

**CUPERTINO SANITARY DISTRICT  
SANITARY BOARD MEETING  
WEDNESDAY, SEPTEMBER 1, 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. CLOSED SESSION**

- A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
in accordance with government code section Paragraph (1) of Subdivision (d) of Section 54956.9, existing litigation. Name of Case: County Sanitation District 2-3, West Valley Sanitation District, Cupertino Sanitary District, Burbank Sanitary District and the City of Milpitas v. The City of San Jose, The City of Santa Clara and Does 1 through 50 inclusive.

**4. MINUTES**

- A. APPROVAL OF THE MINUTES OF AUGUST 18, 2021
- B. APPROVED MINUTES OF AUGUST 4, 2021

**5. CORRESPONDENCE**

NONE

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**6. MEETINGS**

- A. TELECONFERENCE MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON SEPTEMBER 7, 2021
- B. TELECONFERENCE MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON SEPTEMBER 9, 2021

**7. REPORTS**

- A. NONE

**8. UNFINISHED BUSINESS**

- A. COVID-19 UPDATES

**9. NEW BUSINESS**

- A. DISTRICT UNIFORM REPLACEMENT
- B. TPAC REPRESENTATION BY THE DISTRICT BOARD

**10. STAFF REPORT**

- A. FUTURE DEVELOPMENT PROJECTS
- B. PEAK FLOW REDUCTION

**11. CALENDAR ITEMS**

- A. NEXT REGULAR DISTRICT BOARD MEETING IS SCHEDULED TO BE HELD ON WEDNESDAY, SEPTEMBER 15, 2021

**12. ADJOURNMENT**

## CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, AUGUST 18, 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, William A. Bosworth, and Patrick S. Kwok.  
Director John M. Gatto was on excused absence.

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.

The closed session was adjourned at 7:10 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 & BILLS:

- A. On a motion by Director Kwok, seconded by Director Chen, by a vote of 4-0-0 the minutes of Wednesday, August 4, 2021, were approved as written.
- B. By consensus, the Minutes of Wednesday, July 21, 2021, are to be Noted & Filed.
- C. The Board reviewed July payable warrants and financial statements. The Board requested a table of the major tasks and subtasks in the Peak Flow Reduction program including hydraulic modeling,

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 18, 2021

smoke testing, flow transfer negotiations with the City of Sunnyvale, investigation of flow conveyance and storage options, plus more detail for the costs for each task of the program. The Board also requested a monthly summary of staff hours per person working on the management, engineering, and maintenance and repair of the system, including inspectors, engineers, administration, and management. On a motion by Director Kwok, seconded by Director Chen, by a vote of 4-0-0, the financial statement and payment of bills were approved as written.

D. Board members will submit their August timesheets to Manager Porter.

5. CORRESPONDENCE:

A. The Board reviewed correspondence from the City of San Jose regarding Sewer Use Ordinance. San Jose asked the District to review our sewer use ordinance and make any revisions to be in alignment with the City of San Jose ordinance.

6. MEETINGS:

A. District Manager Porter plans to attend the teleconference meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) to be held on September 6, 2021.

B. Director Kwok plans to attend the teleconference meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on September 9, 2021.

7. REPORTS:

A. Directors Chen, Kwok and Bosworth reported on the CSRMA Training for Management and Employee Training held August 11, 2021, in San Diego, CA.

B. Director Bosworth reported on the CASA Annual Conference held August 11-13, 2021 in San Diego, CA.

a. Directors Chen and Bosworth reported on the CSRMA Board of Directors meeting. Cyber security is a big issue; Mark Thomas should assess risk to District.

b. District Counsel Hynes reported on Attorney's Committee meeting. In the future, all will need to demonstrate that workers are paid prevailing wage rates, not just construction contracts.

c. Director Kwok reported on Other conference sessions.

8. UNFINISHED BUSINESS:

Manager Porter reported on COVID-19 updates. Remote meetings may continue past the end of this year.

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9. NEW BUSINESS:

- A. The Board discussed the Silicon Valley Fall Festival to be held September 11, 2021. The District may want to develop outreach to the community about the Peak Flow Reduction and I/I Program. The Board also considered what type of demonstrations and handouts to have.

