

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, JANUARY 15, 2025**

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
Cupertino Sanitary District v. The City of San Jose, et al
California Sixth District Court of Appeal No: H052796

4. MINUTES & BILLS

- A. APPROVAL OF THE MEETING MINUTES OF DECEMBER 18, 2024
- B. APPROVED SPECIAL MEETING MINUTES OF DECEMBER 5, 2024
- C. APPROVED MEETING MINUTES OF NOVEMBER 20, 2024
- D. APPROVAL OF FINANCIAL REPORT AND PAYMENT OF BILLS
- E. TIMESHEETS

5. CORRESPONDENCE

NONE

6. MEETINGS

- A. CSRMA RISK MANAGEMENT SEMINAR TO BE HELD WEDNESDAY, JANUARY 29, 2025, AT HILTON PALM SPRINGS, CA
- B. CASA 2025 WINTER CONFERENCE TO BE HELD JANUARY 29-31, 2025, AT HILTON PALM SPRINGS, CA
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, FEBRUARY 10, 2025

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, JANUARY 15, 2025**

- A. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD ON WEDNESDAY, FEBRUARY 11, 2025
- D. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, FEBRUARY 13, 2025

7. REPORTS

- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, JANUARY 6, 2025, WAS CANCELED
- C. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE HELD ON WEDNESDAY, JANUARY 8, 2025
- D. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, JANUARY 9, 2025, WAS CANCELED

8. UNFINISHED BUSINESS

- A. CRISTO REY PUMP STATION

9. NEW BUSINESS

- A. ANNUAL RENEWAL OF GRANITENET SOFTWARE
- B. ORDINANCE NO. 133, AMENDING SEWER USE ORDINANCE
- C. ORDINANCE NO. 134, ADOPTING OPERATIONS CODE
- D. SEWER SYSTEM MANAGEMENT PLAN (SSMP) AUDIT (2024)

10. STAFF REPORT

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

11. CALENDAR ITEMS

- A. THE NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, FEBRUARY 5, 2025
- B. CASA WINTER CONFERENCE – JANUARY 29-31, PALM SPRINGS

12. ADJOURNMENT

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, DECEMBER 18, 2024

Item 4.A.

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 was taken, with the following members in attendance:

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

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:

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 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.

Board action: There was no reportable action.

President Chen adjourned the closed session at 7:12 p.m. and the regular meeting was called to order. Manager Porter and Administrative Clerk Martinez returned to the regular meeting.

4. MINUTES & BILLS:

- A. Approval of the Special Meeting Minutes of December 5, 2024

On a motion by Director Kwok, seconded by Director Bosworth by a vote of 5-0-0, the minutes of the Special Meeting held on Thursday, December 5, 2024, were approved as written.

- B. Approval of the Regular Meeting Minutes of November 20, 2024

On a motion by President Chen, seconded by Director Saadati by a vote of 5-0-0, the minutes of the Regular Meeting held on Wednesday, November 20, 2024, were approved as written.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, DECEMBER 18, 2024

C. Approved Meeting Minutes of November 6, 2024, are to be Noted & Filed.

D. Approval of Financial Report and Payment of Bills

On a motion by Director Doyle, seconded by Director Bosworth, by a vote of 5-0-0, the financial statements and warrants were approved.

E. Timesheets

The Board submitted their December timesheets to District Manager Porter.

5. CORRESPONDENCE:

A. Email from Resident – Linda Vista Drive Proposed Developments is to be Noted & Filed.

B. City of San Jose – Timetable for Completion of 2025-2026 Revenue Program is to be Noted & Filed.

C. City of San Jose – Third Quarter Adjustments for O&M and CIP Billings is to be Noted & Filed.

D. Santa Clara County Assessor's Annual Report 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 Committee (TAC) to be held on Monday, January 6, 2025.

B. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, January 8, 2025.

C. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, January 9, 2025.

7. REPORTS:

A. Director Bosworth reported on the Santa Clara County Special Districts Association meeting held on Monday, December 2, 2024.

B. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held on Monday, December 9, 2024.

C. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) teleconference held on Wednesday, December 11, 2024.

D. Director Kwok reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, December 12, 2024.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, DECEMBER 18, 2024

8. UNFINISHED BUSINESS:

A. Cristo Rey Pump Station

Manager Porter gave a report to the Board. Proposal revised – more time and more money were added.

B. CASA 2025 Winter Conference – January 29-31, 2025 in Palm Springs, CA

Staff reported that Tuesday, January 28, 2025, was added to the Board's reservations at the CASA group's discounted rate, after initially being told it was sold out.

9. NEW BUSINESS:

A. Oath of Office

The Oath of Office was administered to three appointed Board members: Directors Chen, Doyle, and Bosworth.

B. Election of Officers

The Board elected District Officers for the year 2025, effective January 1, 2025. On motion by Director Bosworth, seconded by President Chen, by a vote of 5-0-0, the 2025 Slate of Officers for the District was approved as follows:

President – Taghi Saadati
Secretary – David Doyle
Secretary Pro-Tem – Bill Bosworth

By concurrence, it was ordered that the Slate of Representatives for the District be approved, effective January 1, 2025, as follows:

TPAC Alternate	Patrick Kwok David Doyle
Special Districts Association Alternate	Bill Bosworth Angela Chen
CASA Alternate	Taghi Saadati David Doyle
CSRMA Alternate	Angela Chen Bill Bosworth
Finance Committee	Bill Bosworth (Director in Position 3) Patrick Kwok (Director in Position 4)

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, DECEMBER 18, 2024

TAC

Manger Porter, Deputy Manger Woodhouse,
Staff Member Kathula

C. Anti-Harassment Policy Adoption

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 5-0-0, the Board approved Resolution No. 1354, Adopting an Anti-Harassment Policy.

10. STAFF REPORT

- A. Manager Porter reported on Future Development Projects.
- B. Manager Porter reported on the Monthly Maintenance Summary.

11. CALENDAR ITEMS

- A. The regular Board Meeting scheduled to take place on January 1, 2025, is canceled due to calendar conflict. The next regular District Board Meeting is scheduled to be held on Wednesday, January 15, 2025.

12. ADJOURNMENT:

The meeting was adjourned at 8:42 pm.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
SPECIAL MEETING, CLOSED SESSION
THURSDAY, DECEMBER 5, 2024

A Cupertino Sanitary District Board Special Meeting Closed Session convened this date at 4:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino.

1. ROLL CALL:

Members present: Angela Chen, Bill Bosworth, Patrick Kwok, and Taghi Saadati. David Doyle attended virtually from 1032 South Kihei Road, Unit B316, Kihei Hawaii.

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

Public Present: None

2. CLOSED SESSION:

The closed session commenced at 4:01 p.m. Manager Porter and Administrative Clerk Martinez were excused from the closed session.

CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION

Government Code § 54956.9 existing litigation – Post Trial Actions. 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.

Reportable Board Action: By unanimous vote, the Board authorized the filing of an appeal from the amended judgment of the court in the litigation with San Jose and Santa Clara regarding the regional wastewater facility.

President Chen adjourned the closed session at 4:20 p.m. and the regular meeting was called to order. Manager Porter and Administrative Clerk Martinez rejoined the regular meeting.

3. NEW BUSINESS

A. CASA Annual Winter Conference to be held January 29-31, 2025, in Palm Springs, CA

Directors Saadati, Chen, Bosworth, and Doyle plan on attending the full conference. Director Kwok does not plan to attend. District Counsel will attend the attorney's meeting virtually, and Manager Porter plans to attend the full conference.

B. CSRMA Training at CASA Annual Winter Conference to be held January 29, 2025

Directors Saadati, Chen, Bosworth, and Doyle plan on attending the CSRMA training session.

4. ADJOURNMENT:

The meeting was adjourned at 4:32 P.M.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, NOVEMBER 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:

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

Board Members present: Patrick Kwok, David Doyle, Taghi Saadati, and Bill Bosworth. Angela Chen attended virtually from No. 285, Section 3, Nanjing East Road, Songshan District, Taipei City, Taiwan 105.

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:

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

Board action: There was no reportable action.

Acting President Saadati adjourned the closed session at 7:26 p.m. and the regular meeting was called to order. Manager Porter and Administrative Clerk Martinez returned to the regular meeting.

4. MINUTES & BILLS:

- A. Approval of the Regular Meeting Minutes of November 6, 2024

On a motion by Director Bosworth, seconded by Director Kwok by a roll call vote of 5-0-0, the minutes of the Regular Meeting held on Wednesday, November 6, 2024, were approved as written.

- B. The revised minutes of October 23, 2024, are to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, NOVEMBER 20, 2024

C. Approval of Financial Report and Payment of Bills

Director Doyle requested Staff prepare a presentation on Lucity software changes for the District. On a motion by Director Bosworth, seconded by Director Doyle, by a roll call vote of 5-0-0, the financial statements and warrants were approved.

D. Timesheets

The Board submitted their November timesheets to District Manager Porter. President Chen will submit electronically.

5. CORRESPONDENCE:

There was none.

6. MEETINGS:

- A. Director Bosworth plans to attend the Santa Clara County Special Districts Association (SCCSDA) meeting to be held on Monday, December 2, 2024.

Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, December 12, 2024.

7. REPORTS:

- A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held on Tuesday, November 12, 2024.
- B. California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Wednesday November 13, 2024, was canceled.
- C. Director Kwok reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, November 14, 2024.

8. UNFINISHED BUSINESS:

A. Cristo Rey Pump Station Control Panel

Manager Porter gave an update to the Board on the Cristo Rey Pump Station Control Panel. Structural work is a permanent shade structure to prevent the control panel from overheating in direct sunlight. Director Saadati suggested exploring other options such as making the cabinet larger and installing a cooling fan. Director Doyle moved to approve the contract and add another review of the need for a permanent shade structure. Seconded by Director Kwok, by a roll call vote of 5-0-0, the Board approved.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, NOVEMBER 20, 2024

9. NEW BUSINESS:

- A. Quitclaim – 10581 Madera Drive

On a motion by President Chen, seconded by Director Kwok by a roll call vote of 5-0-0, the Board approved acceptance of the Quitclaim.

10. STAFF REPORT

- A. Manager Porter reported on Future Development Projects.
- B. 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, December 4, 2024. Director Doyle plans to attend this meeting remotely.

12. ADJOURNMENT:

The meeting was adjourned at 8:12 pm.

Secretary Pro-Tem of the Sanitary Board

Acting President of the Sanitary Board

Item 4.D.

