

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, MAY 1, 2024**

AGENDA

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

Director David Doyle plans to attend remotely from 1032 South Kihei Road, Unit B316, Kihei, Hawaii.

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

1. ROLL CALL

2. PUBLIC COMMENTS

This portion of the meeting is reserved for persons desiring to address the board on any matter not on the agenda. Speakers are limited to three (3) minutes.

All statements requiring a response will be referred to staff for further action. In most cases, state law will prohibit the board from making any decisions with respect to a matter not listed on the agenda.

3. CLOSED SESSION

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

4. MINUTES

- A. APPROVAL OF THE MINUTES OF APRIL 17, 2024
- B. APPROVED MINUTES OF MARCH 20, 2024
- C. APPROVED SPECIAL MEETING MINUTES OF APRIL 2, 2024

5. CORRESPONDENCE

- A. LETTER – CITY OF SAN JOSE – REVISED TRIBUTARY AGENCIES ESTIMATED AVAILABLE PLANT CAPACITY - 2023

6. MEETINGS

- A. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD WEDNESDAY, MAY 8, 2024
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, MAY 20, 2024

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- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, MAY 23, 2024

7. REPORTS

NONE

8. UNFINISHED BUSINESS

- A. FIVE-YEAR EXPENSE AND REVENUE ANALYSIS
- B. DISTRICT UNIFORM POLO SHIRTS

9. NEW BUSINESS

- A. CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY (CSRMA) SEMINAR TO BE HELD JULY 31, 2024, AT CASA 2024 ANNUAL CONFERENCE IN MONTEREY, CA
- B. CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 ANNUAL CONFERENCE TO BE HELD JULY 31 – AUGUST 2, 2024, IN MONTEREY, CA

10. STAFF REPORT

- A. FUTURE DEVELOPMENT PROJECTS

11. CALENDAR ITEMS

- A. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, MAY 15, 2024
- B. PUBLIC HEARING ON CONSIDERATION OF RATE CHANGE TO BE HELD ON WEDNESDAY, MAY 15, 2024

12. ADJOURNMENT

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, APRIL 17, 2024

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

1. ROLL CALL:

Acting 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:

Board Members present: Bill Bosworth, Patrick Kwok, Taghi Saadati, and David Doyle.

Excused Absence: Angela Chen

Staff present: District Manager Benjamin Porter, District Administrative Clerk Frankie Martinez, Mark Thomas President Zach Siviglia, and Counsel Marc Hynes.

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

Acting President Saadati adjourned the regular meeting session and opened the closed session at 7:01 p.m. Porter, Martinez, and Siviglia were excused from the closed session.

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

Board action: There was no reportable action.

Acting President Saadati adjourned the closed session at 7:08 p.m. and the regular meeting was called to order. Porter, Martinez, and Siviglia rejoined the regular meeting.

4. MINUTES & BILLS:

A. Approval of the Special Meeting Minutes of April 2, 2024

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 4-0-0, the minutes of the Special Meeting held on Tuesday, April 2, 2024, were approved as written.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 17, 2024

B. Approval of the Regular Minutes of March 20, 2024

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 4-0-0, the minutes of the Regular Meeting held on Wednesday, March 20, 2024, were approved as written.

C. Approved Regular Minutes of March 6, 2024

By consensus, the Minutes of Wednesday, March 6, 2024, are to be Noted & Filed.

D. Payment of Bills and Approval of Financial Statements

The Board reviewed the financial statements and warrants for March. On a motion by Director Bosworth, seconded by Director Doyle, by a vote of 4-0-0, the Board approved the financial statements and payment of bills as written.

E. Director's Monthly Timesheets

All Board members turned in their timesheets.

5. CORRESPONDENCE:

A. Email – Registrar of Voters Form 470 Filing

The Board reviewed an email notice from Registrar of Voters (ROV) requesting to confirm their email address for filing communication. Staff will submit updated email addresses to ROV.

B. Email – Local Agency Formation Commission of Santa Clara County (LAFCO) – Adoption of Proposed LAFCO Budget for FY 2025 & Notice of June 6 LAFCO Public Hearing.

It is to be Noted & Filed.

6. MEETINGS:

A. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Wednesday, May 8, 2024.

B. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, May 20, 2024.

C. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, May 23, 2024.

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7. REPORTS:

- A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held on Monday, April 8, 2024.
- B. Director Kwok reported on the CWEA Annual Conference held April 9-12, 2024, in Sacramento, CA.
- C. Director Kwok reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, April 11, 2024.

