HOLIDAY - CLOSED</b>	5	<del>1<sup>st</sup> Regular Meeting</del>	7	8	<b>Fall Festival</b>
10	<b>TAC</b> <b>SCCSDA</b>	12	13	<b>TPAC</b>	15	16
17	18	19	2 <sup>nd</sup> Regular Meeting	21	22	23
24	25	26	27	28	29	30

**OCTOBER 2023**

- 10/04: 1<sup>st</sup> Regular Meeting
- 10/09: TAC
- 10/12: TPAC
- 10/18: 2<sup>nd</sup> Regular Meeting

OCTOBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	1 <sup>st</sup> Regular Meeting	5	6	7
8	<b>TAC</b>	10	11	<b>TPAC</b>	13	14
15	16	17	2 <sup>nd</sup> Regular Meeting	19	20	21
22	23	24	25	26	27	28
29	30	31				

**NOVEMBER 2023**

- 11/01: 1st Regular Meeting
- 11/06: TAC
- 11/09: TPAC
- 11/15: 2nd Regular Meeting
- 11/23-24: Holiday-Office Closed

NOVEMBER 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <sup>st</sup> Regular Meeting	2	3	4
5	<b>TAC</b>	7	8	<b>TPAC</b>	10	11
12	13	14	2 <sup>nd</sup> Regular Meeting	16	17	18
19	20	21	22	<b>HOLIDAY - CLOSED</b>		25
26	27	28	29	30		