Sheet 1 of 2

CUPERTINO SANITARY DISTRICT MONTHLY FINANCIAL REPORT THROUGH DECEMBER 2024 6th Month of Operations (50% into FY Operations) FISCAL YEAR: July 1, 2024 to June 30, 2025

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
DEC SERVICES								
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,063	\$600,000.00	\$0.00	\$600,000.00	\$600,062.50	50.0%	None this month
Directors Fees	41030	\$38,000	\$15,792.01	\$3,150.96	\$18,942.97	\$19,057.03	49.8%	On Target
Gasoline, Oil & Fuel	41060	\$4,000	\$0.00	\$0.00	\$0.00	\$4,000.00	0.0%	None to date
Insurance	41060	\$195,500	\$17,459.69	\$175,004.47	\$192,464.16	\$3,035.84	98.4%	Dooley Insurance (February Coverage); CSRMA/Alliant PIP Renewal for Year 2025
Memberships	41080	\$57,000	\$55,254.71	\$239.00	\$55,493.71	\$1,506.29	97.4%	CWEA
Office Rent	41090	\$4,800	\$2,000.00	\$400.00	\$2,400.00	\$2,400.00	50.0%	On Target
Operating Expenses	41100	\$3,000	\$1,430.72	\$0.00	\$1,430.72	\$1,569.28	47.7%	None this month
Operating Expenses - Credit Card Transaction Fees	41100-1	\$6,000	\$1,806.86	\$210.50	\$2,017.36	\$3,982.64	33.6%	Credit Card Processing Fees - December
Contractual Services:								
Outfall Maintenance	41113	\$150,000	\$132,885.32	\$0.00	\$132,885.32	\$17,114.68	88.6%	None this month
T.P. Oper. & Maint.	41114	\$8,291,700	\$4,092,910.00	\$0.00	\$4,092,910.00	\$4,198,790.00	49.4%	None this month
Professional Services:								
Management Services	41121	\$575,000	\$219,932.24	\$41,696.97	\$261,629.21	\$313,370.79	45.5%	On Target
SSMP Certification and Implementation	41121	\$230,000	\$85,956.54	\$30,103.87	\$116,060.41	\$113,939.59	50.5%	New Waste Discharge Requirements (WDR) Implementation
Engineering Services	41122	\$1,450,000	\$631,111.03	\$111,331.25	\$742,442.28	\$707,557.72	51.2%	On Target
Peak Flow Reduction	41122-1	\$40,000	\$6,345.19	\$7,823.22	\$14,168.41	\$25,831.59	35.4%	Flow model calibration
Plan Ckg. & Insp.	41123	\$200,000	\$98,294.95	\$11,639.98	\$109,934.93	\$90,065.07	55.0%	On Target
Legal - Consultant Services	41124	\$4,500	\$2,000.00	\$0.00	\$2,000.00	\$2,500.00	44.4%	None this month
Legal - District Counsel	41124	\$50,000	\$15,800.00	\$3,835.35	\$19,635.35	\$30,364.65	39.3%	District Counsel - Legal Services through January 9, 2025
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$390,000	\$113,407.65	\$0.00	\$113,407.65	\$276,592.35	29.1%	None this month
Legal - Common Interest Group (CuSD Share)	41124	\$110,000	\$65,657.05	\$0.00	\$65,657.05	\$44,342.95	59.7%	None this month
Audit	41125	\$14,000	\$0.00	\$0.00	\$0.00	\$14,000.00	0.0%	None to date
Printing & Publications	41130	\$32,000	\$0.00	\$0.00	\$0.00	\$32,000.00	0.0%	None to date
Repair and Maintenance		\$4,144,000						
Repairs	41150	\$200,000	\$66,563.24	\$6,413.73	\$72,976.97	\$127,023.03	36.5%	On target
Maintenance	41151	\$3,944,000	\$1,690,284.74	\$288,539.37	\$1,978,824.11	\$1,965,175.89	50.2%	On target
Travel & Meetings Staff	41170	\$15,000	\$1,461.17	\$1,258.64	\$2,719.81	\$12,280.19	18.1%	Winter CASA Registration Fees and Hotel Deposits
Travel & Meetings BOD	41170	\$18,000	\$4,820.38	\$4,189.10	\$9,009.48	\$8,990.52	50.1%	Winter CASA Registration Fees and Hotel Deposits
Utilities	41190	\$90,000	\$34,599.14	\$7,292.04	\$41,891.18	\$48,108.82	46.5%	Electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$1,526.82	\$0.00	\$1,526.82	\$48,473.18	3.1%	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	\$21,300.67	\$0.00	\$21,300.67	-\$18,300.67	710.0%	None this month
Emergency Funds	48000	\$250,000	\$72,748.98	\$4,858.10	\$77,607.08	\$172,392.92	31.0%	District Staff - Stoppage Response; One Emergency from AB/JDD
Consolidated Election	48001	\$120,000	\$0.00	\$0.00	\$0.00	\$120,000.00	0.0%	None to date
TOTAL OPERATING EXPENSES		\$17,737,563	\$8,051,349.10	\$697,986.55	\$8,749,335.65	\$8,988,226.85	49.3%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$3,250,000	\$967,616.88	\$269,070.86	\$1,236,687.74	2,013,312.26	38.1%	Significant Defect Repair; Pump Station Assessment; C2R Progress Payment #3
District Sewer Capital & Support - VTA	46041	\$100,000	\$0.00	\$0.00	\$0.00	100,000.00	0.0%	None to date
Treatment Plant Capital	46042	\$2,293,401	\$1,020,229.00	\$0.00	\$1,020,229.00	1,273,172.00	44.5%	None this month
Outfall Capital	46042	\$200,000	\$1,360,187.66	\$0.00	\$1,360,187.66	(1,160,187.66)	680.1%	None this month
District Equipment	46043	\$150,000	\$30,875.13	\$0.00	\$30,875.13	119,124.87	20.6%	None this month
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$6,293,401	\$3,378,908.67	\$269,070.86	\$3,647,979.53	\$2,645,421.47	58.0%	
TOTAL EXPENSES		\$24,030,964	\$11,430,257.77	\$967,057.41	\$12,397,315.18	\$11,633,648.32	51.6%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH DECEMBER 2024
6th Month of Operations (50% into FY Operations)
 FISCAL YEAR: July 1, 2024 to June 30, 2025
REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts Dec Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$554,750	\$0.00	\$0.00	\$0.00	\$554,750.00	0.0%	None to date
Tax Roll	31010	\$20,189,170	\$0.00	\$0.00	\$0.00	\$20,189,169.99	0.0%	None to date
Permit Fees	31020	\$100,000	\$55,436.77	\$5,102.90	\$60,539.67	\$39,460.33	60.5%	Sixteen payments received this month; One hundred thirty-one payments received to date
Connection Fees	31031	\$1,200,000	\$82,707.44	\$0.00	\$82,707.44	\$1,117,292.56	6.9%	None this month; Three payments received to date
Capacity Fees	31032	\$850,000	\$33,119.25	\$2,009.00	\$35,128.25	\$814,871.75	4.1%	One payment received this month; Six payments received to date
Pump Zone Fees	31033	\$20,000	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$300,000	\$104,035.00	\$9,000.00	\$113,035.00	\$186,965.00	37.7%	Twenty-four payments received this month; One hundred fifty payments received to date
Annexation	32010	\$2,500	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$350,000	\$253,474.97	\$79,605.61	\$333,080.58	\$16,919.42	95.2%	Int Alloc-FY24-25 Qtr 1 Final
City of San Jose Credit(s)	32091	\$1,100,000	\$0.00	\$0.00	\$0.00	\$1,100,000.00	0.0%	None to date
Legal - Common Interest Group (Tributaries)	32092.1	\$390,000	\$112,815.89	\$715.93	\$113,531.82	\$276,468.18	29.1%	Received from CSD2-3 - for July to September billing
Legal - Common Interest Group (10% Admin Fees)	32902.2	\$7,800	\$11,281.60	\$71.59	\$11,353.19	(\$3,553.19)	145.6%	Received from CSD2-3 - for July to September billing
Refunds/Reimbursements - Misc.	32091	\$10,000	\$271.63	\$0.00	\$271.63	\$9,728.37	2.7%	None this month
Refunds/Reimbursements - VTA	46041	\$100,000	\$0.00	\$0.00	\$0.00	\$100,000.00	0.0%	None to date
Lateral Construction	32093	\$15,000	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$25,189,220	\$653,142.55	\$96,505.03	\$749,647.58	\$24,439,572.41	2.98%	
		\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$25,189,220	\$653,142.55	\$96,505.03	\$749,647.58	\$24,439,572.41	2.98%	

CASH ACCOUNT SUMMARY

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
June 30, 2024	\$22,496,728.48	\$3,900,000.00	\$18,596,728.48	\$853,250.89	\$721,265.92	\$24,071,245.29
July 31, 2024	\$18,904,321.82	\$4,200,000.00	\$14,704,321.82	\$866,219.23	\$721,852.87	\$20,492,393.91
August 31, 2024	\$15,357,516.91	\$4,200,000.00	\$11,157,516.91	\$883,910.02	\$722,889.82	\$16,964,316.75
September 30, 2024	\$14,829,219.87	\$4,200,000.00	\$10,629,219.87	\$904,453.01	\$723,854.04	\$16,457,526.92
October 31, 2024	\$10,461,645.57	\$4,200,000.00	\$6,261,645.57	\$917,185.74	\$724,621.39	\$12,103,452.70
November 30, 2024	\$9,751,408.63	\$4,200,000.00	\$5,551,408.63	\$923,507.17	\$491,874.58	\$11,166,790.37
December 31, 2024	\$8,582,978.06	\$4,200,000.00	\$4,382,978.06	\$937,500.92	\$260,663.70	\$9,781,142.67

