

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, JUNE 16, 2021**

AGENDA

In accordance with Executive Order N-33-20, meeting to be held at 7:00 p.m. via teleconference [call 1 (866) 899 - 4679 Conference Access Code: 251566821] and anyone interested may also call in. The District Office at 20863 Stevens Creek Blvd, Suite 100, Cupertino is closed.

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. PUBLIC HEARING:

A. CONDUCT A PUBLIC HEARING ON COLLECTION OF SANITARY SEWER SERVICE CHARGES FOR FISCAL YEAR 2021-2022

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Adopt Resolution No. 1331, Confirming Report on Rates and Charges for FY 2021-2022
6. Adopt Resolution No. 1332, Collection of Rates and Charges for FY 2021-2022

4. 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.

5. MINUTES & BILLS

- A. APPROVAL OF THE MINUTES OF MAY 19, 2021**

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- B. APPROVED MINUTES OF MAY 05, 2021
- C. PAYMENT OF BILLS AND APPROVAL OF FINANCIAL STATEMENT
- D. DIRECTOR'S MONTHLY TIMESHEETS

6. CORRESPONDENCE

- A. CASA 2021 ANNUAL CONFERENCE
- B. LAFCO BUDGET FOR FISCAL YEAR 2021-2022

7. MEETINGS

- A. CSRMA BOARD OF DIRECTORS MEETING TO BE HELD ON JUNE 24, 2021
- B. TELECONFERENCE MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON JULY 6, 2021

8. REPORTS

- A. TELECONFERENCE MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD ON MAY 20, 2021
- B. SANTA CLARA COUNTY SPECIAL DISTRICTS ASSOCIATION REGULAR MEETING HELD ON JUNE 7, 2021
- C. TELECONFERENCE MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD ON JUNE 7, 2021
- D. TELECONFERENCE MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD ON JUNE 10, 2021

9. UNFINISHED BUSINESS

- A. COVID-19 UPDATES
- B. BUDGET FY 2021-2022

10. NEW BUSINESS

- A. REIMBURSEMENT OF SEWER PERMIT FEES – APN 316-38-065
- B. CSRMA INSURANCE RENEWAL AND PROPOSAL

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11. STAFF REPORT

- A. FUTURE DEVELOPMENT PROJECTS
- B. MONTHLY MAINTENANCE REPORT

12. CALENDAR ITEMS

- A. NEXT REGULAR DISTRICT BOARD MEETING IS SCHEDULED TO BE HELD ON WEDNESDAY, JULY 7, 2021

13. ADJOURNMENT

Item 3.A.1.

CUPERTINO SANITARY DISTRICT REVENUE FOR FY 2021-2022

Date: 6/10/2021

Type	FY 2021-2022	Delta (FY 2021-2022 - FY 2020-2021)	Percent Differences (FY 2020-2021 - FY 2019-2020)	FY 2020-2021	Percent Differences (FY 2020-2021 - FY 2019-2020)	FY 2019-2020	Percent Differences (FY 2019-2020 - FY 2018-19)	FY 2018-2019
Residential	\$13,961,138.24	\$324,671.42	2.38%	\$13,636,466.82	10.12%	\$12,383,379.90	12.13%	\$11,044,085.72
Retail/Office	\$1,972,617.86	\$283,121.46	16.76%	\$1,689,496.40	-15.54%	\$2,000,406.20	15.47%	\$1,732,468.81
Laundry	\$3,724.70	-\$3,188.80	-46.12%	\$6,913.50	-44.74%	\$12,510.90	51.24%	\$8,271.96
Restaurants	\$2,351,293.94	-\$124,854.76	-5.04%	\$2,476,148.70	0.58%	\$2,461,829.20	12.71%	\$2,184,177.10
Gas Stations/Repair	\$34,028.60	\$8,063.90	31.06%	\$25,964.70	-16.93%	\$31,255.00	26.65%	\$24,679.16
Hotel	\$254,381.30	\$6,893.50	2.79%	\$247,487.80	-10.97%	\$277,988.90	45.39%	\$191,202.59
Private School Uses	\$15,916.00	-\$1,062.20	-6.26%	\$16,978.20	11.46%	\$15,232.20	1.60%	\$14,992.59
Health Care	\$227,118.40	-\$19,469.40	-7.90%	\$246,587.80	-3.09%	\$254,446.40	3.29%	\$246,350.80
Misc	\$16,606.30	-\$1,700.10	-9.29%	\$18,306.40	-39.22%	\$30,120.80	124.16%	\$13,437.43
Hand-Billing	\$574,901.58	\$11,272.58	2.00%	\$563,629.00	-20.34%	\$503,377.20	21.59%	\$414,002.28
Total	\$19,411,726.92	\$483,747.60	2.56%	\$18,927,979.32	4.42%	\$17,970,546.70	13.17%	\$15,926,032.70

From Taxroll:

Residential	\$13,961,138.24
Commercial:	\$4,875,687.10
TOTAL	\$18,836,825.34

RESOLUTION NO. 1331

A RESOLUTION CONFIRMING REPORT ON RATES AND CHARGES FOR SERVICES AND FACILITIES FURNISHED BY THE DISTRICT AND DELINQUENT RATES AND CHARGES FOR THE CUPERTINO SANITARY DISTRICT FOR THE FISCAL YEAR 2021-2022

RESOLVED, by the Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, that

WHEREAS, this Board did heretofore adopt its resolution providing for the collection of delinquent rates and charges on the Tax Roll, and did direct the preparation and filing of a written report containing a description of each parcel of real property receiving services and facilities from the District and the amount of the charge for each parcel for the fiscal year 2021-2022.

WHEREAS, said written report was prepared and filed with the Secretary of said District on the 10th day of June 2021;

NOW, THEREFORE, IT IS ORDERED as follows:

1. That said report be, and it hereby is, adopted in full.
2. That the Secretary of this District be, and hereby is, directed to file with the County Auditor-Controller of Santa Clara County a copy of said report, upon which shall be endorsed over his signature a statement that the report had been finally adopted by the Sanitary Board of the Cupertino Sanitary District.
3. The County Auditor-Controller of Santa Clara County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the current assessment roll for the fiscal year 2021-2022.

* * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution which was duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 16th day of June 2021, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District

RESOLUTION NO. 1332

**A RESOLUTION PROVIDING FOR THE COLLECTION
OF RATES AND CHARGES FOR SERVICES AND FACILITIES
FURNISHED BY THE DISTRICT AND DELINQUENT
RATES AND CHARGES FOR FISCAL YEAR 2021-2022
CUPERTINO SANITARY DISTRICT**

RESOLVED, by the Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, as follows:

1. That the Cupertino Sanitary District, Santa Clara County, California, does hereby elect, pursuant to Sections 5473 and 5473a of the Health and Safety Code of the State of California, to have certain rates and charges for services and facilities furnished by it which have become delinquent and the rates and charges for services and facilities furnished by the District established by said District pursuant to ordinances thereof duly passed and adopted by the Sanitary Board of the District, collected on the tax roll of the County of Santa Clara, State of California, pursuant to Sections 5470 through 5473.11 of the Health and Safety Code of the State of California and said ordinances of said District.

* * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 16th day of June 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 19, 2021

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:03 p.m. This meeting was conducted in accordance with the Executive Order N-33-20 via teleconferencing. The District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino was closed.

1. ROLL CALL:

President Saadati 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, Taghi S. Saadati, John M. Gatto, William A. Bosworth, and Patrick S. Kwok.

Staff present: District Manager Benjamin Porter, Deputy District Manager Robert Woodhouse, Mark Thomas Principal Sash Dansky, and Counsel Marc Hynes.

District Consultant: Richard Tanaka

Public: None

2. PUBLIC COMMENTS:

There were none.

3. PUBLIC HEARING:

A. The Board conducted a public hearing on proposed sanitary sewer service charge increase for Fiscal Year 2021-2022.

1. A Staff presentation was given by District Manager Porter, who indicated that the rate increase came as a result of a series of six workshops to the Board over the past six months. The City of San Jose just updated the CuSD requirement for capital costs in the next fiscal year to contribute an additional \$3.8 M.
2. President Saadati opened the public hearing at 7:09 p.m. to receive testimonies from the public. There were no public comments.
3. President Saadati closed the public hearing at 7:10 p.m.
4. The Board discussed proposed changes.
5. On motion by Director Gatto, seconded by Director Chen, by a vote of 5-0-0, Ordinance No. 127, Amending Article VII, Sections 7001 through 7003 of the Cupertino Sanitary District Operations Code was approved as written. Changes will take effect on July 1, 2021.

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6. On motion by Director Gatto, seconded by Director Chen, by a vote of 5-0-0, Resolution No. 1330, Setting Public Hearing Date to Collect Sewer Charges on Tax Roll was approved. The public hearing will take place on June 16, 2021, via teleconference.

4. MINUTES & BILLS:

- A. On a motion by Director Kwok, seconded by Director Gatto, by a vote of 5-0-0 the minutes of Wednesday, May 5, 2021 were approved as written.
- B. By consensus, the Minutes of Wednesday, April 21, 2021 is to be Noted & Filed.
- C. The Board reviewed April payable warrants and financial statements. On a motion by Director Kwok, seconded by Director Gatto, by a vote of 5-0-0, the financial statement and payment of bills were approved as written.
- D. Board members will submit their May timesheets to Manager Porter.

5. CORRESPONDENCE:

There was none.

6. MEETINGS:

- A. Director Gatto plans to attend the teleconference meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on May 20, 2021.

7. REPORTS:

- A. District Manager Porter reported on the teleconference meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held on May 17, 2021.

8. UNFINISHED BUSINESS:

- A. District Manager Porter reported on COVID-19 updates. Santa Clara County has mandated that employers will be required to determine the vaccination status of employees if employees are to return to the office. Mark Thomas will need to comply. No changes have occurred to the Governor's order regarding relaxation of The Brown Act to allow remote meetings of the Board.
- B. District Manager Porter reported on the Oakcrest Pump Station. The contractor is seeing price increases on materials for the project.

9. NEW BUSINESS:

There was none.

10. STAFF REPORTS:

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- A. District Manager Porter reported on future development projects. Staff has a meeting with Vallco tomorrow to discuss their thoughts on the development fees they are being asked to pay.
- B. District Manager Porter reported on the I/I Reduction follow-up. The District is proceeding with hydraulic modeling QA/QC with Akel Engineering. The first workshop will take place next week.

Deputy District Manager Woodhouse reported that the District is proceeding with the smoke testing program. The kick-off meeting is scheduled for next Tuesday. V&A will provide a project schedule for the smoke testing which will be shared with the Board at the next meeting.

- C. District Manager Porter reported on the monthly maintenance report.

11. CLOSED SESSION:

President Saadati adjourned the regular meeting session and opened the closed session at 7:50 p.m. Manager Porter and Deputy Manager Woodhouse were excused from the 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.

The closed session was adjourned at 8:08 p.m. and the regular meeting was called to order. District Manager Porter and Deputy District Manager Woodhouse rejoined the regular meeting.

There was no reportable action.

12. CALENDAR ITEMS:

The next regular District Board meeting is scheduled to be held on Wednesday, June 2, 2021.

13. ADJOURNMENT:

On a motion properly made and seconded, at 8:12 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 05, 2021

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted in accordance with the Executive Order N-33-20 via teleconferencing. The District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino was closed.

1. ROLL CALL:

President Saadati 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, Taghi S. Saadati, John M. Gatto, William A. Bosworth, and Patrick S. Kwok.

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

District Consultant: Richard Tanaka

Public: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

President Saadati adjourned the regular meeting session and opened the closed session at 7:01 p.m. Manager Porter and Deputy Manager Woodhouse were excused from the 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.

Closed session was adjourned at 7:15 p.m. and the regular meeting was called to order. District Manager Porter and Deputy District Manager Woodhouse rejoined the regular meeting. There was no reportable action.