8. UNFINISHED BUSINESS:

- A. Revenue Budget Revisions

Director Porter presented a revised draft budget report to the Board. No Board action was taken.

9. NEW BUSINESS:

- A. ESRI ArcGIS Software Renewal

On a motion by Director Bosworth, seconded by Director Doyle, by a vote of 4-0-0, the Board authorized District Manger to renew the ESRI agreement to continue the use of ArcGIS software. This license agreement is a commitment for a three-year term from 2024-2027.

- B. California Integrated Water Quality System (CIWQS) Annual Report - 2024

Manager Porter reported on the annual report submitted to CIWQS on March 28, 2024. There was no Board action.

- C. District Uniform Polo Shirts

The Board discussed the purchase of new District uniform polo shirts.

- D. Resolution No. 1348, Consolidation of Elections

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 4-0-0, the Board approved Resolution No. 1348, Consolidation of Elections.

10. STAFF REPORT

- A. Future Development Projects

Manager Porter reported on the status of future development projects.

- B. Maintenance Summary

Manager Porter reported on the monthly maintenance summary.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 17, 2024

11. CALENDAR ITEMS

- A. The next regular District Board Meeting is scheduled to be held on Wednesday, May 1, 2024. Director Doyle plans to attend remotely.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:27 p.m. the meeting was adjourned.

Secretary Pro-Tem of the Sanitary Board

Acting President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 20, 2024

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

1. ROLL CALL:

President Chen called the meeting to order, and the following proceedings were had to wit: Roll call was taken, with the following members in attendance:

Board Members present: Angela Chen, Bill Bosworth, Patrick Kwok, Taghi Saadati, and David Doyle.
Absent: None

Staff present: District Manager Benjamin Porter, District Administrative Clerk Frankie Martinez, District Advisor Richard Tanaka, and Counsel Marc Hynes.

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

President Chen adjourned the regular meeting session and opened the closed session at 7:01 p.m. Manager Porter and Administrative Clerk Martinez were excused from the closed session. Mark Fredkin, mediator, joined the closed session.

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

Board action: There was no reportable action.

President Chen adjourned the closed session at 8:06 p.m. and the regular meeting was called to order. District Manager Porter and Administrative Clerk Martinez rejoined the regular meeting. District Advisor Tanaka and Mark Fredin left the meeting.

4. MINUTES & BILLS:

A. Approval of the Minutes of March 6, 2024

On a motion by Director Saadati, seconded by Director Bosworth, by a vote of 5-0-0, the minutes of the regular meeting held on Wednesday, March 6, 2024, were approved as written.

B. Approved Minutes of February 21, 2024

By consensus, the Minutes of Wednesday, February 21, 2024, are to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 20, 2024

C. Payment of Bills and Approval of Financial Statements

The Board reviewed the financial statements and warrants for February. On a motion by Director Doyle, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved the financial statements and payment of bills as written.

D. Director's Monthly Timesheets

All Board members turned in their timesheets.

5. CORRESPONDENCE:

A. LAFCO – Notice of Public Hearing for Fiscal Year 2024-2025 LAFCO Budget

The Board reviewed a notice of public hearing from LAFCO for Fiscal Year 2024-2025 LAFCO Budget. It is to be Noted & Filed.

6. MEETINGS:

A. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, April 8, 2024.

B. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Wednesday, April 10, 2024.

C. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, April 11, 2024. Director Kwok notified the Board that he plans to attend the CWEA Annual Conference to be held April 9-12, 2024, in Sacramento, CA.

7. REPORTS:

A. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) teleconference held on Wednesday, March 13, 2024.

8. UNFINISHED BUSINESS:

There was none.

9. NEW BUSINESS:

A. Setting Time and Place for Public Hearing on Consideration of Rate Increase

Manager Porter presented a Cash Flow Study to the Board. After discussion, on motion by Director Saadati, seconded by Director Kwok, by a vote of 5-0-0, the Board approved Resolution No. 1347,

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 20, 2024

Fixing Time and Place for Public Hearing on Proposed Rate Increase FY 2024-25. The public hearing date is set for May 15, 2024.

A. Replacement of District Equipment

The Board reviewed Staff's memo requesting to purchase a new CCTV camera to replace the old one. On a motion by Director Doyle, seconded by Director Bosworth, by a vote of 5-0-0, the Board approved purchase of the Vivax-Metrotech Inspection System for the quoted amount of \$5,975.00.