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 12/31/24											
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						\$180,544.91			\$180,544.91		\$180,544.91
Deposit				04/16/20	\$6,823.36	\$6,823.36		\$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	\$5,744.81	\$786,469.09
Balance as of 6/30/2020					\$197.98	\$45.80	\$180,632.21	\$152.18	\$600,290.05	\$31,953.57	\$812,875.83
Balance as of 7/31/2020					\$191.84	\$44.37	\$180,676.58	\$147.47	\$600,437.52	\$37,732.75	\$818,846.85
Balance as of 8/31/2020					\$154.53	\$35.74	\$180,712.33	\$118.79	\$600,556.30	\$48,220.05	\$829,488.68
Balance as of 9/30/2020					\$25.62	\$5.93	\$180,718.25	\$19.69	\$600,576.00	\$56,059.22	\$837,353.47
Balance as of 10/31/2020					\$25.62	\$5.93	\$180,724.18	\$19.69	\$600,595.69	\$67,713.45	\$849,033.32
Balance as of 11/30/2020					\$26.47	\$6.12	\$180,730.30	\$20.35	\$600,616.04	\$80,097.89	\$861,444.23
Balance as of 12/31/2020					\$26.47	\$6.12	\$180,736.42	\$20.35	\$600,636.39	\$89,436.48	\$870,809.29
Balance as of 1/31/2021					\$24.83	\$5.74	\$180,742.17	\$19.09	\$600,655.47	\$81,397.64	\$881,069.78
Balance as of 2/28/2021					\$23.98	\$5.55	\$180,747.71	\$18.43	\$600,673.91	\$108,211.86	\$889,633.48
Balance as of 3/31/2021					\$28.26	\$6.54	\$180,754.25	\$21.72	\$600,695.63	\$121,953.35	\$903,403.23
Balance as of 4/30/2021					\$22.27	\$5.15	\$180,759.40	\$17.12	\$600,712.75	\$135,672.77	\$917,144.92
Balance as of 5/31/2021					\$11.99	\$2.77	\$180,762.18	\$9.22	\$600,721.96	\$153,926.10	\$935,410.24
Deposit - CSJ Refund				06/22/21	\$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	\$168,561.21	\$2,365,712.69
1008 Voided - CSJ				07/15/21							
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
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
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
1009 Co-Mingled Fund				10/20/21	\$690,453.00			(\$480,000.00)	(\$480,000.00)	(\$210,453.00)	
1010 C2R Engineering				10/20/21	\$49,030.00						
Balance as of 10/20/2021							(\$49,030.00)				
Balance as of 10/31/2021					\$31.44	\$19.95	\$1,058,687.88	\$11.49	\$609,544.37	\$1,668,232.25	\$1,673,037.16
Balance as of 11/30/2021					\$29.25	\$18.56	\$1,058,726.40	\$10.69	\$609,555.86	\$1,668,263.69	\$25,242.07
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
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
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
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
Balance as of 4/30/2022					\$26.51	\$16.82	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.37	\$119,004.80
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
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
Balance as of 7/31/2022					\$100.11	\$63.53	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$169,603.56
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
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
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
1011 C2R Engineering, Inc.				11/16/22	\$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	\$166,065.57
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
1012 C2R Engineering, Inc.				01/30/23	\$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
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
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
1013 C2R Engineering, Inc.				04/25/23	\$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
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
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
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				\$70,597.45
Balance as of 8/31/2023					\$2,421.59	\$1,378.70	\$812,362.81	\$1,226.77	\$613,456.20	\$1,424,440.31	\$77,723.99
Balance as of 9/30/2023					\$2,269.08	\$1,291.87	\$813,654.68	\$977.21	\$615,476.30	\$1,429,130.98	\$88,948.39
Transfer for 10/18/2023 pmt. to Conquest							(\$10,000.00)				\$10,000.00
1015 Conquest Contractor				10/18/23	\$10,000.00						(\$10,000.00)
Balance as of 10/31/2023					\$2,500.33	\$1,423.53	\$805,078.21	\$1,076.80	\$616,553.11	\$1,421,631.31	\$115,823.74
Balance as of 11/30/2023					\$2,318.77	\$1,313.13	\$806,391.34	\$1,005.64	\$617,558.75	\$1,423,950.08	\$127,552.12
1016 Conquest Contractor				12/20/23	\$93,032.00						\$93,032.00
Balance as of 12/31/2023					\$2,264.45	\$1,213.72	\$713,359.34				(\$93,032.00)
Balance as of 1/31/24					\$2,441.51	\$1,308.63	\$714,573.06	\$1,050.73	\$618,609.47	\$1,333,182.53	\$136,159.47
Balance as of 2/29/24					\$2,012.20	\$1,078.52	\$715,881.69	\$1,132.88	\$619,742.36	\$1,335,624.04	\$152,710.94
Balance as of 3/31/24					\$2,015.23	\$1,080.14	\$717,960.21	\$933.68	\$620,676.04	\$1,337,636.24	\$162,092.56
Balance as of 4/30/24					\$2,227.22	\$1,193.77	\$718,040.35	\$935.09	\$621,611.12	\$1,339,651.47	\$177,909.57
Balance as of 5/31/24					\$1,990.41	\$1,066.84	\$719,234.12	\$1,033.45	\$622,644.57	\$1,341,878.69	\$189,624.81
Balance as of 6/30/24					\$1,800.33	\$964.96	\$720,300.96	\$923.57	\$623,568.14	\$1,343,869.10	\$214,668.65
Balance as of 7/31/24					\$1,095.07	\$586.95	\$721,265.92	\$835.37	\$624,403.51	\$1,345,669.43	\$228,847.38
Balance as of 8/31/24					\$1,934.65	\$1,036.95	\$722,889.82	\$508.12	\$624,917.64	\$1,346,764.50	\$241,307.59
Balance as of 9/30/24					\$1,798.95	\$964.22	\$723,854.04	\$897.70	\$625,809.33	\$1,348,699.15	\$258,100.69
Balance as of 10/31/24					\$1,431.65	\$767.35	\$724,621.39	\$834.73	\$626,644.06	\$1,350,498.10	\$277,808.95
Transfer for 11/20/24 pmt. to C2R Engr							(\$233,441.60)				\$289,877.38
1017 C2R Engineering				11/20/24	\$233,441.60						\$233,441.60
Balance as of 11/30/24					\$1,296.26	\$694.78	\$491,179.79	\$601.48	\$627,909.84	\$1,119,784.41	\$295,597.33
Transfer for 12/18/24 pmt. to C2R Engr							(\$231,650.81)				\$231,650.81
1018 C2R Engineering				12/18/24	\$231,650.81						(\$231,650.81)
Balance as of 12/31/24					\$1,001.53	\$439.93	\$260,663.70	\$561.60	\$628,471.44	\$889,135.13	\$309,029.48
TOTAL OR BALANCE AMOUNT					\$11,398,493.40	\$1,497,240.48	\$988,769.04	\$491,874.58	\$28,471.44	\$627,909.84	\$1,119,784.41
										\$295,597.33	\$1,415,381.74



Memo

Item 9A

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: January 15, 2025

Re: ANNUAL RENEWAL FOR GRANITENET SOFTWARE

Background:

GraniteNet Software from CUES is an asset inspection and decision support software that provides the upgrade path for obtaining all new features, interfaces and enhancements including the flexibility to create many types of inspections in addition to CCTV condition assessments such as cleaning inspections, smoke test inspections, GPS surveys, inclination surveys, and more. Additionally, this software platform offers a User Interface that helps users become proficient.

Renewal Support Plans include:

- 1 - GraniteNet Office Annual Support Plan
- 1 - GraniteNet Inspection Premium Annual Support Plan
- Remote Online Technical Support
- Software Maintenance and Enhancement Release Updates

Mark Thomas owns one user license for GraniteNet and it is licensed to be used in the Cupertino office to facilitate downloading and cataloguing of CCTV videos and PACP reports. Mark Thomas uses the software predominantly for Cupertino Sanitary District to analyze the condition of the District's sanitary sewer system, and asset data is synchronized between Field, Office and ArcGIS.

The total cost of the annual renewal for this software is \$2,560.00. This amount has not changed from the previous year. Mark Thomas is requesting that District consider full reimbursement to Mark Thomas.

Recommendation:

Cupertino Sanitary District Board of Directors authorizes a reimbursement amount of \$2,560.00 to Mark Thomas.

Attachment:

1. GraniteNet Software Quote #Q-01788 (Dated 12/23/2024)
2. Cues Invoice



12/23/2024

Quote#Q-01788

Abby Yung

MARK THOMAS AND COMPANY, INC. (MAIN)

Office: (408) 253-7863

ayung@markthomas.com

Abby Yung,

Thank you for being a valued CUES customer.

We hope you are getting the most out of your equipment and the Granite software. Now in its sixteenth year as an industry-leading product, clients like you trust and depend on having a stable software platform despite the rapidly changing technology and new hardware requirements we see in our industry. A significant investment has been made in your GraniteNet software and CUES seeks to maximize your return on investment by offering continued upgrades year after year when you maintain your Support Plan. I wanted to let you know that your GraniteNet software license Support Plan will expire as of 2/22/2025. Renewal of the Support Plan is extremely important because enrolled customers with Support Plans are entitled to perpetual upgrades of the newer versions when they are released.

Also, please be advised that if the support plan expires, the MARK THOMAS AND COMPANY, INC. (MAIN) will be subject to re-instatement fees. For example, to re-enroll an expired GraniteNet Inspection Premium license in the Support Plan program, a re-instatement fee of \$2,500 plus the cost of the Annual Support Plan prorated amount per month for the elapsed time without coverage up to 3 years (36 months) will be required in order to get back into the program. Licenses that have been expired for more than thirty six months (36) shall not be entitled to re-instatement and a new license will need to be purchased should an upgrade be required.

Below I have included a preliminary quote, which includes a description of the benefits and technical support services the Support Plan provides as well as pricing, for the continued support of your GraniteNet Software which would cover the MARK THOMAS AND COMPANY, INC. (MAIN) through 2/21/2026. This preliminary quote has been provided for your review and subsequent approval. Please do not make payment until CUES sends an invoice so that we may properly match the payment to your account.

If you prefer that an invoice be sent, please respond by providing a PO or, at minimum, a PO#. Lastly, please respond with a blank email to let me know that the quote has been received. Feel free to contact me with any other questions you may have.

Thank you,

Cameron Keefe

ckeefe@cuesinc.com

Office:(321) 400-5054

Mobile:(321) 400-5054



GraniteNet Office Annual Support Plan

The annual Support Plan provides the following technical support services to ensure continuous productivity and up time in the field:

- Perpetual, free upgrades available online for download for the most current versions of your GraniteNet Software to match the latest Microsoft Windows version you may have including the latest technical documentation
- Professional telephone support Monday through Friday 8:00 AM to 5:00 PM ET
- Remote Online Technical Support**
- Access to online support services including FAQ's, the CUES knowledge base, User Forums and Video Tutorial
- Online review sessions with support specialists at pre-scheduled, mutually convenient times to review the proper use of the software including advanced administration and best practices

**Additional charges not covered by the Support Plan may apply such as hardware upgrades, data conversion services and re-implementation fees*

***Certain elements of the support plan requires internet access*

GraniteNet Inspection Premium Annual Support Plan

The annual Support Plan provides the following technical support services to ensure continuous productivity and up time in the field:

- Perpetual, free upgrades available online for download for the most current versions of your GraniteNet Software to match the latest Microsoft Windows version you may have including the latest technical documentation
- Professional telephone support Monday through Friday 8:00 AM to 5:00 PM ET
- Remote Online Technical Support**
- Access to online support services including FAQ's, the CUES knowledge base, User Forums and Video Tutorial
- Online review sessions with support specialists at pre-scheduled, mutually convenient times to review the proper use of the software including advanced administration and best practices

**Additional charges not covered by the Support Plan may apply such as hardware upgrades, data conversion services and re-implementation fees*

***Certain elements of the support plan requires internet access*

PART #	GraniteNet Software & Services	Asset Id	PRICE	QTY	Subtotal	Actual
GN538	GraniteNet Office Annual Support Plan	504683	\$500.00	1	\$500.00	\$500.00
GN536	GraniteNet Inspection Premium Annual Support Plan	506737	\$2,060.00	1	\$2,060.00	\$2,060.00
					SUBTOTAL:	\$2,560.00
					TOTAL:	\$2,560.00
This quote for the continued support of your Granite Software would cover MARK THOMAS AND COMPANY, INC. (MAIN) through 2/21/2026						

This Quotation is valid for 90 days for the itemized products and services listed herein and is subject to the following Terms and Conditions. Delivery of a purchase order by Buyer pursuant to this quotation shall be deemed to be an acceptance by Buyer of these Terms and Conditions. Pro-rata payments shall become due upon the shipment of goods and/or delivery of services. Seller shall not be liable or penalized for any delays beyond its reasonable control, including but not limited to acts of God, acts of Buyer, carrier delays, accidents, etc. In the event of any such delay, delivery or performance shall be extended accordingly and shall not relieve Buyer of its obligation to accept and make payment net 30 days from the date deliverables are provided. Past due invoices are subject to 1.5% per month (18% APR) charge or as permitted by applicable law. Payments made by credit card may be subject to an additional 3% finance fee at the time of processing. No merchandise will be acceptable for return without a Material Return Authorization Number written on the outside of the package. No returns will be accepted on used electrical parts. This quote is provided in US dollars and does not include tax.

