CUPERTINO SANITARY DISTRICT
SANITARY BOARD SPECIAL MEETING
TUESDAY, JUNE 17, 2025

AGENDA AMENDED

This 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 Chen plans to attend remotely from Emerald Princess Cruise Ship, Southampton.
Director Doyle plans to attend from 1032 S Kihei Rd, B316, Kihei, HI 96753.

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. PUBLIC HEARING

A. CONDUCT A PUBLIC HEARING ACCEPTING REPORT ON RATES AND CHARGES AND COLLECTION ON TAX ROLL FOR FISCAL YEAR 2025-2026

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Resolution No. 1358, Confirming Report on Rates and Charges for Services and Facilities Furnished by the District and Delinquent Rates and Charges for the Cupertino Sanitary District for the Fiscal Year 2025-2026
6. Resolution No. 1359, Providing for the Collection of Rates and Charges for Services and Facilities Furnished by the District and Delinquent Rates and Charges for Fiscal Year 2025-2026

4. CLOSED SESSION

NONE

5. MINUTES & BILLS

A. APPROVAL OF THE SPECIAL MEETING MINUTES OF JUNE 3, 2025

B. APPROVED MEETING MINUTES OF MAY 21, 2025

C. APPROVAL OF FINANCIAL REPORT AND PAYMENT OF BILLS

D. TIMESHEETS

6. CORRESPONDENCE

A. NOTICE - ADOPTED FY2026 LAFCO BUDGET

7. MEETINGS

A. CSRMA BOARD OF DIRECTORS MEETING TO BE HELD WEDNESDAY, JUNE 18, 2025

B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, JULY 07, 2025

C. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD ON WEDNESDAY, JULY 09, 2025

D. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, JULY 10, 2025

E. CASA 2025 70TH ANNUAL CONFERENCE TO BE HELD JULY 30-AUGUST 1, 2025, IN SAN DIEGO, CA

8. REPORTS

A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) HELD ON MONDAY, JUNE 9, 2025

B. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE HELD ON WEDNESDAY, JUNE 11, 2025

C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) HELD ON THURSDAY, JUNE 12, 2025

9. UNFINISHED BUSINESS

A. SANITARY SEWER MANAGEMENT (SSMP) PLAN CERTIFICATION

B. FISCAL YEAR 2025-2026 BUDGET

10. NEW BUSINESS

A. SIGNIFICANT DEFECT REPAIR PROJECT-PHASE 2 PROJECT CLOSEOUT

B. AKEL – HYDRAULIC MODELING SUPPORT FOR FUTURE DEVELOPMENTS

C. SPARE PUMP PURCHASE REQUEST

11. STAFF REPORT

A. FUTURE DEVELOPMENT PROJECTS

B. MONTHLY MAINTENANCE SUMMARY

12. CALENDAR ITEMS

RESOLUTION NO. 1358

A RESOLUTION CONFIRMING REPORT ON RATES AND CHARGES FOR SERVICES AND FACILITIES FURNISHED BY THE DISTRICT AND DELINQUENT RATES AND CHARGES FOR THE CUPERTINO SANITARY DISTRICT FOR THE FISCAL YEAR 2025-2026

RESOLVED, by the Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, that

WHEREAS, this Board did heretofore adopt its resolution providing for the collection of delinquent rates and charges on the Tax Roll, and did direct the preparation and filing of a written report containing a description of each parcel of real property receiving services and facilities from the District and the amount of the charge for each parcel for the fiscal year 2025-2026.

WHEREAS, said written report was prepared and filed with the Secretary of said District on the 17th day of June 2025;

NOW, THEREFORE, IT IS ORDERED as follows:

1. That said report be, and it hereby is, adopted in full.

2. That the Secretary of this District be, and hereby is, directed to file with the County Auditor-Controller of Santa Clara County a copy of said report, upon which shall be endorsed over his signature a statement that the report had been finally adopted by the Sanitary Board of the Cupertino Sanitary District.

3. The County Auditor-Controller of Santa Clara County shall, upon receipt of said report, enter the amounts of the charges against the respective lots or parcels as they appear on the current assessment roll for the fiscal year 2025-2026.

* * *

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 17th day of June 2025, by the following votes:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Secretary, Cupertino Sanitary District

APPROVED:

_____
President, Cupertino Sanitary District

RESOLUTION NO. 1359

A RESOLUTION PROVIDING FOR THE COLLECTION OF RATES AND CHARGES FOR SERVICES AND FACILITIES FURNISHED BY THE DISTRICT AND DELINQUENT RATES AND CHARGES FOR FISCAL YEAR 2025-2026 CUPERTINO SANITARY DISTRICT

RESOLVED, by the Sanitary Board of the Cupertino Sanitary District, Santa Clara County, California, as follows:

1. That the Cupertino Sanitary District, Santa Clara County, California, does hereby elect, pursuant to Sections 5473 and 5473a of the Health and Safety Code of the State of California, to have certain rates and charges for services and facilities furnished by it which have become delinquent and the rates and charges for services and facilities furnished by the District established by said District pursuant to ordinances thereof duly passed and adopted by the Sanitary Board of the District, collected on the tax roll of the County of Santa Clara, State of California, pursuant to Sections 5470 through 5473.11 of the Health and Safety Code of the State of California and said ordinances of said District.

* * *

I hereby certify that the foregoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 17th day of June 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

_____
Secretary, Cupertino Sanitary District

APPROVED:

_____
President, Cupertino Sanitary District

CUPERTINO SANITARY DISTRICT SPECIAL BOARD MEETING
WEDNESDAY, JUNE 3, 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: Bill Bosworth, Taghi Saadati, David Doyle and Angela Chen. Director Kwok attended remotely via video conference.

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

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

There was none.

4. MINUTES:

A. Approval of the Amended Regular Meeting Minutes of May 21, 2025

   On a motion by Director Chen, seconded by Director Doyle by a roll call vote of 4-0-1, the amended minutes of the Regular Meeting held on Wednesday, May 21, 2025, were approved. Director Bosworth abstained.

B. Approved Meeting Minutes of May 7, 2025, are to be Noted & Filed.

5. CORRESPONDENCE:

There was none.

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, June 9, 2025.

B. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, June 11, 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, June 12, 2025.

7. REPORTS:

A. Director Bosworth reported on the regular meeting of the Santa Clara County Special Districts Association held on Monday, June 2, 2025.

8. UNFINISHED BUSINESS:

A. Amending Resolution No. 1357 – Fixing Time and Place for Public Hearing on Report on Rates and Collection FY 2025-2026

Director Doyle motioned to move the public hearing to Tuesday, June 17, 2025 at 7:00 p.m. Second, by Director Bosworth, by a roll call vote of 5-0-0, the Board approved.

B. Board Members' Benefits

There was no Board action. This item was tabled until the next regular meeting.

9. NEW BUSINESS:

A. California Integrated Water Quality System (CIWQS) Sanitary Sewer System Annual Report

Manager Porter reported on the Sanitary Sewer System Annual Report. It has been submitted to CIWQS by Staff.

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 Tuesday, June 17, 2025. Directors Doyle and Chen both plan to attend remotely.

12. ADJOURNMENT:

The meeting was adjourned at 7:43 pm.

_____ _____

Secretary of the Sanitary Board President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 21, 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: Patrick Kwok, Taghi Saadati, David Doyle and Angela Chen
Board Members on excused absence: Bill Bosworth

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

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

There was none.

4. PUBLIC HEARING:

A. The Board conducted a public hearing on the Proposed Sanitary Sewer Service Charge Increase for Fiscal Year 2025-2026.

1. Manager Porter presented the rate study.

2. President Saadati opened the public hearing at 7:17pm. The Board reviewed written correspondence. There were no other public comments.

3. President Saadati closed the public hearing at 7:18pm.

4. The Board discussed the proposed new sewer rate increase not to exceed 5%.

5. After discussion, the Board unanimously agreed on a rate increase of 4%. On motion by Director Kwok, seconded by Director Chen, by a vote of 4-0-0, the Board approved Ordinance No. 135, Amending Sections 7301, 7302 and 7303 of Chapter VII of the Cupertino Sanitary District Operations Code Relating to Sewer Service Charges. The new sewer service rates will take effect, beginning July 1, 2025.

6. On motion by Director Kwok, seconded by Director Chen, by a vote of 4-0-0, the Board approved Resolution No. 1357, Fixing Time and Place for Public Hearing on Report on Rates and Collection on Tax Roll for FY 2025-26. The public hearing is set to take place on Wednesday, June 18, 2025, in the District office.

5. MINUTES & BILLS:

A. Approval of the Regular Meeting Minutes of May 7, 2025

On a motion by Director Kwok, seconded by Director Doyle by a vote of 4-0-0, the minutes of the Regular Meeting held on Wednesday, May 7, 2025, were approved with correction.

B. Approved Meeting Minutes of April 16, 2025, are to be Noted & Filed.

C. Approval of Financial Report and Payment of Bills

On a motion by Director Kwok, seconded by Director Chen by a vote of 4-0-0, the financial statements and warrants were approved as written.

D. Timesheets

The Board submitted their May timesheets.

6. CORRESPONDENCE:

There was none.

7. MEETINGS:

A. Director Bosworth plans to attend the regular meeting of the Santa Clara County Special Districts Association to be held on Monday, June 2, 2025.

B. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Committee (TAC) to be held on Monday, June 2, 2025.

C. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, June 11, 2025.

D. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, June 12, 2025.

8. REPORTS:

A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Committee (TAC) held on Monday, May 12, 2025.

B. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) Teleconference held on Wednesday, May 14, 2025.

C. Director Kwok reported on the LAFCO Independent Special District Selection Committee Meeting – Selection of Special District Members to Serve on LAFCO held on Wednesday, May 12, 2025. There was no benefit to the District for attending the meeting. Votes were not counted.

D. Director Doyle reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, May 15, 2025.

9. UNFINISHED BUSINESS:

A. Board Members' Benefits

Manager Porter and Counsel Hynes reported on options for Board members. There was no Board action.

B. 2025 CASA 70th Annual Conference to be held Wednesday, July 30-Friday, August 1, 2025 in San Diego, CA

Director Chen does not plan on attending. Director Bosworth still needs to confirm his attendance. All other Board members plan to attend.

C. CSRMA Risk Management Seminar to be held at CASA Conference on July 30, 2025

Directors Doyle and Kwok plan to attend. Director Bosworth still needs to confirm his attendance.

D. 2025 CASA 70th Annual Conference Attorney's Committee Meeting to be held Friday, August 1, 2025

Counsel Hynes plans to attend.

10. NEW BUSINESS:

A. Lift Station Electrical Safety and Operation Assessment

Manager Porter reported on the Board memo prepared by Staff.

11. STAFF REPORT

A. Manager Porter reported on Future Development Projects.

B. Manager Porter reported on the Monthly Maintenance Summary.

12. CALENDAR ITEMS

A. The next regular Board Meeting is scheduled to take place on June 4, 2025. Director Chen plans to attend the 2025 June 18, July 2, and July 16 meetings remotely. Director Doyle plans to attend the 2025 June 18, July 2, and July 16 meetings remotely.

13. ADJOURNMENT:

The meeting was adjourned at 8:30 pm.

_____ _____

Secretary of the Sanitary Board President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - June 17, 2025

AMENDED TO ADD C2R ENGINEERING

WARRANT NUMBER	FUND		AMOUNT	PAYEE	DESCRIPTION	
20178	M&O	$	598,375.00	Zion's Bank - CalBank Loan	Loan Payments	
N/A	M&O	$	3,413.30	ADP	Directors' Salary	
20179	M&O	$	640.06	Dooley Insurance Services	Insurance - Group Life & Dental	
20180	M&O	$	345.00	CWEA	Memberships	
N/A	M&O	$	395.35	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
20181	M&O	$	449,719.72	Mark Thomas	Membership	
					Office Rent	400.00
					Management Services	49,876.94
					SSMP Cert Update and Implementation	7,929.34
					Engineering Services	131,251.10
					Plan Checking & Inspection	20,473.68
					Repairs	2,192.28
					Repairs (Pump Stations)	459.38
					Maintenance	152,680.97
				District Sewer Capital & Support	Maintenance (Pump Stations)	34,721.79
					Utilities (Pump Stations)	1,052.70
					Emergency Funds	2,253.28
					District Sewer Capital & Support	46,428.26
20182	M&O	$	1,800.00	Armento & Hynes	Legal - District Counsel	
20183	M&O	$	843.54	Vivax-Metrotech	Repairs	
20184	M&O	$	1,895.00	California Surveying & Drafting Supplies	Maintenance	
20185	M&O	$	3,572.75	Enviro Safetech	Maintenance	
20186	M&O	$	681.22	Grainger	Maintenance	
20187	M&O	$	319.73	Home Depot	Maintenance (Pump Stations)	
20188	M&O	$	7,196.95	Pioneer Research Corporation	Maintenance (Pump Stations)	
20189	M&O	$	8,766.45	Roto-Rooter	Maintenance	
20190	M&O	$	27,873.00	AB/JDD Plumbing Heating & AC	Maintenance	
20191	M&O	$	50,571.68	Able Underground	Maintenance	
20192	M&O	$	11,598.00	Flowing Water	Maintenance	11,200.00
					Emergency	398.00
20193	M&O	$	3,750.00	CASA	Travel & Meetings - Staff	750.00
					Travel & Meetings - BOD	3,000.00
20194	M&O	$	101.10	City of Santa Clara Utilities	Utilities (Pump Stations)	
20195	M&O	$	6,373.10	PG&E	Utilities (Pump Stations)	
20197	M&O	$	99,531.70	C2R Engineering, Inc.	District Sewer Capital & Support	
20196	M&O	$	28,000.00	ESRI	District Equipment - Software (Arc-GIS)	
TOTAL WARRANTS		**$**	**1,305,762.65**			

Pk Flow Red. Total:	$	-	
Maintenance Total:	$	299,479.54	District Staff, CSDS, EnviroTech, Grainger, Home Depot, Pioneer, Flowing Water, Roto, ABLE, AB/JDD
Utilities Total:	$	7,526.90	PG&E, City of Santa Clara Utilities, Internet, Cellphones
Emergency Total:	$	2,651.28	District Staff; Able; AB/JDD
VTA Portion:	$	-	

EMERGENCY DETAILS:

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

AMENDED

CUPERTINO SANITARY DISTRICT

MONTHLY FINANCIAL REPORT THROUGH MAY 2025

11th Month of Operations (92% into FY Operations)

FISCAL YEAR: July 1, 2024 to June 30, 2025

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable MAY SERVICES	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
OPERATING EXPENSES								
Loan Payments	41000	$1,200,063	$600,000.00	$598,375.00	$1,198,375.00	$1,687.50	99.9%	CalBank Loan Payment No.11
Directors Fees	41030	$38,000	$29,820.15	$3,413.30	$33,233.45	$4,766.55	87.5%	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	$196,911.40	$640.06	$197,551.46	-$2,051.46	101.0%	Dooley Insurance (July Coverage)
Memberships	41080	$57,000	$56,943.71	$345.00	$57,288.71	-$288.71	100.5%	CWEA - membership renewals for field inspectors
Office Rent	41090	$4,800	$4,000.00	$400.00	$4,400.00	$400.00	91.7%	On Target
Operating Expenses	41100	$3,000	$1,880.59	$0.00	$1,880.59	$1,119.41	62.7%	None this month
Operating Expenses - Credit Card Transaction Fees	41100-1	$6,000	$3,633.38	$395.35	$4,028.73	$1,971.27	67.1%	Credit Card Processing Fees - May
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. Operation & Maintenance	41114	$8,291,700	$8,185,820.00	$0.00	$8,185,820.00	$105,880.00	98.7%	Paid in full for FY2024-25
Professional Services:								
Management Services	41121	$575,000	$435,300.00	$49,876.94	$485,176.94	$89,823.06	84.4%	On Target
SSMP Certification and Implementation	41121	$230,000	$197,726.83	$7,929.34	$205,656.17	$24,343.83	89.4%	New Waste Discharge Requirements (WDR) Implementation
Engineering Services	41122	$1,450,000	$1,221,189.25	$131,251.10	$1,352,440.35	$97,559.65	93.3%	On Target
Peak Flow Reduction	41122-1	$40,000	$22,850.31	$0.00	$22,850.31	$17,149.69	57.1%	None this month
Plan Checking & Inspection	41123	$200,000	$169,541.57	$20,473.68	$190,015.25	$9,984.75	95.0%	On Target
Legal - Consultant Services	41124	$4,500	$2,000.00	$0.00	$2,000.00	$2,500.00	44.4%	None this month
Legal - District Counsel	41124	$50,000	$32,743.59	$1,800.00	$34,543.59	$15,456.41	69.1%	District Counsel - Legal Services through June 6, 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	$11,084.64	$0.00	$11,084.64	$20,915.36	34.6%	None this month
Repair and Maintenance		**$4,144,000**						
Repairs	41150	$200,000	$107,116.43	$3,495.20	$110,611.63	$89,388.37	55.3%	On target
Maintenance	41151	$3,944,000	$3,301,790.13	$299,479.54	$3,601,269.67	$342,730.33	91.3%	On target
Travel & Meetings Staff	41170	$15,000	$3,483.45	$750.00	$4,233.45	$10,766.55	28.2%	CASA Conference Registration for District Manager
Travel & Meetings BOD	41170	$18,000	$13,880.18	$3,000.00	$16,880.18	$1,119.82	93.8%	CASA Conference Registration for four Board of Directors
Utilities	41190	$90,000	$70,279.88	$7,526.90	$77,806.78	$12,193.22	86.5%	Electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	$50,000	$2,153.64	$0.00	$2,153.64	$47,846.36	4.3%	None this month
Connection Fees	41202	$2,000	$0.00	$0.00	$0.00	$2,000.00	0.0%	None to date
Checking & Inspection	41203	$3,000	$21,300.67	$0.00	$21,300.67	-$18,300.67	710.0%	None this month
Emergency Funds	48000	$250,000	$113,675.15	$2,651.28	$116,326.43	$133,673.57	46.5%	District Staff - Stoppage Response; Flowing Water (one emergency)
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**	**$15,125,050.35**	**$1,131,802.69**	**$16,256,853.04**	**$1,480,709.46**	91.7%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	$3,250,000	$2,723,566.37	$145,959.96	$2,869,526.33	380,473.67	88.3%	C2R Engineering; Significant Defect Repair; Pump Station Assessment; Sewer Master Plan
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	$2,546,829.00	$0.00	$2,546,829.00	(253,428.00)	111.1%	Paid in full for 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	$53,170.35	$28,000.00	$81,170.35	68,829.65	54.1%	ESRI - Annual Enterprise Agreement Fee Software Maintenance
Replacement Fund	46044	$300,000	$0.00	$0.00	$0.00	300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		**$6,293,401**	**$6,683,753.38**	**$173,959.96**	**$6,857,713.34**	**($564,312.34)**	109.0%	
TOTAL EXPENSES		**$24,030,964**	**$21,808,803.73**	**$1,305,762.65**	**$23,114,566.38**	**$916,397.12**	96.2%	

CUPERTINO SANITARY DISTRICT

MONTHLY FINANCIAL REPORT THROUGH MAY 2025

11th Month of Operations (92% 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 May Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	$554,750	$471,429.60	$0.00	$471,429.60	$83,320.40	85.0%	None this month
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	$84,827.58	$6,950.00	$91,777.58	$8,222.42	91.8%	Seventeen payments received this month; Two hundred fifty-six payments received to date
Connection Fees	31031	$1,200,000	$151,202.44	$17,546.00	$168,748.44	$1,031,251.56	14.1%	Two payments received this month;Ten payments received to date
Capacity Fees	31032	$850,000	$53,066.74	$4,018.00	$57,084.74	$792,915.26	6.7%	One payment received this month; Eleven payments received to date
Pump Zone Fees	31033	$20,000	$1,851.85	$0.00	$1,851.85	$18,148.15	9.3%	None this month; One payment received to date
Checking & Inspection Fees	31040	$300,000	$202,185.00	$10,200.00	$212,385.00	$87,615.00	70.8%	Twenty-three payments received this month; Two hundred ninety-one 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	$204,472.41	$644,347.44	($294,347.44)	184.1%	FY24-25 Q3
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	$119,374.17	$0.00	$119,374.17	$270,625.83	30.6%	None this month
Legal - Common Interest Group (10% Admin Fees)	32902.2	$7,800	$11,937.43	$0.00	$11,937.43	($4,137.43)	153.0%	None this month
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**	**$16,214,774.51**	**$243,186.41**	**$16,457,960.92**	**$8,731,259.07**	**65.34%**	
		$0	$0.00	$0.00	$0.00	$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		**$25,189,220**	**$16,214,774.51**	**$243,186.41**	**$16,457,960.92**	**$8,731,259.07**	**65.34%**	

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
April 30, 2025	$14,404,110.45	$4,200,000.00	$10,204,110.45	$996,291.17	$62,993.46	$15,463,395.08
May 31, 2025	$14,026,696.82	$4,200,000.00	$9,826,696.82	$1,010,260.96	$63,034.96	$15,099,992.74

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 05/31/25

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	$30,683.35	$7,140,076.55			$7,140,076.55		$7,140,076.55
1007 San Jose	01/15/20	$6,966,355.00			$173,721.55			$173,721.55		$173,721.55
Interest through 3/31/20			$6,823.36	$6,823.36	$180,544.91			$180,544.91		$180,544.91
Deposit	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	$41.50	$180,586.41	$137.87	$600,137.87	$780,724.28	$5,744.81	$786,469.09
Balance as of 6/30/2020			$197.98	$45.80	$180,632.21	$152.18	$600,290.05	$780,922.26	$31,953.57	$812,875.83
Balance as of 7/31/2020			$191.84	$44.37	$180,676.58	$147.47	$600,437.52	$781,114.10	$37,732.75	$818,846.85
Balance as of 8/31/2020			$154.53	$35.74	$180,712.33	$118.79	$600,556.30	$781,268.63	$48,220.05	$829,488.68
Balance as of 9/30/2020			$25.62	$5.93	$180,718.25	$19.69	$600,576.00	$781,294.25	$56,059.22	$837,353.47
Balance as of 10/31/2020			$25.62	$5.93	$180,724.18	$19.69	$600,595.69	$781,319.87	$67,713.45	$849,033.32
Balance as of 11/30/2020			$26.47	$6.12	$180,730.30	$20.35	$600,616.04	$781,346.34	$80,097.89	$861,444.23
Balance as of 12/31/2020			$26.47	$6.12	$180,736.42	$20.35	$600,636.39	$781,372.81	$89,436.48	$870,809.29
Balance as of 1/31/2021			$24.83	$5.74	$180,742.17	$19.09	$600,655.47	$781,397.64	$99,672.14	$881,069.78
Balance as of 2/28/2021			$23.98	$5.55	$180,747.71	$18.43	$600,673.91	$781,421.62	$108,211.86	$889,633.48
Balance as of 3/31/2021			$28.26	$6.54	$180,754.25	$21.72	$600,695.63	$781,449.88	$121,953.35	$903,403.23
Balance as of 4/30/2021			$22.27	$5.15	$180,759.40	$17.12	$600,712.75	$781,472.15	$135,672.77	$917,144.92
Balance as of 5/31/2021			$11.99	$2.77	$180,762.18	$9.22	$600,721.96	$781,484.14	$153,926.10	$935,410.24
Deposit - CSJ Refund	06/22/21		$1,415,647.00	$926,889.61	$1,107,651.79	$488,757.39	$1,089,479.35	$2,197,131.14		
Balance as of 6/30/2021			$20.34	$10.25	$1,107,662.04	$10.09	$1,089,489.44	$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	$18.21	$1,107,680.25	$17.91	$1,089,507.35	$2,197,187.60	$190,143.43	$2,387,331.03
Balance as of 8/31/2021			$38.53	$19.42	$1,107,699.67	$19.11	$1,089,526.46	$2,197,226.13	$200,919.93	$2,398,146.06
Balance as of 9/30/2021			$36.12	$18.21	$1,107,717.88	$17.91	$1,089,544.37	$2,197,262.25	$215,257.91	$2,412,520.16
1009 Co-Mingled Fund	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	$19.95	$1,058,707.83	$11.49	$609,555.86	$1,668,263.69	$25,242.07	$1,693,505.76
Balance as of 11/30/2021			$29.25	$18.56	$1,058,726.40	$10.69	$609,566.54	$1,668,292.94	$38,319.76	$1,706,612.70
Balance as of 12/31/2021			$28.34	$17.99	$1,058,744.38	$10.35	$609,576.90	$1,668,321.28	$55,958.38	$1,724,279.66
Balance as of 1/31/2022			$28.34	$17.99	$1,058,762.37	$10.35	$609,587.25	$1,668,349.62	$65,691.28	$1,734,040.90
Balance as of 2/28/2022			$25.60	$16.25	$1,058,778.61	$9.35	$609,596.61	$1,668,375.22	$85,965.01	$1,754,340.23
Balance as of 3/31/2022			$28.34	$17.99	$1,058,796.60	$10.35	$609,606.96	$1,668,403.56	$106,346.21	$1,774,749.77
Balance as of 4/30/2022			$26.51	$16.82	$1,058,813.42	$9.69	$609,616.65	$1,668,430.07	$119,004.80	$1,787,434.87
Balance as of 5/31/2022			$29.25	$18.56	$1,058,831.98	$10.69	$609,627.34	$1,668,459.32	$132,240.88	$1,800,700.20
Balance as of 6/30/2022			$43.43	$27.56	$1,058,859.55	$15.87	$609,643.20	$1,668,502.75	$152,439.62	$1,820,942.37
Balance as of 7/31/2022			$100.11	$63.53	$1,058,923.08	$36.58	$609,679.78	$1,668,602.86	$160,603.56	$1,829,206.42
Balance as of 8/31/2022			$226.30	$143.61	$1,059,066.69	$82.69	$609,762.47	$1,668,829.16	$177,243.27	$1,846,072.43
Balance as of 9/30/2022			$205.76	$130.58	$1,059,197.27	$75.18	$609,837.65	$1,669,034.92	$191,995.18	$1,861,030.10
Balance as of 10/31/2022			$212.64	$134.94	$1,059,332.22	$77.70	$609,915.34	$1,669,247.56	$206,913.12	$1,876,160.68
1011 C2R Engineering, Inc	11/16/22	$54,058.43							($54,058.43)	
Balance as of 11/30/2022			$205.81	$130.61	$1,059,462.83	$75.20	$609,990.54	$1,669,453.37	$161,065.57	$1,830,518.94
Balance as of 12/31/2022			$205.84	$130.63	$1,059,593.46	$75.21	$610,065.75	$1,669,659.21	$174,390.82	$1,844,050.03
1012 C2R Engineering, Inc	01/30/23	$42,585.13							$42,585.13	
Balance as of 1/31/2023			$188.72	$119.76	$1,059,724.08	$68.96	$610,134.71	$1,669,858.79	$143,543.68	$1,813,402.47
Balance as of 2/28/2023			$192.16	$121.95	$1,059,846.03	$70.21	$610,204.92	$1,670,050.95	$154,920.07	$1,824,971.02
Balance as of 3/31/2023			$265.40	$168.43	$1,060,014.46	$96.97	$610,301.89	$1,670,316.35	$170,416.91	$1,840,733.26
1013 C2R Engineering, Inc.	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)	
					$809,362.34				$70,597.45	
Balance as of 7/31/2023			$2,848.55	$1,621.78	$810,984.12	$1,226.77	$613,456.20	$1,424,440.31	$77,723.99	$1,502,164.30
Balance as of 8/31/2023			$2,421.59	$1,378.70	$812,362.81	$1,042.89	$614,499.09	$1,426,861.90	$88,948.39	$1,515,810.29
Balance as of 9/30/2023			$2,269.08	$1,291.87	$813,654.68	$977.21	$615,476.30	$1,429,130.98	$102,700.23	$1,531,831.21
Transfer for10/18/2023 pmt. to Conquest					($10,000.00)				$10,000.00	
1015 Conquest Contractor	10/18/23	$10,000.00							($10,000.00)	
					$803,654.68				$102,700.23	
Balance as of 10/31/2023			$2,500.33	$1,423.53	$805,078.21	$1,076.80	$616,553.11	$1,421,631.31	$115,823.74	$1,537,455.05
Balance as of 11/30/2023			$2,318.77	$1,313.13	$806,391.34	$1,005.64	$617,558.75	$1,423,950.08	$127,552.12	$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			$2,264.45	$1,213.72	$714,573.06	$1,050.73	$618,609.47	$1,333,182.53	$136,159.47	$1,469,342.00
Balance as of 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	$260,663.70	$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)				$197,980.00	
1019 C2R Engineering	01/21/25	$197,980.00			$62,683.70				($197,980.00)	
Balance as of 1/31/25			$602.56	$176.65	$62,860.35	$425.91	$628,897.35	$691,757.69	$321,665.07	$1,013,422.76
Balance as of 2/28/25			$478.47	$43.48	$62,903.82	$434.99	$629,332.34	$692,236.16	$336,207.47	$1,028,443.63
Balance as of 3/31/25			$530.12	$48.17	$62,952.00	$481.95	$629,814.29	$692,766.28	$352,922.09	$1,045,688.37
Balance as of 4/30/25			$456.34	$41.47	$62,993.46	$414.87	$630,229.16	$693,222.62	$366,062.01	$1,059,284.63
Balance as of 5/31/25			$456.64	$41.50	$63,034.96	$415.14	$630,644.30	$693,679.26	$379,616.66	$1,073,295.92
TOTAL OR BALANCE AMOUNT		**$11,596,473.40**	**$1,499,764.61**	**$989,120.31**	**$63,034.96**	**$30,644.30**	**$630,644.30**	**$693,679.26**	**$379,616.66**	**$1,073,295.92**

SANTA CLARA LAFCO

Local Agency Formation Commission of Santa Clara County
777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

June 11, 2025

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

FROM: Dunia Noel, LAFCO Assistant Executive Officer

SUBJECT: LAFCO BUDGET FOR FISCAL YEAR 2025-2026

At its public hearing on June 4, 2025, the Santa Clara Local Agency Formation Commission (LAFCO) adopted its Final Budget for Fiscal Year 2025-2026. The adopted Final Budget and the staff reports are attached for your information.

Pursuant to the apportionment method specified in Government Code §56381 and §56381.6, the County Auditor-Controller will apportion LAFCO's net operating expenses to the cities, the County and the independent special districts based on the Final Budget adopted by LAFCO. Please expect to receive an invoice from the County Controller's Office in the next few days.

Should you have any questions regarding the LAFCO budget or cost apportionment, please contact me at dunia.noel@ceo.sccgov.org.

Thank you.

Attachments: Fiscal Year 2025-2026 Budget & Revised Final Work Plan for Fiscal Year 2026 approved by LAFCO on June 4, 2025
June 4, 2025 Staff Report: Final Work Plan and Budget for FY 2025-2026
April 2, 2025 Staff Report: Proposed Work Plan and Budget for FY 2025-2026

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

FINAL LAFCO BUDGET
FISCAL YEAR 2025- 2026

ITEM #	TITLE	APPROVED BUDGET FY 2025	ACTUALS Year to Date 2/25/2025	PROJECTIONS Year End FY 2025	FINAL 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

ITEM # 6

SANTA CLARA LAFCO

Local Agency Formation Commission of Santa Clara County
777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

LAFCO MEETING: **June 4, 2025**

TO: **LAFCO**

FROM: **Neelima Palacherla, Executive Officer**

SUBJECT: **FINAL WORK PLAN AND BUDGET FOR FY 2026 AND AB 2561 DISCUSSION ON STATUS OF EMPLOYEE VACANCIES AND RECRUITMENT AND RETENTION EFFORTS**

STAFF RECOMMENDATIONS

1. Adopt the Work Plan for Fiscal Year 2025-2026, as revised by the Commission at its April 2, 2025 meeting.
2. Adopt the Final Budget for Fiscal Year 2025-2026.
3. Find that the Final 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 Final Budget adopted by the Commission including the estimated agency costs to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.
5. Direct the County Auditor-Controller to apportion LAFCO costs to the cities; to the special districts; and to the County; and to collect payment pursuant to Government Code §56381.

REVISIONS TO THE PROPOSED WORKPLAN FOR FY 2026

On April 2, 2025, the Commission directed staff to revise the proposed workplan for Fiscal Year 2025-2026 to include a work item to conduct a strategic planning workshop for the Commission to specifically discuss potential development of environmental justice policies. Staff has amended the proposed workplan to include the work item under "Applications Review / Processing and LAFCO Policy Development". See Attachment A for the amended Work Plan.

NO CHANGES TO THE DRAFT/PRELIMINARY BUDGET

On April 2, 2025, the Commission adopted its preliminary budget for Fiscal Year 2025-2026 as recommended by the Finance Committee. The preliminary budget

adopted by the Commission is available in the report for Agenda Item # 6 of the April 2, 2025 LAFCO Meeting. No further changes are recommended to the preliminary budget adopted by the commission.

AB 2561 DISCUSSION

AB 2561, which went into effect on January 1, 2025, requires a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year and prior to the adoption of the final budget. It requires the public agency, during the public hearing, to identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process. It also entitles the recognized employee organization to be present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill requires the public agency, upon request of the recognized employee organization, to include specified information during the public hearing.

Santa Clara LAFCO does not have any vacant positions currently and therefore, there are no recruitment efforts. In addition, there are no recommended changes to retention efforts. Lastly, we have not identified any necessary changes to policies, procedures and recruitment activities that may lead to obstacles in the hiring process.

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

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 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.

COST APPORTIONMENT TO CITIES, DISTRICTS AND THE COUNTY

The CKH Act requires LAFCO costs to be split in proportion to the percentage of an agency's representation (excluding the public member) on the Commission. Santa Clara LAFCO is composed of a public member, two County board members, two city council members, and since January 2013 – two special district members. Government Code §56381(b)(1)(A) provides that when independent special districts are seated on LAFCO, the county, cities and districts must each provide a one-third share of LAFCO's operational budget.

Since the City of San Jose has permanent membership on LAFCO, 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. Therefore, in Santa Clara County, the City of San Jose pays one sixth and the remaining cities pay one sixth of LAFCO's operational costs. Per the CKH Act, the remaining cities' share must be apportioned in proportion to each city's total revenue, 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. Each city's share is therefore based on the 2022/2023 Report – which is the most recent edition available.

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.

The estimated apportionment of LAFCO's FY 2026 costs to the individual cities and districts is included as Attachment B. The final costs will be calculated and invoiced to the individual agencies by the County Controller's Office after LAFCO adopts the final budget.

ATTACHMENTS

Attachment A:	LAFCO Workplan for FY 2026
Attachment B:	Final LAFCO Budget for Fiscal Year 2026
Attachment C:	Costs to Agencies Based on the Final Budget

REVISED FINAL WORK PLAN FOR FISCAL YEAR 2026 (June 4, 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*
APPLICATIONS REVIEW / PROCESSING AND LAFCO POLICY DEVELOPMENT	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 and begin implementation	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
	Conduct a Strategic Planning Workshop for the Commission to Consider the Development of Environmental Justice Policies and other emerging policy ideas, with the goal of advancing innovative LAFCO policies through a strategic plan	Identify a facilitator for the Workshop - Early 2026	Staff / Consultant	M

REVISED FINAL WORK PLAN FOR FISCAL YEAR 2026 (June 4, 2025)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
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
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 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	Staff	M M L 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) Small water systems issues / legislation Collaborate with agencies and entities with goals common to LAFCO	Staff	M M 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 Update the PRA form for the website Document research on complex inquiries Report to Commission on complex inquiries	Staff	H L L H

REVISED FINAL WORK PLAN FOR FISCAL YEAR 2026 (June 4, 2025)

	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

REVISED FINAL WORK PLAN FOR FISCAL YEAR 2026 (June 4, 2025)

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

REVISED FINAL WORK PLAN FOR FISCAL YEAR 2026 (June 4, 2025)

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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
	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) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H
	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed, and also as part of Phase 2 Policies Revision	Staff	H

REVISED FINAL WORK PLAN FOR FISCAL YEAR 2026 (June 4, 2025)

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	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

FINAL WORK PLAN FOR FISCAL YEAR 2026

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	Other administrative functions mandated of a public agency (Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H

FINAL LAFCO BUDGET
FISCAL YEAR 2025- 2026

ITEM #	TITLE	APPROVED BUDGET FY 2025	ACTUALS Year to Date 2/25/2025	PROJECTIONS Year End FY 2025	FINAL 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
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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 Final FY 2026 LAFCO Budget

			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**

ITEM # 6

SANTA CLARA LAFCO

Local Agency Formation Commission of Santa Clara County
777 North First Street
Suite 410
San Jose, CA 95112
SantaClaraLAFCO.org

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.

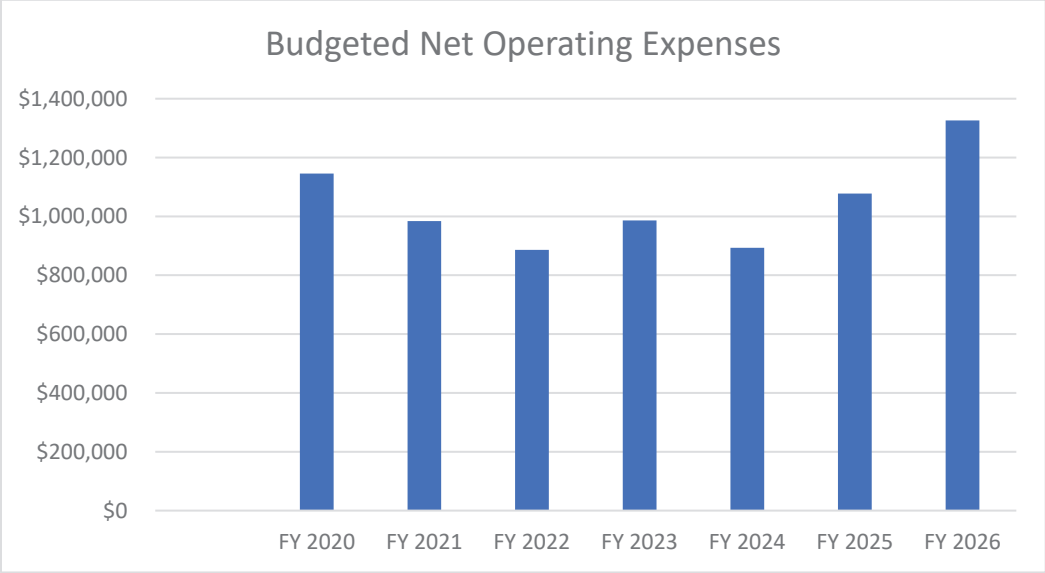
PROPOSED BUDGET FOR FISCAL YEAR 2026

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 is 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

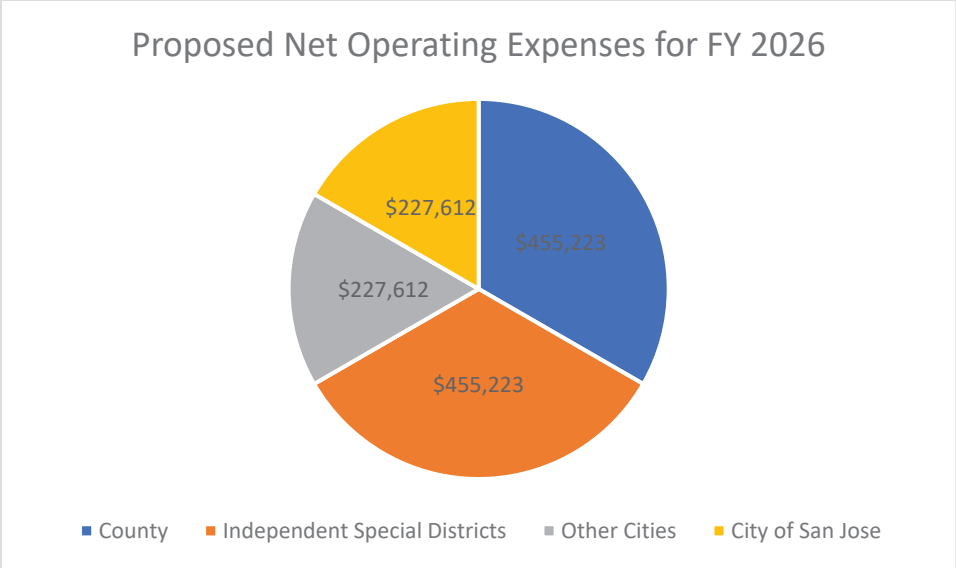
In January 2013, independent special districts were seated on LAFCO. Government Code §56381(b)(1)(A) provides that when independent special districts are represented on LAFCO, the county, cities and independent special districts must each provide a one-third share of LAFCO's operational budget.

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 Commission takes positions and submit letters on proposed legislation	Staff	L M	AB 3277 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)	Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings Hold pre-agenda review meeting with Chair Hold pre-meeting calls with individual commissioners to address agenda item questions Process commissioner per diems for attendance at LAFCO meetings	Staff	H	Ongoing Began webcasting LAFCO meetings in June 2023
	Keep the Commission informed	EO report, off-agenda emails, as needed Provide ongoing educational opportunities / events including presentation from local agencies	Staff	H	Ongoing
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training. Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for service on LAFCO	Staff	H	Ongoing - as needed

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 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 Usag	$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**
3400150	**AVAILABLE FUND BALANCE 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 Distrcits							$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)	Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings Hold pre-agenda review meeting with Chair Hold pre-meeting calls with individual commissioners to address agenda item questions and prepare meeting script for Chair Process commissioner per diems for attendance at LAFCO meetings	Staff	H
	Keep the Commission informed	EO report Off-agenda emails, as needed Provide ongoing educational opportunities/events, including presentations from local agencies	Staff	H
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for LAFCO service Organize Commissioner / staff Luncheon	Staff	H
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H
	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) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H

PROPOSED WORK PLAN FOR FISCAL YEAR 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 Implementation of the work plan for staff professional development Staff retreat for team bonding and staff development	Staff	H H 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**

March 13, 2025

Cupertino Sanitary District

Memo

Item 9A

To: **Board of Directors**

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

Date: **June 17, 2025**

Re: **CUSD 2025 Sewer System Management Plan Certification**

Background

This Sewer System Management Plan (SSMP) has been prepared to comply with the State Water Resources Control Board (SWRCB) Order 2006-0003: Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, as revised by Order No. WQ 2022-0103-DWQ on December 6, 2022. The order became effective 180 days after the Adoption Date of the General Order, on June 5, 2023.

The Cupertino Sanitary District's (District's) sewer system management program plays a crucial role in advancing the objectives outlined in the SSMP. This program is dedicated to the comprehensive management, operation, and maintenance of all elements within the wastewater collection system, ensuring that each component functions optimally and sustainably.

A key focus of this initiative is the proactive reduction and prevention of spills, which can pose significant environmental and public health risks. To achieve this, the program employs a range of strategies designed to identify potential issues before they escalate into spills. These strategies include regular inspections, timely maintenance, and the implementation of advanced monitoring technologies that facilitate early detection of any anomalies within the system.

In addition to spill prevention, the program is also equipped with effective containment measures. Should a spill occur despite these precautions, the District is prepared to act swiftly to mitigate its impact. This encompasses immediate response protocols, which involve containment and cleanup efforts aimed at minimizing environmental damage and safeguarding community health.

Overall, the Cupertino Sanitary District's SSMP exemplifies commitment to excellence in wastewater management, balancing operational efficiency with environmental stewardship to protect both the community and the ecosystem. The WDR requires agencies to reduce the risk of sanitary sewer spills (spills), requires reporting of spills using the statewide electronic reporting system, and requires the preparation of an SSMP. The revised WDR calls for changes to the format and content for the SSMP. The last SSMP for Cupertino Sanitary District was certified in May of 2021.

This Plan addresses all 11 SSMP elements required by the SWRCB and is organized following the SWRCB outline. All of the SWRCB requirements are addressed in each element. Each requirement is shown as stated in the WDR and the BACWA "Guide for Developing and Updating SSMPs", July 2024.

The CIWQS website provides a link to the required due dates for the SSMP Audits and SSMP certification for each sewer system in the State of California. The SSMP Audit for the District began in August 2024 and was certified and submitted to the SWRCB in December 2024. The audit identified gaps between the previous SSMP and the requirements of the new WDR.

The District assembled a team of engineers and operators to develop the SSMP. The team collaborated to document the District's processes and procedures to meet the requirements of the WDR. The SSMP team included Robert Woodhouse, Deputy District Manager, Vani Kathula, Senior Sanitary Engineer, Julie Almondia, Associate Sanitary Engineer, Greg Garrison, Associate Sanitary Engineer, Rick Almondia, Lead Inspector, Dale Bennett, Senior Inspector, Gary Correa, Lead Inspector, and Benjamin Porter, District Manager-Engineer.

The SSMP will be submitted and certified in August 2025. Going forward, the plan will be updated every 6 years. The information that will be used to prioritize SSMP activities will be the SSMP Gap Closure Schedule which is shown on Attachment #1. The key gaps and the fiscal years when the gaps will be closed are shown on the schedule along with the milestone dates for future SSMP Audits and SSMP submittal dates for the next SSMP period. The SSMP activities will focus on closing the major gaps of the SSMP. A workplan was developed to assign resources and create milestone dates for closing the gaps prior to the submittal of the revised Sewer System Management Plan in August of 2031.

Most of the tasks shown in the Gap Closure Schedule can be closed by completing the following major tasks:

1. Update the District ordinances and operations code
2. Develop equipment inventories and identify critical spare parts
3. Implement a blockage control program
4. Prioritize condition assessment and cleaning based upon risk
5. Update the sewer system model
6. Prioritize pump station improvements to build resilience in the system
7. Create the new content to populate the updated District website.
8. Update the District website to improve communication with residents and businesses

These tasks can be completed using existing staff and should not require additional budget. There will be added costs to engage an outside firm, DKF Solutions, to assist with regular training of our engineering and operations staff. Also, a web development specialist may also be used to create the new District website using information provided by District staff.

The primary investments going forward will be to continue funding the Significant Defect Repair Project for Phase 3 and subsequent phases if needed. Also, continued investment will be needed to complete all of the Level 1 and Level 2 improvements to the District's sewer lift stations.

Recommendation:

Staff recommends the Board authorize the District Manger to certify the CUSD 2025 Sewer System Management Plan

Attachments:

1. SSMP Gap Closure Schedule
2. Sewer System Management Plan

**Item 9.A.-
Attachment 1.**

Attachment 1 - SSMP Gap Closure Schedule

	SSMP Gap Closure Schedule								
					Fiscal Year				
Prioritization>>>>>	**1) System Size 2) Number of Spills**								
Overall Goal>>>	**Reduce Risk of Spills**	**24-25**	**25-26**	**26-27**	**27-28**	**28-29**	**29-30**	**30-31**	**31-32**
	Audit >>>>>>>>>>	**02/02/25**			**02/02/28**			**02/02/31**	
	SSMP >>>>>>>>>		**08/02/25**						**08/02/32**
Section	**Key Gap**								
1	Schedule for Filling Gaps	X							
	Storm Drainage Maps	X							
3	Update Operations Code		X						
4	Training								
	Work Orders for All Maintenance								
	Spill Emergency Response Plan	X							
	Contractor Training								
4.4	Equipment Inventory and Spare Parts								
7	Sewer Blockage Control Program	X							
8	Prioritize Condition Assessment Based on Risk								
8	Sewer Modeling		X	X					
8	I/I Program				X				
8	Prioritization of Pump Station Resilience		X						
8	Capital Improvement Plan		X						
	Pump Station Resilience Improvements								
	Level 1	X	X	X					
	Level 2				X	X	X		
	Significant Defect Repair Project								
	Phase 2	X							
	Phase 3	X	X	X					
11	Communications Plan - Update Website		X						
	Residents								
	Tributary Areas			X					
	Storm Drainage Agencies		X						
	Cupertino		X						
	Emergency Communications	X							

SEWER SYSTEM MANAGEMENT PLAN

Submitted To:
State Water Resources Control Board

Submitted Date:
August 2025

Prepared For:
Cupertino Sanitary District

Prepared By:
Mark Thomas

MARK THOMAS

CONTENTS

TABLE OF TABLES

TABLE OF FIGURES

APPENDICES

DOCUMENT VERSION CONTROL

This Sewer System Management Plan (SSMP) is a living document that will change over time. This version control sheet is intended to keep track of the copies of the SSMP that have been assigned to the District Staff. Please contact Vani Kathula prior to making copies for use by others, initiating changes, or for information regarding the current version of this document.

SSMP Copy Number: _____

This copy assigned to: _____ Telephone No.: _____

SSMP Section	Original Version Certified Date	Previous Version Date	Current Version Date
1. Goals	May 2018	May 2021	August 2025
2. Organization	May 2020	May 2021	August 2025
3. Legal Authority	May 2018	May 2021	August 2025
4. O&M Program	May 2018	May 2021	August 2025
5. Design and Performance Provisions	May 2018	May 2021	August 2025
6. Overflow Emergency Response Plan	May 2020	May 2021	August 2025
7. Blockage Control Program			August 2025
8. System Evaluation and Capacity Assurance Plan	May 2018	May 2021	August 2025
9. Monitoring, Measurement, and Program Modifications	May 2018	May 2021	August 2025
10. SSMP Program Audit	May 2020	May 2021	August 2025
11. Communications Plan	May 2018	May 2021	August 2025

ELEMENT 1 – GOAL & INTRODUCTION

Requirements

The goal of the Sewer System Management Plan (Plan) is to provide a plan and schedule to:

- *Properly manage, operate, and maintain all parts of the wastewater collection system,*
- *Reduce and prevent spills,*
- *Contain and mitigate the impact of spills*

1.1 Regulatory Context

Requirements

The Plan Goal & Introduction section provides a general description of the District's sewer system management program and discusses Plan implementation and updates.

Compliance

This Sewer System Management Plan (Plan) has been prepared to comply with the State Water Resources Control Board (SWRCB) Order 2006-0003: Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, as revised by Order No. WQ 2022-0103-DWQ on December 6, 2022. The order became effective 180 days after the Adoption Date of the General Order, on June 5, 2023.

The Cupertino Sanitary District's (District's) sewer system management program plays a crucial role in advancing the objectives outlined in the broader operational Plan. This program is dedicated to the comprehensive management, operation, and maintenance of all elements within the wastewater collection system, ensuring that each component functions optimally and sustainably.

A key focus of this initiative is the proactive reduction and prevention of spills, which can pose significant environmental and public health risks. To achieve this, the program employs a range of strategies designed to identify potential issues before they escalate into spills. These strategies include regular inspections, timely maintenance, and the implementation of advanced monitoring technologies that facilitate early detection of any anomalies within the system.

In addition to spill prevention, the program is also equipped with robust containment measures. Should a spill occur despite these precautions, the District is prepared to act swiftly to mitigate its impact. This encompasses immediate response protocols, which involve containment and cleanup efforts aimed at minimizing environmental damage and safeguarding community health.

Overall, the Cupertino Sanitary District's sewer system management plan exemplifies commitment to excellence in wastewater management, balancing operational efficiency with environmental stewardship to protect both the community and the ecosystem. The WDR prohibits sanitary sewer spills (spills), requires reporting of spills using the statewide electronic reporting system, and requires the

preparation of an SSMP. The revised WDR calls for changes to the format and content for Sewer System Management Plans. The last SSMP for Cupertino Sanitary District was certified in May of 2021.

This Plan addresses all 11 SSMP elements required by the SWRCB and is organized following the SWRCB outline. All of the SWRCB requirements are addressed in each element. Each requirement is shown as stated in the WDR and the BACWA "Guide for Developing and Updating SSMP's, July 2024.

The California Integrated Water Quality System (CIWQS) website provides a link to the required due dates for the SSMP Audits and SSMP certification for each sewer system in the State of California. The SSMP Audit for the District began in August 2024 and was certified and submitted to the SWRCB in December 2024. The audit identified gaps between the previous Plan and the requirements of the new WDR.

The District assembled a team of engineers and operators to develop the Plan. The team collaborated to document the District's processes and procedures to meet the requirements of the WDR. The SSMP team included Robert Woodhouse, Deputy District Manager, Vani Kathula, Senior Sanitary Engineer, Julie Almondia, Associate Sanitary Engineer, Greg Garrison, Associate Sanitary Engineer, Rick Almondia, Lead Inspector, Dale Bennett, Senior Inspector, Gary Correa, Lead Inspector, and Benjamin Porter, District Manager-Engineer. A workplan was developed to assign resources and create milestone dates for closing the gaps prior to the submittal of the revised Plan.

The current version of the Plan for the District will be submitted and certified in August 2025. Going forward, the plan will be updated every 6 years.

1.2 Sewer System Management Plan Update Schedule

Requirements

The Plan must include a schedule to update the Plan, including the schedule for conducting internal audits. The schedule must include milestones for the incorporation of activities that address the prevention of spills.

Compliance

SSMP Audit and SSMP dues dates are provided below

- The District conducted the last Sewer System Management Plan audit between August 2024 and January 2025.
- The last Sewer System Audit was submitted on January 22, 2025.
- The due date for submitting the next Sewer System Management Plan audit is February 2, 2028.
- The due date for the current Sewer System Management Plan is August 2, 2025.
- The due date for the next Sewer System Management Plan is August 2, 2031.

Spill Prevention Activities

Shown below are milestone dates for activities that will reduce the risk of spills in the District.

- The last systemwide flow monitoring program was completed in the winter of 2021-2022.
- The next systemwide flow monitoring program will be completed in the Winter season of 2026-2027.
- Cleaning all the main line sewers and accessible lower lateral sewers every year.
- Clean highest priority ("hot spot") main line sewers and accessible lower laterals every 6 months or 3 months depending upon the severity of the problems.
- Purchase a new CCTV camera that has the capability to televise lower laterals from the main line ("Lateral Launch") sewer in November 2025.
- Completed a lift station condition assessment program in June 2025.
- Design of Phase 1 of the lift station rehabilitation program began in December 2024 and will be completed in September 2025.
- Construction of Phase 1 of the lift station rehabilitation program will begin in November 2025 and be completed in June 2026.
- The Design of Phase 1 Significant Defect rehabilitation project began in January 2022 and was completed in October 2022.
- Construction of Phase 1 Significant Defect rehabilitation project started in November 2022 and was completed in March 2023.
- Design of Phase 2 of Significant Defect rehabilitation project began in March 2023 and was completed in August 2024.
- Construction of Phase 2 of the Significant Defect rehabilitation project began in September 2024 and was completed in April 2025.
- Design of Phase 3 of the Significant Defect rehabilitation project began in March 2024 and will be completed in February 2026.
- Construction of Phase 3 of the Significant Defect rehabilitation project will begin in April 2026 and end in January 2027.

These sewer system management plan milestones are being monitored and will be reported in the next SSMP audit in February 2028.

Self-audits have been completed by the District in 2017, 2019, and 2022. The most recent audit was completed in January 2025 when it was certified and submitted to the SWRCB in accordance with the schedule shown in CIWQS.

SSMPs have been completed by the District in 2012, 2016, and 2021. The current SSMP is being submitted and certified in August 2025 in accordance with the schedule shown in the WDR. The District will update and re-certify the Plan every 6 years, unless significant work, procedures, programs, audits and or organizational changes are made or significant changes to the system occur at which time the Plan will be updated.

