

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, APRIL 17, 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.

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

1. ROLL CALL

2. PUBLIC COMMENTS

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

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

3. CLOSED SESSION

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

4. MINUTES & BILLS

- A. APPROVAL OF THE MINUTES OF APRIL 2, 2024, JOINT SPECIAL MEETING-CLOSED SESSION
- B. APPROVAL OF THE MINUTES OF MARCH 20, 2024
- C. APPROVED MINUTES OF MARCH 6, 2024
- D. APPROVAL OF FINANCIAL STATEMENTS AND PAYMENT OF BILLS
- E. BOARD TIMESHEETS

5. CORRESPONDENCE

- A. EMAIL – REGISTRAR OF VOTERS FORM 470 FILING
- 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

6. MEETINGS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, MAY 6, 2024

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, APRIL 17, 2024**

- B. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD WEDNESDAY, MAY 8, 2024
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, MAY 9, 2024

7. REPORTS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD ON MONDAY, APRIL 8, 2024
- B. CWEA ANNUAL CONFERENCE HELD APRIL 9-12, 2024 IN SACRAMENTO, CA
- C. 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

9. NEW BUSINESS

- A. ESRI ARCGIS SOFTWARE RENEWAL
- B. CALIFORNIA INTEGRATED WATER QUALITY SYSTEM (CIWQS) ANNUAL REPORT- 2024
- C. DISTRICT UNIFORM POLO SHIRTS
- D. RESOLUTION NO. 1348, CONSOLIDATION OF ELECTIONS

10. STAFF REPORT

- A. FUTURE DEVELOPMENT PROJECTS
- B. MAINTENANCE SUMMARY

11. CALENDAR ITEMS

- A. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, MAY 1, 2024

12. ADJOURNMENT

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

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 BOARD MEETING
WEDNESDAY, MARCH 06, 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: Bill Bosworth, Patrick Kwok, Taghi Saadati, and David Doyle. Angela Chen attended virtually. The agenda was posted, and the public was free to join at President Chen’s location.
Absent: None

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

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

There was none.

4. MINUTES:

A. Approval of the Minutes of February 21, 2024

On a motion by Director Bosworth, seconded by Director Saadati, by a roll call vote of 5-0-0, the minutes of the regular meeting held on Wednesday, February 21, 2024, were approved as written.

B. Approved Minutes of February 7, 2024

By consensus, the Minutes of Wednesday, February 7, 2024, are to be Noted & Filed.

5. CORRESPONDENCE:

A. City of San Jose Letter – FY 2024-25 Regional Wastewater Facility (RWF) Capital Cost Allocation.

Manager Porter reported on the City of San Jose Cost Allocation letter. It is to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 06, 2024

6. MEETINGS:

- A. The regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, March 11, 2024, is canceled.
- B. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Thursday, March 13, 2024.
- C. The regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, March 14, 2024, is canceled.

7. REPORTS:

- A. Director Bosworth reported on the Santa Clara County Special Districts Association meeting held on Monday, March 4, 2024.

8. UNFINISHED BUSINESS:

- A. Draft Budget FY 2024-25

The Board continued discussions of the draft budget for fiscal year 2024-2025. There was no Board action.

9. NEW BUSINESS:

- A. MBR Plumbing Request to Provide Lateral Maintenance Services

The Board reviewed Staff's memo, requesting to add MBR Plumbing to the District's lateral maintenance contractors list. Staff recommends the Board authorize and allow MBR Plumbing to provide yearly maintenance support to help clean District's sewage collection system. The yearly maintenance support work would be split among these contractors: ABLE Septic Tank Service, AB/JDD Plumbing Heating & Air Conditioning, Rotor Rooter and MBR Plumbing. On motion by Director Bosworth, seconded by Director Doyle, by a roll call vote of 5-0-0, the Board approved Staff's recommendation.

- B. SSMP Audit

Manager Porter reported on the SSMP audit. There was no Board action.

10. STAFF REPORT

- A. Future Development Projects

Manager Porter reported on the status of future development projects.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 06, 2024

11. CALENDAR ITEMS

A. The next regular District Board Meeting is scheduled to be held on Wednesday, March 20, 2024.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:29 p.m. the meeting was adjourned.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MARCH 2024
9th Month of Operations (75% into FY Operations)
FISCAL YEAR: July 1, 2023 to June 30, 2024

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
MAR SERVICES								
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,063	\$598,000.00	\$0.00	\$598,000.00	\$602,062.50	49.8%	None this month, next payment is due 7/15/24
Directors Fees	41030	\$38,000	\$21,434.23	\$2,902.24	\$24,336.47	\$13,663.53	64.0%	On Target
Gasoline, Oil & Fuel	41060	\$4,000	\$3,237.46	\$0.00	\$3,237.46	\$762.54	80.9%	None this month
Insurance	41060	\$170,000	\$171,860.08	\$1,181.20	\$173,041.28	-\$3,041.28	101.8%	Dooley Insurance (May Coverage)
Memberships	41080	\$57,000	\$39,706.08	\$221.00	\$39,927.08	\$17,072.92	70.0%	CWEA Membership Renewal
Office Rent	41090	\$4,800	\$3,200.00	\$400.00	\$3,600.00	\$1,200.00	75.0%	On Target
Operating Expenses	41100	\$3,000	\$1,765.95	\$0.00	\$1,765.95	\$1,234.05	58.9%	None this month
Operating Expenses - Credit Card Transaction Fees	41100-1	\$6,000	\$2,923.07	\$289.77	\$3,212.84	\$2,787.16	53.5%	Credit Card Processing Fees - March
Contractual Services:								
Outfall Maintenance	41113	\$180,000	\$74,186.00	\$0.00	\$74,186.00	\$105,814.00	41.2%	None this month
T.P. Oper. & Maint.	41114	\$7,241,534	\$5,431,150.50	\$1,810,384.00	\$7,241,534.50	-\$0.50	100.0%	FY2023-2024 4th Quarter
Professional Services:								
Management Services	41121	\$575,000	\$298,768.61	\$49,554.68	\$348,323.29	\$226,676.71	60.6%	On Target
SSMP Certification and Implementation	41121	\$50,000	\$42,596.17	\$22,683.43	\$65,279.60	-\$15,279.60	130.6%	New Waste Discharge Requirements (WDR) Implementation
Engineering Services	41122	\$1,400,000	\$901,901.64	\$143,237.69	\$1,045,139.33	\$354,860.67	74.7%	On Target
Peak Flow Reduction	41122-1	\$200,000	\$79,486.58	\$6,920.20	\$86,406.78	\$113,593.22	43.2%	Flow model calibration
Plan Ckg. & Insp.	41123	\$300,000	\$115,072.24	\$21,865.86	\$136,938.10	\$163,061.90	45.6%	On Target
Legal - Consultant Services	41124	\$18,000	\$9,000.00	\$4,200.00	\$13,200.00	\$4,800.00	73.3%	Richard Tanaka (February - March)
Legal - District Counsel	41124	\$60,000	\$24,792.00	\$8,478.00	\$33,270.00	\$26,730.00	55.5%	District Counsel - Legal Services through April 10, 2024
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$1,404,000	\$667,275.58	\$7,238.40	\$674,513.98	\$729,486.02	48.0%	Morgan Franich Fredkin Siamas & Kays LLP - Common Interest Group Mediation
Legal - Common Interest Group (CuSD Share)	41124	\$396,000	\$206,534.94	\$2,041.60	\$208,576.54	\$187,423.46	52.7%	Morgan Franich Fredkin Siamas & Kays LLP - Common Interest Group Mediation
Audit	41125	\$13,800	\$0.00	\$0.00	\$0.00	\$13,800.00	0.0%	None to date
Printing & Publications	41130	\$32,000	\$0.00	\$11,076.20	\$11,076.20	\$20,923.80	34.6%	Notifications for Rate Increase Public Hearing in May 2024
Repair and Maintenance								
Repairs	41150	\$200,000	\$113,995.68	\$546.00	\$114,541.68	\$85,458.32	57.3%	On target
Maintenance	41151	\$3,985,000	\$2,467,323.38	\$405,207.63	\$2,872,531.01	\$1,112,469.00	72.1%	On target
Travel & Meetings Staff	41170	\$15,000	\$8,236.81	\$0.00	\$8,236.81	\$6,763.19	54.9%	None this month
Travel & Meetings BOD	41170	\$18,000	\$10,281.09	\$0.00	\$10,281.09	\$7,718.91	57.1%	None this month
Utilities	41190	\$70,000	\$55,968.08	\$6,547.22	\$62,515.30	\$7,484.70	89.3%	On target; electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$2,500.00	\$0.00	\$2,500.00	\$47,500.00	5.0%	None this month
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	\$50,190.02	\$10,374.52	\$60,564.54	\$189,435.46	24.2%	District Staff - Stoppage Response; Flowing Water - Spot Repair and Clean up; AB/JDD
Consolidated Election	48001	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	None this fiscal year
TOTAL OPERATING EXPENSES		\$17,946,197	\$11,401,386.19	\$2,515,349.64	\$13,916,735.83	\$4,029,460.68	77.5%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$1,250,000	\$627,486.88	\$47,547.77	\$675,034.65	\$574,965.35	54.0%	Significant Defect Repair; Pump Station Assessment
District Sewer Capital & Support - VTA	46041	\$4,200,000	\$5,016,155.60	\$0.00	\$5,016,155.60	(\$816,155.60)	119.4%	None this month
Treatment Plant Capital	46042	\$3,379,003	\$2,150,608.00	\$1,202,301.00	\$3,352,909.00	\$26,094.00	99.2%	FY2023-2024 4th Quarter
Outfall Capital	46042	\$200,000	\$17,265.00	\$219.76	\$17,484.76	\$182,515.24	8.7%	FY2022-2023 Capital Project Cost Sharing
District Equipment	46043	\$150,000	\$63,846.08	\$6,520.22	\$70,366.30	\$79,633.70	46.9%	Vivax - New Lateral Push Camera
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	\$300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$9,479,003	\$7,875,361.56	\$1,256,588.75	\$9,131,950.31	\$347,052.69	96.3%	
TOTAL EXPENSES		\$27,425,200	\$19,276,747.75	\$3,771,938.39	\$23,048,686.14	\$4,376,513.37	84.0%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MARCH 2024
9th Month of Operations (75% into FY Operations)
 FISCAL YEAR: July 1, 2023 to June 30, 2024
REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts March Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$480,160.00	\$0.00	\$512,854.10	\$512,854.10	(\$32,694.10)	106.8%	Payments received for Handbilling Invoices sent out
Tax Roll	31010	\$19,632,750.00	\$11,534,557.38	\$0.00	\$11,534,557.38	\$8,098,192.62	58.8%	None this month
Permit Fees	31020	\$100,000.00	\$66,994.29	\$8,606.78	\$75,601.07	\$24,398.93	75.6%	Twenty-two payments received this month; One hundred sixty-seven payments received to date
Connection Fees	31031	\$600,000.00	\$11,034.00	\$0.00	\$11,034.00	\$588,966.00	1.8%	No payment received this month; One payment received to date
Capacity Fees	31032	\$450,000.00	\$5,424.00	\$0.00	\$5,424.00	\$444,576.00	1.2%	No payment received this month; Two payments received to date
Pump Zone Fees	31033	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$300,000.00	\$62,600.00	\$9,000.00	\$71,600.00	\$228,400.00	23.9%	Twenty-three payments received this month; One hundred eighty-six payments received to date
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$200,000.00	\$278,408.72	\$37,164.36	\$315,573.08	(\$115,573.08)	157.8%	Interest Allocation - Fiscal Year 2023-24 Quarter 2 Final
City of San Jose Credit(s)	32091	\$500,000.00	\$1,887,302.00	\$0.00	\$1,887,302.00	(\$1,387,302.00)	377.5%	None this month
Legal - Common Interest Group (Tributaries)	32092.1	\$1,404,000.00	\$2,926,155.18	\$56,838.84	\$2,982,994.02	(\$1,578,994.02)	212.5%	Received from WVSD and BSD for Common Interest Group Billing (for October thru February)
Legal - Common Interest Group (2% Admin Fees)	32092.2	\$28,000.00	\$58,905.66	\$1,159.98	\$60,065.64	(\$32,065.64)	214.5%	Received from WVSD and BSD for Common Interest Group Billing (for October thru February)
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$768.20	\$142.05	\$910.25	\$9,089.75	9.1%	District Lateral Loan Program Quarterly Payment
Refunds/Reimbursements - VTA	46041	\$4,200,000.00	\$6,479,729.58	\$0.00	\$6,479,729.58	(\$2,279,729.58)	154.3%	None this month
Lateral Construction	32093	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$27,942,410.00	\$23,311,879.01	\$625,766.11	\$23,937,645.12	\$4,004,764.88	85.67%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$27,942,410.00	\$23,311,879.01	\$625,766.11	\$23,937,645.12	\$4,004,764.88	85.67%	

CASH ACCOUNT SUMMARY

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
July 31, 2023	\$14,509,668.38	\$3,900,000.00	\$10,609,668.38	\$691,180.19	\$810,984.12	\$16,011,832.68
August 31, 2023	\$14,864,331.97	\$3,900,000.00	\$10,964,331.97	\$703,447.48	\$812,362.81	\$16,380,142.26
September 30, 2023	\$13,321,040.33	\$3,900,000.00	\$9,421,040.33	\$718,176.53	\$813,654.68	\$14,852,871.54
October 31, 2023	\$10,772,401.74	\$3,900,000.00	\$6,872,401.74	\$732,376.85	\$805,078.21	\$12,309,856.79
November 30, 2023	\$9,423,404.17	\$3,900,000.00	\$5,523,404.17	\$745,110.87	\$806,391.34	\$10,974,906.37
December 31, 2023	\$7,933,341.48	\$3,900,000.00	\$4,033,341.48	\$754,768.94	\$714,573.06	\$9,402,683.48
January 31, 2024	\$19,957,519.95	\$3,900,000.00	\$16,057,519.95	\$772,453.30	\$715,881.69	\$21,445,854.93
February 29, 2024	\$19,393,838.38	\$3,900,000.00	\$15,493,838.38	\$782,768.60	\$716,960.21	\$20,893,567.18
March 31, 2024	\$19,695,745.15	\$3,900,000.00	\$15,795,745.15	\$799,520.69	\$718,040.35	\$21,213,306.19