INVOICE



Invoice No: 970037547
 Invoice Date January 6, 2025
 Page 1 of 1

3600 Rio Vista Avenue, Orlando, FL, 32805,
 UNITED STATES
 Phone no. (407)849-0190
 Email:

Bill To: CU-95112010-MARK THOMAS
 AND COMPANY, INC. (MAIN)
 2833 JUNCTION AVE
 SUITE 110
 SAN JOSE , CA - 95134
 US - UNITED STATES

Ship To: CU-95112010-MARK THOMAS AND
 COMPANY, INC. (MAIN)
 2833 JUNCTION AVE
 SUITE 110
 SAN JOSE , CA - 95134
 US - UNITED STATES

Sales Order No: T34649
Customer PO: 25-1001
Payment terms: Net 30
Coordinator: CAMERON KEEFE
Customer Reference: NICOLE HARRELL

Delivery Terms: DESTINATION
Ship Via: CUES DRIVER
Tracking No:
Shipped From: OR101

Line No	Part No/Description	Order Qty	Shipped Qty	Qty Due	Tax rate (%)	List Price	Discount(%)	Net Price	Extended Amount
1	GN538 SOFTWARE,OFFICE SUPPORT PLAN GNET	1	1	0	9.4	500.00	0	500.00	500.00
2	GN536 SOFTWARE,PREMIUM SUPPORT PLAN GNET	1	1	0	9.4	2,060.00	0	2,060.00	2,060.00
								Subtotal	2,560.00
								Handling	0.00
								Tax	240.01
								Total Due	\$ 2,800.01

Payment Options:

Checks: CUES, Inc.PO BOX 639633 Cincinnati, OH 45263-9633
Electronic: Bank Name: Fifth Third Bank, ACH & Wire ABA: 042000314, SWIFT:
 FTBCUS3C, Account Number: 7028939929, Account Name: CUES
 Inc. Bank Address: 38 Fountain Square Plaza, Cincinnati, OH 45263



Memo

Item 9B

To: Board of Directors
From: Benjamin Porter, District Manager-Engineer
Date: January 15, 2025
Re: ORDINANCE NO. 133 - AMENDING SEWER USE ORDINANCE

Summary:

City of San Jose Council approved changes to its Sewer Use Ordinance (SUO) in 2021 and requested that all agencies update its Operation Code to be consistent with City of San Jose SUO. To be compliant, the Cupertino Sanitary District adopted Ordinance No. 128 – Adopting Changes to Sewer Use Ordinance but, after review by the City of San Jose, there were some additional changes needed to be consistent with the City of San Jose SUO.

Staff has prepared Ordinance No. 133 with these changes in order to be consistent with the City of San Jose and suggests that the Board approve this ordinance.

Recommendation:

Review and adopt Ordinance No. 133.

Attachment:

1. Ordinance No. 133, Amending Sewer Use Ordinance

ORDINANCE NO. 133

AN ORDINANCE OF THE CUPERTINO SANITARY DISTRICT AMENDING SEWER USE ORDINANCE

The Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, hereby ordains as follows:

SECTION 1: Section 6216 of Chapter VI of the Operations Code is amended to read as follows:

6216. INTERFERING SUBSTANCES

- A. No person shall discharge, cause, allow or permit to be discharged into the sanitary sewer system or any part thereof, any industrial waste containing any of the following toxic substances exceeding the concentrations set forth below:

Toxic Substance	Standard Discharger Maximum Allowable Concentration	Low Flow Discharger Maximum Allowable Concentration
Antimony	5.0 mg/l	5.0 mg/l
Arsenic	1.0 mg/l	1.0 mg/l
Beryllium	0.75 mg/l	0.75 mg/l
Cadmium	0.7 mg/l	0.7 mg/l
Chromium, Total	1.0 mg/l	1.0 mg/l
Copper	2.3 mg/l	2.7 mg/l
Cyanides, Total	0.5 mg/l	0.5 mg/l
Lead	0.4 mg/l	0.4 mg/l
Mercury	0.010 mg/l	0.010 mg/l
Nickel	0.5 mg/l	2.6 mg/l
Phenol, Total	30.0 mg/l	30.0 mg/l
Selenium	1.0 mg/l	1.0 mg/l
Silver	0.7 mg/l	0.7 mg/l
Zinc	2.6 mg/l	2.6 mg/l

- B. No person shall discharge, cause, allow, or permit to be discharged into the sanitary sewer system or any part thereof, any toxic or poisonous substances or any other pollutant, including biochemical oxygen demand, in sufficient quantity to injure or cause an interference with the sewage treatment process or pass through the plant, or in sufficient quantity to constitute a hazard to humans or animals, or in sufficient quantity to create a hazard for humans, or aquatic life in any waters receiving effluent from the sanitary sewer system, or which may create a hazard in the use or disposal of sewage sludge.

- C. All samples, including grab and composite, may be used to evaluate compliance with the above limits.
- D. Any industrial user that violates any of the interfering substances limits must resample and submit sample reports for all pollutants in violation of any applicable permit limits or any other pollutants as required by the District Manager or Director within thirty (30) days of becoming aware of the violation.

SECTION 2: Section 6237 of Chapter VI of the Operations Code is amended to read as follows:

6237. INSTALLATION AND MAINTENANCE OF AMALGAM SEPARATORS

- A. Except as provided in subsections B and C below, no person shall discharge, cause, allow or permit any discharge to the sanitary sewer system from a dental vacuum system, unless such discharge has first been processed through an Amalgam Separator.
- B. For each dental vacuum system installed prior to July 1, 2009, an Amalgam Separator shall be installed on or before December 31, 2010. No dental vacuum system shall be installed on or after July 1, 2009 without an Amalgam Separator. Proof of certification and installation records shall be submitted to the District Manager within ninety (90) days of installation.
- C. A dental vacuum system may be operated without an Amalgam Separator provided that the system is not used in connection with the removal or placement of fillings that contain Dental Amalgam, except in limited emergency or unplanned, unanticipated circumstances and the system is used exclusively by the following types of dental practices: (1) oral pathology, (2) oral and maxillofacial radiology, (3) oral and maxillofacial surgery, (4) orthodontics, (5) periodontics, or (6) prosthodontics.
- D. Amalgam Separators shall be maintained in accordance with manufacturer recommendations. Installation, certification, and maintenance records shall be maintained for minimum of five (5) years and available for immediate inspection upon request therefore by the District Manager or designee during normal business hours.

SECTION 3: Section 6308 of Chapter VI of the Operations Code is amended to read as follows:

6308. DISCHARGE REPORTS

- A. Dischargers are subject to the reporting requirements as contained in Title 40 of the Code of Federal Regulations. The District Manager or the Director may require that any person discharging wastewater into the Sanitary Sewer System file additional periodic discharge reports or a zero-discharge report, including but not limited to the requirements contained in 40 CFR 403.12, or other applicable federal regulation.
- B. The periodic discharge report may include, but need not be limited to, nature of process, volume, rates of flow, mass emission rate, hours of operation, number of employees, or other information which relates to the generation of waste, including wastewater constituents and characteristics in the

wastewater discharge and the ability of the Discharger to meet applicable discharge limits.

- C. The zero discharge report shall certify that the zero discharge user does not discharge any process water to sanitary sewer, or for a zero discharge categorical user does not discharge any categorical process water or ancillary process water to the designated zero discharge categorical sample point or into the Sanitary Sewer System. This report may be required to include, but need not be limited to, nature of process, hours of operation, number of employees, hauling records, or other information that relates to the generation of wastes.
- D. The District Manager or the Director may also require such periodic discharge reports and zero discharge reports to include information concerning the chemical constituents and quantity of chemicals stored on-site, including waste hauling records or other information, which relates to the generation of wastes even though they may not normally be discharged.
- E. In addition to discharge reports, the District Manager or the Director may require dischargers to submit such additional reports as may be necessary to allow the District Manager or the Director to evaluate the discharger's ability to comply with this Chapter, including but not limited to best management practice or self-monitoring reports.
- F. It shall be unlawful for any person who has discharged wastewater to the Sanitary Sewer System to refuse to file any report requested by the District Manager, to file an incomplete or inaccurate report, or to file any report or application after the due date specified by the District Manager or the Director.
- G. Sampling and analysis shall be performed in accordance with 40 CFR 403.12 and amendments thereto. Where federal regulation does not contain sampling or analytical methods for the pollutant in question, or where the District Manager or the Director determines that federal regulations are inappropriate for the pollutant in question, sampling and analysis shall be performed by using analytical methods validated by the District Manager or the Director.

SECTION 4: A new Section is added to Chapter VI of the Operations Code to read as follows:

6313. SUMMARY SUSPENSION

- A. If the District Manager or Director determines there is an imminent threat to the health, safety or welfare of the public as set out in Subsection B below, a permit may be summarily suspended for a period of time not to exceed thirty (30) days.
- B. The District Manager or Director's determination that there is an imminent threat to the public health, safety or welfare shall be based on one or more of the following:
 - 1. There is an urgent need to take immediate action to protect the public from a substantial threat of serious bodily injury or death existing on or within one hundred fifty (150) feet of the permitted premises; or
 - 2. There has been a violation of a permit condition or other

- requirement of this Code creates an imminent danger to the public health, safety or welfare on or within one hundred fifty (150) feet of the permitted premises; or
3. The permittee has conducted the permitted business in a manner that creates or results in a public nuisance, as defined in Section 6203 of this Code or Sections 3479 and 3480 of the California Civil Code, and that public nuisance creates an imminent danger to the public health, safety, or welfare on or within one hundred fifty (150) feet of the permitted premises.
- C. The summary suspension shall take effect immediately upon service of a written notice of suspension by the District Manager or Director. Notice given to the permittee shall include the following information:
1. The effective date and time period of the summary suspension;
 2. The grounds and reasons upon which the summary suspension is based;
 3. The permittee who wishes to challenge the summary suspension may request a hearing before the District Manager or Director;
 4. The method for requesting a hearing before the District Manager or Director; and
 5. The notice of summary suspension shall become final unless the District Manager or Director receives a written request for a hearing from the permittee within the time period specified in Subsection E.
- D. The summary suspension shall remain in effect unless and until the District Manager or Director either:
1. Amends the notice of summary suspension to shorten the time period provided in the earlier notice of summary suspension; or
 2. Issues a decision after holding a hearing pursuant to the requirements of this Section that modifies or overrules the summary suspension.
- E. If the permittee wishes to challenge the summary suspension, the permittee must file a written request for a hearing before the District Manager or Director within three (3) business days after service of the notice of summary suspension. If the District Manager or Director does not receive a request for a hearing from the permittee within this time period, the notice of summary suspension shall become final.
- F. The District Manager or Director must respond to the permittee's request for a hearing by holding a hearing to affirm, modify or overrule the summary suspension within five (5) business days of the permittee's request for a hearing, unless the permittee requests an extension of the time within which the District Manager or Director can hold the hearing.
- G. The District Manager or Director shall serve a written notice of hearing on the permittee not later than two (2) business days after receiving the permittee's written request for a hearing. The notice of hearing shall contain the date, time and place at which the hearing shall be conducted.