1.3 Sewer System Asset Overview

Requirements

The District's Plan must provide a description of the District's assets and service area including the following:

- *Location, including counties,*
- *Service area boundary,*
- *Population and communities served,*
- *System size including total length in miles, length of gravity mainlines, length of pressurized force mains, and number of lift stations and siphons.*
- *Data management systems, Sewer system ownership and operations responsibilities between the District and private entities for upper and lower laterals,*
- *Estimated number or percentage of residential, commercial, and industrial service connections*
- *Reference to the District's Arc-GIS Computerized Utility Mapping of the sewer system.*

Compliance

The District is a separate governmental entity established as a special district of the State of California. Being an independent special district, the District has a Board of Directors elected from the constituency within its Service Area Boundary. The District was formed on December 28, 1953, as County Sanitation District 07 and was reorganized on April 30, 1956, as the Cupertino Sanitary District.

The District lies within the watershed basins of Stevens Creek, a habitat of steelhead trout, and Calabasas Creek both of which lead to San Francisco Bay. Tributaries to Calabasas Creek are seasonal creeks which include Rodeo Creek and Regnart Creek. The District is one of a number of stakeholder agencies within a local watershed area of Santa Clara County each accountable by permit to the State Water Resources Control Board under the Clean Water Act. These stakeholders include:

- San Jose/Santa Clara Regional Wastewater Facility, Department of Environmental Services
- Santa Clara Valley Water District
- Cities of Cupertino, Saratoga, Sunnyvale, Santa Clara, Los Altos and San Jose
- Santa Clara County Roads and Airports

Other stakeholders include the Santa Clara County Environmental Services Department and several privately organized environmental groups.

The District provides wastewater collection services to its residential, commercial establishments, and institutional customers. Figure 1 below shows the map of the District's service area and the cities and counties in the service area.

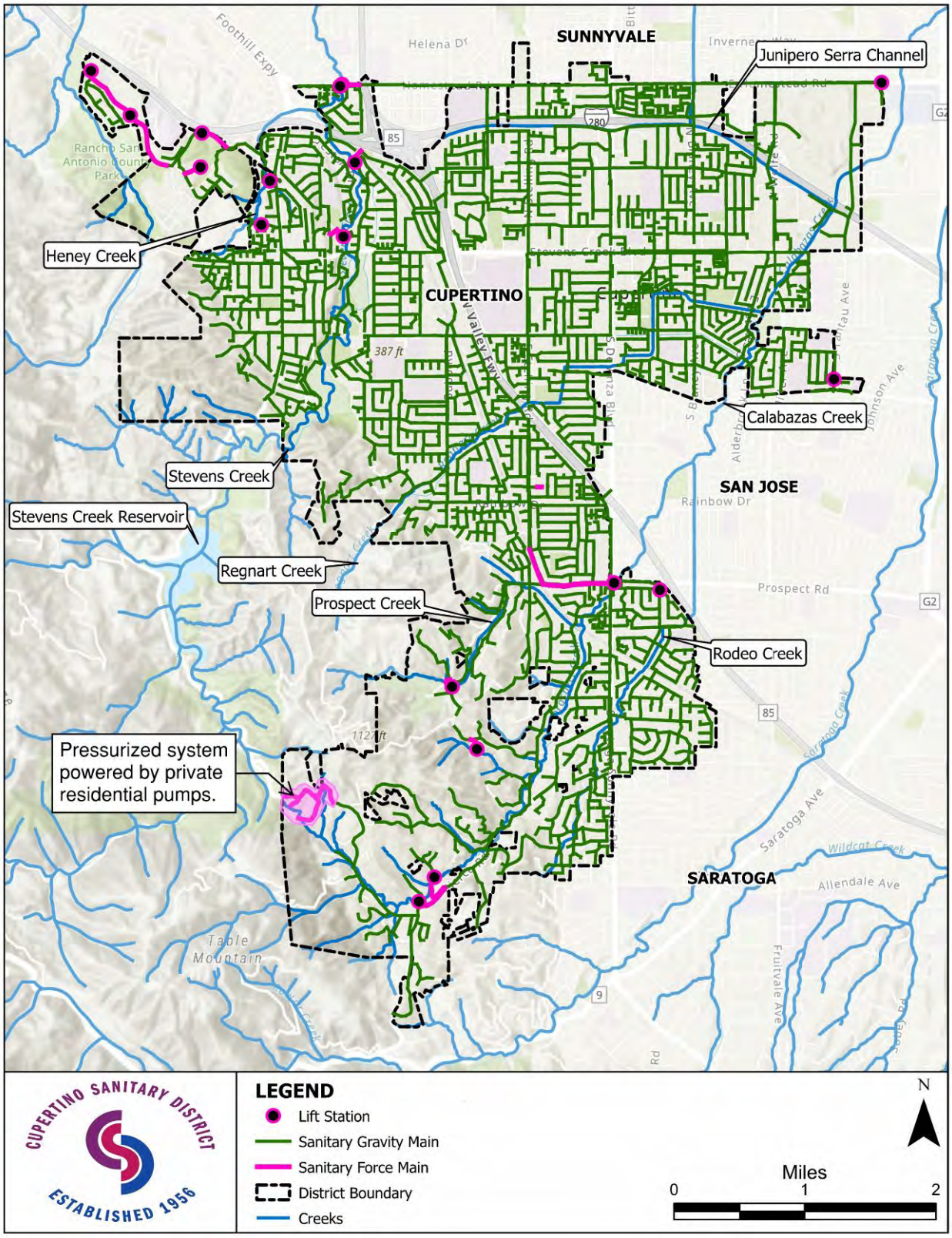


Figure 1: The District Sewer Service Area Map

Population and Communities Served

Spanning approximately 13.1 square miles, the District provides sewage collection by serving over 59,000 residents across 22,000 homes and businesses in Cupertino, Los Altos, and Saratoga, as well as surrounding unincorporated areas.

System Size

The District operates a comprehensive wastewater collection system to effectively serve the community. This system includes 191.9 miles of gravity mainlines for efficient wastewater transport, along with 1.2 miles of force mains that utilize pumps where gravity flow is insufficient. It also features 79.6 miles of lower laterals, connecting properties to the mainlines, which are vital for reliable wastewater conveyance.

Supporting this infrastructure are 17 lift stations that maintain flow in areas with elevation changes. Additionally, 14 siphons enable wastewater to flow under obstacles like rivers and roads without extra pumping.

Collected wastewater is conveyed to the San Jose/Santa Clara Regional Wastewater Facility, where it undergoes treatment to meet environmental standards before discharge or reuse, promoting public health and sustainability. Through this complex system, the District ensures safe, efficient wastewater collection and transport, minimizing environmental risks and maintaining high service standards for the community.

- Table 1 provides the length of sewer mains by pipe diameter.
- Table 2 provides the details of Districts sewer force mains by size, length and material.
- Table 3 provides the distribution of sewer laterals by size.
- Table 4 provides the District's lift station assets.

Table 1. Size and Distribution of Gravity Main Pipes

Pipe Diameter (inches)	Length (Feet)	Length (Miles)	Percentage of System (By Length)
2	2,612	0.49	0.26%
3	1,376	0.26	0.14%
6	307,316	58.20	30.33%
8	571,390	108.22	56.39%
10	52,088	9.87	5.14%
12	42,859	8.12	4.23%
14	1,262	0.24	0.12%
15	24,368	4.62	2.40%
18	4,182	0.79	0.41%
21	971	0.18	0.10%
24	365	0.07	0.04%
27	4,554	0.86	0.45%
Totals	**1,013,343**	**191.92**	**100.00%**

Table 2. Size and Distribution of Force Main Pipes

Pipe Diameter (inches)	Length (Feet)	Length (Miles)	Percentage of System (By Length)
2	539	0.10	8.6%
3	144	0.03	2.3%
4	612	0.12	9.8%
6	4,946	0.94	79.3%
Totals	**6,241**	**1.18**	**100.0%**

Table 3. Size and Distribution of Sewer Lower Laterals

Pipe Diameter (inches)	Length (Feet)	Length (Miles)	Percentage of System (By Length)	Number of Upper Laterals
1	38	0.01	0.01%	3
1.5	454	0.09	0.11%	15
2	93	0.02	0.03%	3
3	37	0.01	0.01%	1
4	414,103	78.43	98.54%	15,702
6	3,411	0.65	0.82%	240
8	1,220	0.23	0.29%	48
Unknown	797	0.15	0.19%	697
Totals	420,153	79.59	100.0%	16,709

Table 4. Lift Station Asset Inventory

Lift Station	Average Daily Flow (GPM)	# of Pumps	Date Constructed	Structure Age	Generator	SCADA
Homestead 1	610	2	1971	37	Yes	Yes
Homestead 2	300	2	2008	17	Yes	Yes
Forum #1	190	2	1991	30	Yes	Yes
Forum #2	170	2	1991	30	Yes	Yes
Cristo Rey	320	2	1989/2010	30	Yes	Yes
Oakcrest	45	2	1980	41	No	Yes
Salem	32	2	1981	40	No	Yes
Florence	340	2	1971	50/2	No	Yes
Country Club	140	2	1986	35	No	Yes
Chiquita Ct	30	2	1997	24	No	Yes
Pierce	210	2	1970	29	Yes	Yes
Prospect	650	3	1981/1987/2019	40/2	Yes	Yes
Kirkbrook	160	2	1970	37	No	Yes
Tantau	160	2	1982	39	Yes	Yes
Serra St	30	2	2001	20	No	Yes
Via Regina	150	2	2007	13	Yes	Yes
Crescent Ct	70	2	2007	13	Yes	Yes

District Watercourses

Understanding where the watercourses (measured in terms of Creek Distance) are in relation to the District's sanitary sewer collection system is important, as one of the primary objectives of the capital improvement plan is to correct those significant defects in the sewer system that increase the risk of a

discharge to a watercourse and creek. District maintains the creek distances where sewers have the potential to discharge to creeks in the event of a main line stoppage and sewer system overflow (SSO).

Table 5 shows the distance of the number of mainlines from the creek by diameter. Twelve percent of the mainlines are located within 200 ft of a creek, thirty two percent of the mainlines are located between 200 ft and 1000 ft from a creek, and fifty six percent of the pipes are more than 1000 ft from a creek.

Table 5. Mainline Distance from a Creek by Pipe Diameter

Mainline Diameter (inches)	Creek Distance Less than 200 ft	Creek Distance Greater than 200 ft and Less than 1000 ft	Creek Distance Greater than 1000 ft
2	4	5	3
3		2	1
4	3	4	2
6	161	560	635
8	302	795	1524
10	58	67	111
12	7	10	138
14	10	4	1
15	1	13	85
16	0	0	2
18	0	0	21
21	0	0	5
24	0	0	3
27	0	7	23
Total Number of Mainlines	**546**	**1467**	**2554**
Percentage of Mainlines	**12%**	**32%**	**56%**

Data Management Systems

Computerized Utility Mapping of The Sewer System (Arc-GIS)

The District's primary collection system mapping is a computerized geographical information system using the Arc-GIS Computerized Utility Mapping System which includes the following information:

- All Sewer Mains and Laterals within the District
- The District's Boundary
- Manhole Designations

- County Assessor Maps
- As-Built Information
- The District's CCTV Progress Map
- Lift Stations and Pump Zones
- The District Pipe and Lift Station Risk Assessment Maps
- Spill Historical Map
- Maintenance Records
- Waterways

The sewer system maps can be accessed through the District's website at cupertinosanitarydistrict.org.

Computerized Maintenance Management System (CMMS)

The District is utilizing Lucity Software to plan, and schedule sewer inspection activities, to record completed work, track customer complaints, and sewer overflow activities and for managing and prioritizing the District's maintenance operations. This maintenance information is transferred to the Arc-GIS system.

- The District utilizes Lucity™ CMMS to manage assets, create work orders, track preventive maintenance, schedule repairs, track inventory, and record Spill events. Operations staff are working with the Management Information System staff to integrate Lucity™ and GIS in both the desktop and web-based applications.
- Sewer asset information (pipe locations, material, size, manhole locations) can be accessed through the GIS application. Gravity sewer cleaning is scheduled using work orders generated by Lucity™. Completed work is documented in Lucity™.
- Engineering utilizes asset information to develop the CIP and prioritize projects.
- Inspectors use Lucity™ to query the facilities that are due for inspections.
- Operations staff use Lucity™ to filter and sort all problems and stoppages associated with grease. Staff use the data to identify and track hotspots to implement the appropriate source control measures, ranging from public outreach in residential areas to inspection and monitoring of FOG producing facilities and their pretreatment devices. This also results in the field crews changing maintenance schedules for lines impacted by FOG situations.

CCTV Inspection Database

The District uses GraniteNet for CCTV inspection data and transfers the CCTV data, video, and photos logs into Lucity software and keeps an up-to-date database that is readily accessible. The CCTV data is used to develop the District's maintenance, repair and replacement project.

Sewer Connections by Land Use

The District has 21,328 residential, 1,466 commercial, and 33 Industrial service connections.

ELEMENT 2 – ORGANIZATION

Requirements

The Sewer System Management Plan (SSMP) must identify:

- *The name of the Legally Responsible Official as required by Section 5.1 of the General Order.*
- *The position titles, telephone numbers and email addresses for management, administrative, and maintenance positions that are responsible for implementing specific Sewer System Management Plan elements.*
- *Organizational lines of authority.*
- *The chain of communication for reporting spills, from receipt of a complaint or other information, including the person responsible for reporting spills to the State and Regional Water Board and other agencies, as applicable (such as County Health Officer, County Environmental Health Agency, and Cal State Office of Emergency Services).*

Compliance

Names of Legally Responsible Officials

The District's Authorized Representatives in all sanitary sewer system matters are Benjamin Porter (the District Manager-Engineer), Robert Woodhouse (Deputy District Manager) and Vani Kathula (Senior Sanitary Engineer).

Benjamin Porter is the District's designated Legally Responsible Official (LRO) and is authorized to prepare electronic spill reports submitted to the SWRCB. The RWQCB requires the spill reports to be certified by an LRO. The District policy is to have a senior engineer review and determine that the spill report, audit, or Plan is "ready for certification." The District Manager then certifies the spill report, audit, and SSMP for submittal to the SWRCB.

Position Titles/Contacts

Robert Woodhouse and Vani Kathula are responsible for interpreting all WDR requirements and leading the development of the system SSMP Audit and SSMP report. Frank Quach (Operations and Maintenance Manager) is responsible for reporting the spill to County Health and Cal Office of Emergency Services (OES). The persons responsible are:

- Benjamin Porter, District Manager-Engineer (408) 497-3933
- Robert Woodhouse, Deputy District Manager (408) 315-1896
- Vani Kathula, Senior Sanitary Engineer (408) 477-7320
- Frank Quach, Operations and Maintenance Manager (510) 299-0917

Benjamin Porter is responsible for certifying and implementing the SSMP.

Organization Lines of Authority

The Organization Chart shown in Figure 2 indicates the lines of authority for the management, operation and maintenance of the District's sewer collection system.

Chain of Communication for Reporting Spills

The District follows the following chain of communications for reporting spills.

- First Responder is dispatched to the location of the spill.
- First Responder requests Response Crew to be dispatched to the location of the spill.
- Spill report form completed by First Responder.
- Field Operation Supervisor or designated Senior Inspector reviews the Spill Report form for completeness and compliance with the reporting requirements of the WDR.
- Completed Spill form forwarded to Vani Kathula who designates an engineer (Data Submitter) to review the form and submit the draft spill report to the CIWQS database.
- Vani Kathula will review the draft report and get ready to certify
- Benjamin Porter will review the "ready to certify" report, certify the report, and submit to CIWQS.

The flow chart shown in Figure 3 provides the chain of communication for reporting spills that occur in the District.

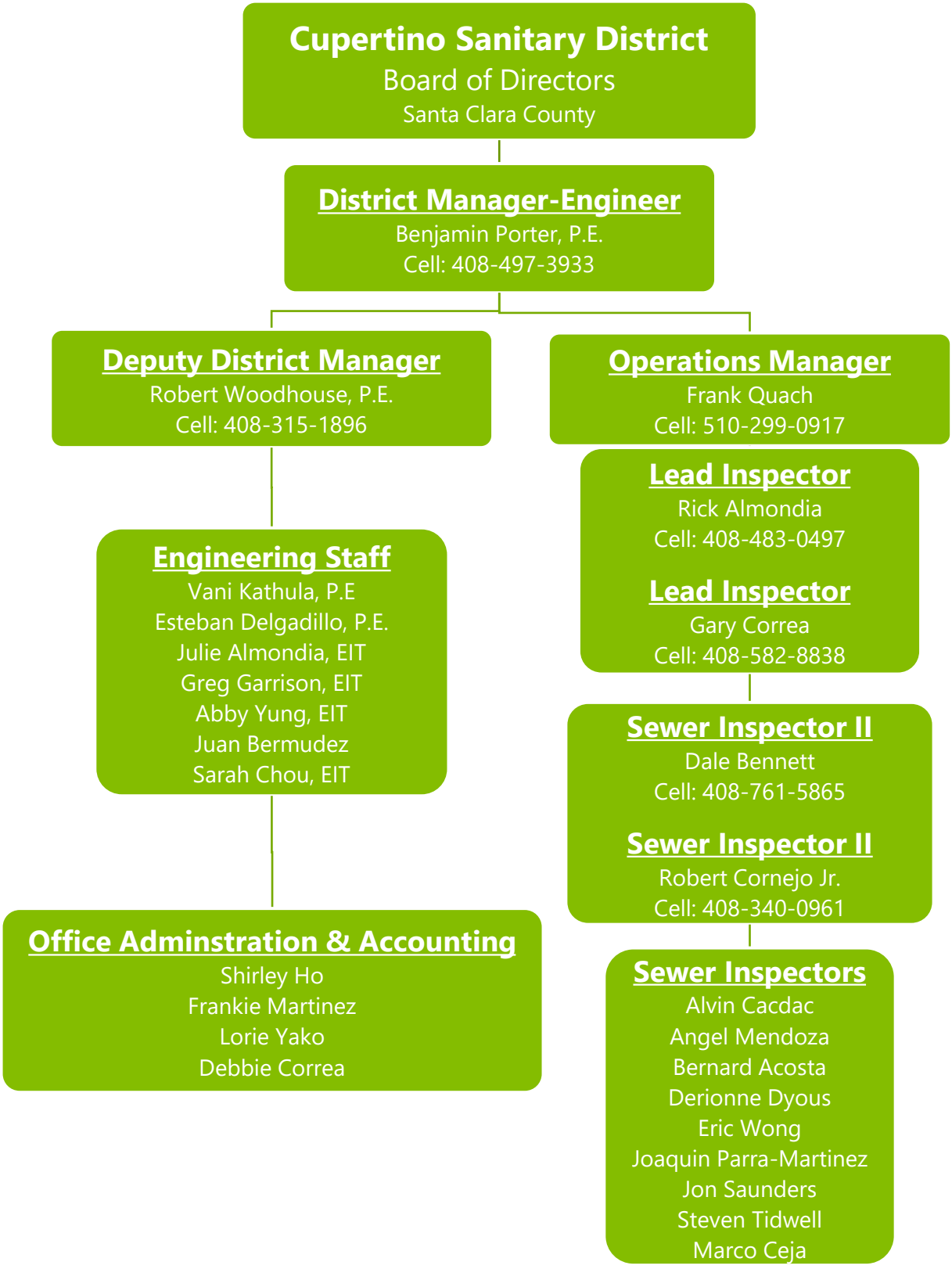


Figure 2: District Organization Chart

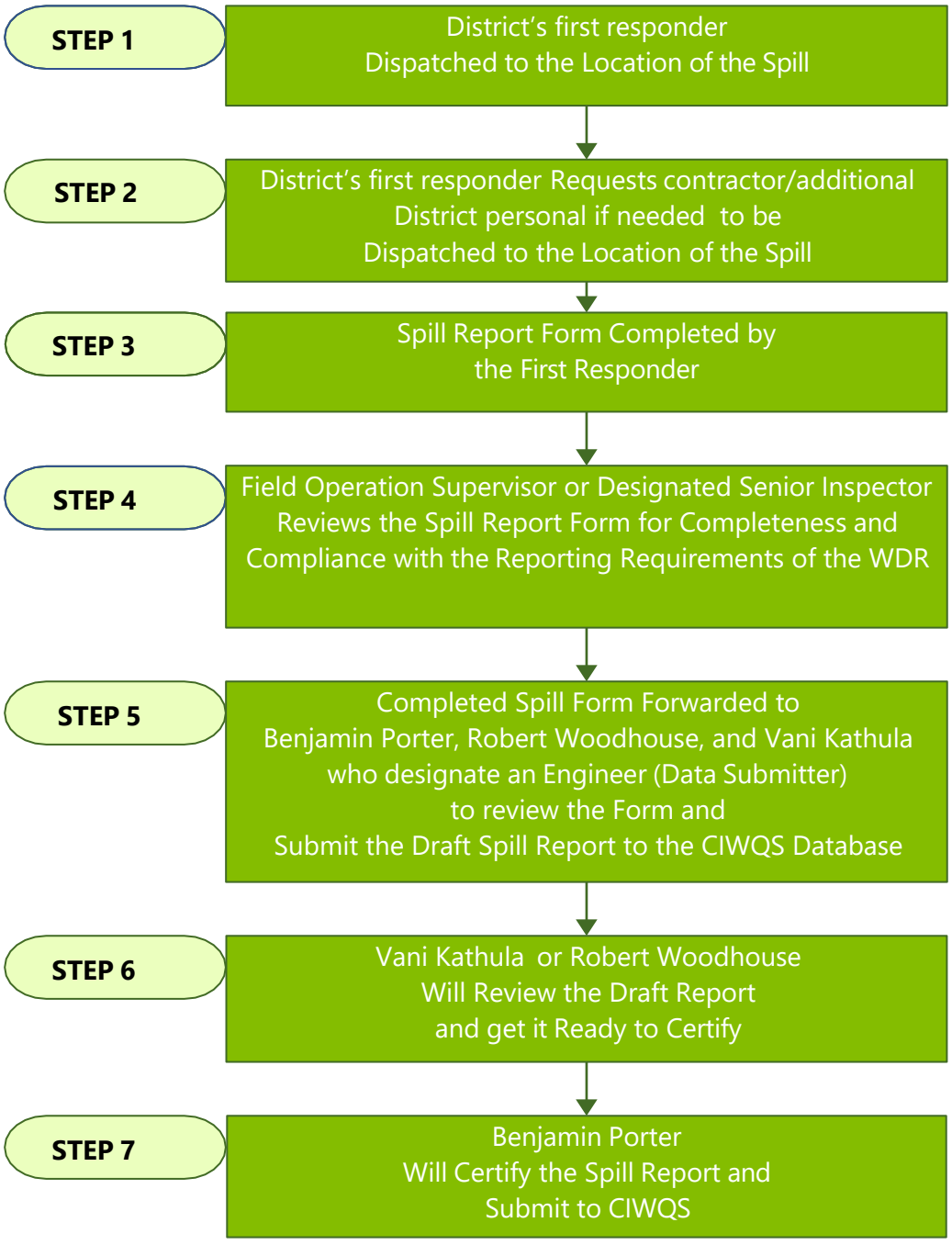


Figure 3: Chain of Communication for Reporting Spill

ELEMENT 3 – LEGAL AUTHORITY

Requirements

Each enrollee must provide an electronic link to the District's, current sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

1. *Prevent illegal Discharges into the District's sanitary sewer system including I/I, storm water, FOG, roots, and other debris that may cause blockages.*
2. *Collaborate with storm sewer agencies to coordinate spill response.*
3. *Require that new and rehabilitated sewers and connections are properly designed and constructed.*
4. *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District*
5. *Require proper installation, inspection and testing of new and rehabilitated sewers and connections.*
6. *Enforce violations of sewer ordinances, service agreements, or other legally binding procedures.*
7. *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance.*

Compliance

The District's Operations Code was updated in January 2025 with District Ordinance 134. The current version is available on the District's website: https://www.cupertinosanitarydistrict.org/operations_code. The updated Operations Code and Ordinances include provisions that address the following legal requirements as they relate to this Sewer System Management Plan.

- Prevent illegal discharges into the District's sanitary sewer system including I/I, storm water, FOG, roots, and other debris that may cause blockages.
- Collaborate with storm sewer agencies to coordinate spill response.
- Require that new and rehabilitated sewers and connections are properly designed and constructed.
- Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the District
- Require proper installation, inspection and testing of new and rehabilitated sewers and connections.
- Enforce violations of sewer ordinances, service agreements, or other legally binding procedures.
- Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance.

Legal Authority

The powers of and the execution of Legal Authority provided by and through the governing body of the District and directed by the District Manager-Engineer, for sewer use, services, construction, permits, and procedures are applicable to all industrial, business or residential entities and are cited in the General Provisions, Article II, Sections 2.01 – 2.16 of the District Operations Code.

Enforcement

The foregoing procedures are established as a means of enforcement of the terms and conditions of the District Operations Code. The Government Code of the State of California, Health and Safety Code of the State of California, Code of Federal Regulations, City Health Department, County Health Department, Environmental Protection Agency, Civil Code of the State of California, County of Santa Clara, NPDES, Plumbing and Electrical Codes are referenced within the District's Operations Code.

The primary responsibility for enforcing the provisions of this Code lies with the District Manager-Engineer or their designated agents, such as field inspectors or the District Engineering. These individuals are empowered to inspect properties, identify violations, and issue notices for any non-compliance with the Code's requirements.

The District Manager-Engineer serves as the central authority overseeing the enforcement of this Code. However, the Manager-Engineer can delegate this enforcement responsibility to various field inspectors and District Engineering staff. These authorized agents have the necessary powers to conduct inspections, document any violations, and issue formal notices to property owners or responsible parties when the Code's provisions are not being upheld.

This centralized enforcement approach, with the District Manager-Engineer at the helm and a network of field inspectors and District Engineering staff carrying out inspections and issuing notices, ensures comprehensive oversight and application of the Code's requirements across the District's jurisdiction.

The following regulations and codes are established as a means of enforcement of the terms and conditions of this Code or any other ordinances, rules and regulations, and not as a penalty.

- The Government Code of the State of California,
- Health and Safety Code of the State of California,
- Code of Federal Regulations,
- Civil Code of the State of California,
- NPDES, spell out
- Plumbing Codes and Electrical Codes at https://www.cupertinosanitarydistrict.org/about_us
- California Code of Regulations

The following procedures are established as a means of enforcement of the terms and conditions of the District Operations Code. The Government Code of the State of California, Health and Safety Code of the State of California, Code of Federal Regulations, Department of Environmental Health, County Department of Environmental health, Consumer and Environmental Protection Agency, Civil Code of the

State of California, County of Santa Clara, NPDES, California Plumbing and Electrical Codes are referenced within the District's Operations Code.

The primary responsibility for enforcement of the provisions of the District Operations Code is vested in the District Manager-Engineer or designee and the San Jose-Santa Clara Regional Wastewater Facility authorized to act on behalf of the District Manager-Engineer, having the power to inspect and issue notices for violations.

ELEMENT 4 – OPERATIONS & MAINTENANCE

Requirements

The Sewer System Management Plan (SSMP) must include those elements listed below that are appropriate and applicable to the enrollee's system:

- ***Updated Map of Sewer System:*** *Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes, and applicable neighboring stormwater conveyance facilities.*
- ***Preventive Operations and Maintenance Activities:*** *Describe preventive operation and maintenance activities by staff and contractors, including a system for scheduling regular maintenance and cleaning of sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventive Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders.*
- ***Training:*** *Provide training on a regular basis for staff in sanitary sewer system operations and maintenance, and hire competent contractors that have training and experience maintaining sewers; and*
- ***Equipment Inventory:*** *Provide equipment and replacement part inventories, including identification of critical replacement parts.*

4.1 Updated Map of Sewer System

Requirements

The Plan needs to describe the District's up-to-date sewer system maps, and procedures for maintaining and providing State and Regional Water Board staff access to the maps. The maps must include current infrastructure assets owned and operated by the District (gravity mains and manholes) and stormwater conveyance systems. Need to provide details for pipes such as pipe diameter and direction of flow. Provide a legend for map symbol clarity and also obtain maps of stormwater conveyance systems and drinking water intakes facilities within your service area.

Compliance

Updated Map of the Sewer System

The District provides wastewater collection services to its residential, commercial establishments, and institutional customers. The District's collection system mapping is a computerized geographical information system using the Arc-GIS Computerized Utility Mapping System which includes the following required information:

- Gravity Sewer Mains
- Manholes
- Pressure pipes (Force Mains)

- Lower laterals
- Valves
- Stormwater conveyance systems
- Drinking water facility intakes
- Details for pipes including diameter and direction of flow
- Lift Stations
- District Boundary
- A legend that provides map symbol clarity

The District utilizes a Trimble R2 GPS Receiver and a TDC 600 smartphone device to Geo-locate and map sewer assets. The Trimble R2 GPS Receiver allows the District to Geo-locate sewer assets up to sub inch accuracy in ideal conditions. The sewer assets are positionally updated and integrated with the District's asset management software (Lucity) and mapping ESRI Arc-GIS System.

Figure 4 shows the map of the District's boundary showing its service area, the sewer mains, and lift stations.

Figure 5 provides a map with the District Sewer Service Sub-Area Map with Sewers and Storm Drains for a sub-area of the District. This map provides an example of the detailed mapping of the Storm Sewers and Sanitary Sewers with direction of flow and pipe sizes shown in accordance with the requirements of the WDR.

Storm Sewer Maps

The City of Cupertino and City of Saratoga manage and maintain the Stormwater Conveyance systems within the Districts service area. The City of Cupertino and City of Saratoga also utilize ESRI Arc-GIS mapping systems. The District works with the City of Cupertino and City of Saratoga to obtain information regarding the storm systems. Both cities' stormwater facilities have been added to the District's GIS system.

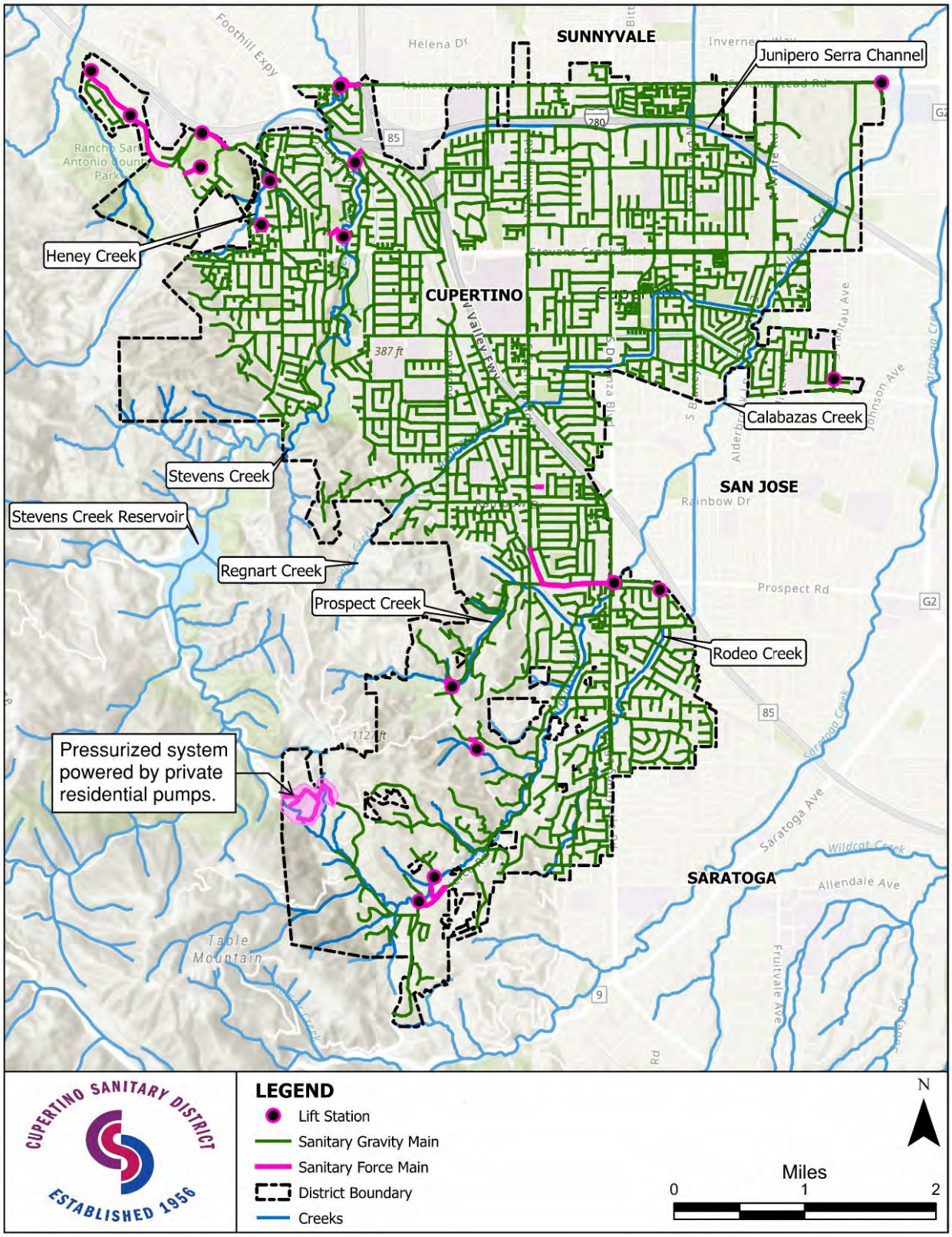


Figure 4: The District Sewer Service Area Map

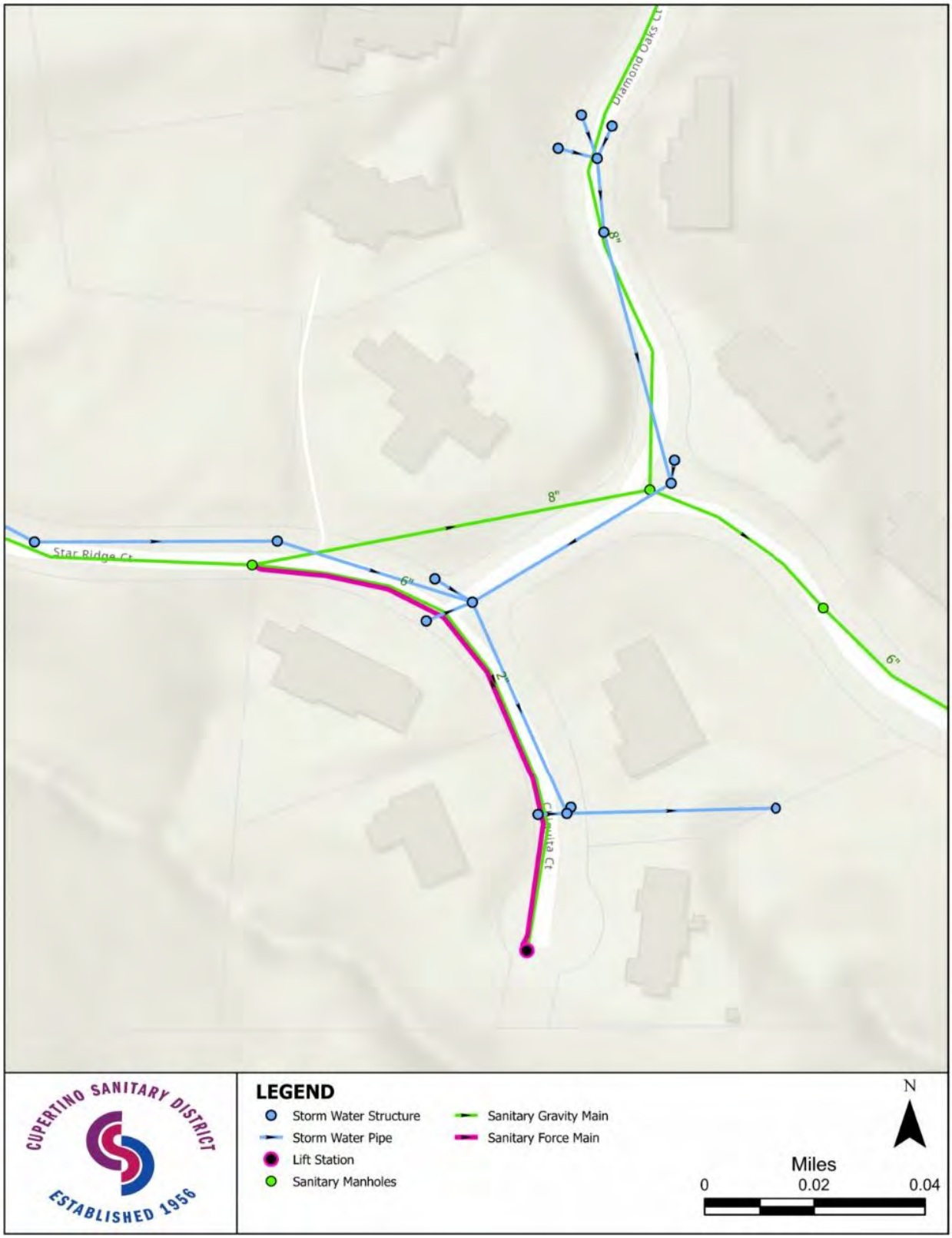


Figure 5: The District Sewer Service Sub-Area Map with Storm Drains

4.2 Preventive Operation & Maintenance Activities

Requirements

A scheduling system and a data collection system for preventative operation and maintenance activities conducted by enrollee's staff and contractors. The scheduling system must include:

- *Inspection and maintenance activities*
- *Higher frequency inspections*
- *Maintenance of known problem areas including areas with tree root problems*
- *Regular visual and closed-circuit television (CCTV) inspection of manholes and sewer pipes.*

The data collection system must document the data from system inspection and maintenance activities, including system areas/components prone to root instruction potentially resulting in system backup and/or failure.

Compliance

The District has implemented policies and procedures for the systematic inspection and continued maintenance of its infrastructure and engages contracted, competent, trained personnel to carry out the scheduled tasks.

The major elements of the District's Operation and Maintenance Program are:

1. Cleaning Program – Main Lines and Lower Laterals
2. Pipeline Inspection Program
3. Manhole Inspection Program
4. Lift Station Inspection Program
5. Pipe Repair Program
6. Root Control
7. FOG Control

Cleaning Program – Main Lines

The goal of the District's Routine Maintenance Schedule is to clean all sewer mains every year. System-wide cleaning is scheduled by zones utilizing Arc-GIS and Lucity as the management tool. All completed sewer cleaning is recorded in the District Arc-GIS database. In addition to this, the District created a map divided into maintenance zones to help track sewer mainline maintenance.

The District uses maintenance zones to distribute District maintenance work to cleaning contractors. Figure 6 shows the maintenance zones in the District. Staff uses the previous cleaning results, inspection crew knowledge, and the history of logged calls, to develop a cleaning frequency for each sewer maintenance zone.

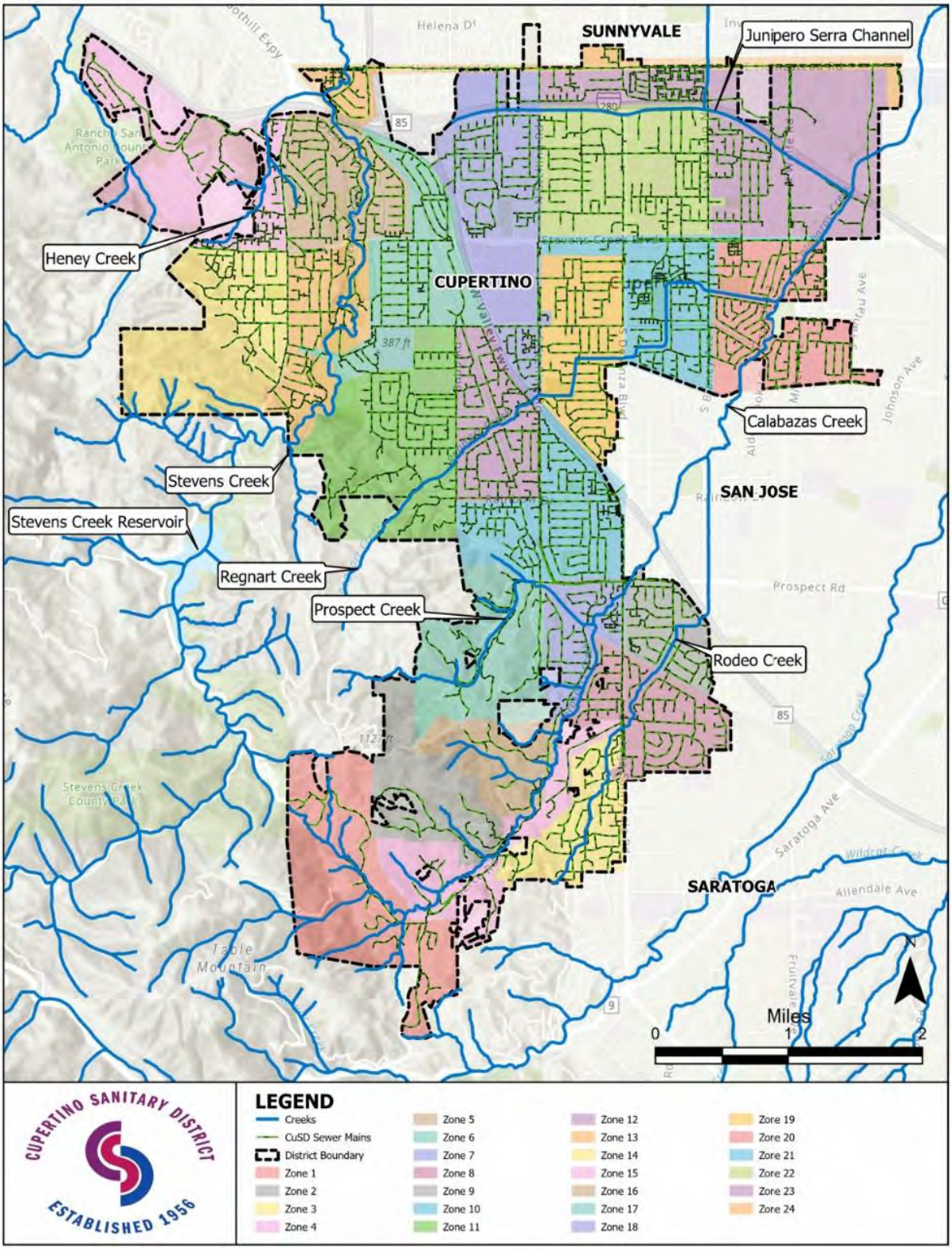


Figure 6: The District Sewer Maintenance Zones Map

- Cleaning crews focus on individual sewer zones each year as part of a 1-year routine cleaning cycle.
- The cleaning frequencies are dynamic, and the schedule is updated and maintained by the District staff in the Lucity software.
- In Lucity, the District staff document the debris that was found when cleaning.

District staff schedule annual cleaning for the sewer mains, except for those on the District's hot spot list which are cleaned every three, four, and six months. The hot spot list consists of thirty-seven sewer mains that are scheduled to be cleaned every 3 months, twenty-seven sewer mains that are scheduled to be cleaned every four months and three sewer mains that are scheduled to be cleaned every 6 months.

Cleaning Program – Lower Laterals

A District ordinance allows for the servicing of lower laterals for properties that have an accessible property line cleanout in compliance with District standards. 8,346 out of 16,709 laterals. Previously, the District performed lateral maintenance on an annual basis for the majority of laterals with a property line cleanout. Laterals with a history of blockages are cleaned more frequently, every 3 to 6 months.

The District is currently working towards modifying the annual lateral cleaning schedule. To support this effort, pre-inspections are being conducted for every lateral with a serviceable cleanout to determine if cleaning is needed and to assess the structural condition of the lateral.

The District will develop a revised cleaning schedule based on the structural condition and maintenance history (e.g., structural defects, spills, heavy roots, grease, debris, etc.) of each lower lateral. Cleaning results are recorded in the District's asset management software, Lucity, and structural conditions are assessed using NASSCO LACP standards in GraniteNet.

Implementation

Pipeline Inspection Program

The District has established a mainline CCTV inspection schedule that ensures all sewer mains undergo CCTV inspections every 5 years. District staff are certified by the National Association of Sewer Service Companies (NASSCO) and conduct the assessments according to NASSCO standards. The data from these CCTV inspections is used to prioritize future cleaning and inspection tasks. Once the pipeline has been repaired or replaced, the cleaning maintenance frequency for the pipe segment returns to its regular cycle. The repair or replacement details are updated in the District's asset management software, Lucity.

Lift Stations

Scheduled maintenance of the lift stations is performed to increase lift station reliability, to operate as designed and at peak efficiency, particularly during heavy wet weather flows. Figure 7 shows the map of the District's lift stations and lift station zones.

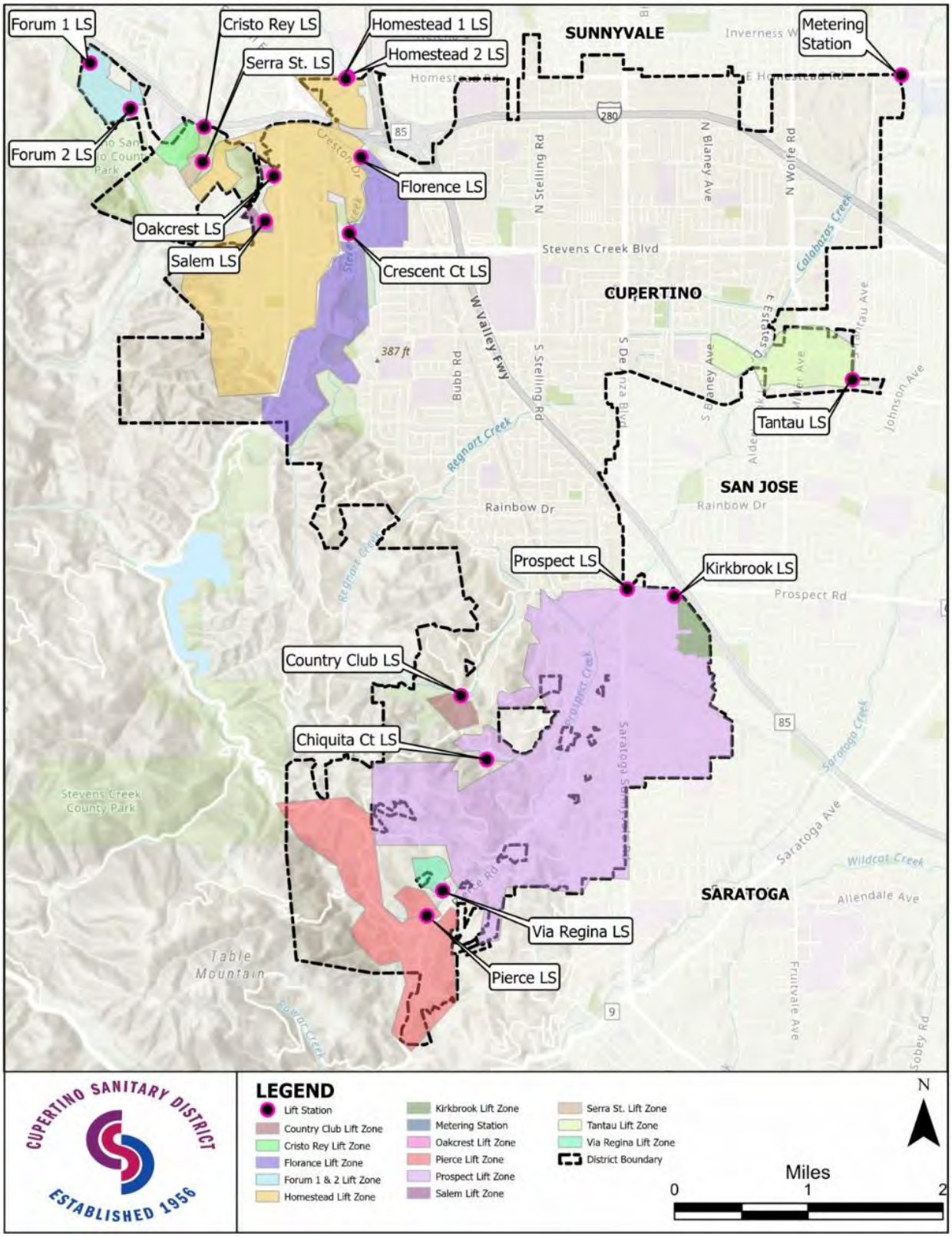


Figure 7: District Lift Station Zones, Lift Station Locations, and Flow Metering Station Placement

- All lift stations are visited twice a week to assess the condition of the pumps, valves, control cabinet, latches & hinges, pump readings, meter readings in gallons per minute for each lift station, generators (check for leaks and proper function) and wet wells.
- Annual 21-point inspections are performed by a qualified contractor (SHAPE) for all pumps.
- The District hired Alliance Engineering Consultants, Inc. and Frisch Engineering, Inc. to conduct an electrical assessment of all the District's lift stations.
- Professional contractors perform vacuuming of the wet wells to remove grease blankets to extend the performance life of the pump's performance.
- Annual cleaning is conducted at the following Lift Station wet wells: Prospect, Homestead 1, Florence, Cristo Rey, Forum 1, Forum 2, and Tantau.

The District contracts with specialty contractors for lift repairs, generator service and electrical work to assist in the maintenance and inspection of the District's sewer lift stations.

Pipe Repair Program

Maintenance activities are overseen by the District staff and findings of the existing condition of sewer mains are logged and evaluated based on the priority of needed service or repair. Maintenance services range from increased frequency of cleaning to video inspection to determine extent of needed spot repairs or eventual replacement of a significant section of sewer main if the defects are impacting the level of service. Mains found to be significantly in disrepair or undersized are placed on a prioritized list on the District's Capital Improvement Program to be rehabilitated by pipe lining, or replacement by pipe-bursting or open-cut construction to increase capacity, eliminate sources of inflow and infiltration (I & I) and/or improve the reliability of the system.

Root Control

The District follows annual, bi-annual, and quarterly cleaning schedules included in its maintenance program for all mainlines and laterals to take care of the maintenance and operational needs of the system. This maintenance program provides the required level of service for the District's assets. Mainlines and Lateral Sewer systems with a history of root intrusion are maintained using high-pressure rodding machine with one of the following nozzles: Chisel, pipe wolf, root cutter, or warthog. In the event the District is unable to remove the roots with pressure rodding machine, the District schedules capital improvement projects to repair or replace pipe segments or lower laterals where roots are a problem.

4.3 Training

Requirements

In-house and external training provided on a regular basis for sanitary sewer system operations and maintenance staff and contractors. The training must cover the requirements of this General Order; the Enrollee's Spill Emergency Response Plan procedures and practice drills, skilled estimation of spill volume for field operators, and electronic CIWQS reporting procedures for staff submitting data."

Implementation

Suggested training program outlines:

- *Spill Response Personnel:*
  - *General Reissued WDR overview*
  - *Spill Emergency Response Plan, including:*
    - *Methods and strategies for estimating spill volume and volume recovered.*
    - *Methods and strategies for estimating spill start time and end time.*
    - *Drills, to simulate spill response activities (including training for service providers; some agencies require service providers to be trained as part of their contracting process).*
    - *Pertinent definitions (see Reissued WDR, Attachment A)*
    - *Spill categories.*
    - *Notification requirements (Cal-OES).*
    - *Monitoring requirements for spill location and spread and receiving water.*
    - *Spill response documentation, including photo documentation.*
- *Data Submitters:*
  - *General Reissued WDR overview.*
  - *Attachment E1 – Notification, Monitoring, Reporting and Recordkeeping.*
  - *Reporting timelines*
  - *Data Entry for California Integrated Water Quality System (CIWQS)*
- *Legally Responsible Officials (LROs)*
  - *General Reissued WDR, with focus on:*
  - *Prohibitions*
  - *Specifications*
  - *Attachment A1 of Reissued WDR – Definitions*
  - *Attachment D1 of Reissued WDR – Sewer System Management Plan (Sewer System Management Plan)*
    - *With attention on Spill Emergency Response Plan*
  - *Attachment E1 of Reissued WDR – Notification, Monitoring, Reporting and Recordkeeping.*
  - *Data Entry for California Integrated Water Quality System (CIWQS)*

Compliance

The District provides comprehensive training for its Spill Response Personnel, Data Submitters, and Legally Responsible Official (LRO) through a combination of on-the-job training, standard operating procedures, in-person and online training webinars, conferences, and certification courses with exams. Training resources, as detailed in Table 6, include the DKF Solutions Group Training Program, technical seminars hosted by the California Water Environment Association (CWEA), and National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP), Lateral Assessment Certification Program (LACP), and Manhole Assessment Certification Program (MACP). These NASSCO programs provide training to standardize the assessment of the structural integrity and maintenance condition of these assets.

The CWEA Technical Certification Program offers wastewater professionals certifications in various disciplines to enhance their knowledge and effectiveness. The District encourages its maintenance staff to obtain CWEA certification to demonstrate their competency in collection system maintenance. To reinforce the importance of certification established specific grade-level certification requirements for career advancement. Currently, four of the District's thirteen inspectors hold a CWEA Grade certification, and all thirteen are members of CWEA.

Table 6. CUSD Training Program

Training	Spill Response Personnel	Data Submitters	LRO
DKF Self-Directed Training Modules			
Bypass Pumping	X	X	
Cal/OSHA Inspections	X	X	
Closed Circuit Televising (CCTV)	X		
Conducting Trip Inspections for Vehicles and Equipment	X		
Confined Space	X		
Continuous Rodder Safety	X		
Cover Removal Safety: Know the Risks and Avoid the Hazards	X		
Defensive Driving	X	X	X
Easement Maintenance & Repair	X		
Electrical Protection	X		
Excavation & Trenching	X		
Fall Protection	X	X	X
Fire Prevention Plans	X	X	X
Injury and Illness Prevention Program	X	X	
Jet Rodding (Hydro Jetting)	X		
Ladder Safety	X	X	X
Lateral Maintenance	X		
Lockout/Tagout	X		
Mechanical Rodding	X		

Plugging Sewers	X		
Roadway Restoration and Repairs	X	X	
Sewer Easement Maintenance Part 1	X		
Sewer Easement Maintenance Part 2	X		
Sewer Easement Maintenance Part 3	X		
Sewer Overflow and Backup Response	X		
Sodium Bisulfite	X		
Sodium Hydroxide	X		
Sodium Hypochlorite	X		
Spot Repairs	X	X	
Tactical Communication Skills When Dealing with the Public	X		
Underground Utility Locating	X	X	
USA Call Before You Dig	X	X	
Vacuum Truck Safety	X		
Vacuuming - Combination Unit	X		
Water Quality Monitoring Plan	X		
Water Sampling Training Course	X		
DKF Free Webinars			
Insurance Requirements in Contracts		X	X
Updates to Excavation Standard - Changes You Need to Know About!	X	X	
Safety Training and Learning Management for Public Works and Wastewater Utilities	X	X	X
Workplace Violence Awareness & Prevention	X	X	X
Effective Knowledge Transfer from One Generation of Employee to the Next	X	X	X
DKF Live Online Training			
Excavation - Competent Person	X		
Electrical Safety (Low Voltage) - Awareness: Electrical Safety Basics for the Non-Electrician	X	X	
Sewer Spills and Backups: Emergency Response Preparedness	X	X	
Commercial Vehicle Pre/Post Operation Inspections	X	X	
Underground Marking & Locating	X	X	
CIWQS Training for Data Submitters and Legally Responsible Officials		X	X
Lockout/Tagout Training for Authorized Employees	X		
Confined Space Mandatory Training: includes Confined Space - Entrant/Attendant, Confined Space - Non-Entry Rescue	X		
Heavy Equipment Operator Safety Training	X		
Heat Illness	X	X	X
Combination Hydro-Vac & CCTV Inspection Unit - Strategies for Safe and Efficient Use (Heavy Equipment)	X		
Surface Water Quality Sampling as Part of Your Spill Emergency	X	X	

Heavy Equipment (Earth Moving Equipment) : Backhoe/Loader Safety	X		
NASSCO Training			
Pipeline Assessment Certification Program (PACP), Lateral Assessment Certification Program (LACP) and Manhole Assessment Certification Program (MACP)	X	X	X
California Water Environment Association (CWEA) Certification Program			
Collection System Maintenance Certification Grade 1-Entry Level	X		
Collection System Maintenance Certification Grade 2-Journey	X		
Collection System Maintenance Certification Grade 3-Lead	X		
Collection System Maintenance Certification Grade 4-Manager	X		

To ensure spill response personnel are well-prepared for emergency situations, the District provides Spill and Backup Response Training. New employees participate in a shadowing program where they accompany experienced staff members when responding to backup calls during work hours. Additionally, all personnel receive copies of Standard Operating Procedures (SOPs) for operations and maintenance tasks to ensure adherence to best practices.

