

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, APRIL 16, 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>.

Director Doyle plans to call in to the meeting from 1505 Bedford Road, Washington, Indiana

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/INITIATION OF LITIGATION
California Government code section 54956.9 (d) (1) (4) as follows:

(d) (1) Cupertino Sanitary District v. the City of San Jose, et al
California Sixth District Court of Appeal No: H052796

(d) (4) Initiation of litigation-one case

4. MINUTES & BILLS

- A. APPROVAL OF THE MEETING MINUTES OF MARCH 19, 2025
B. APPROVED MEETING MINUTES OF MARCH 5, 2025
C. APPROVAL OF FINANCIAL REPORTS AND WARRANTS
D. TIMESHEETS

5. CORRESPONDENCE

- A. EMAIL FROM BIA BAY AREA TITLED: 2025 FEE INCREASE AND AB1600 REPORT NOTICE
B. COUNTY OF SANTA CLARA FINANCE AGENCY – NOTICE OF SALE BY PUBLIC AUCTION OF CERTAIN TAX-DEFAULTED PROPERTIES
C. SANTA CLARA COUNTY REGISTRAR OF VOTERS - REQUIRED ANNUAL FINANCIAL DISCLOSURE STATEMENTS

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- D. SANTA CLARA LAFCO – NOTICE OF INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE MEETING TO BE HELD ON MAY 14, 2025
- E. SANTA CLARA LAFCO – ADOPTION OF PROPOSED LAFCO BUDGET & NOTICE OF PUBLIC HEARING

6. MEETINGS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, MAY 12, 2025
- B. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD ON WEDNESDAY, MAY 14, 2025
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, MAY 15, 2025
- D. SAVE THE DATE: 2025 CASA 70TH ANNUAL CONFERENCE TO BE HELD WEDNESDAY, JULY 30 TO FRIDAY AUGUST 1, 2025 IN SAN DIEGO, CA - MORE INFORMATION TO COME

7. REPORTS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD ON MONDAY, APRIL 7, 2025
- B. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE HELD ON WEDNESDAY, APRIL 9, 2025
- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD ON THURSDAY, APRIL 10, 2025

8. UNFINISHED BUSINESS

- A. FY 2024-2025 BUDGET REVISIONS

9. NEW BUSINESS

- A. INSTALLER'S AGREEMENT CLOSEOUT – VALLCO MAKE READY UTILITIES
- B. DIRECTORS' BENEFIT SURVEY

10. STAFF REPORT

- A. FUTURE DEVELOPMENT PROJECTS
- B. MAINTENANCE REPORT

11. CALENDAR ITEMS

- A. THE NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, MAY 7, 2025

12. ADJOURNMENT

**CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 19, 2025**

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 Saadati 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, Taghi Saadati, and Bill Bosworth. David Doyle attended remotely.

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

Board action: There was no reportable action.

President Saadati adjourned the closed session at 7:06 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 March 5, 2025

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, March 5, 2025, were approved as written.

- B. Approved Revised Meeting Minutes of February 19, 2025, are to be Noted & Filed.

- C. Approval of Financial Reports and Bills

CUPERTINO SANITARY DISTRICT BOARD MEETING
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On a motion by Director Bosworth, seconded by Director Kwok by a roll call vote of 5-0-0, the financial reports and warrants were approved.

D. Timesheets

The Board submitted their March timesheets.

5. CORRESPONDENCE:

- A. LAFCO Notice of Public Hearing is to be Noted & Filed.
- B. LAFCO Notice of Public Hearing is to be Noted & Filed.
- C. City of San Jose – FY2025-2026 Revenue Program is to be Noted & Filed.
- D. City of San Jose– FY2025-2026 Regional Wastewater Facility Capital Cost Allocation 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, April 7, 2025.
- B. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, April 9, 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, April 10, 2025.

7. REPORTS:

- A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Committee (TAC) held on Monday, March 10, 2025.
- B. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) Teleconference held on Wednesday, March 12, 2025.
- C. Director Kwok reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, March 13, 2025.

8. UNFINISHED BUSINESS:

- A. 2024/2025 Budget Revisions – This was deferred to the next regular meeting.
- B. Letter of Support: AB 259 – This was approved at the March 3, 2025, regular meeting. President Saadati signed the letter.

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- C. Letter of Support: SB-496– This was approved at the March 3, 2025, regular meeting. President Saadati signed the letter.

9. NEW BUSINESS:

- A. Installer’s Agreement – Leon Townhomes

On a motion by Director Chen, seconded by Director Kwok by a roll call vote of 5-0-0, the Board approved the Leon Townhomes Installer’s Agreement.

- B. Request for Reimbursement of Sewer Service Charges – APN: 369-16-024

On a motion by Director Kwok, seconded by Director Chen by a roll call vote of 5-0-0, the Board approved reimbursement to the property owner of APN 369-16-024 in the amount of \$626.82.

- C. Resolution No. 1355, Setting Time and Place of Public Hearing to Consider Rate Increase

On a motion by Director Bosworth, seconded by Director Kwok by a roll call vote of 5-0-0, the Board approved Resolution No. 1355, Setting Time and Place of Public Hearing to Consider Rate Increase. The public hearing date has been set for May 21, 2025, at the District office.

10. STAFF REPORT

- A. Manager Porter reported on Future Development Projects.

- B. Manager Porter reported on the Maintenance Summary Report.

11. CALENDAR ITEMS

- A. The next regular Board Meeting is scheduled to take place on April 2, 2025.

12. ADJOURNMENT:

The meeting was adjourned at 8:05 pm.

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 5, 2025

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 Saadati 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, Taghi Saadati, and Bill Bosworth. David Doyle attended remotely.

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

Board action: There was no reportable action.

President Saadati adjourned the closed session at 7:18 p.m. and the regular meeting was called to order. Manager Porter and Administrative Clerk Martinez returned to the regular meeting.

4. MINUTES:

- A. Approval of the Regular Meeting Minutes of February 19, 2025

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, February 19, 2025, were approved with revision.

- B. Approved Meeting Minutes of January 15, 2025, are to be Noted & Filed.

5. CORRESPONDENCE:

There was none.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 5, 2025

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, March 10, 2025.
- B. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, March 12, 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, March 13, 2025.

7. REPORTS:

- A. Director Bosworth reported on the regular meeting of the Santa Clara County Special Districts Association held on Monday, March 3, 2025.

8. UNFINISHED BUSINESS:

- A. 2024/2025 Budget Revision

Manager Porter gave a report to the Board and discussed the District's 2024/2025 Budget and potential revisions. There was no reportable action by the Board. Manager Porter is to bring the item back at the next regular meeting.

9. NEW BUSINESS:

- A. 2025/2026 Budget Discussion

Manager Porter gave a report to the Board and discussed the District's 2025/2026 Budget. There was no action by the Board.

10. STAFF REPORT

- A. Manager Porter reported on Future Development Projects.

11. CALENDAR ITEMS

- A. The next regular Board Meeting is scheduled to take place on March 19, 2025. Director Doyle plans to attend remotely.

12. ADJOURNMENT:

The meeting was adjourned at 8:25 pm.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MARCH 5, 2025

Secretary of the Sanitary Board

President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MARCH 2025
9th Month of Operations (75% 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
MAR 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	\$25,264.86	\$3,160.93	\$28,425.79	\$9,574.21	74.8%	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	\$194,826.56	\$976.45	\$195,803.01	-\$303.01	100.2%	Dooley Insurance (May Coverage)
Memberships	41080	\$57,000	\$56,549.71	\$239.00	\$56,788.71	\$211.29	99.6%	CWEA
Office Rent	41090	\$4,800	\$3,200.00	\$400.00	\$3,600.00	\$1,200.00	75.0%	On Target
Operating Expenses	41100	\$3,000	\$1,430.72	\$340.82	\$1,771.54	\$1,228.46	59.1%	Website Monthly Hosting; Business Cards for Field Inspectors
Operating Expenses - Credit Card Transaction Fees	41100-1	\$6,000	\$2,733.78	\$435.38	\$3,169.16	\$2,830.84	52.8%	Credit Card Processing Fees - March
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	\$6,139,365.00	\$2,046,455.00	\$8,185,820.00	\$105,880.00	98.7%	Q4 FY2024-25
Professional Services:								
Management Services	41121	\$575,000	\$344,674.91	\$54,289.39	\$398,964.30	\$176,035.70	69.4%	On Target
SSMP Certification and Implementation	41121	\$230,000	\$149,108.23	\$21,775.63	\$170,883.86	\$59,116.14	74.3%	New Waste Discharge Requirements (WDR) Implementation
Engineering Services	41122	\$1,450,000	\$934,173.69	\$162,883.12	\$1,097,056.81	\$352,943.19	75.7%	On Target
Peak Flow Reduction	41122-1	\$40,000	\$14,168.41	\$490.65	\$14,659.06	\$25,340.94	36.6%	Flow model calibration
Plan Ckg. & Insp.	41123	\$200,000	\$138,866.80	\$12,970.97	\$151,837.77	\$48,162.23	75.9%	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	\$28,466.59	\$1,449.00	\$29,915.59	\$20,084.41	59.8%	District Counsel - Legal Services through April 9, 2025
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$390,000	\$116,155.92	\$0.00	\$116,155.92	\$273,844.08	29.8%	None this month
Legal - Common Interest Group (CuSD Share)	41124	\$110,000	\$67,248.16	\$0.00	\$67,248.16	\$42,751.84	61.1%	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	\$11,084.64	\$11,084.64	\$20,915.36	34.6%	Printing and Mailing of Notice of Rate Increase Public Hearing for FY25-26
Repair and Maintenance		\$4,144,000						
Repairs	41150	\$200,000	\$92,978.78	\$7,692.63	\$100,671.41	\$99,328.59	50.3%	On target
Maintenance	41151	\$3,944,000	\$2,574,577.55	\$410,221.72	\$2,984,799.27	\$959,200.73	75.7%	On target
Travel & Meetings Staff	41170	\$15,000	\$3,483.45	\$0.00	\$3,483.45	\$11,516.55	23.2%	None this month
Travel & Meetings BOD	41170	\$18,000	\$12,517.01	-\$563.64	\$11,953.37	\$6,046.63	66.4%	Refund of lodging deposits for Winter CASA (P. Kwok and T. Saadati)
Utilities	41190	\$90,000	\$56,988.78	\$6,239.48	\$63,228.26	\$26,771.74	70.3%	Electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$1,526.82	\$626.82	\$2,153.64	\$47,846.36	4.3%	Sewer Service Charges refund - 10569 Miller Ave. (Permit was cancelled)
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	\$81,696.91	\$19,006.06	\$100,702.97	\$149,297.03	40.3%	District Staff - Stoppage Response
Consolidated Election	48001	\$120,000	\$3,636.00	\$0.00	\$3,636.00	\$116,364.00	3.0%	None this month
TOTAL OPERATING EXPENSES		\$17,737,563	\$11,799,824.63	\$2,760,174.05	\$14,559,998.68	\$3,177,563.82	82.1%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$3,250,000	\$2,511,553.02	\$182,553.44	\$2,694,106.46	555,893.54	82.9%	Significant Defect Repair; Pump Station Assessment; C2R Progress Payment #006
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	\$1,245,143.00	\$1,301,686.00	\$2,546,829.00	(253,428.00)	111.1%	Q4 FY2024-25
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	\$40,631.89	\$0.00	\$40,631.89	109,368.11	27.1%	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	\$5,157,515.57	\$1,484,239.44	\$6,641,755.01	(\$348,354.01)	105.5%	
TOTAL EXPENSES		\$24,030,964	\$16,957,340.20	\$4,244,413.49	\$21,201,753.69	\$2,829,209.81	88.2%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH MARCH 2025
9th Month of Operations (75% 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 March Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$554,750	\$0.00	\$396,913.00	\$396,913.00	\$157,837.00	71.5%	FY24-25 Handbilling Invoices
Tax Roll	31010	\$20,189,170	\$12,134,233.04	\$0.00	\$12,134,233.04	\$8,054,936.95	60.1%	None this month
Permit Fees	31020	\$100,000	\$66,773.44	\$10,350.00	\$77,123.44	\$22,876.56	77.1%	Thirty-two payments received this month; Two hundred sixteen payments received to date
Connection Fees	31031	\$1,200,000	\$113,488.44	\$37,714.00	\$151,202.44	\$1,048,797.56	12.6%	Two payments received this month; Eight payments received to date
Capacity Fees	31032	\$850,000	\$41,714.89	\$11,351.85	\$53,066.74	\$796,933.26	6.2%	Two payments received this month; Ten payments received to date
Pump Zone Fees	31033	\$20,000	\$1,851.85	\$0.00	\$1,851.85	\$18,148.15	9.3%	No payment received this month; One payment received to date
Checking & Inspection Fees	31040	\$300,000	\$134,385.00	\$53,000.00	\$187,385.00	\$112,615.00	62.5%	Thirty-five payments received this month; Two hundred thirty-nine 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	\$439,875.03	\$0.00	\$439,875.03	(\$89,875.03)	125.7%	None this month
City of San Jose Credit(s)	32091	\$1,100,000	\$2,544,520.00	\$0.00	\$2,544,520.00	(\$1,444,520.00)	231.3%	None this month
Legal - Common Interest Group (Tributaries)	32092.1	\$390,000	\$116,915.19	\$2,458.98	\$119,374.17	\$270,625.83	30.6%	Received from WVSD - for January 2025 billing
Legal - Common Interest Group (10% Admin Fees)	32902.2	\$7,800	\$11,691.53	\$245.90	\$11,937.43	(\$4,137.43)	153.0%	Received from WVSD - for January 2025 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	\$15,605,720.04	\$512,033.73	\$16,117,753.77	\$9,071,466.22	63.99%	
		\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$25,189,220	\$15,605,720.04	\$512,033.73	\$16,117,753.77	\$9,071,466.22	63.99%	

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
January 31, 2025	\$22,514,873.45	\$4,200,000.00	\$18,314,873.45	\$950,562.42	\$62,860.35	\$23,528,296.21
February 28, 2025	\$19,243,040.23	\$4,200,000.00	\$15,043,040.23	\$965,539.81	\$62,903.82	\$20,271,483.86
March 31, 2025	\$18,565,107.34	\$4,200,000.00	\$14,365,107.34	\$982,736.38	\$62,952.00	\$19,610,795.71