4. MINUTES:

A. On a motion by Director Gatto, seconded by Director Bosworth, by a vote of 5-0-0 the minutes of Wednesday, April 21, 2021 were approved.

B. By consensus, the Minutes of Wednesday, April 7, 2021 are to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 05, 2021

5. CORRESPONDENCE:

- A. The Board reviewed the LAFCO Adoption of Proposed Budget for FY 2022 & Notice of Public Hearing. It is to be Noted & Filed.

6. MEETINGS:

- A. Manager Porter plans to attend the teleconference meeting of The San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled to be held on May 17, 2021.
- B. Director Gatto plans to attend the teleconference meeting of The San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled to be held on May 20, 2021.

7. REPORTS:

There were none.

8. UNFINISHED BUSINESS:

- A. The Board reviewed updates to the Sewer System Management Plan. On a motion by Director Kwok, seconded by Director Gatto, by a vote of 5-0-0 the Sewer System Management Plan was approved for recertification.
- B. The Board reviewed the V & A Agreement for smoke testing services. Deputy Manager Woodhouse presented the reasoning for selecting certain basins for the smoke testing work. On a motion by Director Chen, seconded by Director Gatto, by a vote of 5-0-0 the V & A Agreement for smoke testing services was approved as written.
- C. The Board reviewed the Akel Engineering Agreement for hydraulic modeling. On a motion by Director Kwok, seconded by Director Gatto, by a vote of 5-0-0 the Akel Engineering Agreement was approved as written.
- D. Manager Porter reported on COVID-19 updates.

9. NEW BUSINESS:

- A. The Board discussed Form 470 filing. Manager Porter will send a PDF version of Form 470 to all Board Members in the following week.
- B. The Board reviewed the ESRI ARC-GIS renewal agreement. On a motion by Director Gatto, seconded by Director Chen, by a vote of 5-0-0 the Board authorized Manager Porter to renew the ESRI agreement for a three-year term at \$25,000 per year.

10. STAFF REPORTS:

- A. Manager Porter reported on the Planning for Future Development Projects.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 05, 2021

11. CALENDAR ITEMS:

- A. The next regular District Board meeting is scheduled to be held on Wednesday, May 19, 2021.
Board comment: Better to hold the closed session at the end of the Agenda for May 19, 2021.
- B. A Public Hearing on Consideration of Rate Increase is scheduled to be held on Wednesday, May 19, 2021.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:26 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - June 16, 2021**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
19147	M&O	\$ 599,125.00	Zions Bank (CalBank)	Loan Payment	
N/A	M&O	\$ 2,631.64	ADP	Directors' Salary	
19148	M&O	\$ 992.08	Dooley Insurance Services	Insurance - Group Life & Dental	
N/A	M&O	\$ 346.87	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
19149	M&O	\$ 364,838.01	Mark Thomas	Office Rent	400.00
				SSMP	2,062.50
				Peak Flow Reduction	14,078.93
				Management Services	34,221.56
				Engineering Services	88,277.78
				Plan Checking & Inspection	13,177.74
				Repairs	33,566.02
				Maintenance	167,241.11
				Utilities	1,052.70
				Emergency Funds	9,179.04
				District Sewer Capital & Support	1,580.63
19150	M&O	\$ 3,700.00	Richard K. Tanaka	Legal - Consultant Services	
19151	M&O	\$ 2,664.00	Armento & Hynes, LLP	Legal - District Counsel (March Services)	
19152	M&O	\$ 686.40	County Sanitation District 2-3	Legal - CIG/Tribs (CuSD Advance Pay)	535.39
				Legal - CIG/Tribs (CuSD Share)	151.01
19153	M&O	\$ 4,848.40	Bay Area News Group	Printing & Publications	
19154	M&O	\$ 622.25	Mission Communications	Repairs	399.25
	M&O			Maintenance	223.00
19155	M&O	\$ 690.94	Home Depot	Maintenance	
19156	M&O	\$ 135.00	Jose Silva Gardening	Maintenance	
19157	M&O	\$ 11,891.88	RotoRooter	Maintenance	
19158	M&O	\$ 60,915.20	Able Underground Construction	Maintenance	56,400.80
				Emergency	4,514.40
19159	M&O	\$ 50,130.00	AB/JDD Plumbing Heating & AC	Maintenance	48,825.00
				Emergency	1,305.00
19160	M&O	\$ 57.41	City of Santa Clara Utilities	Utilities	
19161	M&O	\$ 3,512.35	PG&E	Utilities	
19162	M&O	\$ 700.00	Haofeng Song	Refunds & Reimbursements-Misc.	
19163	M&O	\$ 25,000.00	ESRI	District Equipment	
19164	M&O	\$ 9,224.36	Pan-Pacific	District Equipment	
19165	M&O	\$ 14,501.36	Shape Inc.	District Equipment	
19166	M&O	\$ 1,415,647.00	Cupertino Sanitary District	Funds Transfer to Cal Bank Savings Acct.	
TOTAL WARRANTS		\$ 2,572,860.15			
		<u>\$ (1,415,647.00)</u>	Transfer to Cal Bank Savings Acct.	Capital Reimbursement from San Jose	
		<u>\$ 1,157,213.15</u>			

<u>Maintenance Total:</u>	\$ 285,407.73	Mark Thomas, Mission, Jose Silva, , Roto Rooter, ABLE, AB/JDD
<u>Utilities Total:</u>	\$ 4,622.46	Mark Thomas, Santa Clara, PG&E, San Jose Water
<u>Emergency Total:</u>	\$ 14,998.44	Mark Thomas, AB/JDD, C2R Engineering

EMERGENCY DETAILS:

Roto-Rooter - no emergencies this month
Able - two emergencies this month
AB/JDD Plumbing - three emergencies this month

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MAY 2021
(11th Month of Operations - 92% into FY Operations)
 FISCAL YEAR: July 1, 2020 to June 30, 2021

EXPENSE SUMMARY REPORT - ADJUSTED BUDGET

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
MAY SERVICES								
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,542	\$600,639.58	\$599,125.00	\$1,199,764.58	\$777.42	99.9%	CalBank Payment No. 3
Directors Fees	41030	\$35,000	\$32,113.24	\$2,631.64	\$34,744.88	\$255.12	99.3%	On Target; slightly ahead of schedule
Gasoline, Oil & Fuel	41060	\$3,000	\$1,040.25	\$0.00	\$1,040.25	\$1,959.75	34.7%	None this month
Insurance	41070	\$135,000	\$127,458.24	\$992.08	\$128,450.32	\$6,549.68	95.1%	Dooley Insurance - July 2021 Coverage
Memberships	41080	\$57,000	28,190.59	\$0.00	\$28,190.59	\$28,809.41	49.5%	None this month
Office Rent	41090	\$6,000	\$4,000.00	\$400.00	\$4,400.00	\$1,600.00	73.3%	On Target
Operating Expenses - General	41100	\$3,000	\$289.30	\$0.00	\$289.30	\$2,710.70	9.6%	None this month
Operating Expenses - Credit Card Processing Fees	41100-1	\$3,700	3,918.21	\$346.87	\$4,265.08	-\$565.08	115.3%	May Credit Card Processing Fees; ahead of schedule for Fiscal Year
Contractual Services:								
Outfall Maintenance	41113	\$71,000	\$46,535.89	\$0.00	\$46,535.89	\$24,464.11	65.5%	None this month
T.P. Oper. & Maint.	41114	\$8,630,553	\$6,426,140.00	\$0.00	\$6,426,140.00	\$2,204,413.00	74.5%	100% paid this fiscal year (O&M reduced because of Legacy Lagoon delay)
Professional Services:								
SSMP Certification and Implementation	41121	\$200,000	177,987.29	\$2,062.50	\$180,049.79	\$19,950.21	90.0%	SSMP Certification has been completed as of May 2021
Peak Flow Reduction	41122	\$100,000	\$14,828.27	\$14,078.93	\$28,907.20	\$71,092.80	28.9%	Peak flow reduction program including Infiltration and Inflow Reduction
Management Services	41121	\$515,000	\$453,917.01	\$34,221.56	\$488,138.57	\$26,861.43	94.8%	On target
Engineering Services	41122	\$1,200,000	\$1,049,105.00	\$88,277.78	\$1,137,382.78	\$62,617.22	94.8%	On Target; slightly ahead of schedule
Plan Checking & Inspection	41123	\$200,000	209,853.99	\$13,177.74	\$223,031.73	-\$23,031.73	111.5%	Ahead of schedule due to increased inspection and Vallco effort
Legal - Consultant Services	41124	\$25,000	\$14,000.00	\$3,700.00	\$17,700.00	\$7,300.00	70.8%	Richard Tanaka - Consulting Services for May 2021
Legal - District Counsel	41124	\$60,000	48,305.50	\$2,664.00	\$50,969.50	\$9,030.50	84.9%	Marc Hynes - May Services
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$980,000	1,111,543.89	\$535.39	\$1,112,079.28	-\$132,079.28	113.5%	County Sanitation District 2-3 (Q3 FY20-21, through 3/31/21)
Legal - Common Interest Group (CuSD Share)	41124	\$222,000	313,512.38	\$151.01	\$313,663.39	-\$91,663.39	141.3%	County Sanitation District 2-3 (Q3 FY20-21, through 3/31/21)
Audit	41125	\$11,500	\$11,600.00	\$0.00	\$11,600.00	-\$100.00	100.9%	FY19-20 Audit - paid in full
Printing & Publications	41130	\$28,000	18,400.44	\$4,848.40	\$23,248.84	\$4,751.16	83.0%	Legal Publication/Classified Advertising
Repairs	41150	\$500,000	214,497.58	\$33,965.27	\$248,462.85	\$251,537.15	49.7%	On target
Maintenance	41151	\$3,200,000	2,812,592.54	\$285,407.73	\$3,098,000.27	\$101,999.73	96.8%	On Target
Travel & Meetings Staff	41170	\$15,000	\$580.00	\$0.00	\$580.00	\$14,420.00	3.9%	None this month
Travel & Meetings BOD	41170	\$18,000	\$1,450.00	\$0.00	\$1,450.00	\$16,550.00	8.1%	None this month
Utilities	41190	\$65,000	55,597.03	\$4,622.46	\$60,219.49	\$4,780.51	92.6%	On Target
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$27,388.14	\$700.00	\$28,088.14	\$21,911.86	56.2%	Reimbursement for duplicate payment for Sewer Permit Fees - 20002 Northcrest Square
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	111,413.61	\$14,998.44	\$126,412.05	\$123,587.95	50.6%	Five Emergencies this month (Able and AB/JDD)
Consolidated Election	48001	\$150,000	\$105,859.00	\$0.00	\$105,859.00	\$44,141.00	70.6%	None this month
TOTAL OPERATING EXPENSES		\$17,939,295	\$14,022,756.97	\$1,106,906.80	\$15,129,663.77	\$2,809,631.23	84.3%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$560,000	209,249.44	\$1,580.63	\$210,830.07	349,169.93	37.6%	Engineering Expenses for CIP Master Plan and Wolfe Road Main Sewer Relocation
Treatment Plant Capital	46042	\$6,392,192	\$2,707,387.00	\$0.00	\$2,707,387.00	\$3,684,805.00	42.4%	100% paid this fiscal year (projects delayed, specifically dewatering)
Outfall Capital	46042	\$3,012,000	3,004,853.54	\$0.00	\$3,004,853.54	7,146.46	99.8%	None this month
District Equipment	46043	\$150,000	4,033.00	\$48,725.72	\$52,758.72	\$97,241.28	35.2%	Rebuild Pump (Homestead PS); Spare pumps (Florence PS); ESRI Software Maintenance
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	None to date
TOTAL CAPITAL EXPENSES		\$10,414,192	\$5,925,522.98	\$50,306.35	\$5,975,829.33	\$4,438,362.67	57.4%	
TOTAL EXPENSES		\$28,353,487	\$19,948,279.95	\$1,157,213.15	\$21,105,493.10	\$7,247,993.90	74.4%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MAY 2021
(11th Month of Operations - 92% into FY Operations)
 FISCAL YEAR: July 1, 2020 to June 30, 2021

REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts MAY	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$552,035.00	\$261,561.29	\$302,067.60	\$563,628.89	(\$1,593.89)	102.1%	Handbilling - 5 payments received this month
Tax Roll	31010	\$18,364,000.00	\$10,409,025.60	\$0.00	\$10,409,025.60	\$7,954,974.40	56.7%	None this month
Permit Fees	31020	\$130,000.00	\$55,508.07	\$10,650.20	\$66,158.27	\$63,841.73	50.9%	Twenty-seven payments received this month; 178 payments to-date
Connection Fees	31031	\$600,000.00	\$161,070.82	\$0.00	\$161,070.82	\$438,929.18	26.8%	None this month
Capacity Fees	31032	\$600,000.00	\$340,379.22	\$0.00	\$340,379.22	\$259,620.78	56.7%	None this month
Pump Zone Fees	31033	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$200,000.00	\$73,390.97	\$12,100.00	\$85,490.97	\$114,509.03	42.7%	Twenty-eight payments received this month; 207 payments received to-date
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$220,000.00	\$143,605.28	\$28,853.57	\$172,458.85	\$47,541.15	78.4%	FY20-21 Q3
City of San Jose Credit(s)	32091	\$500,000.00	\$2,778,585.00	\$0.00	\$2,778,585.00	(\$2,278,585.00)	555.7%	Credits received for this Fiscal Year in February
Legal - Common Interest Group (Tributaries)	32092.1	\$980,000.00	\$460,849.85	\$35,961.91	\$496,811.77	\$483,188.23	50.7%	Received from BSD for FY20-21 Q3; Received from CSD2-3 for FY20-21 Q1-Q3
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$14,000.00	\$4,325.94	\$733.92	\$5,059.85	\$8,940.15	36.1%	Received from BSD for FY20-21 Q3; Received from CSD2-3 for FY20-21 Q1-Q3
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$46,835.96	\$2,343.01	\$49,178.97	(\$39,178.97)	491.8%	Reimbursement from Cupertino Village for Clean-up
Lateral Construction	32093	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$22,267,535.00	\$14,735,138.00	\$392,710.21	\$15,127,848.21	\$7,139,686.79	67.94%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$22,267,535.00	\$14,735,138.00	\$392,710.21	\$15,127,848.21	\$7,139,686.79	67.94%	

CASH ACCOUNT SUMMARY

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
FY 2019-20 Balance	\$18,718,534.78	\$2,700,000.00	\$16,018,534.78	\$632,243.62	\$180,632.21	\$19,350,778.40
July 31, 2020	\$15,091,707.04	\$3,000,000.00	\$12,091,707.04	\$638,170.27	\$180,676.58	\$15,910,553.89
August 31, 2020	\$14,180,940.69	\$3,000,000.00	\$11,180,940.69	\$648,776.35	\$180,712.33	\$15,010,429.37
September 30, 2020	\$13,711,877.70	\$3,000,000.00	\$10,711,877.70	\$656,635.22	\$180,718.25	\$14,549,231.17
October 31, 2020	\$10,142,271.46	\$3,000,000.00	\$7,142,271.46	\$668,309.14	\$180,724.18	\$10,991,304.78
November 30, 2020	\$7,788,382.95	\$3,000,000.00	\$4,788,382.95	\$680,713.93	\$180,730.30	\$8,649,827.18
December 31, 2020	\$7,255,228.33	\$3,000,000.00	\$4,255,228.33	\$690,072.87	\$180,736.42	\$8,126,037.62
January 31, 2021	\$14,311,021.11	\$3,000,000.00	\$11,311,021.11	\$700,327.61	\$180,742.17	\$15,192,090.89
February 28, 2021	\$16,337,258.61	\$3,000,000.00	\$13,337,258.61	\$708,885.77	\$180,747.71	\$17,226,892.09
March 31, 2021	\$15,955,172.05	\$3,000,000.00	\$12,955,172.05	\$722,648.98	\$180,754.25	\$16,858,575.28
April 30, 2021	\$13,104,035.65	\$3,000,000.00	\$10,104,035.65	\$736,385.52	\$180,759.40	\$14,021,180.57
May 31, 2021	\$12,784,504.57	\$3,000,000.00	\$9,784,504.57	\$754,648.06	\$180,762.18	\$13,719,914.81

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 5/31/2021

Cal Bank Activities				Total Interest	Interest prorated to Loan Balance	Loan Balance w/Interest	Interest prorated to \$600K District Saving	District portion of saving balance	Total Savings balance	Checking Acct Balance	TOTAL AT CAL BANK
No.	Payee	Date	Check Amount			\$10,000,000.00			\$10,000,000.00		\$10,000,000.00
101	San Jose	10/16/2019	\$2,180,309.00			\$7,819,691.00			\$7,819,691.00		\$7,819,691.00
102	San Jose	10/16/2019	\$29,515.44			\$7,790,175.56			\$7,790,175.56		\$7,790,175.56
103	Tesco	11/20/2019	\$17,707.00			\$7,772,468.56			\$7,772,468.56		\$7,772,468.56
104	Shape	11/20/2019	\$108,814.78			\$7,663,653.78			\$7,663,653.78		\$7,663,653.78
105	Tesco	12/18/2019	\$169,018.00			\$7,494,635.78			\$7,494,635.78		\$7,494,635.78
106	Con Quest	12/18/2019	\$385,242.58	\$30,683.35	\$30,683.35	\$7,140,076.55			\$7,140,076.55		\$7,140,076.55
107	San Jose	1/15/2020	\$6,966,355.00			\$173,721.55			\$173,721.55		\$173,721.55
Interest through 3/31/20				\$6,823.36	\$6,823.36	\$180,544.91			\$180,544.91		\$180,544.91
Deposit 4/16/2020						\$180,544.91		\$600,000.00	\$780,544.91	\$2,996.28	\$783,541.19
Balance as of 5/30/2020				\$179.37	\$41.50	\$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	\$45.80	\$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	\$44.37	\$180,676.58	\$147.47	\$600,437.52	\$781,114.10	\$37,732.75	\$818,846.85
Balance as of 8/31/2020				\$154.53	\$35.74	\$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	\$5.93	\$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	\$5.93	\$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	\$6.12	\$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	\$6.12	\$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	\$5.74	\$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	\$5.55	\$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	\$6.54	\$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	\$5.15	\$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	\$2.77	\$180,762.18	\$9.22	\$600,721.96	\$781,484.14	\$153,926.10	\$935,410.24
TOTAL OR BALANCE AMOUNT				\$9,856,961.80	\$38,445.94	\$180,762.18	\$721.96	\$600,721.96	\$781,484.14	\$153,926.10	\$935,410.24

Building a Resilient Future



2021 Annual Conference | August 11-13 | Hilton San Diego Bayfront | San Diego, CA

CASAweb.org | @CASACleanWater | @CASA_CleanWater

***Preliminary Program as of 6/7/21
Speakers and Topics Subject to Change***

Wednesday, August 11

8:30 a.m. – 12:00 p.m. CSRMA Training Seminar ([Separate Registration Required](#))

9:00 a.m. – 5:00 p.m. Registration

10:30 a.m. – 12:00 p.m. CASA Board of Directors Meeting

12:00 p.m. – 1:30 p.m. Associates Committee Meeting

12:00 p.m. – 1:30 p.m. Lunch on Your Own

1:30 p.m. – 4:00 p.m. **Concurrent Sessions**

1:30 – 2:30 p.m. **Track 1A:** Fleet Tracking, Electrification and AI: Clean Water Tech in 2021

Moderator:

- Greg Cutler, RMJ Technologies (Invited)
- David Rothbart, Los Angeles County Sanitation District
- Cristina Ahmadpour, Isle Utilities (Invited)

Devices that help track your fleet behavior to improve operations? An all-electric future in California? Artificial intelligence helping efficiently manage your collection system? Hear from panelists on current and future trends in the clean water sector and get a glimpse of how agencies are utilizing technology to build a resilient future.

1:30 – 2:30 p.m. **Track 2A:** The Future of Work is Now

- Adriana Ochoa, Procopio

The pandemic brought so many changes to the way we work. Are some of these changes here to stay? Hear from agencies and experts on how clean water agencies are adapting to the possibility of remote work, virtual meetings, and other changes we have all experienced this past year.

Wednesday, August 11 – con't

2:30 – 3:00 p.m. **Break**

3:00 – 4:00 p.m. **Track 1B:** Regulatory Hot Topics and Deep Dives
Moderator: Jared Voskuhl, CASA

CASA's Regulatory Workgroup is one of the most active groups in the association. Hear the latest updates on topics essential to your agency's regulatory compliance and future needs, including an update of the Sanitary Sewer System Waste Discharge Requirements (SSS WDR), state and federal developments on PFAS regulation, initiatives surrounding microplastics, and many other items the group is working to address on behalf of CASA member agencies.

3:00 – 4:00 p.m. **Track 2B:** Gender Diversity and Pay Equity in the Workforce
Moderator: Jackie Zipkin, East Bay Dischargers Authority
• Beverli Marshall, Valley Sanitary District

Equity and diversity are essential components of managing a successful agency and have increasingly come into focus in recent years. Hear from both private entities, public agencies and academics who have looked at this issue and implemented successful programs to address diversity and equity in their workforces.

4:00 p.m. – 5:00 p.m. Federal Legislative Committee Meeting

4:00 p.m. – 5:00 p.m. CSRMA Executive Board Meeting

5:30 p.m. – 6:30 p.m. Ice Breaker Reception

Thursday, August 12

7:30 a.m. – 9:00 a.m. Breakfast

8:00 – 9:00 a.m. Women's Networking Breakfast

Look for signage to join this informal networking group during breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m. CASA Education Foundation Board Meeting

8:00 a.m. – 9:00 a.m. CSRMA Board of Directors Meeting

Thursday, August 12 – con't

9:15 a.m. – 11:30 a.m. **Morning Sessions & Business Meeting**
President Jason Dow, Presiding

9:15 – 10:00 a.m. **Jen McDonough, Celebrating the Everyday Hero**

AKA “The Iron Jen” is an eight-time national Olympic-style weightlifter, Ironman triathlete, volunteer firefighter and first responder, and the author of three Amazon Top 100 books. Her keynote on celebrating everyday heroes will address the challenges experienced daily by our essential workers, be it from dealing with constant change, stressful calls, rotating shifts, or any of the 99 things that could go wrong on the job. Jen McDonough reminds everyday heroes of the importance of their work and acknowledges the vital impact that they have on their communities and organizations.

10:00 – 11:15 a.m. **Communicating with Diverse Constituencies**
Moderator: Sarah McDonald, Western Municipal Utility District (Invited)

- Victor Griego, President, Water Education for Latino Leaders (WELL) (Invited)
- Dale Hunter, Executive Director, California African American Water Education Foundation (CAAWEEF)
- Marta Lugo, External Affairs Officer, Valley Water (Invited)

Hear from association leaders and communications professionals on how to build bridges with diverse constituencies in your community and develop programs to communicate the clean water community’s message.