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 03/31/24

Cal Bank Activities				Total Interest Earned or Refund Received from CSJ	Interest or Refund Prorated to Loan Balance	Loan Balance w/Interest	Interest or Refund Prorated to \$600K District Savings	District Portion of Savings Balance	Total Savings balance	Checking Acct Balance (Credit Card Payments Received)	TOTAL AT CAL BANK	
No.	Payee	Date	Check Amount			\$10,000,000.00			\$10,000,000.00		\$10,000,000.00	
1001	San Jose	10/16/19	\$2,180,309.00			\$7,819,691.00			\$7,819,691.00		\$7,819,691.00	
1002	San Jose	10/16/19	\$29,515.44			\$7,790,175.56			\$7,790,175.56		\$7,790,175.56	
1003	Tesco	11/20/19	\$17,707.00			\$7,772,468.56			\$7,772,468.56		\$7,772,468.56	
1004	Shape	11/20/19	\$108,814.78			\$7,663,653.78			\$7,663,653.78		\$7,663,653.78	
1005	Tesco	12/18/19	\$169,018.00			\$7,494,635.78			\$7,494,635.78		\$7,494,635.78	
1006	Con Quest	12/18/19	\$385,242.58	\$30,683.35	\$30,683.35	\$7,140,076.55			\$7,140,076.55		\$7,140,076.55	
1007	San Jose	01/15/20	\$6,966,355.00			\$173,721.55			\$173,721.55		\$173,721.55	
Interest through 3/31/20				\$6,823.36	\$6,823.36	\$180,544.91			\$180,544.91		\$180,544.91	
Deposit						\$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	
Deposit - CSJ Refund				\$1,415,647.00	\$926,889.61	\$1,107,651.79	\$488,757.39	\$1,089,479.35	\$2,197,131.14			
Balance as of 6/30/2021				\$20.34	\$10.25	\$1,107,662.04	\$10.09	\$1,089,489.44	\$2,197,151.48	\$168,561.21	\$2,365,712.69	
1008 Voided - CSJ												
Balance as of 7/31/2021				\$36.12	\$18.21	\$1,107,680.25	\$17.91	\$1,089,507.35	\$2,197,187.60	\$190,143.43	\$2,387,331.03	
Balance as of 8/31/2021				\$38.53	\$19.42	\$1,107,699.67	\$19.11	\$1,089,526.46	\$2,197,226.13	\$200,919.93	\$2,398,146.06	
Balance as of 9/30/2021				\$36.12	\$18.21	\$1,107,717.88	\$17.91	\$1,089,544.37	\$2,197,262.25	\$215,257.91	\$2,412,520.16	
1009 Co-Mingled Fund				\$690,453.00								
1010 C2R Engineering				\$49,030.00		(\$49,030.00)	(\$480,000.00)	(\$480,000.00)		(\$210,453.00)		
Balance as of 10/20/2021						\$1,058,687.88		\$609,544.37	\$1,668,232.25	\$4,804.91	\$1,673,037.16	
Balance as of 10/31/2021				\$31.44	\$19.95	\$1,058,707.83	\$11.49	\$609,555.86	\$1,668,263.69	\$25,242.07	\$1,693,505.76	
Balance as of 11/30/2021				\$29.25	\$18.56	\$1,058,726.40	\$10.69	\$609,566.54	\$1,668,292.94	\$38,319.76	\$1,706,612.70	
Balance as of 12/31/2021				\$28.34	\$17.99	\$1,058,744.38	\$10.35	\$609,576.90	\$1,668,321.28	\$55,958.38	\$1,724,279.66	
Balance as of 1/31/2022				\$28.34	\$17.99	\$1,058,762.37	\$10.35	\$609,587.25	\$1,668,349.62	\$65,691.28	\$1,734,040.90	
Balance as of 2/28/2022				\$25.60	\$16.25	\$1,058,778.61	\$9.35	\$609,596.61	\$1,668,375.22	\$85,965.01	\$1,754,340.23	
Balance as of 3/31/2022				\$28.34	\$17.99	\$1,058,796.60	\$10.35	\$609,606.96	\$1,668,403.56	\$106,346.21	\$1,774,749.77	
Balance as of 4/30/2022				\$26.51	\$16.82	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.07	\$119,004.80	\$1,787,434.87	
Balance as of 5/31/2022				\$29.25	\$18.56	\$1,058,831.98	\$10.69	\$609,627.34	\$1,668,459.32	\$132,240.88	\$1,800,700.20	
Balance as of 6/30/2022				\$43.43	\$27.56	\$1,058,859.55	\$15.87	\$609,643.20	\$1,668,502.75	\$152,439.62	\$1,820,942.37	
Balance as of 7/31/2022				\$100.11	\$63.53	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$160,603.56	\$1,829,206.42	
Balance as of 8/31/2022				\$226.30	\$143.61	\$1,059,066.69	\$82.69	\$609,762.47	\$1,668,829.16	\$177,243.27	\$1,846,072.43	
Balance as of 9/30/2022				\$205.76	\$130.58	\$1,059,197.27	\$75.18	\$609,837.65	\$1,669,034.92	\$191,995.18	\$1,861,030.10	
Balance as of 10/31/2022				\$212.64	\$134.94	\$1,059,332.22	\$77.70	\$609,915.34	\$1,669,247.56	\$206,913.12	\$1,876,160.68	
1011 C2R Engineering, Inc.				\$54,058.43						(\$54,058.43)		
Balance as of 11/30/2022				\$205.81	\$130.61	\$1,059,462.83	\$75.20	\$609,990.54	\$1,669,453.37	\$161,065.57	\$1,830,518.94	
Balance as of 12/31/2022				\$205.84	\$130.63	\$1,059,593.46	\$75.21	\$610,065.75	\$1,669,659.21	\$174,390.82	\$1,844,050.03	
1012 C2R Engineering, Inc.				\$42,585.13						\$42,585.13		
Balance as of 1/31/2023				\$188.72	\$119.76	\$1,059,724.08	\$68.96	\$610,134.71	\$1,669,858.79	\$143,543.68	\$1,813,402.47	
Balance as of 2/28/2023				\$192.16	\$121.95	\$1,059,846.03	\$70.21	\$610,204.92	\$1,670,050.95	\$154,920.07	\$1,824,971.02	
Balance as of 3/31/2023				\$265.40	\$168.43	\$1,060,014.46	\$96.97	\$610,301.89	\$1,670,316.35	\$170,416.91	\$1,840,733.26	
1013 C2R Engineering, Inc.				\$137,280.63						\$137,280.63		
Balance as of 4/30/2023				\$530.92	\$336.93	\$1,060,351.39	\$193.99	\$610,495.88	\$1,670,847.27	\$41,204.88	\$1,712,052.15	
Balance as of 5/31/2023				\$1,992.43	\$1,264.43	\$1,061,615.83	\$728.00	\$611,223.88	\$1,672,839.70	\$53,061.30	\$1,725,901.00	
Balance as of 6/30/2023				\$2,752.06	\$1,746.51	\$1,063,362.34	\$1,005.55	\$612,229.43	\$1,675,591.76	\$70,597.45	\$1,746,189.21	
Transfer for 11/16/2022 C2R Engineering						(\$54,058.43)				\$54,058.43		
Transfer for 1/30/2023 C2R Engineering						(\$42,585.13)				\$42,585.13		
Transfer for 4/5/2023 C2R Engineering						(\$137,280.63)				\$137,280.63		
Total \$254K transferred from Loan bal. to checking						(\$20,075.81)				\$20,075.81		
1014 Check to CuSD Commingled Account										(\$254,000.00)		
Balance as of 7/31/2023				\$2,848.55	\$1,621.78	\$809,362.34	\$1,226.77	\$613,456.20	\$1,424,440.31	\$70,597.45	\$1,502,164.30	
Balance as of 8/31/2023				\$2,421.59	\$1,378.70	\$812,362.81	\$1,042.89	\$614,499.09	\$1,426,861.90	\$88,948.39	\$1,515,810.29	
Balance as of 9/30/2023				\$2,269.08	\$1,291.87	\$813,654.68	\$977.21	\$615,476.30	\$1,429,130.98	\$102,700.23	\$1,531,831.21	
Transfer for 10/18/2023 pmt. to Conquest						(\$10,000.00)				\$10,000.00		
1015 Conquest Contractor				\$10,000.00						(\$10,000.00)		
Balance as of 10/31/2023						\$803,654.68				\$102,700.23		
Balance as of 11/30/2023				\$2,500.33	\$1,423.53	\$805,078.21	\$1,076.80	\$616,553.11	\$1,421,631.31	\$115,823.74	\$1,537,455.05	
Balance as of 12/31/2023				\$2,318.77	\$1,313.13	\$806,391.34	\$1,005.64	\$617,558.75	\$1,423,950.08	\$127,552.12	\$1,551,502.20	
Balance as of 1/31/24						(\$93,032.00)				\$93,032.00		
1016 Conquest Contractor				\$93,032.00		\$713,359.34				(\$93,032.00)		
Balance as of 2/29/24				\$2,264.45	\$1,213.72	\$714,573.06	\$1,050.73	\$618,609.47	\$1,333,182.53	\$136,159.47	\$1,469,342.00	
Balance as of 3/31/24				\$2,441.51	\$1,308.63	\$715,881.69	\$1,132.88	\$619,742.36	\$1,335,624.04	\$152,710.94	\$1,488,334.98	
Balance as of 4/30/24				\$2,012.20	\$1,078.52	\$716,960.21	\$933.68	\$620,676.04	\$1,337,636.24	\$162,092.56	\$1,499,728.80	
Balance as of 5/31/24				\$2,015.23	\$1,080.14	\$718,040.35	\$935.09	\$621,611.12	\$1,339,651.47	\$177,909.57	\$1,517,561.04	
TOTAL OR BALANCE AMOUNT				\$10,933,400.99	\$1,482,664.41	\$981,053.29	\$718,040.35	\$21,611.12	\$621,611.12	\$1,339,651.47	\$177,909.57	\$1,517,561.04

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - April 17, 2024**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 2,902.24	ADP	Directors' Salary	
19897	M&O	\$ 1,181.20	Dooley Insurance Services	Insurance - Group Life & Dental	
N/A	M&O	\$ 289.77	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
19898	M&O	\$ 3,012,904.76	City of San Jose	T.P. Operations & Maintenance	1,810,384.00
				T.P. Capital	1,202,301.00
				Outfall Capital	219.76
19899	M&O	\$ 517,380.20	Mark Thomas	Office Rent	400.00
				Membership Dues	221.00
				Management Services	48,339.68
				SSMP Cert Update and Implementation	22,683.43
				Engineering Services	143,237.69
				Peak Flow Reduction	6,920.20
				Plan Checking & Inspection	21,865.86
				Repairs	273.00
				Repairs (Pump Stations)	273.00
				Maintenance	169,361.13
				Maintenance (Pump Stations)	48,582.22
				Utilities (Pump Stations)	1,052.70
				Emergency Funds	6,622.52
				District Sewer Capital & Support	47,547.77
19900	M&O	\$ 1,215.00	Tritech Software (CentralSquare)	Management (Public Administration)	
19901	M&O	\$ 4,200.00	Richard Tanaka	Legal - Consultant Services	
19902	M&O	\$ 8,478.00	Armento & Hynes	Legal - District Counsel	
19903	M&O	\$ 9,280.00	Morgan Franich Fredkin Siamas & Kays	Legal - CIG/Tribs (CuSD Advance Pay)	7,238.40
				Legal - CIG/Tribs (CuSD Share)	2,041.60
19904	M&O	\$ 11,076.20	DB Incorporated	Printing & Publications	
19905	M&O	\$ 980.67	California Service Tool	Maintenance	
19906	M&O	\$ 326.35	Grainger	Maintenance	
19907	M&O	\$ 28,200.00	Hadronex Inc.dba Smart Cover Systems	Maintenance	
19908	M&O	\$ 284.76	Home Depot	Maintenance	74.98
				Maintenance (Pump Stations)	209.78
19909	M&O	\$ 2,550.00	Samuel's Gardening Service	Maintenance (Pump Stations)	
19910	M&O	\$ 1,050.00	Shape Inc.	Maintenance (Pump Stations)	
19911	M&O	\$ 26,299.35	RotoRooter	Maintenance	
19912	M&O	\$ 71,119.00	AB/JDD Plumbing Heating & AC	Maintenance	70,564.00
				Emergency Funds	555.00
19913	M&O	\$ 57,009.15	Able Underground Construction	Maintenance	
19914	M&O	\$ 5,418.54	PG&E	Utilities (Pump Stations)	
19915	M&O	\$ 75.98	City of Santa Clara Utilities	Utilities (Pump Stations)	
19916	M&O	\$ 3,197.00	Flowing Water	Emergency Funds	
19917	M&O	\$ 6,520.22	Vivax-Metrotech	District Equipment	

TOTAL WARRANTS **\$ 3,771,938.39**

Pk Flow Red. Total:	\$ 6,920.20	District Staff
Maintenance Total:	\$ 405,207.63	Staff, Grainger, Hadronex, CA Svce Tool, Gardening, Home Depot, RotoRooter, ABLE, AB/JDD
Utilities Total:	\$ 6,547.22	PG&E, City of Santa Clara Utilities, Internet, Cellphones
Emergency Total:	\$ 10,374.52	District Staff, AB/JDD, Flowing Water
Pump Station Portion:	\$ 59,212.22	District Staff, Shape Inc, Home Depot, Samuel's Gardening, Utilities (all Pump Stations)
VTA Portion:	\$ -	

EMERGENCY DETAILS:

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

Required Annual Financial Disclosure Statements (Cupertino Sanitary District)



Gonzalez, Claudia V <claudia.v.gonzalez@rov.sccgov.org>
To bporter@cupertinosanitarydistrict.org; Frankie Martinez
Cc ROV-candidateservices

You don't often get email from claudia.v.gonzalez@rov.sccgov.org. Learn why this is important

Dear District Representative:

Fair Political Practices Commission (FPPC) regulations requires officeholders who receive a monetary compensation of \$200 or more a month, and do not have an active candidate/officeholder committee to file an FPPC Form 470 annually.

New Process!

The Office of the Registrar of Voters is now offering e-filing options for officeholders who have an FPPC Form 470 filing obligation. Officeholders that have a filing obligation will receive a welcome letter from our office that will include their NetFile account information and login credentials.

PLEASE NOTE: The filing deadline for officeholders to e-file their form is July 31, 2024. Early filing with our office is recommended to avoid late filer fines.

To help identify the filing obligations of your board members, we ask that your district representative complete the District Information webform as soon as possible and by no later than Tuesday, April 16, 2024, so that we may begin preparing electronic filing welcome letters for your board members.

According to our records, in 2023 your district stipend amount was \$462. Please indicate on the District Information webform the amount of your current stipend, if any, or if you have had any changes.

According to our records, your district's board members had a specific filing obligation as noted below:

Please confirm the email and mailing address for each officeholder, and if none is listed, please provide the required information.

If you have any questions, please contact our office at 408-299-8639. Thank you for your assistance.

Table with 4 columns: OFFICEHOLDER, July 31st Filing Obligation, Email, Mailing Address. Rows include: Bosworth, William A.; Chen, Angela S.; Doyle, David A.; Kwok, Patrick; Saadati, Taghi S.

Sincerely,

Claudia Gonzalez

Elections Process Supervisor, Candidate Services Division

County of Santa Clara | Office of the Registrar of Voters

1555 Berger Drive, Bldg 2, San Jose, CA 95112

Office: 1(408)299-VOTE Direct: (408)282-3045

candidateservices@rov.sccgov.org

Claudia.v.gonzalez@rov.sccgov.org

#

NOTICE: This email message and/or its attachments may contain information that is confidential or restricted. It is intended only for the individuals named as recipients in the message. If you are NOT an authorized recipient, you are prohibited from using, delivering, distributing, printing, copying, or disclosing the message or content to others and must delete the message from your computer. If you have received this message in error, please notify the sender by return email.



Download the free SCCVOTE mobile app for iPhone/iPad & Android: bit.ly/sccvote



Follow us @ SCCVote



Connect with us on Facebook



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

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Russ Melton
Terry Trumbull

Alternate Commissioners

Domingo Candelas
Helen Chapman
Cindy Chavez
Teresa O'Neill
Mark Turner

Executive Officer

Neelima Palacherla

April 11, 2024

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

FROM: Neelima Palacherla, Executive Officer

**SUBJECT: ADOPTION OF PROPOSED LAFCO BUDGET FOR FISCAL YEAR 2025 &
NOTICE OF THE JUNE 5, 2024 PUBLIC HEARING**

At its public hearing on April 3, 2024, the Local Agency Formation Commission of Santa Clara County (LAFCO) adopted a Proposed Budget for Fiscal Year 2025, as recommended in the attached staff report. The attached report reviews the status of LAFCO's current year budget; and sets forth the proposed budget for Fiscal Year 2025.

LAFCO is scheduled to consider adoption of its Final Budget at a public hearing on Wednesday, June 5, 2024 at 1:15 PM. The County Auditor will apportion LAFCO costs and invoice the cities, independent special districts and the County based on the Final Budget adopted by LAFCO.

The meeting agenda, staff reports and related meeting material will be available on the LAFCO website by May 31, 2024. All interested persons may attend the meeting as provided for on the agenda. Written public comments may be submitted by email to **LAFCO@ceo.sccgov.org** prior to the date of the hearing.

Attachment:

Staff Report on the Proposed Work Plan and Budget for FY 2025 (April 3, 2024)

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



Local Agency
Formation Commission
of Santa Clara County

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Russ Melton
Susan Vicklund Wilson

Alternate Commissioners

Helen Chapman
Domingo Candelas
Cindy Chavez
Terry Trumbull
Mark Turner

Executive Officer
Neelima Palacherla

ITEM #5

LAFCO MEETING: April 3, 2024

TO: LAFCO

**FROM: Neelima Palacherla, Executive Officer
Dunia Noel, Asst. Executive Officer**

SUBJECT: PROPOSED WORK PLAN AND BUDGET FOR FY 2025

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Proposed Work Plan for Fiscal Year 2024-2025.
2. Adopt the Proposed Budget for Fiscal Year 2024-2025.
3. Find that the Proposed Budget for Fiscal Year 2025 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
4. Authorize staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice for the adoption of the Fiscal Year 2025 Final Budget to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.

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 proposed budget by May 1 and a final budget by June 15 at noticed public hearings. Both the proposed 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.

**FISCAL YEAR 2024-2025 WORKPLAN & BUDGET DEVELOPMENT
TIMELINE**

Dates	Staff Tasks / LAFCO Action
March 11 - April 3	Notice of this public hearing was advertised in a local newspaper, posted on the LAFCO website and distributed to local agencies. The agenda and a link to the posted agenda packet are also distributed to local agencies, interested persons and organizations. The proposed Workplan and Budget are posted on the LAFCO website and available for public review and comment.
April 3	LAFCO public hearing on adoption of Proposed Workplan and Budget
April 4	Proposed Work Plan and Budget, preliminary apportionments and LAFCO public hearing notice for Final Budget Hearing transmitted to agencies
June 5	LAFCO public hearing and adoption of Final Budget
June 5 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE

At its February 7, 2024 LAFCO meeting, the Commission appointed Commissioner Melton, Commissioner Beall and Alternate Commissioner Chapman to serve on the Finance Committee.

At its special meeting held on March 22, 2024, the Finance Committee discussed the progress on the current year work plan and the status of the current year budget; and recommended the proposed FY 2025 work plan and budget for consideration and adoption by the full commission.

CURRENT YEAR IN REVIEW

PROGRESS REPORT ON FY 2023-2024 WORK PLAN

LAFCO’s current fiscal year workplan was adopted at a noticed public hearing held on April 5, 2023. **Attachment A** depicts the current status (through the third quarter of the year) of the 2023-2024 Work Program.

A major component of the current year work program involves the Countywide Fire Service Review. LAFCO held two public hearings on the Countywide Fire Service Review Report and approved the final report at its October 2023 meeting, following an extensive public review and comment process involving presentation of the report at a Technical Advisory Committee meeting in San Jose, at community meetings in Morgan Hill and Palo Alto, and at LAFCO public hearings. Staff is

currently working with the affected agencies on facilitating the implementation of recommendations in the report.

Another important work plan priority is the comprehensive review and update of LAFCO policies. At its December 2023 meeting, the Commission created an ad hoc committee of 3 commissioners to work with staff on the project, which is currently underway and expected to be brought before the full commission for their consideration at the end of the calendar year, following stakeholder involvement through a public review and comment process.

LAFCO has received and /or processed various applications such as a city urban service area amendment and various city/district annexations. Staff has held pre-application meetings and has received and responded to many requests for assistance and expertise from local and regional agencies on a variety of matters related to city service extensions, city annexations/island annexations, special district annexations, and housing element updates. Similarly, responding to public inquiries is another significant and growing area of the workplan and staff has seen an increase in the volume and complexity of such inquiries.

In accordance with the Commission's directive, as opportunities arise and time permits, staff continues to conduct targeted outreach to various local entities (special districts, County, cities, civil grand jury, and other community organizations/individuals) through informational presentations on LAFCO and its role in promoting sustainable growth and good governance in the county.

The Commission membership has remained stable, and the LAFCO office is now fully staffed with 4.0 FTE positions. The LAFCO Clerk position was filled in September 2023; training activities for the new staff person are currently in progress.