10. STAFF REPORT

A. Future Development Projects

Manager Porter reported on the status of future development projects.

B. Maintenance Summary

Manager Porter reported on the monthly maintenance summary.

11. CALENDAR ITEMS

- A. The next regular District Board Meeting is scheduled to be held on Wednesday, April 3, 2024. Director Doyle plans to attend remotely.

12. ADJOURNMENT:

On a motion properly made and seconded, at 9:12 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
SPECIAL MEETING, CLOSED SESSION
WEDNESDAY, APRIL 02, 2024

A joint Cupertino Sanitary District, Burbank Sanitary District, and City of Milpitas Board meeting Closed Session convened this date at 7:00 p.m.

This meeting was conducted in person at the City of Milpitas, City Council Chamber, 455 E. Calaveras Blvd, Milpitas, CA 95035. Participation was also available via videoconference. Cupertino Sanitary District joined via videoconference as guests at the Burbank Sanitary District Board meeting held at 20863 Stevens Creek Blvd, Suite 100, Cupertino, CA 95014.

1. ROLL CALL:

Burbank Sanitary District President Rene Prupes called the meeting to order, and the following proceedings were had to wit: Roll call was taken, with the following members in attendance:

Burbank Sanitary District (BSD) Directors: Rene Prupes, Procopio Sclafani, Ken Colson, Mark Negrete were present. Director Kristina Seldal was absent.

BSD Staff present: District Manager Benjamin Porter, Counsel Valerie Armento, Advisor Richard Tanaka

Guest: Jon Newby, West Valley Sanitation District

Cupertino Sanitary District (CuSD) Board Members present: Angela Chen, Bill Bosworth, Patrick Kwok, and Taghi Saadati. David Doyle attended remotely from 1505 Bedford Road, Washington, IN 47501.

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

Public Present: None

2. CLOSED SESSION:

CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code § 54956.9 County Sanitation District 2-3, et al. v. City of San Jose, et al., Santa Clara Superior Court Case number 18CV325480 City as Plaintiff Legal Counsel: Tom Boer, AnnMarie Mortimer, Robin Wall, Marc Hynes, Valerie Armento, Erica Gonzalez, and Michael Mutalipassi.

Closed session discussion commenced at 7:00 pm. Manager Porter was excused. No reportable action was taken at the closed session.

12. ADJOURNMENT:

On a motion properly made and seconded, at 9:20 p.m. the closed session meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board



Environmental Services Department

RECEIVED
APR 24 2024
CUPERTINO
SANITARY DISTRICT

April 18, 2024

TO: Treatment Plant Advisory Committee

SJ: Revised Tributary Agencies Estimated Available Plant Capacity – 2023

The Master Agreements require that the Treatment Plant Advisory Committee file annually with the legislative bodies of San Jose, Santa Clara, and member agencies, a report on plant capacity to identify each agency's 2023 plant capacity as well as estimated available (unused) capacity.

This revised report is an update to the Annual Plant Capacity Report data dated January 5, 2024, due to Cupertino Sanitary District providing revised agency capacity data.

Sincerely,

Kerrie Romanow

Kerrie Romanow
Director
Environmental Services Department

Attachment

CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023

April 2024
REVISED

CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY

TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023

This analysis was prepared to comply with the terms of the Master Agreements which require that the operational capacity and productive use of the treatment plant be determined annually. Tables I through IV contain the Plant Capacity, the 2023 Peak Week (5-day average) Flow, and the Remaining Available Capacity for the entire plant and for each individual member for 2023.

2023 PLANT CAPACITY

The nominal capacity of the treatment plant during the 2023 peak week is 167 MGD. The agencies' capacity rights in the 167 MGD plant are shown on Tables I through IV and were determined in accordance with the provisions of the Master Agreements.

2023 PEAK WEEK FLOW (1)

The 2023 peak dry weather flow of 106.51 MGD occurred during the week of August 21 - 25. Tables I through IV contain the agencies' flow and loadings for the 2023 peak week which were obtained from the following sources:

- WEST VALLEY SANITATION DISTRICT - Wastewater Flow Report dated 8/1/23, submitted by the District.
- CUPERTINO SANITARY DISTRICT - Metered Flow Reports dated 11/22/23 revised on March 8, 2024, submitted by the District.
- CITY OF MILPITAS - Metered Flow Reports dated 11/17/23, submitted by the City
- COUNTY SANITATION DISTRICT 2-3 - 2023-2024 Revenue Program.
- BURBANK SANITARY DISTRICT - 2023-2024 Revenue Program.
- CITY of SAN JOSE and CITY of SANTA CLARA - The 2023 Peak Week flow and loadings remaining after subtracting the other agencies' reported flows and loadings are attributed to San Jose and Santa Clara as joint owners of the facilities. These were allocated, in accordance with the 1959 Agreement, to the two cities based on current assessed valuation ratios of 80.259% for San Jose and 19.741% for Santa Clara.