11:15 – 11:30 a.m. **Annual Business Meeting**

11:30 a.m. – 12:15 p.m. **Networking Break**

12:15 p.m. – 1:30 p.m. **Luncheon**

1:30 p.m. – 2:00 p.m. **Networking Break**

2:00 p.m. – 4:00 p.m. **Afternoon Sessions**
Secretary Treasurer Georgean Vonheeder-Leopold,
Presiding

2:00 – 3:00 p.m. **Drought on the Horizon**

3:00 – 3:30 p.m. **Celebrating Excellence in 2021**

- 2021 Awards of Excellence Presentation
- CASA Education Foundation 2021 Scholarship Recipients
- CASA LEAD Initiative

Thursday, August 12 – con't

- 3:30 p.m. – 4:30 p.m. Associates Engineering and Research Subcommittee
- 3:30 p.m. – 4:30 p.m. CASA Communications Committee
- 4:30 p.m. – 5:30 p.m. Bay Area Biosolids Coalition Meeting
- 5:30 p.m. – 6:30 p.m. Welcome Back Reception

Friday, August 13

- 8:00 a.m. – 11:15 a.m. Registration
- 8:00 a.m. – 9:30 a.m. Breakfast
- 8:00 a.m. – 9:15 a.m. State Legislative Committee Meeting
- 9:30 a.m. – 11:15 a.m. **Closing Session**
Vice President Jasmin Hall, Presiding
- 9:30 – 10:00 a.m. **State and Federal Legislative Updates**
- Jessica Gauger, CASA, State Update
 - Eric Sapirstein, ENS Resources, Federal Update
- 10:00 – 10:30 a.m. Congressman Mike Levin, CA 49th District (Invited)
- 10:30 – 11:00 a.m. Kevin Phillips, Town Manager, Paradise, CA
- 11:00 – 11:15 a.m. **President's Closing Remarks**
- Board of Director Election Results
 - Passing of the Gavel
- 11:00 a.m. – 3:00 p.m. Attorneys Committee Meeting



CSRMA Risk Management Seminar at August 2021 CASA Conference

August 11, 2021 - Hilton San Diego Bayfront Hotel in San Diego, CA

Date: Wednesday - August 11, 2021

Time: 8:00am to 12:00noon

Location: Hilton San Diego Bayfront Hotel, One Park Boulevard, San Diego, CA 92101

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

Virtual attendance option is available for registration below.

7am-8am	Catered Breakfast
8-9:45am	On-Boarding New Hires: Planning for Success On-Boarding, simply put, is the process of integrating a new employee into an organization. The on-boarding process should help the new employee build confidence, gain necessary knowledge, learn required skills, become familiar with your agency's culture and develop into an integral part of a team that strives to help achieve the goals of the organization – and more! <p style="text-align: right;">Sam Rose Sam Rose Consulting</p>

10-12noon	<p>Developing Your Leadership Skills: Building Depth for Succession</p> <p>This session is designed to equip professionals at every level in successfully fulfilling their responsibility as a leader/team member and how to improve as they function in that role.</p> <p>Attendees will gain an awareness and greater understanding of some critical leadership issues, along with some practical applications that will help them, and those around them reach new leadership heights. Additionally, they will gain a clear understanding of the benefits that come from raising up leaders within the organization, and how it contributes to the overall succession plan, and in doing so promotes the success and resiliency of the organization.</p> <p><i>Why Leadership Matters:</i></p> <p>Understand the 5 levels of Leadership and learn how to develop a proper climate for leadership.</p> <p>Why develop leaders – The need for and the benefit of developing Leadership skills What is Leadership - At the Organizational Level How to Develop a Leadership Culture - At the Organizational Level How to Develop your Leadership First - At a Personal Level How to Develop Potential Leaders - At a Professional Level</p> <p style="text-align: right;">Keith Sorsdal The Sorsdal Group</p>
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If interested in attending these sessions, please register for this event below. You will receive a registration confirmation email.

Web-meeting links for both sessions will be emailed to all virtual-registrants on the day prior to the event.

Please ensure the correct spelling of your email address is provided.

Thank you.

REGISTRATION

Enter registrants' names one at a time. When you enter the name of the first registrant, click "Save Registrant," and their name will appear on a list. The list will appear after the first registrant is entered (scroll to see list). You will be prompted to enter additional registrants one at a time. Click on the trash can icon to delete any registrants. Click on the pencil icon to edit any registrant info. Click "Finalize" to complete registration and receive your confirmation.

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

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

Select Registration Option *

- CSRMA Member (on-site attendance) (\$0.00)
This registration option is only for agencies that are members of the California Sanitation Risk Management Authority (CSRMA) who will be attending the seminar in-person at the hotel.
- CSRMA Member (virtual attendance) (\$0.00)
This registration option is only for agencies that are members of the California Sanitation Risk Management Authority (CSRMA) who will be viewing the seminar via a web-meeting link.
- Non-CSRMA (on-site attendance) (\$50.00)
This registration option is for agencies that are not members of the California Sanitation Risk Management Authority (CSRMA) who will be attending the seminar in-person at the hotel.
- Non-CSRMA (virtual attendance) (\$25.00)
This registration option is for agencies that are not members of the California Sanitation Risk Management Authority (CSRMA) who will be viewing the seminar via a web-meeting link.

If you are not sure if your agency is a CSRMA member, click here to view a complete membership list: [CSRMA Members](#)

Name *

Agency Name *



Email

Confirm Email



Secure Online Registration Powered by RegFox



**Local Agency
Formation Commission
of Santa Clara County**

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Rich Constantine
Susan Ellenberg
Sergio Jimenez
Yoriko Kishimoto
Gary Kremen
Mike Wasserman
Susan Vicklund Wilson

Alternate Commissioners

Helen Chapman
Cindy Chavez
Matt Mahan
Russ Melton
Terry Trumbull

Executive Officer

Neelima Palacherla

June 3, 2021

TO: County Executive, Santa Clara County
City Managers, Cities in Santa Clara County
District Managers, Independent Special Districts in Santa Clara County

FROM: Neelima Palacherla, LAFCO Executive Officer

SUBJECT: LAFCO BUDGET FOR FISCAL YEAR 2021-2022

At its June 2, 2021 meeting, LAFCO adopted its Final Budget for Fiscal Year 2021-2022. The adopted Final Budget and the staff report are attached for your information.

Pursuant to the apportionment method specified in Government Code §56381 and §56381.6, the County Auditor-Controller will apportion LAFCO's net operating expenses to the cities, the County and the independent special districts based on the Final Budget adopted by LAFCO. Please expect to receive an invoice from the County Controller's Office in the next few days.

Should you have any questions regarding the LAFCO budget or cost apportionment, do not hesitate to contact me at (408) 993-4713 / neelima.palacherla@ceo.sccgov.org.

Thank you.

Attachments: Fiscal Year 2021-2022 Budget approved by LAFCO on June 2, 2021
Staff Report on June 2, 2021 re. Final LAFCO Budget for FY 2021-2022

cc: Board of Supervisors, Santa Clara County
City Council Members, Cities in Santa Clara County
Independent Special District Board Members
Santa Clara County Cities Association
Santa Clara County Special Districts Association

FINAL LAFCO BUDGET FISCAL YEAR 2021- 2022

ITEM # TITLE	APPROVED BUDGET FY 2021	ACTUALS Year to Date 2/19/2021	PROJECTIONS Fiscal Year End 2021	FINAL BUDGET FY 2022
EXPENDITURES				
Object 1: Salary and Benefits	\$806,845	\$491,543	\$747,214	\$844,239
Object 2: Services and Supplies				
5255100 Intra-County Professional	\$45,000	\$0	\$5,000	\$10,000
5255800 Legal Counsel	\$74,622	\$41,867	\$74,000	\$75,896
5255500 Consultant Services	\$110,000	\$14,654	\$110,000	\$150,000
5285700 Meal Claims	\$750	\$0	\$100	\$750
5220100 Insurance	\$10,452	\$10,452	\$10,452	\$8,500
5250100 Office Expenses	\$10,000	\$549	\$5,000	\$5,000
5270100 Rent & Lease	\$46,254	\$22,914	\$46,254	\$47,784
5255650 Data Processing Services	\$20,267	\$11,755	\$20,267	\$22,048
5225500 Commissioners' Fee	\$10,000	\$2,800	\$7,000	\$10,000
5260100 Publications and Legal Notices	\$2,500	\$0	\$200	\$1,000
5245100 Membership Dues	\$12,000	\$12,144	\$12,144	\$12,500
5250750 Printing and Reproduction	\$1,500	\$0	\$1,000	\$1,500
5285800 Business Travel	\$12,000	\$0	\$0	\$10,000
5285300 Private Automobile Mileage	\$2,000	\$7	\$100	\$1,000
5285200 Transportation&Travel (County Car Usage)	\$605	\$0	\$100	\$600
5281600 Overhead	\$30,917	\$15,459	\$30,917	\$49,173
5275200 Computer Hardware	\$3,000	\$0	\$1,000	\$3,000
5250800 Computer Software	\$5,000	\$3,508	\$5,000	\$5,000
5250250 Postage	\$2,000	\$109	\$500	\$1,000
5252100 Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000 Reserves	\$0	\$0	\$0	-\$50,000
TOTAL EXPENDITURES	\$1,207,712	\$627,761	\$1,077,248	\$1,210,990
REVENUES				
4103400 Application Fees	\$30,000	\$1,367	\$20,000	\$30,000
4301100 Interest: Deposits and Investments	\$6,000	\$6,168	\$10,000	\$6,000
TOTAL REVENUE	\$36,000	\$7,535	\$30,000	\$36,000
3400150 FUND BALANCE FROM PREVIOUS FY	\$187,927	\$352,123	\$352,123	\$288,660
NET LAFCO OPERATING EXPENSES	\$983,785	\$268,103	\$695,125	\$886,330
3400800 RESERVES Available	\$250,000	\$250,000	\$250,000	\$200,000
COSTS TO AGENCIES				
5440200 County	\$327,928	\$327,928	\$327,928	\$295,443
4600100 Cities (San Jose 50% + Other Cities 50%)	\$327,928	\$327,928	\$327,928	\$295,443
4600100 Special Districts	\$327,928	\$327,928	\$327,928	\$295,443

June 2, 2021



**Local Agency
Formation Commission
of Santa Clara County**

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Rich Constantine
Susan Ellenberg
Sergio Jimenez
Yoriko Kishimoto
Gary Kremen
Mike Wasserman
Susan Vicklund Wilson

Alternate Commissioners

Helen Chapman
Cindy Chavez
Matt Mahan
Russ Melton
Terry Trumbull

Executive Officer

Neelima Palacherla

LAFCO MEETING: June 2, 2021

TO: LAFCO

FROM: Neelima Palacherla, Executive Officer

SUBJECT: FINAL BUDGET FOR FY 2022

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Final Budget for Fiscal Year 2021-2022.
2. Find that the Final Budget for Fiscal Year 2022 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
3. Authorize staff to transmit the Final Budget adopted by the Commission including the estimated agency costs to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.
4. Direct the County Auditor-Controller to apportion LAFCO costs to the cities; to the special districts; and to the County; and to collect payment pursuant to Government Code §56381.

NO CHANGES TO THE DRAFT/PRELIMINARY BUDGET

On April 7, 2021, the Commission adopted its preliminary budget for Fiscal Year 2021-2022. No changes are recommended to the preliminary budget adopted by the commission.

LAFCO ANNUAL BUDGET PROCESS REQUIREMENTS

The Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (CKH Act) which became effective on January 1, 2001, requires LAFCO, as an independent agency, to annually adopt a draft budget by May 1 and a final budget by June 15 at noticed public hearings. Both the draft and the final budgets are required to be transmitted to the cities, the special districts and the County. Government Code §56381(a) establishes that at a minimum, the budget must be equal to that of the previous year unless the Commission finds that reduced staffing or program costs will nevertheless allow it to fulfill its statutory responsibilities. Any unspent funds at the end of the year may be rolled over into the next fiscal year budget. After adoption of the final budget by LAFCO, the County Auditor is required to apportion

the net operating expenses of the Commission to the agencies represented on LAFCO.

LAFCO and the County of Santa Clara entered into a Memorandum of Understanding (MOU) (effective since July 2001), under the terms of which, the County provides staffing, facilities, and services to LAFCO. The associated costs are reflected in the LAFCO budget. LAFCO is a stand-alone, separate fund within the County's accounting and budget system and the LAFCO budget information is formatted using the County's account descriptions/codes.