Other notable administrative activities and projects that have been completed or are currently underway include among others, the annual financial audit, the annual report, implementation of a work plan for the training and professional development of LAFCO staff including the new Clerk and the Associate Analyst, transition back to in-person LAFCO meetings with an option for remote public participation, and webcasting LAFCO meetings.

Given the emphasis on the above-mentioned activities, some important projects such as the scanning of LAFCO records are currently on hold. Projects in the current workplan that will not be completed by the end of the fiscal year have been added to the proposed FY 2025 workplan.

The LAFCO Annual Report for FY 2024 will be published at the end of the current fiscal year and will document all the applications reviewed and processed by LAFCO in Fiscal Year 2024; and will summarize the various accomplishments, activities/projects that LAFCO has engaged in or completed during the period.

STATUS OF FY 2023-2024 ADOPTED BUDGET

Attachment D includes the FY 2024 budget adopted by the Commission at a noticed public hearing on June 7, 2023, the status of LAFCO's expenditures and revenues as

of March 11, 2023, and expenditure and revenue projections for end of FY 2024. The adopted LAFCO budget for FY 2024 is \$893,186. It is estimated that the total year-end projected expenditures for FY 2024 would be approximately 11% lower than the adopted budget primarily due to salary savings from the unfilled clerk position for a portion of the year, and from the unused consultant service item. Staff anticipates that overall, year-end revenue for FY 2024 will be slightly lower than the amount budgeted. LAFCO has received the respective FY 2024 funds from the County, the cities and the independent special districts. The actual fund balance rolled over at the end of FY 2023 was higher at \$407,582, compared to the amount estimated (\$366,814) in the FY 2024 budget. The excess fund balance and the unspent FY 2024 expenditure amounts will carry over into FY 2025 and will be used to reduce net operating expenses that would in turn translate to reduced FY 2025 costs for contributing agencies.

PROPOSED WORK PLAN FOR FISCAL YEAR 2024

Attachment C includes the proposed work plan for FY 2025, as recommended by the Finance Committee, for consideration and adoption by the full commission.

The proposed workplan includes ongoing as well as new projects and outlines detailed projects/activities organized under six broad areas: (1.) LAFCO application processing; (2.) island annexations; (3.) outreach, government/community relations and customer service; (4.) service reviews, special studies and sphere of influence updates; (5.) commission support; and (6.) administrative projects. The work plan assigns priority levels (high, moderate, low); and designates whether the work is to be conducted by staff or outside consultants.

The proposed work plan includes a broad spectrum of responsibilities that LAFCO, as an independent local agency and as a regulatory body of the state, is expected to fulfill in its role of promoting sustainable growth and good governance in Santa Clara County. It incorporates the Commission's legislative functions and mandates and also the Commission's proactive local initiatives and priorities such as its directives for ongoing public outreach and education and its proactive service review and implementation program.

The Finance Committee discussed the need for continued public outreach particularly to South County communities, requested expanded opportunities for commissioner educational presentations from local agencies, and encouraged a robust professional staff development and training program.

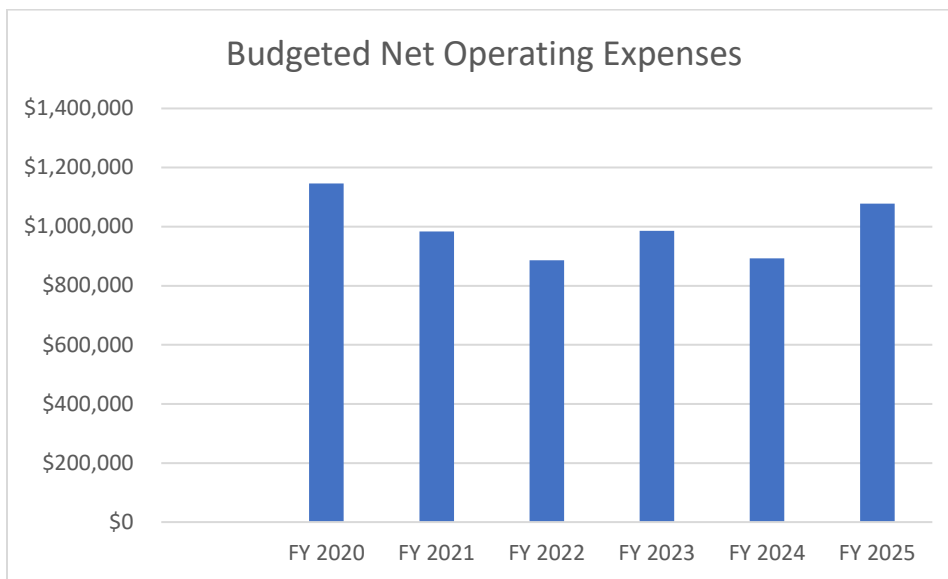
Staff actively manages the workload in order to focus on accomplishing essential activities such as processing applications, completing projects currently underway, maintaining core administrative functions, tracking on-going projects and studies, supporting the commission and responding to local agency and public requests for assistance. Consistent with past practice, LAFCO's statutorily mandated activities take priority over administrative projects that are not statutorily required, and over proactive commission-initiated projects which are discretionary but support LAFCO's mission and statutory requirements.

PROPOSED BUDGET FOR FISCAL YEAR 2025

Attachment D includes the proposed Budget for FY 2024-2025 as recommended by the Finance Committee, for consideration and adoption by the full commission. The Finance Committee conducted a thorough review of the work plan and budget and recognized the public benefit of LAFCO's work and the high demand for LAFCO's services from local agencies and the public. The Committee maintained its commitment to ensure adequate resources that allow the Commission to fulfill its statutory responsibilities and accomplish its work plan while also limiting costs for LAFCO's funding agencies.

The overall projected expenditure for FY 2025 (\$1,280,912) in the proposed budget is slightly lower than the current year budgeted expenses (\$1,296,000).

However, LAFCO's proposed net operating expense for FY 2025 is approximately 20% higher than the FY 2024 budgeted net operating expense. The primary reason for this is because unlike the previous 2 fiscal years with large year-end fund balances (due to staff salary savings), the fund balance at the end of the current year which will be used to reduce net operating expenses in FY 2025, is projected to be relatively smaller at \$172,301.



DESCRIPTION OF FY 2024-2025 BUDGET LINE ITEMS

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 proposed 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.

The following is a detailed itemization of the proposed budget.

EXPENDITURES

Expenditures are divided into two main sections: Staff Salary and Benefits (Object 1) which comprise approximately 67% of the total expenditures; and Services and Supplies (Object 2).

OBJECT 1. SALARIES AND BENEFITS \$862,484

This line item supports the salary and benefits for the 4.0 FTE positions including the Executive Officer position, a Senior Analyst position, an Associate Analyst position, and a Clerk position. All four positions are currently staffed. LAFCO contracts with the County of Santa Clara for staffing and services and in accordance with the MOU between the County and LAFCO, all four positions are staffed through the County Executive’s Office. The proposed amount is based on the best available projections from the County at this time for salary and benefits for the 4 positions. Changes to the projections for the four positions that occur within the next couple of months will be reflected in the Final LAFCO budget.

OBJECT 2. SERVICES AND SUPPLIES

5255100 Intra-County Professional \$10,000

This includes the costs for services from various County agencies such as the County Surveyor’s Office, the County Assessors’ Office, and the Registrar of Voters. The County Surveyor assists with map review and approval for boundary change proposals. In addition, the Surveyor’s Office also assists with research to resolve boundary discrepancies. The County Assessor’s Office prepares reports for LAFCO and the Registrar of Voters provides data necessary for processing LAFCO applications. This item also allows LAFCO to seek GIS mapping services including support and technical assistance from the County Planning Office, as necessary. This item also includes the approximate annual cost (\$7,806) associated with webcasting the regular LAFCO meetings held in the County Board of Supervisors Chambers. In February 2021, LAFCO and the County entered into an MOU regarding webcasting services and associated costs for LAFCO meetings. As a result of the pandemic and virtual meetings, webcasting of LAFCO meetings did not begin until April 2023.

This line item has been maintained at the same level as the current year.

5255800 Legal Counsel \$85,780

This item covers the cost for general legal services.

In February 2009, the Commission retained the firm of Best Best & Krieger for legal services on a monthly retainer. The contract was amended in 2010 to reduce the number of total hours required to 240 hours per year. The contract sets the hourly rate and allows for an annual automatic adjustment to the rates based on the Consumer Price Index (CPI). In 2017, the contract was once again amended to increase the monthly retainer cost and limit the CEQA work within the retainer to 24 hours annually. Any additional CEQA work above 24 hours would be charged outside the retainer at the same hourly rate.

The monthly retainer for FY 2025 increases to \$6,875, based on a 3.7% increase in the Consumer Price Index for the prior calendar year (2023). This item covers the annual retainer fees and includes additional monies to cover approximately 10 hours of work outside the retainer at the hourly rate of \$328.

5255500 Consultant Services \$150,000

This item is budgeted for hiring consultants to assist LAFCO with special projects such as for conducting service reviews and special studies, facilitating a strategic planning workshop, and scanning LAFCO's hardcopy records into the existing electronic document management system, among others. The Commission must take action to authorize such special projects prior to expending funds. This item also includes costs associated with ongoing contracts such as costs for the maintenance and hosting of the LAFCO website by an outside provider; and for the contract with an independent financial auditor for conducting the annual financial audits of LAFCO.

5285700 Meal Claims \$750

This item includes cost of food to support Commission events, workshops, meetings.

5220200 Insurance \$8,335

This item is for the purpose of purchasing general liability insurance and workers' compensation coverage for LAFCO. In 2010, LAFCO switched from the County's coverage to the Special District Risk Management Authority (SDRMA), for the provision of general liability insurance. Additionally, LAFCO also obtains workers' compensation coverage for its commissioners from SDRMA. Workers' compensation for LAFCO staff is currently covered by the County and is part of the payroll charge.

SDRMA has recently provided estimated FY 2025 contribution amounts for use in the budgeting process: Property Liability (\$5,758) and Workers' Compensation (\$979). The Final budget will reflect any major revisions to these estimates.

5270100 Rent & Lease \$56,416

This item includes FY 2025 monthly rent for LAFCO office space located at 777 North First Street, Suite 420, San Jose. The original lease term for the office space expired on May 5, 2022. At its February 2, 2022 meeting, the Commission authorized the extension of the lease for a five-year period through April 30, 2027.

5250100 Office Expenses \$5,000

This item includes funds for purchase of books, subscriptions/publications necessary to keep current on laws and trends; and small equipment and supplies for office operations, including printer/photocopier lease.

5255650 Data Processing Services \$22,517

This item includes estimated costs associated with County Technology Solutions & Services Department (TSS) providing IT services to the LAFCO program. According to TSS, the projected costs cover Telecom services for 5 phones- VOIP/Landline (\$2,520), Wireless Carrier Service (\$1,236), enterprise licensing including MS Adobe special order, Acrobat Pro and MS Visio monthly subscription (\$2,827), and other

services (\$15,933) comprising Enterprise Content Management services and solutions, Kronos support, Architecture and Innovation Services, Claranet services, Data Analytics and Visualizations, digital print and sccLearn. Any further revised cost estimates received from the County will be reflected in the Final LAFCO budget.

5225500 Commissioner's Fees \$10,000

This item covers the \$100 per diem amount for LAFCO commissioners and alternate commissioners to attend LAFCO meetings and committee meetings.

5260100 Publications and Legal Notices \$1,000

This item is for costs associated with publication of hearing notices for LAFCO applications and other projects/ studies, as required by state law. This budgeted amount has been maintained at the same level as the current year.

5245100 Membership Dues \$14,509

This item includes CALAFCO – the California Association of LAFCOs membership dues. At its meeting in December 2023, the CALAFCO Board voted to approve a 3.1% rate adjustment to account for the CPI increase (June 2022 to June 2023), in accordance with the CALAFCO Bylaws. The FY 2025 membership dues for Santa Clara LAFCO is \$12,509.

Additionally, this item includes estimated membership dues for CSDA – the California Special Districts Association. In June 2018, CSDA informed that Santa Clara LAFCO as a customer of SDRMA, must be a member of CSDA pursuant to SDRMA bylaws.

5250750 Printing and Reproduction \$1,500

This covers printing expenses for reports such as service reviews or other studies and documents.

5285800 Business Travel \$21,000

This item includes funding for staff and commissioners to attend conferences and workshops. It would cover costs of air travel, accommodation, conference registration and other expenses at the conferences. CALAFCO annually holds a Staff Workshop (Temacula, April 2025) and an Annual Conference (Yosemite, October 2024) that is attended by commissioners as well as staff.

5285300 Private Automobile Mileage \$1,000

This item provides for mileage reimbursement when staff travels by private car to conduct site visits and attend meetings / training sessions. This budgeted amount has been maintained at the same level as the current year.

5285200 Transportation and Travel (for use of County car) \$600

This item would cover costs associated with the use of a County vehicle for travel to conferences, workshops, site visits and meetings.

5281600 Overhead \$21,119

This overhead charge is established by the County Controller's Office, for service rendered by various County departments that do not directly bill LAFCO. The

overhead includes LAFCO's share of the County's FY 2025 Cost Allocation Plan which is based on actual overhead costs from FY 2023 – the most recent year for which actual costs are available. The overhead amount includes the following charges from:

County Executive's Office:	\$5,268
Controller-Treasurer:	\$10,317
Employee Services Agency:	\$7,371
OBA:	\$418
BHS-MH - Employee:	\$84
TSS Intragovernmental Service:	\$829
Technology Services & Solutions:	\$1,607
Procurement:	\$33
Equal Opp. (County Counsel):	\$854
CoB – Harvey Rose Mgt Audit:	\$24

Further, a "roll forward" is applied which is calculated by comparing FY 2023 Cost Plan estimates with FY 2023 actuals. The FY 2023 cost estimates were higher than the actuals by \$5,842; this amount is deducted from the FY 2025 Cost Plan. This is a state requirement.

5275200 Computer Hardware \$4,000

This item is designated for any required hardware upgrades / purchases.

5250800 Computer Software \$4,000

This amount is designated for computer software purchases, including annual licenses for GIS software (ArcGIS) and records management software (Lasersfiche) with 2 hours of online/onsite support.

5250250 Postage \$500

This amount covers postage costs for mailing notices, agendas, agenda packets and general correspondence.

5252100 Training Programs \$2,000

This item covers the costs associated with attendance at commissioner / staff professional development courses and seminars. CALAFCO conducts University Courses throughout the year on topics of relevance to LAFCO.

REVENUES

4103400 Application Fees \$25,000

It is anticipated that LAFCO will receive approximately \$25,000 in fees from processing applications. The actual amount earned from fees corresponds to the level of application activity.

4301100 Interest \$6,000

It is estimated that LAFCO will receive an amount of approximately \$6,000 from interest earned on LAFCO funds.

3400150 Fund Balance from Previous Fiscal Year (i.e., FY 2024) \$172,301

It is projected that there will be a savings or fund balance of approximately \$172,301 at the end of the current year, which will be carried over to reduce the proposed Fiscal Year 2025 costs for LAFCO's funding agencies (cities, independent special districts and the County).

Projected Year-End [FY 2024] Fund Balance = (Projected Year-End [FY 24] Revenue + Actual Fund Balance from Previous Fiscal Year [FY 23] + Funds Received from Local Agencies in FY 24) - (Projected Year-End [FY 24] Expenses)

$$= (\$30,000 + \$407,582 + \$893,186) - \$1,158,467$$

$$= \$172,301$$

The fund balance excludes the reserves.

RESERVES

3400800 Reserves Available \$200,000

This item includes reserves for two purposes: litigation reserve – for use if LAFCO is involved with any litigation; and contingency reserve – to be used for unexpected expenses. If used during the year, this account will be replenished in the following year. Since 2012, the reserves have been retained in a separate Reserves account, thus eliminating the need for LAFCO to budget each year for this purpose.

The Reserves amount was held at \$250,000 since FY 2020 to timely implement potential recommendations from the Comprehensive Organizational Assessment, and as a tentative measure in recognition that LAFCO operates in an increasingly complex and controversial environment.

In FY 2022, LAFCO reduced the Reserves from \$250,000 to \$200,000, in order to further reduce costs to local agencies given the COVID -19 related economic hardships; and maintained the reserve level at \$200,000 in FY 2023. The Finance Committee recommends maintaining the current level of reserves for FY 2025. This places the proposed Reserve amount at approximately 15% of the total FY 2025 expenditures. LAFCO has not adopted a Reserves policy, however as an independent agency, LAFCO should maintain sufficient reserves for flexibility and stability in the event of unanticipated needs.

FY 2025 NET OPERATING EXPENSES

FY 2025 Net Operating Expenses = (Proposed FY 2025 Expenditures) - (Proposed FY 2025 Fee & Interest Revenues + Projected Fund Balance from FY 2024)

$$= (\$1,280,912) - (\$31,000 + \$172,301)$$

$$= \$1,077,611$$

The projected operating expense for FY 2025 is based on projected expenditures and revenues as well as on estimated fund balance for the current year. Further revisions may be needed as we get a better indication of current year expenses/revenues towards the end of this fiscal year. Additionally, a more accurate projection of costs/revenues for the upcoming fiscal year could become available, particularly for employee salary and benefits. This could result in changes to the proposed net operating expenses for FY 2025 which could in turn impact the costs for each of LAFCO's funding agencies.

COST APPORTIONMENT TO CITIES, INDEPENDENT SPECIAL DISTRICTS AND COUNTY

In January 2013, independent special districts were seated on LAFCO. Government Code §56381(b)(1)(A) provides that when independent special districts are represented on LAFCO, the county, cities and independent special districts must each provide a one-third share of LAFCO's operational budget.