The Board suggested that we provide a QR code that links to the District website where we post information on the Peak Flow Reduction and I/I Program. If possible, staff could present a video of smoke testing outcomes. Staff to check with V&A to see if they have a video of smoke testing.

10. STAFF REPORTS:

- A. District Manager Porter reported on Future Development Projects—Vallco Installer’s Agreement. On a motion by Director Chen, seconded by Director Bosworth, by a vote of 4-0-0 the Installer’s Agreement was approved with change.
- B. District Manager Porter and Deputy Manager Woodhouse reported on the Peak Flow Reduction. Staff suggested that Board authorize District Manager to sign the amendment to the existing agreement with Akel Engineering. The value of the amendment is \$22,640. On a motion by Director Chen, seconded by Director Bosworth, by a vote of 4-0-0 the Board approved authorization of the contract amendment.
- C. District Manager Porter reported on the monthly maintenance report.

11. CALENDAR ITEMS:

- A. The next regular District Board meeting is scheduled to be held on Wednesday, September 1, 2021.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:52 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board

## CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, AUGUST 4, 2021

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:01 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, William A. Bosworth, and Patrick S. Kwok. Director John M. Gatto was on excused absence.

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 7:02 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 7:28 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 Bosworth, seconded by Director Saadati, by a vote of 4-0-0 the minutes of Wednesday, July 21, 2021 were approved.

B. By consensus, the Minutes of Wednesday, June 16, 2021 are to be Noted & Filed.

### 5. CORRESPONDENCE:

There was none.

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 4, 2021

6. MEETINGS:

- A. The teleconference meeting of The San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled to be held on August 9, 2021 was canceled.
- B. Directors Chen and Bosworth plan to attend the CSRMA training to be held August 11, 2021 in San Diego, CA.
- C. Board Members and Staff plan to attend the CASA Annual Conference to be held August 11-13, 2021 in San Diego, CA. The CSRMA Board Meeting is scheduled on the itinerary for August 12, 2021. District Manager Porter said he received an email notification that CASA is requiring all attendees to wear masks and either be fully vaccinated or have a negative COVID test within 72 hours prior to the start of the conference.
- D. The teleconference meeting of The San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled to be held on August 12, 2021 was canceled.

7. REPORTS:

There were none.

8. UNFINISHED BUSINESS:

- A. Manager Porter reported on Vallco Installer's Agreement – Make Ready Utilities. Staff received comments from Vallco today. There were no major changes. Manager Porter will discuss comments with District Counsel. The Board requested to see the final negotiated version of the Installer's Agreement at the next Board meeting in two weeks.
- B. Manager Porter reported on COVID-19 updates. Guidance provided by the CDC and directives from Santa Clara County recommends that all employees wear masks when working indoors. As a result, Mark Thomas has decided to postpone its plans to return to the office. There is no additional guidance on the discontinuation of relaxation of requirements for public meetings being held remotely.

9. NEW BUSINESS:

- A. The Board reviewed the Memo for San Jose Capital Payment – Check Reissue. There was no Board action.

10. STAFF REPORTS:

- A. Deputy Manager Woodhouse reported on Peak Flow Reduction. Woodhouse provided an update on the progress of each element of the Peak Flow Reduction Program, including the Smoke Testing Program work by V&A Consultants to find sources of Inflow and the fixing of cleanout cover defects by District Inspector staff, the development of an inflow correction rehabilitation project for lower laterals and manholes by District Engineering staff, the Hydraulic Modeling Review project

CUPERTINO SANITARY DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 4, 2021

by Akel Engineering, and the negotiations with the City of Sunnyvale for them to determine the feasibility of accepting a minimum of 0.5 MGD of District flows during extreme wet weather conditions.

Director Chen requested more detailed cost tracking for each element of the Peak Flow Reduction Program.

11. CALENDAR ITEMS:

- A. The next regular District Board meeting is scheduled to be held on Wednesday, August 18, 2021.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:08 p.m. the meeting was adjourned.