2023 ESTIMATED AVAILABLE CAPACITY

The Agencies' peak week flows and loadings were subtracted from their capacities in the 167 MGD plant to obtain their 2023 available capacities.

(1) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

TABLE I

CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023

FLOW

Agency		2023 Plant Capacity MGD	2023 Peak Week Flow MGD	Estimated Available Capacity MGD (*)
San Jose	80.259%	105.779	68.314	37.465
Santa Clara	19.741%	26.018	16.803	9.215
Subtotal	100.000%	131.797	85.117	46.680
West Valley Sanitation District	(1) (3)	11.697	9.523	2.174
Cupertino Sanitary District	(4)	7.850	4.349	3.501
City of Milpitas	(3) (4)	14.250	6.280	7.970
County Sanitation District 2-3	(2)	1.006	1.006	0.000
Burbank Sanitary District		0.400	0.235	0.165
Subtotal		35.203	21.393	13.810
Total		167.000	106.510	60.490

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.

(*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

TABLE II

CITY OF SAN JOSE				
ENVIRONMENTAL SERVICES DEPARTMENT				
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY				
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023				
BOD				
Agency		2023 Plant Capacity KLBS/D	2023 Peak Week Flow KLBS/D	Estimated Available Capacity KLBS/D (*)
San Jose	80.259%	373.879	170.745	203.134
Santa Clara	19.741%	91.961	41.998	49.963
Subtotal	100.000%	465.840	212.743	253.097
West Valley Sanitation District (1) (3)		28.611	20.222	8.389
Cupertino Sanitary District (4)		16.419	11.303	5.116
City of Milpitas (3) (4)		27.249	13.943	13.306
County Sanitation District 2-3 (2)		2.066	2.066	.000
Burbank Sanitary District		.815	.483	.332
Subtotal		75.160	48.017	27.143
Total		541.000	260.760	280.240
<p>(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.</p> <p>(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.</p> <p>(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.</p> <p>(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.</p>				

(*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

TABLE III

CITY OF SAN JOSE
ENVIRONMENTAL SERVICES DEPARTMENT
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023

SUSPENDED SOLIDS

Agency	2023 Plant Capacity KLBS/D	2023 Peak Week Flow KLBS/D	Estimated Available Capacity KLBS/D (*)
San Jose	80.259%	331.989	168.894
Santa Clara	19.741%	81.658	41.542
Subtotal	100.000%	413.647	210.436
West Valley Sanitation District (1) (3)		27.173	18.336
Cupertino Sanitary District (4)		16.299	9.135
City of Milpitas (3) (4)		25.990	12.300
County Sanitation District 2-3 (2)		2.038	2.038
Burbank Sanitary District		.853	.475
Subtotal		72.353	42.284
Total		486.000	252.720
			233.280

(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.

(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.

(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.

(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.