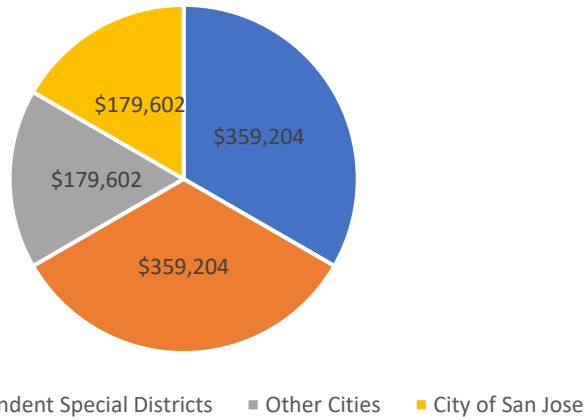
The City of San Jose has permanent membership on LAFCO pursuant to Government Code Section 56327. As required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public member. The remaining cities' share must be apportioned in proportion to each city's total revenues, 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.

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.

Therefore, in Santa Clara County, the County pays a third of LAFCO's operational costs, the independent special districts pay a third, the City of San Jose pays one sixth and the remaining cities pay one sixth. Government Code §56381(c) requires the County Auditor to request payment from the cities, independent special districts and the County no later than July 1 of each year for the amount each agency owes based on the net operating expenses of the Commission and the actual administrative costs incurred by the Auditor in apportioning costs and requesting payment.

The following is a draft apportionment to the agencies based on the proposed net operating expenses for FY 2025.

Proposed Net Operating Expenses for FY 2025



Apportionment of the costs among the 14 cities and among the 17 independent special districts will be calculated by the County Controller’s Office after LAFCO adopts the final budget in June. In order to provide each of the cities and districts with a general indication of their costs in advance, **Attachment E** includes draft estimated apportionments, based on the proposed FY 2025 net operating expenses and the FY 2021-2022 Cities Annual Report from the State Controller’s Office. The final apportionments will be prepared by the County Controller’s Office based on the latest available Cities Annual Report.

ATTACHMENTS

- Attachment A: Status of FY 2024 Work Plan
- Attachment B: LAFCO Financials 2008-2023 and FY 2024 YTD Actuals
- Attachment C: Proposed Work Plan for Fiscal Year 2025
- Attachment D: Proposed LAFCO Budget for Fiscal Year 2025
- Attachment E: Estimated FY 2025 Costs to Agencies

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

ITEM # 5
Attachment A

PRIORITY* H - High Priority (essential activities: state mandate, Commission directive, requirements)
M - Medium Priority (important, provided resources allow or time permits)
L - Low Priority (desirable provided resources allow or time permits, not urgent)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H	Several pre-application meetings held (Sunnyvale/Cupertino Sanitary District, WVSD, Milpitas, San Jose, etc.) One USA amendment completed
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H	Ongoing
	Review and update LAFCO policies for context, clarity and consistency with State law	In progress	Staff / Consultant	H	In progress – Ad Hoc Committee established. Workplan developed for project scope and timeline. Ad Hoc Committee meetings in progress.
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L	Internal application processing checklists updated

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L	As needed
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H	As needed
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations to cities, other agencies on LAFCO, as relevant	Staff	L	Presentations provided upon request: Leadership Sunnyvale (12/23), County Planning Commission (2/24), Leadership Morgan Hill (3/24) Website updated
		Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County		M	
		Seek exhibit opportunities at public spaces / events		L	
		Maintain website as the primary information resource on LAFCO		H	
		Increase social media presence		L	
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), County Planning Dept.(quarterly) Small water systems issues / legislation Collaborate with agencies and entities with goals common to LAFCO	Staff	M M M	Ongoing
	Track LAFCO related legislation	EO attends CALAFCO Legislative Committee Commission takes positions and submit letters on proposed legislation	Staff	L M	AB 399

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries Update the PRA form for the website Document research on complex inquiries Report to Commission on complex inquiries	Staff	H L L H	Ongoing
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Manage new consultant's work and contract Coordinate TAC meetings Review and comment on administrative draft reports Distribute Public hearing notices and coordinate community workshops and public hearings Prepare and distribute stakeholder/public outreach material Coordinate stakeholder / public engagement process along with public comment and response process Prepare staff reports with implementation recommendations Follow up with agencies and report back to the commission	Staff / Consultant	H	Publication of Draft report Two Community meetings and a TAC Mtg. in July 2023 Public comment and response process Two LAFCO public hearings on the Report Final Report adopted by LAFCO in October 2023 Coordinating and compiling agency responses to LAFCO recommendations
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M	TBD

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L	Pending city action
	Map Mutual Water companies	Initial maps complete, further work through service review	Staff	L	As needed
	Engage in or support grant/partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L	As needed
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L	JPA information obtained from Fire Service Review
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly-scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, Ad Hoc Committee on Organizational Assessment and the Fire Service Review TAC)	<p>Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings</p> <p>Hold pre-agenda review meeting with Chair</p> <p>Hold pre-meeting calls with individual commissioners to address agenda item questions</p> <p>Process commissioner per diems for attendance at LAFCO meetings</p>	Staff	H	<p>Ongoing</p> <p>Transitioned to in-person meetings with option for remote public participation for regular LAFCO meetings</p> <p>Began webcasting LAFCO meetings in June 2023</p>
	Keep the Commission informed	<p>EO report, off-agenda emails, as needed</p> <p>Provide ongoing educational opportunities / events</p>	Staff	H	Ongoing

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training. Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for service on LAFCO	Staff	H	Ongoing - as needed
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H	Cities Selection Committee appointments
	Conduct a Strategic Planning Workshop	2018 Workshop re. LAFCO Communications and Outreach Plan	Staff / Consultant	L	TBD
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L	Six commissioners + staff attended CALAFCO Annual Conference

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March –June	Staff	H	In progress
	Prepare LAFCO annual budget	March –June	Staff	H	In progress
	Prepare LAFCO Annual Report	August 2023	Staff	H	Completed
	Prepare LAFCO Annual Financial Audit	October 2023	Consultant / Staff	H	Completed December 2023 Chavan Associates contract extended for FYs 24 - 27
	Office / facility management	<p>Coordinate with Building Manager on facilities issues</p> <p>Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance</p> <p>Order and manage office supplies</p> <p>Make travel arrangements and process expense reimbursements.</p> <p>Process mileage reimbursements</p> <p>Office space lease extended (lease extended through April 30, 2027)</p>	Staff	H	Ongoing
	Records management	<p>Organize scan of LAFCO records to Electronic Document Management System (LaserFische)</p> <p>Maintain LAFCO’s hard copy records</p> <p>Maintain and enhance the LAFCO Website</p> <p>Maintain LAFCO database</p>	<p>Staff/ Consultant</p> <p>Staff</p>	<p>H</p> <p>H</p> <p>H</p> <p>H</p>	<p>On hold</p> <p>Website content updates completed</p>

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ADMINISTRATIVE PROJECTS	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H	Ongoing
	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H	Ongoing
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	M	Staff registered to attend CALAFCO Workshop (4/24)
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H	Ongoing
	Staff performance evaluation	April - October 2023	Staff/ Commission	H	Completed in February 2024
	Recruitment, hiring, and training of LAFCO staff	Training of new LAFCO Clerk - recruitment and hiring expected by end of FY 2023	Staff	H	Recruitment and hiring completed. New Clerk started on September 5, 2023. Training in progress. Prepared workplan for professional development of LAFCO staff
	Student internship program	Contact the County to explore creation of a paid student internship program	Staff		Preliminary contact completed. On hold due to current staff training priorities

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2024)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Other administrative functions mandated of a public agency (Form 700 annual filing & AB 1234 training compliance, Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	Ongoing

**FY 2008 - FY 2023 LAFCO FINANCIALS
YTD FY 2024 ACTUALS**

**ITEM #5
Attachment B**

ITEM NO.	TITLE	ACTUALS FY 2008	ACTUALS FY 2009	ACTUALS FY 2010	ACTUALS FY 2011	ACTUALS FY 2012	ACTUALS FY 2013	ACTUALS FY 2014	ACTUALS FY 2015	ACTUALS FY 2016	ACTUALS FY 2017	ACTUALS FY 2018	ACTUALS FY 2019	ACTUALS FY 2020	ACTUALS FY 2021	ACTUALS FY 2022	ACTUALS FY 2023	ACTUALS YTD 3/11/24
EXPENDITURES																		
	Salary and Benefits	\$356,009	\$400,259	\$406,650	\$413,966	\$393,194	\$411,929	\$450,751	\$466,755	\$484,216	\$514,381	\$628,534	\$713,900	\$744,439	\$730,716	\$639,099	\$697,700	\$548,092
Object 2:	Services and Supplies																	
	5255100 Intra-County Professional	\$66,085	\$57,347	\$13,572	\$4,532	\$6,118	\$5,260	\$5,663	\$4,379	\$18,523	\$1,292	\$703	\$3,593	\$346	\$201	\$354	\$3,785	\$0
	5255800 Legal Counsel	\$0	\$9,158	\$67,074	\$52,440	\$48,741	\$56,791	\$53,550	\$52,854	\$57,498	\$71,131	\$59,400	\$72,276	\$69,975	\$65,791	\$78,977	\$78,326	\$54,425
	5255500 Consultant Services	\$19,372	\$75,000	\$76,101	\$58,060	\$102,349	\$59,563	\$35,602	\$37,250	\$39,625	\$0	\$45,000	\$52,650	\$106,709	\$41,966	\$25,389	\$106,867	\$55,742
	5285700 Meal Claims	\$0	\$368	\$277	\$288	\$379	\$91	\$228	\$209	\$367	\$50	\$901	\$257	\$166	\$0	\$56	\$1,473	\$139
	5220100 Insurance	\$491	\$559	\$550	\$4,582	\$4,384	\$4,378	\$4,231	\$4,338	\$4,135	\$4,679	\$4,893	\$5,296	\$5,893	\$10,452	\$8,591	\$7,042	\$8,125
	1151 Office Expenses	\$1,056	\$354	\$716	\$639	\$1,212	\$536	\$850	\$783	\$6,266	\$48,632	\$15,412	\$4,702	\$2,544	\$1,151	\$1,462	\$2,211	\$1,887
	5270100 Rent and Lease										\$41,120	\$39,360	\$44,478	\$46,254	\$47,903	\$53,172	\$40,869	
	5255650 Data Processing Services	\$8,361	\$3,692	\$3,505	\$1,633	\$3,384	\$1,663	\$3,311	\$9,024	\$1,519	\$6,869	\$877	\$11,894	\$15,500	\$21,223	\$18,125	\$27,297	\$16,832
	5225500 Commissioners' Fee	\$5,700	\$5,400	\$3,500	\$3,400	\$4,000	\$4,900	\$5,800	\$4,900	\$6,700	\$5,300	\$5,400	\$5,000	\$4,600	\$6,100	\$4,200	\$4,500	\$4,400
	5260100 Publications and Legal Notices	\$1,151	\$563	\$1,526	\$363	\$916	\$222	\$378	\$2,484	\$487	\$191	\$145	\$192	\$44	\$90	\$704	\$470	\$44
	5245100 Membership Dues	\$5,500	\$7,000	\$7,000	\$7,000	\$7,000	\$14,473	\$0	\$7,428	\$7,577	\$8,107	\$8,674	\$9,615	\$11,822	\$12,144	\$12,316	\$12,921	\$13,936
	5250750 Printing and Reproduction	\$5	\$0	\$0	\$0	\$0	\$0	\$9	\$177	\$703	\$0	\$0	\$0	\$799	\$0	\$0	\$435	\$416
	5285800 Business Travel	\$7,238	\$8,415	\$4,133	\$8,309	\$3,095	\$4,777	\$5,800	\$4,042	\$5,811	\$3,877	\$13,091	\$4,260	\$6,908	\$0	\$0	\$4,933	\$8,557
	5285300 Private Automobile Mileage	\$1,016	\$704	\$832	\$1,185	\$615	\$424	\$409	\$396	\$1,009	\$1,264	\$590	\$689	\$696	\$61	\$0	\$42	\$403
	5285200 Transportation&Travel (County Car Usage	\$894	\$948	\$629	\$0	\$384	\$250	\$371	\$293	\$559	\$605	\$0	\$328	\$256	\$0	\$0	\$323	\$0
	5281600 Overhead	\$42,492	\$62,391	\$49,077	\$46,626	\$60,647	\$43,133	\$42,192	\$34,756	\$49,452	\$0	\$28,437	\$69,944	\$4,505	\$30,917	\$49,173	\$30,041	\$10,173
	5275200 Computer Hardware	\$0	\$451	\$0	\$83	\$2,934	\$1,791	\$2,492	\$0	\$106	\$0	\$0	\$773	\$0	\$0	\$0	\$0	\$0
	5250800 Computer Software	\$0	\$0	\$626	\$314	\$579	\$3,124	\$933	\$1,833	\$2,079	\$754	\$4,505	\$3,012	\$1,200	\$4,708	\$1,753	\$1,843	\$1,203
	5250250 Postage	\$1,160	\$416	\$219	\$568	\$309	\$589	\$246	\$597	\$411	\$209	\$183	\$117	\$73	\$184	\$159	\$42	\$26
	5252100 Staff Training Programs	\$0	\$665	\$491	\$250	\$300	\$0	\$0	\$1,431	\$0	\$0	\$0	\$350	\$525	\$70	\$70	\$35	\$0
	5701000 Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$516,530	\$633,691	\$636,478	\$604,238	\$640,540	\$613,895	\$612,816	\$633,929	\$687,043	\$667,342	\$857,865	\$998,208	\$1,021,478	\$972,028	\$888,331	\$1,033,458	\$765,269
REVENUES																		
	4103400 Application Fees	\$46,559	\$41,680	\$35,576	\$48,697	\$37,426	\$45,458	\$63,561	\$27,386	\$146,168	\$20,436	\$29,864	\$33,049	\$7,587	\$34,622	\$41,847	\$19,637	\$11,323
	4301100 Interest: Deposits and Investments	\$24,456	\$16,230	\$6,688	\$4,721	\$4,248	\$3,416	\$2,674	\$2,844	\$6,073	\$10,830	\$12,620	\$12,141	\$18,176	\$10,488	\$7,831	\$25,401	\$14,562
	TOTAL REVENUES	\$71,015	\$57,911	\$42,264	\$53,418	\$41,674	\$48,873	\$66,235	\$30,230	\$152,241	\$31,266	\$42,484	\$45,190	\$25,763	\$45,110	\$49,678	\$45,038	\$25,885
	AVAILABLE FUND BALANCE																	
	3400150 END OF YEAR	\$271,033	\$368,800	\$334,567	\$275,605	\$209,987	\$208,219	\$160,052	\$226,111	\$187,310	\$293,489	\$331,177	\$314,693	\$352,123	\$312,351	\$410,027	\$407,583	\$407,582
	3400800 RESERVES AVAILABLE				\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$250,000	\$250,000	\$200,000	\$200,000	\$200,000
BUDGETED COSTS TO AGENCIES																		
	5440200 County	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$281,780	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729
	4600100 Cities (San Jose 50% +other cities 50%)	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$282,625	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729
	4600100 Independent Special Districts							\$296,892	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

PRIORITY* H - High Priority (essential activities: state mandate, Commission directive, requirements)
M - Medium Priority (important, provided resources allow or time permits)
L - Low Priority (desirable provided resources allow or time permits, not urgent)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts. to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act requirements: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H
	Comprehensive review and update of LAFCO policies for context, clarity and consistency with State law	In progress	Staff /Ad Hoc Committee	H
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, and provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations on LAFCO to cities, other agencies or organizations, focus on south county communities, as relevant	Staff	M
		Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County		M
		Seek exhibit opportunities at public spaces / events		L
		Maintain website as the primary information resource on LAFCO		H
		Increase social media presence (Twitter)		L
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), and County Planning Dept. (quarterly)	Staff	M
		Small water systems issues / legislation		M
		Collaborate with agencies and entities with goals common to LAFCO		M
	Track LAFCO related legislation	EO attends CALAFCO Legislative Committee meetings	Staff	L
		Commission takes positions and submits letters on proposed legislation		M
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries	Staff	H
		Update the PRA form for the website		L
		Document research on complex inquiries		L
Report to Commission on complex inquiries		H		

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Follow up with agencies on implementation of recommendations and report back to the commission Work with interested agencies on implementing recommendations requiring LAFCO action	Staff	H H
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L
	Map Mutual Water companies	Initial maps complete, further through service review	Staff	L
	Engage in or support grant / partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, and the Ad-Hoc Committee)	Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings Hold pre-agenda review meeting with Chair Hold pre-meeting calls with individual commissioners to address agenda item questions and prepare meeting script for Chair Process commissioner per diems for attendance at LAFCO meetings	Staff	H
	Keep the Commission informed	EO report Off-agenda emails, as needed Provide ongoing educational opportunities/events, including presentations from local agencies	Staff	H
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for LAFCO service	Staff	H
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H
	Conduct a Strategic Planning Workshop	Most recent workshop in 2018 re. LAFCO Communications and Outreach Plan	Staff / Consultant	L
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO annual budget	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO Annual Report	August 2024	Staff	H
	Prepare LAFCO Annual Financial Audit	October 2024 (Contract with Chavan Associates extended for FY 2024 thru FY 2027)	Consultant / Staff	H
	Office / facility management	Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance Order and manage office supplies Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease extended (lease extended through April 30, 2027)	Staff	H
	Records management	Organize scan of LAFCO records to Electronic Document Management System (Laserfiche) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2025

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	H
		Training of new LAFCO Clerk		H
		Implementation of the work plan for staff professional development		H
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H
Staff performance evaluation	April - December 2024	Staff/Commission	H	
Other administrative functions mandated of a public agency (Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	