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Secretary of the Sanitary Board

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President of the Sanitary Board





# Memo

## Item 9A

**To: Board of Directors**

**From: Benjamin Porter, District Manager-Engineer**

**Date: September 1, 2021**

**Re: CUPERTINO SANITARY DISTRICT UNIFORMS**

***Summary:***

In April 2016, the Board of Directors adopted a standard uniform policy for the field staff that is similar to other neighboring agencies. This includes field staff wearing shirts and coats displaying the District logo. This benefits the District because it makes field staff more visible in the community as they perform the public services. It also creates a unified image of the District. The uniform adds a safety layer for our staff by making field personnel easily identifiable when interacting with the public.

In October 2018, the Board authorized staff to purchase five shirts each for field staff. These shirts have been in service for over two years, and they are now in need of replacement. Staff suggests five royal blue shirts with the District logo on the right chest for each of the field personnel. The estimated cost for the shirts is \$2,074.00 which includes one shirt each for office staff. In conjunction, staff also suggests that Board members have new shirts to take advantage of the group order discount. Each short sleeve shirt is \$21.51 and long sleeve shirts are \$28.76. Attached is the cost estimate and image of a sample shirt. These uniforms will need to be replaced on a regular basis, approximately once every two years.

***Recommendation:***

To authorize staff to purchase these shirts to maintain public recognition of the Cupertino Sanitary District.

***Attachment:***

1. Image of sample shirt
2. Cost estimate

**Attachment 1.**  
**(Image of sample shirt)**



**Attachment 2.  
(Cost estimate)**

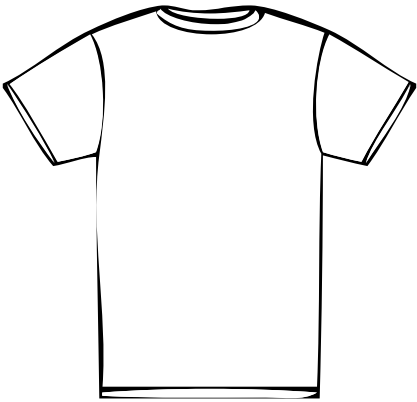
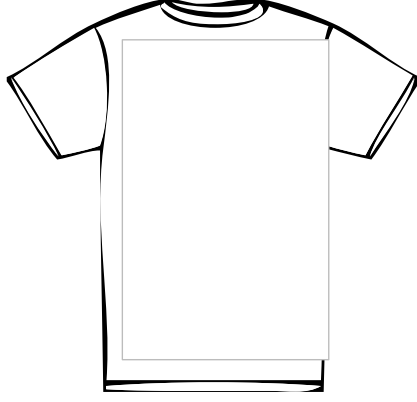


**INVOICE and Work Order**

673 El Camino Real  
Redwood City, CA 94063  
Ph: 650-520-1537  
[info@newwavegraphics.com](mailto:info@newwavegraphics.com)  
[www.newwavegraphics.com](http://www.newwavegraphics.com)

Invoice # 082621-331  
PO: \_\_\_\_\_

**Customer Info:**  
Name: Lead Field Inspector Phone Number: 408-483-0497  
Company: MARK THOMAS - Cupertino Sanitary Email Address: [ralmondia@markthomas.com](mailto:ralmondia@markthomas.com)  
Address: \_\_\_\_\_ Date: 8/26/2021

Front Artwork Location	Print Colors	Back Artwork Location	Print Colors
Front 		Back 	

Notes	Setup Charges	Qty	Notes	Price Ea.	Total
This Quote and Order is based on 2 weeks turnaround <b>unless RUSH is paid</b> <b>TURNAROUND BEGINS AFTER PAYMENT OR DEPOSIT IS MADE</b> 4 color design if replacing blue with white (primer grey needed) 5 color design if adding white outline (primer grey needed)	Setup Charges	5		\$25.00	\$125.00
	Color wash				\$0.00
	<b>RUSH SERVICE (less than 2 weeks)</b>				\$0.00
	<b>DISCOUNT</b>				\$0.00
	Embroidery Digitizing				\$0.00
	Artwork				\$0.00