(*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

TABLE IV

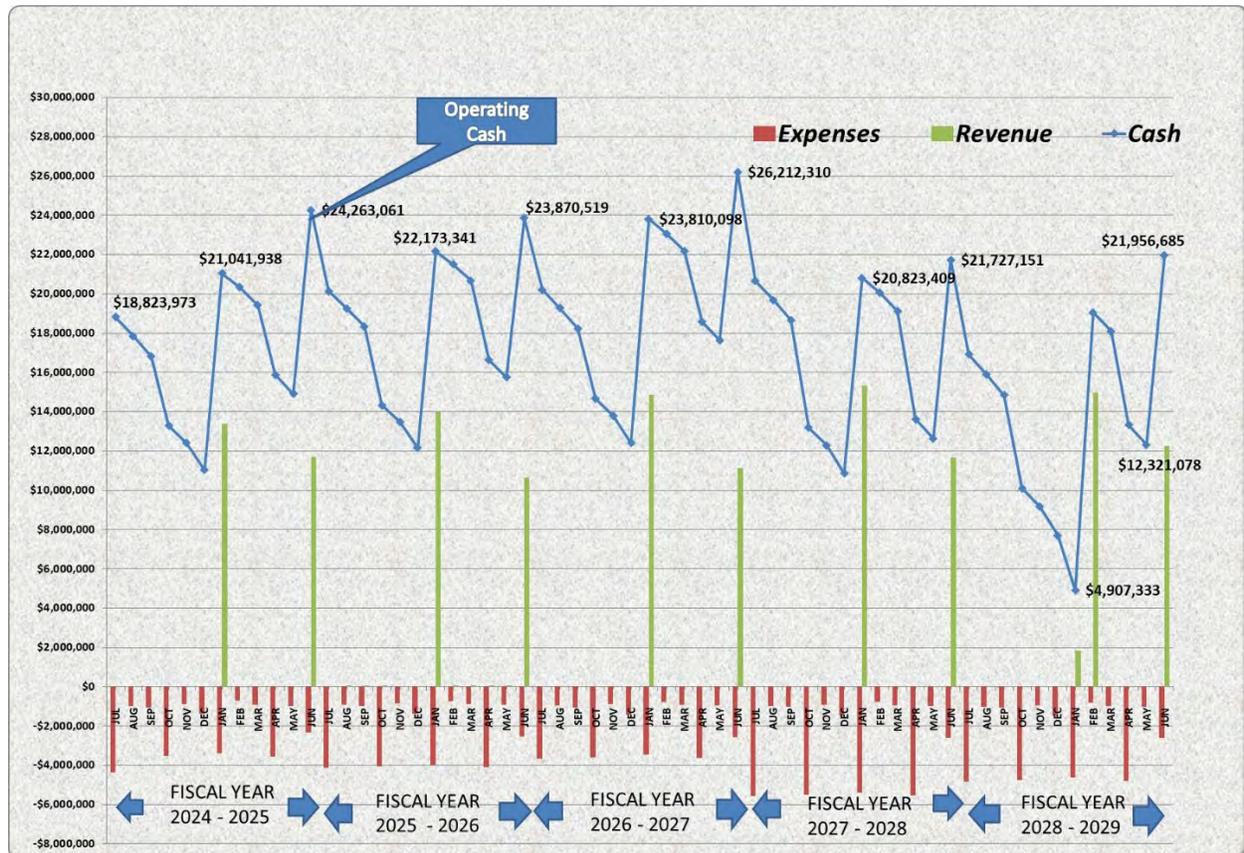
CITY OF SAN JOSE				
ENVIRONMENTAL SERVICES DEPARTMENT				
SAN JOSE - SANTA CLARA REGIONAL WASTEWATER FACILITY				
TRIBUTARY AGENCIES' ESTIMATED AVAILABLE PLANT CAPACITY - 2023				
AMMONIA				
Agency		2023 Plant Capacity KLBS/D	2023 Peak Week Flow KLBS/D	Estimated Available Capacity KLBS/D (*)
San Jose	80.259%	32.963	18.541	14.422
Santa Clara	19.741%	8.108	4.561	3.547
Subtotal	100.000%	41.071	23.102	17.969
West Valley Sanitation District	(1) (3)	2.825	2.425	.400
Cupertino Sanitary District	(4)	2.287	1.076	1.211
City of Milpitas	(3) (4)	2.847	1.488	1.359
County Sanitation District 2-3	(2)	.273	.273	.000
Burbank Sanitary District		.297	.066	.231
Subtotal		8.529	5.328	3.201
Total		49.600	28.430	21.170
<p>(1) Reflects transfer of capacity from West Valley Sanitation District to San Jose/Santa Clara resulting from annexations as of June 2023.</p> <p>(2) In January 1985, County Sanitation District 2-3 entered into an agreement with the Cities of San Jose and Santa Clara, as joint owners of the plant, electing not to participate in a fixed capacity. Capacity is determined annually in accordance with the methods and restrictions prescribed in the agreement.</p> <p>(3) Reflects transfer of capacity from West Valley Sanitation District to Milpitas in July 2006.</p> <p>(4) Reflects transfer of capacity from Cupertino to Milpitas in January 2009.</p>				

(*) Past reporting has been based on different sources of information between the agencies. A new policy will be put in place that will standardize the source of information and methodology for future reporting purposes to comply with the Master Agreement requirement to report actual discharge.