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 03/31/25											
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	\$7,140,076.55			\$7,140,076.55		\$7,140,076.55	
1007	San Jose	01/15/20	\$6,966,355.00		\$173,721.55			\$173,721.55		\$173,721.55	
Interest through 3/31/20				\$6,823.36	\$180,544.91			\$180,544.91		\$180,544.91	
Deposit			04/16/20		\$180,544.91		\$600,000.00	\$780,544.91	\$2,996.28	\$783,541.19	
Balance as of 5/30/2020				\$179.37	\$180,586.41	\$137.87	\$600,137.87	\$780,724.28	\$5,744.81	\$786,469.09	
Balance as of 6/30/2020				\$197.98	\$180,632.21	\$152.18	\$600,290.05	\$780,922.26	\$31,953.57	\$812,875.83	
Balance as of 7/31/2020				\$191.84	\$180,676.58	\$147.47	\$600,437.52	\$781,114.10	\$37,732.75	\$818,846.85	
Balance as of 8/31/2020				\$154.53	\$180,712.33	\$118.79	\$600,556.30	\$781,268.63	\$48,220.05	\$829,488.68	
Balance as of 9/30/2020				\$25.62	\$180,718.25	\$19.69	\$600,576.00	\$781,294.25	\$56,059.22	\$837,353.47	
Balance as of 10/31/2020				\$25.62	\$180,724.16	\$19.69	\$600,595.69	\$781,319.87	\$67,713.45	\$849,033.32	
Balance as of 11/30/2020				\$26.47	\$180,730.30	\$20.35	\$600,616.04	\$781,346.34	\$80,097.89	\$861,444.23	
Balance as of 12/31/2020				\$26.47	\$180,736.42	\$20.35	\$600,636.39	\$781,372.81	\$89,436.48	\$870,809.29	
Balance as of 1/31/2021				\$24.83	\$180,742.17	\$19.09	\$600,655.47	\$781,397.64	\$99,672.14	\$881,069.78	
Balance as of 2/28/2021				\$23.98	\$180,747.71	\$18.43	\$600,673.91	\$781,421.62	\$108,211.86	\$889,633.48	
Balance as of 3/31/2021				\$28.26	\$180,754.25	\$21.72	\$600,695.63	\$781,449.88	\$121,953.35	\$903,403.23	
Balance as of 4/30/2021				\$22.27	\$180,759.40	\$17.12	\$600,712.75	\$781,472.15	\$135,672.77	\$917,144.92	
Balance as of 5/31/2021				\$11.99	\$180,762.18	\$9.22	\$600,721.96	\$781,484.14	\$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	\$1,107,662.04	\$10.09	\$1,089,489.44	\$2,197,151.48	\$168,561.21	\$2,365,712.69	
1008 Voided - CSJ			07/15/21								
Balance as of 7/31/2021				\$36.12	\$1,107,680.25	\$17.91	\$1,089,507.35	\$2,197,187.60	\$190,143.43	\$2,387,331.03	
Balance as of 8/31/2021				\$38.53	\$1,107,699.67	\$19.11	\$1,089,526.46	\$2,197,226.13	\$200,919.93	\$2,398,146.06	
Balance as of 9/30/2021				\$36.12	\$1,107,717.88	\$17.91	\$1,089,544.37	\$2,197,262.25	\$215,257.91	\$2,412,520.16	
1009 Co-Mingled Fund			10/20/21	\$690,453.00			(\$480,000.00)	(\$480,000.00)	(\$210,453.00)		
1010 C2R Engineering			10/20/21	\$49,030.00		(\$49,030.00)					
Balance as of 10/20/2021					\$1,058,687.88		\$609,544.37	\$1,668,232.25	\$4,804.91	\$1,673,037.16	
Balance as of 10/31/2021				\$31.44	\$1,058,707.83	\$11.49	\$609,555.86	\$1,668,263.69	\$25,242.07	\$1,698,505.76	
Balance as of 11/30/2021				\$29.25	\$1,058,726.40	\$10.69	\$609,566.54	\$1,668,292.94	\$38,319.76	\$1,706,612.70	
Balance as of 12/31/2021				\$28.34	\$1,058,744.36	\$10.35	\$609,576.90	\$1,668,321.28	\$55,958.38	\$1,724,279.66	
Balance as of 1/31/2022				\$28.34	\$1,058,762.37	\$10.35	\$609,587.25	\$1,668,349.62	\$65,691.28	\$1,734,040.90	
Balance as of 2/28/2022				\$25.60	\$1,058,778.61	\$9.35	\$609,596.61	\$1,668,375.22	\$85,965.01	\$1,754,340.23	
Balance as of 3/31/2022				\$28.34	\$1,058,796.60	\$10.35	\$609,606.96	\$1,668,403.56	\$106,346.21	\$1,774,749.77	
Balance as of 4/30/2022				\$26.51	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.07	\$119,004.80	\$1,787,434.87	
Balance as of 5/31/2022				\$29.25	\$1,058,831.96	\$10.69	\$609,627.34	\$1,668,459.32	\$132,240.88	\$1,800,700.20	
Balance as of 6/30/2022				\$43.43	\$1,058,859.55	\$15.87	\$609,643.20	\$1,668,502.75	\$152,439.62	\$1,820,942.37	
Balance as of 7/31/2022				\$100.11	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$160,603.56	\$1,829,206.42	
Balance as of 8/31/2022				\$226.30	\$1,059,066.69	\$82.69	\$609,762.47	\$1,668,829.16	\$177,243.27	\$1,846,072.43	
Balance as of 9/30/2022				\$205.76	\$1,059,197.27	\$75.18	\$609,837.65	\$1,669,034.92	\$191,995.18	\$1,861,030.10	
Balance as of 10/31/2022				\$212.64	\$1,059,332.22	\$77.70	\$609,915.34	\$1,669,247.56	\$206,913.12	\$1,876,160.68	
1011 C2R Engineering, Inc.			11/16/22	\$54,058.43					(\$54,058.43)		
Balance as of 11/30/2022				\$205.81	\$1,030.61	\$1,059,462.83	\$75.20	\$609,990.54	\$1,669,453.37	\$161,065.57	\$1,830,518.94
Balance as of 12/31/2022				\$205.84	\$1,030.63	\$1,059,593.46	\$75.21	\$610,065.75	\$1,669,659.21	\$174,390.82	\$1,844,050.03
1012 C2R Engineering, Inc.			01/30/23	\$42,585.13					\$42,585.13		
Balance as of 1/31/2023				\$188.72	\$1,059,724.08	\$68.96	\$610,134.71	\$1,669,858.79	\$143,543.68	\$1,813,402.47	
Balance as of 2/28/2023				\$192.16	\$1,059,846.03	\$70.21	\$610,204.92	\$1,670,050.95	\$154,920.07	\$1,824,971.02	
Balance as of 3/31/2023				\$265.40	\$1,060,014.46	\$96.97	\$610,301.89	\$1,670,316.35	\$170,416.91	\$1,840,733.26	
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	\$1,712,052.15
Balance as of 5/31/2023				\$1,992.43	\$1,264.43	\$1,061,615.83	\$728.00	\$611,223.88	\$1,672,839.70	\$53,061.30	\$1,725,901.00
Balance as of 6/30/2023				\$2,752.06	\$1,746.51	\$1,063,362.34	\$1,005.55	\$612,229.43	\$1,675,591.76	\$70,597.45	\$1,746,189.21
Transfer for 11/16/2022 C2R Engineering						(\$54,058.43)			\$54,058.43		
Transfer for 1/30/2023 C2R Engineering						(\$42,585.13)			\$42,585.13		
Transfer for 4/5/2023 C2R Engineering						(\$137,280.63)			\$137,280.63		
Total \$254K transferred from Loan bal. to checking						(\$20,075.81)			\$20,075.81		
1014 Check to CuSD Commingled Account									(\$254,000.00)		
Balance as of 7/31/2023				\$2,848.55	\$1,621.78	\$809,362.34			\$70,597.45		
Balance as of 8/31/2023				\$2,421.59	\$1,378.70	\$810,984.12	\$1,226.77	\$613,456.20	\$1,424,440.31	\$77,723.99	\$1,502,164.30
Balance as of 9/30/2023				\$2,269.08	\$1,291.87	\$812,362.81	\$1,042.89	\$614,499.09	\$1,426,861.90	\$88,948.39	\$1,515,810.29
Transfer for 10/18/2023 pmt. to Conquest						\$813,654.68	\$977.21	\$615,476.30	\$1,429,130.98	\$102,700.23	\$1,531,831.21
1015 Conquest Contractor			10/18/23	\$10,000.00		(\$10,000.00)			\$10,000.00		
Balance as of 10/31/2023						\$803,654.68			\$102,700.23		
Balance as of 11/30/2023				\$2,500.33	\$1,423.53	\$805,078.21	\$1,076.80	\$616,553.11	\$1,421,631.31	\$115,823.74	\$1,537,455.05
				\$2,318.77	\$1,313.13	\$806,391.34	\$1,005.64	\$617,558.75	\$1,423,950.08	\$127,552.12	\$1,551,502.20
						(\$93,032.00)			\$93,032.00		
1016 Conquest Contractor			12/20/23	\$93,032.00		\$713,359.34			(\$93,032.00)		
Balance as of 12/31/2023						\$714,573.06	\$1,050.73	\$618,609.47	\$1,333,182.53	\$136,159.47	\$1,469,342.00
Balance as of 1/31/24				\$2,441.51	\$1,308.63	\$715,881.69	\$1,132.88	\$619,742.36	\$1,335,624.04	\$152,710.94	\$1,488,334.98
Balance as of 2/29/24				\$2,012.20	\$1,078.52	\$716,960.21	\$933.68	\$620,676.04	\$1,337,636.24	\$162,092.56	\$1,499,728.80
Balance as of 3/31/24				\$2,015.23	\$1,080.14	\$718,040.35	\$935.09	\$621,611.12	\$1,339,651.47	\$177,909.57	\$1,517,561.04
Balance as of 4/30/24				\$2,227.22	\$1,193.77	\$719,234.12	\$1,033.45	\$622,644.57	\$1,341,878.69	\$189,624.81	\$1,531,503.50
Balance as of 5/31/24				\$1,990.41	\$1,066.84	\$720,300.96	\$923.57	\$623,568.14	\$1,343,869.10	\$214,668.65	\$1,558,537.75
Balance as of 6/30/24				\$1,800.33	\$964.96	\$721,265.92	\$835.37	\$624,403.51	\$1,345,669.43	\$228,847.38	\$1,574,516.81
Balance as of 7/31/24				\$1,095.07	\$586.95	\$721,852.87	\$508.12	\$624,911.64	\$1,346,764.50	\$241,307.59	\$1,588,072.09
Balance as of 8/31/24				\$1,934.65	\$1,036.95	\$722,889.82	\$897.70	\$625,809.33	\$1,348,699.15	\$258,100.69	\$1,606,799.84
Balance as of 9/30/24				\$1,798.95	\$964.22	\$723,854.04	\$834.73	\$626,644.06	\$1,350,498.10	\$277,808.95	\$1,628,307.05
Balance as of 10/31/24				\$1,431.65	\$767.35	\$724,621.39	\$664.30	\$627,308.36	\$1,351,929.75	\$289,877.38	\$1,641,807.13
Transfer for 11/20/24 pmt. to C2R Engr						(\$233,441.60)			\$233,441.60		
1017 C2R Engineering			11/20/24	\$233,441.60		\$491,179.79			(\$233,441.60)		
Balance as of 11/30/24				\$1,296.26	\$694.78	\$491,874.58	\$601.48	\$627,909.84	\$1,119,784.41	\$295,597.33	\$1,415,381.74
Transfer for 12/18/24 pmt. to C2R Engr						(\$231,650.81)			\$231,650.81		
1018 C2R Engineering			12/18/24	\$231,650.81		\$260,223.77			(\$231,650.81)		
Balance as of 12/31/24					\$1,001.53	\$439.93	\$561.60	\$628,471.44	\$889,135.13	\$309,029.48	\$1,198,164.61
Transfer for 1/15/25 pmt. to C2R Engr						(\$197,980.00)			\$197,980.		

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - April 16, 2025**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 3,160.93	ADP	Directors' Salary	
20144	M&O	\$ 976.45	Dooley Insurance Services	Insurance - Group Life & Dental	
20145	M&O	\$ 239.00	CWEA	Membership	
	M&O	\$ 435.38	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
20146	M&O	\$ 609,805.61	Mark Thomas	Office Rent	400.00
				Operating Expenses	340.82
				Management Services	54,289.39
				SSMP Cert Update and Implementation	21,775.63
				Peak Flow Reduction	490.65
				Engineering Services	162,883.12
				Plan Checking & Inspection	12,970.97
				Repairs	3,596.71
				Repairs (Pump Stations)	718.78
				Maintenance	234,409.88
				Maintenance (Pump Stations)	35,288.04
				Travel & Meetings (BOD)	(563.64)
				Utilities (Pump Stations)	1,052.70
				Emergency Funds	3,667.82
				District Sewer Capital & Support	78,484.74
20147	M&O	\$ 3,348,141.00	City of San Jose	Treatment Plant Operations & Maintenance	2,046,455.00
				Treatment Plant Capital	1,301,686.00
20148	M&O	\$ 1,449.00	Armento & Hynes	Legal - District Counsel	
20149	M&O	\$ 11,084.64	DB Incorporated	Printing & Publications	
20150	M&O	\$ 2,123.79	California Survey & Drafting Supplies	Repairs	
20151	M&O	\$ 1,253.35	CD & Power	Repairs (Pump Station)	
20152	M&O	\$ 29,025.00	Hadronex, Inc. dba SmartCover Systems	Maintenance	
20153	M&O	\$ 19,295.00	Flowing Water	Maintenance	17,535.00
				Emergency	1,760.00
20154	M&O	\$ 15,028.20	Roto-Rooter	Maintenance	
20155	M&O	\$ 57,681.84	Able Underground	Maintenance	44,936.10
				Emergency	12,745.74
20156	M&O	\$ 34,832.00	AB/JDD Plumbing Heating & AC	Maintenance	33,999.50
				Emergency	832.50
20157	M&O	\$ 81.63	City of Santa Clara Utilities	Utilities (Pump Stations)	
20158	M&O	\$ 5,105.15	PG&E	Utilities (Pump Stations)	
20159	M&O	\$ 626.82	Jane Kuo	Refunds & Reimbursements - Misc.	
20160	M&O	\$ 104,068.70	C2R Engineering	District Sewer Capital & Support	
TOTAL WARRANTS		\$ 4,244,413.49			

Pk Flow Red. Total:	\$ 490.65	District Staff
Maintenance Total:	\$ 410,221.72	District Staff, Hadronex, Flowing Water, RotoRooter, ABLE, AB/JDD
Utilities Total:	\$ 6,239.48	PG&E, City of Santa Clara Utilities, Internet, Cellphones
Emergency Total:	\$ 19,006.06	District Staff; Flowing Water, Able; AB/JDD
Pump Station Portion:	\$ 43,499.65	District Staff, CD&Power, Utilities (all Pump Stations)

EMERGENCY DETAILS:

Able - One emergency this month

Flowing Water - One emergency this month

AB/JDD Plumbing - Two emergencies this month

Roto-Rooter - No emergencies this month



Outlook

2025 Fee Increase and AB1600 Report Request Notice Benjamin

From BIA Bay Area <feenotices@biabayarea.org>

Date Tue 4/1/2025 2:56 PM

To bporter@cupertinosanitarydistrict.org <bporter@cupertinosanitarydistrict.org>

April 1, 2025

Dear Agency Official,

The Building Industry Association of the Bay Area (BIA|Bay Area) requests notice of any action to adopt or increase a fee or charge as described in Gov't Code 66013 (sewer or water connection or capacity.)

BIA also requests to be notified when your agency makes public its annual Mitigation Fee Act or AB1600 report. (Report contents are described in Gov't Code Section 66013(d).)

In addition, BIA requests notice of any action to adopt or increase a fee or other charge related to stormwater/drainage facilities or services.

Please send all notices via email to: feenotices@biabayarea.org

For questions, please contact BIA's Lisa Vorderbrueggen at lvorderbrueggen@biabayarea.org or 925-951-6843.

Sincerely,

Lisa Vorderbrueggen

Building Industry Association of the Bay Area
1000 Burnett Ave., Ste. 340
Concord, CA 94520
(925) 951-6840 - Office

BIA|Bay Area | [Website](#)



BIA|Bay Area | 1000 Burnett Ave., Ste. 340 | Concord, CA 94520-2799 US

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County of Santa Clara
Finance Agency
Department of Tax and Collections
110 W. Tasman Drive
San Jose, CA 95134
dtac.santaclaracounty.gov

RECEIVED

MAR 25 2025

CUPERTINO
SANITARY DISTRICT

March 21, 2025

Cupertino Sanitary District
Richard Tanaka
20863 Stevens Creek Blvd., Suite 100
Cupertino, CA 95014

RE: Notice of Sale by Public Auction of Certain Tax-Defaulted Properties

In accordance with Section 3700 of the California Revenue and Taxation Code, notice is hereby given of On February 25, 2025, the Board of Supervisors of the County of Santa Clara approved the sale of certain tax-defaulted properties.

As a taxing agency and/or revenue district, your agency has the right, pursuant to Sections 3695 and 3695.4 of the Revenue and Taxation Code, to object to the County's tax sale of any of the properties on the attached listing that are subject to your special assessment levy.

If your agency objects to the County's sale, you must request and submit a completed application to purchase the tax-defaulted property. When objecting to a sale, be prepared to enter into a Chapter 8 agreement to purchase the property for the minimum bid authorized by the Board of Supervisors of the County of Santa Clara plus the cost of advertising the sale.

If your agency consents to the sale, the lien for taxes and/or assessments may be canceled by the sale at auction. As a taxing agency, you are entitled to your share of the proceeds (if any) derived from the delinquent tax sale trust fund. If your governing body does not file an objection before the date of sale, the tax agency and/or revenue district will be deemed to have consented to the sale at auction pursuant to Section 3695(a) of the Revenue and Taxation Code.

Properties not purchased through a Chapter 8 agreement will be offered for sale in a Public Internet Auction from May 16, 2025, through May 19, 2025, under provisions of Chapter 7, Revenue and Taxation Code.

David Cueva
Tax Collections Unit
(408) 454-3017

Enclosures:

- 1) County of Santa Clara Board Resolution No. BOS-2025-19
- 2) Attachment A – List of Tax-Defaulted Properties to be Offered for Sale at Public Auction
- 3) Application to purchase Tax-Defaulted Properties

Board of Supervisors: Sylvia Arenas, Betty Duong, Otto Lee, Susan Ellenberg, Margaret Abe-Koga
County Executive: James R. Williams

RESOLUTION NO. BOS-2025-19

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
APPROVING THE SALE OF
CERTAIN TAX-DEFAULTED PROPERTIES**

WHEREAS, the Director, Department of Tax and Collections or designee has determined, in accordance with all applicable provisions of the Revenue and Taxation Code, that the properties identified on Attachment A hereto are tax-defaulted and subject to sale pending approval of the Board of Supervisors; and

WHEREAS, pursuant to Revenue and Taxation Code section 3698, the Director, Department of Tax and Collections or designee is transmitting notice to the Board of Supervisors, attached hereto as Attachment A, stating: (a) her intention to sell tax-defaulted properties pursuant to Chapter 7, of Part 6, of Division 1 of the Revenue & Taxation Code through a public auction; (b) a description of the properties to be sold; and (c) the minimum bid at which it is proposed to sell each property; and

WHEREAS, the Director, Department of Tax and Collections or designee requests that the Board approve, pursuant to Revenue and Taxation Code section 3694, the sale of the tax-defaulted parcels identified on Attachment A at public auction and for the stated minimum bid and, if any of those parcels do not sell for the stated minimum bid, to re-offer those parcels at a future date; and

WHEREAS, the Director, Department of Tax and Collections or designee further requests that the Board approve the re-offering of any parcels on Attachment A at public auction at a reduced minimum bid pursuant to Revenue and Taxation Code section 3698.5(c) if those parcels do not sell for the stated minimum bid at the initial auction.