The District's Data Submitter staff play a crucial role in supporting spill response efforts by handling key responsibilities related to notification, monitoring, reporting, and recordkeeping. Their work ensures that all regulatory requirements are met efficiently and accurately.

- Notification & Reporting Timelines: Data submitters ensure that all spill incidents are reported within the required regulatory timeframes. They collaborate with field inspectors to compile and verify critical spill response details before submitting reports to the appropriate agencies. This includes ensuring that notifications to the California Office of Emergency Services (Cal-OES) and other regulatory bodies are made promptly and that all follow-up reports adhere to strict deadlines.
- Monitoring & Data Collection: Data submitters assist in monitoring spill locations by reviewing field reports, tracking spill spread, and ensuring compliance with the Reissued Waste Discharge Requirements (WDR). They also help maintain accurate records of response activities, ensuring that information is properly documented and readily available for audits or regulatory reviews.
- Data Entry & CIWQS Compliance: One of the primary responsibilities of data submitters is accurately entering spill-related data into the California Integrated Water Quality System (CIWQS), the state's regulatory reporting database. This includes recording spill volumes, start and end times, recovery efforts, and mitigation measures taken. Proper data entry is essential for compliance with state regulations and helps maintain transparency in spill response activities.
- Recordkeeping & Documentation: In addition to data entry, data submitters ensure that all required documentation—such as spill response logs, monitoring reports, photo documentation, and regulatory notifications—are organized and archived properly. They assist in preparing summary reports and compiling historical spill data to support regulatory compliance, performance tracking, and process improvements.

By working closely with spill response personnel, data submitter staff help maintain the accuracy, timeliness, and compliance of the District's reporting and recordkeeping efforts. Their role is essential in ensuring that all spill incidents are documented, reported, and monitored effectively, contributing to the overall success of the District's spill response and environmental protection initiatives.

The District's Legally Responsible Official (LRO) ensures compliance with state regulations by overseeing key aspects of Notification, Monitoring, Reporting, and Recordkeeping. Their responsibilities focus on regulatory adherence, proper data management, and maintaining accurate documentation to support the District's sewer system operations.

- General Reissued Waste Discharge Requirements (WDR) Compliance: LROs are responsible for understanding and enforcing the General Reissued WDR, with a particular focus on:
    - *Prohibitions:* Ensuring that all sewer system operations comply with state-mandated restrictions to prevent unauthorized discharges.
    - *Specifications:* Overseeing compliance with the technical and operational requirements outlined in the WDR.
    - *Attachment A1 – Definitions:* Maintaining familiarity with key regulatory terms to ensure accurate classification and reporting.
- SSMP Oversight (Attachment D1): LROs ensure that the Sewer System Management Plan is properly implemented and maintained. A significant aspect of this involves overseeing the Spill Emergency Response Plan to ensure preparedness and compliance in the event of a spill.
- Notification, Monitoring, Reporting, and Recordkeeping (Attachment E1): LROs are directly responsible for ensuring that all reporting and monitoring activities comply with Attachment E1 of the WDR. This includes verifying that spills are properly documented, monitoring protocols are followed, and all required records are maintained for regulatory review.
- Data Entry & CIWQS Compliance: LROs oversee the accurate and timely submission of data into the California Integrated Water Quality System (CIWQS), ensuring that all required spill reports, monitoring data, and compliance records are properly logged and submitted to regulatory agencies.

Through their oversight and enforcement of these requirements, LROs help maintain the District's regulatory compliance, environmental responsibility, and operational efficiency in wastewater management.

4.4 Equipment Inventory

Requirements

An inventory of sewer system equipment, including the identification of critical replacement and spare parts.

Implementation

Guidance 4.4.2: To facilitate implementation, an agency can consider the following:

- *Develop an equipment inventory including all equipment used for maintenance, inspections, and emergency response procedures. This can be done utilizing a database, spreadsheet, or paper form.*
- *A critical spare part can be defined as anything that will shut down equipment or processes if it fails. Critical spare parts are a key component to an inventory that will reduce the impact of a failure.*
  - *EXAMPLES: transducers, floats or other control switches for lift stations, radio, or power supplies for SCADA systems, fuses, and relays, pipe, and fittings for quick responses to gravity and force main failure, spare pump(s), including any specialty tool that equipment or process relies on.*
- *When developing this list, consider any emergency response equipment that is relied upon, such as:*
  - *Emergency response (e.g., bypass pump, portable generator, etc.), including providing appropriate contact number(s) if relying on mutual aid assistance from other agencies or outside contractors.*
  - *Critical spare parts should be clearly labeled, and personnel should be aware of their location and have access to facilitate a timely response.*

Compliance

Maintenance Equipment

The District Sewer System is operated and maintained by Mark Thomas Consultants with assistance by sewer maintenance contractors. The District, Mark Thomas and the sewer contractors own the equipment that is used to maintain the sewer system. The District maintains an inventory of critical lift station parts. For all other system components, parts are supplied by vendors as needed for equipment replacements. The following equipment is used to operate and maintain the sewer system.

Equipment Used for Routine Maintenance

The District outsources the cleaning of all sewer mainlines, laterals, and lift stations. While District staff handle routine lift station maintenance, any advanced repairs or diagnostics are contracted out.

The following equipment owned by the District/Mark Thomas is used for smaller jobs such as unblocking sewer lateral blockages or pump replacements.

- Submersible pumps and trash pumps on a pull along trailers for sewer bypasses
- Eight lift stations are equipped with portable generators, one lift station has a permanent generator, and we have four standby generators on trailers ready to be transported to lift stations that do not have generators.

- Sonde hand rods, blow bags and plungers for unblocking obstructions within the lower sewer laterals.
- Sewer Mainline inspections are performed by Mark Thomas's CCTV truck.
- CCTV inspection of mainline sewers
    - The District uses a Computerized OZ III Built-In Sonde Camera from (Q CUES) with a self-leveling head that pans, tilts, and rotates for easy identification of defects along junctions and around manholes. A CCTV operator operates the camera codes defects observed and provides a structural rating for each segment using NASSCO PACP standards.
- CCTV inspection of lower laterals is conducted using lateral CCTV cameras from Vivax and Rigid.

System Control and Data Acquisition (SCADA) System for Lift Stations

The District uses a Xylem Multitrode SCADA and Pump View to monitor and track 14 lift stations (see Figure 8: Sample View of SCADA User Interface. This SCADA system provides 24/7 immediate text notification to management, supervisors, key staff and on-call staff in the event of a system malfunction high flow issue or power outage. Shown on Figure 8 is a sample view of the lift station SCADA system.

The Serra and Chaquita lift stations are monitored using the Sentry Advisor system, which provides 24/7 instant notifications to District personnel in case of a system malfunction. The Sentry Advisor monitor tracks each pump's start, run time duration, and stop within the system.

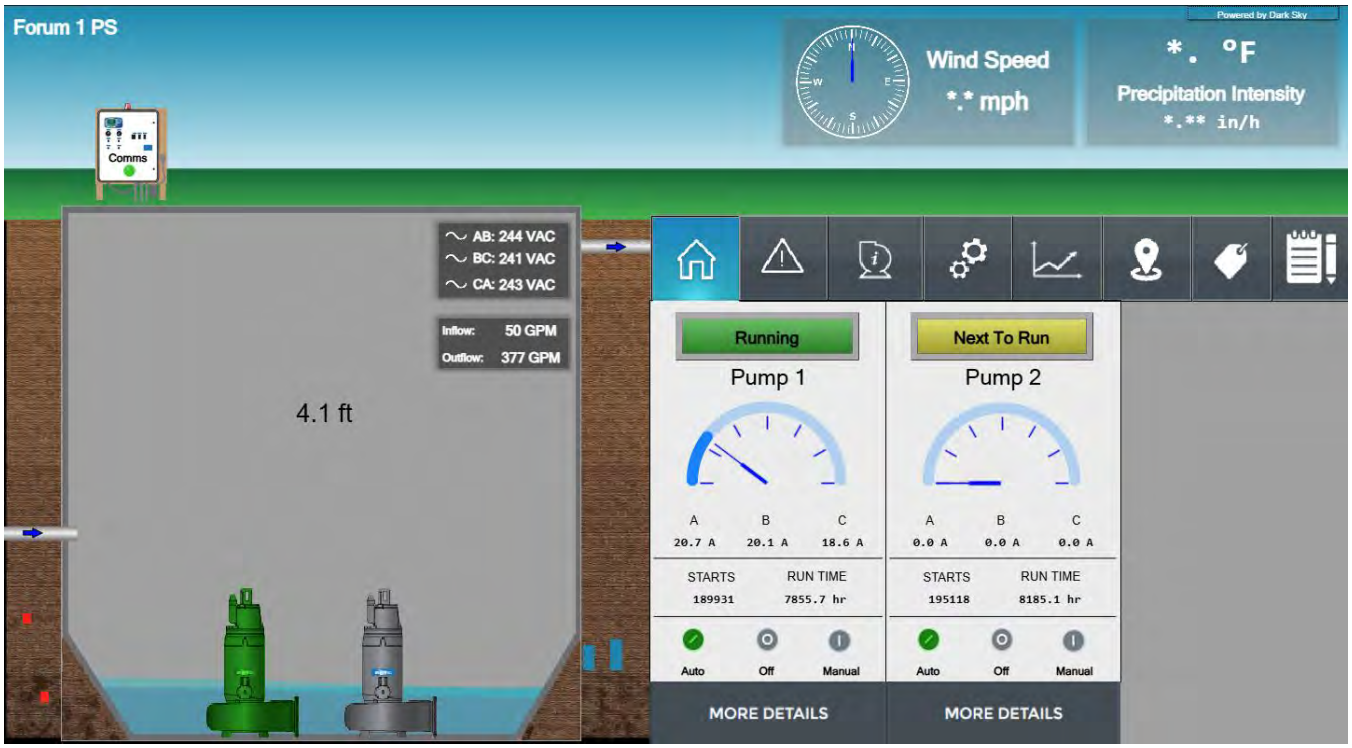


Figure 8: Sample View of SCADA User Interface

Smart Cover Manholes

The District has deployed a Smart Cover Systems which provides a 24/7 early warning flow monitoring system throughout the District's service area. The locations of the smart covers are shown on Figure 9. Installation locations are chosen based on historic maintenance problems, the upstream of every District lift station, and close proximities to creeks in the district's service area.

- Due to the advanced alarming and notification capabilities of the Smart Cover System, the District's inspectors monitor and respond to resolve blockages within a short period of time prior to a Spill occurring.
- The primary function of the Smart Cover System is the prevention of spills.
- The other benefit of the Smart Cover System is data collection to provide the District engineering staff with hydraulic level information pertaining to the District's collection system at locations where the smart covers are installed.
- The smart cover software, System Alert Monitor, provides 24/7 immediate text and email notifications to communicate with management, key staff, and On-Call staff.
- Also, with the implementation of "Smart Cover" technology, there is the opportunity to obtain "real-time" flow characteristics during dry weather and wet weather peak periods and evaluate comparative readings to determine infiltration - inflow impacts to system capacities.

Mission cover operates using two floats (one low, one high) and will only notify the team when the float has been dipped. It will also email a report notifying the team of the equipment condition (batteries, floats, etc.) Batteries are provided by the vendor.

- The District also has five mission covers used for trouble maintenance areas due to heavy grease, Roots, overflow lines, and nearby creeks.

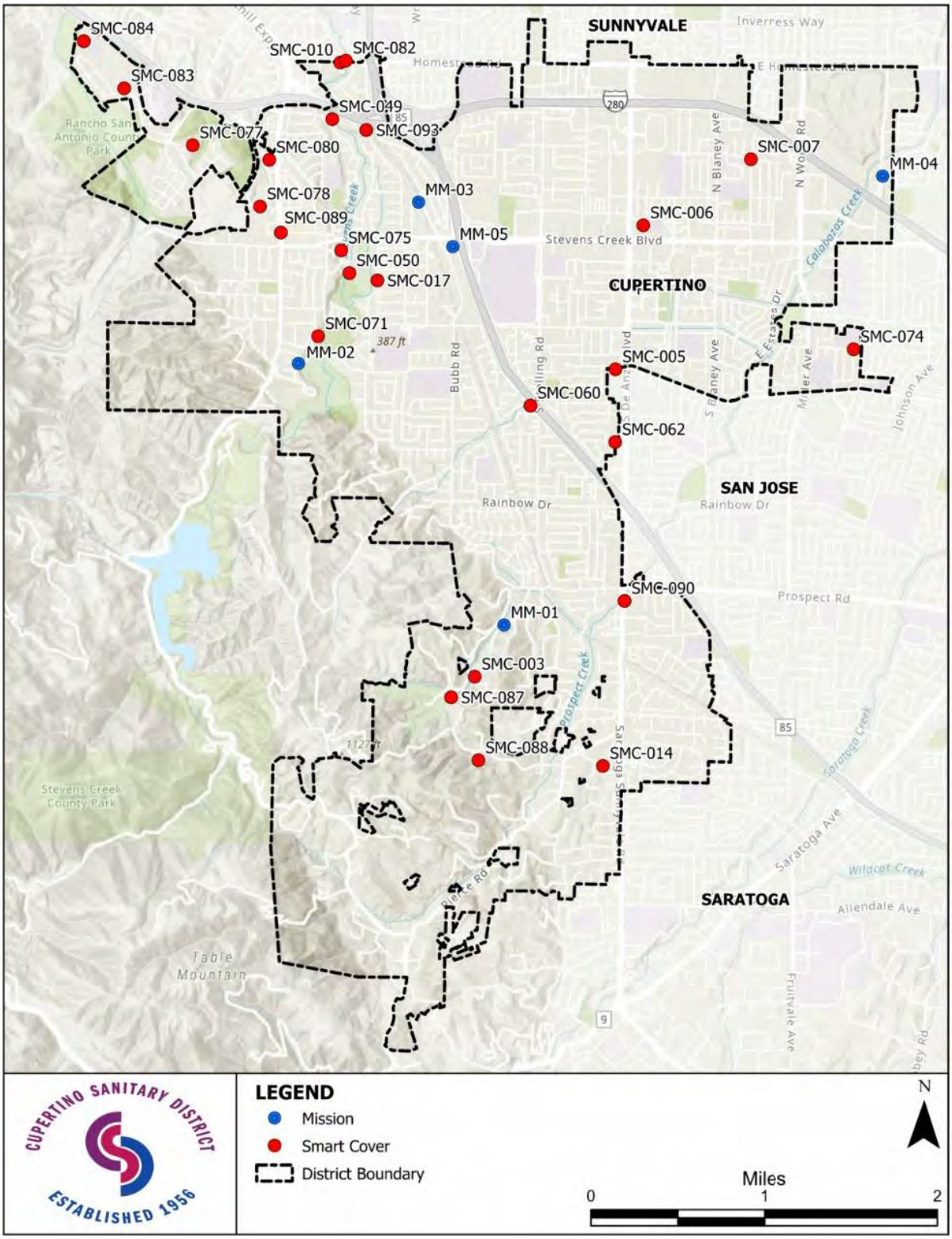


Figure 9: Smart Cover Locations

ELEMENT 5 – DESIGN & PERFORMANCE STANDARDS

5.1 Updated Design Criteria & Construction Standards

Requirements

The Plan must include the following items as appropriate and applicable to the Enrollee's system.

"Updated design criteria, and construction standards and specifications, for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, lift stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria."

Compliance

Guidance 5.1.1: To comply with this requirement, an agency should consider ensuring:

- Confirm the agency has design standards and specifications.
- Periodically review existing agency design criteria, and construction standards and specifications to ensure the industry's best practices are considered.
- Confirm design standards address hydraulic capacity for both pipes and lift stations.

Design Guidelines

The District follows the Guidelines of our District Ordinances, District Standard Details, District Specifications, City and County Standards and Specifications and Caltrans methodologies to establish minimum standards for construction of public sanitary sewers. These documents provide a framework for ensuring that projects are executed with consistency, safety, and compliance with regulatory requirements.

The District has developed a set of procedures to apply to projects. These procedures are designed to promote communication, coordination, and collaboration among the Design Engineers, the District Inspectors, and the District Board of Directors. All parties are involved in the design and review process, ensuring that project goals are clearly defined and successfully achieved.

Design Stages

1. Preliminary Engineering is the foundational step in the design process. It involves assessing the feasibility of a project and evaluating different alternatives to determine the most effective solution. Key activities during this stage include:
    - Feasibility and Alternatives Analysis: Evaluating multiple options for the project to identify the best approach.

- Planning, Scheduling, and Budgeting: Establishing timelines and budgets that align with project goals and constraints.
- Requests for Services/Information: Engaging with utility companies to obtain necessary data on existing infrastructure.
- Material Testing: Conducting tests to ensure materials meet project specifications and standards.
- In-house Surveying: Collaborating with the Mark Thomas Surveying Department for surveying services that ensure accurate measurements for design.
- Hydraulic Analysis: Ensuring the sewer system can meet capacity and flow requirements.
- Preliminary Design: Creating initial designs that reflect engineering best practices.
- Environmental Clearances: Submitting applications for environmental exemptions, negative declarations, or Environmental Impact Reports (EIR) as required.

This phase ensures the project is feasible, technically sound, and aligned with both environmental regulations and the District's overall infrastructure strategy.

2. Initial Design and Plan Check Distribution Once the preliminary engineering work is completed, the initial design is distributed for review. This step ensures that all stakeholders, including utility companies, impacted agencies, and other relevant departments, can provide feedback. Key actions include:
    - Plan Distribution: Sharing design documents with utility companies, public works departments, and other impacted agencies.
    - Material Testing Lab Involvement: Ensuring materials are tested and certified to meet the required specifications.
    - Survey and Public Works Departments: Collaborating with City departments to ensure that the project integrates with existing infrastructure and complies with local standards.

    This phase is critical for identifying and addressing potential conflicts early in the process, ensuring smooth coordination across multiple agencies.
3. Final Design The final design stage involves refining the initial designs and preparing the project for construction. Key tasks include:
    - Property Acquisition: Securing any land or easements required for the project.
    - Preparation of Installer's Agreements: Drafting agreements that outline the responsibilities of the contractor or installer.
    - Insurance Specifications: Ensuring contractors provide the necessary insurance to cover project risks.
    - Encroachment Permits: Obtaining the required permits for work that affects public roads, utilities, or other public spaces.

- Construction Quantities and Cost Estimates: Finalizing detailed construction plans and developing accurate cost estimates to ensure the project stays within budget.
- Preparation of Final Plans and Specifications: Completing the detailed plans that guide the construction phase.
- Final Review and Approval: Ensuring that all design documents meet the required standards and obtaining approval from relevant authorities.
- Bid and Award: Finalizing bidding documents and awarding contracts to qualified contractors based on competitive bids.

This phase ensures that the project is fully compliant with regulations, accurately budgeted, and ready for construction, with all necessary legal and logistical arrangements in place.

By adhering to these design guidelines and procedures, the District ensures that all sanitary sewer projects are designed, reviewed, and constructed with the highest level of care and precision. Each stage—from preliminary engineering to final design and construction—ensures thorough planning, stakeholder involvement, and regulatory compliance, leading to long-term infrastructure success.

Engineering Analysis

A comprehensive engineering analysis is needed during the design process to consider several critical factors that ensure the effectiveness, durability, and feasibility of the pipeline rehabilitation. These factors include:

1. Pipe Size, Length, and Depth
   - Pipe Size: It is crucial to determine the pipe diameter to meet the system's capacity and flow requirements. Incorrect sizing could lead to inefficiencies, blockages, and backups.
   - Pipe Length: The total pipeline length influences material selection, installation time, and cost. Accurate measurements are critical to ensure the system can meet operational demands.
   - Pipe Depth: Pipeline depth impacts construction methods, access points, and equipment selection. Deeper pipes may require advanced trenchless technology or excavation strategies to maintain safety and avoid disruptions.
2. Existing Pipe Condition
   - Condition Assessment: A thorough inspection of the existing pipeline is essential. It identifies structural weaknesses, leaks, and corrosion that may affect rehabilitation choices. The pipe's current state determines whether replacement, repair, or lining is needed.
3. Capacity Requirement
   - Flow Capacity: The pipeline must be designed to handle expected flow volumes, accounting for future growth. Under sizing could lead to overflows, while oversizing increases costs. Hydraulic analysis helps determine the optimal pipe size.
4. Access Conditions
   - Accessibility: Pipeline accessibility affects both construction and maintenance. Restricted access areas, such as densely populated urban zones or remote locations, may require specialized technologies to minimize disruption.

5. Right-of-Way Requirements
    - Property and Legal Considerations: The pipeline may pass through public or private property, necessitating right-of-way agreements. Ensuring permissions are in place avoids legal delays during construction. ROW constraints may also affect pipeline placement and alignment.
6. Soil Condition and Cover
    - Soil Type and Stability: Soil conditions in the project area influence construction methods, equipment, and materials. Unstable soils may require reinforcement or alternative installation techniques like trenchless technology.
    - Cover: Adequate soil cover protects the pipeline from external loads, such as traffic, ensuring its longevity and reducing the risk of damage.
7. Groundwater Conditions
    - Groundwater Levels: High groundwater levels complicate excavation and installation, increasing the risk of water ingress and instability. Dewatering methods may be needed to protect pipeline integrity.
8. Project Locations
    - Geographical and Site-Specific Factors: The project's location affects material choice, construction techniques, and scheduling. Urban, rural, or complex topography each pose unique challenges that must be addressed in the design phase.
9. Traffic Conditions
    - Impact on Traffic Flow: Projects near roads or heavily trafficked areas must consider vehicular and pedestrian movement. Phased construction or trenchless methods can minimize disruptions and improve public relations.
10. Environmental Impacts
    - Sustainability and Environmental Regulations: Compliance with environmental laws on water protection, air quality, and wildlife preservation is essential. Construction methods should minimize environmental disruption, such as avoiding unnecessary tree removal, soil contamination, or ecosystem damage.

Each of these factors must be thoroughly evaluated during the engineering design phase to ensure the pipeline rehabilitation project is feasible, cost-effective, and compliant with all relevant standards. This analysis is essential for delivering a system that meets both present and future demands, while minimizing risks and maximizing operational efficiency.

Preferred Approach to Pipeline Repairs

1. Open Trench Spot Repairs: Is the standard method used for pipeline rehabilitation and replacement. This technique involves excavating the ground to access the damaged pipeline directly, allowing for the removal, repair, or replacement of specific sections. Given its long-standing reliability, open trench repair remains a primary choice for addressing pipeline issues in the District. However, like all rehabilitation techniques, this method must adhere to the same rigorous design standards and regulatory requirements as other advanced alternatives, ensuring that it is both effective and sustainable in the long term.

A. Application: The open trench method is used when there is a need for direct access to the damaged section of the pipe, making it ideal for spot repairs where a portion of the pipe has failed. This technique is especially effective when:

- The pipe is shallow and easily accessible.
- The existing pipe is severely damaged (pipes that are collapsed and have large offsets at pipe joints) and require removal and replacement.
- The surrounding soil is stable, reducing the risk of trench collapse or excessive groundwater intrusion.

This method is widely used in areas where surface disruption is acceptable, such as open spaces, less populated areas, or during planned construction that allows for road closures or traffic redirection.

B. Advantages

- Direct Access and Visibility: The open trench method allows engineers and contractors to visually inspect and directly access the damaged section of the pipe. This provides a clear view of the problem and ensures the repair is completed with precision.
- Effective for Severe Damage: In cases where the pipeline is severely deteriorated, corroded, or collapsed, open trench repairs offer a reliable way to remove and replace the damaged sections. This method is particularly advantageous when minor rehabilitation techniques, such as lining, are insufficient.
- Versatility: Open trench repairs can accommodate various pipe sizes, materials, and depths, making it suitable for different types of pipelines within the District's system.

C. Considerations: Despite its reliability, the open trench method has limitations that must be considered during the planning and design phase:

- Surface Disruption: Excavating the ground requires significant surface disruption, which can affect roads, sidewalks, landscaping, and even underground utilities. In heavily populated areas or near critical infrastructure, this disruption can be costly and inconvenient.
- Longer Project Timelines: Open trench repairs typically take more time compared to trenchless methods due to the excavation, repair, and restoration process. This can lead to longer project durations and potentially higher labor costs.
- Environmental Impact: The excavation process can disturb ecosystems, vegetation, and soil stability, particularly in environmentally sensitive areas. Proper mitigation measures must be in place to minimize any adverse environmental effects.

Alternative Design Methodologies for the District Implements

In addition to open trench repairs, CUSD also considers trenchless techniques like Micro Tunneling, Horizontal Directional Drilling (HDD), Pipe Bursting, and Cured-In-Place Pipe (CIPP) lining. These

methods cause less surface disruption and offer efficient solutions for certain pipeline repairs. When deciding which method to use, factors such as pipe size, condition, and environmental impact are considered.

- Pipe Size, Length, and Depth: Trenchless methods are often preferred for deeper pipes or longer sections where traditional digging is harder or more expensive.
- Existing Pipe Condition: If a pipe is too damaged (collapsed or has large offsets), it may require open trench repairs. However, for less severe issues, trenchless options like CIPP lining might work.
- Accessibility: In busy urban areas or where roads and railways are involved, trenchless methods minimize surface disruption.
- Environmental Impact: Trenchless repairs are generally more eco-friendly, requiring less excavation and reducing the need for land restoration.

Alternative Methods

1. Horizontal Directional Drilling (HDD)
   HDD is a trenchless technique to install or replace pipelines with minimal surface disruption. It involves drilling a pilot hole along the intended path, then enlarging the hole and pulling in the new pipeline.
   A. Applications: Ideal for installing pipelines beneath obstacles like roads, rivers, or highly developed areas where open-cut excavation isn't feasible.
   B. Advantages: Minimizes environmental impact, cuts restoration costs, and allows for deeper or longer installations. It is particularly useful in areas where traditional excavation would be too disruptive.
   C. Considerations: HDD requires careful planning, including geotechnical analysis, to ensure suitable soil conditions. Pipe materials must be flexible enough to withstand bending forces during installation.
2. Pipe Bursting
   Pipe bursting is a trenchless method where an old, damaged pipeline is fractured while a new pipe is simultaneously pulled into place.
   A. Applications: Commonly used for upsizing old pipelines or replacing them with durable materials like HDPE or PVC.
   B. Advantages: Enables pipeline replacement without extensive surface digging, reducing disruption and costly restorations. Particularly useful in urban areas where underground utilities may be congested.
   C. Considerations: Best suited for structurally compromised or undersized pipelines. Soil and nearby utilities must be assessed to prevent collateral damage during the process.

3. Cured-In-Place Pipe (CIPP) Lining
   CIPP is a trenchless rehabilitation technique where a resin-impregnated flexible liner is inserted into the existing pipe and cured to form a new, structurally sound pipe within the old one.
   A. Applications: Ideal for rehabilitating deteriorated or leaky pipelines without replacing the existing structure, applicable in both gravity and pressure pipelines.
   B. Advantages: Minimal excavation required, significantly reducing project time and cost. The new liner provides a smooth, jointless interior, improving flow capacity and preventing infiltration or exfiltration issues.
   C. Considerations: Successful CIPP lining requires proper cleaning and inspection of the existing pipe. The curing process may vary (steam, hot water, UV light) depending on project needs, and the quality of installation depends on precise control of these factors.
4. Microtunneling
   Microtunneling is a highly precise trenchless construction method where underground pipelines and utilities are installed with minimal surface disruption. It operates entirely underground, using a remotely controlled laser-guided machine to bore tunnels and install pipes simultaneously.
   A. Applications: Microtunneling is ideal for highly developed urban areas with environmental sensitivity, minimizing surface disruption. It is also effective for pipelines beneath rivers, roadways, railways, or congested traffic zones. Additionally, it is a great option for pipelines that require precise grading or when faced with challenging ground conditions such as mixed soils or high groundwater levels.
   B. Advantages:
      - Precision: The laser-guided system ensures high accuracy, making microtunneling ideal for long installations and projects requiring precise alignment.
      - Minimal Surface Disruption: Since the process is underground, it eliminates the need for open-cut trenches, reducing surface restoration costs and minimizing impacts on traffic and infrastructure.
      - Adaptability to Ground Conditions: It can be applied to a range of soil types—from sand and clay to rock—while managing groundwater effectively. It also reduces the risk of ground subsidence, which is a common concern with traditional methods.
   C. Considerations:
      - Microtunneling requires the construction of launch and reception shafts at the pipeline's start and end points. While these shafts introduce some surface disruption, they are much smaller than those needed for conventional trenching methods.
      - The technique involves a high upfront investment, particularly for smaller projects, due to the equipment cost and setup complexity.
      - Geotechnical studies and pre-engineering assessments are crucial to evaluate soil conditions and groundwater levels for optimal performance. Microtunneling is typically used for larger-diameter pipelines and projects where the precision justifies the higher costs associated with the technique.

Additional Considerations for District Rehabilitation

Different trenchless technologies offer practical alternatives for rehabilitating or replacing existing pipelines with minimal environmental and surface impacts. The District should consider the following factors when selecting a method:

- Pipeline Size and Material Requirements: The chosen technique must accommodate the pipeline's size, material, and flexibility—whether steel, HDPE, or concrete.
- Soil and Groundwater Conditions: A thorough geotechnical evaluation is essential to determine the appropriate trenchless method, accounting for challenges like groundwater presence, soil stability, or rock formations.
- Environmental and Regulatory Compliance: The selected method must comply with relevant environmental regulations, minimizing disturbance to local ecosystems and meeting ASTM standards.

Each technique has its own advantages and considerations, and the appropriate solution will depend on the specific constraints and requirements of the project site. Choosing the right method involves careful assessment of the existing condition, budget, and long-term operational objectives.

District Standard Details

The District's Standard Details are intended to aid consulting engineers, developers, and others doing work in the District on public sanitary sewer projects. The District Standard Details are as follows:

1. Standard Trench
2. Standard Manhole
3. Sewer Manhole Channels
4. Sewer Manhole Frame & Cover
5. Standard Flushing Inlet
6. Lower Sanitary Sewer Lateral
7. Standard Property Line Clean Out
8. Standard Backflow Preventer Device
9. Pump Connection to Lateral
10. Sewer Lateral Connections to Sewer Mains
11. Sand/Oil Separator
12. Grease Interceptor
13. CUSD BMP Details
14. Sanitary Sewer Notes

The complete District Standard Details can be accessed at our office located at 20863 Stevens Creek Boulevard, Suite 100, Cupertino, CA 95014, as well as on the District's website in PDF format at http://cupertinosanitarydistrict.org.

The District began updating the front-end and technical specifications for the Pipeline Rehabilitation and Repair projects in 2024 and those will be completed at the end of calendar year 2025. These specifications will be available on the District website at the following link: http://cupertinosanitarydistrict.org.

5.2 Procedures & Standards

Requirements

Procedures, and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipelines, pumps, and other equipment and appurtenances.

Compliance

Guidance 5.2.1: To comply with this requirement, an agency can consider the following:

- Ensure agency has procedures and standards for inspection and testing of newly constructed facilities and repaired and rehabilitated facilities.

Inspection Procedures

The District has created a specific procedure for each of the following sewer inspections to ensure consistency with industry standards. These procedures cover various aspects of sewer system maintenance, property connections, construction oversight, and reporting. Key areas include:

1. Lateral Maintenance Inspection
   - Purpose: Ensures sewer laterals—connecting individual properties to the main sewer line—are clear of blockages and damage.
   - Scope: Inspectors assess lower lateral sewer condition with a push camera for defects such as cracks, root intrusions, and other deterioration. Routine maintenance helps prevent blockages and system failure.
   - Outcomes: Necessary repairs are noted, and property/business owners may be notified if repairs are needed.
2. Trunk Main Maintenance Inspection
   - Purpose: Ensures the trunk mains, which transport wastewater to the San José-Santa Clara Regional Wastewater Facility, are functioning properly.
   - Scope: Inspectors assess trunk mains with a CCTV camera to identify grease, roots, debris, blockages, and foreign objects or structural defects such as cracks, offset joints, collapsed pipe or misalignments.
   - Outcomes: Recommendations for cleaning, repairs, or rehabilitation are made to maintain efficient sewer line functioning.

3. Final Property Line Cleanout and CCTV Inspection
    - Purpose: Ensures property line cleanouts, which provide access for lateral maintenance, are correctly installed. CCTV inspections are used to visually inspect the interior of sewer lines.
    - Scope: Inspectors check cleanouts for accessibility, construction, and alignment, while CCTV verifies that pipes are clear and undamaged.
    - Outcomes: Confirms compliance with project specifications and certifies system readiness for operation.
4. Sewer Lateral Capping Inspection Checklist
    - Purpose: Guides inspections of capped sewer laterals to ensure abandoned or inactive connections are capped and sealed at the main to prevent leakage or infiltration.
    - Scope: Inspectors verify that capping materials meet District standards and are installed properly to prevent groundwater infiltration or unauthorized connections.
    - Outcomes: Proper capping maintains system integrity and prevents contamination.
5. Pre and Post Construction Checklist and Punch List
    - Purpose: Ensures all steps are followed before and after construction, providing a detailed record of tasks completed or corrections needed.
    - Scope: Pre-construction inspections verify work readiness, while post-construction inspections ensure all tasks meet District standards. Outstanding issues are documented on a punch list.
    - Outcomes: Ensures quality control and that the project is complete before final acceptance.
6. Contract Change Orders
    - Purpose: Documents adjustments to the original scope of work, such as additional tasks or material changes due to unforeseen conditions or design changes.
    - Scope: Inspectors confirm that changes are necessary and comply with District standards. Modifications are documented and authorized.
    - Outcomes: Proper management of change orders keeps the project on track and within budget while adapting to necessary changes.
7. Reporting and Documentation
    - Purpose: Accurate record-keeping of sewer maintenance and rehabilitation activities.
    - Scope: Inspectors complete detailed reports, documenting findings, actions, and follow-up recommendations. This includes photos, notes on materials used, and compliance with standards.
    - Outcomes: Ensures transparency, accountability, and a clear record of system conditions and maintenance activities.

8. Miscellaneous and Testing
    - Purpose: Covers additional inspections and testing procedures needed to ensure the sewer system's health and functionality.
    - Scope: Tasks may include pressure testing, smoke testing, or specialized evaluations to detect leaks, blockages, or other issues not covered by routine inspections.
    - Outcomes: Ensures the sewer system operates efficiently, and potential issues are identified and addressed early.

These guidelines ensure that all sewer inspections and construction projects are carried out consistently, thoroughly, and in compliance with standards, maintaining the integrity of the sewer infrastructure and protecting public health and environmental safety.

Construction Management Phases of Sanitary Sewer Projects

Once a project is successfully designed, the Plans, specifications, and engineering estimate must be approved by the District's Board of Directors to be ready for the Bidding Phase. The District utilizes an online platform called Bid Express for secure construction bidding. Bid Express helps the District manage the bidding process by offering error-checking, instant bid rankings, and paperless submissions.

The District Engineers use Bid Express to streamline the bidding process by submitting and adjusting bids online, reducing the time and cost of manual submissions, and preventing disqualification due to technical errors. The platform also supports remote bid openings, making it easier to manage and evaluate bids in real-time.

After a Contractor submits their Bid and the Award is given out, the District utilizes a Construction document organization software called CMIS (Construction Management Integrated Software). This tool is designed to simplify construction project management by streamlining document control, daily reporting, and compliance with federal/state regulations.

CMIS assists District engineers in managing various aspects of construction, including submittals, RFIs (Requests for Information), and punch lists. This functionality allows for easier documentation review and facilitates prompt responses to Contractors and subcontractors, when necessary. Tailored for construction managers and project engineers, CMIS offers user-friendly, push-button simplicity, minimizing the need for complex software customization for project reporting.

Moreover, CMIS enhances document management by ensuring that all project-related materials are organized, up-to-date, and readily accessible in a single, centralized system. It also improves communication by streamlining interactions between the District, Contractors, and other stakeholders throughout the Bidding and Construction Phases.

Construction Controls and Inspection

Ensuring that work is done according to plans and specifications requires continuous, rigorous on-site inspections by the District throughout the Construction Management process. Key aspects include:

- Ongoing Inspections: Construction is inspected throughout the process and at completion. This ensures that work complies with District Ordinance, Specifications, and plans.
- Acceptance Testing: Gravity sewers will not be accepted until all acceptance tests are conducted in the presence of a District Sewer Inspector. The project will not be accepted until all sewer tests meet the project plans and specifications. If a test fails, the contractor must submit a repair plan for District approval and make the necessary corrections. Acceptance testing will continue until the sewer system meets District Standards.

Role of the Inspector and Responsibilities

In Capital Improvement Projects (CIP), the District Sewer Inspector serves as a dedicated, full-time overseer from start to finish, ensuring each stage of construction adheres to the required standards. Key responsibilities include:

- Pre-Construction Review: Prior to the start of work, the inspector reviews the Construction Binder, which includes essential documents such as contracts, plans, specifications, submittals, RFIs, change orders, and other project documentation. This review ensures the inspector fully understands the project's technical requirements.
- Monitoring Construction Progress: The inspector ensures that all construction activities conform to approved plans, specifications, and safety standards. Any deviations are addressed promptly to maintain the project's alignment with the intended design.
- Reporting Anomalies: If issues arise, the inspector immediately reports them to the Project Engineer to enable timely resolution and minimize potential delays.
- Communication Facilitation: Acting as a liaison between the contractor and the Project Engineer, the inspector documents all site matters to ensure clear communication, reducing misunderstandings and improving project flow.
- Documentation: The inspector maintains daily logs, field reports, and photographic records, providing a detailed account of the construction process, which tracks progress and documents any challenges encountered.

District Inspector vs. Resident Engineer in CIP Work

Both the District Inspector and the Resident Engineer play crucial roles in the successful completion of CIP projects, though their responsibilities differ significantly in focus and scope.

Oversight

- District Inspectors concentrate on on-site construction, ensuring compliance with plans, specifications, and safety standards through continuous inspection and monitoring.
- Resident Engineers oversee the entire project, managing contractors, inspectors, and project schedules to ensure that construction remains on track, within budget, and aligned with project goals.

Pre-Construction

- District Inspectors review project specifications and familiarize themselves with the Construction Binder, enabling them to understand project requirements thoroughly.
- Resident Engineers take a proactive role during pre-construction, participating in plan reviews, contractor selection, and aligning project goals to ensure all pre-construction activities meet the project's expectations.

Project Management

- District Inspectors monitor construction progress in real-time, ensuring that each step adheres to the approved plans and specifications, addressing compliance issues as they arise.
- Resident Engineers are responsible for broader project management, including scheduling, budgeting, and resource allocation, and they work to address potential challenges before they impact the project.

Communication

- District Inspectors serve as a direct line of communication between the contractor and the Project Engineer, relaying site-specific issues for prompt resolution.
- Resident Engineers facilitate communication across the project's teams, coordinating meetings, resolving disputes, and ensuring alignment among all stakeholders.

Documentation

- District Inspectors maintain daily logs and reports focused on compliance and immediate site issues, capturing a detailed record of on-site activities.
- Resident Engineers compile and analyze documentation from various sources, creating comprehensive reports that provide an overview of project status, challenges, and recommendations for stakeholders.

Problem Resolution

- District Inspectors address compliance-related issues on-site, reporting any deviations to the Project Engineer for resolution.
- Resident Engineers handle more complex problems, such as contract negotiations, major project adjustments, and strategic challenges, ensuring that solutions align with overall project goals.

Field Changes and Record Drawings

Field conditions during construction often necessitate design changes. The Project Inspector works with the Contractor and Project Engineer to redline changes to the working plans, including:

- Redlining Field Changes: The Inspector documents all deviations from the design on the working plans.

- Record Drawings: Upon project completion and acceptance, the Inspector submits the redlined working drawings to the Project Engineer. These changes are then incorporated into “Record Drawings" to provide a record of all project modifications.

This process ensures that all design changes are documented and supported in the project drawings, updated to reflect the as-built conditions. This attention to detail maintains project integrity and supports long-term system performance.

ELEMENT 6 – SPILL EMERGENCY RESPONSE PLAN

Requirements

The Plan must include an up-to-date Spill Emergency Response Plan (SERP) to ensure prompt detection and response to spills to reduce spill volumes and collect information for prevention of future spills. The Spill Emergency Response Plan must include procedures to meet all the following.

- *"Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner."*
- *"Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State."*
- *"Comply with the notification, monitoring and reporting requirements of this General Order, State law and regulations, and applicable Regional Water Board Orders."*
- *"Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained."*
- *"Address emergency system operations, traffic control and other necessary response activities."*
- *"Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system."*
- *"Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State."*
- *"Remove sewage from the drainage conveyance system."*
- *"Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters."*
- *"Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery."*
- *"Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event."*
- *"Conduct post-spill assessments of spill response activities."*
- *"Document and report spill events as required in this General Order."*
- *"Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed."*

Compliance

Spill Emergency Response Plan

The purpose of the SERP is to document the procedures used by the District to respond to spills and backups in the District service area, identify the root cause of the spill or backup, and take the necessary steps to reduce the impacts of the spill or backup on the environment. For spills that occur as a result of the District lower laterals, main sewers, manholes, or lift stations the District will cleanup the spills

and prepare the reports, records, monitoring and notifications that are required by the new SWRCB Statewide Waste Discharge Requirements (WDR) This SERP satisfies the new WDR regulations, which require wastewater collection agencies to have a Spill Emergency Response Plan. The following topics are discussed in this section.

- Spill Detection
- Spill Response
- Lift Station Failure Response
- Root Cause Analysis (Failure Analysis Investigation)
- Spill Notification, Monitoring, and Reporting
- Resources
- Spill Response Training

Spill Detection

The District receives notifications about the presence of a spill through public observations, contractor observations and alarm notifications, and District staff observations. Figure 10 provides a Spill Detection Flowchart outlining the process. During work hours from 8 AM to 3 PM, the District Lead Inspector is notified of the spill. After hours, the County communicates with the District On-Call staff member, and if the On-Call staff member does not respond, the Lead Inspector is contacted.

A. Public Observation

Public observation is the most common way that the District is notified of blockages and spills. Contact information for reporting sewer spills and backups is on the District's website: http://cupertinosanitarydistrict.org/. The public is instructed to call the District office at (408) 253-7071 during business hours between 8:00 am and 5:00 pm. County Communication at (408) 299-2507 dispatches sewage-related calls to the first responder after hours, weekends, and holidays.

When a report of a sewer spill or backup is made, the District staff receives the call and takes the information from the caller. The person who receives the call will verbally communicate, plus send out an e-mail of the service request to the Sewer Inspector for follow up. A service request is created when the call is received. Once the spill has been cleaned up an email is sent to Operation Manager, Lead Inspector, and Office Administrator. The Office Administrator will create a work order in Lucity to track the spill and to schedule a follow-up CCTV inspection.

B. District Personnel Observation

District personnel conduct periodic inspections of sewer system facilities as part of their routine activities. Any identified issues are reported to the appropriate staff, who respond to emergency situations as needed. If a sewer overflow is determined to be caused by a blockage within a privately owned lateral, District personnel follow the Private Lateral Sewer Discharge (PLSD)

Response and Procedure outlined in Element 7. Work orders are created for both regular and emergency maintenance to ensure the proper functioning of the system.

C. Receipt of an Alarm from District lift stations, smart covers and Mission cover alarms.

D. City or Other Agency Observation or Contractor Observation

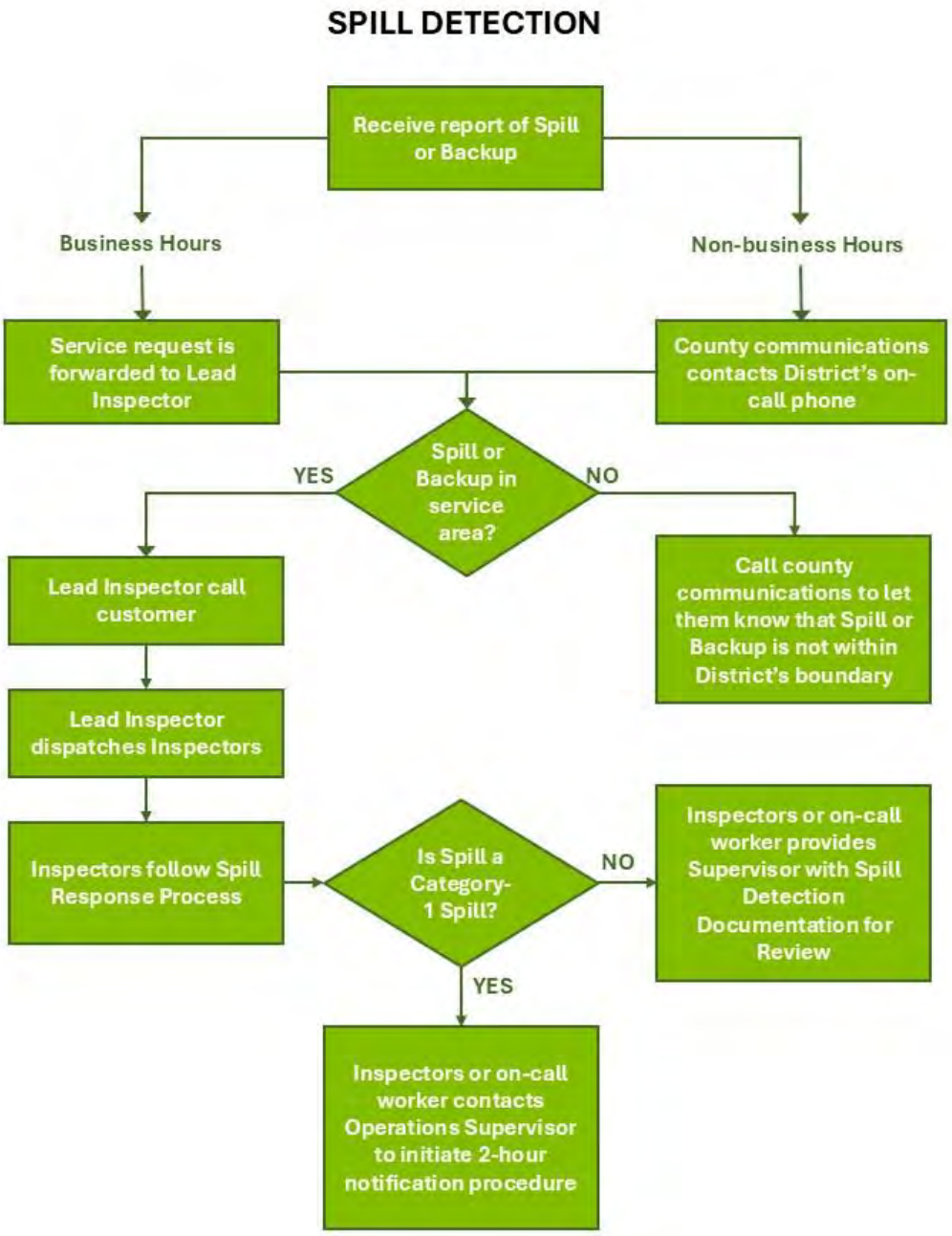


Figure 10: Spill Detection Flowchart

Spill Response

The Spill Emergency Response Plan is described in this section and the response steps to be taken are shown in the Spill Emergency Response Plan Flow Chart shown on Figure 11. All sanitary sewer system calls within the District boundary require a response to the reported location of the event to minimize or eliminate an overflow. The first responder must arrive at the site of the reported problem within 30 minutes during business hours and one hour after business hours and visually check for potential sewer stoppages or overflows.

A. Safety

The first responder is responsible for always following safety procedures. Special safety precautions must be observed when performing sewer work to protect and restore public health, environment, and property from sewage spill events. There may be times when the District personnel respond to a sewer system event, they are not familiar with potential safety hazards for that particular sewer task. In such cases, it would be appropriate to take the time to identify hazards, discuss safety issues, consider the order of work, and check safety equipment before starting the job.

B. Initial Response

All sanitary sewer system calls within the District boundary require a response to the reported location of the event to minimize or eliminate an overflow. The first responder must arrive at the site of the reported problem within 30 minutes during business hours and one hour after business hours and visually check for potential sewer stoppages or overflows.

It is the goal of the District to respond to a Spill within 30 minutes of the first call during regular business hours (Monday through Friday between 8:00 am and 5:00 pm), and within 60 minutes after hours and during weekends and holidays.

First Responder's (First Person at Spill site) Role is to:

- Identify and clearly assess the affected area and extent of spill and note arrival time at spill site.
- Establish perimeters and control zones with traffic cones, barricades, vehicles, or terrain.
- Document conditions upon arrival with photographs.
- Promptly notify the Authorized Representative in the event of a Category 1 Spill or when the spill appears to be large, in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed, and request additional resources (e.g. people, equipment, etc.)
- Contain and control the sewage discharged to the maximum extent possible.
- Make every effort to prevent the discharge of sewage into waterways.
- Restore the flow as soon as practicable and contact the caller for additional information.
- Depending on the situation, utilize the vactor truck, hydro truck, and/or spill response vehicle.

- Return the spilled sewage to the sewer system when possible.
- Restore the area to its original condition (or as close as possible).

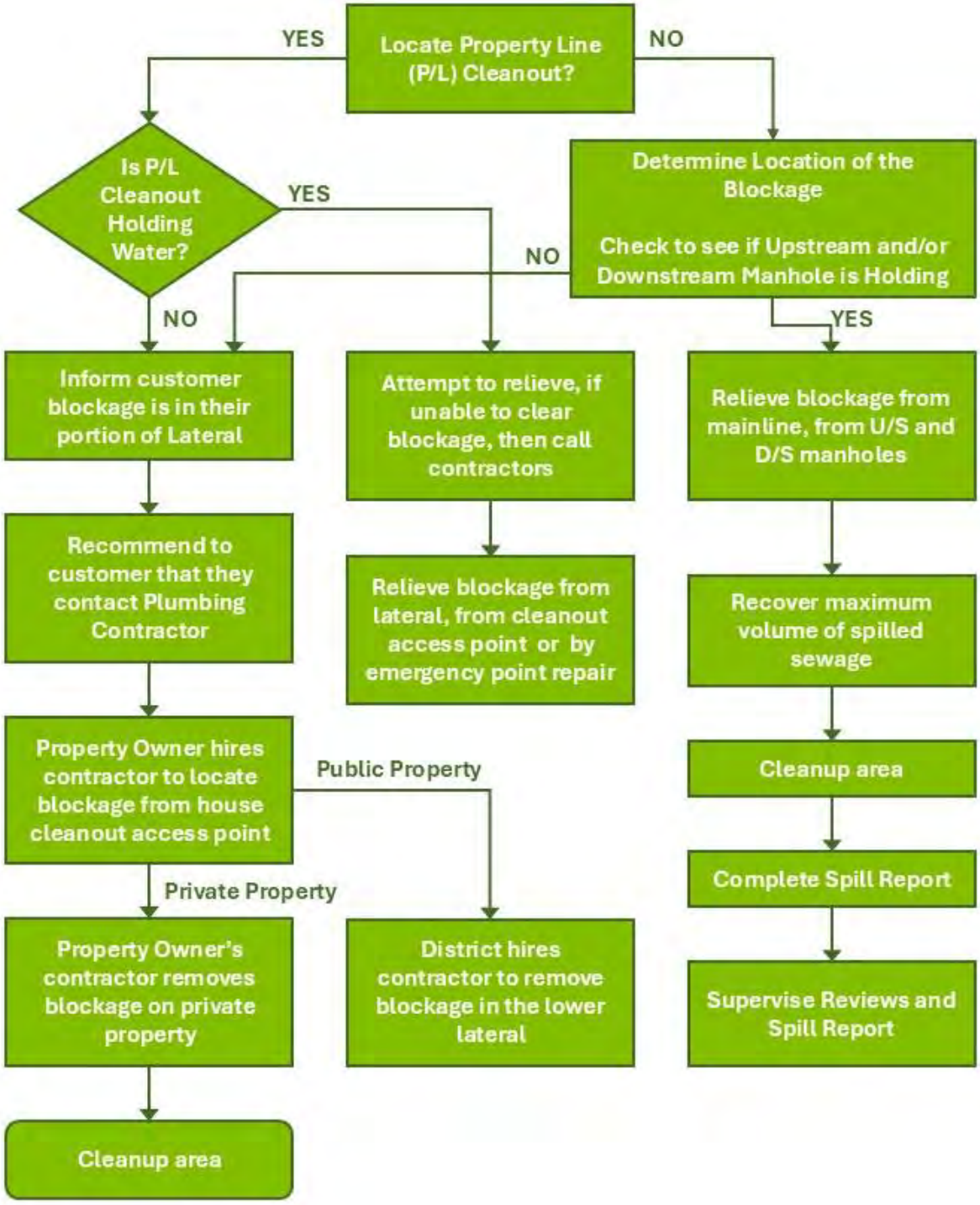


Figure 11: Spill Emergency Response Plan Flowchart

C. Containment of Spill

The priority for containment is determined not only by the volume of the spill but also by its location and proximity to waterways, storm drains, and sensitive areas such as schools, bus stops, grocery stores, and playgrounds.

Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is:

- Small Spills (less than 50 gallons) – proceed with clearing the blockage.
- Moderate spill where containment is anticipated to be simple (greater than 50 gallons to 999 gallons) – proceed with containment measures.
- Large spills where containment is anticipated to be difficult (greater than 1,000 gallons) – proceed with clearing the blockage, however, call for additional assistance after 15 minutes if unable to clear the blockage and implement containment measures.

The first responder should also attempt to contain as much of the spilled sewage using the following steps:

- Determine the immediate destination of the overflowing sewage.
- Plug storm drains using air plugs, sandbags, and/or plastic mats to contain the spill, whenever appropriate. If spilled sewage has made contact with the storm drainage system, attempt to contain the spilled sewage by plugging downstream storm drain facilities with sandbags.
- Contain/direct the spilled sewage using dike/dam or sandbags.
- Lift around the blockage/pipe failure.
- Note: The priority for containment is determined not only by the volume of the spill but also by its location and proximity to waterways, storm drains, and sensitive areas such as schools, bus stops, grocery stores, and playgrounds.