COST APPORTIONMENT TO CITIES, DISTRICTS AND THE COUNTY

The CKH Act requires LAFCO costs to be split in proportion to the percentage of an agency's representation (excluding the public member) on the Commission. Santa Clara LAFCO is composed of a public member, two County board members, two city council members, and since January 2013 – two special district members. Government Code §56381(b)(1)(A) provides that when independent special districts are seated on LAFCO, the county, cities and districts must each provide a one-third share of LAFCO's operational budget.

Since the City of San Jose has permanent membership on LAFCO, as required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public member. Therefore in Santa Clara County, the City of San Jose pays one sixth and the remaining cities pay one sixth of LAFCO's operational costs. Per the CKH Act, the remaining cities' share must be apportioned in proportion to each city's total revenue, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county. Each city's share is therefore based on the 2018/2019 Report – which is the most recent edition available.

Government Code Section 56381 provides that the independent special districts' share shall be apportioned in proportion to each district's total revenues as a percentage of the combined total district revenues within a county. The Santa Clara County Special Districts Association (SDA), at its August 13, 2012 meeting, adopted an alternative formula for distributing the independent special districts' share to individual districts. The SDA's agreement requires each district's cost to be based on a fixed percentage of the total independent special districts' share.

The estimated apportionment of LAFCO's FY 2022 costs to the individual cities and districts is included as Attachment B. The final costs will be calculated and invoiced to the individual agencies by the County Controller's Office after LAFCO adopts the final budget.

ATTACHMENTS

- Attachment A: Final LAFCO Budget for Fiscal Year 2022
- Attachment B: Costs to Agencies Based on the Final Budget

**FINAL LAFCO BUDGET
FISCAL YEAR 2021- 2022**

**ITEM # 6
Attachment A**

ITEM # TITLE	APPROVED BUDGET FY 2021	ACTUALS Year to Date 2/19/2021	PROJECTIONS Fiscal Year End 2021	FINAL BUDGET FY 2022
EXPENDITURES				
Object 1: Salary and Benefits	\$806,845	\$491,543	\$747,214	\$844,239
Object 2: Services and Supplies				
5255100 Intra-County Professional	\$45,000	\$0	\$5,000	\$10,000
5255800 Legal Counsel	\$74,622	\$41,867	\$74,000	\$75,896
5255500 Consultant Services	\$110,000	\$14,654	\$110,000	\$150,000
5285700 Meal Claims	\$750	\$0	\$100	\$750
5220100 Insurance	\$10,452	\$10,452	\$10,452	\$8,500
5250100 Office Expenses	\$10,000	\$549	\$5,000	\$5,000
5270100 Rent & Lease	\$46,254	\$22,914	\$46,254	\$47,784
5255650 Data Processing Services	\$20,267	\$11,755	\$20,267	\$22,048
5225500 Commissioners' Fee	\$10,000	\$2,800	\$7,000	\$10,000
5260100 Publications and Legal Notices	\$2,500	\$0	\$200	\$1,000
5245100 Membership Dues	\$12,000	\$12,144	\$12,144	\$12,500
5250750 Printing and Reproduction	\$1,500	\$0	\$1,000	\$1,500
5285800 Business Travel	\$12,000	\$0	\$0	\$10,000
5285300 Private Automobile Mileage	\$2,000	\$7	\$100	\$1,000
5285200 Transportation&Travel (County Car Usage)	\$605	\$0	\$100	\$600
5281600 Overhead	\$30,917	\$15,459	\$30,917	\$49,173
5275200 Computer Hardware	\$3,000	\$0	\$1,000	\$3,000
5250800 Computer Software	\$5,000	\$3,508	\$5,000	\$5,000
5250250 Postage	\$2,000	\$109	\$500	\$1,000
5252100 Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000 Reserves	\$0	\$0	\$0	-\$50,000
TOTAL EXPENDITURES	\$1,207,712	\$627,761	\$1,077,248	\$1,210,990
REVENUES				
4103400 Application Fees	\$30,000	\$1,367	\$20,000	\$30,000
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TOTAL REVENUE	\$36,000	\$7,535	\$30,000	\$36,000
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COSTS TO AGENCIES				
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4600100 Special Districts	\$327,928	\$327,928	\$327,928	\$295,443

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Final FY 2022 LAFCO Budget

Net Operating Expenses for FY 2022				\$886,330
JURISDICTION	REVENUE PER 2018/2019 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.33333333%	\$295,443.33
Cities Total Share			33.33333333%	\$295,443.33
San Jose	N/A	N/A	50.00000000%	\$147,721.67
Other cities share			50.00000000%	\$147,721.66
Campbell	\$64,536,222	1.7980522%		\$2,656.11
Cupertino	\$108,060,680	3.0106928%		\$4,447.45
Gilroy	\$125,345,516	3.4922679%		\$5,158.84
Los Altos	\$57,463,937	1.6010103%		\$2,365.04
Los Altos Hills	\$16,800,340	0.4680765%		\$691.45
Los Gatos	\$51,214,203	1.4268856%		\$2,107.82
Milpitas	\$216,026,300	6.0187372%		\$8,890.98
Monte Sereno	\$3,758,600	0.1047188%		\$154.69
Morgan Hill	\$110,550,245	3.0800549%		\$4,549.91
Mountain View	\$407,506,157	11.3535827%		\$16,771.70
Palo Alto	\$701,560,301	19.5462638%		\$28,874.07
Santa Clara	\$1,078,173,133	30.0391235%		\$44,374.28
Saratoga	\$34,095,585	0.9499416%		\$1,403.27
Sunnyvale	\$614,138,449	17.1105921%		\$25,276.05
Total Cities (excluding San Jose)	\$3,589,229,668	100.0000000%		\$147,721.66
Total Cities (including San Jose)				\$295,443.33
Special Districts Total Share		(Fixed %)	33.33333333%	\$295,443.34
Aldercroft Heights County Water District		0.06233%		\$184.15
Burbank Sanitary District		0.15593%		\$460.68
Cupertino Sanitary District		2.64110%		\$7,802.95
El Camino Healthcare District		4.90738%		\$14,498.53
Guadalupe Coyote Resource Conservation District		0.04860%		\$143.59
Lake Canyon Community Services District		0.02206%		\$65.17
Lion's Gate Community Services District		0.22053%		\$651.54
Loma Prieta Resource Conservation District		0.02020%		\$59.68
Midpeninsula Regional Open Space District		5.76378%		\$17,028.70
Purissima Hills Water District		1.35427%		\$4,001.10
Rancho Rinconada Recreation and Park District		0.15988%		\$472.35
San Martin County Water District		0.04431%		\$130.91
Santa Clara Valley Open Space Authority		1.27051%		\$3,753.64
Santa Clara Valley Water District		81.44126%		\$240,612.80
Saratoga Cemetery District		0.32078%		\$947.72
Saratoga Fire Protection District		1.52956%		\$4,518.98
South Santa Clara Valley Memorial District		0.03752%		\$110.85
Total Special Districts		100.00000%		\$295,443.34
Total Allocated Costs				\$886,330.00

CUPERTINO SANITARY DISTRICT
BUDGET WORKSHEET FOR FY 2021-22
Expenses

Account Name	Account Number	FY 19 - 20 Actual	FY 2020-21 Budget	Expended Through May	FY 2020-21 Projected Expenditure	Projected % of Budget	FY 2021-22 Preliminary Budget	REMARKS
OPERATING EXPENSES								
Loan Payments	41000	\$634,917	\$1,200,542	\$1,199,765	\$1,199,765	99.9%	\$1,200,542	Two annual loan payments
Directors Fees	41030	\$31,785	\$35,000	\$34,745	\$37,376.52	106.8%	\$38,000	Increase by 8.5% to budget for a full slate of meetings
Gasoline, Oil & Fuel	41060	\$1,432	\$3,000	\$1,040	\$1,560	52.0%	\$3,000	Keep same as last year
Insurance	41070	\$137,568	\$135,000	\$128,450	\$129,442	95.9%	\$170,000	Increase to account for expected insurance premium increase (ACIP: \$331; AMVP:\$246)
Memberships	41080	\$56,522	\$57,000	\$28,191	\$38,191	67.0%	\$57,000	Keep same as last year (LAFCO: \$7,803)
Office Rent	41090	\$4,800	\$6,000	\$4,400	\$4,800	80.0%	\$4,800	Reduce to reflect actual costs
Operating Expenses	41100	\$3,953	\$3,000	\$289	\$589	19.6%	\$3,000	Keep same as last year
Operating Expenses - Credit Card Transaction Fees		\$0	\$3,700	\$4,265	\$4,665	126.1%	\$6,000	Increase budget to account for expected volume of credit card transactions
Contractual Services:								
Outfall Maintenance	41113	\$46,536	\$71,000	\$46,536	\$70,536	99.3%	\$71,000	Annually \$46.5K to SJ and \$24K to Santa Clara; keep same as last year
T.P. Oper. & Maint	41114	\$6,138,028	\$8,630,553	\$6,426,140	6,426,140	74.5%	\$6,675,375	Reflects removal of Legacy Lagoons rehabilitation from O&M costs
Professional Services:								
Management Services	41121	\$545,410	\$515,000	\$488,139	\$528,139	102.6%	\$550,000	Increase budget slightly to reflect cost of labor increases and increases in management requirements (e.g. coordination with Santa Clara/Sunnyvale/San Jose, taxroll)
SSMP Certification and Implementation	41121	\$0	\$200,000	\$180,050	\$185,050	92.5%	\$100,000	SSMP Revision is required once every five years and was completed considering the upcoming more stringent Waste Discharge Requirements. Future (2021/2022) costs will support implementation of the updated Plan.
Engineering Services	41122	\$1,255,220	\$1,200,000	\$1,137,383	\$1,217,383	101.4%	\$1,300,000	Increase budget slightly to reflect cost of labor increases and support of Sunnyvale
Inflow/Infiltration Reduction		\$0	\$100,000	\$28,907	\$73,907	73.9%	\$500,000	Separate costs for development of Inflow and Infiltration Reduction and Peak Wet Weather Flow Reduction. Future (2021/2022) costs will support implementation of the Program and will be funded by Installer's Agreements
Plan Ckg. & Insp.	41123	\$117,910	\$200,000	\$223,032	\$238,032	119.0%	\$300,000	Increase budget based on expectation of development Installer's Agreements and Valco (includes Valco \$75k)
Legal - Consultant Services		\$0	\$25,000	\$17,700	\$20,700	82.8%	\$36,000	Increase to reflect a full year (12 months) of Consultant services
Legal - District Counsel	41124	\$47,583	\$60,000	\$50,970	\$55,970	93.3%	\$60,000	Keep same as last year
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$750,890	\$980,000	\$1,112,079	\$1,463,079	149.3%	\$1,014,000	CUSD is lead agency for the Common Interest Group. Advance pay, but will be 100% reimbursed from other tributary agencies.
Legal - Common Interest Group (CuSD Share)	41124	\$211,790	\$222,000	\$313,663	\$412,663	185.9%	\$286,000	CUSD's Allocation of \$1.3 Million total legal expenses in 2021-2022
Audit	41125	\$11,300	\$11,500	\$11,600	\$11,600	100.9%	\$12,000	Increase by 3.4% to account for projected increase in audit cost
Printing & Publications	41130	\$28,038	\$28,000	\$23,249	\$27,249	97.3%	\$28,000	Keep same as last year
Repair and Maintenance		\$3,538,166	\$3,700,000		\$3,651,463		\$3,900,000	Increase combined budget for Repair and maintenance by approximately 2-4% per year
Repairs	41150	\$352,554	\$500,000	\$248,463	\$293,463	58.7%	\$450,000	Keep consistent for 2021/2022 to be more in line with observed expenses in 2019 through 2021.
Maintenance	41151	\$3,185,612	\$3,200,000	\$3,098,000	\$3,358,000	104.9%	\$3,450,000	Increase budget to reflect increased contractor cost, increased maintenance including root control and chemical addition, and increased cost of labor
Travel & Meetings Staff	41170	\$8,211	\$15,000	\$580	\$580	3.9%	\$15,000	Keep same as last year with the expectation that travel & meetings will resume
Travel & Meetings BOD	41170	\$13,993	\$18,000	\$1,450	\$1,450	8.1%	\$18,000	Keep same as last year with the expectation that travel & meetings will resume
Utilities	41190	\$66,011	\$65,000	\$60,219	\$65,694	101.1%	\$70,000	Increase to reflect 2020-21 and increasing rates for utilities overall
Refunds & Reimbursements:								
Miscellaneous	41201	\$13,617	\$50,000	\$28,088	\$30,642	61.3%	\$50,000	Keep same as last year
Connection Fees	41202	\$233,178	\$2,000	\$0	\$1,000	50.0%	\$2,000	Keep same as last year
Checking & Inspection	41203	\$0	\$3,000	\$0	\$1,000	33.3%	\$3,000	Keep same as last year
Emergency Funds	48000	\$108,002	\$250,000	\$126,412	\$137,904	55.2%	\$250,000	Keep same as last year
Consolidated Election	48001	\$0	\$150,000	\$105,859	\$105,859	70.6%	\$0	No election this year
TOTAL OPERATING EXPENSES		\$14,004,859	\$17,939,295	\$15,129,664	\$16,142,428	90.0%	\$16,722,717	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$2,412,717	\$560,000	\$210,830	\$337,079	60.2%	\$1,000,000	Improvement Project in 2021/2022; 2019/20 costs were largely for Prospect Pump Station Rehabilitation.
Treatment Plant Capital	46042	\$14,014,863	\$6,392,192	\$2,707,387	\$2,707,387	42.4%	\$8,430,221	Updated in May based on dewatering deferral and updated budget from CSJ
Outfall Capital	46042	\$1,607,581	\$3,012,000	\$3,004,854	\$3,004,854	99.8%	\$1,095,045	Estimated from projections given by SJ/SC staff
District Equipment	46043	\$168,750	\$150,000	\$52,759	\$6,758.72	37.8%	\$150,000	Keep same as year year
Replacement Fund	46044	\$300,000	\$300,000	\$0	\$300,000	100.0%	\$300,000	Annual reserve setaside
TOTAL CAPITAL EXPENSES		\$18,503,911	\$10,414,192	\$5,975,829	\$6,406,078	61.5%	\$10,975,266	
TOTAL EXPENSES		\$32,508,770	\$28,353,487	\$21,105,493	\$22,548,506	79.5%	\$27,697,983	