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NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Santa Clara, State of California, as follows:

The Board hereby approves the sale, at public auction for the stated minimum bid, of the tax-defaulted properties listed on Attachment A. If, during the public auction, any of the parcels on Attachment A cannot be sold for the stated minimum bid, then those parcels may be offered at a reduced minimum bid to be determined by the Director, Department of Tax and Collections in a subsequent public auction.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on **FEB 25 2025** by the following vote:

AYES: *Abe-Koga, Arenas, Duong, Ellenberg, Lee*

NOES: NONE

ABSENT: NONE

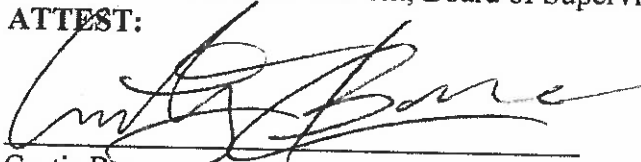
ABSTAIN: NONE



Otto Lee, President
Board of Supervisors

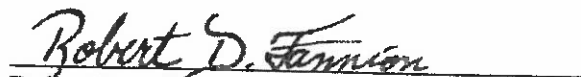
Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

ATTEST:



Curtis Boone
Acting Clerk of the Board of Supervisors

APPROVED AS TO FORM AND LEGALITY:


Robert Fannion
Deputy County Counsel

Attachments to this Resolution:

A – List of Tax-Defaulted Properties to be offered for Sale at Public Auction

Date:
2/7/2025

County of Santa Clara Finance Agency
Department of Tax and Collections

**Listing of Tax-defaulted Properties Subject to Power of Sale to be Offered
at Internet Auction or Sealed Bid Sale in Fiscal Year 2024-2025**

First Year Delinquent	Parcel Number	Tax Rate Area	Amount of Minimum Bid
2005-06	558-10-007	072-004	\$ 6,600
2006-07	393-36-037	015-042	\$ 7,300
2006-07	455-30-112	017-092	\$ 75,300
2006-07	455-30-113	017-092	\$ 6,600
2006-07	544-39-048	080-009	\$ 217,400
2006-07	558-10-006	072-004	\$ 6,000
2007-08	544-12-007	075-004	\$ 118,700
2007-08	835-20-054	067-007	\$ 44,500
2008-09	456-31-008 FKA 455-08-035	017-034	\$ 33,700
2009-10	544-39-026	080-009	\$ 12,500
2009-10	544-54-011	080-050	\$ 21,600
2009-10	558-10-008	072-004	\$ 5,700
2010-11	070-03-073	070-003	\$ 10,300
2010-11	070-03-082	070-003	\$ 29,200
2010-11	503-15-019	015-033	\$ 396,600
2011-12	544-47-071	080-009	\$ 13,700
2012-13	070-23-003	070-003	\$ 44,300
2012-13	446-04-053	017-108	\$ 69,700
2012-13	544-37-065	080-009	\$ 9,600
2012-13	544-47-025	080-009	\$ 16,900
2012-13	558-11-055	080-009	\$ 18,400
2013-14	544-44-008	080-009	\$ 8,400
2013-14	790-31-036	002-000	\$ 221,300
2014-15	137-24-045	006-022	\$ 236,900
2014-15	167-31-017	011-001	\$ 102,100
2014-15	261-11-103	017-193	\$ 52,900
2014-15	274-40-068	017-108	\$ 139,500
2014-15	277-03-044	062-014	\$ 147,800
2014-15	336-40-076	014-002	\$ 4,300
2014-15	419-21-001	069-009	\$ 242,700
2014-15	434-10-087	003-007	\$ 38,000
2014-15	587-09-017	017-010	\$ 48,300
2014-15	647-17-015	017-050	\$ 53,500
2014-15	684-18-055	017-182	\$ 6,600

First Year Delinquent	Parcel Number	Tax Rate Area	Amount of Minimum Bid
2015-16	154-17-019	005-000	\$ 160,400
2015-16	161-33-029	009-002	\$ 101,200
2015-16	175-24-001	014-004	\$ 85,000
2015-16	204-27-034	009-002	\$ 119,200
2015-16	211-33-031	009-001	\$ 90,900
2015-16	269-12-019	007-000	\$ 74,200
2015-16	284-02-004	017-021	\$ 2,400
2015-16	434-28-084	017-108	\$ 41,000
2015-16	481-06-065	017-007	\$ 87,200
2015-16	544-36-023	080-009	\$ 8,900
2015-16	544-39-088	080-009	\$ 17,900
2015-16	544-39-129	080-009	\$ 45,700
2015-16	544-39-132	080-009	\$ 13,200
2015-16	558-14-046	080-001	\$ 48,600
2015-16	558-14-073	080-001	\$ 11,200
2015-16	558-38-004	080-001	\$ 5,500
2015-16	654-38-030	017-028	\$ 3,000
2015-16	679-34-042	017-028	\$ 213,500
2015-16	680-67-064	017-028	\$ 2,600
2015-16	680-67-065	017-028	\$ 2,600
2015-16	680-67-066	017-028	\$ 3,500
2015-16	680-67-068	017-028	\$ 2,700
2015-16	694-41-090	017-028	\$ 61,900
2015-16	779-51-035	004-022	\$ 109,700
2015-16	817-07-025	087-002	\$ 8,300
2015-16	830-31-014	067-007	\$ 152,300
2016-17	042-14-054	084-005	\$ 38,600
2016-17	097-17-030	007-000	\$ 29,400
2016-17	249-65-019	017-194	\$ 7,500
2016-17	277-03-034	062-014	\$ 32,100
2016-17	472-25-068	017-193	\$ 53,400
2016-17	486-24-051	017-159	\$ 111,200
2016-17	558-10-011	072-004	\$ 8,400
2016-17	558-14-011	080-001	\$ 11,400
2016-17	562-10-008	080-001	\$ 15,100
2016-17	562-13-011	072-005	\$ 84,100
2016-17	562-31-011	080-001	\$ 39,000
2016-17	569-02-022	017-108	\$ 2,400
2016-17	569-02-023	017-108	\$ 2,400
2016-17	694-08-112	017-108	\$ 3,900
2016-17	694-43-083	017-108	\$ 54,900
2016-17	729-27-049	040-006	\$ 81,000
2016-17	779-07-074	087-002	\$ 1,600

First Year Delinquent	Parcel Number	Tax Rate Area	Amount of Minimum Bid
2017-18	083-23-088 FKA 086-64-086	012-001	\$ 91,500
2017-18	086-81-056	012-056	\$ 16,300
2017-18	104-20-120	009-000	\$ 61,500
2017-18	204-14-040	009-002	\$ 112,600
2017-18	481-35-038	017-193	\$ 41,500
2017-18	503-38-027 FKA 503-38-018 & 503-38-019	060-014	\$ 36,600
2017-18	503-38-029 FKA 503-38-020 & 503-38-021	060-014	\$ 36,700
2017-18	544-11-035	075-004	\$ 54,900
2017-18	544-11-036	075-004	\$ 34,100
2017-18	558-05-002	072-004	\$ 107,900
2017-18	558-05-004	072-004	\$ 149,500
2017-18	558-05-005	072-004	\$ 60,300
2017-18	558-10-037	072-004	\$ 1,900
2017-18	558-14-014	080-001	\$ 8,900
2017-18	562-24-018	072-015	\$ 4,500
2017-18	660-02-031	017-027	\$ 1,200
2017-18	660-02-048	017-027	\$ 1,200
2017-18	660-02-049	017-027	\$ 1,100
2017-18	696-08-017	098-007	\$ 53,100
2017-18	742-04-024	098-007	\$ 152,700
2017-18	773-25-003	087-004	\$ 29,900
2017-18	776-13-003	087-004	\$ 13,000
2018-19	070-10-063, 070-10-064 FKA 070-10-042	070-003	\$ 32,100
2018-19	104-29-003	009-000	\$ 95,000
2018-19	104-29-004	009-000	\$ 167,600
2018-19	202-01-019	009-000	\$ 16,500
2018-19	259-52-134	017-193	\$ 6,200
2018-19	412-26-028	017-015	\$ 92,500
2018-19	472-47-060	017-029	\$ 56,500
2018-19	472-47-086	017-029	\$ 33,600
2018-19	497-10-022	017-031	\$ 52,100
2018-19	510-27-014	060-022	\$ 183,400
2018-19	510-38-017	080-055	\$ 317,500
2018-19	527-08-002	003-007	\$ 3,800
2018-19	544-47-026	080-009	\$ 7,900
2018-19	558-13-018	080-001	\$ 9,600
2018-19	558-13-019	080-001	\$ 9,900
2018-19	586-31-036	017-010	\$ 1,400
2018-19	589-14-031	017-010	\$ 34,900
2018-19	599-30-006	054-003	\$ 63,600
2018-19	601-15-035	054-051	\$ 22,000
2018-19	627-23-009	054-049	\$ 24,600
2018-19	654-08-022	017-050	\$ 264,900

First Year Delinquent	Parcel Number	Tax Rate Area	Amount of Minimum Bid
2018-19	678-23-058	017-058	\$ 900
2018-19	684-08-009	017-064	\$ 22,200
2018-19	690-20-084	017-063	\$ 28,000
2018-19	690-35-025	017-063	\$ 90,300
2018-19	692-14-011	017-063	\$ 165,700
2018-19	776-20-009	087-004	\$ 11,800
2018-19	779-10-016	087-045	\$ 86,700
2018-19	779-13-020	087-002	\$ 4,500
2018-19	779-39-013	004-022	\$ 40,600
2018-19	790-19-038	002-001	\$ 2,600
2018-19	799-40-056	002-001	\$ 2,400
2018-19	808-21-008	002-001	\$ 2,300
2018-19	825-13-083	087-036	\$ 2,400
2018-19	841-03-022	002-000	\$ 2,600
2018-19	841-09-033	002-000	\$ 7,300
2018-19	865-17-015	087-005	\$ 17,800

FKA=Formerly known as

COUNTY OF SANTA CLARA

Application to Purchase Tax-Defaulted Property from County of Santa Clara

This application is to be completed by eligible purchasing entities to commence purchase of tax-defaulted property by agreement sale from the county under applicable provisions of the California Revenue and Taxation Code. Please complete the following sections and supply supporting documentation accordingly. Completion of this application does not guarantee purchase approval.

A. Purchaser Information

1. Name of Organization: _____
2. Corporate Structure – check the appropriate box below and provide corresponding information
 - ☐ Nonprofit – provide Articles of Incorporation
 - ☐ Public Agency – provide mission statement (If redevelopment agency, also provide agency survey map)

B. Purchasing Information

Determine which category the parcel falls under and then check the appropriate box as it relates to the purchasing entity's corporate structure and the intended use of the parcel:

Category A: Parcel is currently scheduled for a Chapter 7 tax sale.

- ☐ Purchase by tax agency/revenue district to preserve its lien.
- ☐ Purchase by tax agency/revenue district to use parcel(s) for public purpose
- ☐ Purchase by nonprofit to use parcel(s) for low-income housing or to preserve open space.

Category B: Parcel is *not* currently scheduled for a Chapter 7 tax sale

- ☐ Purchase by taxing agency for public purpose
- ☐ Purchase by State, county, revenue district or redevelopment agency for public purpose
- ☐ Purchase by nonprofit to use parcel(s) for low-income housing or to preserve open space

C. Property Detail

Provide the following information. If more space is needed for any of the criteria, consolidate the information into a separate document (e.g. Exhibit A) and attach accordingly:

1. County where the parcel(s) located: _____
2. List each parcel by Assessor's Parcel Number: _____
3. State the purpose and intended use for *each* parcel: _____

D. Acknowledgement Detail

Provide the signature of the purchasing entity's authorized officer

Authorizing Signature

Title

Date

From: [Gonzalez, Claudia V](#)
 To: hporter@cupertinosanitarydistrict.org; [Frankie Martinez](#)
 Cc: [ROV-candidateservices](#)
 Subject: Required Annual Financial Disclosure Statements (Cupertino Sanitary District)
 Date: Wednesday, April 2, 2025 11:30:35 AM
 Attachments: [image008.png](#)
[image009.png](#)
[image010.png](#)

Dear District Representative:

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

The Office of the Registrar of Voters requires e-filing for officeholders who have an FPPC Form 470 filing obligation in accordance with the attached Ordinance No. NS-300.857. Officeholders that have a filing obligation will receive a welcome letter from our office that will include their NetFile account information and login credentials.

PLEASE NOTE: *The filing deadline for officeholders to e-file their form is July 31, 2025.* Early filing with our office is recommended to avoid late filer fines.

To help identify the filing obligations of your board members, we ask that your district representative complete the [District Information](#) webform as soon as possible and **by no later than Friday, April 11, 2025, so that we may begin preparing electronic filing welcome letters for your board members.**

According to our records, in 2024 your district stipend amount was **\$462**. Please indicate on the [District Information](#) webform the amount of your current stipend, if any, or if you have had any changes.

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

Please confirm that the below list includes all correct board members, email addresses and mailing address for each officeholder, and if none is listed, please provide the required information and/or correct any information.

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

OFFICEHOLDER	July 31st Filing Obligation	Email	Mailing Address
Bosworth, William A.	470 Filing Required	bbosworth@cupertinosanitarydistrict.org	20863 Stevens Creek Blvd, #100, Cupertino, CA 95014
Chen, Angela S.	470 Filing Required	achen@cupertinosanitarydistrict.org	20863 Stevens Creek Blvd, #100, Cupertino, CA 95014
Doyle, David A.	470 Filing Required	ddoyle@cupertinosanitarydistrict.org	20863 Stevens Creek Blvd, #100, Cupertino, CA 95014
Kwok, Patrick	470 Filing Required	pkwok@cupertinosanitarydistrict.org	20863 Stevens Creek Blvd, #100, Cupertino, CA 95014
Saadati, Taghi S.	470 Filing Required	tsaadati@cupertinosanitarydistrict.org	20863 Stevens Creek Blvd, #100, Cupertino, CA 95014

Sincerely,

Claudia Gonzalez

Elections Process Supervisor, Candidate Services Division

County of Santa Clara | Office of the Registrar of Voters

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

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

candidateservices@rov.sccgov.org

Claudia.v.gonzalez@rov.sccgov.org

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

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer
Neelima Palacherla

April 7, 2025

**TO: INDEPENDENT SPECIAL DISTRICT BOARD MEMBERS &
MANAGERS/CLERKS**

FROM: NEELIMA PALACHERLA, LAFCO EXECUTIVE OFFICER

**RE: NOTICE OF INDEPENDENT SPECIAL DISTRICT SELECTION
COMMITTEE MEETING**

SELECTION OF SPECIAL DISTRICT MEMBERS TO SERVE ON LAFCO

The Local Agency Formation Commission of Santa Clara County (LAFCO) will convene a meeting of the Independent Special District Selection Committee (ISDSC).

Meeting Date: May 14, 2025

Time: 10:00 AM

**Location : Santa Clara Valley Water District Board Room
5750 Almaden Expressway, San Jose, CA 95118**

The purpose of the ISDSC meeting is to appoint special district members to serve on LAFCO –

- One regular member to serve a new 4-year term from June 2025 to May 2029
- One alternate member to serve a new 4-year term from June 2025 to May 2029

The agenda for the ISDSC meeting is attached.

This memorandum provides formal notice of the ISDSC meeting and includes information on the selection process of special district members.

SPECIAL DISTRICT REPRESENTATION ON LAFCO

In December 2012, LAFCO adopted Resolution No. 2012-07, expanding its membership to include two special district members and one alternate special district member. As agreed upon by the Special Districts Association of Santa Clara County, the Santa Clara Valley Water District (SCVWD) appoints one special district member to LAFCO; and the ISDSC appoints the second member, and an alternate member to serve in place of the two regular special district members.

Currently, the ISDSC has appointed Yoriko Kishimoto as the regular member, and Helen Chapman as the alternate member; both of their terms on LAFCO end in May 2025.

ISDSC MEMBERSHIP

The ISDSC membership is comprised of presiding officers of the following 17 independent special districts in Santa Clara County:

1. Aldercroft Heights County Water District
2. Burbank Sanitary District
3. Cupertino Sanitary District
4. El Camino Healthcare District
5. Guadalupe Coyote Resource Conservation District
6. Lake Canyon Community Services District
7. Lion's Gate Community Services District
8. Loma Prieta Resource Conservation District
9. Midpeninsula Regional Open Space District
10. Purissima Hills Water District
11. Rancho Rinconada Recreation and Park District
12. San Martin County Water District
13. Santa Clara Valley Open Space Authority
14. Santa Clara Valley Water District
15. Saratoga Cemetery District
16. Saratoga Fire Protection District
17. South Santa Clara Valley Memorial District

If the presiding officer of an independent special district is unable to attend the ISDSC meeting, the legislative body of the district may appoint one of its members to attend and vote in place of the presiding officer. District managers or other district staff members may not vote.

ISDSC members representing a majority (9) of the independent special districts shall constitute a quorum. The ISDSC shall not conduct its business without a quorum of its membership.

SPECIAL DISTRICT MEMBERS SELECTION PROCESS

Specifically, the ISDSC will select one member to serve in each of the following two positions:

- One regular special district member
- One alternate special district member

The alternate member will vote or serve in place of the regular member if either of the two regular special district members is absent or does not qualify to participate in a meeting.

A brief description of LAFCO and the unique role and responsibilities of a LAFCO commissioner is attached.

At the ISDSC meeting, any member of an independent special district governing board may submit nominations for the special district member positions. The nominees must be elected or appointed special district officers residing within the

county but must not be members of the legislative body of a city or county. Each nominee will be given an opportunity to make a brief statement.

The selection will occur through a roll call vote of the members of the ISDSC (i.e., to each presiding officer or voting delegate of independent special districts) present at the meeting. Each member of the ISDSC is entitled to one vote. The ISDSC is encouraged to make selections that fairly represent the diversity of the independent special districts in the county, with respect to population and geography.

If only one nomination is received for a position, that nominee is selected. The nominee who receives the majority of the votes cast is selected. If no nominee receives a majority of the votes cast, a run-off election between the two nominees who receive the greatest number of votes is held. After votes are tallied, the results will be announced.

TERMS OF OFFICE FOR LAFCO MEMBERS

The term of office for a LAFCO commissioner is 4 years and until the appointment and qualification of a successor. There are no term limits.

A member's term of office on LAFCO will cease immediately if he or she ceases to be on the special district board. The statute also provides that a member may be removed at any time and without cause upon a majority vote of the ISDSC.

DISQUALIFICATION ON PROPOSALS AFFECTING THE DISTRICT

Pursuant to Government Code §56332(d), a special district member is not automatically disqualified from acting on a proposal affecting the member's special district. However, the statute allows that the ISDSC may, at the time of appointment of a member or alternate, specify that the member is disqualified from voting on proposals affecting the member's district.

FOR MORE INFORMATION

Please visit the LAFCO website at www.SantaClaraLAFCO.org. If you have any questions about this process, please email LAFCO@ceo.sccgov.org.