D. Restore Flow

Attempt to remove the blockage from the system and observe the flows to ensure that the blockage does not recur downstream.

If blockage cannot be cleared within a reasonable time (15 minutes), or the sewer facility requires construction repairs to restore flow, then initiate containment and/or bypass pumping. If assistance is required, immediately contact the Authorized Representative, other employees, contractors, and equipment suppliers.

E. Spill Volume Estimation

A variety of approaches exist for estimating the volume of a sanitary sewer spill. It should be noted that the person preparing the estimate should use the method most appropriate to the sewer overflow in question and use the best information available. Below are three commonly used methods:

1. Measured Volume – The volume of most spills that have been contained can be estimated using this method. The shape, dimensions, and the depth of the contained wastewater are needed. The shape and dimensions are used to calculate the area of the spills and the depth is used to calculate the volume.

   Step 1 Sketch the shape of the contained sewage.

   Step 2 Measure or pace off the dimensions.

   Step 3 Measure the depth at several locations and select an average.

   Step 4 Convert the dimensions, including depth, to feet.

   Step 5 Calculate the area in square feet using the following formulas:

   Rectangle: Area = length (feet) x width (feet)

   Circle: Area = diameter (feet) x diameter (feet) x 0.785

   Triangle: Area = base (feet) x height (feet) x 0.5

   Step 6 Multiply the area (square feet) times the depth (in feet) to obtain the volume in cubic feet.

   Step 7 Multiply the volume in cubic feet by 7.48 to convert to gallons.

2. Duration and Flow Rate – Calculating the volume of spills, where it is difficult or impossible to measure the area and depth, requires a different approach. In this method, separate estimates are made of the duration of the spill and the flow rate. The methods of estimating duration and flow rate are:

   Duration: The duration is the elapsed time from the time the spill started to the time that the flow was restored. Duration time for a Spill does not include the time required to perform cleaning efforts.

   Flow Rate: The flow rate is the average flow that left the sewage system during the time of the spill. The San Diego Manhole Flow Rate Chart is used to estimate the manhole overflow rate. Photographs showing the actual measurement should be taken to document the basis for the flow rate estimate.

   Figures 12 and 13 provide an examples of the District's Manhole Spill flow rate estimating methodology.

MANHOLE SPILL FLOW RATE ESTIMATION: MANHOLE PICK HOLE METHOD

Total Estimated Volume: Gallons

Detail Calculations:

Follow these steps to estimate spill from Manhole:

1. For spills exiting a manhole cover pick hole:
2. Determine the spill height – Measure the dimensions of the height of the spout above the manhole frame as shown in the Figure 2.

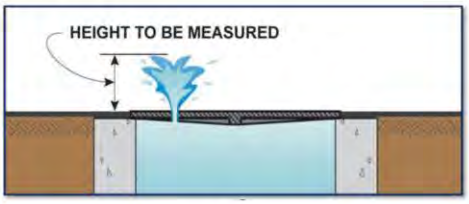


Figure 2: Spill Height Measurement on Manhole

3. Calculate Spill Volume Using Flow Rate Table 2 and the Spill Duration
4. Compute Spill Volume Using the following formula:

Table 2: Estimated Spill Flow Rate Exiting Manhole Pick Hole

Height of Spout Above Manhole Frame, H (inches)	Spill Flow Rate, Q (gpm)	Height of Spout Above Manhole Frame, H (inches)	Spill Flow Rate, Q (gpm)
1/8	1.0	5 1/8	6.2
1/4	1.4	5 1/4	6.3
3/8	1.7	5 3/8	6.3
1/2	1.9	5 1/2	6.4
5/8	2.2	5 5/8	6.5
3/4	2.4	5 3/4	6.6
7/8	2.6	5 7/8	6.6
1	2.7	6	6.7
1 1/8	2.9	6 1/8	6.8
1 1/4	3.1	6 1/4	6.8
1 3/8	3.2	6 3/8	6.9
1 1/2	3.4	6 1/2	7.0
1 5/8	3.5	6 5/8	7.0
1 3/4	3.6	6 3/4	7.1
1 7/8	3.7	6 7/8	7.2
2	3.9	7	7.2
2 1/8	4.0	7 1/8	7.3
2 1/4	4.1	7 1/4	7.4
2 3/8	4.2	7 3/8	7.4
2 1/2	4.3	7 1/2	7.5
2 5/8	4.4	7 5/8	7.6
2 3/4	4.5	7 3/4	7.6
2 7/8	4.6	7 7/8	7.7
3	4.7	8	7.7
3 1/8	4.8	8 1/8	7.8
3 1/4	4.9	8 1/4	7.9
3 3/8	5.0	8 3/8	7.9
3 1/2	5.1	8 1/2	8.0
3 5/8	5.2	8 5/8	8.0
3 3/4	5.3	8 3/4	8.1
3 7/8	5.4	8 7/8	8.1
4	5.5	9	8.2
4 1/8	5.6	9 1/8	8.3
4 1/4	5.6	9 1/4	8.3
4 3/8	5.7	9 3/8	8.4
4 1/2	5.8	9 1/2	8.4
4 5/8	5.9	9 5/8	8.5
4 3/4	6.0	9 3/4	8.5
4 7/8	6.0	9 7/8	8.6
5	6.1	10	8.7

Spill Volume $_{\text{mh pick hole}}$ (gal) = Flow Rate $_{\text{mh pick hole}}$ (gpm) x Spill Duration (min)

Figure 12: Manhole Spill Rate Estimation – Manhole Pick-hole Method

MANHOLE SPILL FLOW RATE ESTIMATION: MANHOLE COVERED METHOD

Total Estimated Volume: Gallons

Detail Calculations:

Estimate Spill Flow Using Pictures: Pictures presented below show varying flow rates of sewage spilling from a manhole. Estimate the spill rate by comparing the current manhole spill with the below pictures.

Estimating Sewer Flow Rates from Spilling Sewer Manholes[1]

5 gpm

25 gpm

50 gpm

100 gpm

150 gpm

200 gpm

225 gpm

250 gpm

275 gpm

[1] Sourced from City of San Diego Metropolitan Wastewater Department "Reference Sheet for Estimating Sewer Spills from Spilling Sewer Manholes" (April 1999).

Figure 13: Manhole Spill Rate Estimation – Manhole Covered Method

Spill Start Time

The start time is sometimes difficult to establish. Below are suggestions for determining spill start times:

- Nearby Witnesses: Witnesses can be used to establish a start time. Contact and interview the reporting party, nearby residents, business owners or any witnesses that may have observed the incident. Inquire as to their observations. Spills that occur in public right of way are usually observed and reported promptly. Spills that occur out of the public view can go on longer. Sometimes, observations like odors or sounds (e.g., water running in a normally dry creek bed) can be used to estimate the start time.
- Accounting for Flow Variations: It is important to remember that spills may not be continuous. Blockages are not usually complete (some flow continues). In this case the spill would occur during the peak flow periods (typically 10:00 to 12:00 and 13:00 to 16:00 each day). Spills that occur due to peak flows in excess of capacity will occur only during and for a short period after heavy rainfall.
- Spill Volume/Flow Rate: Start time can be calculated using estimated flow rate and estimated spill volume. The District personnel will use the San Diego Manhole Flow Rate Chart to estimate the flow rate and to estimate the spill volume using approved methodology (please see method 2 calculation above). The start time then is calculated by using both the estimated flow rate and the estimated spill volume.

Spill Stop Time

The stop time is usually much easier to establish. The stop time is determined when field crews confirm that the Spill has stopped. This typically is the time when the blockage has been removed.

Spill Volume Calculation Using Flow Rate: Once duration and flow rate have been estimated the volume of the spill is the product of the duration in hours or days and the flow rate in gallons per hour or gallons per day.

Example: Spill Start Time: 14:00

Spill End Time: 17:00

Spill Duration: 3 Hours

Flow Rate: 3.3 gallons per minute

Volume: 3.3 gallons per minute x 60 minutes per hour x 3 hours = 594 gallons

F. Estimating Recovery Volume of Spilled Sewage

The following method can be used, depending on the circumstances, for estimating recovered sewage volume:

1. Two Truck Sewage Recovery Method: The sewage recovery and cleanup process involves using domestic water to clean the affected area or storm pipelines. However, if water is

introduced during cleanup, the collected liquid in the tank will not accurately reflect the actual sewage spill volume.
This method utilizes two trucks: a hydro truck to supply domestic water for cleaning and a pump truck to collect wastewater. The total recovered volume consists of both cleanup water and sewage, which can be used to estimate the sewage spill volume. By subtracting the amount of cleanup water introduced from the total collected volume, the actual sewage spill amount can be determined.

- Water Quality Monitoring

  In accordance with subsection D.7(v) of the SSS WDRs, a water quality monitoring program to assess impacts from Spills to surface waters in which 50,000 gallons or greater are spilled into surface water shall include the following:

  1) Protocols for water quality monitoring shall include, at minimum, visual inspection, determination of volume of total spills and estimated volume entering the surface water, and/or spill travel time in the surface water where monitoring may not be possible due to safety concerns, access restrictions, etc.
  2) Within 48 hours, water quality sampling for, at a minimum, the following constituents:
     a) Ammonia
     b) Appropriate bacterial indicators per the applicable Basin Plan water quality objectives, which may include total and fecal coliform, enterococcus and E-coli.
  3) Water quality analysis shall be performed by an accredited or certified laboratory and instruments/devices used to implement the Spill Water Quality Monitoring Program shall be properly maintained and calibrated, as necessary, to ensure their continued accuracy.

- Water Quality Sampling and Testing
  Water quality sampling and testing is required when 50,000 gallons or greater are spilled to surface water to determine the extent and impact of the Spill. Water quality samples will be taken whenever adverse impacts to surface waters (i.e. fish kill) is visually observed, the sampling can be safely obtained from the impacted water body, and the act of sampling does not prevent the District from completing the necessary Spill response actions.
- Conduct water quality sampling within 48 hours after the initial Spill notification for Category 1 Spills in which 50,000 gallons or greater are spilled to surface waters. Water quality results are required to be uploaded into CIWQS in which 50,000 gallons or greater are spilled to surface waters.
- The following steps should be taken to collect water quality samples:
  1) Samples should be collected from upstream of the spill, from the spill area, and downstream of the spill if accessible.

2) Samples should be collected near the point of entry of the spilled sewage and 100 feet upstream and downstream of the spill area, if the spill is along the shore of stationary water bodies.
3) Label the samples with date, time, location, and sampler's initials
4) Keep the bacteriological samples under ice (cold packs) until transferred to the laboratory's process refrigerator (use a cooler).

- The City of San Jose Environmental Services Department laboratory will analyze the sample to determine the nature and extent of impact from the discharge. An additional sample will be taken to determine if posting of warning signs should be discontinued. The basic analyses should include pH, temperature, total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved oxygen, and ammonia nitrogen.

In addition to the above, effective August 28, 2013, the District will take water quality sampling and testing whenever it is estimated that an Spill of fifty (50) gallons or more enters surface waters. The District will collect and test samples from three (3) locations: the point of discharge, upstream of the point of discharge, and downstream of the point of discharge. Constituents tested for shall include ammonia, fecal coliform, E-coli, total coliform, dissolved oxygen, and BOD.

G. Clean Up

The recovery and clean up phase begin when the flow has been restored, and the spilled sewage has been contained to the extent possible. Clean up procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with a Spill event. The procedures described are for dry weather conditions. The contractor under the direction of the District Inspector shall follow the following guidelines:

- Hard Surface Areas
  - Collect all signs of sewage solids and sewage related material either by hand or with the use of rakes and brooms.
  - Wash down the affected area with domestic water until the water runs clear. They should take all reasonable steps to contain and vacuum up the wastewater which should be returned to the sanitary sewer system.
  - Clean all areas that were contaminated from the overflow using domestic water.
  - Document the volume of water that was employed to wash down and clean the spill area.
  - Allow the area to dry and repeat as necessary.
- Landscaped and Unimproved Natural Vegetation
  - Collect all signs of sewage solids and sewage related material either by hand or with the use of rakes and brooms.
  - Wash down the affected area. The flushing volume should be approximately three times the estimated volume of the sewer spill.
  - Either contain or vacuum up the wash water so that none is released.

- Allow the area to dry and repeat as necessary.
- Natural Waterways
  - The California Department of Fish and Wildlife (CDFW) should be notified in the event a Spill impacts any creeks or natural waterways. CDFW will provide the professional guidance needed to effectively clean up spills that occur in these sensitive environments. Contact CDFW at:
    (707) 718-6217 Lt. Kyle Hiatt Kyle.hiatt@wildlife.ca.gov
    If there is no immediate response, follow up with Cal EMA and request CDFW call back.
  - Clean up should proceed quickly to minimize negative impact. Take photos after cleaning up.
- Wet Weather Modifications
  - Omit flushing and sampling during storm events wherein flushing and sampling may be impractical and unsafe as well as providing meaningless results.
- Follow-Up Activities
  - If sewage has reached the storm drain system, the pump truck should be used to vacuum/lift out the catch basin and any other portion of the storm drain that may contain sewage. The District Inspectors may require the contractor to use a pump truck and a vactor truck with the pump truck at a downstream storm drain manhole. The hydro truck, filled with domestic water, would be at the upstream storm drain manhole or inlet where fresh domestic water is introduced.
  - In the event that an overflow occurs at night, the location should be re-inspected first thing the following day. The inspector should look for any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Private Lateral Spill Response

If a sanitary sewer overflow occurs due to a blockage or defect within the privately owned sewer lateral connected to the enrollee's sanitary sewer system, it is categorized as a Private Lateral Sewer Discharge (PLSD). Upon arriving on site, the District representative shall contact the property owner and notify them that the spill must be cleaned up. The District's sub-contractors can provide lateral cleaning services but the homeowner is responsible for the invoice. The homeowner has the right to refuse our services and hire their own plumbing service.

If the homeowner is not present, the District shall clean up spill and bill the homeowner for the cleaning. The District representative remains on site throughout the cleanup of the spill. The enrollee is encouraged to provide notification to Cal-OES per section C (External Spill Reporting Procedures) above when a PLSD greater than or equal to 1,000 gallons has or may result in a discharge to surface water.

For any PLSD greater than or equal to 1,000 gallons regardless of the spill destination, the enrollee is encouraged to file a spill report as required by Health and Safety Code section 5410 et. Eq and Water Code section 13271 or notify the responsible party that notification and reporting should be completed as specified above and required by State law.

If the problem is in a private sewer lateral and the flow has entered public right of way, then the first responder should:

- Request the resident to cease activities that are causing continuation of the sewer spill (e.g., flushing toilets, washing laundry, etc.)
- Request the resident to call a plumber to correct the problem with their lateral and stand by until the plumber arrives.
- Contain any spilled sewage that has entered the public right of way and return it to the sanitary sewer system.

Lift Station Failure Response

Shown on Figure 14 is the Lift Station Failure Response flowchart.

Root Cause Analysis (Failure Analysis Investigation)

The objective of the spill root cause investigation is to determine the "primary cause" of the spill and to identify corrective actions needed that will reduce or eliminate future potential for the spill to recur. Every spill event is an opportunity to evaluate the response and reporting procedures. Each overflow event is unique, with its own elements and challenges including volume, cause, location, terrain, and other parameters. The investigation should include:

- Reviewing and completing the Spill Report.
- Reviewing past maintenance records.
- Reviewing available photographs.
- Viewing a CCTV inspection video to determine the condition of the line segment immediately following the Spill and reviewing the inspection reports and logs.
- Reviewing input from the District personnel who responded to the spill.

A. Post Spill Event Debrief

   All relevant participants meet weekly to review the procedures used and to discuss what worked and where improvements could be made in responding to and mitigating future spill events. The results of the debriefing should be recorded and tracked to ensure the action items are completed.

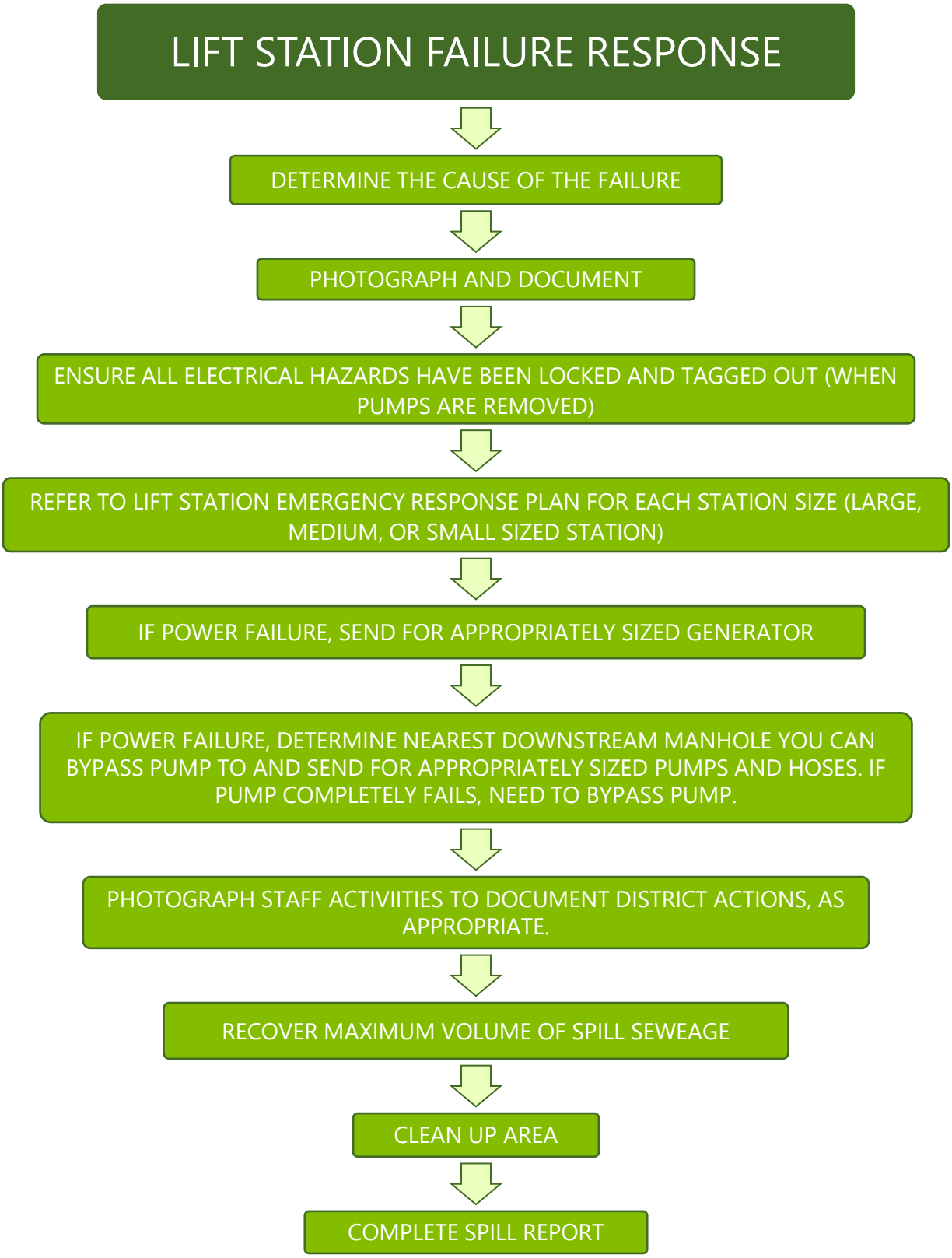


Figure 14: Lift Station Failure Response Flowchart

Spill Notification, Monitoring, & Reporting Investigation

A. Public Notification

The District maintains a website https://www.cupertinosanitarydistrict.org/ to inform the public about its activities. Typical information available on the website includes general information about the District's regulations, ordinances and codes, permit forms, the District's collection system, link to CA media coverage related to COVID-19, The website also serves to update the public on the District's construction projects or as a tool to convey any late breaking news.

Door Hangers: Door hangers and letters are distributes to sanitary sewer customers in areas that will be impacted by the District's construction projects. Homeowners are normally provided with an opportunity to coordinate replacement of their private service lateral when the District is replacing the corresponding public section of the lateral.

Direct Mail: the District regularly uses letters to notify it residents of important construction projects, meetings and other community considerations.

Post "Raw Sewage Spill" signs and place barricade/cones with caution tape to keep vehicles and pedestrians away from contact with spilled sewage. Do not remove the signs until directed by the Santa Clara County Health Department.

Creeks and streams that have been contaminated by a Spill will have signs posted at visible access locations until the risk of contamination has subsided to acceptable levels.

Warning signs, once posted, will be inspected every day to ensure that they are still in place.

Major spills may warrant broader public notice. The District Manager-Engineer will authorize contact with local media when significant areas may have been contaminated by sewage.

B. Spill Documentation and Reporting

Reporting and documentation requirements vary based on the type of Spill. See Spill categories that are described in the Definitions section of this plan.

Internal Spill Reporting Procedures

Internal Reporting Category 1 or 2 Spills

1. The first responder will, immediately following the spill event, notify the Authorized Representative.
2. The first responder will fill out the Spill Report Form and make the report available to the Authorized Representative. The Authorized Representative will meet with the District inspector at the site of the Spill event to assess the situation and to document the conditions with photos immediately after the Spill event.
3. In the event of a Category 1 or 2 Spill or an overflow in a sensitive area, the Authorized Representative will notify the District Manager-Engineer accordingly.

Internal Reporting Category 3 or 4 Spills

1. The first responder will notify the Authorized Representative immediately after confirming the Spill event.
2. The first responder will fill out the Spill Report Form and make the report available to the Authorized Representative.

1. *Draft Spill Report for Category 1 Spills*

Within three (3) business days of the Enrollee's knowledge of a Category 1 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
   - If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
11. Description and photographs of all discharge point(s) into the surface water;
12. Estimated spill volume that discharged to surface waters; and
13. Estimated total spill volume recovered

2. *Draft Spill Report for Category 2 Spills*

Within three (3) business days of the Enrollee's knowledge of a Category 2 spill, the Enrollee shall submit a Draft Spill Report to the online CIWQS Sanitary Sewer System Database.

The Draft Spill Report must, at minimum, include the following items:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Date and time the Enrollee notified the California Office of Emergency Services, and the assigned control number;
7. Description, photographs, and GPS coordinates of the system location where the spill originated;
   If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;
8. Estimated total spill volume exiting the system;
9. Description and photographs of the extent of the spill and spill boundaries;
10. Did the spill reach a drainage conveyance system? If Yes:
    - Description of the drainage conveyance system transporting the spill;
    - Photographs of the drainage conveyance system entry location(s);
    - Estimated spill volume fully recovered from the drainage conveyance system;
    - Estimated spill volume remaining within the drainage conveyance system;
    - Estimated spill volume discharged to a groundwater infiltration basin or facility, if applicable; and
    - Estimated total spill volume recovered.

3. Draft Spill Report for Category 3 Spills

The Enrollee shall report and certify all Category 3 spills to the online CIWQS Sanitary Sewer System Database within 30 calendar days after the end of the month in which the spills occurred. (For example, all Category 3 spills occurring in the month of February shall be reported and certified by March 31th). After the Legally Responsible Official certifies the spills, the online CIWQS Sanitary Sewer System Database will issue a spill event identification number for each spill.

The monthly reporting of all Category 3 spills must include the following items for each spill:

1. Contact information: Name and telephone number of Enrollee contact person to respond to spill-specific questions;
2. Spill location name;
3. Date and time the Enrollee was notified of, or self-discovered, the spill;
4. Operator arrival time;
5. Estimated spill start date and time;
6. Description, photographs, and GPS coordinates where the spill originated:

- If a single spill event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the spill appearance point explanation field;

7. Estimated total spill volume exiting the system;
8. Description and photographs of the extent of the spill and spill boundaries;
9. Did the spill reach a drainage conveyance system? If Yes:
   - Description of the drainage conveyance system transporting the spill;
   - Photographs of the drainage conveyance system entry locations(s);
   - Estimated spill volume fully recovered from the drainage conveyance system; and
   - Estimated spill volume discharged to a groundwater infiltration basis or facility, if applicable.
10. Estimated total spill volume recovered;
11. Description of the spill event destination(s), including GPS coordinates, if available, that represent the full spread and reaches of the spill;
12. Spill end date and time;
13. Description of how the spill volume estimations were calculated, including, at minimum:
    - The methodology and type of data relied upon, including supervisory control and data acquisition (SCADA) records, flow monitoring or other telemetry information used to estimate the volume of the spill discharged, and the volume of the spill recovered (if any volume of the spill was recovered), and
    - The methodology and type of data relied upon to estimate the spill start time, on-going spill rate at time of arrival (if applicable), and the spill end time;
14. Spill cause(s) (for example, root intrusion, grease deposition, etc.);
15. System failure location (for example, main sewer, sewer lateral, etc.);
16. Description of the pipe/infrastructure material, and estimated age of the pipe/infrastructure material, at the failure location;
17. Description of the impact of the spill;
18. Whether or not the spill was associated with a storm event;
19. Description of spill response activities including description of immediate spill containment and cleanup efforts;
20. Description of spill corrective actions, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the spill, and a schedule of the major milestones for those steps; including, at minimum:
    - Local regulatory enforcement action taken against an illicit discharge in response to this spill, as applicable, and
    - Identifiable system modifications, and operation and maintenance program modifications needed to prevent repeated spill occurrences at the same spill event location, including:
      - Adjusted schedule/method of preventive maintenance,
      - Planned rehabilitation or replacement of sanitary sewer asset,
      - Inspected, repaired asset(s), or replaced defective asset(s),

- Capital improvements,
- Documentation verifying immediately implemented system modifications and operating/maintenance modifications,
- Description of spill response activities,
- Spill response completion date, and
- Ongoing investigation efforts, and expected completion date of investigation to determine the full cause of spill;

21. Detailed narrative of investigation and investigation findings of cause of spill.

4. Draft Spill Report for Category 4 Spills

The Enrollee shall report and certify the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, within 30 calendar days after the end of the month in which the spills occurred.

C. External Spill Notification and Reporting Procedures

The California Integrated Water Quality System (CIWQS) electronic reporting system will be used for reporting Spill information to the SWRCB when required. If there are no Spills during the calendar month, the Legally Responsible Officer will certify a no-spill report. The LRO will add a "to do task item" on his/her calendar as a reminder to submit timely No Spill Certification.

If CIWQS is unavailable, the Authorized Representative will forward all required information to the Region 2 Water Quality Control Board (RWQCB) office in accordance with the time schedules identified above. In such an event, the District will submit the appropriate reports using CIWQS as soon as practical.

External Notification Category 1 or 2 Spills

1. Within two hours of becoming aware of any Category 1 Spill greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it probably will be discharged to surface water, notify the California Office of Emergency Services (Cal OES, (800) 852-7550) and obtain a notification control number. The District will also notify the Santa Clara County Department of Environmental Health of the Category 1 Spill event within this time period.
   The District shall provide updates to Cal OES regarding substantial changes to estimated volume of untreated or partially treated sewage discharged and any known change to impact.
2. Within three business days of being notified of the Category 1 or 2 spill event, the LRO or Authorized Representative will submit the draft Spill report using CIWQS.
3. Within 15 calendar days of the Spill end date, the LRO will certify the final report using CIWQS after it is reviewed for accuracy by the First Responder and Authorized Representative. The LRO will update the certified report as new or changed information becomes available. The updates can be submitted at any time and must be certified.

External Reporting Category 3 Spills

Within 30 calendar days of the end of the month in which the Spill occurred, the Authorized Representative will certify the electronic report in CIWQS. The report will include the information to meet the WDR requirements.

External Reporting Private Lateral Sewage Discharges

The LRO may report private lateral Spill using CIWQS and specify that the sewage discharge occurred and was caused by a private lateral and identify the responsible party, if known.

D. Internal Spill Documentation

Category 1 and 2 Spills

The following steps are taken to document both Categories 1 and 2 Spills for internal documentation:

- The first responder will complete the Sanitary Sewer Overflow Report Form and provide copies to the Authorized Representative.
- The Authorized Representative will prepare a file for each individual Spill. The file should include the following information:
  - Initial service call information
  - Sanitary Sewer Overflow Report form
  - Copies of the CIWQS report forms
  - Volume estimates
  - Weekly Spill meetings

E. External Spill Record Keeping Requirements

The WDR requires that individual Spill records be maintained by the District for a minimum of 5 years from the date of the Spill. This period may be extended when requested by the Regional Water Board Executive Officer. All records shall be made available for review upon the State or Regional Water Board staff's request. Records shall be retained for all Spills, including but not limited to the following when applicable:

- Copy of Certified CIWQS report(s);
- All original recordings for continuous monitoring instrumentation;
- Service call records and complaint logs of calls received by the District;
- Spill calls;
- Steps that have been and will be taken to prevent the Spill from recurring and a schedule to implement those steps;
- A list and description of complaints from customers or others are entered into the District's database, Lucity;
- Maintenance records from the past five years related to responses and investigations of system issues concerning spills are documented in the District's database, Lucity.

- Work orders documenting completed tasks associated with responses and investigations of system problems related to spills are documented in the District's database, Lucity.

If the Spill water samples are taken for water quality results, the records of monitoring information shall include the following:

- The date, exact place, and time of sampling or measurements;
- The individual(s) who performed the sampling or measurement;
- The date(s) analyses were performed;
- The individual(s) who performed the analyses;
- The analytical technique or method used; and
- The result of such analyses.

F. Other Reporting/Spill Record Keeping Requirements

- Spill Technical Report shall be submitted within 45 calendar days after the end date of any Category 1 Spill in which 50,000 gallons or greater are spilled to surface waters.
- "No Spill" certification shall be completed within 30 calendar days of the end of the month.
- The Annual Report shall be updated and certified every 12 months.

G. Summary of Notification, Monitoring and Reporting Requirements

This section provides a summary of notification, monitoring and reporting requirements, by spill category, and for Enrollee-owned and/or operated laterals as required in Attachment E1 of this General Order, for quick reference purposes only. Shown on Tables 7, 8, 9, and 10 are summaries of the notification, monitoring and reporting requirements for Category 1, 2, 3, and 4 spills respectively.

Table 7. Spill Category 1: Spills to Surface Waters

Spill Requirement	Due
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 1 spill of 1,000 gallons or greater, discharging or threatening to discharge to surface waters: Notify the California Office of Emergency Services and obtain a notification control number.
Monitoring	• Conduct spill-specific monitoring; • Conduct water quality sampling of the receiving water within **18 hours** of initial knowledge of spill of 50,000 gallons or greater to surface waters.
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; • Submit Technical Report **within 45 calendar days** after the spill end date for a Category 1 spill in which **50,000 gallons or greater** discharged to surface waters; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.

Table 8. Spill Category 2: Spills of 1,000 Gallons or Greater That Do Not Discharge to Surface Waters

Spill Requirements	Due
Notification	**Within two (2) hours** of the Enrollee's knowledge of a Category 2 spill of 1,000 gallons or greater, discharging or threatening to discharge to waters of the State: Notify California Office of Emergency Services and obtain a notification control number.
Monitoring	Conduct spill-specific monitoring.
Reporting	• Submit Draft Spill Report **within three (3) business days** of the Enrollee's knowledge of the spill; • Submit Certified Spill Report **within 15 calendar days** of the spill end date; and • Submit Amended Spill Report **within 90 calendar days** after the spill end date.

Table 9. Spill Category 3: Spills of Equal or Greater than 50 Gallons and Less than 1,000 Gallons

Spill Requirements	Due
Notification	Not Applicable
Monitoring	Conduct spill-specific monitoring.
Reporting	• Submit monthly Certified Spill Report to the online CIWQS Sanitary Sewer System Database within **30 calendars days** after the end of the month in which the spills occur; and • Submit Amended Spill Reports **within 90 calendar days** after the Certified Spill Report due date.

Table 10. Spill Category 4: Spills Less Than 50 Gallons That Do Not Discharge to Surface Waters

Spill Requirements	Due
Notification	Not Applicable
Monitoring	Conduct spill-specific monitoring.
Reporting	• If, during any calendar month, Category 4 spills occur, certify monthly, the estimated total spill volume exiting the sanitary sewer system, and the total number of all Category 4 spills into the online CIWQS Sanitary Sewer System Database, within 30 days after the end of the calendar month in which the spills occurred. • Upload and certify a report, in an acceptable digital format, of all Category 4 spills to the online CIWQS Sanitary Sewer System Database, by February 1st after the end of the calendar year in which the spills occur.

Resources

A. District Staff

B. Subcontractors

C. City of Cupertino and City of Saratoga Storm Drain Staff

City of Cupertino

For non-urgent referrals for us to follow up, please email to environmental@cupertino.org
For urgent/active spills or situations Monday-Friday during normal working hours:
Manny 408-472-9907 or Alex 408-655-8685.
If unable to reach either, email environmental@cupertino.org.
For after-hours/weekends/holidays urgent or active spills:
County Communications 408-299-2507.

City of Saratoga

Poh Yee MS, PE, CBO, QSD, QSP
Construction Engineer
City of Saratoga | Public Works Department
13777 Fruitvale Avenue | Saratoga, CA 95070
(408) 868-1224 | pyee@saratoga.ca.us
Or
Rick Torres
rtorres@saratoga.ca.us

D. Equipment

The District maintains or can access specialized equipment that is required to support this Overflow Emergency Response Plan (OERP) including:

- Closed Circuit Television (CCTV) Inspection Unit
  - CCTV Inspection Unit is required to determine the primary cause for all Spills from gravity sewers.
- Camera
  - A digital, disposable, or cell phone camera is required to record the conditions upon arrival, during clean up, and upon departure.
- Portable Generators, Portable Pumps, Piping, and Hoses
  - Portable generators, pumps, piping, and hoses are needed to lift around failed sewers mains.

Spill Response Training

A. Initial and Annual Refresher Training
All the District personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow will receive training before they are placed in a position where they may have to respond. Current employees will receive annual refresher training or as needed on this plan and the procedures to be followed.

B. Spill Response Drills
Periodic training drills will be held to ensure that employees are up to date on the procedures, the equipment is in working condition, and the required materials are readily available. The training drill should cover scenarios typically observed during sewer related emergencies (e.g., mainline blockage, mainline failure, and lateral blockage). The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

C. Spill Training Record Keeping
To ensure spill response personnel are well-prepared for emergency situations, the District provides Spill and Backup Response Training. New employees participate in a shadowing program where they accompany experienced staff members when responding to backup calls during work hours. Additionally, all personnel receive copies of Standard Operating

Procedures (SOPs) for operations and maintenance tasks to ensure adherence to best practices.

D. *DKF Spill Response Training*
Spill response training for Spill Response Personnel, Data Submitters, and LROs is listed under Element 4.3.

ELEMENT 7 – SEWER PIPE BLOCKAGE CONTROL PROGRAM

Requirements

The Sewer System Management Plan must include procedures for the evaluation of the Enrollee's service area to determine whether a sewer pipe blockage control program is needed to control fats, oils, grease, rags, and debris. If the Enrollee determines that a program is not needed, the Enrollee shall provide justification in its Plan for why a program is not needed. The procedures must include, at minimum:

BLOCKAGE CONTROL PROGRAM

- *Provide a description of the pipe blockage control program that addresses the system's most common blockage-causing defects, such as roots, grease, wipes, etc.*

SOURCE CONTROL

- *Legal Authority - The legal authority prohibits discharges to the system and identifies measures to prevent spills and blockages. Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the fats, oils, and grease ordinance.*
- *Design and Construction Standards - Requirements to install grease removal devices (such as traps or interceptors), design standards for the removal devices, maintenance requirements.*
- *Evaluating and Permitting Grease Removal Devices*
- *Inspection, Monitoring and Enforcement*
- *Kitchen Best Management Practices*

PEVENTIVE MAINTENANCE

- *Provide a description of the root control and FOG control programs*
- *Description of Higher-frequency inspections and maintenance of known problem areas, including areas with tree root problems;*
- *An identification of sanitary sewer system sections subject to fats, oils, and grease blockages and establishment of a cleaning schedule for each section; and*
- *Preventive maintenance (including cleaning, root grinding, and fats, oils, and grease control) and source control measures. Describe maintenance of known problem areas including areas with tree root problems*
- *A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area.*

- *The data collection system must document data from system inspection and maintenance activities, including system areas/components prone to root-intrusion potentially resulting in system backup and/or failure.*
- *Recordkeeping - recordkeeping and reporting requirements*

EDUCATION AND PUBLIC OUTREACH

- *An implementation plan and schedule for a public education and outreach program that promotes proper disposal of pipe blocking substances*

Compliance

Pipe Blockage Control Program

The District implemented a FOG program in October 2017, and the Blockage Control program was developed in the spring of 2025 and implemented in July 2025. The District inspectors work closely with contractor cleaning crews and staff to identify "hot spot" areas and schedule those areas for more frequent sewer cleaning service and surveillance. Hot spots are areas where our CCTV crews have recorded defects that are coded as Fats, Oils, and Grease (FOG), roots, disposable wipes, feminine products, and structural defect issues causing sediment to sit and harden which can lead to backup calls that impact the normal flow of sewage in the system. Facilities in "hot spots" are also evaluated to determine if possible defects in the sewer pipes are contributing to the blockages in the pipes. The mainline maintenance hot spot locations are shown on Figure 15.

Source Control

Legal Authority

1. The California Government Code

   https://leginfo.legislature.ca.gov/faces/codes.xhtml

2. Cupertino Sanitary District Operation Code

   https://www.cupertinosanitarydistrict.org/

Cupertino Sanitary District Operation Code adopted in 2025, and as amended, hereinafter "Code", which establishes the District's legal authority to regulate domestic, commercial and industrial discharges to the sanitary sewer system. The sections included here describe the District's ability to regulate the discharge of substances that can cause or contribute to blockages of the sanitary sewer system. A full copy of the District Code is available at the District Office and on its website.

Evaluating and Permitting

The District staff determine the sizing requirements for all Grease Removal Devices (GRDs). The District has requested the city Building Departments to include the District in the review of plans for facilities with food service equipment. The plans are reviewed and a permit form with requirements are sent to the restaurant representative, and the requirement for grease removal devices (GRD) is

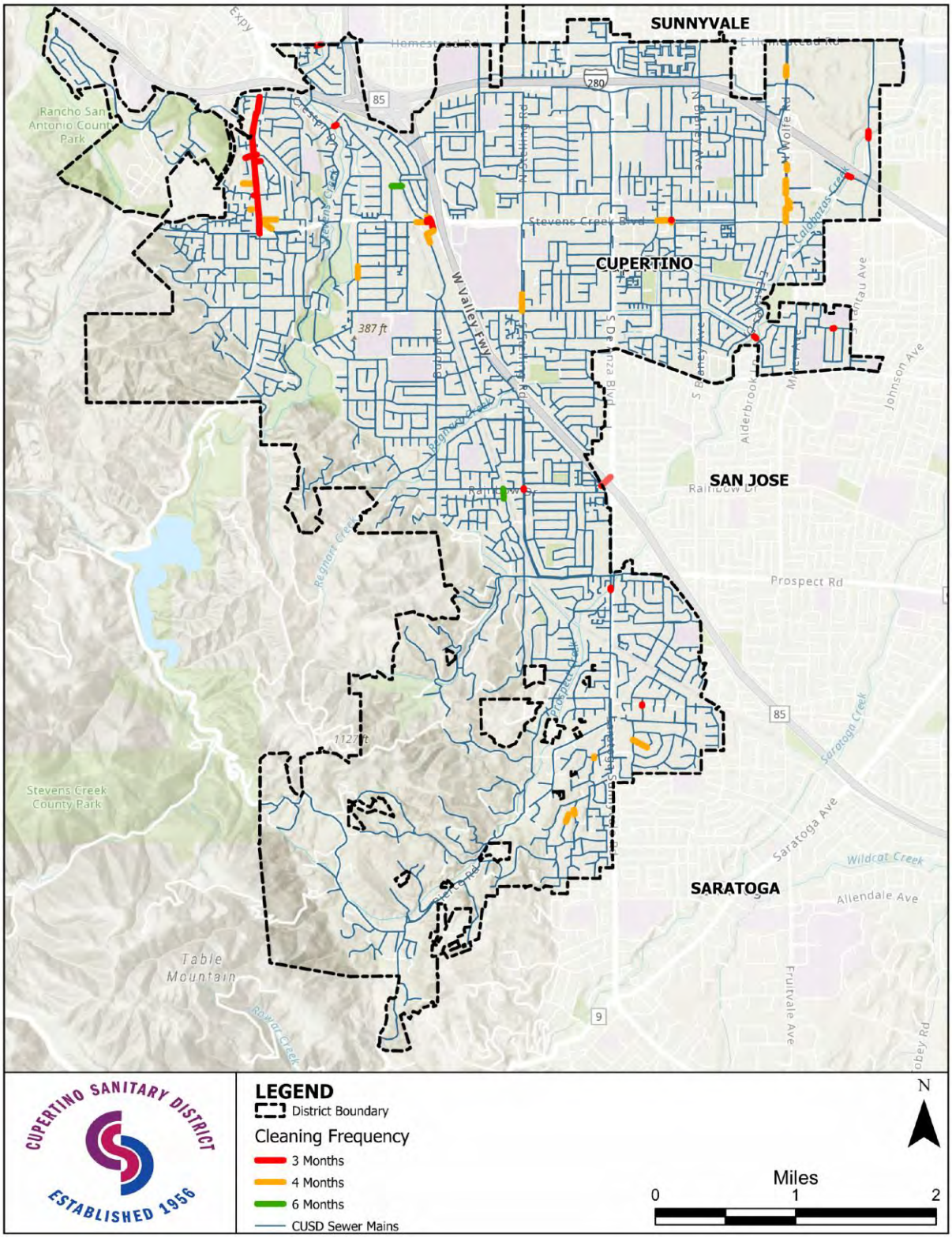


Figure 15: District Mainline Maintenance Hot Spot Locations

determined. The District will not approve tenant improvement plans without reviewing comments and requirements. The District developed procedures for plan check as part of the FOG & Trash Enclosure Policy and Guidelines document which was adopted in Ordinance 120.

Design and Construction Standards

The plan review process involves evaluating the fixtures that are required to connect to the GRD, sizing the GRD based on the fixtures, requiring the applicant to update their plans to reflect the required GRD, as well as any applicable review and inspection fees. This information is sent to the applicant via ProjectDox, an online portal managed by the City of Cupertino Building Department.

The size and type of pretreatment device required is determined based upon the facility's potential for discharging grease in the wastewater. The sizing is based number of meals per peak hour, waste flow rate condition, the number of plumbing fixtures and sizes, and the facilities hours of operation. Size requirements range from a small grease trap beneath the pot sink to a large in-ground grease interceptor.

Approved grease trap sizes are 40, 50, 70, and 100 pounds. Grease interceptors must be a minimum of 500 gallons. The District does not permit the use of Power-Operated Grease Removal Devices, Chemicals, Enzymes or Bacteria.

Inspection, Monitoring and Enforcement

The District staff inspect all restaurants and other food facilities on an annual basis. Their initial inspection includes determining if the restaurant generates grease, if there is a GRD in place, and reviewing the cleaning records/manifests for the GRD, as well as practices used to clean floor mats, vent hoods, and outside areas.

Enforcement actions are taken against any restaurant that does not clean their GRD at the minimum set frequency (monthly for grease traps and quarterly for grease interceptors) or keep three years of cleaning records. Facilities generating grease are reinspected periodically (every one to three years), depending on the number of areas of concern observed during the inspection. Follow up inspections are scheduled 15 days after the first inspection to make sure the action that caused them to fail the initial inspection has been corrected. If their GCD is found to have heavy grease, more than 25% build up, a follow up inspection is scheduled within one week to ensure the device has been cleaned.

Best Management Practices (BMP) are distributed to restaurant operators during the inspections, as appropriate, including kitchen practices to minimize the discharge of grease into the sewer system, maintenance tips for grease traps and interceptors, and record keeping requirements. If a facility is not in compliance with the above requirements, the District staff send Notice of Violation correspondence to the restaurant representatives. In the event that there is no action taken on these Notice of Violations, the violation is escalated to a fine.

Preventive Maintenance

Root and FOG Control Program

The District inspectors work closely with contractor cleaning crews and staff to focus on "hot spot" locations and track those areas, for more frequent sewer cleaning service and surveillance. Preventive maintenance procedures are applied in these areas to reduce the risk of them leading to more significant backups in the system which eventually become main line stoppages that increase the risk of spills.

Preventive maintenance measures for the control of roots are described below:

- Established neighborhoods and pipe segments located within easements with a history of root intrusion are maintained with a high-pressure rodding machine with one of the following nozzles: Chisel, pipe wolf, root cutter, or warthog.
- Roots can also be removed using cutters that are connected to a sewer rodding machine. When there is a blockage we use the following nozzles: Chisel, pipe wolf, root cutter, or warthog. If there are still roots in a given section or lower lateral that cannot be removed remotely the District can excavate and remove the roots from the lower lateral or mainline.

Pipeline assessment and history analysis will determine the frequency of the maintenance for these lines.

Facilities in "hot spots" where grease buildup has been observed are evaluated to determine if a possible plumbing connection or hydraulic loading of their GRDs might be contributing to the problems of that area. Facilities that have inadequate grease removal devices have been required to install adequately sized GRDs to come into compliance with the District's FOG Ordinance.

The District conducts video inspection of known problems areas in mainlines to help determine which pipe segments and restaurants nearby are the largest contributors and dischargers. The information collected is provided to FOG program personnel for further follow up for enforcement actions when warranted. District Inspectors respond to reports from staff or other sources that a grease blockage or unusual build-up of grease has taken place in the sanitary sewer mainlines. Referrals for Watershed Protection investigations are commonly based on the following reasons:

- Excessive grease build-up
- Odor complaints
- Request for service
- Blockages due to grease
- Excessive grease evident during preventive maintenance
- Reduced flow
- Video inspection identifies excessive grease
- Litigation

The service area upstream of the grease build-up is evaluated for potential sources, and inspections of those sources are performed. The presence and size of GRD are looked at, and GRD cleaning and maintenance records are reviewed. Enforcement action is taken against establishments determined to be causing grease blockages in the sanitary sewer, and additional requirements for cleaning or installation of GRD can be imposed.

Sewers with a history of repeated calls for grease stoppages are cleaned and televised at a frequency that is intended to prevent repeat stoppages or spills. The District works closely with the County of Santa Clara Environmental Health Department and Environmental Programs Specialist in the implementation of the Fats, Oils, and Grease (FOG) reduction program by educating food establishments on Best Management Practices.

Table 11 provides the summary of the length of mainlines in feet and number of laterals cleaned in the last two years and in 2025 as part of mainline and lateral maintenance program.

Table 12 provides the number of FOG inspections completed in the last two years and in 2025 as part of mainline and lateral maintenance program.

Table 11. Length of Mainlines and Number of Laterals Cleaned in the Last 3 Years

Maintenance Year	Length of Mainlines (Feet)	Number of Laterals (Count)
2023	1,740,617	6353
2024	1,330,751	5279
2025	363,050	884

Table 12. Number of FOG Inspections in the Last 3 Years

Year	Number of FOG Inspections Performed (Count)
2023	528
2024	559
2025	169

Education and Public Outreach

A number of outreach pieces are available to distribute information about FOG issues both in future Annual Reports and on an as needed basis. Grease Management Best Management Practices fact sheets: Grease Trap Maintenance, Grease Interceptor Maintenance, Maintenance Documentation, Power-Operated Grease Removal Devices, Chemicals, Enzymes and Bacteria, Vapor/Ventilation Hood Cleaning, and a poster – Managing Fats, Oils, & Grease, ("It's Easier Than You Think") are available to inspectors and plan check staff to distribute to restaurant owners and operators.

Outreach to all facilities in Cupertino, and Saratoga has been conducted to ensure that the business owner clearly understand the District's requirement for the need of compliance of all FSE with Cupertino Sanitary District FOG Ordinance in Cupertino service areas.

Wipes are a significant cause of blockages in the sewer system. Locations where there are a significant number of wipes and a history of blockages are eligible for targeted outreach using door hangers and other materials. Outreach has been created in languages other than English to better reach the diverse customers in the District's service area and make our regulation more useful and easier to understand.

ELEMENT 8 – SYSTEM EVALUATION & CAPACITY ASSURANCE PLAN

Requirements

"The Plan must include procedures and activities for

- *Routine evaluation and assessment of system conditions,*
- *Capacity assessment and design criteria.*
- *Prioritization of corrective actions.*
- *Capital improvement plan."*

8.1 System Evaluation & Condition Assessment

Requirements

The Plan must include procedures to:

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available.*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year.*
- *Prioritize the condition assessment of system areas that:*
  - *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies.*
  - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas.*
  - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List (check with your local Regional Water Quality Control Board for their latest lists).*
- *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.*
- *Utilize observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities,*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions."*

Compliance

The District performs continuous CCTV inspection of the sewer system and televises the entire system every five years. The condition assessment program is described below:

Sewer Main Condition Assessment

The District has implemented a sewer main condition assessment program which consists of CCTV inspection of the District mainlines within the District boundary. The inspection is used to forecast the overall condition of the sanitary sewer system and to identify the level of effort and budget required to maintain and improve the sanitary sewer system. The goal of this program is to CCTV all sewer mains each year. CCTV provides information about the condition of the pipes so they can be properly maintained, repaired, and/or replaced.

Pipeline Assessment and Certification Program (PACP)

The National Association of Sewer Service Companies (NASSCO), along with the assistance of the Water Research Centre (WRC), has developed a national certification program to establish a viable solution to standardize the identification, categorization, evaluation, and prioritization of sanitary sewer or storm sewer infrastructure through CCTV investigations. CCTV inspections were completed using the Pipeline Assessment and Certification Program (PACP). PACP Version 7.0.4 was used in the assessment of the pipes. The NASSCP PACP rating and pipe defect examples are shown on Figure 16.

The PACP defect descriptions are organized into the following general categories:

- Structural Defect Coding: This group includes the type of defects where the pipe is considered to be damaged ranging from a minor case defect to a more severe case, depicted as pipe failure. The Structural Defect Coding group includes defects described as: cracks, fractures, broken pipe, holes, deformities, collapsed pipes, joint defects, surface damage defects, weld failures, point repair codes, brickwork defects, and lining failures.
- Operation and (O&M) Coding: This group includes the various codes that involve the spectrum of defects that may impede the operation and maintenance of the sewer piping system. The Operation and Maintenance Coding group includes defects comprised of roots, infiltration, deposits and encrustations, obstacles/obstructions, and vermin.
- Construction Features Coding: This group includes the various codes associated with the typical construction of the sewer piping system. The Construction Features Coding group includes taps, intruding seal material, pipe alignment codes, and access points.
- Miscellaneous Features Coding: This group includes observation codes such as water levels (detection of sags), pipe material changes, and dye testing notes.

Condition ratings are allocated through visual inspection of the pipe using PACP defect types. Assigning a rating to each inspected pipe gives a measure of the level of physical deterioration with respect to the "as new" condition. There is a separate quick score for Structural and O&M defects that is used to rate the overall condition of the pipe.

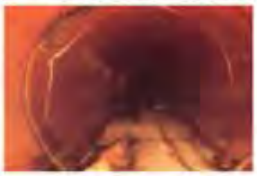
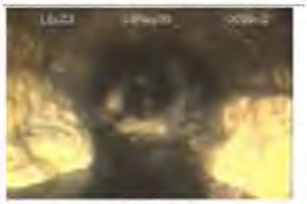
PACP Rating	PACP Defect Importance	Likelihood of Failure	Structural Defect Rating Example	O&M Defect Rating Example
1 - Excellent	Minor Defects	Failure unlikely in the foreseeable future		
2 - Good	Defects that have not begun to deteriorate	Pipe unlikely to fail for at least 20 years	 Longitudinal Cracking	 Fine Roots
3 - Fair	Moderate defects that will continue to deteriorate	Pipe may fail in 10 to 20 years	 Multiple Fractures	 Deposits = 15% (rating based
4 - Poor	Severe Defects	Pipe will probably fail in 5 to 10 years	 Broken Pipe	 nfiltration – Runner (rating
5 - Immediate Attention	Defects requires immediate action	Pipe has failed or will likely fail within the next 5 years	 Collapsed Pipe	 Root Ball (> 50% of capacity)

Figure 16: NASSCO's PACP Rating and Associated Pipe Defect Examples

Each defect can be scored with a defect grade ranging from 1 to 5, where a grade 5 has the greatest potential for pipe failure, as described in Figure 16. The 1 to 5 grades are based on the defect types that are recorded directly by the CCTV inspector during the CCTV inspection process. The PACP Rating on a scale of 1 to 5. The table summarizes the condition of a sewer length, generally from manhole to manhole. Example photos shown in the table are from the Water Research Center (WRC) Rehabilitation Manual.

The assigned grades for each pipe segment are managed in the District's CMMS system, Lucity, GraniteNet, and also in the GIS so that inspection information and gradings are readily available to both

engineering and maintenance staff. This condition information is used for making informed decisions on the amount and type of maintenance that may be required.

GraniteNet

GraniteNet is used for managing the condition of sewer mains. It assesses pipe conditions, and generate condition assessments or grades. It records the details of the inspection data, assess based on the CCTV footage and PACP codes. The overall pipe grade is computed in Granite Net.

These condition grades are assigned to each sewer asset. These grades can reflect the severity of wear, cracking, corrosion, or other damage to the pipe segments. Pipes with a higher grade (indicating poor condition) can be prioritized for rehabilitation. All the CCTV data is then exported into Lucity.

Lucity

Lucity stores historical data on the maintenance and repairs that have been performed on pipe segments. This includes details like past rehabilitation efforts, pipe replacements, and repairs. By reviewing this historical information, you can identify pipes that have frequent issues or have already undergone multiple repairs, signaling they might be due for full rehabilitation or replacement.

ArcGIS

ArcGIS geolocates assets and is used to generate maps showing asset location, size, material, age, and condition. This allows for easy visualization of pipe networks, making it easier to prioritize rehabilitation efforts based on geographic areas, critical infrastructure, or high-risk zones, which are closer to surface water bodies. The data from GIS, GraniteNet, and Lucity are used to identify the pipes with significant defects.

Lower Lateral Condition Assessment

The District has implemented a Lower Lateral Condition Assessment Program designed to maintain and improve the reliability of its sewer infrastructure. This program focuses on conducting CCTV inspections of District-maintained lower laterals that either have a history of service issues or have undergone inspections related to property line cleanout installations within the District's boundaries. The findings from these inspections are used to evaluate the condition of the laterals and prioritize them for replacement or rehabilitation based on the National Association of Sewer Service Companies (NASSCO) Lateral Assessment and Certification Program (LACP) ratings.

Lower laterals identified as needing attention through the CCTV inspection process are ranked and addressed systematically. This ensures that resources are allocated to areas with the greatest need, whether due to structural defects, capacity concerns, or other issues that could compromise system performance.

To further support the program, the District employs a targeted cleaning schedule for its laterals, with cleaning frequency based on individual service histories and the presence of cleanouts. Approximately 8,346 of the District's 16,709 laterals are equipped with serviceable cleanouts, making them eligible for preventive maintenance. The cleaning intervals are determined by factors such as:

- The presence of structural defects or cracks,
- Previous sanitary sewer overflows (SSOs),
- The severity of root intrusion, and
- Other condition indicators identified through inspection.