- H. At the hearing before the District Manager or Director, the permittee shall be given the opportunity to present evidence that either rebuts the ground(s) for which the summary suspension was issued or demonstrates that the reason or reasons leading to the summary suspension have been mitigated or corrected.
- I. The hearing will be conducted informally, and technical rules of evidence shall not apply. Any and all evidence that the District Manager or Director deems reliable, relevant and not unduly repetitious may be considered.
- J. Following the conclusion of the hearing, the District Manager or Director shall issue a decision which affirms, modifies, or overrules the summary suspension, as specified in Subsection K. If the District Manager or Director affirms or modifies the summary suspension, the District Manager or Director may impose additional conditions upon the permit if those conditions were reviewed at the hearing and the conditions are intended to protect the health, safety, or welfare of the public or prevent the conduct or condition that led to the summary suspension.
- K. The District Manager or Director shall issue an oral decision upon the close of the hearing or may communicate the decision by telephone, within twenty-four (24) hours of the close of the hearing. The District Manager or Director shall also serve the permittee with a written decision within three (3) business days of the close of the hearing. The decision of the District Manager or Director shall be final for purposes of this Code.

SECTION 5. Section 6305 is amended to read as follows:

6305 Permit Conditions

- A. Discharge permits shall be expressly subject to all provisions of this Chapter and all other regulations, user charges, discharge limitations, and fees established by the City and all applicable local, state and federal laws and regulations.
- B. The permit may include such terms and conditions as the District Manager or Director may deem necessary to implement this Chapter, or any other applicable local, state or federal laws and regulations, including but not limited to:
 - 1. Limits on the average and maximum wastewater volume, constituents and characteristics;
 - 2. Requirements for installation and maintenance of flow monitoring, inspection and sampling facilities;
 - 3. Specifications and pretreatment requirements for monitoring programs which may include sampling locations, frequency of sampling, number, types and standards for tests and reporting schedule;
 - 4. Compliance schedules, including those necessary to meet categorical or other pretreatment standards;
 - 5. Requirements for submission of technical reports or discharge reports
 - 6. Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by

- the City and affording the City access thereto;
 7. Requirements for notification to the City of any new introduction of wastewater constituents or any significant change in the volume or character of the wastewater constituents being introduced into the wastewater stream;
 8. Requirements and plans for protection against accidental discharges, including but not limited to, burning of chemicals and waste materials. The review and approval of such plans and operating procedures shall not relieve the user from the responsibility of modifying the facility as necessary to provide the protection necessary to meet the requirements of this Code or other state or federal regulations;
 9. Requirements for notification of accidental discharges; and
 10. Requirements for submission of a slug control plan or specific elements thereof.
- C. No person shall fail to comply with the terms and conditions of a discharge permit, or fail to comply with any other mandatory provision of this Chapter, or other regulations, or discharge limitations established by the City, or local, state and federal laws and regulations. Each violation of the permit condition or other rule, regulation, or law shall be a separate violation under this Code.

SECTION 6: Upon adoption, this Ordinance shall be entered into the minutes of the Sanitary Board and a summary of this Ordinance prepared by the District Counsel shall be published once in the Cupertino Courier and the Saratoga News, being newspapers of general circulation in the District. A certified copy of the full text of this Ordinance shall be posted in the office of the District Clerk.

SECTION 7: This Ordinance shall become effective upon expiration of the week of publication.

PASSED AND ADOPTED at a regular meeting of the Sanitary Board of the Cupertino Sanitary District held on the 15th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

* * * * *

President of the Sanitary Board

ATTEST:

Secretary of the Sanitary Board

APPROVED AS TO FORM:

District Counsel



Memo

Item 9C

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: January 15, 2025

**Re: ORDINANCE NO. 134 – ADOPTION OF CUPERTINO SANITARY DISTRICT
OPERATIONS CODE DATED JANUARY 15, 2025**

Summary:

The current General Regulations of the Cupertino Sanitary District includes the original Cupertino Sanitary District Operations Code last adopted on March 2, 2016. Since then, 18 ordinances, Ordinance No. 116 through 133, have been adopted, updating sections of the Operations Code:

- 116 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 117 AMENDING PROPERTY LINE CLEANOUT AND MAINTENANCE OF SEWER LATERAL
- 118 ADDING ACCESSORY DWELLING UNIT REQUIREMENTS PER SB 1069 AND AB 2299 (SECTION 65852.2 OF THE STATE GOVERNMENT CODE).
- 119 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 120 REVISE AND ADD REGULATIONS TO THE OPERATIONS CODE OF THE CUPERTINO SANITARY DISTRICT PERTAINING TO THE REGULATION AND CONTROL OF FATS, GREASE, OIL AND SAND, (FOG.)
- 121 AMENDING SECTION 3001.A OF THE OPERATIONS CODE RELATING TO START TIME OF REGULAR BOARD MEETINGS
- 122 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 123 AMENDING CHAPTER VII, "PERMITS, FEES, AND SERVICE CHARGES" OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO PERMITS AND FEE CHARGES
- 124 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 125 AMENDING CHAPTER VII, "PERMITS, FEES AND SERVICE CHARGES" OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO PERMITS AND FEE CHARGES
- 126 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 127 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES

- 128 AMENDING VARIOUS SECTIONS OF CHAPTER II AND CHAPTER VI OF THE CUPERTINO
SANITARY DISTRICT OPERATIONS CODE RELATING TO DEFINITIONS AND USE OF SEWERS
- 129 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY
DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 130 AMENDING PROPERTY LINE CLEANOUT
- 131 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY
DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 132 AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF THE CUPERTINO SANITARY
DISTRICT OPERATIONS CODE RELATING TO SEWER SERVICE CHARGES
- 133 AMENDING SEWER USE ORDINANCE

This attached Operations Code, dated January 15, 2025, updates the March 2, 2016, Operations Code and incorporates all ordinances listed above and makes this document current.

Recommendation:

Review and adopt Ordinance No. 134 – An Ordinance of the Cupertino Sanitary District Adopting an Operations Code as the General Regulations of the Cupertino Sanitary District, dated January 15, 2025.

Attachment:

1. Ordinance No. 134, Adopting Operations Code

ORDINANCE NO. 134

**AN ORDINANCE OF THE CUPERTINO SANITARY DISTRICT
ADOPTING AN OPERATIONS CODE AS THE GENERAL
REGULATIONS OF THE CUPERTINO SANITARY DISTRICT**

The Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, hereby ordains as follows:

SECTION 1: To establish an Operations Code dated January 15, 2025 as the general regulations of the Cupertino Sanitary District, thereby consolidating and revising ordinances relating to the operation of said District, and matters incidental thereto, and to repeal all previous ordinances.

SECTION 2: That said Code which is hereby referred to and made a part hereof by reference, is hereby adopted as the CUPERTINO SANITARY DISTRICT OPERATIONS CODE. Copies of this Code shall be available to any person on request at the office of the District Manager, 20863 Stevens Creek Boulevard, Suite 100, Cupertino, California.

SECTION 3: If any article, section, sentence, clause, or part of the foregoing Operations Code is, for any reason, held to be unconstitutional, such decision shall not affect the remaining portion of this Code. The District Board hereby declares that it would have passed this Code and each chapter, article, section, sentence, clause, and part thereof despite the fact that one or more chapters, articles, sections, sentences, clauses or parts hereof be declared unconstitutional.

SECTION 4: Upon adoption this Ordinance shall be entered in the minutes of the Sanitary Board and shall be published once in the Cupertino Courier and once in the Saratoga News, both being newspapers of general circulation in the District. A full copy of this Ordinance shall be posted in the office of the District Clerk.

SECTION 5: This Ordinance shall become effective upon expiration of the week of publication.

PASSED AND ADOPTED at a regular meeting of the Sanitary Board of the Cupertino Sanitary District held on the 15th day of January 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

* * * * *

President of the Sanitary Board

ATTEST:

Secretary of the Sanitary Board

APPROVED AS TO FORM:

District Counsel



Memo

Item 9D

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: January 15, 2025

Re: Sewer System Management Plan (SSMP) Audit and Gap Closure Schedule

Summary:

The new Waste Discharge Requirements (WDRs) require regular audits of the Sewer System Management Plan (SSMP) for compliance with the WDRs and effectiveness. The preliminary audit has been completed as well as a schedule to implement gaps in the SSMP that were identified. These items are attached.

Recommendation:

Review the attached SSMP audit and Gap Closure Schedule.

Attachment:

1. SSMP Audit and Gap Closure Schedule

SSMP AUDIT CUSD RESPONSES January 8, 2025

The Water Board requires that the Sewer System Management Plan be evaluated for compliance, implementation and effectiveness while addressing system resilience. To properly manage the Sewer System Management Plan, these concepts must be considered when developing each element.

Compliance is the act of meeting regulations. This is the starting point for Sewer System Management Plan development, as all the requirements in the individual elements must be incorporated and addressed. As agencies begin to develop their new Sewer System Management Plan, there will be cases where new procedures, work plans, and ordinances will need to be developed or updated to meet the requirements. Compliance is the most fundamental aspect in the development of the Sewer System Management Plan.

Implementation is the actions or steps taken to accomplish tasks, goals, and objectives. There needs to be a plan and schedule to carry out these actions. To implement a plan, a goal, level of effort, resources, and timeline need to be determined.

Effectiveness is the degree to which something is successful in producing a desired result. There must be a procedure or method to measure effectiveness so the degree to which something is effective can be determined. A requirement of an internal audit (Element 10) is to measure the effectiveness of each Sewer System Management Plan element.

When developing a Sewer System Management Plan, an agency must describe how their plan will address each element. This is the agency's declaration or statement of what they will do to comply with each element. When this plan is carried out, and implemented as described, and, if the desired results are realized, then the plan is effective. If safeguards are put in place to prevent or mitigate failures, omissions, and oversights, then there is a level of resilience built-in to the Plan.

Shown below are the responses to each question provided in the audit. The places where there are gaps in the SSMP that need to be filled are highlighted in a "SSMP Gap Closure Schedule" at the end of this document. The key gaps and the fiscal years when the gaps will be closed are shown on the schedule along with the milestone dates for future SSMP Audits and SSMP submittal dates for the next SSP period.