REQUEST TO INDEPENDENT SPECIAL DISTRICT MANAGERS AND/OR CLERKS

- Distribute this Notice to All Members of the District Board
- Provide the name of the district's Presiding Officer or the name of the district member appointed by the legislative body of the district to attend and vote in place of the presiding officer to LAFCO@ceo.sccgov.org **before May 7, 2025.**

ATTACHMENTS

- ISDSC Meeting Agenda
- LAFCO and Role of LAFCO Commissioners



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

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners
Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

Alternate Commissioners
Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer
Neelima Palacherla

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE (ISDSC) MEETING

AGENDA

**Wednesday, May 14, 2025
10:00 AM**

**HQ. Building Boardroom, Santa Clara Valley Water District
5750 Almaden Expressway, San Jose, CA 95118**

- 1. ROLL CALL AND ESTABLISH QUORUM**
- 2. OVERVIEW OF LAFCO AND ROLE OF LAFCO COMMISSIONERS**
- 3. OVERVIEW OF SELECTION PROCESS**
- 4. SELECTION OF REGULAR MEMBER FOR A NEW 4-YEAR TERM
FROM JUNE 2025–MAY 2029**
 - a. Call for nominations
 - b. Candidate statements
 - c. Roll call vote
 - d. Announce results
- 7. SELECTION OF ALTERNATE MEMBER FOR A NEW 4-YEAR TERM
FROM JUNE 2025–MAY 2029**
 - a. Call for nominations
 - b. Candidate statements
 - c. Roll call vote
 - d. Announce results
- 8. DETERMINE IF A MEMBER SHOULD BE DISQUALIFIED FROM
VOTING ON PROPOSALS AFFECTING THE DISTRICT OF WHICH
HE/SHE IS MEMBER**
- 9. NEXT STEPS**
- 10. ADJOURN**



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LAFCO AND ROLE OF LAFCO COMMISSIONERS

LAFCO PURPOSE AND AUTHORITY

LAFCO is a state mandated independent local agency established to oversee the boundaries of cities and special districts within the county. Santa Clara LAFCO's mission is to promote sustainable growth and good governance in the county by:

- preserving agricultural lands and open space,
- curbing urban sprawl,
- encouraging efficient delivery of services,
- exploring and facilitating regional opportunities for fiscal sustainability, and
- promoting accountability and transparency of local agencies.

LAFCO will be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs and actions.

LAFCO regulates jurisdictional and planning boundaries of cities and special districts. Boundary change proposals that LAFCO considers may include city / district annexations, detachments, formations, dissolutions, mergers, consolidations and urban service area amendments. LAFCO also has regulatory authority over service extensions outside city and district jurisdictional boundaries. LAFCO plans for orderly growth and development through its service review program and its review and update of city / district spheres of influence. LAFCO works for the good of the whole county – protecting natural resource lands while facilitating development of vibrant communities.

LAFCO COMPOSITION AND FUNDING

Santa Clara LAFCO is composed of seven commissioners including two County supervisors appointed by the Board of Supervisors; one council member from the City of San Jose, appointed by the City Council; one council member from any of the other 14 cities, appointed by the City Selection Committee; two special district members – one appointed by the Independent Special District Selection Committee and one appointed by the Santa Clara Valley Water District (by agreement); and one public member appointed by the other members of the Commission. Five alternate commissioners are appointed, one for each of the categories.

In each member category, the alternate member shall serve and vote in place of a regular member who is absent or who disqualifies herself or himself from participating on a specific matter before the Commission at a regular/special commission meeting or in closed session. All alternate members are expected and encouraged to attend and participate in all Commission meetings, even if the regular member(s) is (are) present. Alternate members may attend and participate in closed session meetings of the Commission. However, alternate members may not vote or make a motion when the regular member is present.

LAFCO is funded jointly by the cities, the independent special districts and the County, and contracts with the County of Santa Clara for its staffing and services.

UNIQUE ROLE OF LAFCO COMMISSIONERS

Pursuant to Government Code Section 56325.1, while serving on LAFCO, all commissioners must exercise their independent judgement on behalf of the interests of the public as a whole in furthering the purposes of LAFCO, and not solely the interests of the appointing authority. All commissioners are required to sign the Commissioner Pledge acknowledging their understanding of their unique role and responsibilities as a LAFCO Commissioner.

LAFCO MEETINGS

LAFCO meets on the first Wednesday of even months at 1:15 PM at the County Government Center in San Jose. LAFCO commissioners are expected to make every effort to attend all six regular meetings. LAFCO commissioners receive a per diem of \$100 for attendance at LAFCO meetings.

Commissioners may also participate on LAFCO committees (e.g. Finance Committee) and Technical Advisory Committees for special studies. LAFCO staff will conduct an orientation/training for new commissioners prior to their first LAFCO meeting. Additionally, CALAFCO (California Association of LAFCOs) provides training on topics of relevance to LAFCOs through an annual conference and other special workshops/classes.

No LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party, or his/her agent; or any participant or his /or her agent, while a LAFCO proceeding is pending, and for three months following the date a final decision is rendered by LAFCO.

Pursuant to Government Code §84308, no LAFCO commissioner shall accept, solicit, or direct a contribution of more than \$250 from any party, or a party's agent; or any participant or the participant's agent if the commission knows or has reason to know that the participant has a financial interest, while a LAFCO proceeding is pending, and for 12 months following the date a final decision is rendered by LAFCO.

MORE INFORMATION

More information is available on the LAFCO web site at www.SantaClaraLAFCO.org and in the [What is LAFCO? Brochure](#). Should you have any questions or wish to discuss further, please contact the LAFCO Office at LAFCO@ceo.sccgov.org.



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Teresa O'Neill

Executive Officer
Neelima Palacherla

April 7, 2025

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

FROM: Neelima Palacherla, Executive Officer

**SUBJECT: ADOPTION OF PROPOSED BUDGET FOR FISCAL YEAR 2026 &
NOTICE OF JUNE 4, 2025 LAFCO PUBLIC HEARING**

At its public hearing on April 2, 2025, the Local Agency Formation Commission of Santa Clara County (LAFCO) adopted a Proposed Budget for Fiscal Year 2026, as recommended in the attached staff report. The attached report reviews the status of LAFCO's current year work plan and budget; and sets forth the proposed work plan and budget for Fiscal Year 2026.

LAFCO is scheduled to consider adoption of its Final FY 2026 Budget and Workplan at a public hearing on Wednesday, June 4, 2025 at 1:15 PM in the Board of Supervisors Chambers, County Government Center. The County Auditor will apportion LAFCO costs and invoice the cities, independent special districts and the County based on the Final Budget adopted by LAFCO.

The meeting agenda, staff reports and related meeting material will be available on the LAFCO website by May 30, 2025. All interested persons may attend the meeting as provided for on the agenda. Written public comments may be submitted by email to **LAFCO@ceo.sccgov.org** prior to the date of the hearing.

Attachment:

Staff Report on the Proposed Work Plan and Budget for FY 2026 (April 2, 2025)

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



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SantaClaraLAFCO.org

Commissioners

Sylvia Arenas
Jim Beall
Rosemary Kamei
Yoriko Kishimoto
Otto Lee
Terry Trumbull
Mark Turner

ITEM # 6

Alternate Commissioners

Pamela Campos
Helen Chapman
Betty Duong
Zach Hilton
Teresa O'Neill

Executive Officer

Neelima Palacherla

LAFCO MEETING: April 2, 2025

TO: LAFCO

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

SUBJECT: PROPOSED WORK PLAN AND BUDGET FOR FY 2026

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Proposed Work Plan for Fiscal Year 2025-2026.
2. Adopt the Proposed Budget for Fiscal Year 2025-2026.
3. Find that the Proposed Budget for Fiscal Year 2026 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
4. Authorize staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice for the adoption of the Fiscal Year 2026 Final Budget to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.

ANNUAL BUDGET PROCESS REQUIREMENTS

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

FISCAL YEAR 2025-2026 WORKPLAN & BUDGET DEVELOPMENT TIMELINE

Dates	Staff Tasks / LAFCO Action
March 10 - April 2	Notice of this public hearing was advertised in a local newspaper, posted on the LAFCO website and distributed to local agencies. The agenda and a link to the posted agenda packet are also distributed to local agencies, interested persons and organizations. The proposed Workplan and Budget are posted on the LAFCO website and available for public review and comment.
April 2	LAFCO public hearing on adoption of Proposed Workplan and Budget
April 3	Proposed Work Plan and Budget, preliminary apportionments and LAFCO public hearing notice for Final Budget Hearing transmitted to agencies
June 4	LAFCO public hearing and adoption of Final Budget
June 4 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE

At its February 5, 2025 LAFCO meeting, the Commission appointed Alternate Commissioner Campos, Alternate Commissioner Chapman and Alternate Commissioner O'Neill to serve on the Finance Committee.

At its special meeting held on March 6, 2025, the Finance Committee discussed the progress on the current year work plan and the status of the current year budget; and recommended the proposed FY 2026 work plan and budget for consideration and adoption by the full commission.

CURRENT YEAR IN REVIEW

PROGRESS REPORT ON FY 2024-2025 WORK PLAN

LAFCO's current fiscal year workplan was adopted at a noticed public hearing held on April 3, 2024. **Attachment A** depicts the current status (through the third quarter of the year) of the 2024-2025 Work Program.

A key focus of this year's work program is the comprehensive review and update of LAFCO policies. To guide Phase 1 of this process, the Commission appointed an Ad-Hoc Committee composed of three commissioners, which developed a detailed work plan and timeline. Over the course of nine meetings, the Committee along with staff carefully reviewed and refined multiple iterations of the policies under consideration, including the development of new policies related to agricultural

worker housing. Additionally, two rounds of public review and comment periods were conducted to gather valuable input from stakeholders. Following this extensive effort, the Commission adopted the Phase 1 policy updates in December 2024. Looking ahead, the Commission is expected to consider a work plan for Phase 2 of the policy update process.

LAFCO has received and is currently processing a special district reorganization and sphere of influence amendment. Staff has conducted pre-application meetings and responded to numerous requests for assistance from local and regional agencies on matters such as city service extensions, city annexations and urban service area amendments, special district annexations, and builders remedy projects.

Additionally, responding to public inquiries remains a significant and growing area of focus, with staff noting an increase in both volume and complexity.

In alignment with the Commission's directive, staff continues to engage in targeted outreach to local entities—including special districts, the County, cities, and community organizations—through informational presentations on LAFCO's role in promoting sustainable growth and good governance. These efforts are undertaken as opportunities arise and as time permits.

Changes in Commission membership due to term expirations have prompted corresponding onboarding activities. The LAFCO office is now fully staffed, with 4.0 FTE positions, including the promotion of the Associate Analyst to the Analyst position in August 2024. Additionally, the implementation of a training and professional development work plan for LAFCO staff is underway, ensuring continued growth, skill enhancement, and alignment with best practices in local government and land use planning.

Several key administrative activities and projects have been completed or are currently underway, including the annual financial audit, the annual report, and the development of a new LAFCO database to efficiently track public inquiries, manage the contacts directory, and improve overall workflow for application processing and management.

Projects that will not be completed by the end of the fiscal year will be incorporated into the proposed FY 2026 work plan to ensure their continued progress and completion in alignment with LAFCO's strategic objectives.

The LAFCO Annual Report for FY 2025 will be published at the close of the fiscal year. This report will document all applications reviewed and processed during the year and will highlight LAFCO's accomplishments, activities, and key projects undertaken or completed throughout the period.

STATUS OF FY 2024-2025 ADOPTED BUDGET

Attachment D includes the FY 2025 budget adopted by the Commission at a noticed public hearing on June 5, 2024, the status of LAFCO's expenditures and revenues as of February 25, 2025, and expenditure and revenue projections for end of FY 2025. The adopted LAFCO budget for FY 2025 is \$1,077,611. It is estimated that the total year-end projected expenditures for FY 2025 would be approximately 1% higher

than the adopted budget primarily due to promotion of the Associate Analyst to Analyst position, which was unanticipated at budget adoption. Staff anticipates that overall, year-end revenue for FY 2025 will be slightly higher than the amount budgeted. LAFCO has received the respective FY 2025 funds from the County, the cities and the independent special districts. The actual fund balance rolled over at the end of FY 2024 was higher at \$237,891, compared to the amount estimated (\$172,301) in the FY 2025 budget. The excess fund balance will be used to cover the extra expenditures, and the remainder unspent amount will carry over into FY 2026 and will be used to reduce net operating expenses that would in turn translate to reduced FY 2026 costs for contributing agencies.

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

Attachment C includes the proposed work plan for FY 2026, as recommended by the Finance Committee, for consideration and adoption by the full commission.

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

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

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

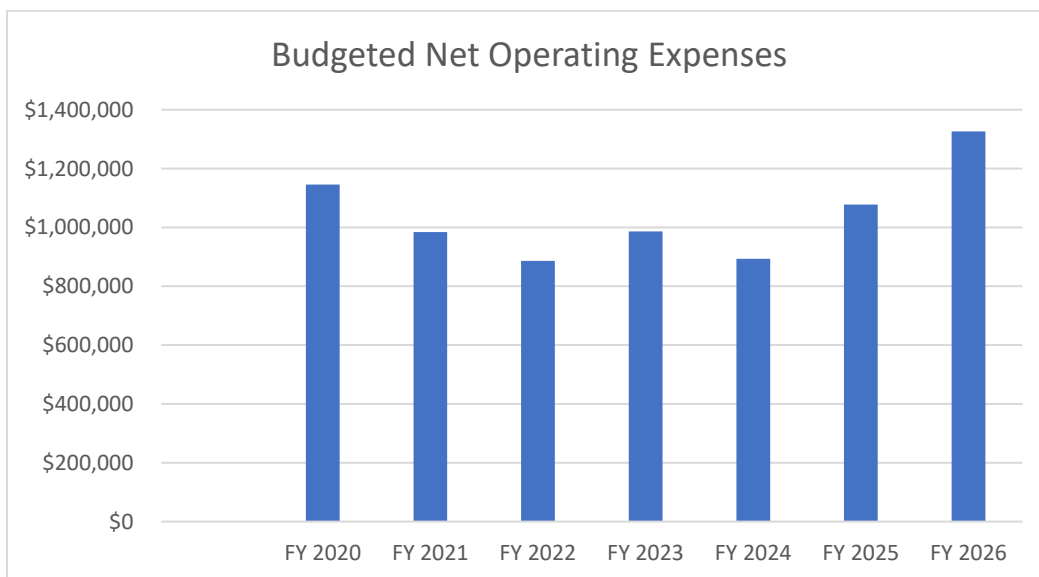
PROPOSED BUDGET FOR FISCAL YEAR 2026

Attachment D includes the proposed Budget for FY 2025-2026 as recommended by the Finance Committee, for consideration and adoption by the full commission. The Finance Committee conducted a thorough review of the work plan and budget and recognized the public benefit of LAFCO's work and the high demand for LAFCO's services from local agencies and the public. The Committee maintained its

commitment to ensure adequate resources that allow the Commission to fulfill its statutory responsibilities and accomplish its work plan while also limiting costs for LAFCO's funding agencies.

The overall projected expenditure for FY 2026 (\$1,464,666) in the proposed budget is 14% higher than the current year budgeted expenses (\$1,280,912). This increase in expenditures is largely due to the increase in the cost of salaries and benefits due to a position promotion that occurred in August 2024.

However, LAFCO's proposed net operating expense for FY 2026 is approximately 26% higher than the FY 2025 budgeted net operating expense. The primary reason for this is because the remaining fund balance (\$63,997) at the end of this year is at its lowest level in years. Since September 2023, the LAFCO office has been fully staffed with 4.0 FTEs and has not benefited from salary savings realized in previous years. Additionally, over the past two years, we have adopted more precise budgeting practices. As a result, year-end fund balances have been significantly smaller. This translates to a trend, starting in FY 2025, of rising operating expenses. While we began the current year with a slightly higher fund balance than anticipated, it has helped offset the additional expenditures from the increase in salary and benefits due to the unanticipated promotion.



DESCRIPTION OF FY 2024-2025 BUDGET LINE ITEMS

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

The following is a detailed itemization of the proposed budget.

EXPENDITURES

Expenditures are divided into two main sections: Staff Salaries and Benefits (Object 1) which comprise approximately 68% of the total expenditures; and Services and Supplies (Object 2).

OBJECT 1. SALARIES AND BENEFITS \$994,427

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

OBJECT 2. SERVICES AND SUPPLIES

5255100 Intra-County Professional \$12,000

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

5255800 Legal Counsel \$85,780

This item covers the cost for general legal services.

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

The monthly retainer for FY 2026 increases to \$7,068, based on a 2.8% increase in the Consumer Price Index for the prior calendar year (2024). This item covers the annual retainer fees and includes additional monies to cover approximately 10 hours of work outside the retainer at the hourly rate of \$395.

5255500 Consultant Services \$175,000

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

5285700 Meal Claims \$1,000

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

5220200 Insurance \$8,000

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

The estimates for FY 2026 were not available from SDRMA as of writing this report. The Final budget will reflect any major revisions to these estimates.

5270100 Rent & Lease \$58,106

This item includes FY 2026 monthly rent for LAFCO office space located at 777 North First Street, Suite 420, San Jose. The original lease term for the office space expired on May 5, 2022. At its February 2, 2022 meeting, the Commission authorized the extension of the lease for a five-year period through April 30, 2027.

5250100 Office Expenses \$5,000

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

5255650 Data Processing Services \$24,443

This item includes estimated costs associated with County Technology Solutions & Services Department (TSS) providing IT services to the LAFCO program. According to TSS, the projected costs cover Telecom services for 5 phones- VOIP/Landline (\$2,280), Wireless Carrier Service (\$912), enterprise licensing including MS Adobe special order, Acrobat Pro and MS Visio monthly subscription (\$3,416), and other services (\$17,845) comprising Enterprise Content Management services and

solutions, Kronos support, Architecture and Innovation Services, Claranet services, Data Analytics and Visualizations, digital print and sccLearn. Any further revised cost estimates received from the County will be reflected in the Final LAFCO budget.

5225500 Commissioner's Fees \$10,000

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

5260100 Publications and Legal Notices \$1,000

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

5245100 Membership Dues \$15,000

This item includes CALAFCO – the California Association of LAFCOs membership dues. At its meeting in December 2023, the CALAFCO Board voted to approve a 3.1% rate adjustment to account for the CPI increase (June 2023 to June 2024), in accordance with the CALAFCO Bylaws. The FY 2026 membership dues for Santa Clara LAFCO is \$12,921.