All cleaning activities are meticulously documented, with results entered into the District's asset management software, Lucity. This centralized data repository allows staff to track maintenance efforts, assess the performance of individual laterals, and determine the appropriate level of repair or rehabilitation required.

Through this comprehensive program, the District ensures its sewer laterals are maintained proactively, reducing the risk of blockages, overflows, and costly emergency repairs. By leveraging advanced inspection techniques, condition rating systems, and robust asset management tools, the District continues to prioritize the health and longevity of its sewer infrastructure while providing reliable service to the community.

Table 11 provides a summary of the length of mainlines and number of laterals inspected in the last two years and in 2025 as part of mainline and lateral CCTV inspection program. Table 13 provides a summary of length of mainlines and number of laterals inspected in the last three years and in 2025 as part of the mainline and lateral CCTV inspection program:

Table 13. Length of Mainlines and Number of Laterals Inspected By Year

Year Inspected	Length of Mainlines (Feet)	Number of Laterals (Count)
2023	207,784	476
2024	230,477	505
2025	64,621	212

Manhole Condition Assessment

The District owns 4,679 total structures including 4,385 sewer manholes and 294 flushing inlets. These are installed at any junction/intersection between pipes, as well as locations where the pipes change diameter. Manholes and flushing inlets are important for the management of a sewer district because they allow access to the sanitary sewer system for cleaning and inspection. The District has implemented a manhole condition assessment program which consists of visual inspection of the District's manholes during preventive maintenance of the sewer mains. Data is documented in Microsoft Excel and defect data is collected based on Level 1 MACP format. Manholes will be prioritized for replacement or rehabilitation based on the NASSCO MACP rating from the visual inspection.

The District will transfer all the manhole condition assessment data which was documented in Excel into Lucity CCMS software during the FY 2025-2026.

Sewer Force Main Condition Assessment Program

The District owns 1.18 miles of Force Mains. Inspection of the Force Mains occurs as part of the lift station rehabilitation program. The District is currently evaluating the options to implement a separate condition assessment program to identify the future rehabilitation projects based on the force main inspection data.

The District has completed a desktop condition assessment of all the District's force mains and identified one force main with that exceeds its design life for further investigation. The District will perform focused condition assessment of the force main during FY 2026 – 2027 by televising the existing pipe using CCTV or using SmartBall field testing to determine if the pipe needs to be replaced or rehabilitated.

CMMS Software: Arc-GIS and Lucity

The District utilizes both Arc-GIS and Lucity Software as a key indicator to manage all maps, sewer assets data and inspections records. The Lucity software is used to maintain documents and recordkeeping of the system evaluation and condition assessment inspections and activities.

Lift Station Condition Assessment

The District takes proactive steps to ensure its lift stations operate efficiently and reliably. As part of routine maintenance, Operations staff conduct weekly inspections of all lift stations. These inspections help determine if any adjustments are needed to the frequency of scheduled maintenance. During each check, the operating hours of the pumps are closely reviewed. This helps identify any imbalances, such as one pump cycling more frequently than the other, which could indicate issues like blockages, electrical faults, or mechanical wear. Early detection of such problems ensures they can be addressed before they escalate into costly repairs or service interruptions.

In 2018, as part of the Master Plan development, the District undertook a comprehensive investigation of all its lift station facilities. This initiative aimed to assess the condition of these critical infrastructures and lay the groundwork for both immediate and long-term upgrades. Key steps in the investigation process included:

- Detailed On-Site Assessments: The Engineering Team conducted in-person site visits to evaluate the current state of each pump station. Observations and field notes were meticulously compared with as-built plans and historical records to identify discrepancies and verify existing conditions.
- Focused Above-Ground Inspections: While site visits were limited to above-ground observations, the team supplemented these with prior inspection reports conducted by the Operations staff. These reports provided valuable insights into the structural, electrical, mechanical, and civil aspects of each facility.
- Comprehensive Evaluation of Major Components: Each lift station was analyzed based on its key components, including valves, force mains, wet well and vault conditions, electrical systems, and pumps. Special attention was given to facilities with a history of operational challenges or maintenance issues.

- Prioritization Through Data Collection: A scoring system was developed to evaluate and rank the condition of each lift station. This system helped prioritize which components needed immediate attention versus those that could be addressed in the long term.
- Age-Based Condition Analysis: In cases where recent underground inspections were unavailable, the age of components served as a proxy for assessing their condition. Components nearing or exceeding their useful life were flagged for replacement to prevent future failures.

The conditional assessment provided a holistic understanding of the state of the District's 17 lift stations. By synthesizing existing documentation, vendor reports, and on-site observations, the team established a grading system to evaluate the structural integrity and performance of each lift station component. This system incorporated sensitivity analysis techniques to account for uncertainties in the rate of component degradation, ensuring a robust and reliable evaluation process.

Building on the insights gained from this assessment, the District developed a two-tier ranking framework to guide lift station upgrades over the next five years:

1. Level 1 – Short-Term Immediate Upgrades: Focused on addressing critical issues that demand urgent attention to maintain operational reliability and ensure public safety.
2. Level 2 – Long-Term Upgrades: Concentrated on planned enhancements designed to improve performance, extend the lifespan of infrastructure, and reduce future maintenance costs.

The grading system, detailed in Table 14, serves as the backbone of this prioritization strategy. By employing a systematic and data-driven approach, the District ensures that both immediate and long-term infrastructure needs are addressed effectively and efficiently. This thoughtful planning not only safeguards the reliability of the lift stations but also ensures the District's resources are allocated in a way that delivers the greatest value to the community.

Table 14. Condition Assessment Prioritization Criteria for Lift Stations

Prioritization	Description
Grade 5	At failure or failure imminent – Repair/Replace within 1 years
Grade 4	Failure likely in near future – Repair/replace within 2 years
Grade 3	Failure unlikely in near future – Reassess condition in 3 years
Grade 2	Minimal failure risk – Reassess condition in 5 years
Grade 1	Acceptable structural/operational condition – Reassess condition in 10 years

The four major factors considered when adjusting the grading of each component were proximity to an environmentally sensitive area (such as a creek or reserve), service area size, flow sizes, and whether a maintenance program exists or not.

- Components rated as Grade 5 generally require immediate repair due to the severity of degradation and high consequence of failure.
- Components rated as Grade 4 are those showing signs of degradation and have factors that make repairs necessary for reduction of failure risk and consequence of failure.

- It was recommended that components with Grade 5 and Grade 4 be repaired or replaced within 5 years of discovery with priority to those located within 200 feet of an environmentally sensitive area.

Level 1 – Short-Term Immediate Upgrades

To ensure the continued reliability, safety, and efficiency of the Cupertino Sanitary District's lift stations, a comprehensive set of Level 1 upgrades has been identified. These improvements address structural deterioration, operational inefficiencies, and critical safety concerns to bring facilities into compliance with current standards and extend their service life.

A major focus is on structural and mechanical upgrades. Wet wells at seven stations will be relined to address cracks, blistering, and corrosion that threaten structural integrity. Three stations require new H20-rated wet well hatches to improve durability and reduce the risk of accidents. Guiderails at eight stations will be inspected and replaced to maintain pump alignment, and eleven stations will be outfitted with lifting chains to enhance maintenance safety. Confined space entry procedures and equipment will be upgraded at eleven stations to better protect staff and meet safety regulations.

Mechanical reliability is also being addressed with pump replacements or repairs needed at ten stations due to issues with impellers, power cables, and seals. Valve drainage will be improved at four stations to prevent overflow, and valve and gate valve replacements at ten locations will correct corrosion issues and include H20-rated, accessible vault lids. Odor control units will be installed at four stations to mitigate environmental impacts. Three stations will receive safety grating platforms to provide safer access during inspections. To support system resilience, force mains at three locations will be upgraded from cast iron to HDPE or PVC SDR 26 for increased capacity and durability. Concrete or asphalt around vaults and hatches will also be repaired at two stations.

Electrical system safety and modernization is another urgent priority. Many of the District's lift stations are 20 to 40 years old, with aging electrical panels and generators that require auditing and upgrades. Most stations lack perimeter fencing, leaving equipment exposed to weathering and public access, which increases the risk of damage, accidental contact, or vandalism. The absence of shielding on panels also poses serious hazards during emergency maintenance. To address these risks, the District is implementing immediate electrical improvements based on recent assessments.

Arc-flash studies will be conducted at all 16 remaining lift stations, grouped by configuration, to assess hazards and determine PPE requirements in accordance with California Electrical Code Article 110-16. Control wiring diagrams will be created for nine stations with automatic on/off switches, and each pump at those sites will be equipped with a dedicated, clearly labeled switch to ensure proper de-energization and eliminate operational confusion. Additionally, manual or automatic transfer switches will be installed at Serra, Oakcrest, Salem, Country Club, and Tantau to prevent the unsafe overlap of PG&E and standby power. Arc-flash hazard labels will be applied to all relevant panels, and the District will procure the appropriate PPE to protect staff during power transfer operations. Once these safety measures are in place, previously suspended maintenance activities—such as generator and pump testing—will resume.

These Level 1 upgrades are essential for mitigating failure risks, ensuring regulatory compliance, and creating a safer working environment for operators. Collectively, they support the long-term performance and reliability of the District's lift station infrastructure.

Level 2 – Long-Term Upgrades

While Level 1 upgrades address immediate safety, operational, and structural concerns, Level 2 upgrades would focus on the long-term sustainability and capacity of the Cupertino Sanitary District's lift stations. Many of the district's lift stations are nearing or exceeding 40-50 years of age, well past the typical design life for such infrastructure. As a result, structural limitations and outdated designs are increasingly unable to meet modern wastewater management demands.

Expanding Wet Well Capacity

One key aspect of Level 2 upgrades is the construction of deeper or larger wet wells. Over time, increased urbanization and population growth have placed greater demands on lift stations. Many existing wet wells were originally sized for much lower wastewater volumes and are now struggling to accommodate a holding capacity longer than an hour. Larger wet wells would provide critical additional storage capacity, preventing overflows and reducing the strain on pumps, which frequently operate at or near capacity. This upgrade would also ensure smoother operations, allowing pumps to cycle more efficiently and reduce wear and tear.

Constructing New Lift Stations

In some cases, the most cost-effective and sustainable option is to construct entirely new lift stations while decommissioning older ones. The aged infrastructure at many sites poses challenges, including limited adaptability to modern technology and materials, frequent breakdowns, and increasing maintenance costs. New lift stations could be designed with state-of-the-art features, such as energy-efficient pumps, advanced monitoring systems, and safer operator access points. These new facilities would not only increase capacity but also significantly improve operational reliability and safety for the district's staff and residents.

Addressing Long-Term Needs

Decommissioning older stations also provides an opportunity to redesign infrastructure based on current and projected needs. For example, newer stations can be strategically located to optimize flow efficiency, reduce energy consumption, and accommodate future growth in the district. By replacing aging lift stations, the district can mitigate risks associated with system failures, including environmental damage and costly emergency repairs.

Electrical Standardization and Modernization

Level 2 upgrades will also target electrical improvements across the system. Standardizing electrical configurations at all lift stations will streamline maintenance, improve safety, and ensure consistency. Updated as-built documentation—including accurate wiring diagrams and electrical schematics—will be developed to support long-term planning and daily operations. Aging electrical components such as panels, breakers, and control systems will be evaluated and prioritized for phased replacement.

Additionally, integrating SCADA or remote monitoring systems will reduce the need for manual intervention and enhance situational awareness during emergencies.

Future-Proofing the District's Infrastructure

By prioritizing these long-term upgrades, the Cupertino Sanitary District can proactively build a more resilient, efficient, and scalable lift station system. These improvements will ensure the wastewater infrastructure can handle increasing flows, maintain compliance with evolving regulations, and reduce environmental and operational risks. Though more capital-intensive than short-term fixes, these investments are essential to securing reliable service for the community for decades to come—while minimizing long-term maintenance costs and disruption.

Asset Climate Change Update

The Via Regina Lift Station Bypass Connection was constructed in anticipation of potential climate change impacts. The goal was to create an alternative route in case climate change-driven erosion along the creek damaged the existing road and buried force main infrastructure. By building the bypass connection, the project aimed to proactively address future risks to the transportation network from climate-related creek erosion.

8.2 Capacity Assessment & Design Criteria

Requirements

The Plan must include procedures to identify system components that are experiencing or contributing to spills caused by hydraulic deficiency and/or limited capacity, including procedures to identify the appropriate hydraulic capacity of key system elements for:

- *Dry-weather peak flow conditions that cause or contribute to spill events.*
- *The appropriate design storm(s) or wet weather events that causes or contributes to spill events.*
- *The capacity of key system components.*
- *Identify the major sources that contribute to the peak flows associated with sewer spills.*

The capacity assessment must consider:

- *Data from existing system condition assessments, system inspections, system audits, spill history, and other available information.*
- *Capacity of flood-prone systems subject to increased infiltration and inflow, under normal local and regional storm conditions.*
- *Capacity of systems subject to increased infiltration and inflow due to larger and/or higher-intensity storm events as a result of climate change.*
- *Increases of erosive forces in canyons and streams near underground and aboveground system components due to larger and/or higher-intensity storm events.*
- *Capacity of major system elements to accommodate dry weather peak flow conditions, and updated design storm and wet weather events; and*
- *Necessary redundancy in pumping and storage capacities."*

Compliance

To comply with this requirement, an agency can consider the following:

- *Identify plan to identify and abate major sources that contribute to the peak flows associated with sewer spills. This may include inflow and infiltration (I&I) repairs and removal of illicit connections and discharges (e.g., storm drain connected to the system).*

To comply with this requirement, an agency should:

- *Look at the changes that have occurred and evaluate the collection system assuming the trends will continue. Consider how these potential issues will impact your collection system. This includes evaluating areas experiencing increased erosive forces and potential mitigation strategies.*
- *Evaluate available technologies and strategies including redundancy with pumping, backup power generation, storage and other equipment deemed appropriate by the agency.*
- *Establish a timeline for completion of asset analysis.*
    - *Some endeavors may be challenging and costly. Timelines need to be established to address issues before they become problems.*
    - *A funding program will have to be formulated/developed and implemented.*

Capacity Assurance Plan

In 2018, the District implemented a 10-Year CIP. One of the main functions of the CIP is to administer and conduct planning efforts that include capacity and condition assessments along with recommendation and prioritization of sewer repair and rehabilitative construction projects. In addition, the Risk Assessment Plan from 2007 has been a useful tool to identify those locations where inclusion in the CIP of improvements to the system will eliminate or greatly minimize incidents of spills that might flow directly to a creek. This report identified possible projects where high flow level monitoring or overflow cross-connections would be beneficial.

Another aspect of an agency's system evaluation must include an understanding and awareness of exposure to the potential of sewage overflows entering waterways that lead to receiving waters of fishable creeks and, ultimately for the District, the San Francisco Bay. To address or reduce these potential risks, the District will provide capacity throughout the District in areas that are currently under capacity. These locations will be prioritized based on their likelihood and consequence of failure during existing dry flows and also during hypothetical rainstorms. Segments of pipe that have larger flows and more defects will be chosen before an area of the system with less flow and less defects. If a new development will lead to capacity deficiencies in the downstream pipes to where they are connecting, they will be responsible for upsizing those deficient pipes. The District's sewer system will be analyzed based on theoretical 2-Year and 10-Year storms. The theoretical storms used are based on a Santa Clara County Drainage Manual which calculated theoretical storms based on historical County rainfall data. The District has finished calibrating the model to existing flow conditions and is currently working on future conditions using the City of Cupertino & City of Saratoga General Plans & Housing Elements.

Once all modeling is completed, the District will implement a plan to fix areas of capacity deficiency. A top priority is improving system capacity in areas identified as under capacity. These efforts focus on the most vulnerable segments of the sewer network, guided by a thoughtful prioritization process. Pipes that carry the heaviest flows or show significant structural issues will be addressed first, as they pose the greatest risk of failure. This targeted strategy ensures resources are used efficiently, focusing on the areas where improvements will have the most significant impact. Pipes that are under capacity or surcharging during existing dry weather conditions, will be addressed first, followed by pipes under capacity under 2 Year storms, followed by those under capacity during 10-Year storms.

The District staff has recently added all storm water facilities in the vicinity of the District's sewer infrastructure on the District's GIS mapping. Having this information digitally available allows field staff to quickly access the destination of a potential sewer spill. Strategies have been developed to prevent or contain effluents that enter those facilities from reaching a fishable creek or protected habitat in the event of a spill. Effective strategies include use of containment devices in the event of spills, installation of by-pass systems, high-water sensing devices (Smart Covers) and organized mobilization of responders trained to contain the overflow, control the cause and clean-up contaminants. District staff also adjusts sewer mainline cleaning in areas where root intrusion has led to surcharging conditions during rainfall events. Check Valves have also been installed upstream of Kirkbrook Lift Station to prevent surcharging and spills in the neighborhoods that are tributary to the station.

Hydraulic Modeling

The District has implemented the use of sanitary sewer hydraulic modeling software named InfoWorks ICM Ultimate to aid in analyzing and prioritizing areas in the District with capacity deficiencies. The model was built using the District as-built records, Arc-GIS, metered dry and wet weather flows, and theoretical rainfall events. Currently, the standard storm used is a 10-Year 24-Hour storm. Model calibration was performed at various metered areas throughout the District and was compared to a metered event from 2022. This model calibration was completed by a consultant to the District AKEL Engineering.

The model of the District's system allows staff to locate areas of deficiencies during theoretical future wet weather events. This model is also used to evaluate the impact of new developments connecting to the system. Results from the model allows the District to enforce the developers to perform capacity relief and upsizing projects near and downstream of the proposed developments.

AKEL Engineering is currently working on the Full build out model with rainfall events due to their experience using InfoWorks ICM. District staff has experience using SWMM-based hydraulic modeling software and has minimal to no experience using InfoWorks ICM. The previous software used by the District, XPSWMM, has been phased out by its owner Autodesk and has been replaced with InfoWorks ICM.

Previous I/I Reduction Studies

The District conducted systemwide flow monitoring during the wet-weather season (winter 2021 to spring 2022) to determine the flows for the base-line – Pre-Inflow Correction – and were used to measure the progress of the overall Systemwide I/I Reduction program. The flow monitoring allowed the District to

see how much the peak flows have been reduced as a result of the inflow correction work.

The District's collection system is divided into sewer basins that were established as part of an Inflow & Infiltration Study completed in 2016 and updated in 2022. The basins were created to better understand how different regions of the District reacted to rainfall events. Basin boundaries were created in a GIS program and stored as GIS layers. Figure 18 shows the District's sewer basin map.

The District Systemwide Inflow and Infiltration (I&I) Reduction Program will be implemented in 2021 to reduce extraneous flows in the sewer system. The key steps of the I/I Program are described below.

- Complete the inflow correction measures in sewer basins 4A, 9, and 22. Most of the defects that are contributing inflow reside on the private property side of the sewer lateral (the upper lateral)The District staff took an active role in educating homeowners on how to repair the defects, lining up resources to help them complete the work, and managing the work until it was completed.
- Inflow defects located in the lower laterals and manholes were corrected by the District in 2021. Additional defects in the public right of way were repaired by the City of Cupertino. The inflow correction measures in basins 4A, 9, and 22 were completed in 2021.
- The District GIS was updated to include a GIS On-Line feature that will assist with the tracking of notifications that are sent to homeowners and the City of Cupertino and will also track the progress of inflow correction repairs. These repairs include repairs to private property, repairs that are completed in the public right-of-way, and repairs to defects that occur in the District's sewer system which are typically located in the lower laterals and in manholes.
- Additional smoke testing and field investigations were completed in the summer of 2021 in sewer basins (126,000 feet of pipe) to identify the sources of inflow and defects in each of the remaining "high inflow" sewer basins.
- The 2021 Smoke Testing and Field Investigation study identified specific inflow sources and defects in the three basins (basins 18, 19, 20, 25, and 27) that were allowing stormwater to enter the sanitary sewer system. Cleanout caps were installed on lateral cleanouts while the smoke testing work was being completed in 2021.
- Inflow correction measures in sewer basins 18, 19, 20, 25, and 27 were completed in 2022. Letters were sent to the homeowners where the defective upper laterals were located. Inflow defects located in the lower laterals and manholes were corrected by the Cupertino Sanitary District.
- A letter was sent to the City of Cupertino that identifies stormwater connection defects that are located the City's storm drainage system for correction.

The District conducted systemwide flow monitoring during the wet-weather season (winter 2021 to spring 2022) to determine the flows for the base-line – Pre-Inflow Correction – and were used to measure the progress of the overall Systemwide I/I Reduction program. The flow monitoring allowed the District to see how much the peak flows have been reduced as a result of the inflow correction work.

Capacity Enhancement Measures

In 2023 Akel Engineering completed an evaluation of the District's sewer system hydraulic model. The evaluation also reviewed the 2021-2022 flow monitoring data and determined that the I/I in the system was not significant. The study indicated that 26 of the District's 29 sewer basins had I/I contributions less than a 2 percent. I/I contribution is expressed as the fraction of the rainfall volume entering as rainfall dependent infiltration and inflow (RDI/I) divided by the total rainfall volume that falls on the basin, otherwise known as the R-Value in percent. The basins with higher I/I contributions had R-Values of 2.3% for two basins (basins #10 and #15), and 5.3 percent for one basin (basin #5).

The District plans to complete additional source detection field investigations (CCTV inspection, smoke testing, and dye water testing) in sewer basin #5 in the summer of 2027. CCTV inspection data will be used to map out the locations of severe structural defects in basin 5 and historical Spill data will be used to focus the source detection activities.

8.3 Prioritization of Corrective Actions

Requirements

The findings of the condition assessments and capacity assessments must be used to prioritize corrective actions. Prioritization must consider the likelihood of failure of assets and the severity of the consequences of potential spills.

Compliance

Risk-Based Prioritization

In anticipation of the new requirements being proposed by the SWRCB in 2020 and 2021 and the involvement of the District with the California Association of Sanitation Agencies (CASA) Collections Systems Workgroup (CWG), the District began work on long lead-time activities that would improve the resilience of the sewer system. Early in 2020, the District began work on a risk-based prioritization project using the District's Arc-GIS Computerized Utility Mapping System, the InfoWorks ICM Ultimate hydraulic model, and the Lucity Computerized Maintenance Management System (CMMS).

The risk-based decision process allowed the District to score its sewer and lift station assets in accordance with likelihood and consequence of failure. The resultant scoring enabled the District to focus their capital dollars and O&M activities on the highest risk assets which will reduce the risk of sewer spills and achieve a more resilient sewer system. The determination of repair priority for long term CIP projects takes into consideration all the various factors affecting the likelihood and consequence of failure of sewer pipelines and lift stations.

The District developed a risk-based prioritization model (Risk Model) to provide a more objective approach to CIP project prioritization and help aid in developing its 5-Year and 10-Year CIP rehabilitation project plans. The development of a CIP project and its prioritization does not solely rely upon the results of the Risk Model, but it also takes into consideration other significant factors such as project timing, budget allocation, resource availability, and coordination with municipal projects.

The Risk Model developed is based on guidelines recommended by the National Association of Clean Water Agencies (NACWA) in their publication "Implementing Asset Management: A Practical Guide." In summary, the Risk Model quantifies risk as a product of the Consequence of Failure (COF) and Likelihood of Failure (LOF). The COF parameters reflect failure impacts to the community and environment, while LOF parameters reflect system conditions that affect failure or degree of failure.

Sewer Main Prioritization

All PACP rated 5 and some that are rated 4 are given the highest priority for repair or replacement. PACP 4 and below, along with I/I data, are prioritized for long-term rehabilitation and sanitary sewer main replacement projects. These projects are programmed into the Capital Improvement Program (CIP). Sewer mains are prioritized for replacement or rehabilitation based on the NASSCO PACP rating as a result of the CCTV inspection.

Development of Risk Based Prioritization for Sewer Mains

The risk-based prioritization model developed for mains is based on guidelines recommended by the National Association of Clean Water Agencies (NACWA) in their publication "Implementing Asset Management: A Practical Guide." In summary, the Risk Model quantifies risk as a product of the Consequence of Failure (COF) and Likelihood of Failure (LOF). The COF parameters reflect failure impacts on the community and environment, while LOF parameters reflect system conditions that affect failure or degree of failure.

Microsoft Access and Excel are used for identifying when to rehabilitate sewers mains and the type of rehabilitation to be performed so that the performance and condition of the collection systems are maintained. Microsoft Access and Excel are used to perform data analysis and to develop a working plan, schedule for prioritizing sanitary sewer repairs, and to develop a Capital Improvement Program (CIP) according to high prioritized repairs and areas with higher risks or history of Spills.

- The NACWA's Risk Matrix framework that was used to prioritize the District mains is shown in **Error! Reference source not found.**.
- The detailed list of the criterion and the parameters that were used in the LOF Matrix are shown in Appendix A1, Figure 26: Sewer Main Likelihood of Failure Matrix
- .
- The detailed list of the criterion and their parameters that were used in the COF Matrix are shown in Appendix A2, Figure 25.

The risk-based prioritization risk model for the District mains was developed using GIS and was completed in March 2021. The current model is a "dynamic" model that will automatically extract current likelihood of failure and risk parameter information from the Lucity database and automatically updates Risk Maps in GIS when prompted to run.

Maps showing the District collection system's LOF, COF, and Overall Risk Scores are provided in Figure 18: Likelihood of Failure Areas for Sewer Mains

, Figure 19: Consequence of Failure Areas for Sewer Mains

and Figure 20: Risk of Failure for Sewer Mains

. Risk scores are calculated and assigned for each pipe segment. Risk scores are grouped into four zones of risk; Low, Medium, High, and Very High, and are shown in **Error! Reference source not found.**. The results from the latest risk model for mains illustrate the overall risk profile of the District's collection system.

CONSEQUENCE OF FAILURE										
	Severe	10	20	30	40	50	60	70	80	90	100
		9	18	27	36	45	54	63	72	81	90
		8	16	24	32	40	48	56	64	72	80
	Moderate	7	14	21	28	35	42	49	56	63	70
		6	12	18	24	30	36	42	48	54	60
		5	10	15	20	25	30	35	40	45	50
	Low	4	8	12	16	20	24	28	32	36	40
		3	6	9	12	15	18	21	24	27	30
		2	4	6	8	10	12	14	16	18	20
	Negligible	1	2	3	4	5	6	7	8	9	10
		Negligible			Possible			Likely			Very Likely
		LIKELIHOOD OF FAILURE									

Figure 17: NACWA's Risk Matrix Framework used for the District Risk Analysis of Matrix

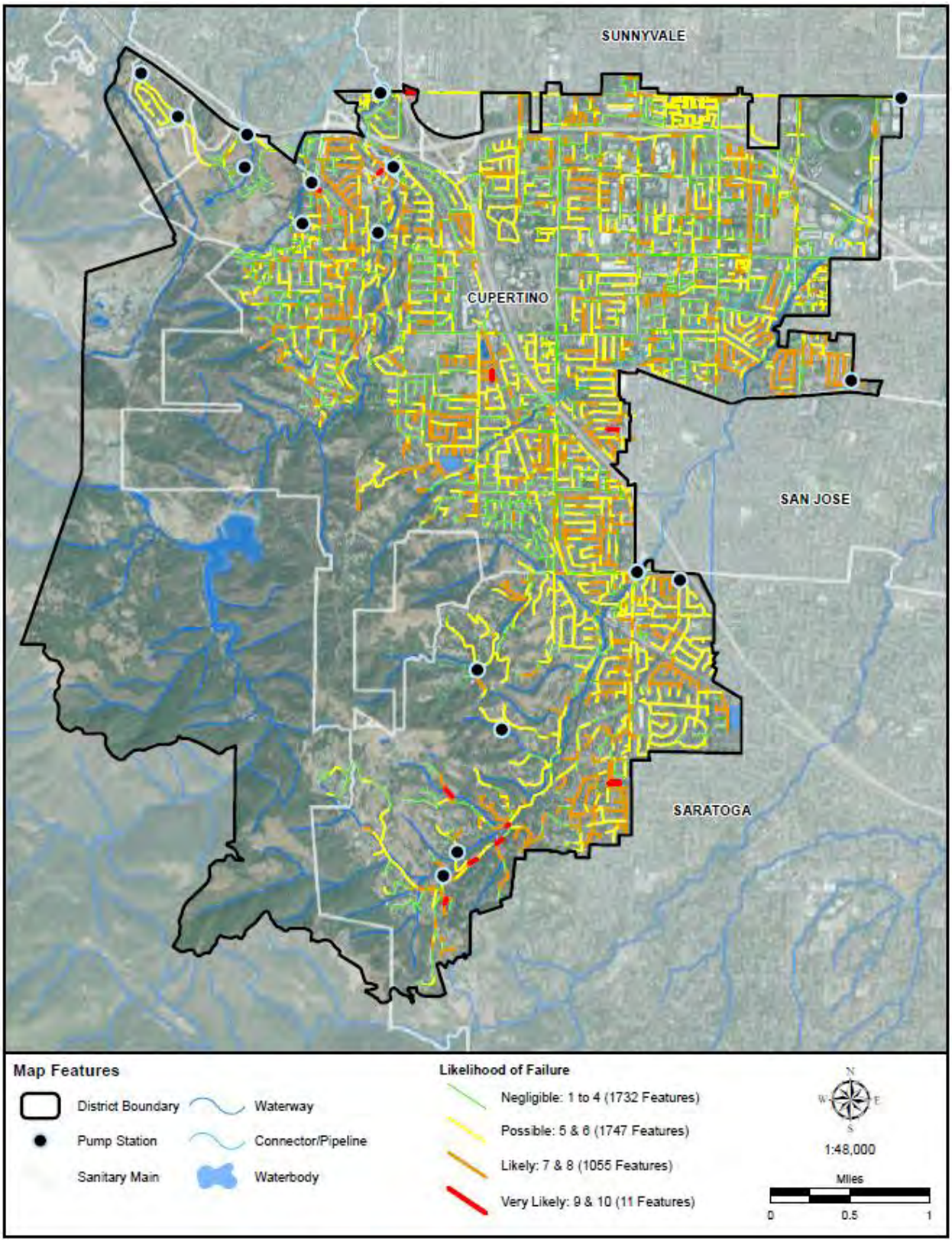


Figure 18: Likelihood of Failure Areas for Sewer Mains

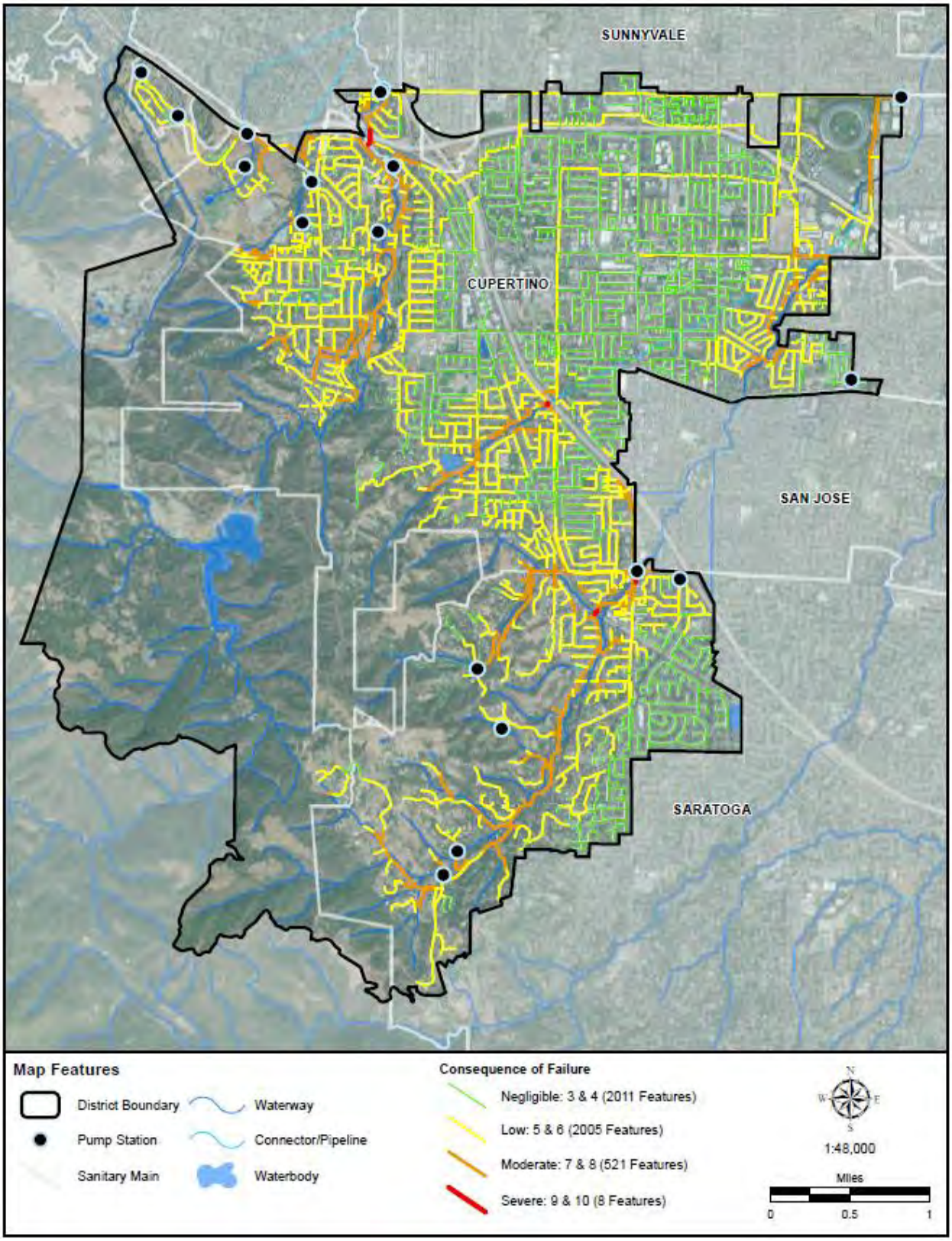


Figure 19: Consequence of Failure Areas for Sewer Mains

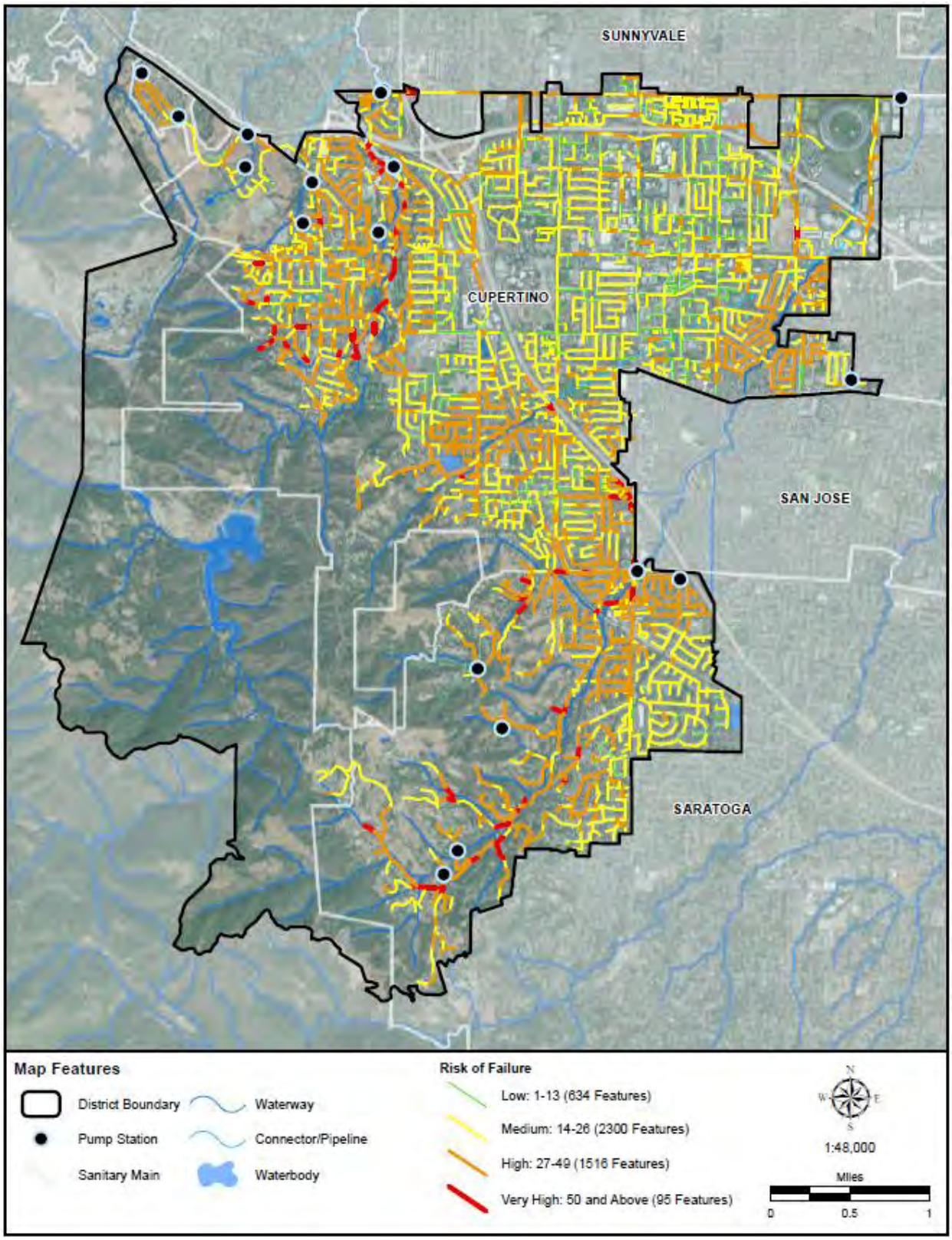


Figure 20: Risk of Failure for Sewer Mains

Develop Likelihood of Failure for Each Lift Station

The pumping facilities and critical components that have the potential for likelihood of failure have been identified using likelihood of failure (LOF) matrix shown in the Appendix 1B, Figure 28. The LOF category criteria including overall lift condition, the number of times the lift components have exceeded the useful service life, lift station capacity, Spill not related to major event and the number of days which lift stations have a recorded history of high level of alarms have been used in the LOF screening process for grading the lift stations on a scale of 1 to 5, where 1 represents very low likelihood of failure, and 5 represents very high likelihood of failure.

Develop Consequence of Failure for Each Lift Station

To quantitatively compare the lift stations to each other, the consequence of failure (COF) for each lift station was computed. The COF matrix is shown in Appendix 2B, Figure 29. The rankings were developed using numerical scoring system. Criteria that were evaluated for consequence of failure include: safety and security, social – customer and reputation, service, and financial impacts, and environmental regulatory. For each criterion, a range of parameters were identified and measured on a scale of 1 to 5, where 1 represents very low impact and 5 represents very high impact rating. A value is assigned based on the experience of the District staff, Spill data and GIS data. Each criterion assigned a weighing factor to each criterion. The weighting helps characterization are more important than others in defining risk.

Develop Ranking for Each Lift Station

LOF and COF criterion were evaluated based on lift station field staff observations and experience. The criterion score for each lift station was calculated by multiplying the criterion value times the criterion weight. The total score for COF for each lift station is calculated as the sum of all the weighted criterion scores for the consequence of failure. Similarly, the total score for LOF for each lift station is calculated as the sum of all the weighted criterion scores for the likelihood of failure. The ranking of the lift station is calculated by multiplying the LOF score with COF score. The ranking of the lift station is then based on the risk scores, with the highest score representing the lift station with the highest priority.

The calculated LOF score, COF score and the Risk score for each lift station are shown in Appendix 2C, Figure 30: Lift Stations LOF Scores, COF Scores, and Risk Scores

The GIS map showing the location of all 17 lift stations and their respective LOF scores, COF scores and the lift station Risk scores are shown in Figure 30: Lift Stations LOF Scores, COF Scores, and Risk Scores

To ensure that improvements are focused where they're most needed, the District conducted a risk-based assessment of all 17 sewer lift stations. Each station was evaluated using two key metrics:

- Likelihood of Failure (LOF)
- Consequence of Failure (COF)

Scoring was based on field staff observations and operational experience. For each criterion, scores were calculated by multiplying its assigned value by a corresponding weight. The total LOF and COF scores for each lift station were then determined by summing all weighted values in each category.

An overall risk score was calculated for each station by multiplying its LOF and COF scores. These risk scores were used to rank the stations, with higher scores identifying facilities that require more immediate attention for rehabilitation or replacement.

A detailed summary of the LOF, COF, and risk scores is provided in Appendix 2C, Figure 30, along with a GIS map showing the location and risk level of each lift station. The LOF/COF risk analysis is the basis for the District's Capital Improvement Plan (CIP), ensuring that resources are allocated strategically to address both urgent and long-term infrastructure needs. This approach enables CUSD to strengthen its wastewater system and continue providing reliable service to the community.

Sewer Lift Station Prioritization

Building on the insights gained from the condition assessments of each lift station, the District developed a two-tier ranking framework to guide lift station upgrades over the next five years:

1. Level 1 – Short-Term Immediate Upgrades: Focused on addressing critical issues that demand urgent attention to maintain operational reliability and ensure public safety.
2. Level 2 – Long-Term Upgrades: Concentrated on planned enhancements designed to improve performance, extend the lifespan of infrastructure, and reduce future maintenance costs.

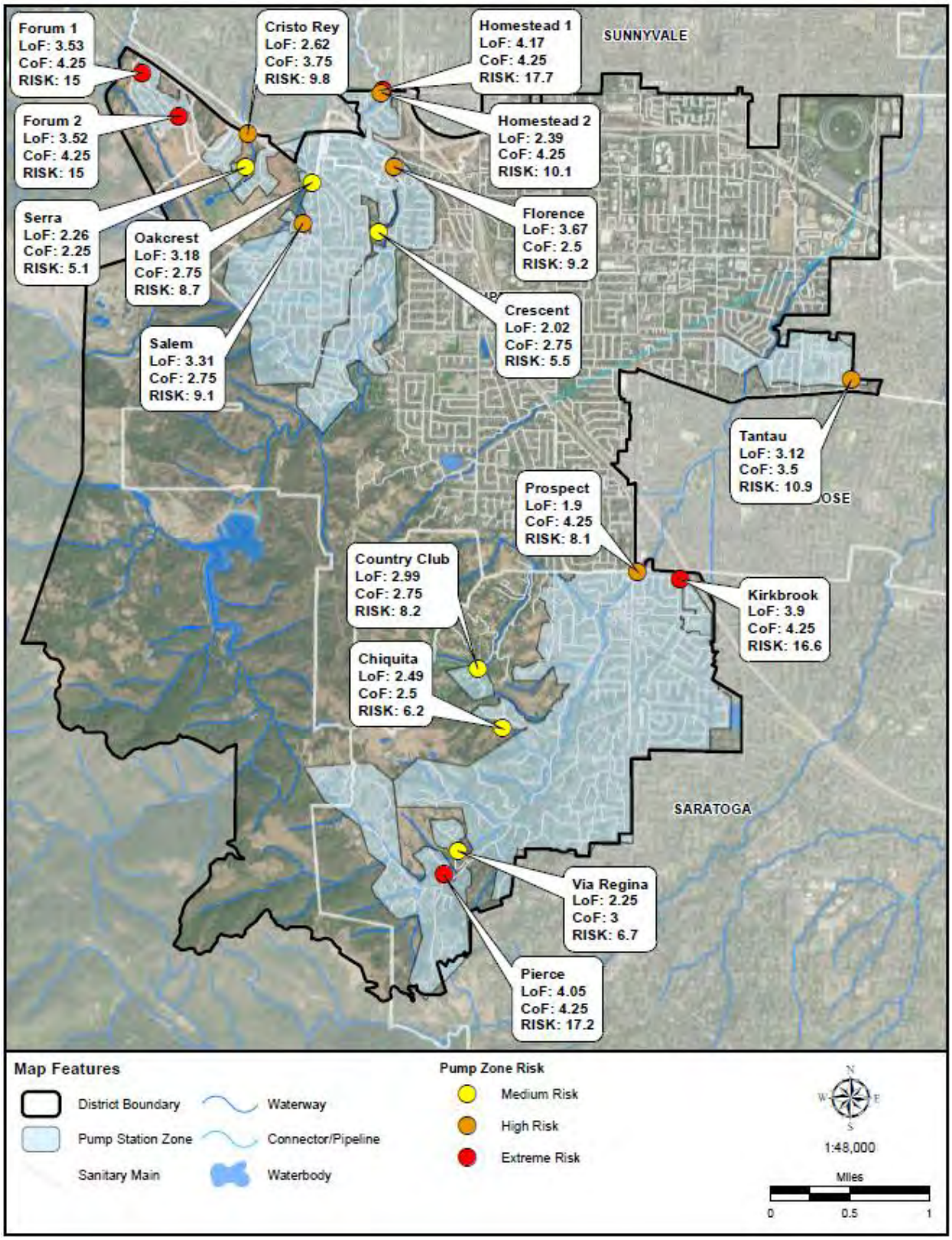


Figure 21: Lift Station LOF Scores, COF Scores and Risk Scores

8.4 Capital Improvement Plan

Requirements

The capital improvement plan must include the following items:

- *Project schedules include completion dates for all portions of the capital improvement program.*
- *Internal and external project funding sources for each project.*
- *Joint coordination between operation and maintenance staff, and engineering staff/consultants during planning, design, and construction of capital improvement projects; and Interagency coordination with other impacted utility agencies."*

Compliance

Guidance 8.4.1: To comply with this requirement, an agency can consider the following:

- *Develop and implement a system capital improvement plan to address all the above requirements.*

Capital Improvement Program for Sewer Mains

The District inspects all sewer segments via CCTV every five years (i.e., 20% of lines annually) for both periodic condition assessment and for follow-up on Spill events. Defect information is entered into the District's GraniteNet program. Perceived Structural defects are addressed by maintenance, emergency repair, or possible planned capital improvement activities.

Significant Defects Approach for Sanitary Sewer Capital Improvements

Significant defects are defects where the pipe is damaged or defective. Some examples of structural defects are fractures in the pipe wall, offsets at pipe joints, deformations in the shape of the pipe, or damage to the surface of the pipe wall. The District tracks both Structural and O&M defects when performing inspections but only structural defects require rehabilitation. A sewer pipe is considered to have Significant Defect Repairs if the District determines the pipe contains a defect that impacts the structural integrity of the pipe and has a higher risk of causing sewer spill.

Pipe conditions are assigned a grade based on the Pipeline Assessment and Certification Program (PACP) rating system developed by the National Association of Sewer Service Companies (NASSCO). Typically, these types of defects are rated PACP 5 although some PACP 4 rated defects can also qualify as significant defects. According to NASSCO, defects with PACP grade 5 indicates that pipe may require immediate attention, is failed or likely to fail within the next 5 years. Defects with PACP grade 4 indicate defects in poor condition and may become grade 5 defects within the foreseeable future and may fail within 5 to 10 years. So, the District's focus is primarily on fixing the PACP 5 & some 4 defects that are likely to fail in the immediate future and considers them as Significant Sewer Defects.

The district developed three phase project plan called Significant Defect Rehabilitation Project (SDRP) plan to fix the sewer mains based on the CCTV data that was collected since 2018. CCTV data from 2018 – 2024 was used to develop Capital Improvement Plan (CIP) that focused on to fix the pipes that has Significant Defect Repairs during from 2023 through 2027.

Fixing the pipes having Significant Defect Repairs was scheduled to be done in three - Phases 1, 2 and 3 (See Figure 22)

- Phase 1 – Significant Defect Approach: District has completed fixing the significant defective pipes within 200 feet of the surface water. During the review period of the first year, District identified 11 pipe segment within 200 feet which have Significant Defects, and those defects were repaired and defective pipe segments have been replaced.
- Phase 2 – Significant Defect Approach: District is on track to repair and replace significantly defective pipes in the system. District has identified 133 pipes to be significantly defective that need to be fixed. Out of 133 pipe segments, 48 pipes were identified and were fixed during fiscal year 2024 – 2025. Plans, Specifications and Contract Documents were prepared and the project for Phase – 2 was Bid in September 2024. Significant Defect Repair Project – Phase 2 construction work began in November 2024 and was completed in June 2025.
- Due to pavement moratorium restrictions, the District moved 34 pipe segments that were identified as PACP 4 & 5 defects to be fixed in 2025 or later. This construction work that will be done in the year 2025 and 2026 is named the Significant Defect Repair Project - Phase 3 work.
- Phase 3 – Significant Defect Approach: The scope of work to be done under "Significant Defect Repair Project – Phase 3," consists of, in general, but not limited to thirty four pipe segments with PACP 4/5 defects that were deferred due to pavement moratorium; in addition, the District identified 15 additional pipe segments that has PACP 4/5 defects and are identified as high risk of failure; and then there were three pipes segments in Creston Drive and Country Club that are closer to creek and have potential high risk of probability of failure and consequence of failure. 35% preliminary design is done for pipes located in Creston Drive and Country Club.

Figure 22 shows the project locations for Significant Defect Repair Phase 1, 2, and 3 work on mainlines, laterals, and manholes. Once the CIP is completed, the District will have repaired all the 4 and 5 severe defects in the system. The District will have completed systemwide flow measurements that will be used to model the capacity of the system during both dry and wet weather flows. As a result of these improvements, the District's system will have achieved a significant increase in the system resiliency which is a key attribute and performance measure of the California Integrated Water Quality System (CIWQS).

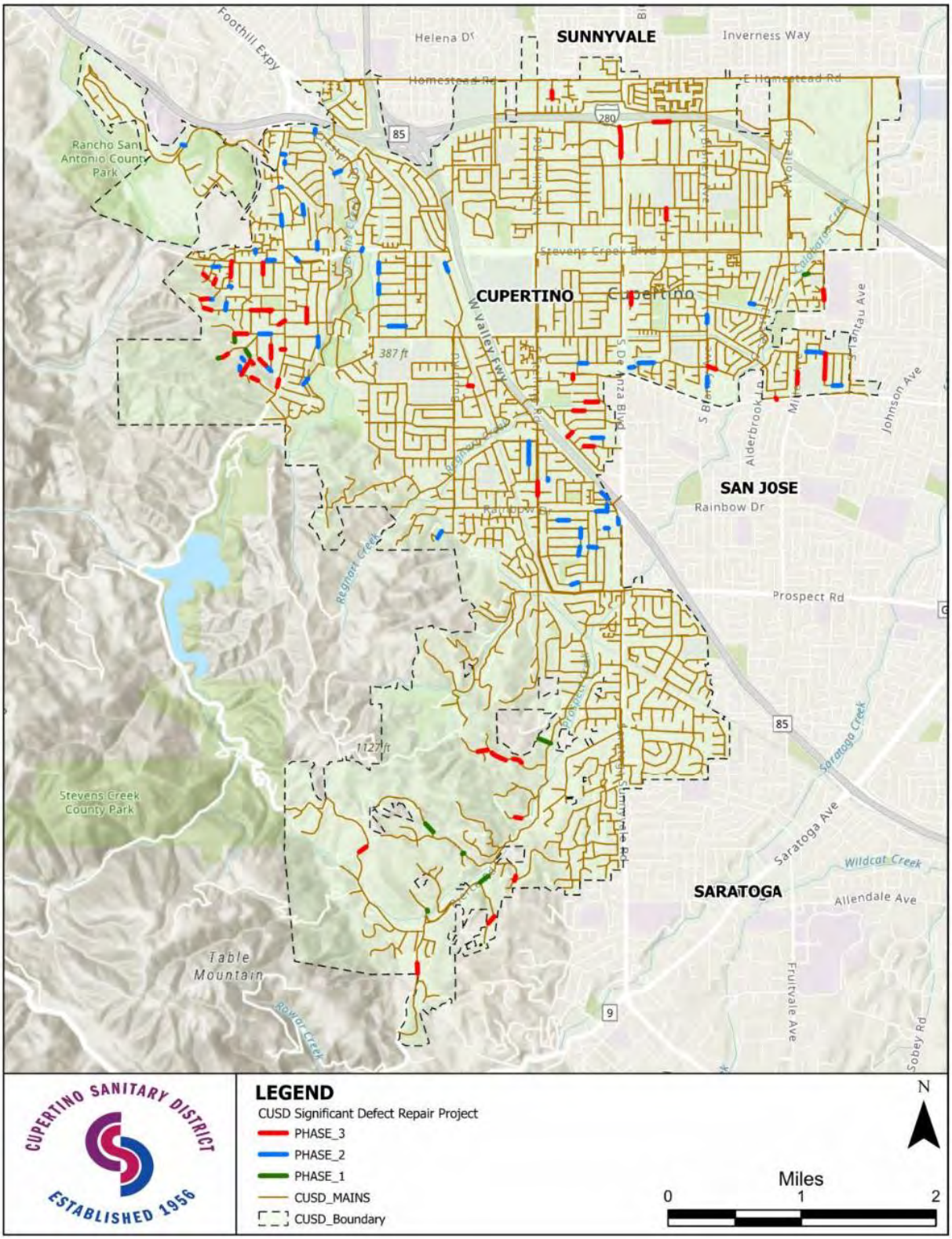


Figure 22: Significant Defect Repair Project Locations of Phase 1, Phase 2 & Phase 3

CIP Approach for Sewer Lift Stations

The Cupertino Sanitary District is taking a proactive, two-tiered approach to upgrade its aging sewer lift stations to improve reliability, safety, and long-term performance. The Level 1 upgrades focus on immediate, short-term improvements that address structural wear, equipment failures, and safety hazards. These critical fixes include relining wet wells, replacing corroded components, upgrading electrical systems, and improving operator safety measures. The Level 2 upgrades look ahead to the district's long-term needs, targeting system capacity, outdated infrastructure, and future growth through strategic projects like expanding wet wells and constructing new, modern lift stations. Together, these improvements are designed to protect public health, ensure regulatory compliance, and support the district's growing service demands well into the future.

Level 1 – Short-Term Immediate Upgrades

To ensure the continued reliability and efficiency of the Cupertino Sanitary District's lift stations, a comprehensive set of Level 1 upgrades has been identified. These upgrades address structural deterioration, operational inefficiencies, and safety concerns to improve overall performance and compliance. A critical focus is on relining wet wells, with seven stations requiring this upgrade to address cracks, blistering, and corrosion that could compromise structural integrity. Additionally, three stations need wet well hatch replacements, ensuring they meet H20-rated safety standards to support operational durability and prevent accidents.

Corrosion and wear have impacted guiderails at eight stations, necessitating inspections and replacements to maintain proper pump alignment and functionality. To facilitate pump maintenance and improve operator safety, lifting chains for pumps will be installed at eleven stations. Confined space entry procedures and equipment will also be upgraded at eleven stations, reflecting a commitment to operator safety and regulatory compliance.

Equipment failures are another critical concern, with ten stations requiring pump replacements or repairs, including impellers, power cables, and seals. Drainage issues in valve boxes at four locations will be addressed by redirecting or improving water flow, preventing overflow and ensuring efficient operations. Valve replacements and gate valve upgrades, affecting ten stations, will resolve corrosion issues and incorporate accessible valve vaults with H20-rated lids to enhance both functionality and safety.

Environmental impacts are also considered, with odor control units slated for installation at four stations to mitigate unpleasant odors. Electrical systems, including control panels, wiring, and pump starters, need replacement or upgrades at five stations to improve reliability and comply with modern standards. In addition, three stations will receive safety grating platforms, enhancing operator safety during routine maintenance and inspections.