Five Year Expense and Revenue Analysis Updated April 2024

Cash Flow Study - Cupertino Sanitary District Sewer Service Charges with 5% Rate Increase For Five Years

	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
Rate Increases		5%	5%	5%	5%	5%
Single Family Residential Rate	\$734.56	\$771.29	\$809.85	\$850.35	\$892.86	\$937.51
Number of SFR Units	11,239	11,239	11,239	11,239	11,239	11,239
SFR Rate - Pump Zone	\$807.60	\$847.98	\$890.38	\$934.90	\$981.64	\$1,030.72
Number of SFR PZ Units	5,857	5,857	5,857	5,857	5,857	5,857
Multi Family Residential Rates	\$558.31	\$586.23	\$615.54	\$646.31	\$678.63	\$712.56
Number of MFR Units	3,994	3,994	3,994	3,994	3,994	3,994
MFR Pump Zone Rates	\$613.10	\$643.76	\$675.94	\$709.74	\$745.23	\$782.49
Number of MFR PZ Units	177	177	177	177	177	177
SFR + Accessory Dwelling Unit Rate	\$1,276.76	\$1,340.60	\$1,407.63	\$1,478.01	\$1,551.91	\$1,629.51
Number of SFR + ADU	40	40	40	40	40	40
SFR + ADU PZ Rate	\$1,404.57	\$1,474.80	\$1,548.54	\$1,625.97	\$1,707.26	\$1,792.63
Number of SFR + ADU PZ	16	16	16	16	16	16
Residential Service Charges	\$15,397,785	\$16,167,675	\$16,976,058	\$17,824,861	\$18,716,104	\$19,651,910
Commercial	\$5,654,820	\$5,937,561.32	\$6,234,439.38	\$6,546,161.35	\$6,873,469.42	\$7,217,142.89
Handbilling	\$480,160	\$504,168.00	\$529,376.40	\$555,845.22	\$583,637.48	\$612,819.36
Service Charges Subtotal	\$21,532,766	\$22,609,404	\$23,739,874	\$24,926,868	\$26,173,211	\$27,481,872
(1% Collection Fee)	(\$210,526)	(\$221,052)	(\$232,105)	(\$243,710)	(\$255,896)	(\$268,691)
Total Service Charges	\$21,322,239.64	\$22,388,352	\$23,507,769	\$24,683,158	\$25,917,316	\$27,213,181
Interest Income	\$335,573	\$102,507	\$109,393	\$113,908	\$82,043	\$103,902
Other Revenue	\$11,623,136	\$2,659,444	\$1,503,930	\$1,395,892	\$1,194,286	\$1,943,095
Total Yearly Revenue	\$33,280,948	\$25,150,303	\$25,121,092	\$26,192,958	\$27,193,645	\$29,260,179
Treatment Plant CIP Allocation	\$3,352,909	\$2,293,401	\$4,152,639	\$1,701,264	\$8,732,273	\$5,132,443
Loan Payments	\$1,200,063	\$1,199,563	\$1,198,375	\$1,201,563	\$1,199,063	\$1,195,875
Treatment Plant O&M	\$7,241,535	\$8,291,700	\$8,706,285	\$9,141,599	\$9,598,679	\$10,078,613
Joint Use (CSJ/SC Payments)	\$1,110,171	\$1,589,721	\$1,093,300	\$1,093,300	\$1,046,536	\$1,046,536
CuSD 5 Year CIP	\$1,369,401	\$3,250,000	\$2,500,000	\$2,500,000	\$2,500,000	\$2,500,000
CIP - Other	\$5,016,156	\$0	\$0	\$0	\$0	\$0
CuSD O&M	\$8,095,079	\$7,449,833	\$7,822,325	\$8,213,441	\$8,624,113	\$9,055,319
Total Yearly Expense	\$27,385,312	\$24,074,217	\$25,472,924	\$23,851,167	\$31,700,664	\$29,008,786
Revenue/Expense Diff.	\$5,895,636	\$1,076,086	(\$351,832)	\$2,341,792	(\$4,507,018)	\$251,393
Cash on Hand	-	\$23,186,975	\$24,263,061	\$23,911,229	\$26,253,020	\$21,746,002
COH at End of FY	\$23,186,975	\$24,263,061	\$23,911,229	\$26,253,020	\$21,746,002	\$21,997,395





Memo

Item 8B

To: Board of Directors
From: Benjamin Porter, District Manager-Engineer
Date: May 01, 2024
Re: DISTRICT UNIFORM POLO SHIRTS

Summary:

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.

As staffing changes and normal wear and tear occurs, these uniforms need to be replaced regularly. Staff suggests five shirts with the District logo on the left chest for each of the field personnel. Including field staff, office staff, and Board members, 80 shirts are required. Two cost estimates are attached: one for basic silk-screened logo shirts (\$2,422.11), and one for embroidered logo shirts (\$2,964.78).