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

5250750 Printing and Reproduction \$1,500

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

5285800 Business Travel \$21,000

This item includes funding for staff and commissioners to attend conferences and workshops. It would cover costs of air travel, accommodation, conference registration and other expenses at the conferences. CALAFCO annually holds a Staff Workshop (Location TBD, April 2026) and an Annual Conference (San Diego, October 2025) that is attended by commissioners as well as staff.

5285300 Private Automobile Mileage \$1,000

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

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

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

5281600 Overhead \$37,324

This overhead charge is established by the County Controller's Office, for service rendered by various County departments that do not directly bill LAFCO. The overhead includes LAFCO's share of the County's FY 2026 Cost Allocation Plan

which is based on actual overhead costs from FY 2024 – the most recent year for which actual costs are available. The overhead amount includes the following charges from:

County Executive’s Office:	\$5,998
Controller-Treasurer:	\$10,157
Employee Services Agency:	\$10,877
OBA:	\$423
BHS-MH - Employee:	\$62
TSS Intragovernmental Service:	\$1,196
Technology Services & Solutions:	\$1,354
Procurement:	\$124
Equal Opp. (County Counsel):	\$1,468
CoB – Harvey Rose Mgt Audit:	\$34

Further, a “roll forward” is applied which is calculated by comparing FY 2024 Cost Plan estimates with FY 2024 actuals. The FY 2024 cost estimates were lower than the actuals by \$4,746; this amount is added to the FY 2026 Cost Plan. This is a state requirement.

5275200 Computer Hardware \$4,000

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

5250800 Computer Software \$4,000

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

5250250 Postage \$500

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

5252100 Training Programs \$2,000

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

REVENUES

4103400 Application Fees \$25,000

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

4301100 Interest \$10,000

It is estimated that LAFCO will receive an amount of approximately \$10,000 from interest earned on LAFCO funds.

3400150 Fund Balance from Previous Fiscal Year (i.e., FY 2025) \$63,997

It is projected that there will be a savings or fund balance of approximately \$63,997 at the end of the current year, which will be carried over to reduce the proposed Fiscal Year 2026 costs for LAFCO's funding agencies (cities, independent special districts and the County).

Projected Year-End [FY 2025] Fund Balance = (Projected Year-End [FY 25] Revenue + Actual Fund Balance from Previous Fiscal Year [FY 24] + Funds Received from Local Agencies in FY 25) - (Projected Year-End [FY 25] Expenses)

$$= (\$41,074 + \$237,891 + \$1,077,611) - \$1,292,579$$

$$= \$63,997$$

The fund balance excludes the reserves.

RESERVES

3400800 Reserves Available \$200,000

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

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

In FY 2022, LAFCO reduced the Reserves from \$250,000 to \$200,000, in order to further reduce costs to local agencies given the COVID -19 related economic hardships; and has maintained the reserve level at \$200,000 since then. The Finance Committee recommends maintaining the current level of reserves for FY 2026. This places the proposed Reserve amount at approximately 14% of the total FY 2026 expenditures. LAFCO has not adopted a Reserves policy, however as an independent agency, LAFCO should maintain sufficient reserves for flexibility and stability in the event of unanticipated needs.

FY 2026 NET OPERATING EXPENSES

FY 2026 Net Operating Expenses = (Proposed FY 2026 Expenditures) - (Proposed FY 2026 Fee & Interest Revenues + Projected Fund Balance from FY 2025)

$$= (\$1,464,666) - (\$35,000 + \$63,997)$$

$$= \$1,365,669$$

The projected operating expense for FY 2026 is based on projected expenditures and revenues as well as on estimated fund balance for the current year. Further revisions may be needed as we get a better indication of current year expenses/revenues towards the end of this fiscal year. Additionally, a more accurate projection of costs/revenues for the upcoming fiscal year could become available, particularly for employee salary and benefits. This could result in changes to the proposed net operating expenses for FY 2026 which will be reflected in the Final budget and which could in turn impact the costs for each of LAFCO's funding agencies.

COST APPORTIONMENT TO CITIES, INDEPENDENT SPECIAL DISTRICTS AND COUNTY

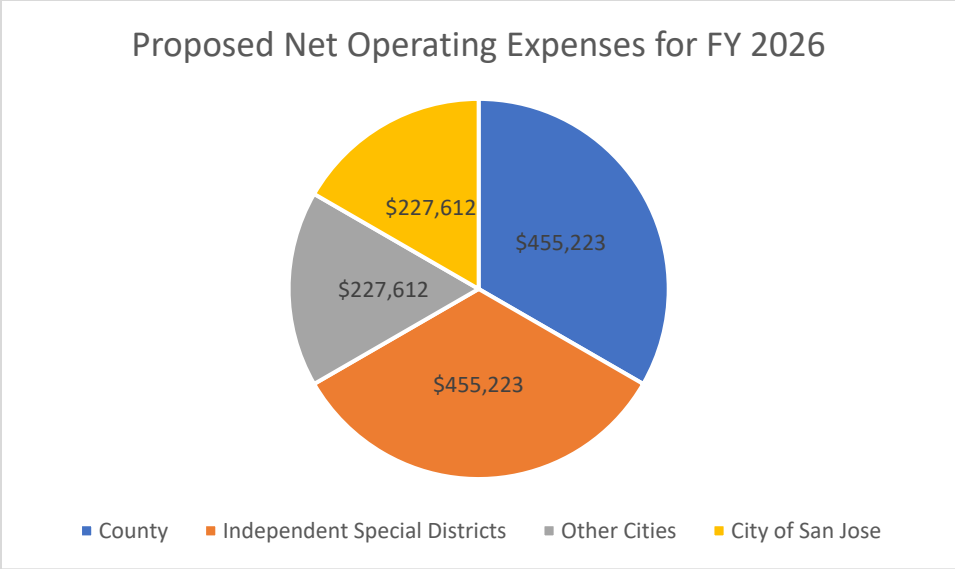
In January 2013, independent special districts were seated on LAFCO. Government Code §56381(b)(1)(A) provides that when independent special districts are represented on LAFCO, the county, cities and independent special districts must each provide a one-third share of LAFCO's operational budget.

The City of San Jose has permanent membership on LAFCO pursuant to Government Code Section 56327. As required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public member. The remaining cities' share must be apportioned in proportion to each city's total revenues, as reported in the most recent edition of the Cities Annual Report published by the Controller, as a percentage of the combined city revenues within a county.

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

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

The following is a draft apportionment to the agencies based on the proposed net operating expenses for FY 2026.



Apportionment of the costs among the 14 cities and among the 17 independent special districts will be calculated by the County Controller’s Office after LAFCO adopts the final budget in June. In order to provide each of the cities and districts with a general indication of their costs in advance, **Attachment E** includes draft estimated apportionments, based on the proposed FY 2026 net operating expenses and the FY 2022-2023 Cities Annual Report from the State Controller’s Office. The final apportionments will be prepared by the County Controller’s Office based on the latest available Cities Annual Report.

ATTACHMENTS

- Attachment A: Status of FY 2025 Work Plan
- Attachment B: LAFCO Financials 2008-2024
- Attachment C: Proposed Work Plan for Fiscal Year 2026
- Attachment D: Proposed LAFCO Budget for Fiscal Year 2026
- Attachment E: Estimated FY 2026 Costs to Agencies

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H	Several pre-application meetings held (districts reorganization, mutual water company consolidation) Processing a reorganization application
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H	Ongoing (comment letter re. a private water company service area expansion)
	Comprehensive review and update LAFCO policies for context, clarity and consistency with State law	In progress	Staff / Ad Hoc Committee	H	Phase 1 completed in December 2024 Phase 2 will begin soon
	Develop agricultural worker housing policies	Completed as part of Phase 1		H	December 2024
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L	Internal application processing checklists updated

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L	As needed
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H	As needed
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations on LAFCO to cities, other agencies or organizations, focus on South County communities, as relevant Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County Seek exhibit opportunities at public spaces / events Maintain website as the primary information resource on LAFCO Increase social media presence	Staff	L M L H L	Presentations provided upon request: Leadership Sunnyvale (12/24), Leadership Morgan Hill (3/25) Ongoing Website updated
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), County Planning Dept.(quarterly) Small water systems issues / legislation Collaborate with agencies and entities with goals common to LAFCO	Staff	M M M	Ongoing Ongoing meetings
	Track LAFCO related legislation	EO attend CALAFCO Legislative Committee Meetings	Staff	L	AB 3277
		Commission takes positions and submit letters on proposed legislation		M	SB1209

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Respond to public enquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries Update the PRA form for the website Document research on complex inquiries Report to Commission on complex inquiries	Staff	H L L H	Ongoing
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Follow up with agencies on implementation of recommendations and report back to the commission	Staff	H	First round completed, ongoing for Table B recommendations
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M	Upon completion of service review policies revision in Phase 2
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L	Pending city action
	Map Mutual Water companies	Initial maps complete, further work through service review	Staff	L	As needed
	Engage in or support grant/partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L	As needed
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L	JPA information obtained from Fire Service Review

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, Ad Hoc Committee on Policies and the Fire Service Review TAC)	<p>Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings</p> <p>Hold pre-agenda review meeting with Chair</p> <p>Hold pre-meeting calls with individual commissioners to address agenda item questions</p> <p>Process commissioner per diems for attendance at LAFCO meetings</p>	Staff	H	<p>Ongoing</p> <p>Began webcasting LAFCO meetings in June 2023</p>
	Keep the Commission informed	<p>EO report, off-agenda emails, as needed</p> <p>Provide ongoing educational opportunities / events including presentation from local agencies</p>	Staff	H	Ongoing
	Onboarding new Commissioners	<p>Facilitate filing / completion of Form 700, commissioner pledge, ethics training.</p> <p>Update LAFCO letterhead, directory, and website</p> <p>Set up vendor accounts, provide parking permits</p> <p>Conduct new Commissioner orientation</p> <p>Recognize outgoing commissioners for service on LAFCO</p>	Staff	H	Ongoing - as needed

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H	Cities Selection Committee appointments in January 2025 ISDSC to be convened in April – May 2025
	Conduct a Strategic Planning Workshop	2018 Workshop re. LAFCO Communications and Outreach Plan	Staff / Consultant	L	TBD
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L	Attended CALAFCO Annual Conference Commissioner participated as moderator for a general session
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March –June 2025	Staff	H	In progress
	Prepare LAFCO annual budget	March –June 2025	Staff	H	In progress
	Prepare LAFCO Annual Report	August 2024	Staff	H	Completed in October 2024
	Prepare LAFCO Annual Financial Audit	August 2024	Consultant / Staff	H	Completed in February 2025
	Office / facility management	Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance Order and manage office supplies	Staff	H	Ongoing

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
ADMINISTRATIVE PROJECTS		Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease extended (lease extended through April 30, 2027)			
	Records management	Organize scan of LAFCO records to Electronic Document Management System (LaserFische) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H	On hold Website content updates completed Service agreement with Assura to develop a database to track public inquiries, manage contacts directory, process applications
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H	Ongoing
	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H	Ongoing, and part of Phase 2 policies revision

STATUS OF CURRENT YEAR WORK PLAN (FISCAL YEAR 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*	STATUS
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	M	Served on CALAFCO Conference Planning Committee (10/24), coordinated session on environmental justice Served on Workshop Planning Committee (4/25), coordinating session on island annexations
		Training of new LAFCO Clerk		H	Ongoing
		Implementation of the work plan for staff professional development		H	Ongoing
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H	Ongoing
	Staff performance evaluation	April – December 2024	Staff/Commission	H	Completed in February 2025
	Other administrative functions mandated of a public agency (Form 700 annual filing & AB 1234 training compliance, Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	Ongoing

ITEM # 6
Attachment B

FY 2008 - FY 2024 LAFCO FINANCIALS

ITEM NO.	TITLE	ACTUALS FY 2008	ACTUALS FY 2009	ACTUALS FY 2010	ACTUALS FY 2011	ACTUALS FY 2012	ACTUALS FY 2013	ACTUALS FY 2014	ACTUALS FY 2015	ACTUALS FY 2016	ACTUALS FY 2017	ACTUALS FY 2018	ACTUALS FY 2019	ACTUALS FY 2020	ACTUALS FY 2021	ACTUALS FY 2022	ACTUALS FY 2023	ACTUALS FY 2024
EXPENDITURES																		
	Salary and Benefits	\$356,009	\$400,259	\$406,650	\$413,966	\$393,194	\$411,929	\$450,751	\$466,755	\$484,216	\$514,381	\$628,534	\$713,900	\$744,439	\$730,716	\$639,099	\$697,700	\$823,668
Object 2:	Services and Supplies																	
5255100	Intra-County Professional	\$66,085	\$57,347	\$13,572	\$4,532	\$6,118	\$5,260	\$5,663	\$4,379	\$18,523	\$1,292	\$703	\$3,593	\$346	\$201	\$354	\$3,785	\$9,107
5255800	Legal Counsel	\$0	\$9,158	\$67,074	\$52,440	\$48,741	\$56,791	\$53,550	\$52,854	\$57,498	\$71,131	\$59,400	\$72,276	\$69,975	\$65,791	\$78,977	\$78,326	\$80,945
5255500	Consultant Services	\$19,372	\$75,000	\$76,101	\$58,060	\$102,349	\$59,563	\$35,602	\$37,250	\$39,625	\$0	\$45,000	\$52,650	\$106,709	\$41,966	\$25,389	\$106,867	\$55,742
5285700	Meal Claims	\$0	\$368	\$277	\$288	\$379	\$91	\$228	\$209	\$367	\$50	\$901	\$257	\$166	\$0	\$56	\$1,473	\$273
5220100	Insurance	\$491	\$559	\$550	\$4,582	\$4,384	\$4,378	\$4,231	\$4,338	\$4,135	\$4,679	\$4,893	\$5,296	\$5,893	\$10,452	\$8,591	\$7,042	\$14,982
1151	Office Expenses	\$1,056	\$354	\$716	\$639	\$1,212	\$536	\$850	\$783	\$6,266	\$48,632	\$15,412	\$4,702	\$2,544	\$1,151	\$1,462	\$2,211	\$3,878
5270100	Rent and Lease											\$41,120	\$39,360	\$44,478	\$46,254	\$47,903	\$53,172	\$54,766
5255650	Data Processing Services	\$8,361	\$3,692	\$3,505	\$1,633	\$3,384	\$1,663	\$3,311	\$9,024	\$1,519	\$6,869	\$877	\$11,894	\$15,500	\$21,223	\$18,125	\$27,297	\$24,183
5225500	Commissioners' Fee	\$5,700	\$5,400	\$3,500	\$3,400	\$4,000	\$4,900	\$5,800	\$4,900	\$6,700	\$5,300	\$5,400	\$5,000	\$4,600	\$6,100	\$4,200	\$4,500	\$6,300
5260100	Publications and Legal Notices	\$1,151	\$563	\$1,526	\$363	\$916	\$222	\$378	\$2,484	\$487	\$191	\$145	\$192	\$44	\$90	\$704	\$470	\$134
5245100	Membership Dues	\$5,500	\$7,000	\$7,000	\$7,000	\$7,000	\$14,473	\$0	\$7,428	\$7,577	\$8,107	\$8,674	\$9,615	\$11,822	\$12,144	\$12,316	\$12,921	\$13,936
5250750	Printing and Reproduction	\$5	\$0	\$0	\$0	\$0	\$0	\$9	\$177	\$703	\$0	\$0	\$0	\$799	\$0	\$0	\$435	\$202
5285800	Business Travel	\$7,238	\$8,415	\$4,133	\$8,309	\$3,095	\$4,777	\$5,800	\$4,042	\$5,811	\$3,877	\$13,091	\$4,260	\$6,908	\$0	\$0	\$4,933	\$12,612
5285300	Private Automobile Mileage	\$1,016	\$704	\$832	\$1,185	\$615	\$424	\$409	\$396	\$1,009	\$1,264	\$590	\$689	\$696	\$61	\$0	\$42	\$542
5285200	Transportation&Travel (County Car Usage	\$894	\$948	\$629	\$0	\$384	\$250	\$371	\$293	\$559	\$605	\$0	\$328	\$256	\$0	\$0	\$323	\$0
5281600	Overhead	\$42,492	\$62,391	\$49,077	\$46,626	\$60,647	\$43,133	\$42,192	\$34,756	\$49,452	\$0	\$28,437	\$69,944	\$4,505	\$30,917	\$49,173	\$30,041	\$20,346
5275200	Computer Hardware	\$0	\$451	\$0	\$83	\$2,934	\$1,791	\$2,492	\$0	\$106	\$0	\$0	\$773	\$0	\$0	\$0	\$0	\$0
5250800	Computer Software	\$0	\$0	\$626	\$314	\$579	\$3,124	\$933	\$1,833	\$2,079	\$754	\$4,505	\$3,012	\$1,200	\$4,708	\$1,753	\$1,843	\$1,203
5250250	Postage	\$1,160	\$416	\$219	\$568	\$309	\$589	\$246	\$597	\$411	\$209	\$183	\$117	\$73	\$184	\$159	\$42	\$30
5252100	Staff Training Programs	\$0	\$665	\$491	\$250	\$300	\$0	\$0	\$1,431	\$0	\$0	\$0	\$350	\$525	\$70	\$70	\$35	\$0
5701000	Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$516,530	\$633,691	\$636,478	\$604,238	\$640,540	\$613,895	\$612,816	\$633,929	\$687,043	\$667,342	\$857,865	\$998,208	\$1,021,478	\$972,028	\$888,331	\$1,033,458	\$1,122,849
REVENUES																		
4103400	Application Fees	\$46,559	\$41,680	\$35,576	\$48,697	\$37,426	\$45,458	\$63,561	\$27,386	\$146,168	\$20,436	\$29,864	\$33,049	\$7,587	\$34,622	\$41,847	\$19,637	\$27,615
4301100	Interest: Deposits and Investments	\$24,456	\$16,230	\$6,688	\$4,721	\$4,248	\$3,416	\$2,674	\$2,844	\$6,073	\$10,830	\$12,620	\$12,141	\$18,176	\$10,488	\$7,831	\$25,401	\$32,352
TOTAL REVENUES		\$71,015	\$57,911	\$42,264	\$53,418	\$41,674	\$48,873	\$66,235	\$30,230	\$152,241	\$31,266	\$42,484	\$45,190	\$25,763	\$45,110	\$49,678	\$45,038	\$59,967
AVAILABLE FUND BALANCE																		
3400150	END OF YEAR	\$271,033	\$368,800	\$334,567	\$275,605	\$209,987	\$208,219	\$160,052	\$226,111	\$187,310	\$293,489	\$331,177	\$314,693	\$352,123	\$312,351	\$410,027	\$407,583	\$237,891
3400800	RESERVES AVAILABLE				\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$250,000	\$250,000	\$200,000	\$200,000	\$200,000
BUDGETED COSTS TO AGENCIES																		
5440200	County	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$281,780	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729
4600100	Cities (San Jose 50% +other cities 50%)	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$282,625	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729
4600100	Independent Special Districts							\$296,892	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts. to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act requirements: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H
	Comprehensive review and update of LAFCO policies for context, clarity and consistency with State law – Phase 2	Develop a Phase 2 workplan /timeline for commission consideration	Staff	H
	Prepare flowcharts for LAFCO processes and update application packets and application fee schedules for current requirements and ease of public use	Upon completion of policies update	Staff	L
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, and provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