CUPERTINO SANITARY DISTRICT
BUDGET WORKSHEET FOR FY 2021-22
Revenue

Account Name	Account Number	FY 19-20 Actual	Budget FY 2020-21	Revenue Through May 2021	FY 2020-21 Projected Revenue	Projected % of Budget	Budget FY 2021-22 Preliminary	REMARKS
OPERATING								
Service Charges	31010							
Handbilling		\$487,256	\$552,035	\$563,629	\$563,629	102.1%	\$574,901	Based on 2% Increase
Tax Roll		\$17,294,126	\$18,364,000	\$10,409,026	\$18,359,026	100.0%	\$18,647,000	Based on taxroll minus 1% service fee
Permit Fees	31020	\$97,466	\$130,000	\$66,158	\$91,847	70.7%	\$75,000	Reduce based on observed trends
Connection Fees	31031	\$25,030	\$600,000	\$161,071	\$175,714	29.3%	\$300,000	Reduce based on observed trends
Capacity Fees	31032	\$32,997	\$600,000	\$340,379	\$371,323	61.9%	\$450,000	Reduce based on observed trends
Pump Zone Fees	31033	\$0	\$80,000	\$0	\$0	0.0%	\$20,000	Reduce based on observed trends
Checking & Inspection Fees	31040	\$86,005	\$200,000	\$85,491	\$160,491	80.2%	\$300,000	Match expense side for 19/20 (add \$40k) and 20/21
Annexation	32010	\$0	\$2,500	\$0	\$0	0.0%	\$2,500	Keep same as last year
Interest	32050	\$334,920	\$220,000	\$172,459	\$255,587	116.2%	\$200,000	Reduce based on lower cash balance
City of San Jose Credit(s)	32091	\$2,753,384	\$500,000	\$2,778,585	\$2,778,585	555.7%	\$500,000	Keep same as last year
Legal - Common Interest Group (Tributaries)	32092.1	\$391,799	\$980,000	\$496,812	\$896,812	91.5%	\$1,014,000	Payments from Other Tributary Agencies - match Expense side - Add \$280k
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$7,996	\$14,000	\$5,060	\$15,060	107.6%	\$14,000	Common Interest Group Lead Agency Management
Refunds/Reimbursements - Misc.	32091	\$26,433	\$10,000	\$49,179	\$60,908	609.1%	\$10,000	Keep same as last year
Lateral Construction	32093	\$0	\$15,000	\$0	\$0	0.0%	\$15,000	Keep same as last year
TOTAL OPERATING REVENUE		\$21,537,411	\$22,267,535	\$15,127,848	\$23,728,980	106.6%	\$22,122,401	
Revenue Transfer				\$11,206,053				
TOTAL REVENUE								
Total Expenses			\$28,353,487		\$22,548,506		\$27,697,983	
Credit to Account					\$1,180,474			
Debit from Account			\$6,085,952				\$5,575,582	
Net Operating Revenue			\$22,267,535		\$23,728,980		\$27,697,983	



Memo

Item 10A

To: Board of Directors
From: Benjamin Porter, District Manager-Engineer
Date: June 16, 2021
Re: Reimbursement of Sewer Permit Fees
20002 Northcrest Square, Cupertino
(APN: 316-38-065)

Summary:

Property owner, Haofeng Song, is requesting a reimbursement for overpayment of sewer permit fees.

On April 15, 2021, the District produced a plan review comment letter requiring the property owner to install a property line cleanout and pay an inspection fee of \$400, plus a plan check fee of \$300.

Because this is an HOA property and the sewer lateral is located on a private street, the owner was not required to install a property line cleanout. Our engineer revised the District comments/requirements and removed the requirement to install a new property line cleanout, along with the \$400 inspection fee. This brought the total amount of fees down to \$300.

The owner called the District office and paid the \$300 plan check fee over the phone with a credit card. He then mentioned he already mailed out a check for the original total amount of \$700 and asked that District staff look out for the mailed check and shred it.

The check was received and opened by a staff member who was unaware of the arrangement, and the check was submitted for deposit.

Recommendation:

Approve reimbursement of \$700.00 to Haofeng Song for the first of two payments, which was not to be deposited.

Attachments:

1. Receipt of Fee #9257
2. Proof of Deposit of Check
3. Original Comment Letter
4. Approved Comment Letter

Item 10.A.- Attachment 1.

DISTRICT MANAGER-ENGINEER
MARK THOMAS & COMPANY, INC.
BENJAMIN T. PORTER, P.E.

DISTRICT COUNSEL
ATKINSON FARASYN, LLP
MARC HYNES



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

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

Receipt #: 9257
5/12/2021 9:20:27AM

Received From: Haofeng Song

Address:
Phone: 408-805-9688

Check / Property Information

Check No.	Visa ending...4102	Bank:	
Amount:	Three Hundred Dollars & 00/100	City Permit	BLD-2021-0579
APN #	316-38-065	CuSD Permit	21-086
Property:	20002 NORTHCREST SQ, Cupertino, CA 95014	Bldng/Apt. N	

PROOF OF PAYMENT

	Account Number	Amount:
Plan Check Fee	(405.10)	0.00
Inspection Fee Specify:	(430.10)	300.00
System Connections Fees:		
Residential Connections:	(405.10)	0.00
Non-Residential Connections:	(405.10)	0.00
Change in Use	(425.10)	0.00
Treatment Plant Use Fee:		
Residential Capacity Fee	(435.10)	0.00
Non-Residential Capacity Fee	(435.10)	0.00
Change in Use	(425.10)	0.00
Treatment Plant Use Fee for Pump Station Area:		
Residential Capacity Fee	(435.10)	0.00
Non-Residential Capacity Fee	(435.10)	0.00
Change in Use	(425.10)	0.00
Discharge Permit Fees	(405.10)	0.00
Other fees Specify:		0.00
Total:		300.00

Comment:
Remodel

District Staff fmartinez

Item 10.A.- Attachment 2.

WELLS FARGO

Check Details

Check Number	214
Date Posted	06/01/21
Check Amount	\$700.00

HAOFENG SONG
2560 MONROE ST
SANTA CLARA, CA 95051-1835

214

4/22/2021
DATE

PAY TO THE ORDER OF Cupertino Sanitary District \$ 700.00

Seven Hundred Dollars 00/100 DOLLARS

WELLS FARGO
Wells Fargo Bank, N.A.
California
wellsfargo.com
ARN 316-38-065

FOR #21-086 / BLD-2021-0579

For your security, information like account numbers, signatures, and the ability to view the backs of checks have been removed from the images. You can see full or partial fronts and backs of the images by using the link at the top of the window.

Equal Housing Lender

Item 10.A.- Attachment 3.

DISTRICT MANAGER-ENGINEER
MARK THOMAS & COMPANY, INC.
BENJAMIN T. PORTER, P.E.

DISTRICT COUNSEL
ATKINSON • FARASYN, LLP.
MARC HYNES



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

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

Permit Form

		Submittal #	1
Date:	4/15/2021	Cupertino Sanitary Permit #	21-086
APN:	316-38-065	Cupertino Building Permit #	BLD-2021-0579
Applicant Name:	Haofeng Song		
Address:	20002 Northcrest Square, Cupertino, CA		
Scope of Work:	Remodel (1) Bathroom To Create (2) Full Bathrooms (105 SF); Remodel Den Area To Create (N) Bedroom (135 SF).		

Cupertino Sanitary District COVID-19 Procedure

The Cupertino Sanitary District office and permit counter will be closed to the public but will continue to provide services. Permit review staff will work remotely to review and process permits. For payment, please mail checks to the District office. Payment via credit card can be made over the phone. Please contact Frankie Martinez at (408) 477-7300 to process your credit card payment. Please call (408) 477-7300 to schedule an inspection.

The Cupertino Sanitary District has reviewed the plans for the subject project:

- Sanitary sewer is available and the existing building is connected to our sanitary sewer system which is located in a sewer easement, private street, or public service easement. The sewer lateral from the sewer main to the building is owned and shall be maintained and repaired by the property owner. This includes costs associated with sanitary sewer overflows and spills. If an up to standard Property Line Cleanout is present, the District will service and provide maintenance to the lateral from said cleanout to the sewer main.

Conditions/Requirements for permit approval:

Completed	Conditions/Requirements
-	Cupertino Sanitary District Lateral Plan Check Fee (\$300) (O.C. 7102.3.1)
-	Cupertino Sanitary District Inspection Fee (\$400) – Lateral Connection to Existing lateral with New Cleanout and CCTV Inspection Included (O.C. 7102-4.1)
-	Show the following on the SITE PLAN on Sheet #: <ul style="list-style-type: none"> • Sanitary sewer lateral <ul style="list-style-type: none"> ○ Sanitary sewer lateral is located approximately 14' from the right property line

Cupertino Sanitary Permit # : 21-086
Cupertino Building Department # : BLD-2021-0579

Conditions/Requirements to be met during construction:

- Cupertino Sanitary District **Initial (Visual) Inspection** required. Contractor shall leave new pipe installation exposed. Do not backfill. Owner to contact District **48 hours** prior to scheduling a District Inspector for a visual inspection. *(O.C. 5203)*
- Cupertino Sanitary District **Final (CCTV) Inspection and Approval** of the existing property line cleanout, point of connection, and District lateral is required prior to clearance for City of Cupertino Final Inspection. Owner must allow District **at least 48 hours'** notice to schedule a District Inspector for a video inspection. District to provide Building Department with **written notification** upon completion of inspection. *(O.C. 7102)*

Additional Comments:

- Storm water surface or roof drains and other general surface water runoff, shall not be discharged to the sanitary sewer.
- The Cupertino Sanitary District recommends installing the required improvements near the beginning of the project in case any unforeseen issues arise with the installations.
- The applicant may potentially be required to upgrade their sanitary sewer lower lateral if the District finds the structural conditions of the pipe to be unsatisfactory.