Recommendation:

The Board is to choose between silk screen or embroidered logo on polo shirts and approve purchase.

Attachment:

- Cost estimates (2)

1856 PRODUCTIONS LLC
 27343 Industrial Blvd Ste B
 Hayward, CA 94545
 +15103298855
 info@1856production.com



Estimate

ADDRESS

Rick Almondia
 Cupertino Sanitary District

SHIP TO

Rick Almondia
 Cupertino Sanitary District

ESTIMATE # 1083

DATE 04/24/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/24/2024	Port & Co	80 Polo Shirts - 3 Color Screen Printed Logo on Front	80	25.25	2,020.00T
04/24/2024	Custom Amount	Up Size For XXL & XXXL	24	3.00	72.00T
04/24/2024	Services	Art Separation	1	35.00	35.00T
	Screen Set	Per Color	3	20.00	60.00T

80 Polo Shirts with 3 Color Screen Printed Logo On Front- Item K500	SUBTOTAL	2,187.00
	TAX	235.11
	TOTAL	\$2,422.11

Accepted By

Accepted Date

1856 PRODUCTIONS LLC
27343 Industrial Blvd Ste B
Hayward, CA 94545
+15103298855
info@1856production.com



Estimate

ADDRESS

Rick Almondia
Cupertino Sanitary District

SHIP TO

Rick Almondia
Cupertino Sanitary District

ESTIMATE # 1084

DATE 04/24/2024

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
04/24/2024	Port Authority	80 Polo Shirts Embroidered	80	31.75	2,540.00T
04/24/2024	Custom Amount	Size Up Charge For XXL & XXXL	24	3.00	72.00T
04/24/2024	Digitize Fee		1	65.00	65.00T

80 Polo Shirts Embroidered With 3 Color Left Chest Logo

SUBTOTAL 2,677.00
TAX 287.78
TOTAL **\$2,964.78**

Accepted By

Accepted Date

JULY 31, 2024
WEDNESDAY AT CASA
MONTEREY MARRIOTT



CSRMA
RISK MANAGEMENT SEMINAR

TIME	TOPIC
7-8am	CATERED BREAKFAST (<i>Breakfast ends promptly at 8am</i>)
8-850	<p>Sanitary Sewer Waste Discharge Requirements – Enforcement Update You’ve been inundated with seminars on the new Sanitary Sewer Waste Discharge Requirements. But how are they playing out in the field? What are the most common violations? What kinds of enforcement actions are being taken? How can permittees prioritize actions to get into compliance? This session will provide attendees with insight into the regulators’ priorities under the new permit, attempts to work with permittees to gain compliance, and the consequences when those efforts fail.</p> <p style="text-align: right;"><i>Tamarin Austin, Austin Clean Water Advisors, Inc.</i></p>
9-950	<p>Fitme Our process is only as good as the people that staff it...So how do you consistently hire people that not only have the skills but will fit in, will stay and be engaged? Fitme has worked for years to develop a universal work culture model of 13 core work values that determine if people feel they belong and therefore stay and actively contribute. We’ve turned that model into an algorithmic unbiased tool that can be used in talent acquisition and organizational decisions to measure and manage cultural fit. You will gain new insights into what does (and does not) drive people to be engaged in the workplace and see examples of real-life applications and impact. This session should appeal to anyone in risk management, personnel management and senior leadership positions.</p> <p style="text-align: right;"><i>Frederic Deschamps, President North America for Fitme.jobs.</i></p>
10-1050	<p>Banish Burnout: Move from Stress to Success In this lively, interactive program Janice Litvin will show you how to manage stress to prevent burnout. Based on the premise that you can change your reactions to stress, Janice’s methodology will teach you how to build awareness, convert negative thoughts into positive self-talk, and set healthy boundaries. You will come away with specific tools you can start using immediately. All you need is awareness, desire to change, and willingness to do the work.</p> <p style="text-align: right;"><i>Janice Litvin, Burnout Speaker and Founder, Banish Burnout Academy</i></p>
11-1200	<p>Managing Risks and Opportunities Risk management is sometimes pushed to the back seat by boards, councils, and senior management. Yet, it’s a critical operation. Whether insurable or not, managing risks demands thoughtful consideration of your organization’s highest risks. These risks can lead to service disruptions, penalties, financial loss, injuries, and harm to those you serve. In our presentation, we’ll explore risk management, its evolution, challenges ahead, and how to evaluate indicators using both qualitative and quantitative methods.</p> <p style="text-align: right;"><i>Bonnie Kolesar, ARM, CCSA, Risk Management Consultant with Management Strategies Group, A Division of Sloan Sakai Yeung & Wong, LLP</i></p>

WHEN: Wednesday, 7/31/24 (*check-in and catered breakfast begins at 7:00am and ends promptly at 8:00am*).