Legend: the remaining of document uses the following legend for designating a question category:

- C = Compliance
- I = Implementation
- E = Effectiveness

Element 1 - Goal and Introduction

Element 1.1 Regulatory Context

	Question	Answer
C1	Do we have a sewer system management program that supports the goals of the plan?	Yes
I1	Have we identified the team members that developed the Plan?	Yes
I2	Does the plan address all of the required nine elements for full compliance with the WDR?	Yes
I3	Is there a schedule for closing any gaps in the Plan that are identified during the Audit process?	Yes
E1	Has the schedule for conducting audits been adhered to?	Yes
E2	Has the schedule for updating the Sewer System Management Plan been adhered to?	Yes
E3	Are the established milestones being monitored?	Yes
E4	Is the sewer system management program description up to date?	Yes

Element 1.2 Sewer System Management Plan Update Schedule

	Question	Answer
C1	Does the sewer system management program have a schedule to update the plan, including milestones for incorporation of activities that address the prevention of sewer spills?	Yes
I1	Does the sewer system management program have provisions to update the Plan whenever significant work, procedures, programs, audits, and/or organization changes are made?	Yes
E1	Have audits been performed on schedule (Measured by review of completion for audits against required timelines)?	Yes
E2	Has the Sewer System Management Plan been approved by the governing board on schedule every six years (Measured by review of historic local governing body adoption dates against required timelines)?	Yes
E3	Are established sewer program milestones being monitored?	No

Element 1.3 Sewer System Asset Overview

	Question	Answer
C1	Does the plan provide an introduction section to provide a description of the agency-owned assets and service area?	Yes
I1	Does the plan provide a standardized method for collecting asset data to ensure consistency from year-to-year?	No
E1	Are the system maps up to date?	Yes
E2	Are asset data kept in the computerized maintenance management system, GIS, etc., programs that are up to date?	Yes
E3	Are updates to the maps performed in a timely manner?	Yes

Element 2 - Organization

	Question	Answer
C1	Does the plan provide an organizational chart that clearly shows lines of authority and responsibility?	Yes
C2	Does the plan provide a list of the LRO's for the agency and do those LRO's have the authority to ensure compliance with the provisions of the WDR and make managerial decisions regarding the operation of the sanitary sewer system?	Yes
C3	Does the plan provide a chain of communications for the reporting of sewer spills?	Yes
E1	Have all spill responses been documented and forwarded to the LRO?	Yes
E2	Is there a process in place to ensure that contact information and organizational chart are up to date?	No

Element 3 – Legal Authority

	Question	Answer
C1	Confirm and reference ordinances, codes, and service agreements for meeting each legal authority requirement?	Yes
I1	Monitor for occasions when the ordinance/code failed to address issues as intended?	Yes
I2	Ensure agreements are up to date?	Yes
I3	Ensure ordinance/codes/service agreements are available to staff for reference when needed?	Yes
E1	Are the District codes and ordinances adequate for fulfilling the Sewer System Management Plan legal requirements?	Yes
E2	Have there been instances when the code or ordinance did not address a need or circumstance?	No

Element 4 – Operations and Maintenance Program**Element 4.1 Updated Map of Sewer System**

	Question	Answer
C1	Are there up-to-date maps of the sewer system?	Yes
C2	Do the sewer maps contain all drinking water facility intakes?	Yes
C3	Has the agency prepared an electronic Sanitary Sewer System Boundary Map?	Yes
I1	Establish procedure for ensuring all maps are up to date?	No
I2	Provide access to the maps for the State and Regional Water Boards?	Yes
E1	Were all map updates completed in a timely manner?	Yes
E2	Are all staff knowledgeable of the process for providing map update information?	No
E3	Are newly installed sewer assets incorporated into the system maps?	Yes

Element 4.2 Preventive Operation and Maintenance Activities

	Question	Answer
C1	Does the agency implement preventive operations and maintenance activities?	Yes
C2	Does the agency utilize data collection systems (Methods and tools) that gather and store data?	Yes
I1	Does the agency have a data collection process to complete tasks for each of the agency's core maintenance and inspection activities that covers all key sewer assets and evaluate them periodically for effectiveness and make necessary adjustments?	No
E1	Are the agency have maintenance, operations, and engineering work orders periodically reviewed for accuracy and completeness?	No
E2	Does the agency monitor "open," "overdue," or not yet completed work orders to ensure completion of tasks?	No
E3	Are inspection and maintenance activities reducing the number and volume of spills?	Yes
E4	Is maintenance work being completed as scheduled?	Yes
E5	Are inspections of pipes, manholes, lift/pump stations, force main conveyance system(s) being completed as scheduled?	Yes
E6	Does the agency have a proactive blockage control program?	Yes
E7	Does the agency track historical performance/results?	Yes

Element 4.3 – Training

	Question	Answer
C1	Does the agency have in-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors?	No
C2	Does the training cover the requirements of the new WDR, including the agency's Spill Emergency Response Plan procedures and practice drills,	No

	Question	Answer
	skilled estimation of spill volume for field operators, and electronic CIWQS reporting procedures for staff submitting data?	
I1	Does the training program for Spill Response Personnel address the Spill Emergency Response Plan?	Yes
E1	Has all training been completed as scheduled?	No
E2	Have consistent records of training and attendance been consistently documented and maintained?	No
E3	Have all staff demonstrated ability and knowledge after each training event?	No
E4	Have contractors received, at a minimum, direction for: <ul style="list-style-type: none"> • Reporting spills (including process for spill notifications)? • Implementing containment? • Securing the site? 	No

Element 4.4 Equipment Inventory

	Question	Answer
C1	Does the Agency have an inventory of sewer system equipment, including the identification of critical replacement and spare parts?	No
I1	Has the Agency developed an equipment inventory including all equipment used for maintenance, inspections, and emergency response procedures such as bypass pumps, portable generator, etc.), including providing appropriate contact numbers if relying on mutual aid assistance from another agency or outside contractor?	No
I2	Does the Agency perform periodic review of the agency's inventory to ensure it is up to date?	No
I3	Does the Agency label critical spare parts clearly, and make personnel aware of their location to facilitate a timely response?	No
E1	Has the inventory list been reviewed as scheduled?	No
E2	Have any inventory deficiencies or omissions been discovered and rectified?	No
E3	Has the agency experienced any equipment failure that inhibited a spill response?	No

Element 5 – Design and Performance Provisions

Element 5.1 Updated Design Criteria and Construction Standards

	Question	Answer
C1	Does the Agency have updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances?	Yes
C2	Does the Agency periodically review design criteria and construction standards and specifications to ensure industry best practices are considered?	No
C3	Do the design standards address hydraulic capacity for both pipes and pump stations?	No
I1	Does the Agency monitor the application of the standards to projects and document areas of improvement where the standard could improve project delivery and reduce risk to the Agency?	No
I2	Does the Agency update the standards and document the revisions prior to using on next project?	No
E1	Does the agency implement its current design and construction standards, specifications, and inspection procedures and provide periodic reviews of the design and construction standards, specifications, and inspection procedures to ensure conformance to requirements?	No

Element 5.2 – Procedures and Standards

	Question	Answer
C1	Does the Agency have procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances?	Yes
I1	Does the Agency review inspections records to ensure adherence to standards and specifications?	No
I2	Has the Agency established and implemented a process for staying abreast of industry standards?	No

	Question	Answer
E1	Were any design or installation deficiencies found during warranty inspections?	No
E2	Are hydraulic model findings included in the design process?	No
E3	Does the agency stay abreast of industry design standards and technical advances in the industry?	Yes

Element 6 Spill Emergency Response Plan

	Question	Answer
C1	Does the Agency establish realistic response time goals and monitor emergency response performance.	Yes
C2	Does the Agency provide training of the Spill Emergency Response Plan at least annually?	No
C3	Does the Agency have a written plan to coordinate spill event activities with other agencies and support services, if applicable?	No
C4	Does the Agency have procedures to contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system?	Yes
C5	Does the Agency clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters?	Yes
C6	Does the Agency implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event?	No
C7	Does the Agency conduct post-spill assessments of spill response activities, involve staff that played a role in the response and evaluate each spill event for adherence to the Spill Emergency Response Plan and for effectiveness?	No
E1	Does the Agency implement an effective Spill Emergency Response Plan as measured by quarterly review, training/practice drills, and completion of field data collection forms for conforming with the reissued WDR?	Yes

Element 7 Sewer Pipe Blockage Control Program

	Question	Answer
C1	Does the Agency have a pipe blockage control program that addresses the system's most common blockage-causing defects, such as roots, grease, wipes, etc.?	Yes
C2	Does the Agency have schedules that are kept for maintenance activities, such as gravity main cleaning, lateral cleaning/rodding, pump station maintenance, etc.?	Yes
C3	Does the Agency have schedules that are kept for inspection activities, such as grease interceptors, food service establishments, CCTV of gravity pipes, manholes, pump stations, etc.?	Yes
C4	Does the Agency monitor findings from cleaning operations?	Yes
I1	Does the Agency have an implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe-blocking substances?	No
I2	Does the Agency have a plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area?	No
I3	Does the Agency have a plan for handling grease that includes legal authority, inspection of grease producing facilities, and identification of sanitary sewer system sections that are subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section?	Yes
I4	Does the Agency identify measures to prevent spills and blockages?	Yes
E1	Have there been any blockages/spills from any identified problem area?	Yes
E2	Is the agency receiving feedback on public outreach efforts?	No
E3	Is the debris and other sewage solids collected during cleaning activities being disposed of appropriately?	Yes
E4	Does the agency have a plan and schedule for inspection of grease producing facilities (and is schedule appropriate or require amendments)?	Yes
E5	Have there been spills due to excessive fats, oil, grease, roots, or non-dispersible wipes discovered in the sewer system?	Yes

Element 8 System Evaluation, Capacity Assessment, and Capital Improvement Plan

Element 8.1 System Evaluation and Condition Assessment

	Question	Answer
C1	Does the Agency perform and document systematic inspections on all gravity pipe, manhole and lift/pump stations (including sub-assets of lift/pump stations), including force mains/inspections, siphons, etc.)?	Yes
C2	Does the Agency perform a system-wide vulnerability assessment to determine risk (the likelihood of failure and the consequence of failure)?	Yes
C3	Does the Agency prioritize condition assessment based on risk?	No
I1	Does the Agency utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system?	No
I2	Does the Agency identify the portions of the collection system with evidence of infiltration?	Yes
I3	Does the Agency identify the portions of the collection system with evidence of breaks, cracks, and failing joints?	Yes
E1	Has the agency assessed the collection system capacity-related problems?	No
E2	Has the agency reviewed/assessed lift/pump station inspection and condition assessment, air release valves (if applicable), force main conveyance system (if applicable) including alignment inspections/route walks?	Yes

Element 8.2 Capacity Assessment and Design Criteria

	Question	Answer
C1	Has the agency identified system components that are experiencing hydraulic deficiency?	Yes
C2	Has the agency identified measures to abate major sources that contribute to the peak flows associated with sewer spills, dry-weather peak flow conditions that cause or contribute to spill events, the appropriate design storm(s) or wet weather events that causes or contributes to spill events, and evaluate available technologies and strategies including redundancy with pumping, backup power generation, storage and other equipment deemed appropriate by the agency?	No

	Question	Answer
I1	Are we measuring rainfall and wastewater flows in the system periodically and updating the hydraulic model using the most recent flow data?	Yes
I2	Has the agency identified current and future capacity issues in the system based upon existing and future planned development?	No
E1	Have we experienced any capacity related spills during the audit period?	No
E2	Have we found evidence of surcharging in the system?	No
E3	Has the system responded to rain events as predicted in the hydraulic model?	No

Element 8.3 Prioritization of Corrective Actions

	Question	Answer
C1	Do you use the findings of the condition assessments and capacity assessments to prioritize corrective actions?	Yes
C2	Does the prioritization consider the severity of the consequences of potential spills?	Yes
I1	Does the agency maintain documents and records of system evaluation and condition assessment inspections and activities that can be used for prioritizing corrective actions considering severity/consequences of potential spills?	Yes
E1	Has the agency adhered to its system evaluation/condition assessment efforts?	Yes
E2	Has the agency adhered to its prioritization/corrective actions for sewer repair and capacity improvement projects?	Yes