Fees can be paid at the District office located at 20863 Stevens Creek Boulevard, Suite 100 in Cupertino, CA by cash or check (payable to "Cupertino Sanitary District").

All conditions, requirements and recommendations are to be completed at the (owner/developer)'s expense. If you have any questions or need additional information, please call Cindy Diaz at 408-477-7311.

Respectfully,



For: Benjamin T. Porter, P.E.
District Manager-Engineer

U:\Permits & Fees\Permits - Developments\2021\21-086_BLD-2021-0579_20002 Northcrest Sq\21-086_S1_BLD-2021-0579_20002 Northcrest Sq.docx

PERMITS HAVE EXPIRATION DATE OF 1 YEAR FROM DATE OF APPROVAL. IF REFILED FOR PERMIT APPLICATION AFTER YEAR IS UP, NEW PERMIT FEES MUST BE PAID BY APPLICANT.

DISTRICT MANAGER-ENGINEER
 MARK THOMAS & COMPANY, INC.
 BENJAMIN T. PORTER, P.E.

DISTRICT COUNSEL
 ATKINSON • FARASYN, LLP.
 MARC HYNES



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

Item 10.A.-
Attachment 4.
BOARD OF DIRECTORS
 ANGELA S. CHEN
 JOHN M. GATTO
 WILLIAM A. BOSWORTH
 PATRICK S. KWOK
 TAGHI S. SAADATI

*Approved For Issuing
 Building/ Plumbing Permits*

Permit Form

		Submittal #	3-Approved
Date:	5/17/2021	Cupertino Sanitary Permit #	21-086
APN:	316-38-065	Cupertino Building Permit #	BLD-2021-0579
Applicant Name:	Haofeng Song		
Address:	20002 Northcrest Square, Cupertino, CA		
Scope of Work:	Remodel (1) Bathroom To Create (2) Full Bathrooms (105 SF); Remodel Den Area To Create (N) Bedroom (135 SF).		

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Conditions/Requirements for permit approval:

Completed	Conditions/Requirements
✓	Cupertino Sanitary District Lateral Plan Check Fee (\$300) (O.C. 7102.3.1)
✓	Show the following on the SITE PLAN on Sheet #: <ul style="list-style-type: none"> • Sanitary sewer lateral <ul style="list-style-type: none"> ○ Sanitary sewer lateral is located approximately 14' from the right property line

Conditions/Requirements to be met during construction:

Cupertino Sanitary Permit # : 21-086
Cupertino Building Department # : BLD-2021-0579

- Cupertino Sanitary District **Initial (Visual) Inspection** required. Contractor shall leave new pipe installation exposed. Do not backfill. Owner to contact District **48 hours** prior to scheduling a District Inspector for a visual inspection. (*O.C. 5203*)
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All conditions, requirements and recommendations are to be completed at the (owner/developer)'s expense. If you have any questions or need additional information, please call Cindy Diaz at 408-477-7311.

Respectfully,



For: Benjamin T. Porter, P.E.
District Manager-Engineer

U:\Permits & Fees\Permits - Developments\2021\21-086_BLD-2021-0579_20002 Northcrest Sq\21-086_S3- Approved_BLD-2021-0579_20002 Northcrest Sq.docx

PERMITS HAVE EXPIRATION DATE OF 1 YEAR FROM DATE OF APPROVAL. IF REFILED FOR PERMIT APPLICATION AFTER YEAR IS UP, NEW PERMIT FEES MUST BE PAID BY APPLICANT.



c/o ALLIANT INSURANCE SERVICES, INC.
100 Pine Street, 11th Floor, San Francisco, CA 94111-5101

Insurance License No.: 0C36861
Tel: 415.403.1400 Fax: 415.874.4813

OFFICERS:

Craig Murray, *President*
805.684.7214
Sandeep Karkal, *Vice President*
415.892.1694

PAST PRESIDENTS:

Greg Baatrup
2018-2020
Paul Bushee
2014-2018

**** MEMORANDUM ****

May 17, 2021

RE: CSRMA Property Insurance Renewal Update and Proposed Pooled Layer

Dear CSRMA Property Insurance Program Members:

An overarching issue for this year's renewal is the current state of the insurance marketplace. In short, we are in a *very hard* market, with widespread rate increases and challenges in obtaining certain types of coverage. The driving force behind the state of the market is claims experience, and for property, California has faced an unprecedented increase in wildfire losses and increasing exposures at risk of loss. This historically challenging property insurance market has created an environment for buyers of increased cost, heightened scrutiny on underwriting data and pressure on deductible levels. At this juncture, we are expecting an average increase in cost to members of 50%.

While price increases are never good news, we wanted to bring your attention to a related matter, and that is in regard to deductibles. CSRMA's Property Program has historically been a fully insured program with members choosing individual deductibles as low \$5,000. All but one member currently have deductibles of less than \$100,000. Due to increased potential for losses, underwriters on our current program are requiring that effective 7/1/21 the minimum deductible allowable will be \$100,000 and higher for some individual members with unique characteristics. The Program Administrators and the Executive Board understand this is a change in coverage that will not work well for the entire membership. Therefore, we are working on alternatives to address this issue.

First, we have been diligently marketing coverage on your behalf seeking alternatives to the current placement. To date, all other carriers have either provided indications that are not competitive, cannot offer limits anywhere near the current levels, have significantly higher minimum deductibles, or declined to offer coverage outright.

This situation have led the Program Administrators and Executive Board to explore the creation of a Pooled Layer for the Property Program in order to retain all losses that fall within \$100,000, thereby enabling members to maintain their current deductibles. The creation of a Pooled Layer also means that Program members would pay a 'pool deposit' to self-fund for all losses in this new Pooled Layer and to cover expenses such as loss adjustment fees and actuarial funding analysis; similar in concept to CSRMA's Pooled Liability and Workers' Compensation Programs. We suspect that this approach will not only be the most cost effective in the long-term, but will also grant greater control to CSRMA over the operation of the Program itself.

We are continuing to work with the Executive Board on options, and will be presenting these to the Board of Directors at the June 24th meeting.

If you have any questions, please feel free to call.

The background of the top half of the page is a photograph of a modern glass building facade. The glass reflects the sky and surrounding structures. A person is visible walking on a balcony or walkway within the building. The overall color palette is dominated by blues and greys.

CSRMA Member: Cupertino Sanitary District

2021 – 2022

ALLIANT CRIME INSURANCE PROGRAM (ACIP) Government Crime Insurance Proposal

Presented by:

Tom E. Corbett, Senior Vice President
Mariana C. Salyer, CISR, Program Specialist- Lead

Alliant Insurance Services, Inc.
1301 Dove Street, Suite 200
Newport Beach, CA 92660
O 949 756 0271
F 619 699 0906
CA License No. 0C36861

www.alliant.com

**2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
CSRMA Member:
Cupertino Sanitary District**

Named Insured / Additional Named Insureds

First Named Insured(s)

Cupertino Sanitary District

Additional Named Insured(s)

See attached Named Insured List

NAMED INSURED DISCLOSURE

- The first named insured is granted certain rights and responsibilities that do not apply to other policy named insureds and is designated to act on behalf of all insureds for making policy changes, receiving correspondence, distributing claim proceeds, and making premium payments.
- **Are ALL entities listed as named insureds?** Coverage is **not** automatically afforded to all entities unless specifically named. Confirm with your producer and service team that all entities to be protected are on the correct policy. Not all entities may be listed on all policies based on coverage line.
- Additional named insured is (1) A person or organization, other than the first named insured, identified as an insured in the policy declarations or an addendum to the policy declarations. (2) A person or organization added to a policy after the policy is written with the status of named insured. This entity would have the same rights and responsibilities as an entity named as an insured in the policy declarations (other than those rights and responsibilities reserved to the first named insured).
- Applies to Professional Liability, Pollution Liability, Directors & Officers Liability, Employment Practices Liability, Fiduciary Liability policies (this list not all inclusive). Check your Policy language for applicability. These policies provide protection to the Named Insured for claims made against it alleging a covered wrongful act. Coverage is not afforded to any other entities (unless specifically added by endorsement or if qualified as a "Subsidiary" pursuant to the policy wording) affiliated by common individual insured ownership or to which indemnification is otherwise contractually owed. If coverage is desired for affiliated entities or for contractual indemnities owed, please contact your Alliant Service Team with a full list of entities for which coverage is requested. With each request, include complete financials and ownership information for submission to the carrier. It should be noted, that the underwriter's acceptance of any proposed amendments to the policy, including expansion of the scope of "Insureds" under the policy could result in a potential diminution of the applicable limits of liability and/or an additional premium charge.

2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
 CSRMA Member:
 Cupertino Sanitary District

Line of Coverage
Government Crime Coverage

INSURANCE COMPANY:	National Union Fire Insurance Company of Pittsburgh, PA (AIG)	
A.M. BEST RATING:	A+ (Excellent); Financial Size Category: XV (\$2 Billion or greater) Verified on May 7, 2021	
STANDARD & POOR'S RATING:	A+, Strong Financial Security Verified on May 7, 2021	
STATE STATUS:	Admitted	
PROGRAM POLICY/COVERAGE TERM:	July 1, 2021 – July 1, 2022	
RETROACTIVE DATE:	April 1, 2014	
COVERAGE:	Government Crime Policy on Discovery form including the following coverages: <ul style="list-style-type: none"> • Employee Theft – Per Loss Coverage - including Faithful Performance of Duty • Forgery or Alteration - including Credit, Debit, or Charge Card Forgery • Inside the Premises – Theft of Money and Securities • Inside the Premises – Robbery & Safe Burglary of Other Property • Outside the Premises - Money, Securities and Other Property • Computer Fraud • Funds Transfer Fraud • Money Orders & Counterfeit Money 	
LIMITS:	<u>2020-2021 CURRENT</u>	<u>2021-2022 PROPOSED</u>
	\$2,000,000	\$2,000,000
DEDUCTIBLE:	\$2,500	\$2,500
ANNUAL PREMIUM:	\$ 315	\$ 331

2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
CSRMA Member:
Cupertino Sanitary District

Line of Coverage
Government Crime Coverage - Continued

MINIMUM EARNED PREMIUM:	None
POLICY AUDITABLE:	No
DESIGNATED AGENTS AS ENDORSED:	<p>None Reported</p> <p>If your entity has a written agreement in place with any person, partnership or corporation to act as your Designated Agent and needs to be included for coverage, please contact Alliant to request approval.</p>
ENDORSEMENTS (including but not limited to):	<ul style="list-style-type: none"> • California Changes • Additional Named Insured – Identifies individual member limit and deductible • Add Faithful Performance of Duty Coverage for Government Employees – Employee Theft Per Loss Limit • Revision of Discovery and Prior Theft or Dishonesty \$25,000 Sub-Limit, Risk Management Department or other department designated to handle insurance matters for the named insured. • Cancellation of Policy Amended –120 Days • Bonded Employees Exclusion Deleted endorsement • Add Credit, Debit or Charge Card Forgery • Include Specified Non-Compensated Officers as Employees - ALL • Include Chairperson and Members of Specified Committees – ALL • Include Designated Persons or Classes of Persons as Employees – Any Directors or Trustees of any of those named as insured; Any board members of any of those named as insured, Any elected or appointed officials • Include Volunteer Workers as Employees • Include Treasurers or Tax Collectors as Employees • Include Expenses Incurred to Establish Amount of Covered Loss - \$75,000 Sub-limit • Employee Post Termination Coverage – 90 Days • Cancellation Amendatory (Return Pro-Rata) • Include Leased Workers as Employees Endorsement • Notice of Claim Reporting by Email • Economic Sanctions (excludes loss payments in violation of economic or trade sanctions)