WHERE: Monterey Marriott, 350 Calle Principal Monterey CA

COST: CSRMA MEMBERS: the sessions are free to all CSRMA members.

NON-CSRMA MEMBERS: nominal fee of \$50 payable via online registration.

REGISTER: Online registration and payment (if applicable) is required.

Go here to register: <https://dkfsolutions.regfox.com/csrma-seminar-at-july-2024-casa>

PLEASE NOTE:

It is important we have an accurate headcount prior to the date of the seminar to ensure that breakfast is available for those attending the seminar. Please take a moment to register if you plan to attend in person.

QUESTIONS? Please Contact Kay Patzer, CSRMA Risk Control at kpater@dkfsolutions.com



CASA is pleased to announce that we will be hosting our 2024 Annual Conference on July 31 - August 2 at the Monterey Marriott! The theme of this year’s conference is “Empowering Through Collaboration.” Our program will feature speakers and panels that focus on giving our agencies the tools for success, and working together to achieve shared goals. We will also feature three different tracks this year with opportunities for high-level policy discussions as well as deep technical dives, and some excellent networking opportunities as well! As always, our committee leaders and subject matter experts will be on hand to provide all the latest information on legislative and regulatory proposals that will impact your agency. Registration and hotel information can be found below. We look forward to seeing you there!

<p>Conference Information</p> <p>PRELIMINARY PROGRAM (as of)</p> <p>Just Added: Monterey One Water Tour (limit 40 people)</p> <p>REGISTER HERE</p> <p>Registration Fees:</p> <ul style="list-style-type: none"> • Member Full Conference: \$695 • One Day rates available on Registration Form • Member Guest (meal functions only): \$300 • NonMember Fee: \$1,200 <p>Cancellation Policy: \$75 Cancellation fee on or before Monday, July 22, 2024.</p> <p>No refund for late cancellations after Monday, July 22, 2024.</p> <p>Please notify CASA via email of a cancellation, refund or change request by contacting Cheryl MacKelvie at cmackelvie@casaweb.org</p>	<p>Hotel Information</p> <p>RESERVE A ROOM</p> <p>Reservations: (877) 901-6632 (Please mention that you are attending the "California Association of Sanitation Agencies 2024 Annual Conference" to receive the nightly rate.</p> <ul style="list-style-type: none"> • Special Room Rate : \$339/night + taxes/resort fees – A deposit equal to one night's stay is required to hold each individual's reservation. • Cut-off Date: July 9, 2024 • Parking: On-site Valet <p>Location:</p> <p>Monterey Marriott</p> <p>350 Calle Principal</p> <p>Monterey, CA 93940</p>
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**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 11A

MAY 2024

05/01: 1st Regular Meeting
 05/08: CASSE
 05/15: 2nd Regular Meeting & Public Hearing on Rates
 05/20: TAC
 05/23: TPAC

MAY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 1 st Regular Meeting	2	3	4
5	6	7	8 CASSE	9	10	11
12	13	14	15 2 nd Regular Meeting	16	17	18
19	20 TAC	21	22	23 TPAC	24	25
26	27	28	29	30	31	

JUNE 2024

06/03: SCCSDA
 06/05: 1st Regular Meeting
 06/10: TAC
 06/12: CASSE
 06/13: TPAC
 06/19: 2nd Regular Meeting

JUNE 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 SCCSDA	4	5 1 st Regular Meeting	6	7	8
9	10 TAC	11	12 CASSE	13 TPAC	14	15
16	17	18	19 2 nd Regular Meeting	20	21	22
23	24	25	26	27	28	29
30						

JULY 2024

07/03: 1st Regular Meeting
 07/08: TAC
 07/10: CASSE
 07/11: TPAC
 07/17: 2nd Regular Meeting
 07/31-08/02: CASA Conference

JULY 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 1 st Regular Meeting	4	5	6
7	8 TAC	9	10 CASSE	11 TPAC	12	13
14	15	16	17 2 nd Regular Meeting	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	
			CASA ANNUAL CONFERENCE			