Element 8.4 Capital Improvement Plan

	Question	Answer
C1	<p>Has the agency developed and implemented a system capital improvement plan to address all the following elements?</p> <ul style="list-style-type: none"> • Project schedules that include all portions of the capital improvement program. • Internal and external project funding sources for each project. 	No

	Question	Answer
	<ul style="list-style-type: none"> Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies. 	
I1	<p>Does the capital improvement plan contain the following:</p> <ul style="list-style-type: none"> A capital improvement plan that lays out the financing and timing for projects. Joint coordination between operation and maintenance staff, including coordination between engineering staff, consultants, and operations staff during all phases of planning, design, and construction for all capital improvement projects? For portions of the system with defects and/or capacity issues identified above, develop a capital improvement plan (CIP) and/or a repair and replace (R&R) plan to address all defects and/or capacity issues. Project schedules for all portions of the capital improvement program. Internal and external project funding sources. Hold regular coordination meetings to keep the project on track and resolve issues that may arise in a timely manner. 	No
E1	Has the agency's capital improvement plan been adhered to?	No
E2	Is there an annual review of the Capital Improvement Plan by both Engineering and Operations?	No

Element 9 – Monitoring, Measurement and Program Modifications

	Question	Answer
C1	<p>Has the agency developed a program to address implementation and assess the effectiveness of system operations and performance. The program needs to include the following components:</p> <ul style="list-style-type: none"> Need to address findings from most recent audit and implement a process that facilitates decision making in the face of uncertainty. Need to maintain relevant system performance and spill information at all levels of the sewer program in a way that can be practically evaluated, monitor historic spill and system performance trends, and 	No

	Question	Answer
	monitor work program effectiveness and adapt or adjust as necessary, document changes in most recent agency internal audit.	
C2	Has the agency incorporated the findings from its most recent audit. This includes specific actions, steps, projects, and schedules for addressing necessary improvements needed.	No
E1	Has the agency developed Key Performance Indicators, such as: <ul style="list-style-type: none"> • Are trends being monitored and corrective action taken as necessary? • Have Key Performance Indicators been developed to measure the effectiveness of each Sewer System Management Plan element? • Has a plan and schedule been established to address audit findings/deficiencies? • Have changes been made to work programs and procedures because of program assessments? 	No

Element 10 – Internal Audits

The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit shall address the following performance issues:

	Question	Answer
C1	To comply with this requirement, an agency can consider the size and complexity of an agency's collection system in crafting the scope of its audits.	Yes
C2	Audits can be performed by agency staff or by utilizing consultants.	Yes
C3	Ensure the audit address compliance, implementation, and effectiveness of all elements of the Sewer System Management Plan.	Yes
	<ul style="list-style-type: none"> • Compliance: (The act of meeting regulations) This ensures all elements and sub-elements are addressed. Full compliance is the goal. 	Yes
	<ul style="list-style-type: none"> • Implementation: (Putting the Plan into effect): To properly implement the plan, the agency should perform as described in the plan. In other words, the agency must "do what they say they would do." 	Yes

	Question	Answer
	<ul style="list-style-type: none"> Effectiveness: (The degree to which the desired result was achieved). Each element, and in some cases the sub elements in the Sewer System Management Plan needs to be evaluated for effectiveness. 	Yes
I1	To facilitate implementation, an agency should evaluate the agency's compliance, implementation, and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills.	No
I2	The audit should identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State.	No
I3	An agency should distribute audit findings to operators and allow ample time for review.	No
I4	An agency should include findings, recommended corrective actions, input from collection system operations staff, and a schedule to address identified deficiencies.	No
I5	Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.	No
E1	<p>Has the agency developed Key Performance Indicators, such as:</p> <ul style="list-style-type: none"> Have audits been performed as required? Have the audits assessed compliance, implementation, and effectiveness? Have deficiencies been identified? Has a plan and schedule to rectify the deficiencies been established? 	No

Element 11 – Communications Plan

	Question	Answer
C1	Has the agency developed communication procedures to ensure adequate public communication for sewage spills and during the Plan development, implementation, and updates.	No
C2	Has the agency developed communication procedures to ensure adequate communication with system owners/operators connecting to the agency's collection system for related operations, maintenance, and capital improvement activities.	No

	Question	Answer
I1	Has the agency communicated with the public for spills and discharges resulting in closures of public areas or that enter a drinking water source.	No
I2	Does the public outreach program include information on such things as: kitchen best practices, what not to flush, sewer problem notification procedures.	Yes
I3	Post the Sewer System Management Plan on the agency website and invite comment. Issue newsletters or mailers informing the public anytime an action is taken, it is a public record.	No
I4	Notify satellite agencies and privately-owned systems that discharge to your system must be aware of your agency sewer use requirements.	No
I5	The Sewer System Management Plan can be a tool to explain and demonstrate what is involved in operating a sewage collection system.	Yes
E1	Does the agency place all Sewer System Management Plan action items on the agenda for regular counsel/board meetings?	No
E2	Does the agency have signage, or other means, readily available to notify the public of environmental or public risk factors related to a sewage spill?	Yes
E3	Does the agency regularly communicate/document interactions with other systems connected to the agency's sewer system?	Yes
E4	Was the public afforded the opportunity to provide input as the program was being implemented?	No
E5	Does the agency perform outreach to residential customers?	Yes

	SSMP Gap Closure Schedule								
					Fiscal Year				
Prioritization>>>>	1) System Size 2) Number of Spills								
Overall Goal >>>>	Reduce Risk of Spills	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Audit >>>>>>>>	2/2/2025			2/2/2028			2/2/2031	
	SSMP >>>>>>>>		8/2/2025						8/2/2032
Section	Key Gap								
1	Schedule for Filling Gaps	X							
4	Training								
	Lucity – Work Orders for All Maintenance		X	X	X				
	Spill Emergency Response Plan	X							
	Contractor Training		X						
4	Equipment Inventory and Spare Parts			X					
7	Sewer Blockage Control Program	X							
8	Prioritize Condition Assessment on Risk			X	X				
8	Sewer Modeling		X						
8	I/I Program					X	X		
8	Prioritization of Pump Stations for Resilience		X	X	X				
8	Capital Improvement Plan			X	X				
	Pump Station Resilience Improvements								
	Level 1	X	X	X					
	Level 2				X	X	X	X	
11	Communications Plan								
	Residents		X						
	Private Tributary Areas			X					
	Storm Drainage Agencies								
	Cupertino		X						
	Roads and Airports		X						
	Emergency Communications	X							

Item 10.A.

Future Development Projects:

Prep. Date: 1/10/2025

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone 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 (APN 326-27-048)	Building	Sent	\$ 1,669,354.93	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. - 7/11/2024: Modification permit (M-2024-003) for the Senior Living portion received. To Increase assisted living dwelling unit counts from 123 to 136 and downside commercial space.
2	Canyon Crossing Redevelopment	10625 S Foothill Boulevard (APN 342-16-087)	Building (Demo permit)	Sent	\$ 310,118.00	*	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 (APNs 316-06-058, 316-06-059, & 316-06-060)	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	District McClellan - subdivide the parcel into 6 lots (SF)	20860 McClellan Road (APN 359-20-030)	Building	Signed IA	\$ 82,476.00	FY24-25	100%	\$ 82,476.00	\$ -	- 5/10/2024: Highly probable that this will be presented at the June 5 Board meeting for approval, subject to the submission of all materials for review by the end of May. (Changed Possibility of collection from 70% to 90%) - 6/14/2024: The developer has decided to proceed with the Board meeting in July 2024, as preparations for the bonds and submission are still underway. Additionally, the probability of collection has been revised to from 70% to 100%. - 7/12/2024: The check, bond, and signed IA for the McClellan Lot split have been prepared. These documents will be submitted to the board for approval on July 17, 2024. 8/7/2024: To clarify the bond's expiration date before moving on or accepting the IA. 9/11/2024: The developer is inquiring if there will be a letter or form that can be provided to them to facilitate the resolution of the issue. 9/23/2024: Executed Installer's Agreement and approved permits on ProjectDox.
5	Leon Townhomes - 7 Townhomes (4 Units at existing Parcel)	10046 BIANCHI WAY (APN 359-07-021)	Building	Sent	\$ 37,032.00	FY 25-26	75%	\$ 27,774.00	\$ 9,258.00	2nd submittal review completed May 19, 2023. 10/03/2024: Received Building Permit BLD-2024-2145. Submitted Permit Form for Submittal #1 on 10/10/2024 11/14/2024: Sent Draft IA to Developer for their review.
6	Rise Redevelopment - Phase 1	10123 North Wolfe Road (APN 316-20-122)	Planning - Phase 1	NA	\$ 18,278,969.34	FY 25-26	1%	\$ 182,789.69	\$ 18,096,179.65	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. 4/3/2024: Meeting was held with SandHill to discuss the schedule of payments and total amount of fees. 4/22/2024: The administration, engineering, and inspection fees, totaling \$275,066 for the Phase 1 Installer's Agreement, have been calculated and communicated to the developer. 5/9/2024: CUSD requested specific information from the developer to finalize the Installer Agreement for Phase 1 work, including utility sheets, commercial building square footages and proposed uses, as well as the number and type of residential units connecting to the sanitary sewer system. 7/29/2024: Received letter from Rise/SandHill regarding Sewer Development Fees and their wish to defer payment until the vertical construction begins. District still needs to address Rise regarding the letter. - 8/5/2024: A utilities permit response is due on 8/6/2024. An internal meeting was held on 8/5/2024 to discuss about the fees and strategy before proceeding. - 8/6/2024: Submitted Permit form to ProjectDox for Horizontal Utility site plan permit 09/09/2024: Staff will draft up IA for Phase 1 Work 9/23/2024: Drafted IA and ready for final review 9/26/2024: Met with VPO and their lawyers to discuss language of Draft IA
7	Rise Redevelopment -Additional Phases	10123 North Wolfe Road (APN 316-20-121)	Planning	NA	\$ 17,417,563.18	FY 27-28	0%	\$ -	\$ 17,417,563.18	-
8	Marina Plaza (DeAnza Ventures)	10415 N De Anza Boulevard (APN 326-34-066)	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
9	1655 S. DeAnza Redevelopment - 2 Parcels into 34 residential units	1655 S. DeAnza (APNs 366-10-061 & 366-10-126)	Planning	*	\$ 467,240.00	FY25-26	1%	\$ 4,672.40	\$ 462,567.60	Preparing to apply for Building Permit 10/28/2024: Owner asked about potential fees and credits for existing use. Sent them information. We will need to provide them credit for the existing retail & Restaurants at the site. Fees to the left do not account for this credit.
10	10619 S De Anza Blvd - Mixed Use (2090 SF Commercial & 11 Residential Units)	10619 S De Anza Blvd (APN 359-18-044)	Planning	*	\$ 163,045.20	FY26-27	0%	\$ -	\$ 163,045.20	There have been no updates since Submittal #1 from the applicant 12/23/2022. - 5/1/2024:Checked status, there has been no progress or movement noted.
11	141 Housing on 2 Existing Commercial Parcels (Indian Restaurant & Daycare. Across from The Counter Burger)	20015 Stevens Creek Boulevard (APNs 316-23-093 & 316-23-036)	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.
12	Four Lot subdivision (SF)	20638 Cleo Avenue (APN 362-31-003)	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.