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

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

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

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

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

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO annual budget	March – June 2025	Staff/Finance Committee	H
	Prepare LAFCO Annual Report	August 2025	Staff	H
	Conduct a Strategic Planning Workshop	Most recent workshop in 2018 re. LAFCO Communications and Outreach Plan	Staff / Consultant	L
	Prepare LAFCO Annual Financial Audit	October 2025 (Contract with Chavan Associates extended for FY 2024 thru FY 2027)	Consultant / Staff	H
	Office / facility management	Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance Order and manage office supplies Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease through April 30, 2027	Staff	H
	Records management	Organize scan of LAFCO records to Electronic Document Management System (Laserfiche)	Staff/ Consultant	H
		Maintain LAFCO's hard copy records	Staff	H
		Maintain and enhance the LAFCO Website		H
		Maintain LAFCO database		H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 2026

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed, and as part of Phase 2 Policies Revision	Staff	H
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	H
		Implementation of the work plan for staff professional development		H
		Staff retreat for team bonding and staff development		M
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H
	Staff and EO performance evaluation	May – December 2025	Staff/Commission	H
	Other administrative functions mandated of a public agency (Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H

PROPOSED LAFCO BUDGET

FISCAL YEAR 2025- 2026

ITEM #	TITLE	APPROVED BUDGET FY 2025	ACTUALS Year to Date 2/25/2025	PROJECTIONS Year End FY 2025	PROPOSED BUDGET FY 2026
EXPENDITURES					
Object 1:	Salary and Benefits	\$862,484	\$580,917	\$946,609	\$994,427
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$10,000	\$0	\$10,000	\$12,000
5255800	Legal Counsel	\$85,780	\$48,125	\$82,000	\$88,766
5255500	Consultant Services	\$150,000	\$18,525	\$100,000	\$175,000
5285700	Meal Claims	\$750	\$139	\$700	\$1,000
5220100	Insurance	\$6,737	\$0	\$0	\$8,000
5250100	Office Expenses	\$5,000	\$1,887	\$4,000	\$5,000
5270100	Rent & Lease	\$56,416	\$42,102	\$56,416	\$58,106
5255650	Data Processing Services	\$22,517	\$16,832	\$22,517	\$24,443
5225500	Commissioners' Fee	\$10,000	\$3,800	\$8,000	\$10,000
5260100	Publications and Legal Notices	\$1,000	\$702	\$1,000	\$1,000
5245100	Membership Dues	\$14,509	\$14,318	\$14,318	\$15,000
5250750	Printing and Reproduction	\$1,500	\$416	\$1,500	\$1,500
5285800	Business Travel	\$21,000	\$6,078	\$16,000	\$21,000
5285300	Private Automobile Mileage	\$1,000	\$497	\$800	\$1,000
5285200	Transportation&Travel (County Car Usage)	\$600	\$0	\$300	\$600
5281600	Overhead	\$21,119	\$10,594	\$21,119	\$37,324
5275200	Computer Hardware	\$4,000	\$0	\$2,000	\$4,000
5250800	Computer Software	\$4,000	\$2,261	\$4,000	\$4,000
5250250	Postage	\$500	\$24	\$300	\$500
5252100	Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,280,912	\$747,217	\$1,292,579	\$1,464,666
REVENUES					
4103400	Application Fees	\$25,000	\$21,074	\$21,074	\$25,000
4301100	Interest: Deposits and Investments	\$6,000	\$19,711	\$20,000	\$10,000
TOTAL REVENUE		\$36,000	\$40,785	\$41,074	\$35,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$172,301	\$237,891	\$237,891	\$63,997
NET LAFCO OPERATING EXPENSES		\$1,077,611	\$468,541	\$1,013,614	\$1,365,669
3400800	RESERVES Available	\$200,000	\$200,000	\$200,000	\$200,000
COSTS TO AGENCIES					
5440200	County	\$359,204	\$359,204	\$359,204	\$455,223
4600100	Cities (San Jose 50% + Other Cities 50%)	\$359,204	\$359,204	\$359,204	\$455,223
4600100	Special Districts	\$359,204	\$359,204	\$359,204	\$455,223

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Preliminary FY 2026 LAFCO Budget

Preliminary Net Operating Expenses for FY 2026				\$1,365,669
JURISDICTION	REVENUE PER 2022/2023 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$455,223.00
Cities Total Share			33.3333333%	\$455,223.00
San Jose	N/A	N/A	50.0000000%	\$227,611.50
Other cities share			50.0000000%	\$227,611.50
Campbell	\$81,150,037	1.8865076%		\$4,293.91
Cupertino	\$131,485,364	3.0566608%		\$6,957.31
Gilroy	\$127,015,477	2.9527487%		\$6,720.80
Los Altos	\$72,145,869	1.6771863%		\$3,817.47
Los Altos Hills	\$21,047,529	0.4892952%		\$1,113.69
Los Gatos	\$66,269,927	1.5405874%		\$3,506.55
Milpitas	\$214,374,038	4.9835868%		\$11,343.22
Monte Sereno	\$5,142,039	0.1195378%		\$272.08
Morgan Hill	\$130,786,193	3.0404071%		\$6,920.32
Mountain View	\$449,519,762	10.4500562%		\$23,785.53
Palo Alto	\$834,039,393	19.3890442%		\$44,131.69
Santa Clara	\$1,431,529,099	33.2789808%		\$75,746.78
Saratoga	\$37,994,793	0.8832709%		\$2,010.43
Sunnyvale	\$699,101,862	16.2521303%		\$36,991.72
Total Cities (excluding San Jose)	\$4,301,601,382	100.0000000%		\$227,611.50
Total Cities (including San Jose)				\$455,223.00
Special Districts Total Share		(Fixed %)	33.3333333%	\$455,223.00
Aldercroft Heights County Water District		0.06233%		\$283.74
Burbank Sanitary District		0.15593%		\$709.83
Cupertino Sanitary District		2.64110%		\$12,022.89
El Camino Healthcare District		4.90738%		\$22,339.52
North Santa Clara Resource Conservation District		0.04860%		\$221.24
Lake Canyon Community Services District		0.02206%		\$100.42
Lion's Gate Community Services District		0.22053%		\$1,003.90
Loma Prieta Resource Conservation District		0.02020%		\$91.96
Midpeninsula Regional Open Space District		5.76378%		\$26,238.05
Purissima Hills Water District		1.35427%		\$6,164.95
Rancho Rinconada Recreation and Park District		0.15988%		\$727.81
San Martin County Water District		0.04431%		\$201.71
Santa Clara Valley Open Space Authority		1.27051%		\$5,783.65
Santa Clara Valley Water District		81.44126%		\$370,739.36
Saratoga Cemetery District		0.32078%		\$1,460.26
Saratoga Fire Protection District		1.52956%		\$6,962.91
South Santa Clara Valley Memorial District		0.03752%		\$170.80
Total Special Districts		100.00000%		\$455,223.00
Total Allocated Costs				\$1,365,669.00



Cupertino Sanitary District

Memo

Item 9A

To: Board of Directors

From: Benjamin Porter, District Manager-Engineer

Date: April 16, 2025

Re: Installer's Agreement Closeout – Vallco Make Ready Utilities

Project Summary:

Vallco Property Owner, LLC (applicant) entered into an Installer's Agreement with the District on September 29, 2021 for the realignment and relocation of the District-owned sanitary sewer within the Vallco Property for the future construction of the Vallco/Rise development..

The scope of the work for the project included the construction of new sanitary sewer mains and manholes to remove the sewer out of the footprint of the future underground parking garages of the future development. Existing sanitary sewer mainlines and manholes within easements were completely or partially abandoned. The work has been completed and the facilities were found to be acceptable.

The construction consisted of the following District-owned sanitary sewer improvements:

- a. Installing 496 linear feet of 15-inch PVC SDR26 sanitary sewer mainline
- b. Installing 4 sanitary sewer manholes
- c. Abandoning 393 linear feet of 8-inch VCP sanitary sewer mainline
- d. Abandoning 474 linear feet of 12-inch PVC SDR26 sanitary sewer mainline
- e. Abandoning 413 linear feet of 15-inch VCP
- f. Abandoning 6 sanitary sewer manholes

Fees:

The developer added to the Administration, Engineering, & Inspection Fees fund for the project on September 21, 2021. They deposited an additional \$75,000 to the fund. The remaining funds will be utilized for future phases of the development and therefore there is no reimbursement required at this time.

Recommendation:

- 1) To approve Resolution No. 1356 to accept the improvements for the Vallco Make Ready Utilities Project
- 2) To approve Installer's Agreement Closeout
- 3) To release performance bond check

Attachment:

- 1) Cover Page of Improvements Plans
- 2) Installer's Agreement and performance bond
- 3) Resolution No. 1356 Accepting Improvements

Item 9A - Attachment 1.

LEGEND

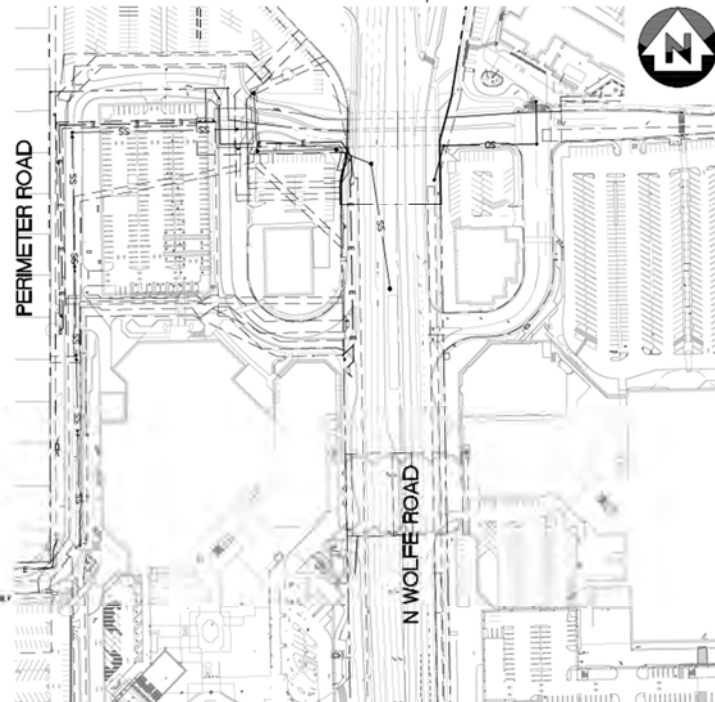
NAMEOUT AND CONFORM LINE	SYMBOL	SYMBOL
RETAINING WALL		
A.C. PAVEMENT		
CONC. VALLEY CUTTER		
CONC. SIDEWALK OR PAD		
6" CURB & GUTTER		
EDGE OF A.C. PAVEMENT		
6" VERTICAL CURB		
CENTER LINE		
SANITARY SEWER MAIN		
STORM DRAIN MAIN		
PERFORATED PIPE		
WATER MAIN		
FIRE WATER MAIN		
DOMESTIC WATER MAIN		
CHELLED WATER MAIN		
IRRIGATION LINE		
HOT WATER SUPPLY & RETURN		
STEAM LINE		
TRENCH DRAIN		
CONDENSATE RETURN		
METAL BEAM GUARD RAIL		
SILT FENCE		
FLOW LINE		
CHAIN LINK FENCE		
GAS MAIN		
ELECTRIC AND SIGNAL DUCT BANK		
OVERHEAD ELECTRIC LINE		
UNDERGROUND ELECTRIC LINE		
STREET LIGHT CONDUIT		
CONTROLLER ELEVATION LINE		
SPOT ELEVATION		
DIRECTION OF SLOPE		
GAS METER		
GAS VALVE		
WATER METER		
WATER VALVE		
FIRE HYDRANT		
BACK FLOW PREVENTOR		
POST INDICATOR VALVE		
FIRE DEPARTMENT CONNECTION		
WATER LINE TEE		
CAP AND PLUG END		
AIR RELEASE VALVE		
SIGN		
ACCESSIBLE RAMP		
CONCRETE THRUST BLOCK REDUCER		
SANITARY SEWER MANHOLE		
SANITARY SEWER CLEANOUT		
STORM DRAIN MANHOLE		
STORM DRAIN CLEANOUT		
STORM DRAIN AREA DRAIN		
STORM DRAIN CATCH BASIN		
STORM DRAIN CURB INLET		
STORM DRAIN CLEANOUT		
ELECTROLYZ		
JOINT POLE		
OVERHEAD RELEASE		

ABBREVIATIONS

[illegible]

VALLCO TOWN CENTER

MAKE READY UTILITY PACKAGE
CUPERTINO, CA



PROJECT DESCRIPTION

RELOCATION AND DEMOLITION OF EXISTING UTILITIES TO PREPARE THE SITE FOR THE PROPOSED DEVELOPMENT. INCLUDES SITE IMPROVEMENTS TO MAINTAIN ACCESS TO ADJACENT PARCELS AND FACILITIES TO REMAIN.

OWNER INFO

VALCO PROPERTY OWNER LLC (SAND HILL PROPERTY COMPANY)
965 PAGE MILL ROAD
PALO ALTO, CA 94304
PHONE: (650) 344-1500
ATTN: REED MOULDS

SITE MAP

$$I^* = 100$$

EARTHWORK QUANTITIES

CUT 167 CY
FILL 1484 CY
BALANCE 1317 CY IMPOR

THE EARTHWORK QUANTITIES SHOWN ARE PROVIDED FOR THE PURPOSE OF GRADING PERMIT APPROVAL ONLY. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO CARRY OUT THE CUT/FILL, IMPORT/EXPORT AS NECESSARY TO MEET THE DESIGN GRADES AS SHOWN ON THE PLANS REGARDLESS OF THE ESTIMATED EARTHWORK QUANTITIES AS INDICATED. SIGNIFICANT REVISIONS TO THE QUANTITIES NEED REVIEW BY THE CITY OF CUPERTINO. FILL SHORTAGE IS ANTICIPATED TO COME FROM ON-SITE SPOILS ACQUIRED FROM UTILITY TRENCHES AND FOOTING SPOILS.

CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONSTRUCTION CONTRACTOR WILL BE REQUIRED TO ASSUME SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THE PROJECT, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY; THAT THIS REQUIREMENT SHALL BE MADE TO APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONSTRUCTION CONTRACTOR FURTHER AGREES TO DEFEND, INDEMNIFY AND HOLD DESIGN PROFESSIONAL HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF WORK OF THIS PROJECT, EXCEPTING LIABILITY ARISING FROM SOLE NEGLIGENCE OF DESIGN PROFESSIONAL.



Know what's below.
Call before you dig.

UNAUTHORIZED CHANGES AND USES

CAUTION: THE GARDEN FREEMANS THESE PLANT WILL NOT BE RESPONSIBLE FOR OR MAKE FOR UNAUTHORIZED OWNERS TO OR USES OF THESE PLANT. A CHARGE TO THE PLANT MUST BE IN WRITING AND MUST BE APPROVED BY THE FREEMAN OF THE PLANT.

WDID* 2 43C384792

IMPROVEMENT PLANS FOR
VALLCO TOWN CENTER
MAKE READY PACKAGE
COVER SHEET

FOR CITY OF DUPERING USE	
PROJECT #	
NAME	KEVIN HEIDEN
PHONE	(408) 777-3104
PROJECT LOCATION	



**CITY OF
CUPERTINO**
CM-0000

Item 9A - Attachment 2.

I_N_S_T_A_L_L_E_R_'_S A_G_R_E_E_M_E_N_T

VALLCO UTILITY MAKE READY UTILITIES

THIS AGREEMENT, made this 29th day of September, 2021, between the CUPERTINO SANITARY DISTRICT of Santa Clara County, California, a public corporation duly organized and existing under Part I Division 6 of the Health and Safety Code of the State of California, hereinafter called "District," and Vallco Property Owner, LLC, a California Limited Liability Company, hereinafter called "Installer";

W_I_T_N_E_S_S_E_T_H

WHEREAS, the Installer is owner of that certain real property located along Wolfe Road south of I-280 commonly known as Vallco, hereinafter called "Property;"

WHEREAS, the District is owner and operator of a sanitary sewer system and facilities along Wolfe Road, Perimeter Road, and additional sanitary sewer easements through the Property, which provides sewer service to the Property and a large portion of the entire service area served by the District;

WHEREAS, the Installer desires to relocate said District owned sanitary sewer system to allow for their future construction of a commercial and residential mixed-use development, hereinafter called "Development;"

WHEREAS, this Agreement will not cover any of the sewer conveyance or sewer capacity improvements for the Development. Future upsizing of District-owned sanitary sewer mains will be determined at a future date and will be part of a future agreement between the parties. If future design evaluation determines that the facilities being constructed are improperly sized or located, the Installer will re-install the facilities as determined by the District. This Agreement only covers the sewer relocation discussed below;

WHEREAS, on-site and off-site sewer conveyance improvements, sewer development fees, treatment plant capacity fees, permit review and fees for specific residential and suite tenant improvements, and peak flow mitigation as part of the Inflow & Infiltration Study will be part of a separate future agreement or agreements;

WHEREAS, the Installer has submitted a 2nd Revision to their originally submitted project as follows:

- 1) Vallco Town Center, "Make Ready Utility Package" CuSD Permit No. 18-227 and City of Cupertino Building Permit Number B-2018-1854.
 - a. Revised Plans are Revision 2 (R2) and dated 06/15/2021.