**2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal**

CSRMA Member:

Cupertino Sanitary District

ENDORSEMENTS (including but not limited to) Cont.:

- Omnibus Named Insured
- Vendor Theft - \$1,000,000 Limit excess of vendor insurance policy limit (\$500,000 minimum) required by contract Coverage not applicable if crime insurance is not required in a written agreement.
- Conditions Amended – Subrogation of Faithful Performance of Duty Claims
- Third Party Coverage – Loss of or damage to ‘Client Property’– Sublimit \$250,000 with a \$25,000 Deductible.
- Impersonation Fraud Endorsement –Sublimit \$250,000 with \$25,000 Retention – Does not apply to any losses prior to 07/01/2015
- Blanket Joint Loss Payable- Where legally permissible

EXCLUSIONS (Including but not limited to):

- Unauthorized disclosure of confidential information
- Governmental Action
- Indirect or Consequential Loss
- Protected Information (Carveback)
- Legal Fees and Expenses
- Nuclear Hazard
- Pollution
- War and Military Action
- Inventory Shortages
- Trading losses
- Accounting or Arithmetical Errors or Omissions
- Exchanges or Purchases
- Fire
- Money Operated Devices
- Motor Vehicles or Equipment and Accessories
- Transfer or Surrender or Property
- Vandalism
- Voluntary Parting of Title to Possession of Property

PROPOSAL VALID UNTIL:

June 30, 2021

**2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
CSRMA Member:
Cupertino Sanitary District**

CLAIMS REPORTING PROCEDURE:

AIG
Financial Lines Claims
P.O. Box 25947
Shawnee Mission, KS 66225
Fax: 866-227-1750
Email: c-claim@aig.com

Please forward a copy of the loss to the following Alliant Claim Advocates:

Alliant Insurance Services, Inc.
Attn: Robert Frey, Senior Vice President
100 Pine Street, 11th Floor
San Francisco, CA 94111
Phone: 415-403-1400
Fax: 415-403-1466
E-Mail: rfrey@alliant.com

Alliant Insurance Services, Inc.
Attn: Elaine Tizon, Assistant Vice President
100 Pine Street, 11th Floor
San Francisco, CA 94111
Phone: 415-403-1400
Fax: 415-403-1458
E-Mail: etizon@alliant.com

SUBJECTIVITIES:

- Signed and currently dated "Request to Bind" page.
- Payment to Alliant is due within 25 Days of Binding

BROKER:

**ALLIANT INSURANCE SERVICES, INC.
Newport Beach, CA**

Tom E. Corbett, Senior Vice President
Mariana C. Salyer, CISR, Program Specialist- Lead

See Disclaimer Page for Important Notices and Acknowledgement

**2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
CSRMA Member:
Cupertino Sanitary District**

Disclosures

This proposal of insurance is provided as a matter of convenience and information only. All information included in this proposal, including but not limited to personal and real property values, locations, operations, products, data, automobile schedules, financial data and loss experience, is based on facts and representations supplied to Alliant Insurance Services, Inc. by you. This proposal does not reflect any independent study or investigation by Alliant Insurance Services, Inc. or its agents and employees.

Please be advised that this proposal is also expressly conditioned on there being no material change in the risk between the date of this proposal and the inception date of the proposed policy (including the occurrence of any claim or notice of circumstances that may give rise to a claim under any policy which the policy being proposed is a renewal or replacement). In the event of such change of risk, the insurer may, at its sole discretion, modify, or withdraw this proposal, whether or not this offer has already been accepted.

This proposal is not confirmation of insurance and does not add to, extend, amend, change, or alter any coverage in any actual policy of insurance you may have. All existing policy terms, conditions, exclusions, and limitations apply. For specific information regarding your insurance coverage, please refer to the policy itself. Alliant Insurance Services, Inc. will not be liable for any claims arising from or related to information included in or omitted from this proposal of insurance.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income that Alliant may earn on a placement, are available on our website at www.alliant.com. For a copy of our policy or for any inquiries regarding compensation issues pertaining to your account you may also contact us at: Alliant Insurance Services, Inc., Attention: General Counsel, 701 B Street, 6th Floor, San Diego, CA 92101.

Analyzing insurers' over-all performance and financial strength is a task that requires specialized skills and in-depth technical understanding of all aspects of insurance company finances and operations. Insurance brokerages such as Alliant Insurance typically rely upon rating agencies for this type of market analysis. Both A.M. Best and Standard and Poor's have been industry leaders in this area for many decades, utilizing a combination of quantitative and qualitative analysis of the information available in formulating their ratings.

A.M. Best has an extensive database of nearly 6,000 Life/Health, Property Casualty and International companies. You can visit them at www.ambest.com. For additional information regarding insurer financial strength ratings visit Standard and Poor's website at www.standardandpoors.com.

Our goal is to procure insurance for you with underwriters possessing the financial strength to perform. Alliant does not, however, guarantee the solvency of any underwriters with which insurance or reinsurance is placed and maintains no responsibility for any loss or damage arising from the financial failure or insolvency of any insurer. We encourage you to review the publicly available information collected to enable you to make an informed decision to accept or reject a particular underwriter. To learn more about companies doing business in your state, visit the Department of Insurance website for that state.

**2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
CSRMA Member:
Cupertino Sanitary District**

NY Regulation 194

Alliant Insurance Services, Inc. is an insurance producer licensed by the State of New York. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction typically involves one or more of these activities.

Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In some cases, other factors such as the volume of business a producer provides to an insurer or the profitability of insurance contracts a producer provides to an insurer also may affect compensation.

The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and (if applicable) compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by requesting such information from the producer.

Other Disclosures / Disclaimers

FATCA:

The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice so please contact your tax consultant for your obligation regarding FATCA.

Claims Reporting:

Your policy will come with specific claim reporting requirements. Please make sure you understand these obligations. Contact your Alliant Service Team with any questions.

Certificates / Evidence of Insurance

A certificate is issued as a matter of information only and confers no rights upon the certificate holder. The certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by a policy. Nor does it constitute a contract between the issuing insurer(s), authorized representative, producer or certificate holder.

You may have signed contracts, leases or other agreements requiring you to provide this evidence. In those agreements, you may assume obligations and/or liability for others (Indemnification, Hold Harmless) and some of the obligations that are not covered by insurance. We recommend that you and your legal counsel review these documents.

**2021-2022 Alliant Crime Insurance Program
Government Crime Insurance Proposal
CSRMA Member:
Cupertino Sanitary District**

Other Disclosures / Disclaimers - Continued

In addition to providing a certificate of insurance, you may be required to name your client or customer on your policy as an additional insured. This is only possible with permission of the insurance company, added by endorsement and, in some cases, an additional premium.

By naming the certificate holder as additional insured, there are consequences to your risks and insurance policy including:

- Your policy limits are now shared with other entities; their claims involvement may reduce or exhaust your aggregate limit.
- Your policy may provide higher limits than required by contract; your full limits can be exposed to the additional insured.
- There may be conflicts in defense when your insurer has to defend both you and the additional insured.

See Request to Bind Coverage page for acknowledgment of all disclaimers and disclosures.

**2021-2022 Alliant Crime Insurance Program
 Government Crime Insurance Proposal
 CSRMA Member:
 Cupertino Sanitary District**

Request to Bind Coverage

**CSRMA Member:
 Cupertino Sanitary District**

We have reviewed the proposal and agree to the terms and conditions of the coverages presented. We are requesting coverage to be bound as outlined by coverage line below:

Coverage Line	Bind Coverage for:	Annual Premium
ACIP Government Crime Program Policy Period: July 1, 2021- July 1, 2022	<input type="checkbox"/> \$2,500 Deductible \$2,000,000 Limit	\$ 331

This Authorization to Bind Coverage also acknowledges receipt and review of all disclaimers and disclosures, including exposures used to develop insurance terms, contained within this proposal.

Signature of Authorized Insurance Representative	Date
Title	
Printed / Typed Name	

This proposal does not constitute a binder of insurance. Binding is subject to final carrier approval. *The actual terms and conditions of the policy will prevail.*



**ALLIANT CRIME INSURANCE PROGRAM (ACIP)
GOVERNMENT CRIME POLICY
JULY 1, 2021 TO JULY 1, 2022**

COVERAGE EFFECTIVE DATE: 07/01/2021

INSURED: Cupertino Sanitary District
20863 Stevens Creek Blvd, Ste. 100
Cupertino, CA 95014

NAMED INSURED:
Cupertino Sanitary District

SSOs

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

PLSDs (Private Lateral Sewage Discharge)

Start Date	Location	Cause of PLSD	Main/Lat	Spill Volume (Gal)	Spill Recovered (Gal)	Volume of Wash Water Used (Gal)
5/10/2021	12212 Atrium Cir, Saratoga	Roots	Lat	2.6	0	100
5/25/2021	13970 Albar Ct, Saratoga	Broken Pipe	Lat	31.5	31.5	400

Emergency Calls - Causes

Call Rec'd Business Hours	# of Calls	Call Rec'd After Hours	# of Calls	Call Rec'd Weekend	# of Calls
Root Intrusion	3	Root Intrusion	2	Root Intrusion	2
Onsite	5	Onsite	2	Onsite	1
Grease	0	Offset	0	Offset	0
Debris	0	Debris	0	Grease	0
Broken Pipe	1	Others	1	Debris	1
Pump Station	0	Pump Station	3	Pump Station	2
Total:	9	Total:	8	Total:	6

Repairs

Address	Main/Lat	Description of Work
13970 Albar Ct, Saratoga	Lat	Emergency spot repair due to broken lateral
Florence PS	PS	Replaced new spare pump #2 & #5
Homestead 1 PS	PS	Rebuild Fairbank Morse Pump

Mainline Maintenance

Size of Pipe	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2020-21 YTD	FY2020-21 Annual Schedule	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	19,213	88,230	2,030	0	0	0	0	0	0	109,473	1,322,862	987,432	134%
Easement Cleaning (ft)	0	3,048	9,910	749	0	0	0	0	0	0	13,707	189,754	159,062	119%
CCTV (ft)	0	6,341	16,430	0	0	0	0	0	0	0	22,771	152,789	207,880	73%

Lateral Maintenance

Activity	# of Laterals	FY2020-21 YTD	FY2020-21 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	366	4,463	4,247	105%
CCTV	8	100		
Inspection	26	191		

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

	# of Inspections	YTD FY2020-21	FY2020-21 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	19	271		
Completed	14	197	283	70%
Follow up Needed	5			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 12.A.

JUNE 2021

06/02: 1st Regular Meeting
 06/07: SCCSDA
 06/07: TAC
 06/10: TPAC
 06/16: 2nd Regular Meeting
 06/24: CSRMA Board of Directors Meeting
 (*Bosworth attending*)

JUNE 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 1 st Regular Meeting	3	4	5
6	7 SCCSDA TAC	8	9	10 TPAC	11	12
13	14	15	16 2 nd Regular Meeting	17	18	19
20	21	22	23	24 CSRMA	25	26
27	28	29	30			

JULY 2021

07/06: TAC
 07/07: 1st Regular Meeting
 07/08: TPAC
 07/21: 2nd Regular Meeting

JULY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 TAC	7 1 st Regular Meeting	8 TPAC	9	10
11	12	13	14	15	16	17
18	19	20	21 2 nd Regular Meeting	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

08/04: 1st Regular Meeting
 08/10: TAC
 08/11-13: CASA Annual Conference
 08/12: TPAC
 08/18: 2nd Regular Meeting

AUGUST 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 1 st Regular Meeting	5	6	7
8	9	10 TAC	11-13 CASA Conference			14
15	16	17	18 2 nd Regular Meeting	19 TPAC	20	21
22	23	24	25	26	27	28
29	30	31				