To ensure the surrounding infrastructure remains secure and functional, asphalt or concrete conditions near valve vaults and wet well hatches will be inspected and repaired as needed at two stations. Pipe replacements and material confirmations are also essential, with three stations requiring upgrades to their force mains, particularly replacing cast iron pipes with HDPE or PVC SDR 26 for enhanced

durability and capacity. Lastly, an Arc Flash study for all lift stations needs to be conducted ensure the safety of operators working with larger electrical panels.

The lift stations in CUSD urgently need their electrical panels and generators audited to prioritize the safety of both operators and the public. Right now, most of the lift stations are between 20 and 40 years old. The life span of most electrical panels and features must be updated and checked regularly. Since the stations are not enclosed with a fence, all the equipment is exposed to the weather and to the public leaving the station vulnerable to accidental contact and vandalism. For the operators who maintain and repair these stations, the lack of shielding on electrical panels creates a dangerous work environment, especially during emergencies. These issues demand immediate attention as a Level 1 improvement, addressing basic safety standards that protect lives and prevent accidents. By thoroughly reviewing the equipment, we can create a safer environment for workers and the community while ensuring compliance with safety regulations.

These Level 1 upgrades aim to enhance the reliability, safety, and efficiency of Cupertino Sanitary District's lift stations while ensuring compliance with operational standards and mitigating potential failures.

Level 2 – Long-Term Upgrades

While Level 1 upgrades address immediate safety, operational, and structural concerns, Level 2 upgrades are essential for ensuring the long-term sustainability and capacity of the Cupertino Sanitary District's infrastructure. Of the District's 17 lift stations, several are more than 40 years old, which is well beyond the typical design life for this type of facility. These aging stations face growing structural limitations and rely on outdated designs that are increasingly inadequate for the demands of modern wastewater management.

Expanding Wet Well Capacity

One key aspect of Level 2 upgrades is the construction of deeper or larger wet wells. Over time, increased urbanization and population growth have placed greater demands on lift stations. Many existing wet wells were originally sized for much lower wastewater volumes and are now struggling to accommodate a holding capacity longer than an hour. Larger wet wells would provide critical additional storage capacity, preventing overflows and reducing the strain on pumps, which frequently operate at or near capacity. This upgrade would also ensure smoother operations, allowing pumps to cycle more efficiently and extend the useful life of the pump.

Constructing New Lift Stations

In some cases, the most cost-effective and sustainable option is to construct entirely new lift stations while decommissioning older ones. The aged infrastructure at many sites poses challenges, including limited adaptability to modern technology and materials, frequent breakdowns, and increasing maintenance costs. New lift stations could be designed with state-of-the-art features, such as energy-efficient pumps, advanced monitoring systems, and safer operator access points. These new facilities would not only increase capacity but also significantly improve operational reliability and safety for the district's staff and residents.

Addressing Long-Term Needs

Decommissioning older stations also provides an opportunity to redesign infrastructure based on current and projected needs. For example, newer stations can be strategically located to optimize flow efficiency, reduce energy consumption, and accommodate future growth in the district. By replacing aging lift stations, the district can mitigate risks associated with system failures, including environmental damage and costly emergency repairs.

Future-Proofing the Lift Station System

Level 2 upgrades are essential for future-proofing the Cupertino Sanitary District's wastewater infrastructure. Larger wet wells and modernized lift stations would ensure the system can handle increasing demand, meet regulatory requirements, and provide reliable service for decades to come. These investments, while more significant than Level 1 upgrades, represent a necessary step in ensuring the district remains resilient to population growth, climate variability, and aging infrastructure challenges.

By prioritizing Level 2 upgrades, the Cupertino Sanitary District can take proactive steps toward building a robust, sustainable wastewater management system that meets the evolving needs of the community while reducing long-term maintenance costs and environmental risks.

Asset Climate Change Update

The Via Regina Lift Station Bypass Connection was constructed in anticipation of potential climate change impacts. The goal was to create an alternative route in case climate change-driven erosion along the creek damaged the existing road and buried FM infrastructure. By building the bypass connection, the project aimed to proactively address future risks to the transportation network from climate-related creek erosion.

Measures to Reduce the Risk of Spills

Sewer System Repairs

The primary method being used by the District to reduce the risk of spills is to repair and replace the sewer system in areas of the highest priority based upon our analysis of the likelihood of failure and the consequence of failure of each structural defect in the system. This methodology has been applied to both the main line sewers and to the lift stations and is used to design the capital improvement plans each year.

System Redundancy

The District has built redundancy systems into stations where there is a high risk of overflow should there be a power outage or lift failures. The redundant systems range from mobile (and some permanent) standby generators to continue operation of a station in the event of a power outage to a fully independent back-up lift station.

- Homestead 2 lift station provides the capability of taking Homestead 1 completely off-line while servicing or replacing pumps or alternately operating to extend the service life of the pumps.

- The Via Regina Lift Station Bypass Connection was constructed in anticipation of potential climate change impacts. The goal was to create an alternative route in case climate change-driven erosion along the creek damaged the existing road and buried FM infrastructure. By building the bypass connection, the project aimed to proactively address future risks to the transportation network from climate-related creek erosion.

SCADA

The District has recently completed the SCADA conversion for all 17 lift stations. The purpose of the conversion is to enable the District personnel to monitor and control the lift station performance remotely.

Smart Covers at High-Risk Manholes

The installation of "Smart Cover" sensing devices, intended to alert the District staff when high water levels indicate the likelihood of a sewer overflow, has afforded the added benefit of monitoring flow levels at strategic locations in the collection system. By knowing the measured distance of the sensor from the invert elevation of the sewer main, the depth of flow can be derived and the flow capacity determined at any given time.

The District currently has five (5) smart cover units installed at the most strategic locations in the collection system to provide early warning of an imminent spill. The units will provide data to enable the District personnel to study flow characteristics at these locations in both dry and wet weather conditions and will allow the District to confirm adequate sewer system capacity as well as identify any specific high Infiltration and Inflow areas.

ELEMENT 9 – MONITORING, MEASUREMENT, & PROGRAM MODIFICATIONS

Requirements

The enrollee shall:

- *Maintain relevant information that can be used to establish and prioritize appropriate Sewer System Management Plan (SSMP) activities;*
- *Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP;*
- *Assess the success of the preventative maintenance program;*
- *Update program elements, as appropriate, based on monitoring or performance evaluations; and*
- *Identify and illustrate Spill trends, including: frequency, location, and volume*

Maintain Relevant Information that can be Used to Establish and Prioritize Appropriate Sewer System Management Plan (SSMP) Activities

The information that will be used to prioritize SSMP activities will be the SSMP Gap Closure Schedule which is shown on Figure 23. The key gaps and the fiscal years when the gaps will be closed are shown on the schedule along with the milestone dates for future SSMP Audits and SSMP submittal dates for the next SSMP period. The SSMP activities will focus on closing the major gaps of the SSMP.

	SSMP Gap Closure Schedule								
					Fiscal Year				
Prioritization>>>>>	1) System Size 2) Number of Spills								
Overall Goal>>>	Reduce Risk of Spills	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32
	Audit >>>>>>>>>>	02/02/25			02/02/28			02/02/31	
	SSMP >>>>>>>>>		08/02/25						08/02/32
Section	Key Gap								
1	Schedule for Filling Gaps	X							
	Storm Drainage Maps	X							
3	Update Operations Code		X						
4	Training								
	Work Orders for All Maintenance								
	Spill Emergency Response Plan	X							
	Contractor Training								
4.4	Equipment Inventory and Spare Parts								
7	Sewer Blockage Control Program	X							
8	Prioritize Condition Assessment Based on Risk								
8	Sewer Modeling		X	X					
8	I/I Program				X				
8	Prioritization of Pump Station Resilience		X						
8	Capital Improvement Plan		X						
	Pump Station Resilience Improvements								
	Level 1	X	X	X					
	Level 2				X	X	X		
	Significant Defect Repair Project								
	Phase 2	X							
	Phase 3	X	X	X					
11	Communications Plan - Update Website		X						
	Residents								
	Tributary Areas			X					
	Storm Drainage Agencies		X						
	Cupertino		X						
	Emergency Communications	X							

Figure 23: SSMP Gap Closure Schedule

Monitor the Implementation and, Where Appropriate, Measure the Effectiveness of each Element of the SSMP

The following Table 16 will be utilized to assess the effectiveness of the SSMP and to measure progress in reducing Spills. The effectiveness shall be discussed during regularly scheduled field inspectors and safety training meetings. These meetings include field inspectors, administrative and engineering staff.

Assess the Success of the Preventative Maintenance Program

The information provided in Table 15 and Figures 24 and 25 will be utilized to assess the effectiveness of the SSMP and to measure progress in reducing Spills. The effectiveness shall be discussed during regularly scheduled field inspectors and safety training meetings. These meetings include field inspectors, administrative and engineering staff.

Table 15. Spill Log for the Last 10 Years

Cause of Spill	Number		Percent of Total	
Blockage:	Laterals	Mains	Laterals	Mains
Roots	52		80%	
Grease	3		5%	
Debris	5		8%	
Debris from Laterals	1		2%	
Vandalism				
Animal Carcass				
Construction Debris				
Multiple Causes		11		69%
Infrastructure Failure	2	5	3%	31%
Inflow & Infiltration				
Electrical Power Failure				
Flow Capacity Deficiency				
Natural Disaster				
Bypass				
Cause Unknown	2		3%	
Total	**65**	**16**	**100%**	**100%**

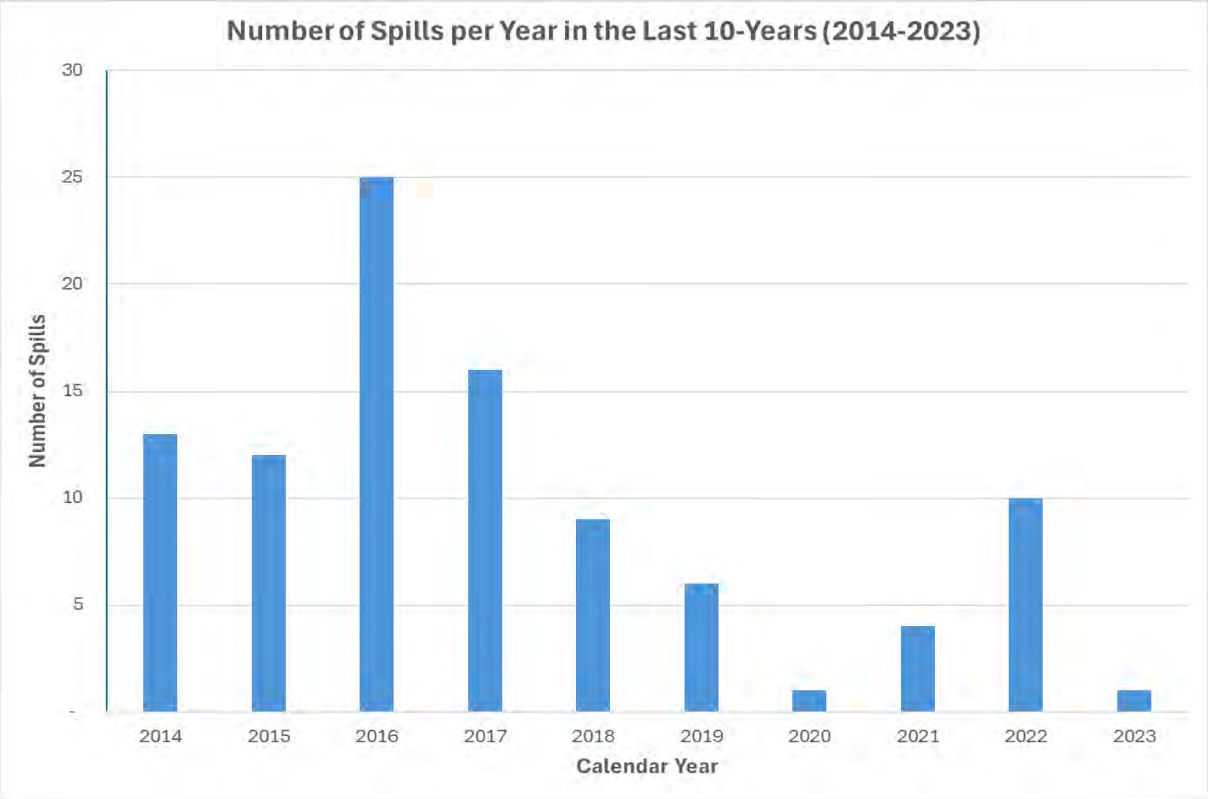


Figure 24: Number of Spills per Year in the Last 10 Years

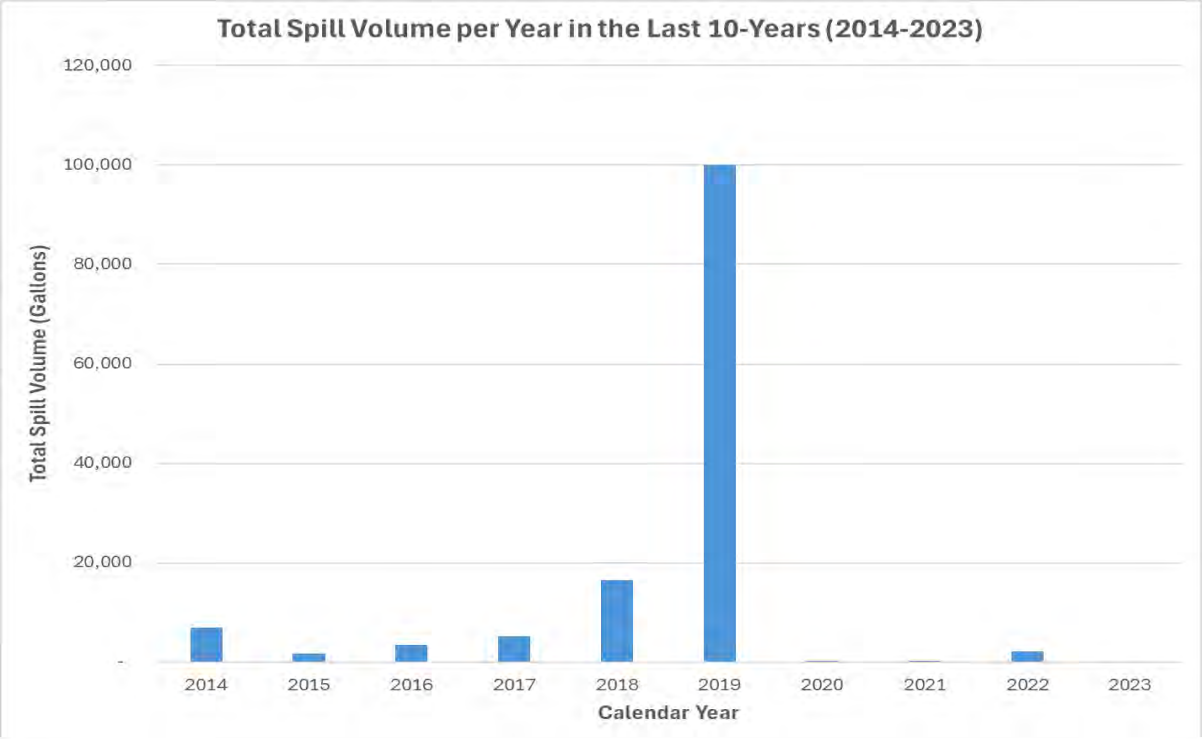


Figure 25: Total Spill Volume per Year in the Last 10 Years

Update Program Elements, as Appropriate, Based on Monitoring or Performance Evaluations

The District will determine the need to update its SSMP more frequently based on the results of the three-year audit as required by the SSS-WDR and the performance of its sanitary sewer system. The process to complete the update will be identified in the event that the District determines that an update is warranted. The update will be completed within one year following the identification of the need for an update. The authority for approval of changes such as employee names, contact information, or minor procedural changes is delegated to the District Manager-Engineer.

The SSMP shall be reviewed quarterly by the Authorized Representative to ensure all the provisions are implemented. The SSMP and its elements shall be updated in accordance with current regulatory guidelines and as a result of monitoring recommendations by the District staff. Performance evaluations are on-going because daily operations of the District include all the elements of the SSMP program. The District shall revise and update its CIP program each year to include upgrades to its infrastructure in compliance with SSMP requirements. Allocation of funds for such upgrades shall be identified in the CIP program and annual budget submitted to the District's Board of Directors for approval.

Identify and Illustrate Spill Trends, Including: Frequency, Location, and Volume

Spill reports shall be entered into the District's database to analyze Spill trends. The database can create reports as to location, volume, cause, and frequency of Spill events. These annual reports shall be reviewed by the District staff to determine appropriate maintenance/repair/upgrades to the sewer system, if necessary.

The performance criteria that are monitored include:

- Total number of spills;
- Number of spills for each cause (roots, grease, debris, pipe failure, capacity, and others);
- Portion of sewage contained compared to total volume spilled;
- Volume of spilled sewage discharged to surface water; and
- Miles of sanitary sewer lines cleaned

ELEMENT 10 – SSMP AUDITS

Requirements

"The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sewer System Management Plan Audits) of this General Order."

- *Specifications 5.4 (Sewer System Management Plan Audits") "The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. Within six months after the end of the required 3-year audit period, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order. Audit reports submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff.*

The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:

- *Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills.*
- *Evaluate the Enrollee's compliance with this General Order.*
- *Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and*
- *Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.*
- *The Enrollee shall submit a complete audit report that includes:*
  - Audit findings and recommended corrective actions.
  - A statement that sewer system operators' input on the audit findings has been *considered; and*
  - A proposed schedule for the Enrollee to address the identified deficiencies."

As part of the Sewer System Management Plan (SSMP), the District will conduct internal audits appropriate to the size of the District's system and the number of spills. At a minimum, these audits must occur every three years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the enrollee's compliance with the SSMP requirements, including identification of any deficiencies in the SSMP and steps to correct them.

SSMP Audit

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

Compliance

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

Implementation

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

Effectiveness

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

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

District Audit

The SSMP Audit completed in January 2025 evaluated the District's status based on a series of questions aligned with WDR guidance. Each question is categorized as 'C' for Compliance, 'I' for Implementation, or 'E' for Effectiveness. Identified gaps in the SSMP are outlined in the "SSMP Gap Closure Schedule," located at the end of Element 9, Figure 23. This schedule details the key gaps, the fiscal years in which they will be addressed, and milestone dates for upcoming SSMP audits and submittals for the next reporting cycle.

ELEMENT 11 – COMMUNICATION PROGRAM

Requirements

"The Plan must include procedures for the Enrollee to communicate with:

The public for spills and discharges resulting in closures of public areas, or that enter a source of drinking water

The public on the development, implementation, and performance of its Sewer System Management Plan (SSMP). The communication system shall provide the public the opportunity to provide input to the enrollee as the program is developed and implemented.

Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for system operation, maintenance, and capital improvement-related activities

Communication with and Outreach to Residential, Commercial, and Industrial Customers and the General Public

Cupertino Sanitary District's communications program involves mailing, emailing, and posting on the District's website SSMP components and other related information for input by the public as well as dissemination of important SSMP requirements.

The District also conducts extensive public outreach and education to residents and businesses related to sanitary sewer overflows, preventing grease blockages and Best Management Practices for the handling of grease waste. Links to such information are located on the District's website where the public and the District customers are encouraged to view. Additional links such as the Association of Bay Area Governments' (ABAG) "Sewer Smart," the Santa Clara Valley Water District's "Best Management Practices" for storm water discharges, and the District's Standard Design Details are available for residential and commercial customers.

District Website

To enhance communication with the District's residential, commercial, and Industrial customers and to comply with the State Water Resources Control Board's Waste Discharge Requirements (WDR) for sanitary sewer systems, the District is undertaking a comprehensive website enhancement initiative to improve transparency, public access to information, and regulatory alignment. Planned improvements include updating the homepage to clearly define the District's services, removing outdated content, and incorporating an event page to inform the public of major ongoing sewer system activities.

The website will also feature static GIS maps to display system infrastructure such as boundaries, mains, laterals, and manholes. Key District documents—including the Sewer System Management Plan (SSMP), Operations Code, ordinances, adopted budgets, and District design standards. Documents will be presented with accessible summaries and made available for download, particularly for use by contractors and stakeholders. Educational and outreach efforts will be expanded through updated content, blog posts detailing maintenance schedules, and the inclusion of public resources on proper sewer use, FOG (fats, oils, and grease) disposal, and underground utility awareness.

- The District will also provide a clearly defined sewer permit application process, along with visual tools to guide applicants. Additional content will explain the calculation and presentation of sewer service charges on property tax bills, including graphical overviews of system costs and revenue.
- Maintenance and inspection data, including CCTV activities, cleaning frequency, contractor activity, and historical metrics on spills will be made publicly available to demonstrate program performance and resource allocation.
- To further support compliance and operational transparency, the site will summarize active repair projects, display audit findings, and offer access to standard operating procedures and WDR compliance data.
- Online reporting tools will be implemented to allow residents and staff to submit spill reports and maintenance requests.

These enhancements will be supported by website usage analytics and a full redesign focused on mobile responsiveness and ADA accessibility, ensuring the site meets the communication and documentation standards outlined in the WDR Monitoring and Reporting Program.

The District annually mails informational flyers to all residential and business property owners and tenants describing the negative impacts of discharging fats, oil, and grease (FOG) into the sanitary sewer system. In areas where sewer overflows are attributed to FOG, the District inspectors canvass the vicinity with notifications to residents and businesses to reinforce the message to avoid pouring these items down sewer drains.

The District disseminates information in meetings and/or by mailings to land developers, consultant engineers, and plumbing contractors regarding the need and methods to reduce spills.

Communication with Other Local Sanitary Sewer Agencies

The District is a tributary agency to the City of San Jose and City Santa Clara Regional Wastewater Facility. Other tributary agencies include the City of Milpitas, West Valley Sanitation District, County Sanitation District No. 2-3, and Burbank Sanitary District. The District communicates with the City of San Jose and Cupertino and solicits input regarding the SSMP requirements with an emphasis on design and construction practices and devices that prevent sewer overflows or backflows into residential or commercial uses. The District will be communicating with the above agencies to note the identified areas at risk in the event of spills and working to develop strategies for joint response, when practical, to contain and prevent spills from reaching fishable creeks or receiving waters to the Bay

Wastewater collection agencies share the same watershed basins with storm water collection agencies or cities and Santa Clara Valley Water District. Since all are subject to State WDR and/or NPDES permitting, it is imperative that open communication be maintained which acknowledges a partnership of stakeholders with the common interest of keeping the South Bay, creeks and their tributaries free of pollutants. Specifically, the District shares the Watershed Basins, geographically defined by Miguelita Creek, Babb Creek, and Penitencia Creek.

The District has developed a Risk Assessment Plan which identifies areas most vulnerable to impacting receiving waters within the watershed in the event of a Spill. Steps have been taken to install sensing

devices to alert the District personnel when flow levels rise prior to reaching the surface. These measures provide additional time to respond and eliminate blockages before they become a major spill event. The sensing devices also will alert when there is an intrusion into a manhole in a remote or vulnerable location where unlawful grease dumping or vandalism can occur.

The District will be communicating with the above agencies to note the identified areas at risk in the event of spills and working to develop strategies for joint response, when practical, to contain and prevent spills from reaching fishable creeks or receiving waters to the Bay.

Communication with Other Local Watershed Stakeholders

The California Water/Wastewater Agency Response Network (Cal-WARN) was established with a mission to support and promote statewide emergency preparedness and mutual assistance for member public and private water and wastewater utilities, has been active for approximately 12 years. The organization is divided into six regions within the state. The District is within Coastal OES Region II. Of the tributary agencies to San Jose-Santa Clara WPCP only the City of Milpitas and Santa Clara are currently members of Cal-WARN. Within Santa Clara County the City of Sunnyvale, California Water Service Company, San Jose Water Company, San Jose Municipal Water System and Santa Clara Valley Water District are also members. Membership in this organization of all the tributary agencies and others having common watershed interests would be a first step toward accomplishing the stated objectives described above and is encouraged. Additional information for Cal-WARN can be found on its website www.calwarn.org.

Emergency Communications

Shown on Table 16 are the agencies the District will communicate with during emergencies.

Table 16. Emergency Communications

Contact Name	Telephone
CuSD	(408) 255-7071
County Communications	(408) 299-2507
Wastewater Treatment Plant	(408) 945-5300
Fire Department	911
Police / Sheriff	911
California Emergency Management Agency	1-(800) 852-7550
Regional Water Quality Control Board (Region 2) (Mon - Fri 8-5)	(510) 622-2369
Department of Fish and Game	(650) 688-6340
Santa Clara Valley Water District	(408) 265-2600 1-(800) 510-5151 -- 24-Hour Creek Emergency
County of Santa Clara Hazardous Materials Compliance Division	(408) 299-6930
Environmental Health Officer	(408) 918-3400
Able Underground Construction (Rodding, Hydroflush, Vactor, Pump Truck)	(408) 377-9990
Roto-Rooter (Rodding, Hydroflush, Mainliner)	(408) 727-9850
AB/JDD	(408) 251-1820
Flowing Water	(925) 270-3195
Restoration Management Company (Remediation Contractor)	1-(800) 400-5058

APPENDIX 1

LIKELIHOOD AND CONSEQUENCE OF FAILURE MATRICES FOR SEWER MAINS

Appendix 1A: Sewer Main Likelihood of Failure Matrix

Likelihood Category	Weights	Source Criterion	Likelihood of Failure Score									
			Negligible - 1	Unlikely - 2	3	Possible 4	5	6	Likely = 7	8	9	Very Likely = 10
Physical Condition	60%	NASSCO's PACP Coding	PACP Defect Grade = 0	PACP Defect Grade = 1	PACP Defect Grade = 2; No of PACP 2 Defects equal to 1	PACP Defect Grade = 2; No of PACP 2 Defects more than 1	PACP Defect Grade = 3, No of PACP 3 Defects equal to 1	PACP Defect Grade = 3; No of PACP 3 Defects more than 1	PACP Defect Grade = 4, No of PACP 4 Defects equal to 1	PACP Defect Grade = 4; No of PACP 4 Defects more than 1	PACP Defect Grade Structural = 5; Defects codes B, SRV family, DV, H, DH, DI; Max PACP Structural = 4;	PACP Defect Structural Grade = 5; Defect codes BSV, BVV, CH family, D, FH family, HSV, HVV, SMW family, SRC family, X family; Max PACP Structural Grade = 5; Defect codes B, SRV family, DV,H, DH, DI
		Pipe Age (pipes with no CCTV data)	8 years and less	9 to 17 years	18 to 26 years	27 to 35 years	36 to 43 years	44 to 52 years	53 to 61 years	62 to 70 years	71 to 79 years	80 years and greater
		Pipe Material (pipes with no CCTV data)										Unlined ACP; Unlined Terracotta; Unlined, Pre-1950s VCP
Capacity	40%	Capacity Model Results		Model indicates flow is below springline during 10-year storm or pipe not in model (small diameter).	Model indicates flow in pipe above springline during 10-year storm.	Pipes likely to surcharge during a 10-Year Storm only under future build-out conditions when loads become higher due to intensified land use or population increase.	Pipes likely to have surcharge, but more than 5' of freeboard available during 10-year storm.	Pipes likely to have surcharge, but more than 5' of freeboard available during peak dry flow.	Model indicates surcharge of over 1' and less than 5' of freeboard in 10-year storm. Relief or replacement sewer required.	Model indicates surcharge with 1 to 5 feet of freeboard in peak dry weather. Sewer relief or replacement required.	Model indicates SSO under a 10-year storm.	Model indicates SSO under peak dry weather.

Figure 26: Sewer Main Likelihood of Failure Matrix

Appendix 1B: Sewer Main Consequence of Failure Matrix

Category	Goal	Objective	Weight	Indicator	Consequence Score								
					2	3	Low = 4	5	6	Moderate = 7	8	9	Severe = 10
Environmental Responsibility – Potential for Large SSO	Protect public from pathogens and toxins	Minimize the potential for large spills	30%	Size of sewer	Less than 6-inch	6-inch, one to three pipe segments upstream	6-inch, more than three pipe segments upstream	8-inch, more than three pipe segments upstream			12" to 14"	15" to 21"	24" and greater
					6-inch, no pipes upstream	8-inch, one to three pipe segments upstream							
					8-inch, no pipes upstream								
Impacts to Community	Minimize nuisance impacts and impacts to customers	Minimize impacts to commuters and areas serving key customers or large number of people or providing critical services.	10%	Impacts to commuters based on type			Residential Roadway; and, No Commuter	Impact to Primary Roadway		Impact to Major Roadway			Freeway; Highway; Expressway;
				Impacts to land use areas.			Open Space; Park; and, Agricultural	Residential - Low to Medium Density	Recreational; Utility; Transportation; and, Residential– High Density	Commercial	Commercial-Heavy; Industrial; Manufacturing; and, Professional	Public, Institutional, and, Church	Water Supply; Hospital, Library; and, School
Environmental Responsibility – Distance to Surface Water	Meet environmental regulations; Protect the public from pathogens and toxins	Minimize spill volume to surface waters	60%	Spill travel distance to surface water		Greater than 1,500 feet		701 to 1,500 feet		301 to 700 feet	101 to 300 feet	26 to 100 feet	25 feet and less

Figure 27: Sewer Main Consequence of Failure Matrix

APPENDIX 2

LIKELIHOOD AND CONSEQUENCE OF FAILURE MATRICES FOR LIFT STATIONS

Appendix 2A: Lift Station Likelihood of Failure Matrix

Likelihood Category	Weight	Likelihood Score				
		1	2	3	4	5
		Very Low	Low	Moderate	High	Very High
Pump Station Overall Condition Summary (Average Grade)	30%	Acceptable structural/operational condition – Reassess condition in 10 years; No immediate concerns or recommendations	Unlikely to fail for least 20 years; Some components may need replacement within next 5 to 10 years; assess condition in 5 years	May fail in 10 to 20 years; Some components may need repair or replacement within next 2 to 5 years; assess condition in 3 years	Will probably fail in 5 to 10 years; Some components may need to be repair or replacement within next 5 to 10 years	Have failed or will likely to fail within 5 years; Some components may need replacement within next 1 to 2 years
Pump Station Components that Exceeded Their Useful Life (2021)	40%	Components can be assumed to be In Good Condition; less than 20% along its Useful Life with no reports Of operational issues	Components can be assumed to be In Good Condition; between 20% to 50% along its Useful Life with no reports Of operational issues	Components can be assumed to be In Good Condition; more than 50% along its Useful Life with no reports Of operational issues	Components have nearly reached its Typical Useful Life.	Components have reached or exceeded Its Typical Useful Life with no reports of operational issues
Pump Station Size Based on Capacity	20%		Relative Size of wet well pump station as compared to the total number of wet well pump stations at CuSD: Small	Relative Size of wet well pump station as compared to the total number of wet well pump stations at CuSD: Medium	Relative Size of wet well pump station as compared to the total number of wet well pump stations at CuSD: Large	Relative Size of wet well pump station as compared to the total number of wet well pump stations at CuSD: Very Large
SSOs Not Related to Major Storm Events, Operator Error, Third Party Actions	5%		Number of pump station-related SSOs not caused by Major Storm Events, Operator Error, or Third Party Actions during the past 5-year period: > 0 SSOs	Number of pump station-related SSOs not caused by Major Storm Events, Operator Error, or Third Party Actions during the past 5-year period: > 1 SSO	Number of pump station-related SSOs not caused by Major Storm Events, Operator Error, or Third Party Actions during the past 5-year period: > 2 or 3 SSOs	Number of pump station-related SSOs not caused by Major Storm Events, Operator Error, or Third Party Actions during the past 5-year period: > 4 SSOs
Number of Days with High Level Alarms	5%		Number of days that pump station had at least one recorded high level alarm within the last 1 year: 0 Days	Number of days that pump station had at least one recorded high level alarm within the last 1 year: 1 Day	Number of days that pump station had at least one recorded high level alarm within the last 1 year: 2 to 4 Days	Number of days that pump station had at least one recorded high level alarm within the last 1 year >5 Days

Figure 28: Lift Station Likelihood of Failure Matrix

Appendix 2B: Lift Station Consequence of Failure Matrix

Consequence Category	Weight	Consequence Score				
		1	2	3	4	5
		Very Low	Low	Moderate	High	Very High
Safety and Security	25%	No risk of injury and minor security threat	Low risk of minor injury or security threat	Low risk of moderate injury or security jeopardized	High expectation of major injury, not life threatening or security compromised	High expectation of major injury, not life threatening or security compromised
Social - Customers & Reputation	25%	In-house work item; makes facilities less efficient	Contained within the facilities, workarounds making work flow difficult	Minor service impacts and/or diminish reputation	High expectation of major injury, not life threatening or security compromised	Major impact on stakeholders and/or serious threat to long-term reputation
Service & Financial Impacts	25%	No impact to operations; direct (or indirect) costs do not trigger media coverage	No disruption of services; direct (or indirect) costs do not trigger media coverage	Partial disruption of services; direct (or indirect) costs do not trigger media coverage	Partial disruption of services; direct(or indirect) costs trigger local media coverage	Complete disruption of services; direct (or indirect) costs trigger state or regional media coverage
Environmental Regulatory	25%	Non-compliance unlikely or minor damage to the environment	Non-compliance possible if not addressed or minimal damage to the environment	Non-compliance possible or some damage to the environment	Fine, Compliance order or other regulatory action possible or localized damage to the environment	Fine. Compliance order or other regulatory action likely or significant damage to the environment

Figure 29: Lift Station Consequence of Failure Matrix

Appendix 2C: Lift Station LOF Scores, COF Scores, and Risk Scores

				Likelihood of Failure (POF)						Consequence of Failure (COF)				
Weights				0.3	0.4	0.2	0.05	0.05	1	0.25	0.25	0.25	0.25	1
Pump Station Name	LOF Score	COF Score	Risk	Pump Station Overall Condition Summary (Average Grade)	Pump Station Components that Exceeded Their Useful Life (2021)	Pump Station Size Based on Capacity	SSOs Not Related to Major Storm Events, Operator Error, Third Party Actions	Number of Days with High Level Alarms	Total Likelihood of Failure (LOF) Score	Safety and Security	Social - Customers & Reputation	Service & Financial Impacts	Environmental Regulatory	Total Consequence of Failure (COF) Score
Homestead 2	2.39	4.25	10.1	1.00	0.72	Very Large	0 SSO	0 Days	2.39	Low	Very High	Very High	Very High	4.25
Homestead 1	4.17	4.25	17.7	3.00	2.23	Very Large	1 SSO	1 Day	4.17	Low	Very High	Very High	Very High	4.25
Florence	3.67	2.50	9.2	3.00	2.23	Medium	0 SSO	0 Days	3.67	Low	Moderate	Moderate	Low	2.50
Prospect	1.90	4.25	8.1	1.00	0.04	Very Large	0 SSO	0 Days	1.90	Low	Very High	Very High	Very High	4.25
Crescent	2.02	2.75	5.5	2.00	0.63	Small	0 SSO	0 Days	2.02	Low	Low	Low	Very High	2.75
Via Regina	2.25	3.00	6.7	2.00	0.67	Medium	0 SSO	0 Days	2.25	Low	Moderate	Moderate	High	3.00
Serra	2.26	2.25	5.1	2.00	0.89	Small	0 SSO	1 Day	2.26	Low	Low	Low	Moderate	2.25
Chiquita	2.49	2.50	6.2	2.50	1.07	Small	0 SSO	0 Days	2.49	Low	Low	Low	High	2.50
Tantau	3.12	3.50	10.9	1.50	1.74	Large	0 SSO	1 Day	3.12	Low	High	High	High	3.50
Pierce	4.05	4.25	17.2	3.50	2.28	Large	0 SSO	0 Days	4.05	Low	Very High	Very High	Very High	4.25
Kirkbrook	3.90	4.25	16.6	3.00	2.28	Large	0 SSO	0 Days	3.90	Low	Very High	Very High	Very High	4.25
Country Club	2.99	2.75	8.2	3.00	1.56	Small	0 SSO	0 Days	2.99	Low	Low	Low	Very High	2.75
Oakcrest	3.18	2.75	8.7	3.00	1.83	Small	0 SSO	0 Days	3.18	Low	Moderate	Moderate	Moderate	2.75
Salem	3.31	2.75	9.1	3.00	2.02	Small	0 SSO	0 Days	3.31	Low	Moderate	Moderate	Moderate	2.75
Forum 2	3.52	4.25	15.0	4.00	1.26	Large	1 SSO	0 Days	3.52	Low	Very High	Very High	Very High	4.25
Forum 1	3.53	4.25	15.0	4.20	1.26	Large	0 SSO	0 Days	3.53	Low	Very High	Very High	Very High	4.25
Cristo Rey	2.62	3.75	9.8	3.00	0.49	Large	0 SSO	0 Days	2.62	Low	High	High	Very High	3.75

Figure 30: Lift Stations LOF Scores, COF Scores, and Risk Scores

CUPERTINO SANITARY DISTRICT

BUDGET WORKSHEET FOR FY 2025-26

Expenses

Account Name	Account Number	FY 2024-25 Budget	Expended Through MAY	FY 2024-25 Projected Expenditure	Projected % of Budget	Preliminary FY 2025-26 Budget	REMARKS
OPERATING EXPENSES							
Loan Payments	41000	$1,200,063	1,198,375	1,198,375	99.9%	**$1,200,063**	Two annual loan payments
Directors Stipend	41030	$38,000	33,233	35,868	94.4%	**$38,000**	Keep same as last year
Gasoline, Oil & Fuel	41060	$4,000	-	500	12.5%	**$4,000**	Keep same as last year
Insurance	41070	$195,500	197,551	198,192	101.4%	**$224,800**	Assume 15% increase
Memberships	41080	$57,000	57,289	58,289	102.3%	**$60,000**	Increase by $3,000
Office Rent	41090	$4,800	4,400	4,800	100.0%	**$4,800**	Keep same as last year
Operating Expenses	41100	$3,000	1,881	2,181	72.7%	**$3,000**	Keep same as last year
Operating Expenses - Credit Card Transaction Fees		$6,000	4,029	4,429	73.8%	**$6,000**	Keep same as last year
Contractual Services:							
Outfall Maintenance	41113	$150,000	132,885	132,885	88.6%	**$150,000**	Preliminary Estimate
T.P. Oper. & Maint.	41114	$8,291,700	8,185,820	8,185,820	98.7%	**$9,032,467**	From TPAC Budget
Professional Services:							
Management Services	41121	$575,000	485,177	540,177	93.9%	**$575,000**	Keep same as last year
SSMP Certification and Implementation	41121	$230,000	205,656	225,429	98.0%	**$0**	Reduce to zero and eliminate budget item. Ongoing effort to close gaps identified in Audit. This effort will be part of Management, Engineering, and Capital Projects.
Engineering Services	41122	$1,450,000	1,352,440	1,475,389	101.8%	**$1,500,000**	Increase by $50k (3.4%)
Peak Flow Reduction		$40,000	22,850	24,928	62.3%	**$20,000**	Reduce from last year. Future costs to refine hydraulic modeling will support implementation of the Program and will be funded by Installer's Agreements
Plan Ckg. & Insp.	41123	$200,000	190,015	207,289	103.6%	**$210,000**	Increase by $10,000 (5%)
Legal - Consultant Services		$4,500	2,000	2,000	44.4%	**$0**	Reduce to zero and eliminate budget item
Legal - District Counsel	41124	$50,000	34,544	37,684	75.4%	**$50,000**	Keep same as last year
Legal - Common Interest Group (CuSD Advance Pay)	41124	$390,000	116,156	116,156	29.8%	**$0**	Reduce to zero and eliminate budget item
Legal - Common Interest Group (CuSD Share)	41124	$110,000	67,248	67,248	61.1%	**$0**	Reduce to zero and eliminate budget item
Audit	41125	$14,000	-	15,500	110.7%	**$16,275**	Increase actual cost by 5.0% to account for projected increase in audit cost
Printing & Publications	41130	$32,000	11,085	15,085	47.1%	**$32,000**	Keep same as last year
Repair and Maintenance		**$4,144,000**	**3,711,881**	**4,009,690**	96.8%	**$4,340,000**	Increase by 5% of maintenance
Repairs	41150	$200,000	110,612	120,667	60.3%	**$200,000**	Keep same as last year
Maintenance	41151	$3,944,000	3,601,270	3,889,023	98.6%	**$4,140,000**	Increase by 5%
Travel & Meetings Staff	41170	$15,000	4,233	4,233	28.2%	**$15,000**	Keep same as last year
Travel & Meetings BOD	41170	$18,000	16,880	16,880	93.8%	**$18,000**	Keep same as last year
Utilities	41190	$90,000	77,807	84,835	94.3%	**$95,000**	Increase to reflect increased cost of electricity
Refunds & Reimbursements:							
Miscellaneous	41201	$50,000	2,154	5,154	10.3%	**$50,000**	Keep same as last year
Connection Fees	41202	$2,000	-	1,000	50.0%	**$2,000**	Keep same as last year
Checking & Inspection	41203	$3,000	21,301	22,301	743.4%	**$3,000**	Keep same as last year
Emergency Funds	48000	$250,000	116,326	127,694	51.1%	**$250,000**	Keep same as last year
Consolidated Election	48001	$120,000	3,636	3,636	3.0%	**$0**	No election
TOTAL OPERATING EXPENSES		$17,737,563	16,256,853	16,823,645	94.8%	$17,899,405	
CAPITAL EXPENSES							
District Sewer Capital & Support	46041	$3,250,000	2,869,526	2,909,526	89.5%	**$2,750,000**	Plan for Mainline and Pump Station Capital Improvement Projects in 2023/2024.
District Sewer Capital & Support - VTA		$100,000	-	-	0.0%	**$100,000**	Inspection Budget during bridge expansion
Treatment Plant Capital	46042	$2,293,401	2,546,829	2,546,829	111.1%	**$2,567,838**	From TPAC 5/21/25
Outfall Capital	46042	$200,000	1,360,188	1,360,188	680.1%	**$650,000**	Estimated from projections given by SJ/SC staff
District Equipment	46043	$150,000	81,170	171,170	114.1%	**$150,000**	Keep same as year year
Replacement Fund	46044	$300,000	-	300,000	100.0%	**$300,000**	Annual reserve setaside
TOTAL CAPITAL EXPENSES		$6,293,401	$6,857,713	$7,287,713	115.8%	**$6,517,838**	
TOTAL EXPENSES		$24,030,964	$23,114,566	$24,111,359	100.3%	**$24,417,243**	

CUPERTINO SANITARY DISTRICT

BUDGET WORKSHEET FOR FY 2025-26

Revenue

Account Name	Account Number	FY 2024-25 Budget	Received Through MAY	FY 2024-25 Projected	Projected % of Budget	Preliminary FY 2025-26 Budget	REMARKS
OPERATING REVENUES							
Service Charges							
Handbilling	31010	$554,750	$471,430	$486,430	88%	**$505,887**	Based on 4% rate increase
Tax Roll	31010	$20,189,170	$12,134,233	$21,083,233	104%	**$21,826,562**	Based on 4% rate increase
Permit Fees	31020	$100,000	$114,242	$124,971	125%	**$125,000**	Increase to reflect 2024/2025 Revenue
Connection Fees	31031	$1,200,000	$146,140	$159,000	13%	**$1,000,000**	Reduce from last year
Capacity Fees	31032	$850,000	$57,228	$62,549	7%	**$750,000**	Reduce from last year
Pump Zone Fees	31033	$20,000	$1,852	$2,037	10%	**$20,000**	Keep same as last year
Checking & Inspection Fees	31040	$300,000	$212,385	$232,385	77%	**$300,000**	Keep same as last year
Annexation	32010	$2,500	$0	$0	0%	**$2,500**	Keep same as last year
Interest	32050	$350,000	$644,347	$644,347	184%	**$450,000**	Increase to reflect 2024/2025 Revenue
City of San Jose Credit(s)	32091	$1,100,000	$2,544,520	$2,544,520	231%	**$1,060,000**	Based on 10% of 2024/2025 Capital and O&M
Legal - Common Interest Group (Tributaries)	32092.1	$390,000	$119,374	$119,374	31%	**$0**	Delete Revenue line item
Legal - Common Interest Group (2% Admin Fees)	32902.2	$7,800	$11,937	$11,937	153%	**$0**	Delete Revenue line item
Refunds/Reimbursements - Misc.	32091	$10,000	$272	$272	3%	**$10,000**	Keep same as last year
Refunds/Reimbursements - VTA	46041	$100,000	$0	$0	0%	**$100,000**	Inspection Budget during bridge expansion
Lateral Construction	32093	$15,000	$0	$0	0%	**$15,000**	Keep same as last year
TOTAL OPERATING REVENUE		$25,189,220	$16,457,961	$25,471,056	101%	**$26,164,949**	
Revenue Transfer							
TOTAL REVENUE							
Total Expenses						**$24,417,243**	
Credit to Account						$1,747,707	
Debit from Account							
Net Operating Revenue						$26,164,949	

Cupertino Sanitary District

Memo

Item 10A

To: **Board of Directors**

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

Date: **June 17, 2025 – Special Board Meeting**

Re: **Significant Defects - Phase 2 – Project Closeout and Final Acceptance**

Background:

On September 20, 2024, C2R Engineering, Inc. was awarded a contract for the Significant Defect Repair Project – Phase 2 project in the total amount of $1,798,128. Notice to proceed was issued to C2R Engineering, Inc. on October 11, 2024, and effective on October 28, 2024. The contract had a Substantial Completion date of July 23, 2025, and a Final Completion date of August 22, 2025.

The scope of work included:

- Remove existing sanitary sewer pipe and replace with new PVC SDR26 pipe at 48 different locations. Sewer rehabilitation completed through one hundred and forty-three (143) open cut spot repairs for a total spot repair length of 2,340 linear feet.
- Close Circuit Televised Video (CCTV) inspection of all sewer mains in accordance with NASSCO PACP standards

Project Close-Out and Financial Accounting:

C2R Engineering completed all work operations on March 24th, 2025. Staff received the final invoice on April 21, 2025, from C2R Engineering, Inc in the amount of $99,531.70. Staff has reviewed and approved the Significant Defect Repair Project – Phase 2 project. Work has been completed in compliance with the District's plans and specifications.

Summary of payment to C2R Engineering, Inc - Project To Date:

Original Contract Award	$1,798,128.00
Approved Change Orders	$192,506.08
Revised Contract Amount	$1,990,634.08
Total Pay Requests at Project Completion	$99,531.70
Retainage – 5.0% of Completed work	$99,531.70
Total Earned Less Retainage	$1,891,102.38

Final Payment:

Final payment to C2R Engineering, Inc. the amount of $99,531.70, to close out the Significant Defect Repair Project – Phase 2 project.

Staff Recommendation:

Accept the project and authorize the payment of the final invoice in the amount of $99,531.70 for the Significant Defect Repair Project – Phase 2 project.

Attachment:

1. Resolution No. 1360, Accepting the Sanitary Sewer Rehabilitation Work in Conjunction with "Significant Defect Repair Project – Phase 2."

2. Retention Release Request from C2R Engineering, Inc.

RESOLUTION NO. 1360

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CUPERTINO SANITARY DISTRICT ACCEPTING THE SANITARY SEWER REHABILITATION WORK IN CONJUNCTION WITH "SIGNIFICANT DEFECT REPAIR PROJECT – PHASE 2", CUPERTINO CA 95014.

WHEREAS, C2R Engineering, Inc., has completed construction of the sanitary sewer improvements in accordance with the plans and specifications prepared by District staff ; 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

WHEREAS, the sanitary sewer construction for the Significant Defect Repair Project – Phase 2 project provided the following sanitary sewer rehabilitation repairs per project plans approved in July 2024 and per the construction contract which was awarded on September 20, 2024.