These projects will impact the Cupertino Sanitary District facilities as follows:

Demolition

Pipe Segments					
USMH	DSMH	Length (feet)	Diameter (in)	Material	Comment
L3-6F	T-476	0	8	VCP	Manhole T-476 will be removed. Pipe segment will remain in place and will be capped.
T-476	T-475	271	8	VCP	Complete abandonment
T-475	Unnamed MH	162	12	PVC SDR26	Complete abandonment
Unnamed MH	Unnamed MH #2	35	12	PVC SDR26	Complete abandonment
Unnamed MH #2	T-474	277	12	PVC SDR26	Complete abandonment
T-490	T-472	122	8	VCP	Complete Abandonment
T-472	T-473	263	15	VCP	Partial Abandonment. Segment is 284' long and 21' will remain in place.
T-473	T-474	150	15	VCP	A portion of this will be replaced with proposed 15" pipe.

Manholes

- Manholes to be Abandoned
 - T-473
 - T-475
 - T-476
 - T-490
 - "Un-named MH" on Perimeter Road
 - "Un-named MH #2" on Perimeter Road

NOW, THEREFORE, IT IS AGREED, as follows:

1. **SEWER CONSTRUCTION:** Installer shall install, or cause to be installed, the sanitary improvements described below in strict accordance with the plans, profiles, and specifications approved by District. Installer further hereby agrees to pay any and all costs in connection with the construction of said sanitary sewer facilities, including, but not limited to, materials, work, inspection, supervision, legal, engineering, recording, and all incidental expenses before final acceptance thereof by District.

Installer shall construct on-site sewer system, which once accepted, will be owned and maintained by the District. These facilities include:

New Construction

Pipe Segments						
USMH (CuSD Name)	USMH (Vallco Name)	DSMH (CuSD Name)	DSMH (Vallco Name)	Length (feet)	Diameter (in)	Material
-	SSMH #1	-	SSMH #2	199	15	PVC SDR26
-	SSMH #2	-	SSMH #3	64	15	PVC SDR26
-	SSMH #3	-	SSMH #4	134	15	PVC SDR26
-	SSMH #4	T-474	SSMH EX.	99	15	PVC SDR26

Manholes

- New Manhole Construction:
 - SSMH #1
 - SSMH #2
 - SSMH #3
 - SSMH #4

Segments to be Plugged/Capped

- Segment #300001698
 - Segment will be capped with inflatable plug at manhole 2086-1 on Norwich Avenue
- a) 60 days prior to construction, Installer shall submit the following documents:
 1. Plans for final signoff and approval by the District
 2. Sewer bypass plan for the construction of new sanitary sewer facilities
 3. Material submittals for pipe, manholes, pipe bedding, trench backfill, and other materials. Materials must be in accordance with District Standard Specifications and Details.
 4. Legal description and plats for the new sanitary sewer easements
 5. Quitclaim documentation for existing sanitary sewer easements
 6. Post the Performance and Material bonds in the amount of \$350,000.
 7. Pay fees as described in Section 4 and deposit fees as described in Section 5.
- b) 15 days prior to construction, Installer shall submit the following documents.
 1. Survey cut sheets showing proposed cuts/fills for the new sewer construction.
- c) Installer shall hydro-flush and clean the sewer mains and laterals per District's specification standard in presence of District Inspector.
- d) Installer shall perform closed circuit television video (CCTV) inspection per District specification and NASSCO standard of all newly installed sanitary sewer mainlines, laterals and manholes.
- e) Installer shall provide CCTV results per District specification and NASSCO standard, for all mainlines, laterals and manholes, to District for review.

- f) Installer shall perform hydrostatic testing and mandrill testing per District's specification standard in the presence of a District Inspector. Final results shall be provided to District Manager for review and final approval.
- g) Once District has approved CCTV and the installation, District will accept the onsite sanitary sewers and begin one-year warranty period.
- h) As each building or tenant occupancy is issued a building permit from the City of Cupertino, District will review building permit application and provide the City with District's comments/recommendation and/or approval. District will continue to track the number of lateral connections and change in use fee. If the change in use fee exceeds previously approved usage, an additional fee will be made payable to the District.
- i) When the building or tenant occupancy is 50% completed, Installer shall hydro-flush and clean the entire main and lateral constructed as part of this project in presence of District Inspector.
- j) When the building or tenant occupancy is 100% completed, Installer shall hydro-flush and clean the entire main and lateral constructed as part of this project in presence of District Inspector and provide CCTV of all mains and laterals constructed.
- k) Installer shall provide CCTV for District review and approval.

3. INSPECTION: Installer hereby agrees to provide and assure said District and its employees and any person or persons designated by it the right to inspect said sanitary sewer facilities, as outlined in section above, and the plans, materials and work thereof at any reasonable time or times and upon reasonable notice before, during or after such are installed.

4. DEPOSITS BY INSTALLER: From time to time the Installer will be asked to pay the District a deposit to pay for District services to support the project. When the deposit amount is expended by 70%, District will determine the new deposit amount based on project status and estimated level of work required to complete each new phase of construction. Installer shall agree to deposit additional fees as reasonably requested by the District. Any balance of said sum remaining on the District administration fees deposit after payment of all such charges and costs shall be refunded to Installer. No interest shall be paid by District on the money so refunded. If the deposit for District administrative fees is insufficient to pay all such charges and costs, Installer hereby agrees to pay all such charges and costs in excess of the sum so deposited prior to the acceptance of the said sanitary sewer improvements.

- Installer has deposited to District a sum of \$20,000 in the previously entered Installer's Agreement executed on October 28, 2015, for conceptual and preliminary phase for the Vallco Redevelopment.
- Installer has deposited an additional \$70,000 for conceptual and preliminary phase for the Vallco Redevelopment on January 25, 2021.
- Installer has deposited an additional \$75,000 for conceptual and preliminary phase for the Vallco Redevelopment on April 2, 2021.
- The total amount deposited to date is \$165,000.

As of June 25, 2021, District staff have expended \$121,477 to support the project. These expended funds represent 74% (\$121,477/\$165,000) of the total deposited funds. In accordance with the 2015 agreement, the District is requesting additional funding of \$75,000 to be deposited with this agreement as the expended funds have exceeded the 70% threshold amount. This work will be performed in accordance with District labor rates which are shown on Attachment 1. These rates

are escalated each year to account for cost of living and inflation costs in the San Francisco Bay Area market.

5. PAYMENT OF FEES TO BE PAID BY INSTALLER:

Installer further hereby agrees to pay:

- a) Deposits described in Section 4 of this agreement.
- b) Sewer Development & Treatment Plant Capacity fees will be required as part of a future Installer's Agreement.

6. SECURITY FOR PERFORMANCE OF WORK:

(a) Performance and Payment Bonds. As security for performance of all work necessary for construction of the sanitary sewer facilities and for payment of all labor and material costs pertaining thereto, Installer or its contractor shall furnish to District two separate performance and payment bonds, on forms provided by District for each phase of project in which District will ultimately take ownership of the constructed sewer facilities. The amount of bonds will be determined from time to time as required.

The performance and payment bonds shall be issued by a surety company admitted to transact business in the State of California, as approved by the District Manager-Engineer, and shall remain in full force and effect at all times during the performance of the work.

The performance and payment bonds shall be issued by a surety company permitted to transact business in the State of California, as approved by the District Manager-Engineer, and shall remain in full force for a period of 5 years from execution of this Agreement.

The estimated construction cost for the planned pipeline and manhole improvements described in Section 1 of this agreement is \$350,000. Therefore, the Installer is required to submit to the District performance and payment bonds in the amount of \$350,000.

(b) Certificate of Deposit As Security. As an alternative to the delivery of performance any payment bonds pursuant to Paragraph (a) above, Installer may elect to deliver to District a Certificate of Deposit payable to District and issued by a bank acceptable to District, in an amount equal to the estimated cost to construct all improvements contemplated by this Agreement, as determined by the District Manager-Engineer. In the event of any default hereunder, District shall be entitled to withdraw any portion or all of the amount deposited irrespective of any interest or penalty that may be charged by the bank for early withdrawal, and District may utilize the funds to complete any unfinished work, or to correct any defective work, or to compensate District for any damage suffered or costs incurred as a result of Installer's default.

(c) Reduction of Security Upon Completion. Upon completion of all construction work and final acceptance of the Sanitary Sewer Facilities by District, Installer may reduce the performance bond or the certificate of deposit, as the case may be, to an amount equal to ten percent (10%) of the original security amount, to secure Installer's obligation hereunder to correct work which is found to be defective or not constructed in accordance with the Approved Plans and Specifications, for a period of one (1) year from the date of final acceptance of the work by District. At the termination of the one (1) year warranty period on any completed improvements, District shall authorize the surety to cancel the bonds, or District shall refund to Installer any balance of the Certificate of Deposit, except for any amount determined by the District Manager-Engineer to be needed for the repair or replacement of any defects subject to warranty under this Agreement, as identified in writing

by the District Manager-Engineer, Installer shall be entitled to any unused interest that may have accrued on the certificate of deposit returned by District to Installer.

7. COMPLIANCE WITH ORDINANCES, RULES AND REGULATIONS: Installer shall comply with all District ordinances, rules and regulations, as now or hereafter amended. Installer must also comply with all State, County, City, and other agency regulations, rules and ordinances affecting, in any manner, the construction of sanitary sewer facilities, and shall obtain any and all necessary permits and shall pay all fees and charges relating thereto or required therefore.

8. TRANSFER OF TITLE: Upon completion of the construction of said sanitary sewer facilities by Installer and final acceptance thereof by District, title to said sanitary sewer improvements shall be transferred and conveyed to District. Installer waives any and all rights or claim Installer may have to or for any other consideration from District for said transfer of title, except as is otherwise provided by this Agreement.

9. INDEMNIFICATION: Installer shall defend, indemnify and hold District, the District Manager-Engineer, Mark Thomas & Co. Inc., the County of Santa Clara and the City of Cupertino, their officers, agents and employees, hereinafter "Indemnified Parties," free and harmless from any liability or claim of liability for costs and expenses incurred, directly, or indirectly, by Installer in the construction of the sanitary sewer facilities, which are the subject of this Agreement, except for any liabilities or claims of liability caused by the willful misconduct or gross negligence of the Indemnified Parties. Installer further agrees to require Installer's contractor to maintain full insurance coverage of not less than standard limits, and to defend, indemnify and hold the Indemnified Parties, free and harmless from any damage or claim of damage for injury to person or property arising from the activities of Installer and its contractor in the performance of this Agreement, except for any liabilities or claims of liability caused by the willful misconduct or gross negligence of the Indemnified Parties.

10. COSTS OF SUIT: In the event legal action is necessary in order to enforce or interpret this Agreement, the prevailing party shall be entitled to recover all costs and expenses that may be incurred in connection therewith, including reasonable attorney's fees.

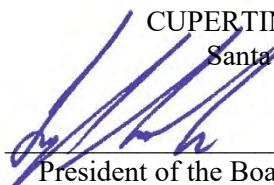
11. SCOPE OF AGREEMENT: This writing constitutes the entire Agreement between the parties, and no modification or waiver of all or any part thereof shall be valid unless in writing and signed by both parties hereto. Waiver by either party of any breach of this Agreement shall not be deemed waiver of any subsequent breach of the same or of any other provision of this Agreement. If any part of this Agreement is held to be indefinite or uncertain or unenforceable, such determination shall not invalidate any other part of this Agreement. This Agreement shall bind and inure to the benefit of the heirs, administrators, successors, and assigns of the parties hereto.

IN WITNESS WHEREOF, the undersigned have executed this Agreement the day and year first above written.


"DISTRICT"

CUPERTINO SANITARY DISTRICT
Santa Clara County, California

By:

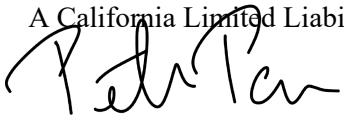


President of the Board of Cupertino Sanitary District

ATTEST: 

Secretary of Cupertino Sanitary District

“INSTALLER”
VALLCO PROPERTY OWNER, LLC
A California Limited Liability Company

By:  _____

Name: Peter Pau

Title: Managing Member

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

DISTRICT COUNSEL
ARMENTO & HYNES, LLP.
MARC HYNES



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

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

FAITHFUL PERFORMANCE BOND

Bond No. 800050854

KNOW ALL MEN BY THESE PRESENTS:

THAT Vallico Property Owner, LLC, as Principal, and Atlantic Specialty Insurance Company incorporated under the laws of the State of New York and authorized to execute bonds and undertakings as Surety, are held firmly bound unto Cupertino Sanitary District and City of Cupertino, a Special District and City, respectively, of the County of Santa Clara, California, in the sum of \$350,000.00 * for payment whereof, well and truly to be made, said Principal and Surety bind themselves, their administrators, successors and assigns, jointly and severally, firmly by these presents. *Three Hundred Fifty Thousand Dollars and No/100

The condition of the foregoing obligation is such that;

WHEREAS, the above bounded Principal is about to enter into a certain contract with the Cupertino Sanitary District, to do and perform the following work; to wit:

Vallico Make Ready Utilities Installer's Agreement

As required by the plans and specifications, pursuant to the award made to said Contractor by the Board of the Cupertino Sanitary District on September 29, 2021, as will more fully appear by reference to the Minutes of said Board of the said District of said date.

"THE CONDITION OF THIS OBLIGATION IS SUCH that if the above bound Principal, his/hers/its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the said agreement and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall defend, indemnify and save harmless District, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefore, there shall be included costs and reasonable expenses and fees, including reasonable attorney's fees, incurred by District in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

And the said Surety hereby stipulates and agrees that upon termination of the Agreement, the District reserves the right to refuse tender of the principal by the surety to complete the Work.

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

DISTRICT COUNSEL
ARMENTO & HYNES, LLP.
MARC HYNES



BOARD OF DIRECTORS
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CUPERTINO, CALIFORNIA 95014-2154
PHONE (408) 253-7071 • Fax (408) 253-5173

The surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Agreement or to the work to be performed thereunder or the specifications accompanying the same shall in anyway effect its obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the agreement or to the work or to the specifications."

NOW, THEREFORE, if the above bounded Principal shall well and truly perform the work contracted to be performed under said contract, then this obligation shall be void; otherwise, to remain in full force and effect.

Signed and sealed this 8th day of October, 2021.

BY:

Vallco Property Owner, LLC

Contractor
(Corporate seal)

Susan J. Lattarulo, Attorney-in-Fact

605 Highway 169 North, Suite 800, Plymouth, MN 55441

Atlantic Specialty Insurance Company

Surety
(Corporate seal)

The amount of the within obligation hereby fixed by the District Board in the sum of ^{Three Hundred Fifty Thousand Dollars and No/100} \$350,000.00, that sum being One Hundred percent (100%) of the contract price, is by said District Board deemed sufficient and adequate, and is the sum fixed by it for that purpose.

APPROVED AS TO FORM

Marc Hynes
District Counsel

Benjamin T. Porter, P.E.
District Manager/Engineer

SUPPLYING SANITARY SEWERAGE SERVICES FOR: CITY OF CUPERTINO, PORTIONS OF THE CITIES OF SARATOGA, SUNNYVALE,
LOS ALTOS AND SURROUNDING UNINCORPORATED AREAS

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

DISTRICT COUNSEL
ARMENTO & HYNES, LLP.
MARC HYNES



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**Cupertino Sanitary District,
of Santa Clara County**

BY

President, Board of Directors
Cupertino Sanitary District

ATTEST:

Secretary, Board of Directors
Cupertino Sanitary District

END OF DOCUMENT

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

DISTRICT COUNSEL
ARMENTO & HYNES, LLP.
MARC HYNES



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PHONE (408) 253-7071 • Fax (408) 253-5173

PAYMENT BOND

(Section 9550, Civil Code)

Bond No. 800050854

WHEREAS, the Burbank Sanitary District, hereafter referred to as "Obligee", has awarded to Contractor Vallco Property Owner, LLC, hereafter referred to as "Principal", a contract for the work described as follows:

Vallco Make Ready Utilities Installer's Agreement

AND, WHEREAS, said Principal is required to furnish a bond in connection with said contract to secure the payment of claims of laborers, mechanics, material men and other persons as provided by law.

NOW, THEREFORE, we the undersigned Principal and Surety are bound unto the Obligee in the sum of **(\$350,000.00) Three Hundred Fifty Thousand Dollars and No/100** the sum being fifty percent (50%) of the contract price for which payment we bind ourselves, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH,

That if said Principal or its subcontractors shall fail to pay any of the persons named in Civil Code Section 3181, or amounts due under the Unemployment Insurance Code with respect to work or labor performed by such claimant, or any amounts required to be deducted, withheld and paid over to the Franchise Tax Board from the wages of employees of the Principal and his subcontractors pursuant to Section 18806 of the Revenue and Taxation Code, with respect to such work and labor, that the surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligations shall be void. In case suit is brought upon this bond, the surety will pay a reasonable attorney's fee to be fixed by the court.

This bond shall insure to the benefit of any of the persons named in Civil Code Section 3181 as to give a right of action to such persons or their assigns in any suit brought upon this bond.