13	Idlewild Cupertino (Across the street from Rise) - 76 Condos & 2,000 SF Retail	10065 E. Estates Drive (APNs 369-06-002, 369-06-003, & 369-06-004)	Planning	*	\$ 1,049,676.00	FY26-27	0%	\$ -	\$ 1,049,676.00	- Plan check completed back in 2022 - Received additional request for As Built 7/31/2024: Received DP-2024-004 for Site. Response is due 8/23/2024
14	Mountain Winery - Single Family Residential subdivison	Pierce Road - Masson Estates (APN 503-46-005)	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. Lots will be Combined)	20840 Stevens Creek Blvd (APNs 359-08-025, 359-08-026, & 359-08-027)	Planning	*	\$ 797,268.00	FY25-26	10%	\$ 79,726.80	\$ 717,541.20	2/27/2024 PR-2024-003 Reviewed initial plan; additional utility details are required in order to proceed. 4/9/2024: CBG Consultants requested District Design standards. Information regarding pipe slopes and utility separation was sent to them. 12/13/2024: Met with Developer to discuss IA and Permit process. They mentioned they want to submit for Building Permit in Q1/Q2 of 2025.
16	Chadwick Heights - 85 New Homes (Saratoga Hills)	South of 12906 Chiquita Ct (No specific address: Near by Lot to the North) (APN 503-15-084)	Planning	*	\$ 1,341,143.68	FY26-27	0%	\$ -	\$ 1,341,143.68	4/26/2024: The new development project is still in its early stages and lacks utility plans, specifically regarding the subdivision of parcel 503-15-084. Further inquiry is made to obtain additional project details. 5/2024: The maps and required upgrades/upsizing for the Chadwick Heights facilities have been sent. 8/14/2024: Received Updated Site and Utility Plans. Applicant is asking for a Will Serve Letter 09/19/2024: Developer is proposing that future homeowners pay additional sewer service fees to provide cost-sharing for 3 new lift stations (District Staff mentioned we were not willing to add 3 new lift stations into our system) 10/04/2024: Provided applicant with Will Serve letter
17	Alan Row - 9 Townhouses	22690 Stevens Creek Blvd. (APNs 342-66-001 to 342-66-010)	FINALIZED	Fully Executed	\$ 112,498.00	2024	100%	\$ 112,498.00	\$ -	- 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. - Week of 09/03/2024 - Contractor will perform CCTV of mainlines, Mandril/deformation testing of mainlines, and pressure testing of mainlines and manholes - 09/17/2024 - Received and reviewed Mainline CCTV. Pipeline looks in good condition. Video lengths do not match the lengths on the plans and I have asked them to confirm lengths and/or provide updated plans. - 10/14: Get ready to close the IA and have the resolution and memo approved at the next board meeting. - 11/15: Staff is calculating credit due to Developer. - 11/25/2025: Staff Mailed out credit check of \$21,300.67
18	Vista Heights - 28 Single Family Home & 7 Townhomes. Also Proposing Public Sports Center and a trail connecting Linda Vista Park to Stevens Creek County Park	0 Canyon View (APN 356-05-007)	Planning	*	\$ 546,901.00	FY27-28	0%	\$ -	\$ 546,901.00	- 7/9/2024: This is a new development on undeveloped hilly land, proposing 28 single-family dwellings, 7 townhomes, and a 20,000-square-foot community sports center with a gym and swimming pool. Currently, this is the only information available. We will proceed further once additional details are provided to the district. - 08/26/2024 - Received Planning Permit DP-2024-005 for project - 09/10/2024 & 1/07/2025 - Responded and provided comments to DP-2024-005
19	Linda Vista Project - 51 New Townhomes	10857 Linda Vista Drive at Evulich Court (APNs 356-06-001 to 356-06-004)	Planning	*	\$ 629,544.00	FY26-27	0%	\$ -	\$ 629,544.00	- 7/2/2024: A redevelopment project proposing approximately 51 three-story attached townhomes. The District provided the Will-Serve Letter. - 7/12/2024: Arranging a meeting to discuss the existing sewer facilities and the overview of the new proposed development. - 7/18/2024: Met with the Developer and they inquired about the possibility of claiming reimbursement for fitting the sags, as there are no capacity issues, only existing sags in the pipes. - 12/23/2024: Received Planning Phase permit ASA-2024-015.
20	20739 Scofield Dr - Demolish Existing Home and Build 5-Story Building with 20 Residential Units	20739 Scofield Dr (APN 359-09-016)	Planning	*	\$ 193,458.00	FY26-27	0%	\$ -	\$ 193,458.00	7/30/2024: Received another proposed development in Cupertino; Removing 1 SFD in a large lot and proposing 20 condos. 8/12/2024: Sent Will Serve Letter but asked applicant to confirm future parcel subdivision. District wants to know if it'll remain as 1 parcel or be split into 20 different parcels 08/30/2024: Received Planning Permit ASA-2024-009. Submitted same comments we provided them in the Will Serve letter.
21	Oak Meadow Villas	Project near Stevens Canyon Rd - South of Homes on Ricardo Rd (APN 351-10-043)	PrePlanning	*	*	*	*	\$ -	\$ -	- By 9/16/2024: To review capacity issue, if any, and to prepare Will-Serve Letter. Still waiting on plans from developer. We only received a small project description and an aerial map showing the project location
22	Mt Eden Road - 19 Single Family Homes and 4 Duplex Homes (8 units)	0 Mt Eden Road - Vacant lot east of Mt Eden, South of Villa Oaks, and West of Via Regina (APN 503-13-067)	PrePlanning	*	\$ 404,944.80	FY27-28	0	\$ -	\$ 404,944.80	Received preliminary plans asking for a Will Serve. Upstream of Pierce PS. District Staff will perform analysis of station to see if any upgrades are required. 09/20/2024 - Sent Will Serve letter. Informed them they may be required to upsize and rehab Pierce PS.
23	Mt Eden Road - 6 Lot Subdivision (5 Single Family Homes and 1 Duplex)	22000 Mt Eden Road (APN 503-80-003)	PrePlanning	*	\$ 105,297.70	FY27-28	0	\$ -	\$ 105,297.70	Received preliminary plans asking for a Will Serve. Upstream of Pierce PS. District Staff will perform analysis of station to see if any upgrades are required. 09/20/2024 - Sent Will Serve letter. Informed them they may be required to upsize and rehab Pierce PS.
24	13870 Pike Road - 31 New Homes	13870 Pike Road (APN 503-30-019)	PrePlanning	*	\$ 487,380.00	FY27-28	0	\$ -	\$ 487,380.00	09/24/2024 - Notified of this Builder's Remedy project by City of Saratoga Planning Department
25	122 SFD, Condos, & Townhomes (Same Parcel as our current District Offices)	20883 Stevens Creek Blvd (APN 326-32-050, 326-32-051, 326-32-052, & 326-32-053)	Planning	*	\$ 1,598,500.00	FY27-28	0	\$ -	\$ 1,598,500.00	09/27/2024 - Received Planning Phas Permit ASA-2024-011 by Nov 1 10/17/2024 - Responded to ASA-2024-011 01/07/2025 - Received Submittal #2 for ASA-2024-011
26	27 New Townhomes	20865 McClellan Rd (APN 359 13 019)	Planning	*	\$ 320,944.00	FY26-27	0	\$ -	\$ 320,944.00	10/10/2024 - Received Planning Phase Permit ASA-2024-012 by Oct 16 10/17/2024 - Responded to ASA-2024-012
27	Mary Ave - 40 Unit Low Income Housing	Mary Ave (APN 326-27-053)	Planning	*	\$ 493,760.00	FY26-27	0	\$ -	\$ 493,760.00	12/03/2024 - Responded to PR-2024-070
28	Comer Villas - 22 Unit Subdivision (Private sewer mains and lift station)	12291 Pierce Road (APN 503-16-047)	Planning	*	\$ 357,412.00	FY26-27	0	\$ -	\$ 357,412.00	11/27/2024 - Sent Will Serve Letter stating we can serve them but they will be responsible for all O&M of sewer system and lift station

29	Rental Workforce Housing - 249 Units Empty Parcel north of Rise/Vallco	10333 N Wolfe Road (APN 316-20-088)	Planning	*	\$ -	N/A	0	\$ -	\$ -	10/29/2024 - BKF Engineers inquired about asbuilts for a project in this area. They mentioned it is a "new affordable housing project" but provided no further information 01/08/2025 - Received PR-2024-075
30	Redevelop 2 Office Buildings to 57 Townhomes	20111 Stevens Creek Blvd (APN 316-23-026)	Planning	*	\$ 783,522.00	FY27-28	0	\$ -	\$ 783,522.00	12/19/2024 - Received ASA-2024-016 Permit
								\$ 1,746,501.97	\$ 60,219,930.61	

* Not enough information from developer to determine.

Spills

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

PLSDs (Private Lateral Sewage Discharge)

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

Emergency Calls - Causes

Received Calls - Business Hours		# of Calls	Received Calls - After Hours		# of Calls	Received Calls - Weekend		# of Calls
Root Intrusion	3		Root Intrusion	1		Root Intrusion	2	
Onsite	9		Onsite	1		Grease	0	
Grease	0		Grease	0		Debris	1	
Offset	0		Offset	0		Onsite	0	
Others	2		Others	1		Others	1	
Debris	2		Pump Station	0		Pump Station	0	
Total:	16		Total:	3		Total:	4	

Repairs

Address	Main/Lat	Description of Work
Via Regina Pump Station	PS	Transfer switch repair due to not seeing start signal.

Mainline Maintenance

Size of Pipe	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2024-25 YTD	FY2024-25 Annual Schedule	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	27,928	46,740	1,086	0	0	0	0	0	0	75,754	585,464	1,673,032	35%
Easement Cleaning (ft)	0	3,255	10,944	0	0	0	0	0	0	0	14,199	79,323	217,684	36%
CCTV (ft)	0	0	4,999	0	0	0	0	0	0	0	4,999	119,679	207,880	58%

Lateral Maintenance

Activity	# of Laterals	FY2024-25 YTD	FY2024-25 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	166	1,696	4,000	42%
CCTV	12	107		
Inspection	28	131		

FOG Inspection

	# of Inspections	YTD FY2024-25	FY2024-25 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	23	140		
Completed	15	127	248	51%
Follow up Needed	4			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 11.A.

JANUARY 2025

01/01: Holiday-Office Closed
01/01: 1st Regular Meeting
01/06: TAC
01/08: CASSE
01/09: TPAC - Cancelled
01/15: 2nd Regular Meeting
01/29-31: CASA Conference

JANUARY 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 HOLIDAY 1st Regular Meeting	2	3	4
5	6 TAC	7	8 CASSE	9 TPAC	10	11
12	13	14	15 2nd Regular Meeting	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 CASA CONFERENCE	

FEBRUARY 2025

02/05: 1st Regular Meeting
02/10: TAC
02/11: CASSE
02/13: TPAC
02/19: 2nd Regular Meeting

FEBRUARY 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 1st Regular Meeting	6	7	8
9	10 TAC	11 CASSE	12	13 TPAC	14	15
16	17	18	19 2nd Regular Meeting	20	21	22
23	24	25	26	27	28	

MARCH 2025

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

MARCH 2025						
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30	31					