**PROPOSED LAFCO BUDGET
FISCAL YEAR 2024- 2025**

ITEM #	TITLE	APPROVED BUDGET FY 2024	ACTUALS Year to Date 3/11/2024	PROJECTIONS Year End FY 2024	PROPOSED BUDGET FY 2025
EXPENDITURES					
Object 1:	Salary and Benefits	\$882,121	\$548,092	\$831,222	\$862,484
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$10,000	\$0	\$10,000	\$10,000
5255800	Legal Counsel	\$82,780	\$54,425	\$82,000	\$85,780
5255500	Consultant Services	\$150,000	\$55,742	\$70,000	\$150,000
5285700	Meal Claims	\$750	\$139	\$600	\$750
5220100	Insurance	\$8,335	\$8,125	\$8,335	\$6,737
5250100	Office Expenses	\$5,000	\$1,887	\$4,000	\$5,000
5270100	Rent & Lease	\$54,766	\$40,869	\$54,766	\$56,416
5255650	Data Processing Services	\$27,520	\$16,832	\$27,000	\$22,517
5225500	Commissioners' Fee	\$10,000	\$4,400	\$10,000	\$10,000
5260100	Publications and Legal Notices	\$1,000	\$44	\$500	\$1,000
5245100	Membership Dues	\$13,870	\$13,936	\$13,936	\$14,509
5250750	Printing and Reproduction	\$1,500	\$416	\$1,500	\$1,500
5285800	Business Travel	\$15,900	\$8,557	\$15,000	\$21,000
5285300	Private Automobile Mileage	\$1,000	\$403	\$750	\$1,000
5285200	Transportation&Travel (County Car Usage)	\$600	\$0	\$200	\$600
5281600	Overhead	\$20,358	\$10,173	\$20,358	\$21,119
5275200	Computer Hardware	\$4,000	\$0	\$3,000	\$4,000
5250800	Computer Software	\$4,000	\$1,203	\$4,000	\$4,000
5250250	Postage	\$500	\$26	\$300	\$500
5252100	Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,296,000	\$765,269	\$1,158,467	\$1,280,912
REVENUES					
4103400	Application Fees	\$30,000	\$11,323	\$15,000	\$25,000
4301100	Interest: Deposits and Investments	\$6,000	\$14,562	\$15,000	\$6,000
TOTAL REVENUE		\$36,000	\$25,885	\$30,000	\$31,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$366,814	\$407,582	\$407,582	\$172,301
NET LAFCO OPERATING EXPENSES		\$893,186	\$331,802	\$720,885	\$1,077,611
3400800	RESERVES Available	\$200,000	\$200,000	\$200,000	\$200,000
COSTS TO AGENCIES					
5440200	County	\$297,729	\$297,729	\$297,729	\$359,204
4600100	Cities (San Jose 50% + Other Cities 50%)	\$297,729	\$297,729	\$297,729	\$359,204
4600100	Special Districts	\$297,729	\$297,729	\$297,729	\$359,204

ITEM # 5
Attachment E

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Preliminary FY 2025 LAFCO Budget

Preliminary Net Operating Expenses for FY 2025				\$1,077,611
JURISDICTION	REVENUE PER 2021/2022 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$359,203.67
Cities Total Share			33.3333333%	\$359,203.67
San Jose	N/A	N/A	50.0000000%	\$179,601.84
Other cities share			50.0000000%	\$179,601.83
Campbell	\$75,467,809	1.9125415%		\$3,434.96
Cupertino	\$129,437,941	3.2802785%		\$5,891.44
Gilroy	\$155,661,855	3.9448575%		\$7,085.04
Los Altos	\$68,948,492	1.7473258%		\$3,138.23
Los Altos Hills	\$21,241,527	0.5383130%		\$966.82
Los Gatos	\$68,358,558	1.7323754%		\$3,111.38
Milpitas	\$184,621,280	4.6787612%		\$8,403.14
Monte Sereno	\$5,176,569	0.1311871%		\$235.61
Morgan Hill	\$118,001,078	2.9904400%		\$5,370.88
Mountain View	\$457,001,226	11.5815447%		\$20,800.67
Palo Alto	\$658,551,528	16.6893293%		\$29,974.34
Santa Clara	\$1,248,643,286	31.6437181%		\$56,832.70
Saratoga	\$43,208,940	1.0950217%		\$1,966.68
Sunnyvale	\$711,623,561	18.0343062%		\$32,389.94
Total Cities (excluding San Jose)	\$3,945,943,650	100.0000000%		\$179,601.83
Total Cities (including San Jose)				\$359,203.67
Special Districts Total Share		(Fixed %)	33.3333333%	\$359,203.66
Aldercroft Heights County Water District		0.06233%		\$223.89
Burbank Sanitary District		0.15593%		\$560.11
Cupertino Sanitary District		2.64110%		\$9,486.93
El Camino Healthcare District		4.90738%		\$17,627.49
Guadalupe Coyote Resource Conservation District		0.04860%		\$174.57
Lake Canyon Community Services District		0.02206%		\$79.24
Lion's Gate Community Services District		0.22053%		\$792.15
Loma Prieta Resource Conservation District		0.02020%		\$72.56
Midpeninsula Regional Open Space District		5.76378%		\$20,703.71
Purissima Hills Water District		1.35427%		\$4,864.59
Rancho Rinconada Recreation and Park District		0.15988%		\$574.29
San Martin County Water District		0.04431%		\$159.16
Santa Clara Valley Open Space Authority		1.27051%		\$4,563.72
Santa Clara Valley Water District		81.44126%		\$292,539.99
Saratoga Cemetery District		0.32078%		\$1,152.25
Saratoga Fire Protection District		1.52956%		\$5,494.24
South Santa Clara Valley Memorial District		0.03752%		\$134.77
Total Special Districts		100.00000%		\$359,203.66
Total Allocated Costs				\$1,077,611.00

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MARCH 2024
9th Month of Operations (75% into FY Operations)
 FISCAL YEAR: July 1, 2023 to June 30, 2024

REVENUE SUMMARY REPORT - UPDATES

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts March Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$528,335.00	\$0.00	\$512,854.10	\$512,854.10	\$15,480.90	97.1%	Increased budget by \$48k
Tax Roll	31010	\$19,632,750.00	\$11,534,557.38	\$0.00	\$11,534,557.38	\$8,098,192.62	58.8%	None this month
Permit Fees	31020	\$100,000.00	\$66,994.29	\$8,606.78	\$75,601.07	\$24,398.93	75.6%	Twenty-two payments received this month; One hundred sixty-seven payments received to date
Connection Fees	31031	\$50,000.00	\$11,034.00	\$0.00	\$11,034.00	\$38,966.00	22.1%	Reduced by \$550k
Capacity Fees	31032	\$50,000.00	\$5,424.00	\$0.00	\$5,424.00	\$44,576.00	10.8%	Reduced by \$400k
Pump Zone Fees	31033	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	Reduced by \$20k
Checking & Inspection Fees	31040	\$100,000.00	\$62,600.00	\$9,000.00	\$71,600.00	\$28,400.00	71.6%	Reduced by \$200k
Annexation	32010	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	Reduced by \$2500
Interest	32050	\$350,000.00	\$278,408.72	\$37,164.36	\$315,573.08	\$34,426.92	90.2%	Increased budget by \$150k
City of San Jose Credit(s)	32091	\$1,887,302.00	\$1,887,302.00	\$0.00	\$1,887,302.00	\$0.00	100.0%	Increased budget by \$1.34M
Legal - Common Interest Group (Tributaries)	32092.1	\$2,982,994.02	\$2,926,155.18	\$56,838.84	\$2,982,994.02	(\$0.00)	100.0%	Increased budget by \$1.58M
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$60,065.64	\$58,905.66	\$1,159.98	\$60,065.64	\$0.00	100.0%	Increased budget by \$32k
Refunds/Reimbursements - Misc.	32091	\$1,000.00	\$768.20	\$142.05	\$910.25	\$89.75	91.0%	Reduced by \$9k
Refunds/Reimbursements - VTA	46041	\$6,479,729.58	\$6,479,729.58	\$0.00	\$6,479,729.58	\$0.00	100.0%	Increased by \$2.48M
Lateral Construction	32093	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	Reduced by \$15k
TOTAL OPERATING REVENUE		\$32,222,176.24	\$23,311,879.01	\$625,766.11	\$23,937,645.12	\$8,284,531.12	74.29%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$32,222,176.24	\$23,311,879.01	\$625,766.11	\$23,937,645.12	\$8,284,531.12	74.29%	

CASH ACCOUNT SUMMARY

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
July 31, 2023	\$14,509,668.38	\$3,900,000.00	\$ 10,609,668.38	\$691,180.19	\$810,984.12	\$16,011,832.68
August 31, 2023	\$14,864,331.97	\$3,900,000.00	\$ 10,964,331.97	\$703,447.48	\$812,362.81	\$16,380,142.26
September 30, 2023	\$13,321,040.33	\$3,900,000.00	\$ 9,421,040.33	\$718,176.53	\$813,654.68	\$14,852,871.54
October 31, 2023	\$10,772,401.74	\$3,900,000.00	\$ 6,872,401.74	\$732,376.85	\$805,078.21	\$12,309,856.79
November 30, 2023	\$9,423,404.17	\$3,900,000.00	\$ 5,523,404.17	\$745,110.87	\$806,391.34	\$10,974,906.37
December 31, 2023	\$7,933,341.48	\$3,900,000.00	\$ 4,033,341.48	\$754,768.94	\$714,573.06	\$9,402,683.48
January 31, 2024	\$19,957,519.95	\$3,900,000.00	\$ 16,057,519.95	\$772,453.30	\$715,881.69	\$21,445,854.93
February 29, 2024	\$19,393,838.38	\$3,900,000.00	\$ 15,493,838.38	\$782,768.60	\$716,960.21	\$20,893,567.18
March 31, 2024	\$19,695,745.15	\$3,900,000.00	\$ 15,795,745.15	\$799,520.69	\$718,040.35	\$21,213,306.19

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.



Memo

Item 9A

To: Board of Directors
From: Benjamin Porter, District Manager-Engineer
Date: April 17, 2024
Re: ESRI ArcGIS Software Renewal

Project Summary:

On April 16, 2014, the Board approved Staff to enter into an agreement with ESRI for the use of ArcGIS software to manage District's assets. The license agreement was for a three year term and was last renewed in May 5, 2021. Over the past three years, Staff have utilized ArcGIS Software to evolve and manage various aspects of the District's assets and documentation, adapting to the rapid developments within the District. These include district maps, as-built details, maintenance records, repair records, inspection records, underground pipe system, pump stations, capital assets of the District. ArcGIS is also used to provide engineering solutions to CIP and SSMP studies, incorporating risk assessment and analytical tools.

Renewal Plan:

The annual cost of the software package previously was \$25,000 per year. The proposed renewal plan for the next three years is as follows:

Year 1: \$27,000

Year 2: \$28,000

Year 3: \$29,000

Recommendation:

Staff recommends the Board to authorize District Manger to renew the ESRI agreement to continue the use of ArcGIS software. This license agreement is a commitment for three-year term from 2024-2027.

Attachment:

1. ArcGIS Agreement for Small Enterprise License Agreement 2024-2027.



March 28, 2024

Mr. Benjamin Porter
Cupertino Sanitary District
20863 Stevens Creek Blvd Ste 100
Cupertino, CA 95014-2110

Dear Benjamin,

The Esri Small Utility Enterprise Agreement (SUEA) is a three-year agreement that will grant your organization access to Esri term license software. The EA will be effective on the date executed and will require a firm, three-year commitment.

Based on Esri's work with several organizations similar to yours, we know there is significant potential to apply Geographic Information System (GIS) technology in many operational and technical areas within your organization. For this reason, we believe that your organization will greatly benefit from an Enterprise Agreement (EA).

An EA will provide your organization with numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Complete flexibility to deploy software products when and where needed

The following business terms and conditions will apply:

- All current departments, employees, and in-house contractors of the organization will be eligible to use the software and services included in the EA.
- If your organization wishes to acquire and/or maintain any Esri software during the term of the agreement that is not included in the EA, it may do so separately at the Esri pricing that is generally available for your organization for software and maintenance.
- The organization will establish a single point of contact for orders and deliveries and will be responsible for redistribution to eligible users.
- The organization will establish a Tier 1 support center to field calls from internal users of Esri software. The organization may designate individuals as specified in the EA who may directly contact Esri for Tier 2 technical support.
- The organization will provide an annual report of installed Esri software to Esri.
- Esri software and updates that the organization is licensed to use will be automatically available for downloading.
- The fee and benefits offered in this EA proposal are contingent upon your acceptance of Esri's Small Utility EA terms and conditions.

- Licenses are valid for the term of the EA.

The terms and conditions in this Small Utility EA offer are for utilities with a total meter count which falls under the applicable tier in the Esri EA Small Utility Program. By accepting this offer, you confirm that your organization's meter count falls within this range on the date of signature and that you are therefore eligible for this pricing. If your organization's meter count does not fall within this range, please confirm your current meter count, and Esri will provide a revised quotation.

This program offer is valid for 90 days. To complete the agreement within this time frame, please contact me within the next seven days to work through any questions or concerns you may have.

To expedite your acceptance of this EA offer:

1. Sign and return the EA contract with a Purchase Order or issue a Purchase Order that references this EA Quotation and includes the following statement on the face of the Purchase Order:

"THIS PURCHASE ORDER IS GOVERNED BY THE TERMS AND CONDITIONS OF THE ESRI SMALL UTILITY EA, AND ADDITIONAL TERMS AND CONDITIONS IN THIS PURCHASE ORDER WILL NOT APPLY."

Have it signed by an authorized representative of the organization.

2. On the first page of the EA, identify the central point of contact/agreement administrator. The agreement administrator is the party that will be the contact for management of the software, administration issues, and general operations. Information should include name, title (if applicable), address, phone number, and e-mail address.
3. In the purchase order, identify the "Ship to" and "Bill to" information for your organization.
4. Send the purchase order and agreement to the address, email or fax noted below:

Esri	e-mail: service@esri.com
Attn: Customer Service SU-EA	fax documents to: 909-307-3083
380 New York Street	
Redlands, CA 92373-8100	

I appreciate the opportunity to present you with this proposal, and I believe it will bring great benefits to your organization.

Thank you very much for your consideration.

Best Regards,
Jay Hoffman



Quotation # Q-515255

Date: March 28, 2024

Customer # 492253 Contract # ENTERPRISE AGREEMENT

Cupertino Sanitary District
20863 Stevens Creek Blvd Ste 100
Cupertino, CA 95014-2110

ATTENTION: Benjamin Porter
PHONE: (408) 477-7318
EMAIL: bporter@markthomas.com

Environmental Systems Research Institute, Inc.
380 New York St
Redlands, CA 92373-8100
Phone: (909) 793-2853
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

*To expedite your order, please attach a copy of this quotation to your purchase order.
Quote is valid from: 2/9/2024 To: 8/7/2024*

Material	Qty	Term	Unit Price	Total
168089	1	Year 1	\$27,000.00	\$27,000.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				
168089	1	Year 2	\$28,000.00	\$28,000.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				
168089	1	Year 3	\$29,000.00	\$29,000.00
Meter Counts 10,001 to 50,000 Small Utility Enterprise Agreement Annual Subscription				

Subtotal:	\$84,000.00
Sales Tax:	\$0.00
Estimated Shipping and Handling (2 Day Delivery):	\$0.00
Contract Price Adjust:	\$0.00
Total:	\$84,000.00

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Jay Hoffman	Email: jhoffman@esri.com	Phone: 1-800-447-9778 x5675
--	------------------------------------	---------------------------------------

The items on this quotation are subject to and governed by the terms of this quotation, the most current product specific scope of use document found at <https://assets.esri.com/content/dam/esrisites/media/legal/product-specific-terms-of-use/e300.pdf>, and your applicable signed agreement with Esri. If no such agreement covers any item quoted, then Esri's standard terms and conditions found at <https://go.esri.com/MAPS> apply to your purchase of that item. If any item is quoted with a multi-year payment schedule, then unless otherwise stated in this quotation, Customer is required to make all payments without right of cancellation. Third-party data sets included in a quotation as separately licensed items will only be provided and invoiced if Esri is able to provide such data and will be subject to the applicable third-party's terms and conditions. If Esri is unable to provide any such data set, Customer will not be responsible for any further payments for the data set. US Federal government entities and US government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Supplemental terms and conditions found at <https://www.esri.com/en-us/legal/terms/state-supplemental> apply to some US state and local government purchases. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's offerings. Acceptance of this quotation is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. Unless prohibited by law, the quotation information is confidential and may not be copied or released other than for the express purpose of system selection and purchase/license. The information may not be given to outside parties or used for any other purpose without consent from Esri. Delivery is FOB Origin for customers located in the USA.

Esri Use Only:

Cust. Name _____
Cust. # _____
PO # _____
Esri Agreement # _____



**SMALL ENTERPRISE AGREEMENT
SMALL UTILITY
(E215-2)**

This Agreement is by and between the organization identified in the Quotation ("**Customer**") and **Environmental Systems Research Institute, Inc. ("Esri")**.

This Agreement sets forth the terms for Customer's use of Products and incorporates by reference (i) the Quotation and (ii) the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this Agreement, the order of precedence for the documents shall be as follows: (i) the Quotation, (ii) this Agreement, and (iii) the Master Agreement. This Agreement shall be governed by and construed in accordance with the laws of the state in which Customer is located without reference to conflict of laws principles, and the United States of America federal law shall govern in matters of intellectual property. The modifications and additional rights granted in this Agreement apply only to the Products listed in Table A.