Dated: October 8, 2021

Correspondence or claims relating to this bond should be sent to the surety at the following address:

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

DISTRICT COUNSEL
ARMENTO & HYNES, LLP.
MARC HYNES



BOARD OF DIRECTORS
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CUPERTINO, CALIFORNIA 95014-2154
PHONE (408) 253-7071 • Fax (408) 253-5173

[NAME OF THE CONTRACTOR]

Vallco Property Owner, LLC

Vallco Property Owner, LLC

By: _____

Principal

Atlantic Specialty Insurance Company

By: _____

Attorney-in-fact Susan J. Lattarulo

NOTE: Signatures of those executing for the surety must be properly acknowledged.

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

DISTRICT COUNSEL
ARMENTO & HYNES, LLP.
MARC HYNES



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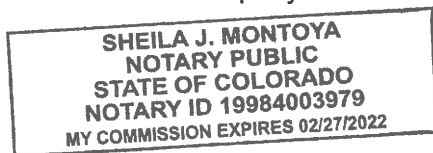
CERTIFICATE OF ACKNOWLEDGMENT

State of ~~California~~ Colorado

County of Denver

On this 8th day of October in the year 2021, before me
Sheila J. Montoya, personally appeared Susan J. Lattarulo
personally known to me (or proved to me on the basis of satisfactory evidence) to be the person
whose name is subscribed to this instrument as the attorney-in-fact of
Atlantic Specialty Insurance Company and acknowledged to me that he (she)
subscribed the name of the said company thereto as surety, and his (her) own name as attorney-
in-fact.

(SEAL)



Sheila J. Montoya Notary Public

END OF DOCUMENT



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Sheila J. Montoya, John Browning, Jodi L. Jennings, Justin Tomlin, Thomas F McCoy Jr, Kelli E Housworth, Susan J Lattarulo**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.

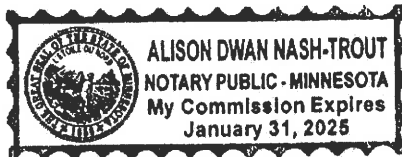
STATE OF MINNESOTA
HENNEPIN COUNTY

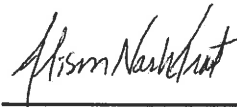


By


Paul J. Brehm, Senior Vice President

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.





Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 8th day of October, 2021.



This Power of Attorney expires
January 31, 2025



Kara Barrow, Secretary

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of SANTA CLARA)

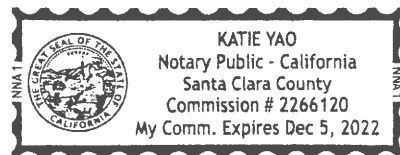
On 10/14/2021 before me, KATIE YAO, NOTARY PUBLIC
(insert name and title of the officer)

personally appeared PETER PAU,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Katie Yao (Seal)



Item 9A - Attachment 3.

RESOLUTION NO. 1356

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CUPERTINO SANITARY DISTRICT ACCEPTING THE SANITARY SEWER IMPROVEMENTS INSTALLED IN CONJUNCTION WITH THE VALLCO MAKE READY UTILITIES PROJECT, “10101 NORTH WOLFE ROAD”, CUPERTINO, CALIFORNIA

WHEREAS, Vallco Property Owner, LLC, the owner for 10101 North Wolfe Road (APN 316-20-122), has completed construction of the sanitary sewer improvements in accordance with their Installer’s Agreement dated September 29, 2021; and

WHEREAS, the improvements have been inspected by the District Staff and have been deemed complete and ready for acceptance as part of this construction project; and

WHEREAS, Staff recommends the Board of Directors accept the sanitary sewer improvements and authorize Staff to release the Performance Bond check; and

WHEREAS, the sanitary sewer improvements for the Make Ready Utility package at 10101 North Wolfe Road provided the following improvements per plans:

- Installing 496 linear feet of 15-inch PVC SDR26 sanitary sewer mainline
- Installing 4 sanitary sewer manholes
- Abandoning 393 linear feet of 8-inch VCP sanitary sewer mainline
- Abandoning 474 linear feet of 12-inch PVC SDR26 sanitary sewer mainline
- Abandoning 413 linear feet of 15-inch VCP
- Abandoning 6 sanitary sewer manholes

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cupertino Sanitary District accepts the sanitary sewer improvements installed in conjunction with the Vallco Make Ready Utilities at 10101 North Wolfe Road and authorizes Staff to release the security for the Faithful Performance and Materials in accordance with the Cupertino Sanitary District Operations Code.

*

*

*

I hereby certify that the foregoing is a full, true and correct copy of a resolution which was duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 16th day of April, 2025, by the following vote of the members thereof:

AYES: and in favor thereof, Members:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

RECUSE: Members:

Secretary, Cupertino Sanitary District

APPROVED:

(SEAL)

President, Cupertino Sanitary District

APPROVED AS TO FORM:

Board Counsel

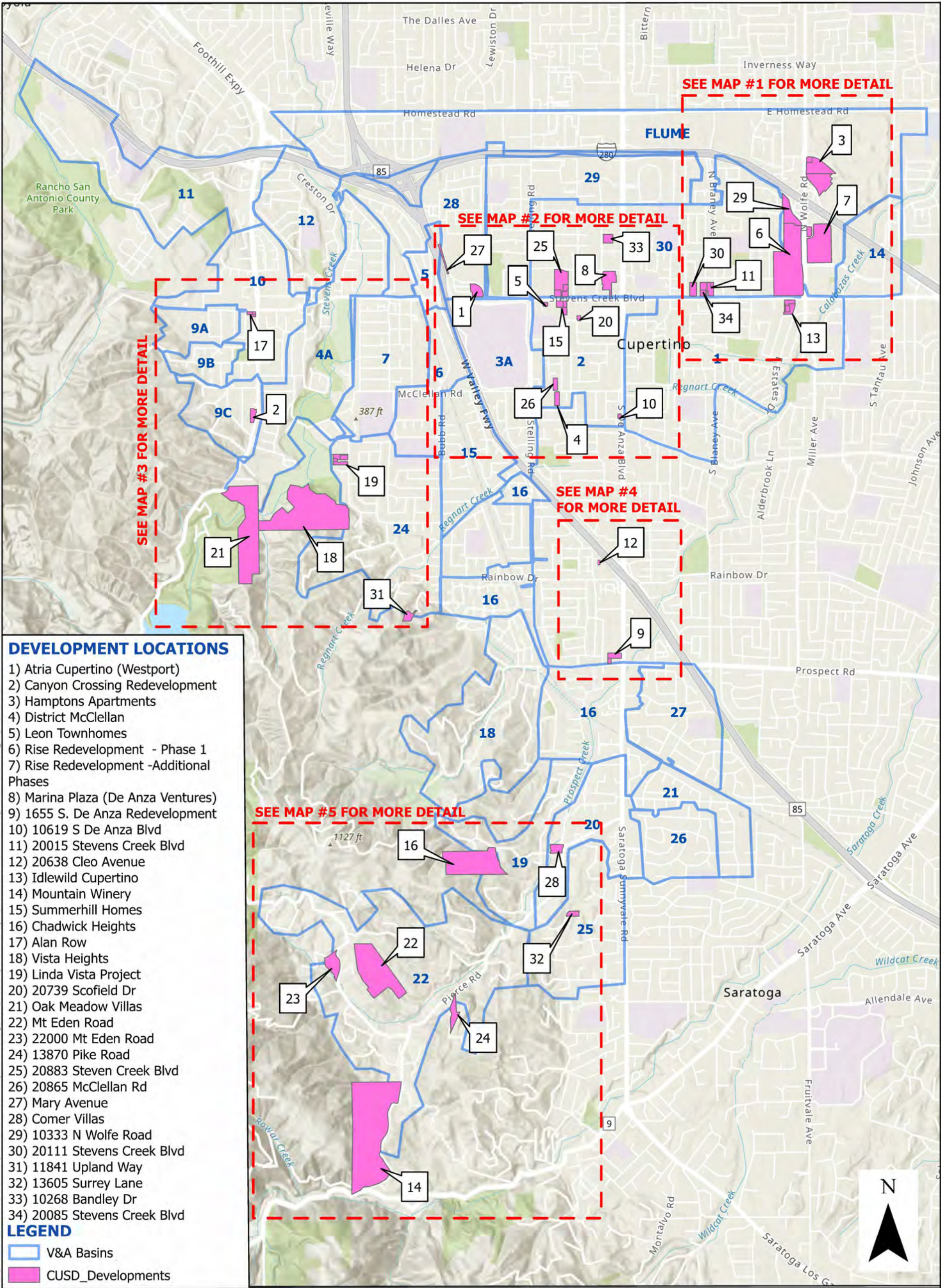
Future Development Projects:

Prep. Date: 3/3/2025

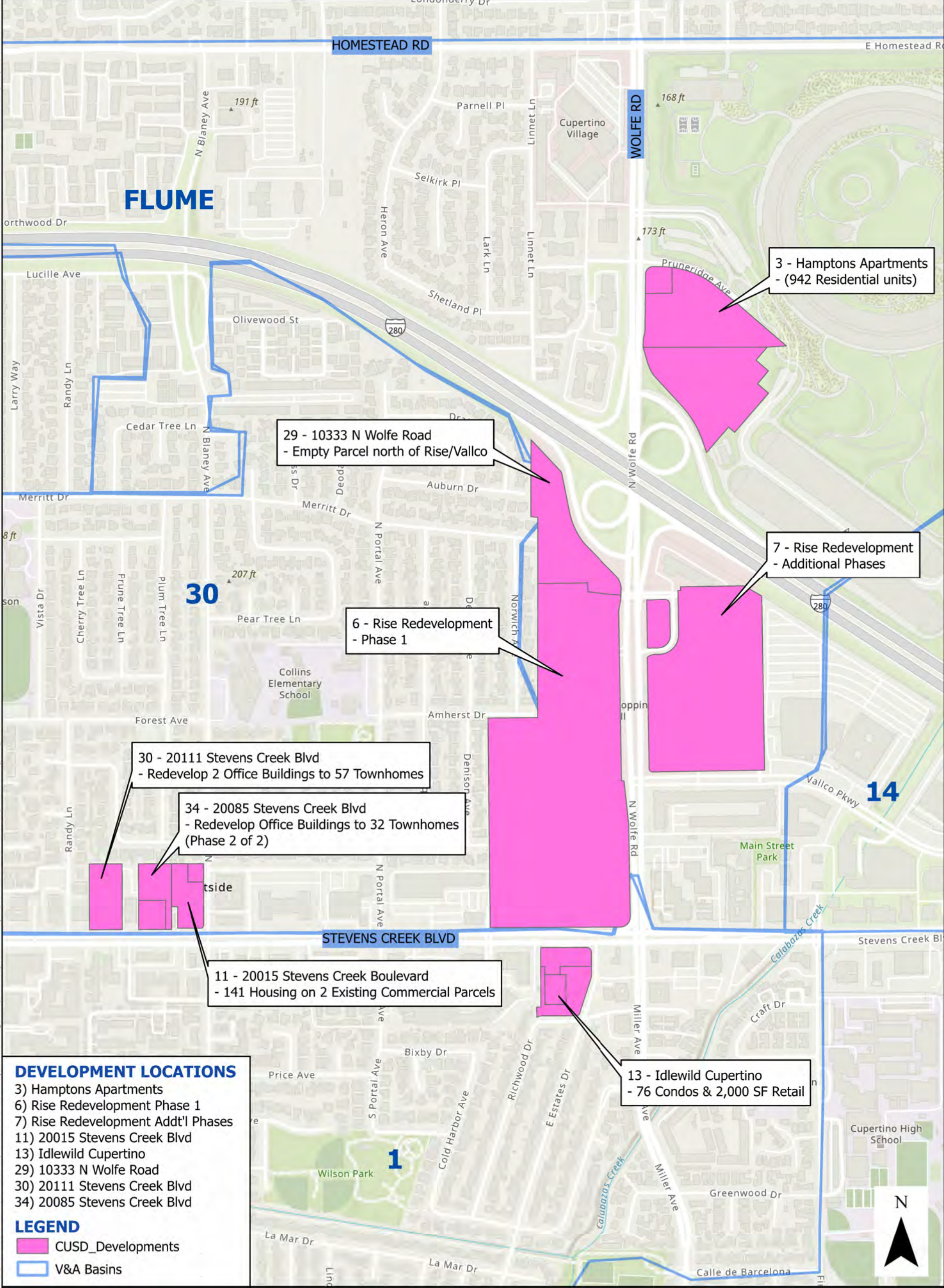
Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Estimated Construction	FY 2024-2025 Probability of collection	Collected in 24/25	Collected After 24/25	Remarks
1	Atria Cupertino (Westport) - Senior Living	21255 Stevens Creek Boulevard (APN 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	FULLY EXECUTED	\$ 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	FULLY EXECUTED	\$ 37,032.00	FY 25-26	100%	\$ 37,032.00	\$ -	- 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. 2/27/2025: Received Signed IA.Awaiting bond and check for execution. 03/06/2025: Received Check for \$77k (\$40k of this is the Admin/Engineering/Inspection deposit 03/19/2025: IA was signed by Board and signed by applicant. Fully Executed. Permit approval is pending easement documentation 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 Builts 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	0%	\$ -	\$ 454,888.00	- 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 - 97 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 04/07/2025: Applicant has mentioned they want to connect to Chiquita Ct Lift Station. This station currently only serves 4 homes and will need to be upgraded.
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 stll 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	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. - 04/08/2025: Received Planning Phase Pemrmit ASA-2024-015 Submittal #2. Due 04/18/2025
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	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	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 02/19/2025 - Approved ASA-2024-011. No Capacity issues downstream of development.
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 04/07/2025 - Received ASA-2025-006 Permit
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	*	\$ 2,535,318.00	FY28-29	0	\$ -	\$ 2,535,318.00	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 01/27/2025 - Applicant is wanting to meet with District Staff. Staff is investigating status of easement records. 02/26/2025 - District Staff met with Owner and Engineer to discuss project and easement rights. 03/05/2025 - Provided Fee Estimate to developer
30	Redevelop 2 Office Buildings to 57 Townhomes (Phase 1 of 2)	20111 Stevens Creek Blvd (APN 316-23-025 & APN 316-23-026)	Planning	*	\$ 783,522.00	FY27-28	0	\$ -	\$ 783,522.00	12/19/2024 - Received ASA-2024-016 Permit 03/03/2025 - Applicant requested Will Serve Letter
31	6 Lot Subdivision on Current Empty Lot	11841 Upland Way (APN 366-03-062)	Planning	*	\$ 82,476.00	FY27-28	0	\$ -	\$ 82,476.00	01/16/2025 - Responded to TM-2025-001. Applicant will need to install new sewer mains to service homes
32	4 New SFDs with 4 ADUs	13605 Surrey Lane (APN 503-16-009)	PrePlanning	*	\$ -	FY27-28	0	\$ -	\$ -	09/12/2024 - Received email from applicant for Builder's Remedy project. District Staff is in the process of obtaining Title Report to confirm existance of easement. 02/24/2025 - Title Report confirmed that there is an existing sanitary sewer easement.
33	Summerhill - 32 New Townhomes	10268 Bandlely Drive (APN 326-33-097)	Planning	*	\$ 395,008.00	FY27-28	0	\$ -	\$ 395,008.00	02/18/2025 - Received PR-2025-004 03/04/2025 - Meeting with Developer & Applicant to discuss project 03/06/2025 - Responded to PR-2025-004 04/09/2025 - Provided estimate Admin/Engineering/Inspection Fees to applicant. Asked applicant for a \$25k deposit
34	Redevelop Office Buildings to 32 Townhomes (Phase 2 of 2)	20085 Stevens Creek Blvd (APN 316-23-095 & 316-23-096)	Planning	*	\$ 395,008.00	FY27-28	0	\$ -	\$ 395,008.00	03/03/2025 - Received ASA-2025-004 Permit 03/03/2025 - Applicant requested Will Serve Letter 03/17/2025 - Sent Will Serve Letter 03/20/2025 - Approved ASA-2025-004. Notified developer Building Permits will be approved on a first-come first served basis. This will be based capacity at the time of review.
								\$ 1,751,211.09	\$ 64,406,553.49	



CUSD FUTURE DEVELOPMENTS



CUSD FUTURE DEVELOPMENTS

MAP #1

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		2	Root Intrusion		0	Root Intrusion		4
Onsite		1	Onsite		1	Grease		0
Grease		0	Grease		0	Debris		0
Offset		1	Offset		0	Onsite		1
Others		0	Others		0	Others		0
Debris		0	Pump Station		1	Pump Station		1
Total:		4	Total:		2	Total:		6

Repairs

Address	Main/Lat	Description of Work
13451 Old Oak Wy, Sar	Main	Emergency digging to remove cleaning equipment stuck in pipe + repair for main seg#300002666.
Homestead 2 PS	PS	Repaired power transfer due to wires chewed by rat.

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	27,989	58,624	0	2,310	0	494	0	0	0	89,417	913,220	1,020,533	89%
Easement Cleaning (ft)	0	1,748	14,091	0	366	0	0	0	0	0	16,205	158,432	189,464	84%
CCTV (ft)	0	8,669	10,397	0	0	0	0	0	0	0	19,066	174,066	207,880	84%

Lateral Maintenance

Activity	# of Laterals	FY2024-25 YTD	FY2024-25 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	346	2,405	4,000	60%
CCTV	23	186		
Inspection	31	209		

FOG Inspection

	# of Inspections	YTD FY2024-25	FY24-25 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	22	210		
Completed	21	187	248	75%
Follow up Needed	1			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 11.A.

APRIL 2025

04/02: 1st Regular Meeting
04/07: TAC
04/09: CASSE
04/10: TPAC
04/16: 2nd Regular Meeting

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

MAY 2025

05/07: 1st Regular Meeting
05/12: TAC
05/14: CASSE
05/15: TPAC
05/21: 2nd Regular Meeting and Public Hearing on Rate Increase

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

JUNE 2025

06/02: SCCSDA Meeting
06/04: 1st Regular Meeting
06/09: TAC
06/11: CASSE
06/12: TPAC
06/18: 2nd Regular Meeting

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