- Remove existing sanitary sewer pipe and replace with new PVC SDR26 pipe at 48 different locations. Sewer rehabilitation completed through one hundred and forty-three (143) open cut spot repairs for a total spot repair length of 2,340 linear feet.
- Close Circuit Televised Video (CCTV) inspection of all sewer mains in accordance with NASSCO PACP standards

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cupertino Sanitary District accepts the Significant Defect Repair Project – Phase 2 project and authorizes Staff to release final payment 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 17th day of June 2025, by the following vote of the members thereof:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSE:

_____
Secretary, Cupertino Sanitary District

APPROVED: (SEAL)

_____
President, Cupertino Sanitary District

APPROVED AS TO FORM:

_____
Board Counsel

Invoice

C2R ENGINEERING, INC
P.O. Box 1017
Mountain View, CA 94042

Date	Invoice #
4/21/2025	C7065S

Bill To

CUPERTINO SANITARY DISTRICT
20863 STEVENS CREEK BLVD, STE 100
CUPERTINO, CA 95014

Ship To

CUPERTINO SANITARY DISTRICT
20863 STEVENS CREEK BLVD, STE 100
CUPERTINO, CA 95014

P.O. Number	Terms	Via	Project
			Job 382 - Significant Repairs

Quantity	Item Code	Description	Price Each	Amount
1	Sales	Retention Release	99,531.70	99,531.70

Total $99,531.70

Please remit payment to:
P.O. Box 1017
Mountain View, CA 94042

WWW.C2RENGINEERING.COM

PROJECT NAME: CUSD Significant Defect Repair Project Phase 2
PROJECT NUMBER: CU-22-00175
PROGRESS PAYMENT: 007
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE:N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: March 24, 2025
DATE: April 17, 2025

No.	DESCRIPTION	ORIGINAL CONTRACT AMOUNT				PP 007			TOTAL		
		Unit	Quantity	Unit Price	Item Cost	% COMPLETED	QTY THIS ESTIMATE	$	% COMPLETED	QTY TO DATE	$
1	MOBILIZATION & DEMOBILIZATION	LS	1	$60,000.00	$60,000.00				100%	1	$60,000.00
2	WATER POLLUTION CONTROL	LS	1	$20,000.00	$20,000.00				100%	0	$20,000.00
3	CITY OF CUPERTINO ENCROACHMENT PERMIT FEE	LS	1	$19,728.00	$19,728.00				100%	0	$19,728.00
LOCATION 1											
4	REMOVE AND REPLACE 11 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 11 AND 22 FEET FROM THE DSMH 1946-6. REPAIR DEPTH APPROXIMATELY 9 FEET.	LS	1	$9,000.00	$9,000.00				100%	0	$9,000.00
5	REMOVE AND REPLACE 2 TREES	LS	1	$500.00	$500.00				100%	0	$500.00
LOCATION 2											
6	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 8" PVC SDR26. REPAIR IS LOCATED BETWEEN 0 AND 8 FEET FROM THE DSMH 4152-11 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
7	REPLACE FENCE IN-KIND FROM POST TO POST AS NEEDED.	LS	1	$300.00	$300.00				100%	0	$300.00
8	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH 4152-11	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
9	REMOVE AND REPLACE 19 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 55 AND 74 FEET FROM THE DSMH 4152-11 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$15,000.00	$15,000.00				100%	0	$15,000.00
10	REPLACE FENCE IN-KIND FROM POST TO POST AS NEEDED.	LS	1	$300.00	$300.00				100%	0	$300.00
11	REMOVE AND REPAIR 8 LF OF 8" VCP WITH 8" PVC SDR26. REPAIR IS LOCATED BETWEEN 80 AND 86 FEET FROM THE DSMH 4152-11 . REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
12	REPLACE FENCE IN-KIND FROM POST TO POST AS NEEDED.	LS	1	$300.00	$300.00				100%	0	$300.00
13	REMOVE (1) WYE CONNECTION AT 81 FEET FROM USMH 4152-2F. WYE SHALL BE REPLACED WITH (1) 4"X8" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 8'.	EA	1	$900.00	$900.00				100%	0	$900.00
14	REPLACE FENCE IN-KIND FROM POST TO POST AS NEEDED.	LS	1	$300.00	$300.00				100%	0	$300.00
15	REMOVE AND REPLACE FLUSHING INLET, USMH 4152-2F	LS	1	$4,200.00	$4,200.00				100%	0	$4,200.00
16	REPLACE FENCE IN-KIND FROM POST TO POST AS NEEDED.	LS	1	$300.00	$300.00				100%	0	$300.00
17	TRAFFIC CONTROL TYPE C	LS	1	$1,000.00	$1,000.00				100%	0	$1,000.00
LOCATION 3											
18	REMOVE AND REPLACE 40 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 24 AND 64 FEET FROM THE USMH 2769-2 REPAIR DEPTH IS APPROXIMATELY 5'.	LS	1	$25,000.00	$25,000.00				100%	0	$25,000.00
19	TRAFFIC CONTROL TYPE D	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 4											
20	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 240 AND 246 FEET FROM THE USMH L2-231 REPAIR DEPTH IS APPROXIMATELY 10'. CONTRACTOR TO VERIFY WATER & STORM DRAIN LINES DON'T IMPACT THE REPAIR.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
21	REMOVE AND REPLACE 34 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 34 FEET FROM THE DSMH L2-230 REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1	$22,000.00	$22,000.00				100%	0	$22,000.00
22	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH L2-230, REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
23	TRAFFIC CONTROL TYPE D	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 5											
24	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 68 AND 74 FEET FROM THE USMH L9-40 REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
LOCATION 6											
25	REMOVE AND REPLACE 100 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 38 AND 138 FEET FROM THE DSMH 6272-4 REPAIR DEPTH IS APPROXIMATELY 13'.	LS	1	$55,000.00	$55,000.00				100%	0	$55,000.00
26	REMOVE (1) WYE CONNECTION AT 132 FEET FROM DSMH 6272-4. WYE SHALL BE REPLACED WITH (1) 4"X8" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 13'.	EA	1	$1,500.00	$1,500.00				100%	0	$1,500.00
27	TRAFFIC CONTROL TYPE C	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 7											
28	REMOVE AND REPLACE 12 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 48 AND 60 FEET FROM THE DSMH 4823-18 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$10,000.00	$10,000.00				100%	0	$10,000.00
29	REMOVE (1) WYE CONNECTION LOCATED 53 FEET FROM DSMH 4823-18. WYE SHALL BE REPLACED WITH (1) 4"X8" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 9'.	EA	1	$900.00	$900.00				100%	0	$900.00
30	REPLACE PAVERS IN-KIND AS NEEDED AND OR RE-USE EXISTING PAVERS	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 8											
31	REMOVE AND REPLACE 7 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 16 AND 23 FEET FROM THE DSMH 5099-8 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
32	TRAFFIC CONTROL TYPE B	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00

PROJECT NAME: CUSD Significant Defect Repair Project Phase 2
PROJECT NUMBER: CU-22-00175
PROGRESS PAYMENT: 007
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE:N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: March 24, 2025
DATE: April 17, 2025

No.	DESCRIPTION	ORIGINAL CONTRACT AMOUNT				PP 007			TOTAL		
		Unit	Quantity	Unit Price	Item Cost	% COMPLETED	QTY THIS ESTIMATE	$	% COMPLETED	QTY TO DATE	$
LOCATION 9											
33	REMOVE AND REPLACE 7 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 7 FEET FROM THE DSMH 5104-3 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
34	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 5104-3	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
35	TRAFFIC CONTROL TYPE B	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 10											
36	REMOVE AND REPLACE 7 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 36 AND 43 FEET FROM THE USMH 4188-3 REPAIR DEPTH IS APPROXIMATELY 9'. PROTECT TELECOM IN PLACE.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
37	TRAFFIC CONTROL TYPE B	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 11											
38	REMOVE AND REPLACE 7 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 7 FEET FROM THE USMH 6633-8 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$6,500.00	$6,500.00				100%	0	$6,500.00
39	RECONNECT REPLACED 6" PVC TO USMH 6633-8, REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$1,200.00	$1,200.00				100%	0	$1,200.00
40	REMOVE AND REPLACE 10 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 10 FEET FROM THE DSMH 6633-7 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$7,000.00	$7,000.00				100%	0	$7,000.00
41	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 6633-7, REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$1,200.00	$1,200.00				100%	0	$1,200.00
42	REMOVE AND REPLACE 9 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 47 AND 56 FEET FROM THE DSMH 6633-8 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
43	TRAFFIC CONTROL TYPE C	LS	1	$500.00	$500.00				100%	0	$500.00
LOCATION 12											
44	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 225 AND 231 FEET FROM THE USMH L2-247 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
45	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 293 AND 299 FEET FROM THE USMH L2-247 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
46	REMOVE (1) WYE CONNECTION LOCATED 298 FEET FROM USMH L2-247. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 8'.	EA	1	$800.00	$800.00				100%	0	$800.00
47	TRAFFIC CONTROL TYPE B	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 13											
48	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 175 AND 181 FEET FROM THE USMH L2-MF REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
49	REMOVE (1) WYE CONNECTION LOCATED 177 FEET FROM USMH L2-MF. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 8'.	EA	1	$800.00	$800.00				100%	0	$800.00
50	TRAFFIC CONTROL TYPE B	LS	1	$1,000.00	$1,000.00				100%	0	$1,000.00
LOCATION 14											
51	REMOVE AND REPLACE 45 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 45 FEET FROM THE USMH L8-6 REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$22,500.00	$22,500.00				100%	0	$22,500.00
52	RECONNECT REPLACED 6" PVC SDR 26 TO USMH L8-6, REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
53	RAISE SSMH L8-CF TO GRADE. REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$2,500.00	$2,500.00				100%	0	$2,500.00
54	TRAFFIC CONTROL TYPE C	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00

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ADDRESS: P.O. Box 1017
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LOCATION 15											
55	REMOVE AND REPLACE 26 LF OF 6" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 42 AND 68 FEET FROM THE USMH L8-7 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$13,000.00	$13,000.00				100%	0	$13,000.00
56	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 84 AND 90 FEET FROM THE USMH L8-7 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$5,000.00	$5,000.00				100%	0	$5,000.00
57	REMOVE (1) WYE CONNECTION LOCATED 88 FEET FROM USMH L8-7. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 9'.	EA	1	$800.00	$800.00				100%	0	$800.00
58	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 6 FEET FROM THE USMH L8-7 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$5,000.00	$5,000.00				100%	0	$5,000.00
59	RECONNECT REPLACED 6" PVC SDR 26 TO USMH L8-7, REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 16											
60	REMOVE AND REPLACE 19 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 66 AND 84 FEET FROM THE DSMH 3322-9 REPAIR DEPTH IS APPROXIMATELY 5'.	LS	1	$9,000.00	$9,000.00				100%	0	$9,000.00
61	REMOVE (1) WYE CONNECTION LOCATED 70 FEET FROM DSMH 3322-9. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 5'.	EA	1	$800.00	$800.00				100%	0	$800.00
62	REMOVE AND REPLACE 13 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 13 FEET FROM THE DSMH 3322-9 REPAIR DEPTH IS APPROXIMATELY 5'.	LS	1	$6,500.00	$6,500.00				100%	0	$6,500.00
63	REMOVE (1) WYE CONNECTION LOCATED 70 FEET FROM DSMH 3322-9. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 5'.	EA	1	$800.00	$800.00				100%	0	$800.00
64	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 3322-9, REPAIR DEPTH IS APPROXIMATELY 5'.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 17											
65	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 39 AND 45 FEET FROM THE DSMH L2-227 REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
66	TRAFFIC CONTROL TYPE B	LS	1	$1,000.00	$1,000.00				100%	0	$1,000.00
LOCATION 18					$0.00						
67	REMOVE AND REPLACE 10 LF OF 10" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 10 FEET FROM THE USMH L9-9 REPAIR DEPTH IS APPROXIMATELY 13'.	LS	1	$10,000.00	$10,000.00				100%	0	$10,000.00
68	RECONNECT REPLACED 10" PVC SDR 26 TO USMH L9-9, REPAIR DEPTH IS APPROXIMATELY 13'.	LS	1	$1,500.00	$1,500.00	100%		$ 1,500.00	100%	0	$1,500.00
69	REMOVE AND REPLACE 6 LF OF 10" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 6 FEET FROM THE DSMH L9-8 REPAIR DEPTH IS APPROXIMATELY 13'.	LS	1	$5,000.00	$5,000.00				100%	0	$5,000.00
70	RECONNECT REPLACED 10" PVC SDR 26 TO OUTSIDE DROP INLET CONNECTION AT DSMH L9-8, REPAIR DEPTH IS APPROXIMATELY 13'.	LS	1	$1,500.00	$1,500.00	47%		$ 710.04	100%	0	$1,500.00
71	TRAFFIC CONTROL TYPE D	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 19											
72	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 8 FEET FROM THE USFI L12-3F REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
73	REMOVE AND REPLACE EXISTING FLUSHING INLET L12-3F, REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$4,200.00	$4,200.00				100%	0	$4,200.00
74	REMOVE (1) WYE CONNECTION LOCATED 6 FEET FROM USMH L12-3F. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 7'.	EA	1	$800.00	$800.00				100%	0	$800.00
75	TRAFFIC CONTROL TYPE C	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00

PROJECT NAME: CUSD Significant Defect Repair Project Phase 2
PROJECT NUMBER: CU-22-00175
PROGRESS PAYMENT: 007
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE:N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: March 24, 2025
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LOCATION 20											
76	REMOVE AND REPLACE 20 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 38 AND 58 FEET FROM THE USMH 4430-2 REPAIR DEPTH IS APPROXIMATELY 11'.	LS	1	$15,000.00	$15,000.00				100%	0	$15,000.00
77	REMOVE AND REPLACE 16 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 83 AND 98 FEET FROM THE USMH 4430-2 REPAIR DEPTH IS APPROXIMATELY 11'.	LS	1	$12,000.00	$12,000.00				100%	0	$12,000.00
78	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 140 AND 146 FEET FROM THE USMH 4430-2 REPAIR DEPTH IS APPROXIMATELY 11'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
79	REMOVE (1) WYE CONNECTION LOCATED 144 FEET FROM USMH 4430-2. WYE SHALL BE REPLACED WITH (1) 4"X8" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 11'.	EA	1	$800.00	$800.00				100%	0	$800.00
LOCATION 21											
80	REMOVE AND REPLACE 80 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 80 FEET FROM THE USMH L9-50 REPAIR DEPTH IS APPROXIMATELY 9'. PROTECT EXISTING WATER MAIN AND GAS MAIN IN-PLACE.	LS	1	$45,000.00	$45,000.00				100%	0	$45,000.00
81	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH L9-50. REPAIR DEPTH IS APPROXIMATELY 9'. PROTECT EXISTING WATER MAIN AND GAS MAIN IN-PLACE.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
82	TRAFFIC CONTROL TYPE D	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 22											
83	REMOVE AND REPLACE 32 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 209 AND 237 FEET FROM THE USMH L1-62 REPAIR DEPTH IS APPROXIMATELY 8'. PROTECT EXISTING WATER MAIN AND GAS MAIN IN-PLACE.	LS	1	$20,000.00	$20,000.00				100%	0	$20,000.00
84	REMOVE (3) WYE CONNECTIONS LOCATED 213, 217, & 236 FEET FROM USMH L1L-62. WYES SHALL BE REPLACED WITH (3) 4"X8" PVC SDR26 WYES REPAIR DEPTH IS APPROXIMATELY 8'. PROTECT EXISTING WATER MAIN AND GAS MAIN IN-PLACE.	EA	1	$3,000.00	$3,000.00				100%	0	$3,000.00
85	TRAFFIC CONTROL TYPE B	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 23											
86	REMOVE AND REPLACE 48 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 150 AND 198 FEET FROM THE DSMH L1-63 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$26,000.00	$26,000.00				100%	0	$26,000.00
87	REMOVE (1) WYE CONNECTION LOCATED 190 FEET FROM USMH L1-63. WYE SHALL BE REPLACED WITH (1) 4"X8" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 9'.	EA	1	$800.00	$800.00				100%	0	$800.00
88	TRAFFIC CONTROL TYPE B	LS	1	$1,000.00	$1,000.00				100%	0	$1,000.00
LOCATION 24											
89	REMOVE AND REPLACE 7 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 295 AND 302 FEET FROM THE USMH L1-114 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
90	REMOVE (1) WYE CONNECTION LOCATED 300 FEET FROM USMH L1-114. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 9'.	EA	1	$800.00	$800.00				100%	0	$800.00
91	TRAFFIC CONTROL TYPE B	LS	1	$1,000.00	$1,000.00				100%	0	$1,000.00
LOCATION 25											
92	REMOVE AND REPLACE 270 LF OF 10" VCP WITH 10" PVC SDR 26. REPAIR ENTIRE SEGMENT FROM MH TO MH REPAIR DEPTH IS APPROXIMATELY 13'.	LS	1	$200,000.00	$200,000.00				100%	0	$200,000.00
93	REMOVE (1) WYE CONNECTION LOCATED 166 FEET FROM USMH 4398-4. WYE SHALL BE REPLACED WITH (1) 4"X10" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 13'.	EA	1	$1,200.00	$1,200.00				100%	0	$1,200.00
94	RECONNECT REPLACED 10" PVC SDR 26 TO USMH 4398-4.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
95	RECONNECT REPLACED 10" PVC SDR 26 TO DSMH 4398-3.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
96	TRAFFIC CONTROL TYPE A	LS	1	$8,000.00	$8,000.00				100%	0	$8,000.00
LOCATION 26											
97	REMOVE AND REPLACE 30 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 55 AND 85 FEET FROM THE DSMH T-220 REPAIR DEPTH IS APPROXIMATELY 6'.	LS	1	$15,000.00	$15,000.00				100%	0	$15,000.00
98	REMOVE AND REPLACE 10 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 8 AND 18 FEET FROM THE USMH T-221 REPAIR DEPTH IS APPROXIMATELY 6'.	LS	1	$5,000.00	$5,000.00				100%	0	$5,000.00
99	REMOVE (1) WYE CONNECTION LOCATED 11 FEET FROM USMH T-221. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 6'	EA	1	$1,200.00	$1,200.00				100%	0	$1,200.00
100	TRAFFIC CONTROL TYPE C	LS	1	$3,500.00	$3,500.00				100%	0	$3,500.00

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LOCATION 27											
	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 6" PVC SDR 26.			$8,000.00	$8,000.00						
	REPAIR IS LOCATED BETWEEN 0 AND 8 FEET FROM THE USMH 9054-203										
	REPAIR DEPTH IS APPROXIMATELY 9'.										
101	PROTECT EXISTING WATER SERVICE	LS	1						100%	0	$8,000.00
	RECONNECT REPLACED 6" PVC SDR 26 TO USMH 9054-203			$1,500.00	$1,500.00						
102	PROTECT EXISTING WATER SERVICE	LS	1						100%	0	$1,500.00
103	TRAFFIC CONTROL TYPE C	LS	1	$2,000.00	$2,000.00				100%	0	$2,000.00
LOCATION 28											
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$6,000.00	$6,000.00						
	REPAIR IS LOCATED BETWEEN 121 AND 127 FEET FROM THE USMH 2591-4										
104	REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1						100%	0	$6,000.00
	REMOVE AND REPLACE 9 LF OF 8" VCP WITH 6" PVC SDR 26.			$6,000.00	$6,000.00						
	REPAIR IS LOCATED BETWEEN 221 AND 230 FEET FROM THE USMH 2591-4										
105	REPAIR DEPTH IS APPROXIMATELY 9'	LS	1						100%	0	$6,000.00
	REMOVE (2) WYE CONNECTIONS LOCATED 225 & 227 FEET FROM USMH 2591-4.			$1,000.00	$2,000.00						
	WYES SHALL BE REPLACED WITH (2) 4"X6" PVC SDR26 WYES										
106	REPAIR DEPTH IS APPROXIMATELY 9'	EA	2						100%	0	$2,000.00
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$5,500.00	$5,500.00						
	REPAIR IS LOCATED BETWEEN 9 AND 15 FEET FROM THE DSMH T-528										
107	REPAIR DEPTH IS APPROXIMATELY 9'	LS	1						100%	0	$5,500.00
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$5,500.00	$5,500.00						
	REPAIR IS LOCATED BETWEEN 33 AND 39 FEET FROM THE DSMH T-528										
108	REPAIR DEPTH IS APPROXIMATELY 9'	LS	1						100%	0	$5,500.00
	REMOVE (2) WYE CONNECTIONS LOCATED 222 & 225 FEET FROM USMH 2556-3.			$1,000.00	$2,000.00						
	WYES SHALL BE REPLACED WITH (2) 4"X6" PVC SDR26 WYES										
109	REPAIR DEPTH IS APPROXIMATELY 9'	EA	2						100%	0	$2,000.00
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$5,500.00	$5,500.00						
	REPAIR IS LOCATED BETWEEN 105 AND 111 FEET FROM THE DSMH T-528										
110	REPAIR DEPTH IS APPROXIMATELY 9'	LS	1						100%	0	$5,500.00
	REMOVE AND REPLACE 10 LF OF 8" VCP WITH 6" PVC SDR 26.			$7,000.00	$7,000.00						
	REPAIR IS LOCATED BETWEEN 57 AND 67 FEET FROM THE USMH 2556-3										
111	REPAIR DEPTH IS APPROXIMATELY 9'	LS	1						100%	0	$7,000.00
112	TRAFFIC CONTROL TYPE B	LS	1	$2,500.00	$2,500.00				100%	0	$2,500.00
LOCATION 29											
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$5,000.00	$5,000.00						
	REPAIR IS LOCATED BETWEEN 18 AND 24 FEET FROM THE USMH 8998-1										
113	REPAIR DEPTH IS APPROXIMATELY 5'.	LS	1						100%	0	$5,000.00
	REMOVE (1) WYE CONNECTION LOCATED 21 FEET FROM USMH 8998-1.			$800.00	$800.00						
	WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE										
114	REPAIR DEPTH IS APPROXIMATELY 5'.	EA	1						100%	0	$800.00
LOCATION 30					$0.00						
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$6,000.00	$6,000.00						
	REPAIR IS LOCATED BETWEEN 0 AND 6 FEET FROM THE DSMH 1788-7										
115	REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1						100%	0	$6,000.00
116	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 1788-7.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
	REMOVE (1) WYE CONNECTION LOCATED 30 FEET FROM DSMH 1788-7.			$1,000.00	$1,000.00				100%	0	$1,000.00
	WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE										
117	REPAIR DEPTH IS APPROXIMATELY 10'.	EA	1								
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$6,000.00	$6,000.00				100%	0	$6,000.00
	REPAIR IS LOCATED BETWEEN 27 AND 33 FEET FROM THE DSMH 1788-7										
118	REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1						100%	0	$6,000.00
	REMOVE AND REPLACE 17 LF OF 6" VCP WITH 6" PVC SDR 26.			$12,000.00	$12,000.00						
	REPAIR IS LOCATED BETWEEN 74 AND 91 FEET FROM THE DSMH 1788-7										
119	REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1						100%	0	$12,000.00
	REMOVE (2) WYE CONNECTIONS LOCATED 178 & 180 FEET FROM USMH 1788-7.			$1,000.00	$2,000.00						
	WYES SHALL BE REPLACED WITH (2) 4"X6" PVC SDR26 WYES										
120	REPAIR DEPTH IS APPROXIMATELY 10'.	EA	2						100%	0	$2,000.00
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$6,000.00	$6,000.00						
	REPAIR IS LOCATED BETWEEN 177 AND 183 FEET FROM THE DSMH 1788-7										
121	REPAIR DEPTH IS APPROXIMATELY 10'	LS	1						100%	0	$6,000.00
122	TRAFFIC CONTROL TYPE B	LS	1	$3,500.00	$3,500.00				100%	0	$3,500.00
LOCATION 31											
	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 6" PVC SDR 26.			$6,000.00	$6,000.00						
	REPAIR IS LOCATED BETWEEN 0 AND 6 FEET FROM THE DSMH 2592-8										
123	REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1						100%	0	$6,000.00
124	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 2592-8.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
125	TRAFFIC CONTROL TYPE D	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00

PROJECT NAME: CUSD Significant Defect Repair Project Phase 2
PROJECT NUMBER: CU-22-00175
PROGRESS PAYMENT: 007
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE:N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: March 24, 2025
DATE: April 17, 2025

No.	DESCRIPTION	ORIGINAL CONTRACT AMOUNT				PP 007			TOTAL		
		Unit	Quantity	Unit Price	Item Cost	% COMPLETED	QTY THIS ESTIMATE	$	% COMPLETED	QTY TO DATE	$
LOCATION 32											
126	REMOVE AND REPLACE 9 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 87 AND 96 FEET FROM THE USMH 2592-11 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$8,000.00	$8,000.00				100%	0	$8,000.00
127	REMOVE AND REPLACE 18 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 119 AND 137 FEET FROM THE USMH 2592-11 REPAIR DEPTH IS APROXIMATELY 03	LS	1	$10,000.00	$10,000.00				100%	0	$10,000.00
128	REMOVE (1) WYE CONNECTION LOCATED 120 FEET FROM USMH 2592-11. WYE S	EA	1	$1,000.00	$1,000.00				100%	0	$1,000.00
129	REMOVE AND REPLACE 7 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 148 AND 155 FEET FROM THE USMH 2592-11 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
130	TRAFFIC CONTROL TYPE B	LS	1	$2,500.00	$2,500.00				100%	0	$2,500.00
LOCATION 33											
131	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 8 FEET FROM THE DSMH 3701-1 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$8,000.00	$8,000.00				100%	0	$8,000.00
132	RECONNECT REPLACED 8" PVC SDR 26 TO DROP INLET AT DSMH 3701-1.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
133	TRAFFIC CONTROL TYPE D	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 34											
134	REMOVE AND REPLACE 157 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR ENTIRE SEGMENT FROM MH TO MH REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$80,000.00	$80,000.00				100%	0	$80,000.00
135	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH 6765-2	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
136	RECONNECT REPLACED 8" PVC SDR 26 TO USMH 6765-3	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
137	REMOVE (6) WYE CONNECTIONS. WYES SHALL BE REPLACED WITH (6) 4"X8" PVC SDR26 WYES REPAIR DEPTH IS APPROXIMATELY 7'.	EA	6	$800.00	$4,800.00				100%	0	$4,800.00
138	TRAFFIC CONTROL TYPE C	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 35					$0.00						
139	REMOVE AND REPLACE 27 LF OF 10" PVC C900 WITH 10" PVC SDR 26. REPAIR IS LOCATED BETWEEN 7 AND 34 FEET FROM THE USMH T-710 REPAIR DEPTH IS APPROXIMATELY 14'	LS	1	$25,000.00	$25,000.00				100%	0	$25,000.00
140	TRAFFIC CONTROL TYPE A	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 36					$0.00						
141	REMOVE AND REPLACE 14 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 14 FEET FROM THE USMH 1788-3 REPAIR DEPTH IS APPROXIMATELY 9'	LS	1	$8,000.00	$8,000.00				100%	0	$8,000.00
142	RECONNECT REPLACED 8" PVC SDR 26 TO USMH 1788-3.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
143	REMOVE AND REPLACE 19 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 19 FEET FROM THE DSMH 8249-1 REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$10,000.00	$10,000.00				100%	0	$10,000.00
144	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH 8249-1.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
145	TRAFFIC CONTROL TYPE A	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 37											
146	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 8 AND 16 FEET FROM THE USMH 8249-2 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$7,000.00	$7,000.00				100%	0	$7,000.00
147	TRAFFIC CONTROL TYPE C	LS	1	$1,200.00	$1,200.00				100%	0	$1,200.00
LOCATION 38											
148	REMOVE AND REPLACE 8 LF OF 10" PVC WITH 10" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 8 FEET FROM THE DSMH T-687 REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1	$9,000.00	$9,000.00				100%	0	$9,000.00
149	RECONNECT REPLACED 10" PVC SDR 26 TO DSMH T-687.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
LOCATION 39											
150	REMOVE AND REPLACE 14 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 14 FEET FROM THE DSMH 4254-5 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$10,000.00	$10,000.00				100%	0	$10,000.00
151	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 4254-5.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
152	REMOVE (1) WYE CONNECTION LOCATED 12 FEET FROM DSMH 4254-5. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 8'.	EA	1	$1,000.00	$1,000.00				100%	0	$1,000.00
153	TRAFFIC CONTROL TYPE B	LS	1	$1,200.00	$1,200.00				100%	0	$1,200.00

PROJECT NAME: CUSD Significant Defect Repair Project Phase 2
PROJECT NUMBER: CU-22-00175
PROGRESS PAYMENT: 007
ORG CODE: N/A
OBJECT CODE: N/A
PROJECT CODE:N/A

CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: March 24, 2025
DATE: April 17, 2025

No.	DESCRIPTION	ORIGINAL CONTRACT AMOUNT				PP 007			TOTAL		
		Unit	Quantity	Unit Price	Item Cost	% COMPLETED	QTY THIS ESTIMATE	$	% COMPLETED	QTY TO DATE	$
LOCATION 40											
154	REMOVE AND REPLACE 362 LF OF 8" VCP WITH 6" PVC SDR 26. REPAIR ENTIRE SEGMENT FROM MH TO MH REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$150,000.00	$150,000.00				100%	0	$150,000.00
155	REMOVE (11) WYE CONNECTIONS. WYES SHALL BE REPLACED WITH (11) 4"X6" PVC SDR26 WYES REPAIR DEPTH IS APPROXIMATELY 8'.	EA	11	$500.00	$5,500.00				100%	0	$5,500.00
156	RECONNECT REPLACED 6" PVC SDR 26 TO USMH 2770-10	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
157	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 2770-11	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
158	TRAFFIC CONTROL TYPE B	LS	1	$2,500.00	$2,500.00				100%	0	$2,500.00
LOCATION 41											
159	REMOVE AND REPLACE 259 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR ENTIRE SEGMENT FROM MH TO MH REPAIR DEPTH IS APPROXIMATELY 15' PROTECT EXISTING WATER MAINLINE.	LS	1	$200,000.00	$200,000.00				100%	0	$200,000.00
160	REMOVE (4) WYE CONNECTIONS. WYES SHALL BE REPLACED WITH (4) 4"X8" PVC SDR26 WYES REPAIR DEPTH IS APPROXIMATELY 15' PROTECT EXISTING WATER MAINLINE.	EA	4	$1,200.00	$4,800.00				100%	0	$4,800.00
161	RECONNECT REPLACED 8" PVC SDR 26 TO USMH T-518	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
162	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH T-514	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
163	TRAFFIC CONTROL TYPE B	LS	1	$5,000.00	$5,000.00				100%	0	$5,000.00
LOCATION 42											
164	REMOVE AND REPLACE 6 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 6 FEET FROM THE DSMH 2551-1F REPAIR DEPTH IS APPROXIMATELY 6'.	LS	1	$5,500.00	$5,500.00				100%	0	$5,500.00
165	RECONNECT REPLACED 6" PVC SDR 26 TO DSMH 2551-1F	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
166	REMOVE AND REPLACE 18 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 69 AND 87 FEET FROM THE DSMH 2551-1F REPAIR DEPTH IS APPROXIMATELY 6'.	LS	1	$10,000.00	$10,000.00				100%	0	$10,000.00
167	REMOVE (1) WYE CONNECTION LOCATED 70 FEET FROM DSMH 2551-1F. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 6'.	EA	1	$800.00	$800.00				100%	0	$800.00
LOCATION 43											
168	REMOVE AND REPLACE 6 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 165 AND 171 FEET FROM THE USMH 2551-6 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
169	REMOVE AND REPLACE 8 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 395 AND 403 FEET FROM THE USMH 2551-6 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
170	REMOVE (1) WYE CONNECTION LOCATED 397 FEET FROM USMH 2551-3. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 8'.	EA	1	$1,000.00	$1,000.00				100%	0	$1,000.00
171	REMOVE AND REPLACE 9 LF OF 6" VCP WITH 6" PVC SDR 26. REPAIR IS LOCATED BETWEEN 450 AND 459 FEET FROM THE USMH 2551-6 REPAIR DEPTH IS APPROXIMATELY 8'.	LS	1	$6,500.00	$6,500.00				100%	0	$6,500.00
172	TRAFFIC CONTROL TYPE B	LS	1	$2,500.00	$2,500.00				100%	0	$2,500.00

PROJECT NAME: CUSD Significant Defect Repair Project Phase 2
PROJECT NUMBER: CU-22-00175
PROGRESS PAYMENT: 007
ORG CODE: N/A
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CONTRACTOR: C2R Engineering, Inc.
ADDRESS: P.O. Box 1017
Mountain View, CA 94042
(415) 559-2841
WORK COMPLETED AS OF: March 24, 2025
DATE: April 17, 2025

No.	DESCRIPTION	ORIGINAL CONTRACT AMOUNT Unit	Quantity	Unit Price	Item Cost	PP 007 % COMPLETED	QTY THIS ESTIMATE	$	TOTAL % COMPLETED	QTY TO DATE	$
LOCATION 44											
173	REMOVE AND REPLACE 6 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 205 AND 211 FEET FROM THE USMH 2378-2 REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1	$6,000.00	$6,000.00				100%	0	$6,000.00
174	REMOVE AND REPLACE 9 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 9 FEET FROM THE DSMH 2378-1 REPAIR DEPTH IS APPROXIMATELY 10'.	LS	1	$9,000.00	$9,000.00				100%	0	$9,000.00
175	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH 2378-1	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
176	TRAFFIC CONTROL TYPE A	LS	1	$3,500.00	$3,500.00				100%	0	$3,500.00
LOCATION 45											
177	REMOVE AND REPLACE 253 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR ENTIRE SEGMENT FROM MH TO MH REPAIR DEPTH IS APPROXIMATELY 9'.	LS	1	$150,000.00	$150,000.00				100%	0	$150,000.00
178	REMOVE (7) WYE CONNECTIONS. WYES SHALL BE REPLACED WITH (7) 4"X8" PVC SDR26 WYES REPAIR DEPTH IS APPROXIMATELY 9'.	EA	7	$800.00	$5,600.00				100%	0	$5,600.00
179	RECONNECT REPLACED 8" PVC SDR 26 TO USMH 2248-2	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
180	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH 2248-1	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
181	TRAFFIC CONTROL TYPE A	LS	1	$5,000.00	$5,000.00				100%	0	$5,000.00
LOCATION 46											
182	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 8 AND 16 FEET FROM THE DSMH 2533-9 REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$7,000.00	$7,000.00				100%	0	$7,000.00
183	REMOVE (1) WYE CONNECTION LOCATED 15 FEET FROM DSMH 2533-9. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$800.00	$800.00				100%	0	$800.00
184	REMOVE AND REPLACE 22 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 104 AND 126 FEET FROM THE DSMH 2533-9 REPAIR DEPTH IS APPROXIMATELY 7'.	LS	1	$15,000.00	$15,000.00				100%	0	$15,000.00
185	REMOVE (1) WYE CONNECTION LOCATED 124 FEET FROM DSMH 2533-9. WYE SHALL BE REPLACED WITH (1) 4"X6" PVC SDR26 WYE REPAIR DEPTH IS APPROXIMATELY 7'.	EA	1	$1,000.00	$1,000.00				100%	0	$1,000.00
186	TRAFFIC CONTROL TYPE B	LS	1	$2,500.00	$2,500.00				100%	0	$2,500.00
LOCATION 47											
187	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 0 AND 8 FEET FROM THE DSMH 2154-4 REPAIR DEPTH IS APPROXIMATELY 7'. PROTECT EXISTING TELECOM IN-PLACE.	LS	1	$8,000.00	$8,000.00				100%	0	$8,000.00
188	RECONNECT REPLACED 8" PVC SDR 26 TO DSMH 2154-4 PROTECT EXISTING TELECOM IN-PLACE.	LS	1	$1,500.00	$1,500.00				100%	0	$1,500.00
189	TRAFFIC CONTROL TYPE B	LS	1	$1,200.00	$1,200.00				100%	0	$1,200.00
LOCATION 48											
190	REMOVE AND REPLACE 8 LF OF 8" VCP WITH 8" PVC SDR 26. REPAIR IS LOCATED BETWEEN 30 AND 38 FEET FROM THE USMH 2828-13 REPAIR DEPTH IS APPROXIMATELY 11'.	LS	1	$8,000.00	$8,000.00				100%	0	$8,000.00
191	REMOVE (3) WYE CONNECTIONS. WYES SHALL BE REPLACED WITH (3) 4"X8" PVC SDR26 WYES REPAIR DEPTH IS APPROXIMATELY 11'.	EA	3	$1,000.00	$3,000.00				100%	0	$3,000.00
192	TRAFFIC CONTROL TYPE B	LS	1	$3,000.00	$3,000.00				100%	0	$3,000.00
CHANGE ORDER											
001	Change Order # 001 (PP 001 items & DEWRs)	LS	1	$37,453.00	$37,453.00				100%	0	$37,453.00
002	Change Order # 002 (PP 004 items & DEWRs)	LS	1	$80,406.00	$80,406.00				100%	0	$80,406.00
003	Change Order # 003 (DEWRs)	LS	1	$66,461.12	$66,461.12				100%	0	$66,461.12
004	Change Order # 004	LS	1	$10,396.00	$10,396.00				100%	0	$10,396.00
005	Change Order # 005	LS	1	(2,210.04)	(2,210.04)	100%		$ (2,210.04)	100%	0	-$2,210.04
		TOTAL			**$1,992,844.12**	**TOTAL**		**$0.00**	**TOTAL**		**$1,990,634.08**

Retention (5%) $ - ***Retention (5%)*** $ (99,531.70)

TOTAL PP007	$0.00	PROJECT TO DATE	$1,891,102.38

CUPERTINO SANITARY DISTRICT

HYDRAULIC MODELING SUPPORT

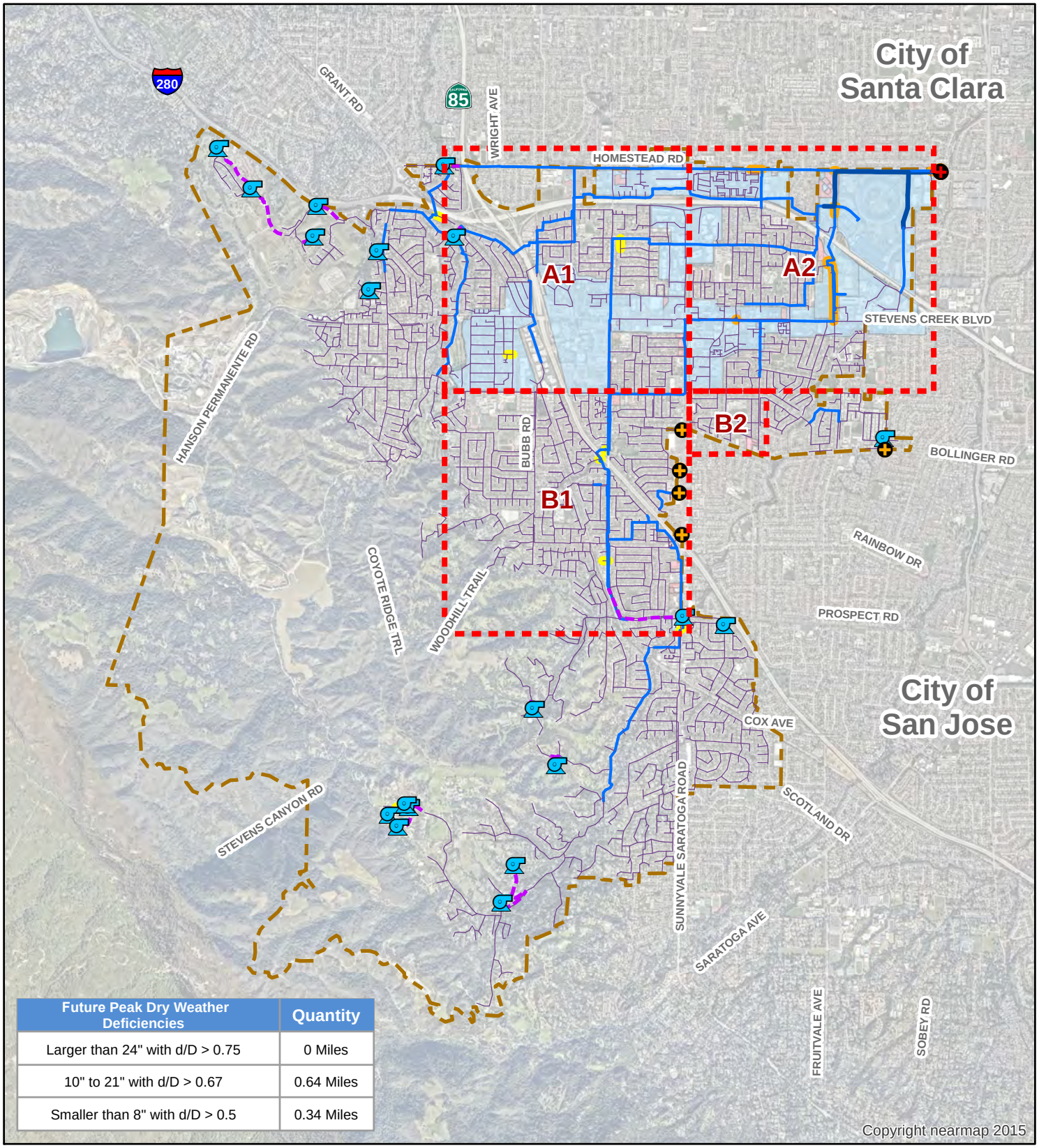
FOR FUTURE DEVELOPMENTS

FUTURE PEAK
DRY WEATHER
FLOW CAPACITY

Preliminary

June 2025

AKEL
ENGINEERING GROUP, INC.



Future Peak Dry Weather Deficiencies	Quantity
Larger than 24" with d/D > 0.75	0 Miles
10" to 21" with d/D > 0.67	0.64 Miles
Smaller than 8" with d/D > 0.5	0.34 Miles

Legend

Buildout Projects
- Residential Projects
- Special Project Areas
- Project Detail Extent

Dry Weather Deficiencies
- Larger than 24" with d/D > 0.75
- 10" - 21" with d/D > 0.67
- Smaller than 8" with d/D > 0.5

Existing System
- City of Santa Clara Permanent Meter
- City of San Jose Outfalls (Unmetered)
- Lift Stations
- Force Mains

Gravity Mains
- 8" or Smaller
- 10" - 21"
- 24" or Larger

District Boundary

N W GIS E S

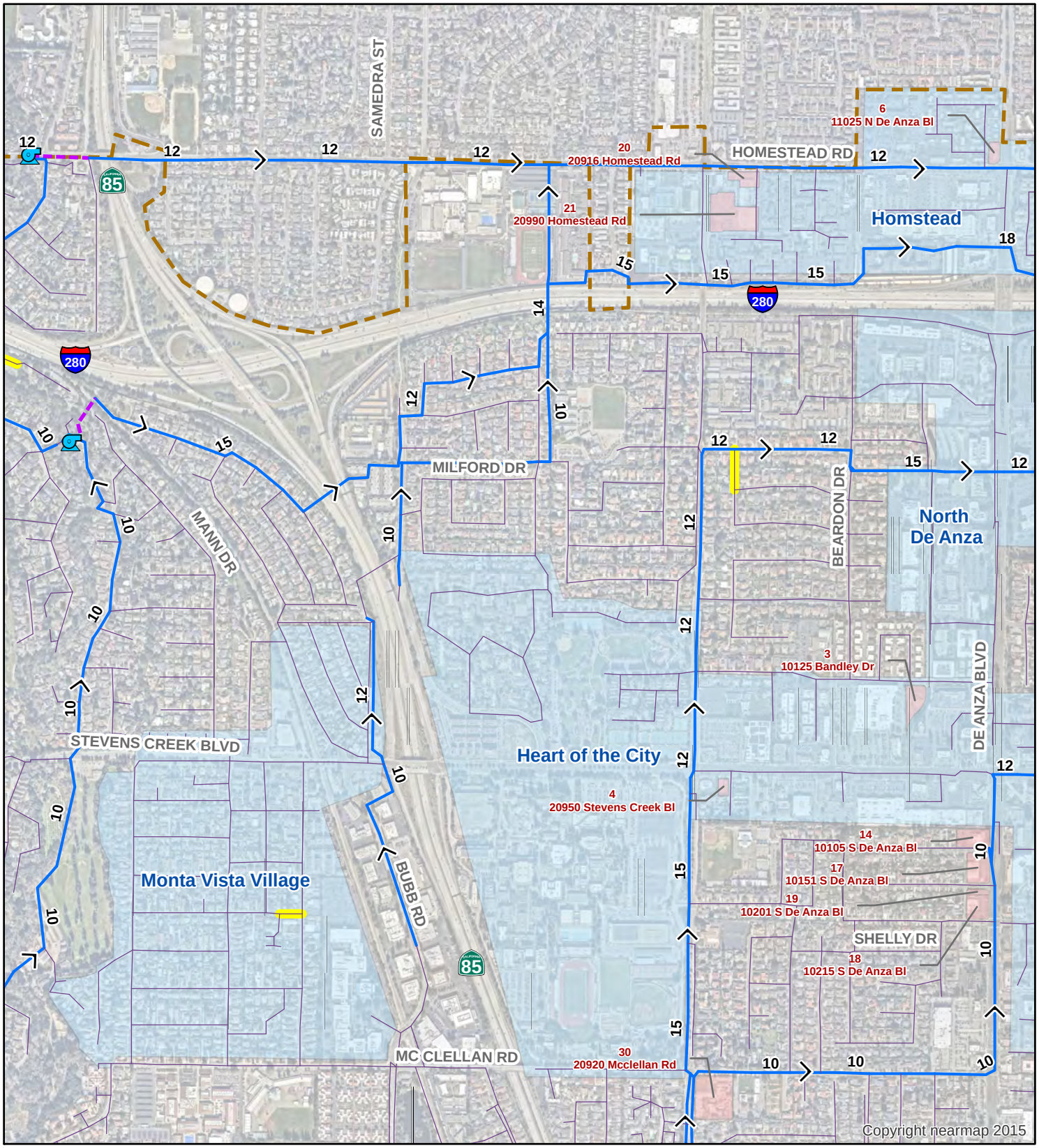
0 0.25 0.5 1 Mile

Updated: June 9, 2025

AKEL ENGINEERING GROUP, INC.

File Path: P:\xGIS\GIS_Projects\Cupertino Sanitary District\Sewer\230411-FlowMonitoring\CUP_Fig7-SpecialProjectKeymap_060925.mxd

Figure 1
Future PDWF Capacity Evaluation Overview
Hydraulic Model Support
Cupertino Sanitary District



Legend

Buildout Projects
- Residential Projects
- Special Project Areas

Dry Weather Deficiencies
- Larger than 24" with d/D > 0.75
- 10" - 21" with d/D > 0.67
- Smaller than 8" with d/D > 0.5

Existing System
- City of Santa Clara Permanent Meter
- City of San Jose Outfalls (Unmetered)
- Lift Stations
- Force Mains

Gravity Mains
- 8" or Smaller
- 10" - 21"
- 24" or Larger

District Boundary

N W GIS E S

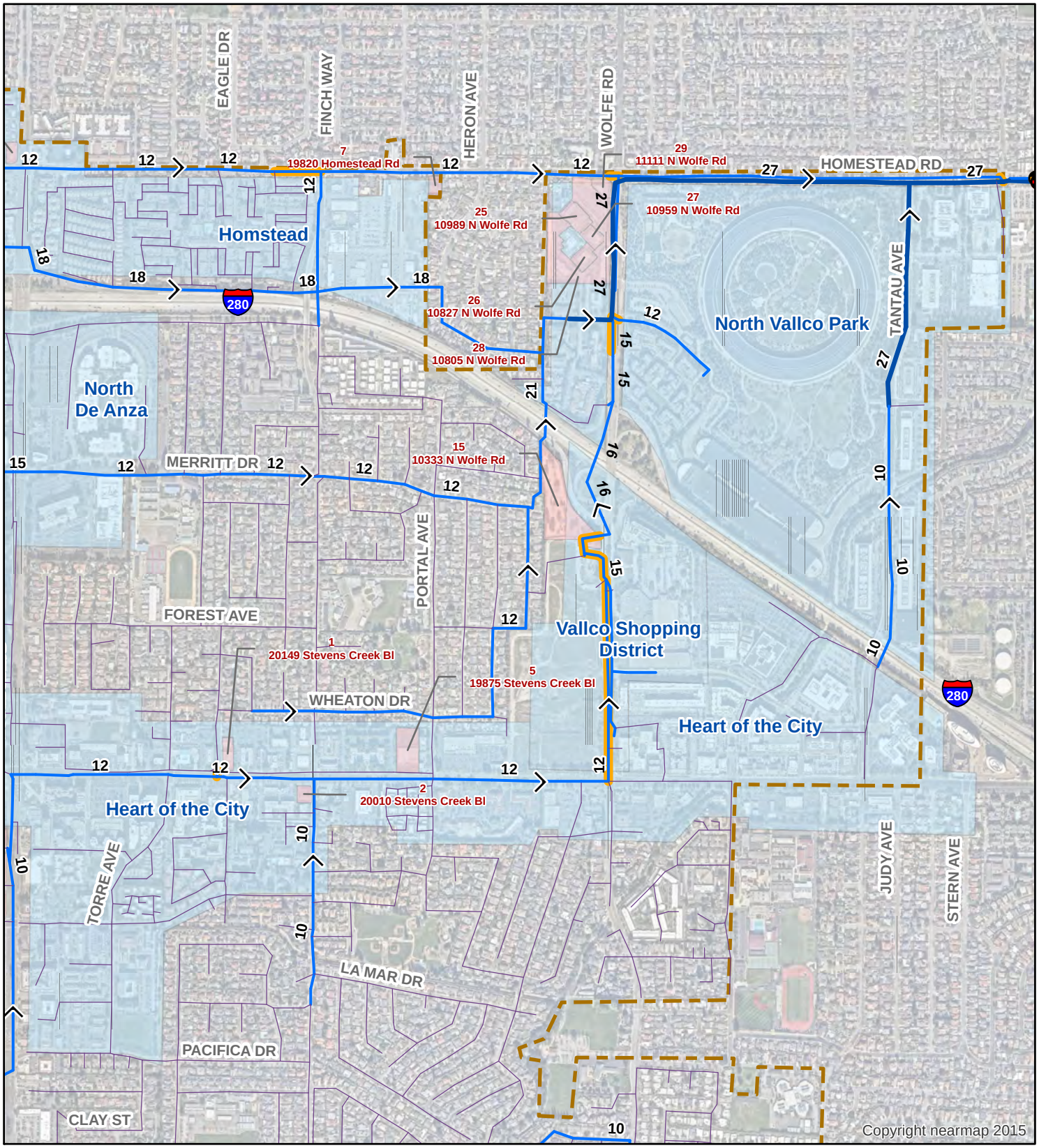
Updated: June 11, 2025

0 375 750 1,500 Feet

AKEL ENGINEERING GROUP, INC.

File Path: P:\xGIS\GIS_Projects\Cupertino Sanitary District\Sewer\230411-FlowMonitoring\CUP_Fig8-SpecialProjectDetails_060925.mxd

Detail A1
Future PDWF Capacity Evaluation
Hydraulic Model Support
Cupertino Sanitary District



Legend

Buildout Projects
- Residential Projects
- Special Project Areas

Dry Weather Deficiencies
- Larger than 24" with d/D > 0.75
- 10" - 21" with d/D > 0.67
- Smaller than 8" with d/D > 0.5

Existing System
- City of Santa Clara Permanent Meter
- City of San Jose Outfalls (Unmetered)
- Lift Stations
- Force Mains

Gravity Mains
- 8" or Smaller
- 10" - 21"
- 24" or Larger

District Boundary

N W GIS E S

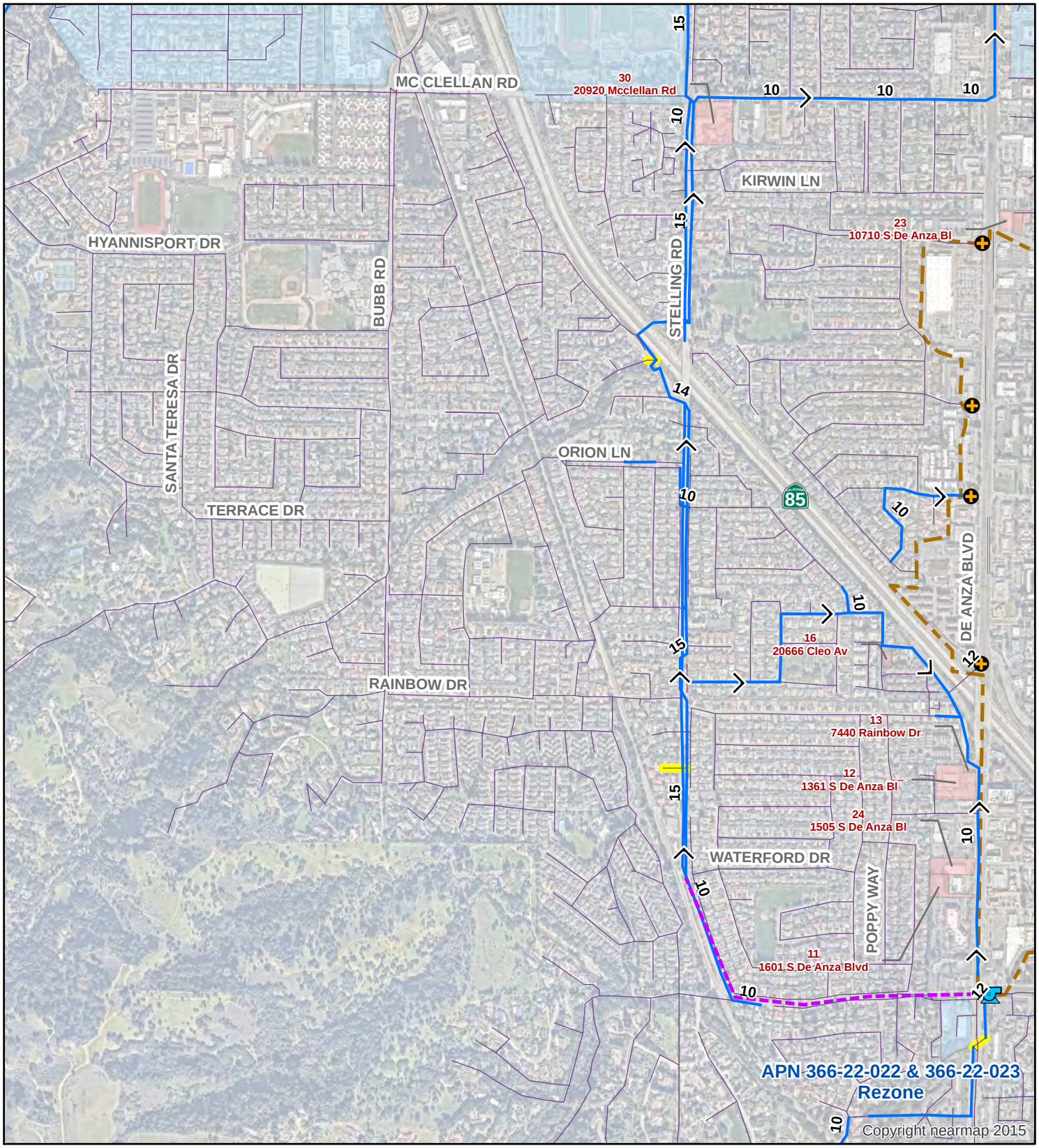
Updated: June 11, 2025

0 375 750 1,500 Feet

AKEL ENGINEERING GROUP, INC.

File Path: P:\xGIS\GIS_Projects\Cupertino Sanitary District\Sewer\230411-FlowMonitoring\CUP_Fig8-SpecialProjectDetails_060925.mxd

Detail A2
Future PDWF Capacity Evaluation
Hydraulic Model Support
Cupertino Sanitary District



Legend

Buildout Projects
- Residential Projects
- Special Project Areas

Dry Weather Deficiencies
- Larger than 24" with d/D > 0.75
- 10" - 21" with d/D > 0.67
- Smaller than 8" with d/D > 0.5

Existing System
- City of Santa Clara Permanent Meter
- City of San Jose Outfalls (Unmetered)
- Lift Stations
- Force Mains

Gravity Mains
- 8" or Smaller
- 10" - 21"
- 24" or Larger

District Boundary

N W GIS E S

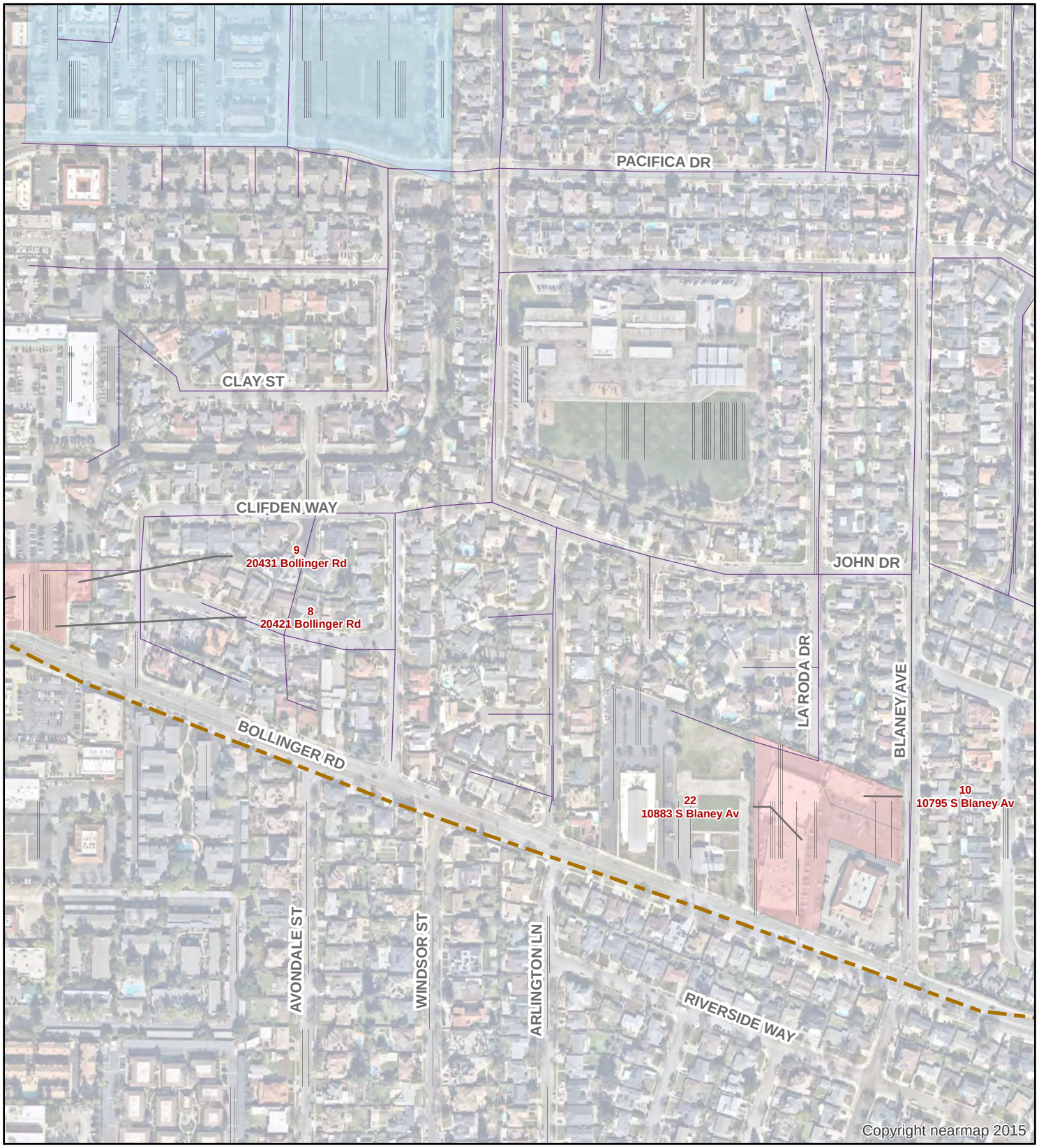
Updated: June 11, 2025

0 375 750 1,500 Feet

Detail B1
Future PDWF Capacity Evaluation
Hydraulic Model Support
Cupertino Sanitary District

AKEL ENGINEERING GROUP, INC.

File Path: P:\xGIS\GIS_Projects\Cupertino Sanitary District\Sewer\230411-FlowMonitoring\CUP_Fig8-SpecialProjectDetails_060925.mxd



Legend

Buildout Projects
- Residential Projects
- Special Project Areas

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- Larger than 24" with d/D > 0.75
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- Lift Stations
- Force Mains

Gravity Mains
- 8" or Smaller
- 10" - 21"
- 24" or Larger

District Boundary

N W GIS E S

0 115 230 460 Feet

Updated: June 11, 2025

AKEL ENGINEERING GROUP, INC.

File Path: P:\xGIS\GIS_Projects\Cupertino Sanitary District\Sewer\230411-FlowMonitoring\CUP_Fig8-SpecialProjectDetails_060925.mxd

Detail B2
Future PDWF Capacity Evaluation
Hydraulic Model Support
Cupertino Sanitary District

Cupertino Sanitary District

Memo

Item 10C

To: **Board of Directors**

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

Date: **June 17, 2025 – Special Board Meeting**

Re: **Spare Pump Purchase Request**

Summary:

There are 17 pump stations throughout the Cupertino Sanitary District that are observed and inspected on a semiweekly basis. During an inspection, based on the number of hours the pump has run and the condition of the pump, a pump replacement was required at both the Tantau and Oakcrest Pump Stations. Spare pumps that were previously purchased for these Pump Stations were taken out of inventory and installed at Tantau and Oakcrest Pump Stations.

Following the recent installation of two spare pumps from inventory, replacements are now required to maintain emergency preparedness. These spare pumps are essential resources kept on hand to address unexpected operational failures.

Replacement Spare Pumps:
Two replacement spare pumps are proposed—one each for the Tantau Pump Station and Oakcrest Pump Station.

Additional Inventory Purchase:
To restore and strengthen our inventory, the purchase of four new spare pumps is recommended. Two (3085) will be designated for Tantau, Kirkbrook, Oakcrest, Salem, Crescent Court, and Country Club Pump Stations, and two (3127) for Homestead 2, Forum 1 & 2, Cristo Rey, Pierce and Via Regina Pump Stations.

The costs, excluding sales tax, are as follows:

- Tantau Pump Station spare replacement pump: $10,888.00
- Oakcrest Pump Station spare replacement pump: $10,888.00
- Four new spare inventory pumps: $59,022.00

Maintaining an adequate inventory of spare pumps is essential to ensure continued operational reliability and prompt responsiveness during emergency situations.