**Table A
List of Products**

Uncapped Quantities

Desktop Software and Extensions (Single Use)

ArcGIS Desktop Advanced
ArcGIS Desktop Standard
ArcGIS Desktop Basic
ArcGIS Desktop Extensions: ArcGIS 3D Analyst,
ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
ArcGIS Publisher, ArcGIS Network Analyst, ArcGIS
Schematics, ArcGIS Workflow Manager, ArcGIS Data
Reviewer

Enterprise Software and Extensions

ArcGIS Enterprise (Advanced and Standard)
ArcGIS Monitor
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst,
ArcGIS Spatial Analyst, ArcGIS Geostatistical Analyst,
ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS
Workflow Manager, ArcGIS Data Reviewer

Enterprise Additional Capability Servers

ArcGIS Image Server

Developer Tools

ArcGIS Runtime Standard
ArcGIS Runtime Analysis Extension

Limited Quantities

One (1) Professional subscription to ArcGIS Developer
Two (2) ArcGIS CityEngine Single Use Licenses
50 ArcGIS Online Viewers
50 ArcGIS Online Creators
10,000 ArcGIS Online Service Credits
50 ArcGIS Enterprise Creators
5 ArcGIS Insights in ArcGIS Enterprise
5 ArcGIS Insights in ArcGIS Online
10 ArcGIS Location Sharing User Type Extension (Enterprise)
10 ArcGIS Location Sharing User Type Extension (Online)
50 ArcGIS Advanced Editing User Type Extensions (Enterprise)
1 ArcGIS Business Analyst Web App Standard (Online)

OTHER BENEFITS

Number of Esri User Conference registrations provided annually	2
Number of Tier 1 Help Desk individuals authorized to call Esri	3
Maximum number of sets of backup media, if requested*	2
Five percent (5%) discount on all individual commercially available instructor-led training classes at Esri facilities purchased outside this Agreement	

*Additional sets of backup media may be purchased for a fee

Customer may accept this Agreement by signing and returning the whole Agreement with (i) the Quotation attached, (ii) a purchase order, or (iii) another document that matches the Quotation and references this Agreement ("**Ordering Document**"). **ADDITIONAL OR CONFLICTING TERMS IN CUSTOMER'S PURCHASE ORDER OR OTHER DOCUMENT WILL NOT APPLY, AND THE TERMS OF THIS AGREEMENT WILL GOVERN.** This Agreement is effective as of the date of Esri's receipt of an Ordering Document, unless otherwise agreed to by the parties ("**Effective Date**").

Term of Agreement: Three (3) years

This Agreement supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the Products. Except as provided in Article 4—Product Updates, no modifications can be made to this Agreement.

Accepted and Agreed:

(Customer)

By: _____
Authorized Signature

Printed Name: _____

Title: _____

Date: _____

CUSTOMER CONTACT INFORMATION

Contact: _____

Telephone: _____

Address: _____

Fax: _____

City, State, Postal Code: _____

E-mail: _____

Country: _____

Quotation Number (if applicable): _____

1.0—ADDITIONAL DEFINITIONS

In addition to the definitions provided in the Master Agreement, the following definitions apply to this Agreement:

"Case" means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.

"Deploy", "Deployed" and "Deployment" mean to redistribute and install the Products and related Authorization Codes within Customer's organization(s).

"Fee" means the fee set forth in the Quotation.

"Maintenance" means Tier 2 Support, Product updates, and Product patches provided to Customer during the Term of Agreement.

"Master Agreement" means the applicable master agreement for Esri Products incorporated by this reference that is (i) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement> and available in the installation process requiring acceptance by electronic acknowledgment or (ii) a signed Esri master agreement or license agreement that supersedes such electronically acknowledged master agreement.

"Product(s)" means the products identified in Table A—List of Products and any updates to the list Esri provides in writing.

"Quotation" means the offer letter and quotation provided separately to Customer.

"Technical Support" means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of Product corrections or modifications.

"Tier 1 Help Desk" means Customer's point of contact(s) to provide all Tier 1 Support within Customer's organization(s).

"Tier 1 Support" means the Technical Support provided by the Tier 1 Help Desk.

"Tier 2 Support" means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.

2.0—ADDITIONAL GRANT OF LICENSE

2.1 Grant of License. Subject to the terms and conditions of this Agreement, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the Products listed in Table A—List of Products for the Term of Agreement (i) for the applicable Fee and (ii) in accordance with the Master Agreement.

2.2 Consultant Access. Esri grants Customer the right to permit Customer's consultants or contractors to use the Products exclusively for Customer's benefit. Customer will be solely responsible for compliance by consultants and contractors with this Agreement and will ensure that the consultant or contractor discontinues use of Products upon completion of work for Customer. Access to or use of Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the Software or Data on Contractor servers for the benefit of Customer.

3.0—TERM, TERMINATION, AND EXPIRATION

3.1 Term. This Agreement and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Term of Agreement, unless this Agreement is terminated earlier as provided herein. Customer is only authorized to use Products during the Term of Agreement. For an Agreement with a limited term, Esri does not grant Customer an indefinite or a perpetual license to Products.

3.2 No Use upon Agreement Expiration or Termination. All Product licenses, all Maintenance, and Esri User Conference registrations terminate upon expiration or termination of this Agreement.

3.3 Termination for a Material Breach. Either party may terminate this Agreement for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach.

3.4 Termination for Lack of Funds. For an Agreement with government or government-

owned entities, either party may terminate this Agreement before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.

3.5 Follow-on Term. If the parties enter into another agreement substantially similar to this Agreement for an additional term, the effective date of the follow-on agreement will be the day after the expiration date of this Agreement.

4.0—PRODUCT UPDATES

4.1 Future Updates. Esri reserves the right to update the list of Products in Table A—List of Products by providing written notice to Customer. Customer may continue to use all Products that have been Deployed, but support and upgrades for deleted items may not be available. As new Products are incorporated into the standard program, they will be offered to Customer via written notice for incorporation into the Products schedule at no additional charge. Customer's use of new or updated Products requires Customer to adhere to applicable additional or revised terms and conditions in the Master Agreement.

4.2 Product Life Cycle. During the Term of Agreement, some Products may be retired or may no longer be available to Deploy in the identified quantities. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle>. Updates for Products in the mature and retired phases may not be available. Customer may continue to use Products already Deployed, but Customer will not be able to Deploy retired Products.

5.0—MAINTENANCE

The Fee includes standard maintenance benefits during the Term of Agreement as specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>). At Esri's sole discretion, Esri may make patches, hot fixes, or updates available for download. No Software other

than the defined Products will receive Maintenance. Customer may acquire maintenance for other Software outside this Agreement.

a. Tier 1 Support

1. Customer will provide Tier 1 Support through the Tier 1 Help Desk to all Customer's authorized users.
2. The Tier 1 Help Desk will be fully trained in the Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.
4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, or data involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals by written notice to Esri.

b. Tier 2 Support

1. Tier 2 Support will log the calls received from Tier 1 Help Desk.
2. Tier 2 Support will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to

supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.

4. Tier 2 Support will attempt to resolve the Case submitted by Tier 1 Help Desk.
5. When the Case is resolved, Tier 2 Support will communicate the information to Tier 1 Help Desk, and Tier 1 Help Desk will disseminate the resolution to the user(s).

6.0—ENDORSEMENT AND PUBLICITY

This Agreement will not be construed or interpreted as an exclusive dealings agreement or Customer's endorsement of Products. Either party may publicize the existence of this Agreement.

7.0—ADMINISTRATIVE REQUIREMENTS

7.1 OEM Licenses. Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this Agreement. Customer will not seek any discount from the OEM partner or Esri based on the availability of Products under this Agreement. Customer will not decouple Esri products or services from the OEM partners' application or service.

7.2 Annual Report of Deployments. At each anniversary date and ninety (90) calendar days prior to the expiration of this Agreement, Customer will provide Esri with a written report detailing all Deployments. Upon request, Customer will provide records sufficient to verify the accuracy of the annual report.

8.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

8.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download,

operate, or allow access to the Products. If this is a multi-year Agreement, Esri may invoice the Fee up to thirty (30) calendar days before the annual anniversary date for each year.

- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at a monthly rate equal to the lesser of one percent (1.0%) per month or the maximum rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.

- c. Esri's federal ID number is 95-2775-732.

- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB Destination, with shipping charges prepaid. Customer acknowledges that should sales or use taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such sales or use tax associated with the receipt of tangible media.

8.2 Order Requirements. Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own process requirements, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. If this is a multi-year Agreement, Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before the annual anniversary date for each year.

- a. All orders pertaining to this Agreement will be processed through Customer's centralized point of contact.

- b. The following information will be included in each Ordering Document:

- (1) Customer name; Esri customer number, if known; and bill-to and ship-to addresses
- (2) Order number
- (3) Applicable annual payment due

9.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer with or into another corporation or entity; (ii) Customer's acquisition of another entity; or (iii) a transfer or sale of all or part of Customer's organization (subsections i, ii, and iii, collectively referred to as "**Ownership Change**"). There will be no decrease in Fee as a result of any Ownership Change.

- 9.1 If an Ownership Change increases the cumulative program count beyond the maximum level for this Agreement, Esri reserves the right to increase the Fee or terminate this Agreement and the parties will negotiate a new agreement.
- 9.2 If an Ownership Change results in transfer or sale of a portion of Customer's organization, that portion of Customer's organization will transfer the Products to Customer or uninstall, remove, and destroy all copies of the Products.
- 9.3 This Agreement may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer will require any successor entity to uninstall, remove, and destroy the Products. This Agreement will terminate upon such Ownership Change.



Navigate to:

You are logged-in as: vsk003 . If this account does not belong to you, please log out.

Sanitary Sewer Systems – Annual Report Data

[Back to Sanitary Sewer Systems Main Menu](#)

Sanitary Sewer System:	Cupertino SD CS	Agency:	Cupertino Sanitary District
Regional Board:	Region 2 - San Francisco Bay	WDID:	2SSO10125
Report ID details:	127-C, Year: 2023, Version:1.0	Report Status:	Ready to Certify 2024-03-28 14:10:49.0 Not Due

Annual Report General Info

[Attachments](#)

[Certification](#)

Confirmation: Annual Report is now Ready for Certification.

Annual Report

Continuing Enrollee Annual Report covering the previous calendar year is due by April 1, of each year.

Note: All questions are required to be answered. Enter NA or 0 for questions that do not apply.

Save Work in Progress

Ready to Certify

*1. Sanitary Sewer System Category:	<input type="text" value="Municipal(Public)"/>
*2. What is the population served by your agency's sanitary sewer system?	<input type="text" value="59000"/>
3. Please identify the total number of employees (technical and mechanical) for your agency's sanitary sewer system (including pump station operations) working within the different classifications listed below:	
*3.a. Entry Level (Less than 2 years experience):	<input type="text" value="3"/>
*3.b. Journey Level (Greater than or equal to 2 years experience):	<input type="text" value="4"/>
*3.c. Supervisory Level:	<input type="text" value="1"/>
*3.d. Managerial Level:	<input type="text" value="1"/>
4. Please identify the total number of employees who hold CWEA Certification for Collection System Maintenance and/or Plant Maintenance-Includes Mechanical Technologist and Electrical/Instrumentation for your agency's sanitary sewer system (including pump station operations) for the various Certificates and Grade levels listed below:	
*4.a. Grade I:	<input type="text" value="4"/>
*4.b. Grade II:	<input type="text" value="1"/>
*4.c. Grade III:	<input type="text" value="0"/>
*4.d. Grade IV:	<input type="text" value="0"/>
*4.e. Grade V:	<input type="text" value="0"/>
*4.f. Certified through the Office of Water Programs at California State University, Sacramento's Certificate Program:	<input type="text" value="0"/>
*4.g. If other, specify:	<input type="text"/> <small>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</small>
5. Systems Information	
*5.a. How many miles of forced mains and other pressure systems?	<input type="text" value="3"/>
*5.b. How many miles of gravity sewers?	<input type="text" value="280"/>

1000 characters remaining.

<p>*5.c. Estimated size distributions of assets (note: total % must sum to 100%)?</p>	<p>*Diameter of sewer pipe</p>	<p>*Gravity Mainlines (%)</p>	<p>*Force Mains (%)</p>	
	6 inches or less	<input type="text" value="29"/>	<input type="text" value="79"/>	
	8 inches	<input type="text" value="58"/>	<input type="text" value="0"/>	
	9 - 18 inches	<input type="text" value="12"/>	<input type="text" value="21"/>	
	19 - 36 inches	<input type="text" value="1"/>	<input type="text" value="0"/>	
	> 36 inches	<input type="text" value="0"/>	<input type="text" value="0"/>	
	Unknown Diameter	<input type="text" value="0"/>	<input type="text" value="0"/>	
Totals	<input type="text" value="100"/>	<input type="text" value="100"/>		
<p>*5.d. Number of upper and lower service laterals connected to the system:</p>	<input type="text" value="16300"/>			
<p>*5.e. Estimated number of upper and lower service laterals owned and/or operated by the Enrollee:</p>	<input type="text" value="16300"/>			
<p>*5.f. Which portion of laterals is your agency responsible for? (If the answer to question 5.e. is None, answer 0 (zero) for question-5.f.1.)</p>	<input type="text" value="Lower only"/>			
<p>*5.f.1 Estimated total miles of laterals your agency is responsible for?</p>	<input type="text" value="90"/>			
<p>*5.g. Approximately, what percentage of your sewer system piping and number of pump stations were constructed between the years of: (note: Gravity Mainlines and Force Mains % Totals must sum to 100%)</p>	<p>(*) "Age" is the year that the asset was originally constructed. For pump stations, flow categories are the maximum flow rate occurring over a 24-hr period based on annual operating data (i.e., flow measurement) or calculated peak flow.</p>			
	<p>*Age</p>	<p>*Gravity Mainlines Force Mains (%)</p>	<p>*Pump Stations (*) 75,000 Gal/day or Over (number of stations)</p>	<p>*Pump Stations (*) Under 75,000 Gal/day (number of stations)</p>
	2020 - Present	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	2000 - 2019	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="38"/>
	1980 - 1999	<input type="text" value="4"/>	<input type="text" value="50"/>	<input type="text" value="50"/>
	1960 - 1979	<input type="text" value="19"/>	<input type="text" value="50"/>	<input type="text" value="12"/>
	1940 - 1959	<input type="text" value="26"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	1920 - 1939	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	1900 - 1919	<input type="text" value="25"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Before 1900	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Unknown Age	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	
<p>*5.h. Estimated total miles of your sewer system not accessible for maintenance:</p>	<input type="text" value="62"/>			
<p>*6. How many miles of sewer system did you clean last year?:</p>	<input type="text" value="218"/>			
<p>*7. How many miles of sewer system was inspected last year? (i.e., video</p>	<input type="text" value="40"/>			

closed-circuit television (CCTV) or alternative inspection methods)?:

*8. Where does this sanitary sewer system discharge to?:

*WDID	Name and Address	*Where does this SSS discharges to:
<input type="text" value="2SSO10187"/>	<input type="text" value="Santa Clara City CS, 1500 Warburton Avenue, Santa Clara"/>	<input type="text" value="WWTP other agency"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*9. Are there any satellite tributary sanitary sewer systems?:

*9.a. If yes, please list them below:

*Tributary system owned by your agency?	*Tributary Collection System Name	*Tributary Collection System WDID
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>

*9.b. If you have more than five tributary systems, use this field to enter info of the sixth, seventh, ...:

(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) 1000 characters remaining.

*10. How many gravity mainline aerial or under ground crossings of water bodies (i.e. gravity sewer lines crossing over water bodies) are located throughout the sewer system:

*11. How many force main (pressurized pipe) aerial or under ground crossings of water bodies (e.g. pressurized sewer lines crossing over or under water bodies) are located throughout the sewer system?:

*12. How many siphons used to convey sewage are located throughout the sewer system?:

*13. Did you attach System Performance Evaluation as specified in section 5.11 (System Performance Analysis) of this General Order?:

*14. Is the system's Spill Emergency Response Plan upto date?:

*15. Major spill causes (for example, root intrusion, grease deposition):

*15.a. If other, describe::

(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box) 845 characters remaining.