Description	Color	XS	S	M	L	XL	2XL	3XL	4XL	5x	Total	Price Ea.	Total
Womens Short Sleeve	Royal		2	2							4	\$21.51	\$86.04
Mens Short Sleeve	Royal			1	12	23					36	\$21.51	\$774.36
Mens Short Sleeve	Royal						10				10	\$22.51	\$225.10
Mens Short Sleeve	Royal								5		5	\$26.99	\$134.95
Mens Long Sleeve	Royal				12	5					17	\$28.76	\$488.92
											0		\$0.00
											0		\$0.00
											0		\$0.00
											0		\$0.00
											0		\$0.00
											0		\$0.00
<b>Total Garments</b>											<b>72</b>		

Customer Approval and Order Terms:		Totals	\$1,834.37
This order is strictly for the screen printing and or embroidery or production of T shirts, sweaters or other garments. The client is encouraged to use garments/shirts provided by us. If client supplies the garments/shirts the client agrees that due to product qualities prints may not come out as planned. In this case the client agrees to include extra garments/shirts in case of errors. Not all garments can be printed on so not all work is guaranteed to come out as planned. Towels are a perfect example. In addition different items have different reactions to our screen printing and heat process services and may shrink, burn, warp, melt or discolor during these processes. For these reasons the client agrees that <b>we are not responsible for reimbursement of any shirts/jackets/garments or any additional items that the client supplies us with.</b> So be aware that your garment may be lost. There are absolutely no changes allowed to any order after the order has been placed. Should a last minute change be allowed by us before production, additional fees may apply. All sales are final and there are no returns and no re-prints once order is approved, so <b>IT IS IMPORTANT FOR THE CLIENT TO REVIEW ARTWORK METICULOUSLY BEFORE APPROVAL.</b> Client has already approved artwork requirements. Also, <b>please note, all prices are based on CASH PRICE, if not paying by cash or check, the 3% Cash Discount will be lost and added to your order. Check orders must clear before pickup.</b> By signing below the client agrees to the above terms, that the above order information is correct, and agrees to pay the total amount of this order in full.		Tax	\$178.85
		Cash/check 3% discount Lost	\$60.40
		Misc. Discounts	
		Totals	\$2,073.62
		Deposit	
	Due	\$2,073.62	

**Unless you have paid for Rush, please allow 2 Weeks for completion of your order. All orders are turned in end of day after 6pm**

**CUPERTINO SANITARY DISTRICT  
MEETING/EVENT SCHEDULE**

**Item 11.A.**

<p align="center"><b><u>SEPTEMBER 2021</u></b></p> <p>09/01: 1<sup>st</sup> Regular Meeting                  09/07: TAC                  09/09: TPAC                  09/11: Silicon Valley Fall Festival                  09/13: SCCSDA Meeting                  09/15: 2<sup>nd</sup> Regular Meeting</p>	<b>SEPTEMBER 2021</b>						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 1 <sup>st</sup> Regular Meeting	2	3	4
	5	6 HOLIDAY	7 TAC	8	9 TPAC	10	11 SV Fall Festival
	12	13 SCCSDA	14	15 2 <sup>nd</sup> Regular Meeting	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

<p align="center"><b><u>OCTOBER 2021</u></b></p> <p>10/06: 1<sup>st</sup> Regular Meeting                  10/12: TAC                  10/14: TPAC                  10/20: 2<sup>nd</sup> Regular Meeting</p>	<b>OCTOBER 2021</b>						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
	3	4	5	6 1 <sup>st</sup> Regular Meeting	7	8	9
	10	11	12 TAC	13	14 TPAC	15	16
	17	18	19	20 2 <sup>nd</sup> Regular Meeting	21	22	23
	24	25	26	27	28	29	30
	31						

<p align="center"><b><u>NOVEMBER 2021</u></b></p> <p>11/03: 1<sup>st</sup> Regular Meeting                  11/09: TAC                  11/11: TPAC                  11/17: 2<sup>nd</sup> Regular Meeting</p>	<b>NOVEMBER 2021</b>						
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 1 <sup>st</sup> Regular Meeting	4	5	6
	7	8	9 TAC	10	11 TPAC	12	13
	14	15	16	17 2 <sup>nd</sup> Regular Meeting	18	19	20
	21	22	23	24	25	26	27
	28	29	30				