***Recommendation**:*

Staff recommend purchasing the two spare replacement pumps for Tantau and Oakcrest Pump Stations, replacing the ones that were put into service, and purchasing four new spare pumps for the Pump Stations. The total price including tax is expected to be approximately $89,000.00

Attachments:

1) Quotation for two spare replacement pumps and four new spare inventory pumps

20863 STEVENS CREEK BOULEVARD, SUITE 100
CUPERTINO, CALIFORNIA 95014-2154
PHONE (408) 253-7071 FAX (408) 253-5173
www.cupertinosanitarydistrict.org

WORK ORDER

Item 10.C. - Attachment 1.

Work Order Number: **25-001343**
Date: **5/30/2025**

Vendor: **Shape Incorporated**

You are requested to perform the work described as follows:

Location of Work/ship to: **20863 Stevens Creek Blvd, Suite 100, Cupertino, CA 95014**

Description: **Replacement pump (spare pump 3085 SN 0120224) See attached quote for details.**

Work to commence on or before **5/30/2025**, and shall be completed by **8/31/2025**

Work to be coordinated with the District Engineer and perform in accordance with design, specification, permits, manufacturers specifications and methods of construction or repairs approved by the District.

Work to be completed at the following agreed amount or billing:
$10,888.00 Dollars,
☐ Time and Material, or
☐ Other

Location of existing utilities shall be the resonsibility of the contractor.
Call USA (Underground Services Alert) BEFORE YOU DIG 1-800-227-2600

CUPERTINO SANITARY DISTRICT

Vendor Invoice# **Quote 126479 dd 5-16-25**

MARK THOMAS AND COMPANY, INC.
District Manager-Engineer

By: _____

NOTE: The district pays all appropriate Federal and State Taxes. Payment unless other arrangements have been made, the District pays on the third Thursday of the month provided that your invoice is recieved by the 5th of that month and payment is approved by the District Board of Directors.

This project is a public works contract within the meaning of Part 7 (commencing with Sec# 1720) of Division 2 of the Labor Code of the State of California and the requirements of prevailing wages apply to this contract. Pursuant to Sec# 1773 of the Labor Code, the general prevailing rate of wages in the county in which the work is to be done has been determined by the Director of the Department of Industrial Relations.

New Pump for Oakcrest PS

SHAPE INCORPORATED
– a UFT Company –

SANITATION • HYDRAULIC • AND PROCESSING EQUIPMENT

PLEASANTON	***SACRAMENTO***	***STOCKTON***
3825 Hopyard Road #195 Pleasanton, CA 94588 Phone (925) 485-9720	2356 Gold Meadow Way #270 Gold River, CA 95670 Phone (916) 309-4132	119 Val Dervin Parkway # 2 Stockton, CA 95206 Phone (209) 234-5909

QUOTATION

TO:	Cupertino Sanitary District 20863 Stevens Creek Blvd #100 Cupertino, CA 95014	**DATE:**	05-16-2025
		QUOTE #:	126479
		DESC:	3085 Rebuild
		JOB:	Cupertino SD 3085 Rebuild SN 0120224
		LOCATION:	
ATTN:	Rick Almondia	**PHONE:**	
		EMAIL:	

WE ARE PLEASED TO QUOTE ON THE FOLLOWING EQUIPMENT SUBJECT TO CONDITIONS PRINTED ON LAST PAGE HEREOF, THESE CONDITIONS MAY BE CHANGED ONLY BY A WRITTEN STATEMENT SIGNED BY AN OFFICER OF SHAPE, INCORPORATED.

☐ F.O.B. FACTORY
☒ F.F.A. TO FIRST DESTINATION

Rebuild NP3085.092-0382, 3hp/3ph, 462 impeller, 3" discharge

Line #	Qty	Item	Unit Price	Price
01	1	0000000843798 - GROMMET,NBR 18.5ID 35OD 24L	$21.20	$21.20
02	30	0000000942102 - CABLE,SUBCAB AWG 14/7 19MM	$19.08	$572.40
03	1	0000004084012 - STATOR,15-10-4A 230/460V:3PH+	$1,951.89	$1,951.89
04	1	0000005047807 - CABLE UNIT	$207.81	$207.81
05	1	0000005188902 - DETECTOR,LEAKAGE UNIT FLS	$447.42	$447.42
06	3	0000005960700 - WASHER,SQUARE ALUM	$16.96	$50.88
07	1	0000006018960 - KIT,REPAIR BASIC 3085	$2,505.33	$2,505.33
08	7	Shop Hourly Labor Rate	$135.00	$945.00
09	1	Oil/Prep/Hazmat Fee	$64.50	$64.50
10	1	Freight Lot	$200.00	$200.00
			Total for Above Equipment:	**$6,966.43**
		OPTIONAL		
11	1	Replacement Pump Option: NP3085.070 - 462 Impeller	$10,888.00	$10,888.00

Notes and Clarifications: Tore down pump for overhaul. Found power cable pinched and soft at stator housing. Water found in oil.

(Tax Rate 0.000%) Total Tax:	**$0.00**
Grand Total:	**$6,966.43**

Notes:

1. QUOTE IS VALID FOR 45 DAYS, See attached TOCs for details
2. Price DOES NOT INCLUDE ANY APPLICABLE TAXES
3. Price INCLUDES Freight: F.F.A.
4. Price does not include: installation, equipment unloading, pipe, conduit, anchor bolts, guide bars/rails or any other items not listed.
5. *ESTIMATED* EQUIPMENT LEAD TIME: A) Pumps 12-14 WEEKS B) ACCESSORIES 10-12 WEEKS

SHAPE, INC.

Danielle Peterson - dpeterson@shapecal.com

QUOTATION DOES NOT INCLUDE ANY SALES OR USE TAX PAYABLE UNDER ANY STATE OR FEDERAL STATURE. THIS QUOTATION PRICE IS FOR MATERIAL LISTED ABOVE. ANY ADDITIONS OR MODIFICATIONS THAT BECOME NECESSARY FOR APPROVED SUBMITTALS, UPON AWARDING OF THIS CONTRACT, MAY RESULT IN NECESSARY PRICE CHANGES.

NOTE: ITEMS NOT SPECIFIED ON THIS QUOTATION ARE NOT INCLUDED IN OUR PRICE AND ARE TO BE SUPPLIED BY OTHERS. PRICES ARE FOR IMMEDIATE ACCEPTANCE AND SUBJECT TO CHANGE WITHOUT NOTICE. SALE SUBJECT TO MANUFACTURERS STANDARD TERMS AND CONDITIONS. 30% RE-STOCKING FEE.

SHAPE STANDARD TERMS AND CONDITIONS *1*

ACCEPTANCE

The following Terms and Conditions are an integral part of the offer to sell the equipment and/or services offered in this proposal. When the BUYER signifies acceptance of this quotation by submission of a Purchase Order or signed SELLER Quotation, it shall become a binding contract when accepted and signed by an authorized signer of the SELLER. Any changes or amendments to this proposal made by the BUYER must have SELLER's approval in writing to become a part of this contract. These Terms and Conditions and the accompanying Purchase Order or signed SELLER Quotation shall comprise the entire agreement between the parties and no course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms used in this contract. Unless stated otherwise, the terms and conditions of the manufacturers listed herein will apply to this quotation Any attachments or listed documents are considered a part of this quotation and are made part of the agreement. **Quote is firm for thirty (30) days unless otherwise stated on the face of the attached quotation.**

APPROVAL DRAWINGS

All items listed are based on SELLER'S interpretation of the requirements in accordance with the plans and specifications. Any preliminary drawings or literature attached to our quotation are for illustration purposes only to show approximate arrangements. Specific drawings and submittal data will be furnished for approval as required after receipt and acceptance of the BUYER'S order. Any submittal or manuals when provided by SELLER will be in the form of a PDF electronic file only. Any form of media beyond the electronic file would be the responsibility of BUYER. Fabrication of products or equipment ordered will not begin until approval and direction to proceed is received in writing. No warranty is made regarding quantities, materials of construction or type of materials quoted. Operation, installation, and maintenance of materials quoted are the responsibility of the OWNER or CONTRACTOR.

DELIVERY

Any shipment or delivery date recited represents our best estimate, but no liability, direct or indirect, is assumed by SELLER for failure to ship or deliver on such dates. Unless otherwise directed, SELLER shall have the right to make early or partial shipments and invoices covering the same to BUYER shall be due and payable in accordance with payment terms hereof. FOB shall be origin unless stated otherwise on the front of these Terms and Conditions.
Delivery schedule(s) will be contingent on supply-chain availability and variability for material components, therefore, lead-times are subject to change without notice. Published weights are careful estimates but are not guaranteed. SELLER will endeavor, insofar, as it is possible, to comply with shipping instructions specified by the Purchaser. However, SELLER reserves the right to ship merchandise by such means of transportation as it may select. The manufacturer will ship the equipment via best way. Demurrage shall be billed to the account of the Purchaser. DAMAGE CLAIMS: Care is taken in packaging all shipments. After BUYER has been given the receipt by the transportation company, all claims for breakage or shortages, whether concealed or obvious, must be made in writing by the BUYER to the carrier and SELLER within seven (7) days after receipt of shipment. When damage or shortages are obvious, written comments on the bill of lading are required before the driver is released.. RETURNED PRODUCTS: In no instance is equipment to be returned without first obtaining SELLERS written approval and returned materials authorization. If shipment is postponed at the request of the purchaser after manufacturing has been commenced, payment will be due on notice from us that the equipment is ready for shipment. Pro rata payments shall be made for partial shipments.

STORAGE

Any item of the product on which shipment is delayed by BUYER may be placed in storage by SELLER at BUYER'S expense and risk. If a delay in shipment is requested by BUYER after an order has been entered and accepted:

a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.

b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. SELLER will advise BUYER of the charge within ten (10) days of receiving BUYER'S request for delay.

c. If the product is within six (6) weeks of the acknowledged shipping date, then SELLER has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.

PAYMENT

Payment terms, upon credit approval, are of net thirty (30) days from the date of each invoice for material shipped (or when ready for shipment if shipment is deferred by BUYER) **unless stated otherwise on the face of the attached quotation**. Flow down provisions are not accepted and shall not be enforceable against SELLER. Retention is not allowed. In the event any payment becomes past due, a charge of one-half percent (1.5%) will be assessed monthly. These terms are completely independent from, and not contingent upon, when BUYER receives payment from the OWNER. A processing fee of up to four percent (4%) will be added for credit card payments. All merchandise sold is subject to lien laws. Partial or final payment shall constitute acceptance of delivered materials, products, or equipment.

FORCE MAJEURE

Neither Party will be liable for any failure or delay in performing an obligation under these Terms and Conditions that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

TAXES AND BONDS

Taxes and bonds are **NOT** included in our pricing. Any applicable taxes or bonds will be added to the price and shown separately on each invoice. All prices exclude sales, use, duties, excise, and other taxes in respect to manufacture, sale, or delivery, all of which are to be paid by the buyer unless a proper exemption certificate is furnished. BUYER agrees to reimburse our company for taxes SELLER must pay on BUYER'S behalf.

PRICE ESCALATION and/or MATERIAL DEPOSITS

If between the proposal date and actual procurement and through no fault of the SELLER, the relevant cost of labor, material, freight, brokerage fees, tariffs, and other SELLER costs combined relating to the contract increase, then the contract price shall be subject to escalation and increased accordingly. If required by the BUYER, increase shall be verified by documentation and the amount of contract price escalation shall be calculated as either the actual increased cost to the Seller or, if agreed by the Parties, the equivalent increase of a relevant industry recognized third-party index. SELLER shall undertake good faith efforts to obtain savings in its procurement of materials to avoid escalation costs. BUYER shall cooperate with SELLER in such efforts to obtain such cost savings. SELLER shall contemporaneously track any escalation costs.

CLAIMS AND BACKCHARGES

BUYER agrees to examine all materials immediately upon delivery and report to SELLER in writing any defects or shortages noted no later than ten (10) days following the date of receipt. The parties agree that if no such claim is made within said time, it shall be considered acceptable and in good order with respect to any defect or shortage which would have been revealed by such an inspection. In no event will SELLER be responsible for any charge for modification, servicing, adjustment or for any other expense without written authorization from SELLER prior to the performance of any such work. IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR

ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, DAMAGES ARISING OUT OF A DELAY IN OR FAILURE OF DELIVERY, DEFECTS IN MATERIAL AND WORKMANSHIP AND/OR FAILURE OF GOODS TO PERFORM TO APPLICABLE SPECIFICATIONS, DRAWINGS, BLUEPRINTS OR SAMPLES AS SET FORTH OR DESCRIBED HEREIN, IF ANY, OF A BREACH BY SELLER OF ANY OTHER TERM OR OBLIGATION OF SELLER UNDER THE CONTRACT. No penalty clauses of any description will be effective unless approved in writing over the signature of a principal of SELLER. Under no circumstances shall SELLER be liable for any consequential, special or incidental damages, including liquidated damages, arising from any breach by it in this transaction, AND ALL SUCH CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, ARE EXCLUDED FROM ANY REMEDIES AVAILABLE TO THE BUYER.

SECURITY INTEREST & TITLE

Until all amounts due SELLER have been paid in full, SELLER shall retain a security interest in the product and have all rights of a secured party under the Uniform Commercial Code and applicable law, including the right to repossess the product or equipment without legal process and the right to require the BUYER to assemble the equipment and make it available to SELLER at a place reasonably convenient to both parties.

WARRANTY

Equipment and parts not manufactured by the SELLER carry only the warranty of the manufacturer of said parts. SELLER does not make any express or implied warranty for equipment and/or parts it did not manufacture. Credits for defective material and workmanship in said equipment and/or parts are only in accordance with the underlying company policy of the manufacturer. SELLER makes no warranty whatsoever with respect to any equipment and/or parts as to their merchantability or fitness for a particular purpose. It is further agreed that the SELLER assumes no liability whatsoever for failure of equipment due to normal usage and wear.

INDEMNIFICATION

To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnity SELLER for all liability damages, costs and expenses in connection therewith.

CANCELLATION

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

FIELD WORK

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

MODIFICATIONS

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

AUTHORITY OF SELLER'S AGENTS

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

NO THIRD-PARTY BENEFICIARIES

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

GOVERNING LAW

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

DISPUTE RESOLUTION

In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above $1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

SEVERABILITY

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

ASSIGNMENT – DELEGATION

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

20863 STEVENS CREEK BOULEVARD, SUITE 100
CUPERTINO, CALIFORNIA 95014-2154
PHONE (408) 253-7071 FAX (408) 253-5173
www.cupertinosanitarydistrict.org

WORK ORDER

Work Order Number: 25-001406
Date: 6/3/2025

Vendor: Shape Incorporated

You are requested to perform the work described as follows:

Location of Work/ship to: 20863 Stevens Creek Blvd, Suite 100, Cupertino, CA 95014

Description: Four new spare pumps. (Two 3085 462 pumps and Two 3127 487 pumps) See attached quote for details.

(3085 pumps are Tantau, Kirkbrook, Oakcrest, Salem , Crescent Ct & Country Club)
(3127 pumps are Homestead 2, Forum 1 & 2, Cristo Rey, Pierce, Via Regina)

Work to commence on or before **6/3/2025**, and shall be completed by **8/31/2025**

Work to be coordinated with the District Engineer and perform in accordance with design , specification, permits, manufacturers specifications and methods of construction or repairs approved by the District.

Work to be completed at the following agreed amount or billing:
$59,022.00 Dollars,
☐ Time and Material, or
☐ Other

Location of existing utilities shall be the resonsibility of the contractor.
Call USA (Underground Services Alert) BEFORE YOU DIG 1-800-227-2600

CUPERTINO SANITARY DISTRICT

Vendor Invoice# Quote 127041 dd 6/3/25

MARK THOMAS AND COMPANY, INC.
District Manager-Engineer

By: _____

NOTE: The district pays all appropriate Federal and State Taxes. Payment unless other arrangements have been made, the District pays on the third Thursday of the month provided that your invoice is recieved by the 5th of that month and payment is approved by the District Board of Directors.

This project is a public works contract within the meaning of Part 7 (commencing with Sec# 1720) of Division 2 of the Labor Code of the State of California and the requirements of prevailing wages apply to this contract. Pursuant to Sec# 1773 of the Labor Code, the general prevailing rate of wages in the county in which the work is to be done has been determined by the Director of the Department of Industrial Relations.

4 New spare pumps.

W/O#25-001406 Equipment

SANITATION • HYDRAULIC • AND PROCESSING EQUIPMENT

PLEASANTON	***SACRAMENTO***	***STOCKTON***
3825 Hopyard Road #195 Pleasanton, CA 94588 Phone (925) 485-9720	2356 Gold Meadow Way #270 Gold River, CA 95670 Phone (916) 309-4132	119 Val Dervin Parkway # 2 Stockton, CA 95206 Phone (209) 234-5909

QUOTATION

TO: Cupertino Sanitary District
20863 Stevens Creek Blvd #100
Cupertino, CA 95014

ATTN: Rick Almondia

DATE: 06-03-2025
QUOTE #: 127041
DESC: Spare Pumps
JOB: Cupertino SD Spare Pumps
LOCATION:
PHONE:
EMAIL:

WE ARE PLEASED TO QUOTE ON THE FOLLOWING EQUIPMENT SUBJECT TO CONDITIONS PRINTED ON LAST PAGE HEREOF, THESE CONDITIONS MAY BE CHANGED ONLY BY A WRITTEN STATEMENT SIGNED BY AN OFFICER OF SHAPE, INCORPORATED.

☐ F.O.B. FACTORY
☒ F.F.A. TO FIRST DESTINATION

Line #	Qty	Item	Unit Price	Price
01	2	0030850700001 - NP3085.070 - 462 Impeller, 3hp/460v/3ph, 3" Discharge, FM Rated, FLS Leakage Sensor, 50' Cable	$10,888.00	$21,776.00
02	2	0031270700008 - NP3127.070 - 487 Impeller, 10hp/460v/3ph, 4" Discharge, FM Rated, FLS Leakage Sensor, 50' Cable	$18,623.00	$37,246.00
			Total for Above Equipment:	**$59,022.00**

Notes and Clarifications:

2- 3085 - 462 pumps

2- 3127 - 487 pumps

(Tax Rate 0.000%) Total Tax:	**$0.00**
Grand Total:	**$59,022.00**

Notes:

1. QUOTE IS VALID FOR 45 DAYS, See attached TOCs for details
2. Price DOES NOT INCLUDE ANY APPLICABLE TAXES
3. Price INCLUDES Freight: F.F.A.
4. Price does not include: installation, equipment unloading, pipe, conduit, anchor bolts, guide bars/rails or any other items not listed.
5. *ESTIMATED* EQUIPMENT LEAD TIME: A) Pumps 12-14 WEEKS B) ACCESSORIES 10-12 WEEKS

SHAPE, INC.
Danielle Peterson - dpeterson@shapecal.com

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NOTE: ITEMS NOT SPECIFIED ON THIS QUOTATION ARE NOT INCLUDED IN OUR PRICE AND ARE TO BE SUPPLIED BY OTHERS. PRICES ARE FOR IMMEDIATE ACCEPTANCE AND SUBJECT TO CHANGE WITHOUT NOTICE. SALE SUBJECT TO MANUFACTURERS STANDARD TERMS AND CONDITIONS. 30% RE-STOCKING FEE.

SHAPE STANDARD TERMS AND CONDITIONS *1*

ACCEPTANCE

The following Terms and Conditions are an integral part of the offer to sell the equipment and/or services offered in this proposal. When the BUYER signifies acceptance of this quotation by submission of a Purchase Order or signed SELLER Quotation, it shall become a binding contract when accepted and signed by an authorized signer of the SELLER. Any changes or amendments to this proposal made by the BUYER must have SELLER's approval in writing to become a part of this contract. These Terms and Conditions and the accompanying Purchase Order or signed SELLER Quotation shall comprise the entire agreement between the parties and no course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms used in this contract. Unless stated otherwise, the terms and conditions of the manufacturers listed herein will apply to this quotation Any attachments or listed documents are considered a part of this quotation and are made part of the agreement. **Quote is firm for thirty (30) days unless otherwise stated on the face of the attached quotation.**

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All items listed are based on SELLER'S interpretation of the requirements in accordance with the plans and specifications. Any preliminary drawings or literature attached to our quotation are for illustration purposes only to show approximate arrangements. Specific drawings and submittal data will be furnished for approval as required after receipt and acceptance of the BUYER'S order. Any submittal or manuals when provided by SELLER will be in the form of a PDF electronic file only. Any form of media beyond the electronic file would be the responsibility of BUYER. Fabrication of products or equipment ordered will not begin until approval and direction to proceed is received in writing. No warranty is made regarding quantities, materials of construction or type of materials quoted. Operation, installation, and maintenance of materials quoted are the responsibility of the OWNER or CONTRACTOR.

DELIVERY

Any shipment or delivery date recited represents our best estimate, but no liability, direct or indirect, is assumed by SELLER for failure to ship or deliver on such dates. Unless otherwise directed, SELLER shall have the right to make early or partial shipments and invoices covering the same to BUYER shall be due and payable in accordance with payment terms hereof. FOB shall be origin unless stated otherwise on the front of these Terms and Conditions.
Delivery schedule(s) will be contingent on supply-chain availability and variability for material components, therefore, lead-times are subject to change without notice. Published weights are careful estimates but are not guaranteed. SELLER will endeavor, insofar, as it is possible, to comply with shipping instructions specified by the Purchaser. However, SELLER reserves the right to ship merchandise by such means of transportation as it may select. The manufacturer will ship the equipment via best way. Demurrage shall be billed to the account of the Purchaser. DAMAGE CLAIMS: Care is taken in packaging all shipments. After BUYER has been given the receipt by the transportation company, all claims for breakage or shortages, whether concealed or obvious, must be made in writing by the BUYER to the carrier and SELLER within seven (7) days after receipt of shipment. When damage or shortages are obvious, written comments on the bill of lading are required before the driver is released.. RETURNED PRODUCTS: In no instance is equipment to be returned without first obtaining SELLERS written approval and returned materials authorization. If shipment is postponed at the request of the purchaser after manufacturing has been commenced, payment will be due on notice from us that the equipment is ready for shipment. Pro rata payments shall be made for partial shipments.

STORAGE

Any item of the product on which shipment is delayed by BUYER may be placed in storage by SELLER at BUYER'S expense and risk. If a delay in shipment is requested by BUYER after an order has been entered and accepted:

a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.

b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. SELLER will advise BUYER of the charge within ten (10) days of receiving BUYER'S request for delay.

c. If the product is within six (6) weeks of the acknowledged shipping date, then SELLER has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.

PAYMENT

Payment terms, upon credit approval, are of net thirty (30) days from the date of each invoice for material shipped (or when ready for shipment if shipment is deferred by BUYER) **unless stated otherwise on the face of the attached quotation**. Flow down provisions are not accepted and shall not be enforceable against SELLER. Retention is not allowed. In the event any payment becomes past due, a charge of one-half percent (1.5%) will be assessed monthly. These terms are completely independent from, and not contingent upon, when BUYER receives payment from the OWNER. A processing fee of up to four percent (4%) will be added for credit card payments. All merchandise sold is subject to lien laws. Partial or final payment shall constitute acceptance of delivered materials, products, or equipment.

FORCE MAJEURE

Neither Party will be liable for any failure or delay in performing an obligation under these Terms and Conditions that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

TAXES AND BONDS

Taxes and bonds are **NOT** included in our pricing. Any applicable taxes or bonds will be added to the price and shown separately on each invoice. All prices exclude sales, use, duties, excise, and other taxes in respect to manufacture, sale, or delivery, all of which are to be paid by the buyer unless a proper exemption certificate is furnished. BUYER agrees to reimburse our company for taxes SELLER must pay on BUYER'S behalf.

PRICE ESCALATION and/or MATERIAL DEPOSITS

If between the proposal date and actual procurement and through no fault of the SELLER, the relevant cost of labor, material, freight, brokerage fees, tariffs, and other SELLER costs combined relating to the contract increase, then the contract price shall be subject to escalation and increased accordingly. If required by the BUYER, increase shall be verified by documentation and the amount of contract price escalation shall be calculated as either the actual increased cost to the Seller or, if agreed by the Parties, the equivalent increase of a relevant industry recognized third-party index. SELLER shall undertake good faith efforts to obtain savings in its procurement of materials to avoid escalation costs. BUYER shall cooperate with SELLER in such efforts to obtain such cost savings. SELLER shall contemporaneously track any escalation costs.

CLAIMS AND BACKCHARGES

BUYER agrees to examine all materials immediately upon delivery and report to SELLER in writing any defects or shortages noted no later than ten (10) days following the date of receipt. The parties agree that if no such claim is made within said time, it shall be considered acceptable and in good order with respect to any defect or shortage which would have been revealed by such an inspection. In no event will SELLER be responsible for any charge for modification, servicing, adjustment or for any other expense without written authorization from SELLER prior to the performance of any such work. IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR

ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, DAMAGES ARISING OUT OF A DELAY IN OR FAILURE OF DELIVERY, DEFECTS IN MATERIAL AND WORKMANSHIP AND/OR FAILURE OF GOODS TO PERFORM TO APPLICABLE SPECIFICATIONS, DRAWINGS, BLUEPRINTS OR SAMPLES AS SET FORTH OR DESCRIBED HEREIN, IF ANY, OF A BREACH BY SELLER OF ANY OTHER TERM OR OBLIGATION OF SELLER UNDER THE CONTRACT. No penalty clauses of any description will be effective unless approved in writing over the signature of a principal of SELLER. Under no circumstances shall SELLER be liable for any consequential, special or incidental damages, including liquidated damages, arising from any breach by it in this transaction, AND ALL SUCH CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, ARE EXCLUDED FROM ANY REMEDIES AVAILABLE TO THE BUYER.

SECURITY INTEREST & TITLE

Until all amounts due SELLER have been paid in full, SELLER shall retain a security interest in the product and have all rights of a secured party under the Uniform Commercial Code and applicable law, including the right to repossess the product or equipment without legal process and the right to require the BUYER to assemble the equipment and make it available to SELLER at a place reasonably convenient to both parties.

WARRANTY

Equipment and parts not manufactured by the SELLER carry only the warranty of the manufacturer of said parts. SELLER does not make any express or implied warranty for equipment and/or parts it did not manufacture. Credits for defective material and workmanship in said equipment and/or parts are only in accordance with the underlying company policy of the manufacturer. SELLER makes no warranty whatsoever with respect to any equipment and/or parts as to their merchantability or fitness for a particular purpose. It is further agreed that the SELLER assumes no liability whatsoever for failure of equipment due to normal usage and wear.

INDEMNIFICATION

To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnity SELLER for all liability damages, costs and expenses in connection therewith.

CANCELLATION

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

FIELD WORK

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

MODIFICATIONS

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

AUTHORITY OF SELLER'S AGENTS

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

NO THIRD-PARTY BENEFICIARIES

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

GOVERNING LAW

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

DISPUTE RESOLUTION

In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above $1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

SEVERABILITY

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

ASSIGNMENT – DELEGATION

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

20863 STEVENS CREEK BOULEVARD, SUITE 100
CUPERTINO, CALIFORNIA 95014-2154
PHONE (408) 253-7071 FAX (408) 253-5173
www.cupertinosanitarydistrict.org

WORK ORDER

Work Order Number: **25-001344**
Date: **5/30/2025**

Vendor: **Shape Incorporated**

You are requested to perform the work described as follows:

Location of Work/ship to: **20863 Stevens Creek Blvd, Suite 100, Cupertino, CA 95014**

Description: **Replacement of Pump (spare pump 3085 SN 2110142). See attached quote for details.**

Work to commence on or before **5/30/2025**, and shall be completed by **8/31/2025**

Work to be coordinated with the District Engineer and perform in accordance with design , specification, permits, manufacturers specifications and methods of construction or repairs approved by the District.

Work to be completed at the following agreed amount or billing:
$10,888.00 Dollars,
☐ Time and Material, or
☐ Other

Location of existing utilities shall be the resonsibility of the contractor.
Call USA (Underground Services Alert) BEFORE YOU DIG 1-800-227-2600

CUPERTINO SANITARY DISTRICT

Vendor Invoice# **Quote 126480 dd 5-16-25**

MARK THOMAS AND COMPANY, INC.
District Manager-Engineer

By: _____

NOTE: The district pays all appropriate Federal and State Taxes. Payment unless other arrangements have been made, the District pays on the third Thursday of the month provided that your invoice is recieved by the 5th of that month and payment is approved by the District Board of Directors.

This project is a public works contract within the meaning of Part 7 (commencing with Sec# 1720) of Division 2 of the Labor Code of the State of California and the requirements of prevailing wages apply to this contract. Pursuant to Sec# 1773 of the Labor Code, the general prevailing rate of wages in the county in which the work is to be done has been determined by the Director of the Department of Industrial Relations.

New Pump for Tantau PS

SHAPE INCORPORATED
– a UFT Company –

SANITATION • HYDRAULIC • AND PROCESSING EQUIPMENT

PLEASANTON	***SACRAMENTO***	***STOCKTON***
3825 Hopyard Road #195 Pleasanton, CA 94588 Phone (925) 485-9720	2356 Gold Meadow Way #270 Gold River, CA 95670 Phone (916) 309-4132	119 Val Dervin Parkway # 2 Stockton, CA 95206 Phone (209) 234-5909

QUOTATION

TO: Cupertino Sanitary District
20863 Stevens Creek Blvd #100
Cupertino, CA 95014

ATTN: Rick Almondia

DATE: 05-16-2025
QUOTE #: 126480
DESC: 3085 Rebuild
JOB: Cupertino SD 3085 Rebuild SN 2110142
LOCATION:
PHONE:
EMAIL:

WE ARE PLEASED TO QUOTE ON THE FOLLOWING EQUIPMENT SUBJECT TO CONDITIONS PRINTED ON LAST PAGE HEREOF, THESE CONDITIONS MAY BE CHANGED ONLY BY A WRITTEN STATEMENT SIGNED BY AN OFFICER OF SHAPE, INCORPORATED.

☐ F.O.B. FACTORY
☒ F.F.A. TO FIRST DESTINATION

Rebuild NP3085.070-0038, 3hp/230v/3ph, 462 impeller, 3" discharge

Line #	Qty	Item	Unit Price	Price
01	4	0000000830461 - SCREW,ALLEN M12 X 25 SS	$5.20	$20.80
02	1	0000000843798 - GROMMET,NBR 18.5ID 35OD 24L	$21.20	$21.20
03	55	0000000942059 - CABLE,SUBCAB 4G2.5+2X1.5 17.5	$34.99	$1,924.45
04	1	0000004084012 - STATOR,15-10-4A 230/460V:3PH+	$1,951.89	$1,951.89
05	1	0000005047807 - CABLE UNIT	$207.81	$207.81
06	1	0000005188902 - DETECTOR,LEAKAGE UNIT FLS	$447.42	$447.42
07	3	0000005960700 - WASHER,SQUARE ALUM	$14.84	$44.52
08	1	0000006018948 - KIT,REPAIR BASIC 3085.092,182	$1,650.78	$1,650.78
09	7	Shop Labor Hours - Shop Labor Hours	$135.00	$945.00
10	1	Oil/Prep/Hazmat Fee	$64.50	$64.50
11	1	Freight Lot	$200.00	$200.00
			Total for Above Equipment:	**$7,478.37**
		OPTIONAL		
12	1	Replacement Pump Option: NP3085.070 - 462 Impeller	$10,888.00	$10,888.00

Notes and Clarifications: Tore down pump for overhaul. 0 meg ohms when testing stator. Power cable soft and spongy. No oil in pump. Wires in stator burnt to black.

(Tax Rate 0.000%) Total Tax:	**$0.00**
Grand Total:	**$7,478.37**

Notes:

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To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnity SELLER for all liability damages, costs and expenses in connection therewith.

CANCELLATION

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

FIELD WORK

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

MODIFICATIONS

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

AUTHORITY OF SELLER'S AGENTS

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

NO THIRD-PARTY BENEFICIARIES

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

GOVERNING LAW

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

DISPUTE RESOLUTION

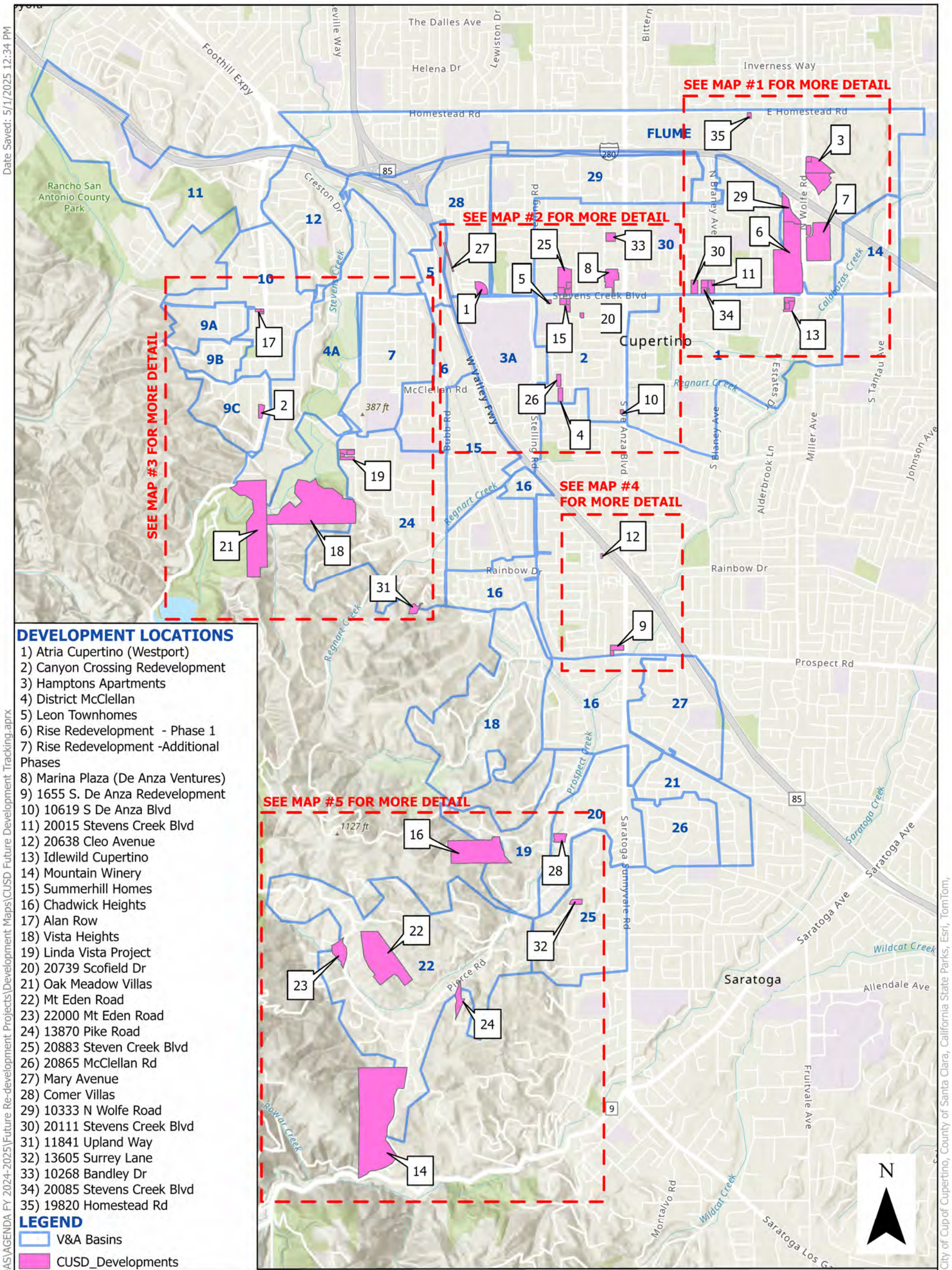
In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above $1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

SEVERABILITY

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

ASSIGNMENT – DELEGATION

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.



DEVELOPMENT LOCATIONS

1) Atria Cupertino (Westport)
2) Canyon Crossing Redevelopment
3) Hamptons Apartments
4) District McClellan
5) Leon Townhomes
6) Rise Redevelopment - Phase 1
7) Rise Redevelopment -Additional Phases
8) Marina Plaza (De Anza Ventures)
9) 1655 S. De Anza Redevelopment
10) 10619 S De Anza Blvd
11) 20015 Stevens Creek Blvd
12) 20638 Cleo Avenue
13) Idlewild Cupertino
14) Mountain Winery
15) Summerhill Homes
16) Chadwick Heights
17) Alan Row
18) Vista Heights
19) Linda Vista Project
20) 20739 Scofield Dr
21) Oak Meadow Villas
22) Mt Eden Road
23) 22000 Mt Eden Road
24) 13870 Pike Road
25) 20883 Steven Creek Blvd
26) 20865 McClellan Rd
27) Mary Avenue
28) Comer Villas
29) 10333 N Wolfe Road
30) 20111 Stevens Creek Blvd
31) 11841 Upland Way
32) 13605 Surrey Lane
33) 10268 Bandley Dr
34) 20085 Stevens Creek Blvd
35) 19820 Homestead Rd

LEGEND

V&A Basins

CUSD_Developments

CUPERTINO SANITARY DISTRICT
ESTABLISHED 1956

CUSD FUTURE DEVELOPMENTS

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HOMESTEAD RD

35 - 19820 Homestead Rd
- Demolish SFD & Build 12 New 3-Story Townhomes

FLUME

WOLFE RD

3 - Hamptons Apartments
- (942 Residential units)

29 - 10333 N Wolfe Road
- Empty Parcel north of Rise/Vallco

7 - Rise Redevelopment
- Additional Phases

6 - Rise Redevelopment
- Phase 1

30 - 20111 Stevens Creek Blvd
- Redevelop 2 Office Buildings to 57 Townhomes

34 - 20085 Stevens Creek Blvd
- Redevelop Office Buildings to 32 Townhomes (Phase 2 of 2)

11 - 20015 Stevens Creek Boulevard
- 141 Housing on 2 Existing Commercial Parcels

13 - Idlewild Cupertino
- 76 Condos & 2,000 SF Retail

STEVENS CREEK BLVD

30

14

1

DEVELOPMENT LOCATIONS

3) Hamptons Apartments
6) Rise Redevelopment Phase 1
7) Rise Redevelopment Addt'l Phases
11) 20015 Stevens Creek Blvd
13) Idlewild Cupertino
29) 10333 N Wolfe Road
30) 20111 Stevens Creek Blvd
34) 20085 Stevens Creek Blvd
35) 19820 Homestead Rd

LEGEND

V&A Basins
CUSD_Developments

CUPERTINO SANITARY DISTRICT
ESTABLISHED 1956

CUSD FUTURE DEVELOPMENTS

MAP #1

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Homestead High School

28

Northside

33 - 10268 Bandley Dr -
Summerhill - 32 New Townhomes

25 - 20883 Stevens Creek Blvd
- 122 SFD, Condos & Townhomes
(Same Parcel as our current District Office)

27 - Mary Ave
- 40 Unit Low Income Housing

30

8 - Marina Plaza
- (DeAnza Ventures)

5

5 - Leon Townhomes
- 7 Townhomes

1 - Atria Cupertino (Westport)
- Senior Living

15 - Summerhill Homes
- 58 Townhomes (Across from the office at Pizza Hut, Fontanas, & Staples. Lots will be Combined)

2

20 - 20739 Scofield Dr
- Demolish Existing Home and Build 5-Story Building with 20 Residential Units

26 - 20865 McClellan Rd
- 27 New Townhomes

4 - District McClellan
- Subdivide the parcel into 6 lots (SF)

10 - 10619 S De Anza Blvd
- Mixed Use (2090 SF Commercial & 11 Residential Units)

N De Anza Blvd
N DE ANZA BLVD
S DE ANZA BLVD
STEVENS CREEK BLVD
McCLELLAN RD
Gardena Dr
Amulet Dr
Meteor Dr
Milford Dr
Greenleaf Dr
Flora Vista Ave
Dunbar Dr
Beardon Dr
Fargo Dr
Hazelbrook Dr
Garden Gate Dr
Christensen Dr
Infinite Loop
Mariani Ave
Bandley Dr
Alves Dr
Saint Joseph School
Scofield Dr
Cali Ave
Campus Dr E
S Stelling Rd
McClellan Rd
Silverado Ave
Erin Way
Kim St
Kirwin Ln
Bollinger Rd
Peninsula Ave
Pasadena Ave
Imperial Ave
Bubb Rd
Noel Ave
September Dr
Avondale St
Lynn Way
Torre Ave
De Anza College
310 ft
Homestead Rd
Stevens Creek Blvd
W Valley Fwy
85
280

DEVELOPMENT LOCATIONS

1) Atria Cupertino (Westport)
4) District McClellan
5) Leon Townhomes
8) Marina Plaza
10) 10619 S De Anza Blvd
15) Summerhill Homes
20) 20739 Scofield Dr
25) 20883 Stevens Creek Blvd
26) 20865 McClellan Rd
27) Mary Avenue
33) 10268 Bandley Dr

LEGEND

CUSD_Developments
V&A Basins

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CUPERTINO SANITARY DISTRICT
ESTABLISHED 1956

CUSD FUTURE DEVELOPMENTS

MAP #2

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9C

24

17 - Alan Row
- 9 Townhouses

2 - Canyon Crossing
Redevelopment

19 - Linda Vista Project
- 51 New Townhomes

18 - Vista Heights
- 28 Single Family Home & 7 Townhomes.
Also Proposing Public Sports Center and a trail connecting Linda Vista Park to Stevens Creek County Park

21 - Oak Meadow Villas

31 - 11841 Upland Way
- 6 Lot Subdivision on Current Empty Lot

STEVENS CREEK BLVD

S FOOTHILL BLVD

STEVENS CANYON RD

Stevens Creek Blvd

N Foothill Blvd

S Foothill Blvd

Voss Ave

Cristo Dr

Permanente Rd

Phar Lap Dr

Mann Dr

Byrne Ave

Orange Ave

Imperial Ave

Deep Cliff Golf Course

Linda Vista Dr

Santa Teresa Dr

Wilkinson Ave

Columbu

Stevens Creek

Regnart Cr

930 ft

387 ft

935 ft

943 ft

DEVELOPMENT LOCATIONS

2) Canyon Crossing Redevelopment
17) Alan Row
18) Vista Heights
19) Linda Vista Project
21) Oak Meadow Villas
31) 11841 Upland Way

LEGEND

V&A Basins
CUSD_Developments

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CUPERTINO SANITARY DISTRICT
ESTABLISHED 1956

CUSD FUTURE DEVELOPMENTS

MAP #3

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12 - 20638 Cleo Avenue
- Four Lot subdivision

9 - 1655 S. De Anza Redevelopment
- 2 Parcels into 34 residential units

DEVELOPMENT LOCATIONS

9) 1655 S. De Anza Redevelopment
12) 20638 Cleo Avenue

LEGEND

CUSD_Developments

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CUSD FUTURE DEVELOPMENTS

MAP #4

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28 - Comer Villas
- 22 Unit Subdivisions
(Private Sewer Mains and Lift Station)

16 - Chadwick Heights
- 85 New Homes
(Saratoga Hills)

22 - Mt Eden Road
- 19 Single Family Homes and 4 Duplex Homes (8 units)

32 - 13605 Surrey Lane
- 4 New SFDs with 4 ADUs

23 - 22000 Mt Eden Road
- 6 Lot Subdivision (5 Single Family Homes and 1 Duplex)

24 - 13870 Pike Road
- 31 New Homes

14 - Mountain Winery
- Single Family Residential subdivision

19

20

22

25

Northwestern

PIERCE RD

MOUNT EDEN RD

Country Club

Wardell Rd

Star Ridge Ct

Comer Dr

Arroyo Aguello

Prospect Creek

Garrod Rd

Villa Oaks Ln

Calabazas Creek

Damon Ln

Toll Gate Rd

Saratoga Creek

Jacks Rd

Saratoga Quarry Park

Elva Ave

Paul Ave

4th St

Springer Ave

1127 ft

687 ft

1010 ft

972 ft

DEVELOPMENT LOCATIONS

14) Mountain Winery
16) Chadwick Heights
22) Mt Eden Road
23) 22000 Mt Eden Road
24) 13870 Pike Road
28) Comer Villas
32) 13605 Surrey Lane

LEGEND

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CUSD_Developments

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CUPERTINO SANITARY DISTRICT
ESTABLISHED 1956

CUSD FUTURE DEVELOPMENTS

MAP #5

Path: N:\CUSD\Meetings-BOARD\AGENDAS\AGENDA FY 2024-2025\Future Re-development Projects\Development Maps\CUSD Future Development Tracking.aprx

Future Development Projects:

Prep. Date: 6/11/2025

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	10%	$ 166,935.49	$ 1,502,419.44	- 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. - 05/01/2025: Reduced % chance of receiving funds in FY24-25 to 10%
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 lastest 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)	APPROVED	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)	APPROVED	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. 05/12/2025: Reached out to City regarding Easement language on Subdivision Map. Awaiting clarification/agreement between City and District on the easement 05/27/2025: Approved Permit BLD-2024-2145. City has granted SSE on Final Subdivision Map

Future Development Projects:

Prep. Date: 6/11/2025

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
6	Rise Redevelopment - Phase 1	10123 North Wolfe Road (APN 316-20-122)	Building	NA	$ 18,278,969.34	FY 25-26	1%	$ 182,789.69	$ 18,096,179.65	**Purged old Remarks to make Room for new items** 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 2/24/2025: Applicant submitted Submittal #3 for Horizontal Phase 1. SandHill asking about budget and is requesting a meeting. 04/29/2025: Applicant provided cost estimate for bond purposes. IA will need to be udpated to reflect required bond amount 05/13/2025: Staff provided additional design comments on Submittal #4 for BLD-2024-1487 (Horizontal Construction). Applicant waiting for District to confirm required Bond amount. Applicant expressed desire to get IA executed ASAP.
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: Submital 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.

Future Development Projects:

Prep. Date: 6/11/2025

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
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)	Building	-	$ 797,268.00	FY25-26	10%	$ 79,726.80	$ 717,541.20	2/27/2024 PR-2024-003 Reviewed initial plan; additional utilitiy 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. 06/04/2025 - Received Site Demolition Permit BLD-2025-1357 06/10/2025 - Received Site & Utility Improvement Permit BLD-2025-1384
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	$ -	FULLY CLOSED OUT
18	Vista Heights - 28 Single Family Home & 7 Townhomes. Also Proposing Public Sports Center and a trail connecting Linda Vista Park to Stevens Creek County Park	0 Canyon View (APN 356-05-007)	Planning	*	$ 546,901.00	FY27-28	0%	$ -	$ 546,901.00	- 7/9/2024: This is a new development on undeveloped hilly land, proposing 28 single-family dwellings, 7 townhomes, and a 20,000-square-foot community sports center with a gym and swimming pool. Currently, this is the only information available. We will proceed further once additional details are provided to the district. - 08/26/2024 - Received Planning Permit DP-2024-005 for project - 09/10/2024 & 1/07/2025 - Responded and provided comments to DP-2024-005

Future Development Projects:

Prep. Date: 6/11/2025

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
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

Future Development Projects:

Prep. Date: 6/11/2025

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
20	20739 Scofield Dr - Demolish Existing Home and Build 5-Story Building with 20 Residential Units	20739 Scofield Dr (APN 359-09-016)	Planning	*	$ 193,458.00	FY26-27	0%	$ -	$ 193,458.00	7/30/2024: Received another proposed development in Cupertino; Removing 1 SFD in a large lot and proposing 20 condos. 8/12/2024: Sent Will Serve Letter but asked applicant to confirm future parcel subdivision. District wants to know if it'll remain as 1 parcel or be split into 20 different parcels 08/30/2024: Received Planning Permit ASA-2024-009. Submitted same comments we provided them in the Will Serve letter.
21	Oak Meadow Villas	Project near Stevens Canyon Rd - South of Homes on Ricardo Rd (APN 351-10-043)	PrePlanning	*	*	*	*	$ -	$ -	By 9/16/2024: To review capacity issue, if any, and to prepare Will-Serve Letter. Still waiting on plans from developer. We only received a small project description and an aerial map showing the project location
22	Mt Eden Road - 19 Single Family Homes and 4 Duplex Homes (8 units)	0 Mt Eden Road - Vacant lot east of Mt Eden, South of Villa Oaks, and West of Via Regina (APN 503-13-067)	PrePlanning	*	$ 404,944.80	FY27-28	0	$ -	$ 404,944.80	Received preliminary plans asking for a Will Serve. Upstream of Pierce PS. District Staff will perform analysis of station to see if any upgrades are required. 09/20/2024 - Sent Will Serve letter. Informed them they may be required to upsize and rehab Pierce PS.
23	Mt Eden Road - 6 Lot Subdivision (5 Single Family Homes and 1 Duplex)	22000 Mt Eden Road (APN 503-80-003)	PrePlanning	*	$ 105,297.70	FY27-28	0	$ -	$ 105,297.70	Received preliminary plans asking for a Will Serve. Upstream of Pierce PS. District Staff will perform analysis of station to see if any upgrades are required. 09/20/2024 - Sent Will Serve letter. Informed them they may be required to upsize and rehab Pierce PS.
24	13870 Pike Road - 31 New Homes	13870 Pike Road (APN 503-30-019)	PrePlanning	*	$ 487,380.00	FY27-28	0	$ -	$ 487,380.00	09/24/2024 - Notified of this Builder's Remedy project by City of Saratoga Planning Department
25	122 SFD, Condos, & Townhomes (Same Parcel as our current District Offices)	20883 Stevens Creek Blvd (APN 326-32-050, 326-32-051, 326-32-052, & 326-32-053)	Planning	*	$ 1,598,500.00	FY27-28	0	$ -	$ 1,598,500.00	09/27/2024 - Received Planning Phas Permit ASA-2024-011 by Nov 1 10/17/2024 - Responded to ASA-2024-011 01/07/2025 - Received Submittal #2 for ASA-2024-011 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 04/29/2025 - Approved Permit ASA-2025-006 - Provided comments for items we wish to see at the BLD permit phase.
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

Future Development Projects: Prep. Date: 6/11/2025

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
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 04/16/2025 - Provided Will Serve Letter to applicant. Inquired about easements
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	NEW SCOPE - 4 Multifamily Buildings with 11 Units Each. Total 44 Units *Old Scope - 4 New SFDs with 4 ADUs*	13605 Surrey Lane (APN 503-16-009)	Planning	*	$ 517,455.55	FY27-28	0	$ -	$ 517,455.55	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. 04/28/2025 - Received Planning Phase Permit CBX24-0023. Applicant requesting a Will Serve Letter 05/08/2025 - Provided Will Serve letter but prohibited any buildings from being constructed above sewer in easement.
33	Summerhill - 32 New Townhomes	10268 Bandley 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.
35	Demolish SFD & Build 12 New 3-Story Townhomes (Lot is to the east of the large PG&E yard that is on Homestead & Blaney)	19820 Homestead Road (APN 316-04-064)	Planning	*	$ 135,784.00	FY26-27	0	$ -	$ 135,784.00	05/01/2025 - Received ASA-2025-005 05/27/2025 - Submitted review for ASA-2025-005
								$ 666,130.39	**$ 66,144,873.74**	

Future Development Projects: Prep. Date: 6/11/2025

Cupertino Sanitary District - Monthly Maintenance Summary - May 2025

Spills

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

PLSDs (Private Lateral Sewage Discharge)

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

Emergency Calls - Causes

Received Calls - Business Hours	# of Calls	Received Calls - After Hours	# of Calls	Received Calls - Weekend	# of Calls
Root Intrusion	7	Root Intrusion	2	Root Intrusion	1
Onsite	2	Onsite	2	Grease	0
Grease	0	Grease	0	Debris	0
Offset	0	Offset	0	Onsite	0
Others	1	Others	0	Others	0
Pump Station	0	Pump Station	1	Pump Station	0
Total:	10	Total:	5	Total:	1

Repairs

Address	Main/Lat	Description of Work
None		

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	54,581	48,407	4,720	371	0	0	0	0	0	108,079	1,122,624	1,020,533	110%
Easement Cleaning (ft)	0	4,416	4,701	1,427	0	0	0	0	0	0	10,544	182,787	189,464	96%
CCTV (ft)	0	9,083	5,122	515	0	0	0	0	0	0	14,720	199,020	207,880	96%

Lateral Maintenance

Activity	# of Laterals	FY2024-25 YTD	FY2024-25 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	208	2,797	4,000	70%
CCTV	25	238		
Inspection	32	281		

FOG Inspection

	# of Inspections	YTD FY2024-25	FY24-25 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	32	262		
Completed	30	236	248	95%
Follow up Needed	0			

CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE

JUNE 2025

06/02: SCCSDA Meeting

06/03: Special Meeting

06/04: 1st Regular Meeting-Canceled

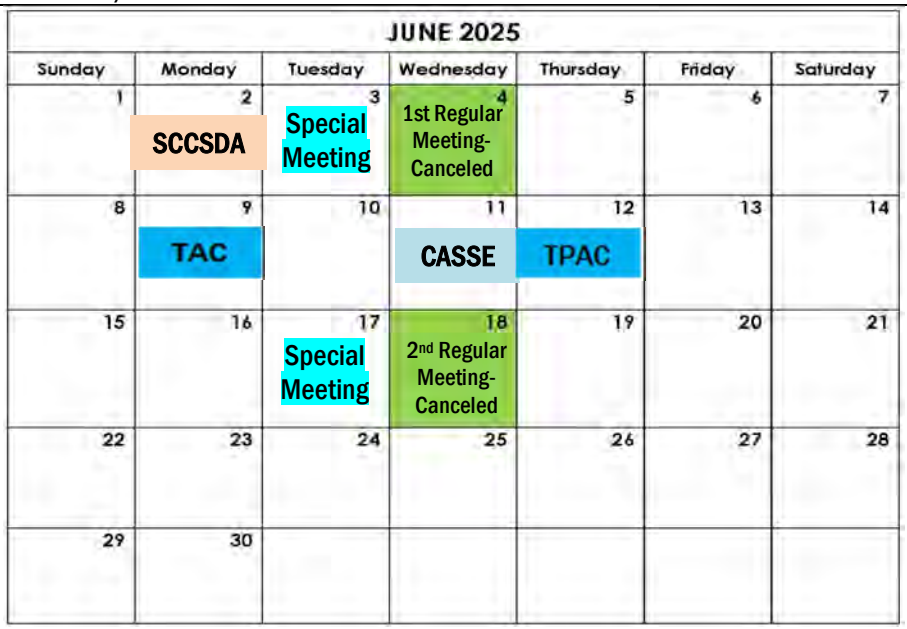
06/09: TAC

06/11: CASSE

06/12: TPAC

06/17: Special Meeting and Public Hearing on Report and Collection of Charges

06/18: 2nd Regular Meeting-Canceled



JULY 2025

07/02: 1st Regular Meeting

07/07: TAC

07/09: CASSE

07/10: TPAC

07/16: 2nd Regular Meeting

07/30-08/01: CASA Conference

AUGUST 2025

07/30-08/01: CASA Conference

08/06: 1st Regular Meeting

08/11: TAC

08/13: CASSE

08/14: TPAC

08/20: 2nd Regular Meeting