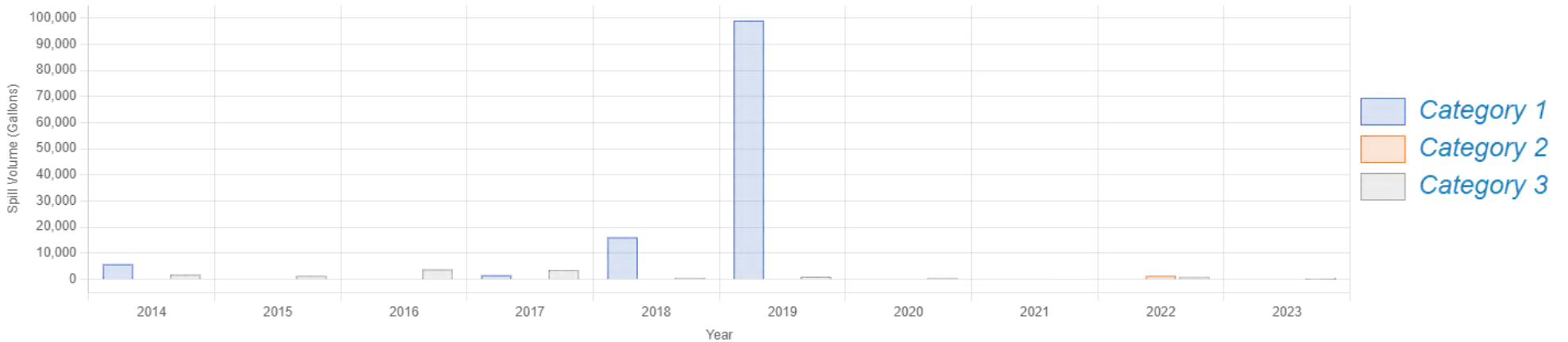
<p>*16. System infrastructure failure points (for example, main, pump station, lateral, etc.):</p>	<input type="text" value="Lower Lateral"/>
<p>*16.a. If other, describe::</p>	<div data-bbox="483 184 1193 268" style="border: 1px solid gray; padding: 5px;"> <p>Broken laterals and/or mainlines due root intrusion or at some locations due to aging infrastructure.</p> </div> <p style="text-align: right; color: red;">899 characters remaining.</p> <p>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*17. Ongoing spill investigations:</p>	<div data-bbox="483 321 1193 510" style="border: 1px solid gray; padding: 5px;"> <p>The District tracks the areas of possible spill issues when performing CCTV inspections. It records the mains and laterals with sewer root intrusions, blockages, or with several structural defects or breaks and reports the Operation & Maintenance team for increased frequency of cleaning and or recommends rehabilitation project. Installed Smart Cover on Manholes to improve notification of surcharging in the system; Designated On-Call Inspectors to investigate spill areas.</p> </div> <p style="text-align: right; color: red;">525 characters remaining.</p> <p>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<p>*18. Actions taken to address system deficiencies:</p>	<div data-bbox="483 583 1193 772" style="border: 1px solid gray; padding: 5px;"> <p>Increased frequency of preventive maintenance for some of the areas with more root intrusion issues. District has implemented Capital Improvements to reduce spills in the system and to increase system resiliency. In the next two years, District will be fixing all the pipes with severe structural defects with PACP 4 & 5 defects. The district will be spending \$2 Million in 2024 & 2025, to fix all the gravity mains with significant PACP 4 & 5 defects. The district is spending \$200 K for pump station capital improvements in 2024.</p> </div> <p style="text-align: right; color: red;">467 characters remaining.</p> <p>(Attach document if description is greater than 1000 characters, enter "See Attachment" into the box)</p>
<div style="display: flex; justify-content: space-between;"> <div data-bbox="126 846 370 888" style="border: 1px solid gray; padding: 5px; border-radius: 5px;">Save Work in Progress</div> <div data-bbox="402 846 597 888" style="border: 1px solid gray; padding: 5px; border-radius: 5px;">Ready to Certify</div> </div>	
<p>Note: Questions with "*" are required to be answered.</p>	

System Performance Analysis Graphs (WDID = 2SSO10125)

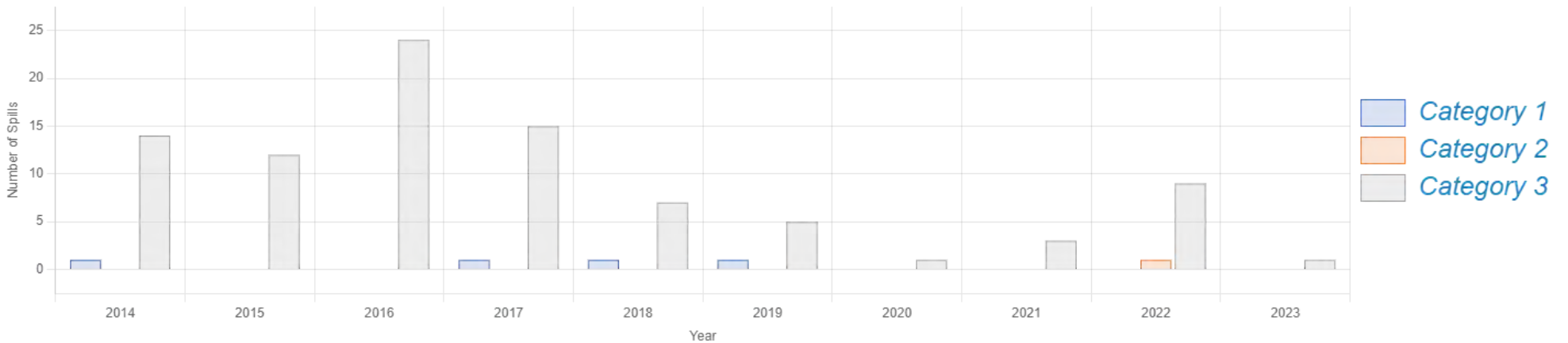
The following System Performance Analysis Graphs represent the enrolled system's Category 1, 2, and 3 total spill volume and total number of spills on a running 10-year basis. The Enrollee shall include these graphs in its Annual Report per section 5.11 of the General Order.

[Click to Print This Page \(Select Printer as Adobe PDF and Orientation as Landscape\)](#)

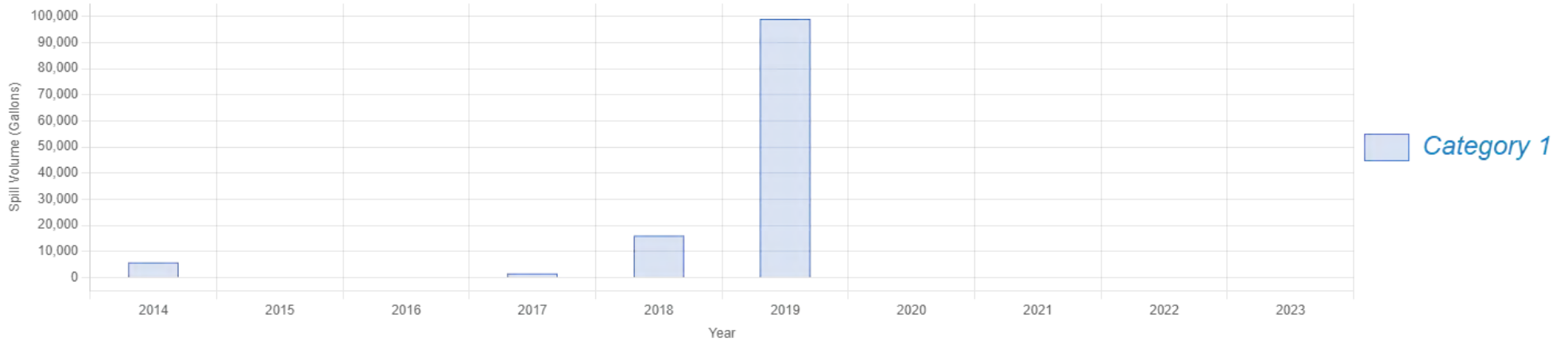
Graph 1 - Total Spill Volume Per Year Per Category



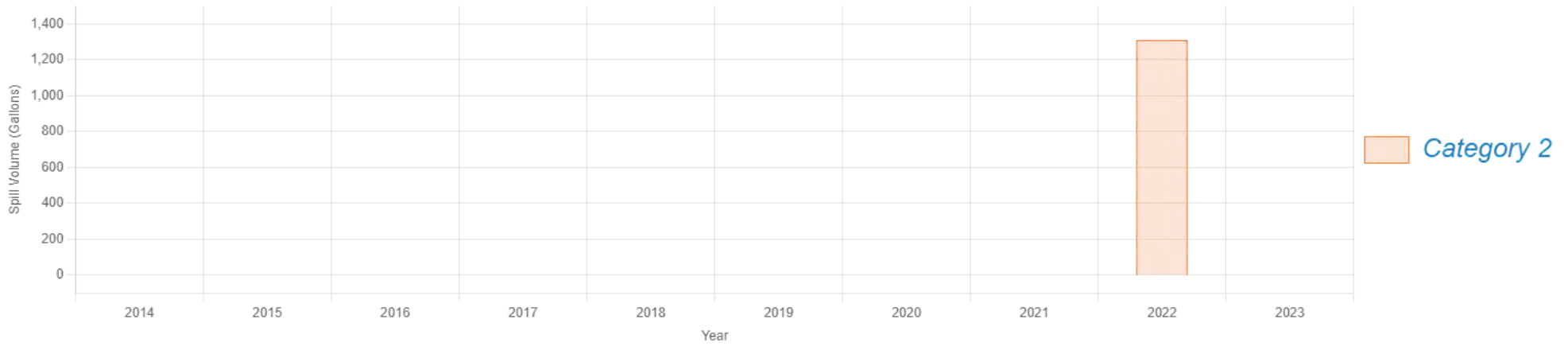
Graph 2 - Total Number Of Spills Per Year Per Category



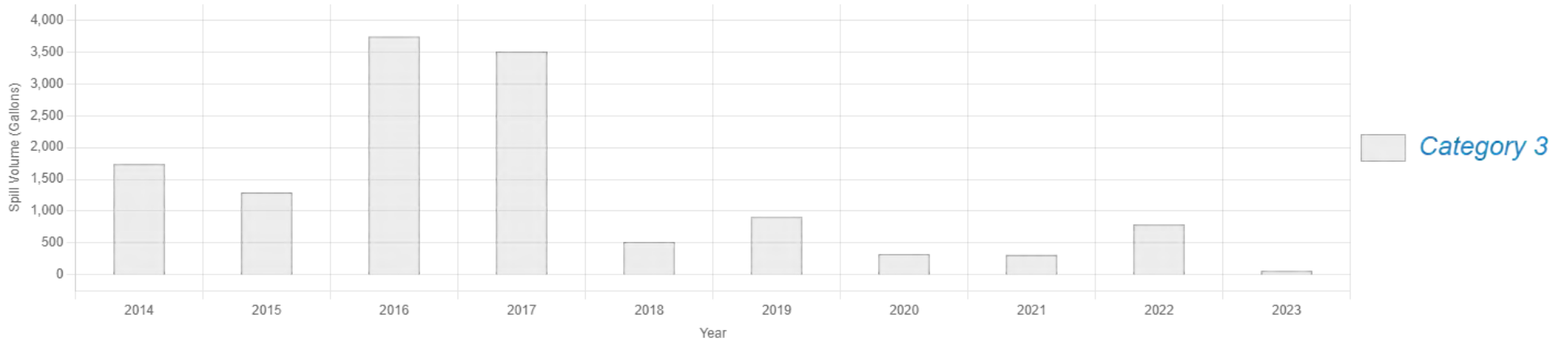
Category 1 - Total Spill Volume per Year



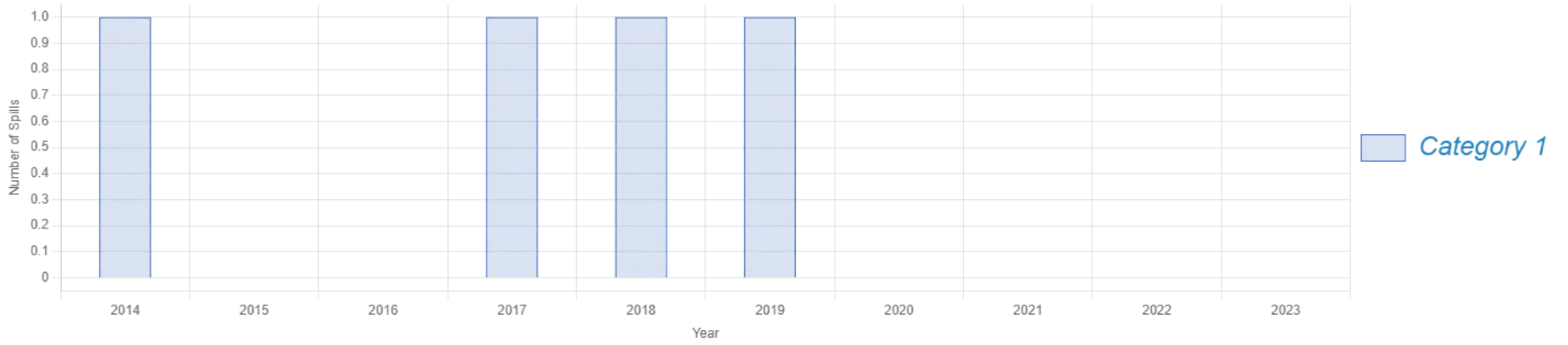
Category 2 - Total Spill Volume per Year



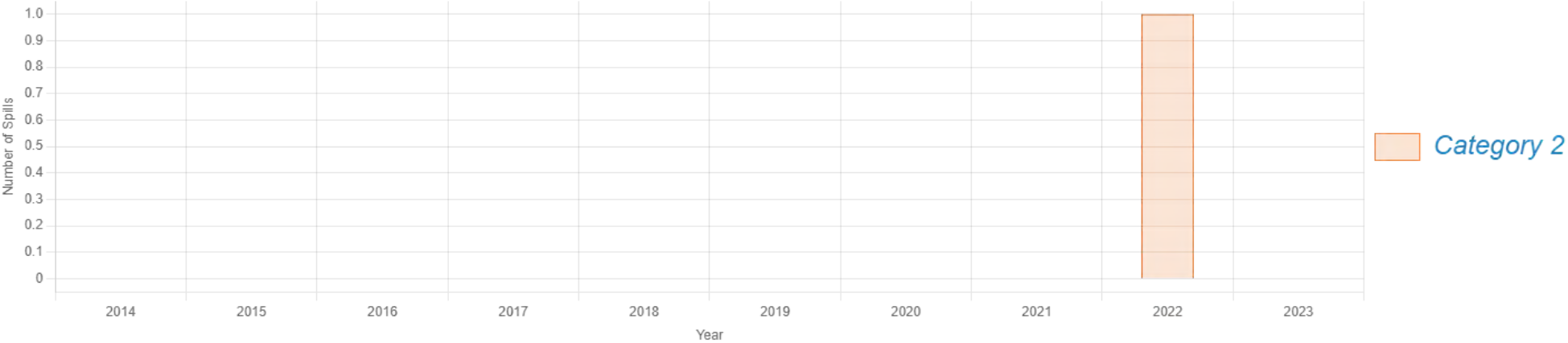
Category 3 - Total Spill Volume per Year



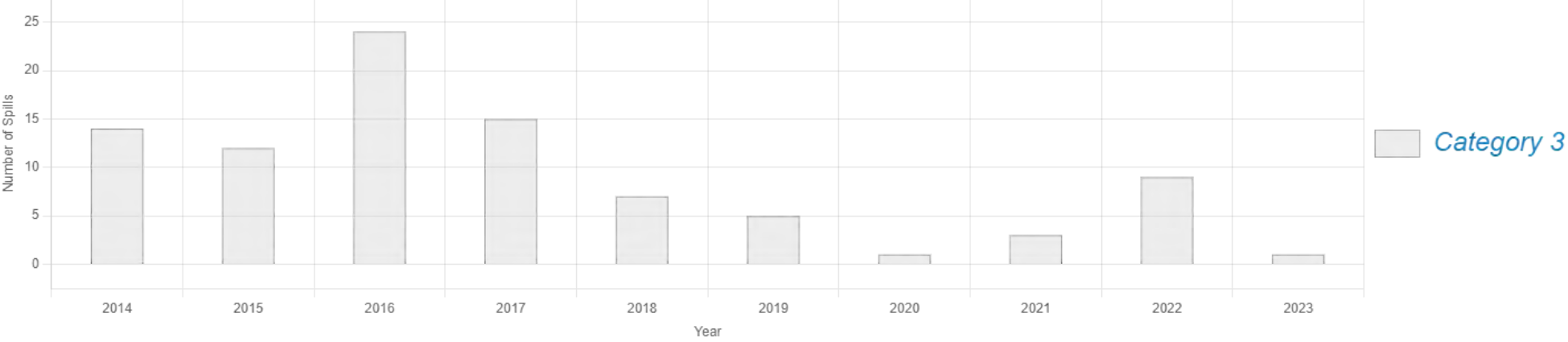
Category 1 - Total Number of Spills per Year

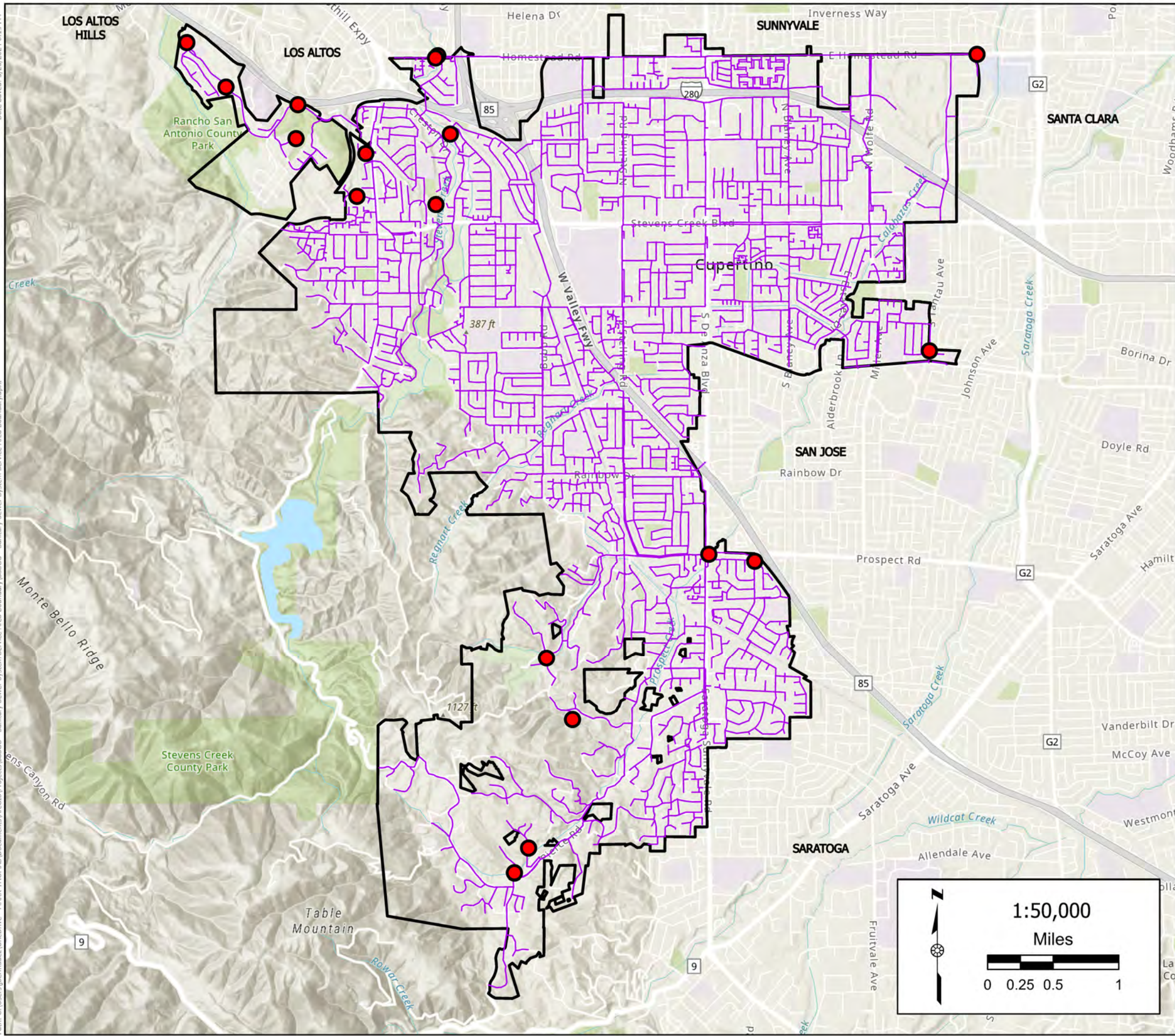


Category 2 - Total Number of Spills per Year



Category 3 - Total Number of Spills per Year

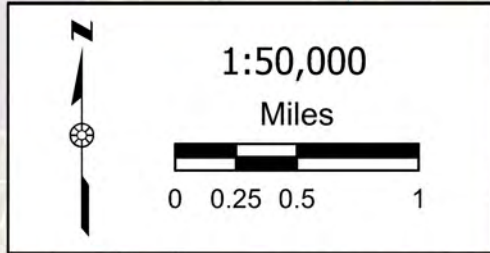




Cupertino Sanitary District Sanitary Sewer System Service Area Boundary

Legend

- CUSD_SSSSA_Boundary
- CUSD Sanitary Mains
- CUSD Lift Sations



RESOLUTION NO. 1348

**A RESOLUTION OF THE SANITARY BOARD OF THE CUPERTINO
SANITARY DISTRICT REQUESTING AND CONSENTING TO
CONSOLIDATION OF ELECTIONS**

WHEREAS, a Biennial General Election has been ordered to be held on Tuesday, November 5, 2024, in the Cupertino Sanitary District of Santa Clara County for the purpose of electing:

Number of Seat (s)	Length of Term	Exact Title of Each Office to be Held
3	4 Years	Member of the Board of Directors

and,

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of the Elections Code of the State of California, such election may be either completely or partially consolidated; and,

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That pursuant to Section 10403 of the Elections Code, the Board of Directors of the Cupertino Sanitary District calls for an election to be held on November 5, 2024 and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

Section 2. That the Board of Directors of the Cupertino Sanitary District requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Elections Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

Section 3. That pursuant to Section 10508 of the Elections Code of the State of California, said officers are to be elected At Large.

Section 4. That pursuant to Sections 10002 and 10520 of the Elections Code of the State of California, each district involved in a district general election in an affected county shall reimburse the county for the actual costs incurred by the county elections official in conducting the district general election for that district.

Section 5. That the candidates' statements of qualifications shall be limited to:

- 200 words and,
- That the cost of printing, translating and distributing said statements shall be borne by the candidates who file such statements and,
- That each candidate who files such a statement shall be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

Section 6. That pursuant to Section 10522 the Elections Code of the State of California, a current map showing the boundaries of the district is herewith submitted.

Section 7. That pursuant to Section 10551 and 15651 of the Elections Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by lot.

Section 8. That the following is listed below:

- 1) Names of all current Board Members; and,
- 2) Term: full or short; and,
- 3) Seats elected by: District or At Large

Member Names	Term: Full or Short	Seats Elected by Division/At Large
Patrick S. Kwok	Full Term 2022-2026	Appointed
Taghi S. Saadati	Full Term 2022-2026	Appointed
William A. Bosworth	Full Term 2020-2024	Elected by at Large
Angela S. Chen	Full Term 2020-2024	Elected by at Large
David A. Doyle	Short Term 2022-2024	Appointed for Term 2020-2024 (Normally is Elected by at Large)

PASSED and ADOPTED by the Board of Directors of the Cupertino Sanitary District, State of California on 17th day of April 2024, by the following vote:

AYES, and in favor thereof:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

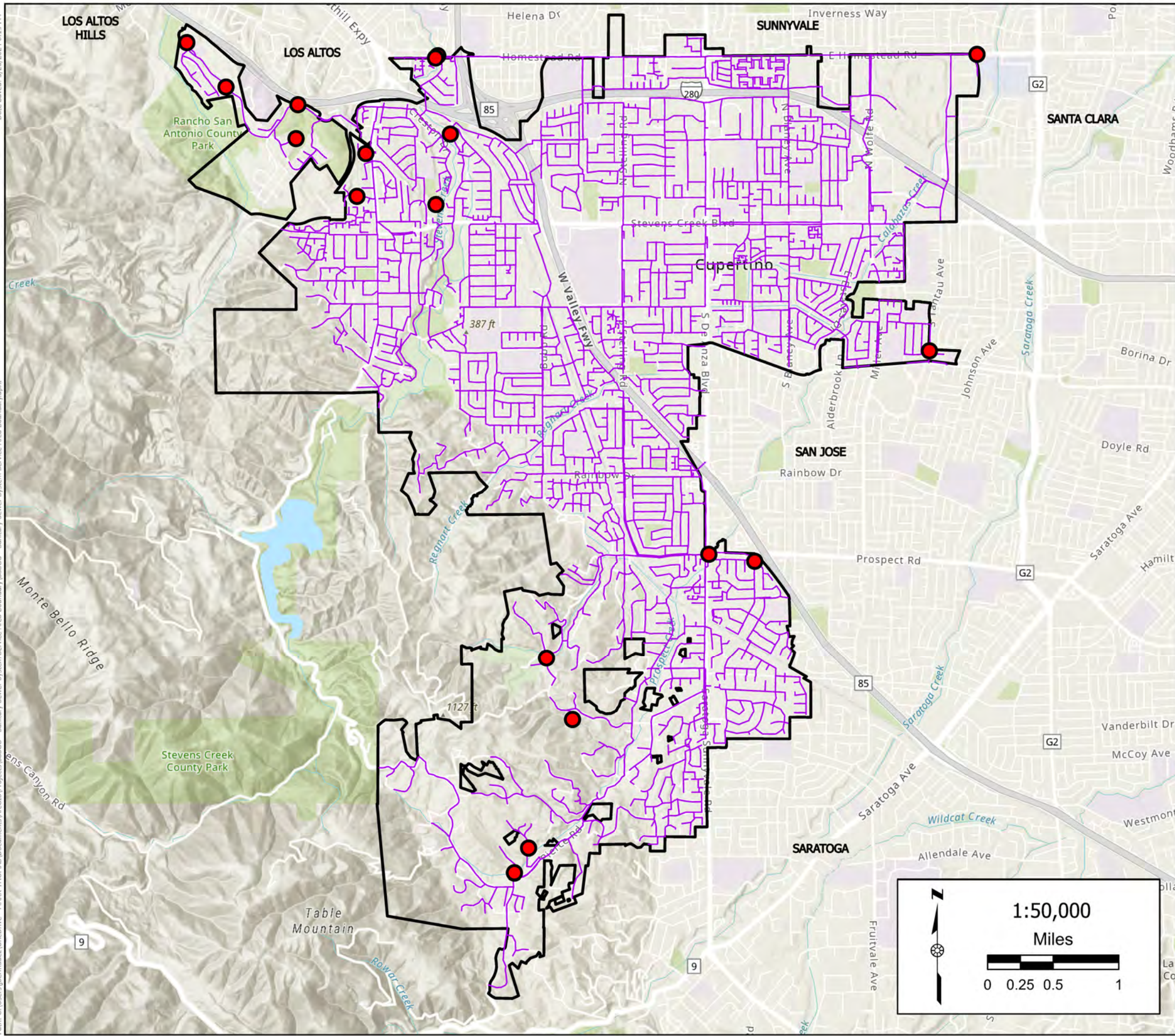
Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District

APPROVED AS TO FORM AND LEGALITY:

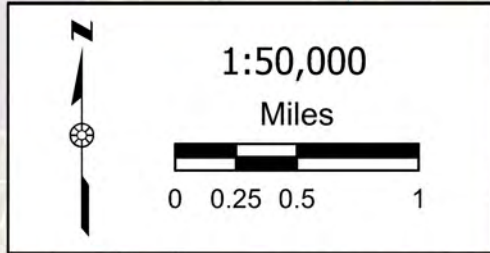
Marc Hynes, District Counsel



Cupertino Sanitary District Sanitary Sewer System Service Area Boundary

Legend

- CUSD_SSSSA_Boundary
- CUSD Sanitary Mains
- CUSD Lift Stations



INFORMATION SHEET

(To be returned with Resolution)

Cupertino Sanitary District

DISTRICT CONTACT:

Name/Title: Benjamin T. Porter – District Manager-Engineer

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

Phone: 408-253-7071

Email: bporter@markthomas.com

DISTRICT OFFICE DATES AND HOURS OF OPERATION:

Monday – Friday 8:00am – 5:00pm

Date: April 17, 2024

Signed _____

Print Name: Benjamin T. Porter

Item 10A

Future Development Projects:

Prep. Date: 3/28/2024

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Re-Development Fees	Estimated Construction	FY 2024-2025 Probability of collection	Collected in 24/25	Collected After 24/25	Remarks
1	Atria Cupertino (Westport) - Senior Living	21255 Stevens Creek Boulevard	Building	Sent	\$ 1,669,354.93	\$ 1,900,000.00	FY24-25	75%	\$ 1,252,016.20	\$ 417,338.73	- Met with the developer to discuss the IA, Bonds and payment deadline, offered flexibility. - Construction begins in 6-9 months from March 14, 2024.
2	Canyon Crossing Redevelopment	10625 S Foothill Boulevard	Building (Demo permit)	Sent	\$ 310,118.00	\$ 312,000.00	*	0%	\$ -	\$ 310,118.00	Note: Includes pump zone fee \$43,710.91 1/26/2024: Followed up with the developer concerning the final design of the sewer connection to the CUSD sewer system. Currently in the process of finalizing the demolition permit. 2/20/2024: Sent another email to follow-up with Developer. 3/14/2024: Developer will provide latest update in the next few days
3	Hamptons Apartments - (942 residential units)	19500 Pruneridge Avenue	On-hold/Building	Drafted	\$ 9,591,444.00	*	FY26-27	0%	\$ -	\$ 9,591,444.00	6/26/2023: Plan received but not sure the project status yet. - (942 residential units) IA needs to be updated, Wolf Rd, west of apple spaceship - Part of the City of Cupertino approved project list (2016); Project construction would require demolition of all existing units.
4	Leon Townhomes - 7 Townhomes	10046 BIANCHI WAY	Planning - Approved	IA to be updated During Building Phase	\$ 86,408.00	\$ 97,000.00	FY 25-26	1%	\$ 864.08	\$ 85,543.92	2nd submittal review completed May 19, 2023.
5	Rise Redevelopment - Phase 1	10123 North Wolfe Road	Planning - Phase 1	NA	\$ 18,278,969.34	1.67 Mil.	FY 25-26	1%	\$ 182,789.69	\$ 18,096,179.65	12/13/2023: Vallico notified the District of the submission of a revised project update, including a reduced scope. A meeting will be scheduled to discuss the changes. 2/1/2024 Met with the development in early Jan and recieved information about the phasing plans this week, CUSD will be reviewing their phasing plan and draft an IA for phase 1. 2/19/2024: Emailed developer and asked them why they want to remain private and requesting O&M plan, rehabilitation program, and ownership if it were to remain private.
6	Rise Redevelopment -Additional Phases	10123 North Wolfe Road	Planning	NA	\$ 17,417,563.18	*	FY 27-28	0%	\$ -	\$ 17,417,563.18	-
6	Marina Plaza (DeAnza Ventures)	10415 N De Anza Boulevard	Planning S3	Drafted	\$ 3,558,664.00	*	FY 25-26	0%	\$ -	\$ 3,558,664.00	Project on hold - until a more favorable interest rate becomes available
7	District McClellan - subdivide the parcel into 6 lots (SF)	20860 McClellan Road	Building	Sent IA	\$ 82,476.00	\$ 92,000.00	FY24-25	70%	\$ 57,733.20	\$ 24,742.80	The third submittal review was concluded around the end of August 2023. -10/25/2023 Original owner sold the project to another developer; therefore it is needed to update the IA to reflect the new ownership. -11/13/2023 Updated IA; Pending for review. -2/1/2024: Received the 5th submittal, updated the IA with the new rate/budget. Currently reviewing now. -2/6/2024: Responded to the fifth submittal and sent the IA to the developer.
8	1655 S. DeAnza Redevelopment - 2 Parcels into 34 residential units	1655 S. DeAnza	Planning	*	\$ 467,240.00	*	FY25-26	1%	\$ 4,672.40	\$ 462,567.60	Preparing to apply for Building Permit
9	10619 S De Anza Blvd - Mixed Use (2090 SF Commercial & 11 Residential Units)	10619 S De Anza Blvd	Planning	*	\$ 163,045.20	*	FY26-27	0%	\$ -	\$ 163,045.20	There have been no updates since Submittal #1 from the applicant 12/23/2022.
10	141 Housing on 2 Existing Commercial Parcels (Indian Restaurant & Daycare. Across from The Counter Burger)	20015 Stevens Creek Boulevard	Planning	*	\$ 1,441,926.75	*	FY25-26	0%	\$ -	\$ 1,441,926.75	- Added on 5/15/2023 -10/25/2023 A new submission has been received this week, revising the total apartments to 141 (originally 134 units). -11/13/2023: Submittal had been reviewed and addressed.
11	Four Lot subdivision (SF)	20638 Cleo Avenue	Planning	*	\$ 54,984.00	*	FY26-27	0%	\$ -	\$ 54,984.00	2nd submittal - Demo Permit on 4/28/2023 3/28/2024: 2nd submittal has been reviewed and sent.
12	Idlewild Cupertino (Across the street from Rise) - 76 Condos & 2,000 SF Retail	10065 E. Estates Drive	Planning	*	\$ 1,049,676.00	*	FY26-27	0%	\$ -	\$ 1,049,676.00	- Plan check completed back in 2022 - Received additional request for As Builts
13	Alan Row - 9 Townhouses	22690 Stevens Creek Blvd.	Construction	Fully Executed	\$ 112,498.00	132 K	2024	0%	\$ -	\$ -	-11/13/2023: The Developer has requested the release of the faithful performance bond on Nov 7, 2023, but as the final paving is still pending due to PG&E, there is a possibility of needing to renew the bond, which expires on November 25, 2023. -11/27/2023 Waiting for the developer to renew the bond and provide an updates.
14	Mountain Winery - Single Family Residential subdivision	Pierce Road APN 503-46-005 (Masson Estates)	Planning	-	\$ 454,888.00	*	FY25-26	1%	\$ 4,548.88	\$ 450,339.12	-11/13/2023: To review plans, determine capacity. -12/15/2023: Draft Notice of Violation and Will -Serve Letter were submitted to District Manager for review. -1/31/2024: Sent "Will Serve Requirement" letter to the City Planning Department.
15	58 Townhomes - Summerhill Homes (Across from the office at Pizza Hut, Fontanas, & Staples)	20840 Stevens Creek Blvd	Planning	*	\$ 797,268.00	*	FY25-26	1%	\$ 7,972.68	\$ 789,295.32	2/27/2024 PR-2024-003 Reviewed initial plan; additional utility details are required in order to proceed.
									\$ 1,510,597.13	\$ 53,913,428.27	

* Not enough information from developer to determine.

Spills

Start Date	Location	Cause of Spill	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)
None						

Emergency Calls - Causes

Received Calls - Business Hours	# of Calls	Received Calls - After Hours	# of Calls	Received Calls - Weekend	# of Calls
Root Intrusion	2	Root Intrusion	1	Root Intrusion	2
Onsite	1	Onsite	0	Grease	0
Grease	0	Grease	0	Offset	0
Broken Pipe	1	Offset	0	onsite	1
Others	2	Others	0	Others	1
Pump Station	0	Pump Station	0	Pump Station	0
Total:	6	Total:	1	Total:	4

Repairs

Address	Main/Lat	Description of Work
22263 De Anza Circle, Cupertino	Lat	Emergency spot repair of approximatley 6' of broken sewer lateral with new SDR-26 pipe 12' from PLCO.

Mainline Maintenance

	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2023-24 YTD	FY2023-24 Annual Schedule	% Complete (YTD/Annual Schedule)
Size of Pipe														
Mainline Cleaning (ft)	0	33,436	65,303	6,568	2,791	0	850	0	0	0	108,948	1,102,727	1,673,032	66%
Easement Cleaning (ft)	0	2,664	6,762	1,500	1,003	0	0	0	0	0	11,929	141,333	217,684	65%
CCTV (ft)	0	3,397	15,962	337	0	0	0	0	0	0	19,696	171,784	207,880	83%

Lateral Maintenance

Activity	# of Laterals	FY2023-24 YTD	FY2023-24 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	580	5,184	6,436	81%
CCTV	14	162		
Inspection	28	222		

FOG Inspection

	# of Inspections	YTD FY2023-24	FY2023-24 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	15	171		
Completed	13	146	265	55%
Follow up Needed	2			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 11A

APRIL 2024

04/03: 1st Regular Meeting
 04/08: TAC
 04/10: CASSE
 04/11: TPAC
 04/17: 2nd Regular Meeting

APRIL 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				

MAY 2024

05/01: 1st Regular Meeting
 05/06: TAC
 05/08: CASSE
 05/09: TPAC
 05/15: 2nd Regular Meeting

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

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						