

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, AUGUST 6, 2025**

AGENDA

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, or virtually via the following link:

<https://us06web.zoom.us/j/88189227412?pwd=8DYJjQbwBeK1SnRDrT0WIXPYEbQALL.1>

1. ROLL CALL

2. PUBLIC COMMENTS

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

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

3. CLOSED SESSION

NONE

4. PUBLIC HEARING

A. CONNECTION AND CAPACITY/TREATMENT PLANT FEES

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Ordinance No. 136, Amending Chapter VII, "Permits, Fees And Service Charges"

5. MINUTES

- A. APPROVAL OF THE SPECIAL MEETING MINUTES OF JULY 16, 2025
- B. APPROVED SPECIAL MEETING MINUTES OF JUNE 17, 2025

6. CORRESPONDENCE

- A. SILICON VALLEY FALL FESTIVAL, SATURDAY, SEPTEMBER 13, 2025

7. MEETINGS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, AUGUST 11, 2025
- B. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE TO BE HELD ON WEDNESDAY, AUGUST 13, 2025

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- C. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, AUGUST 14, 2025

8. REPORTS

- A. CSRMA WORKSHOP
- B. CASA 2025 70TH ANNUAL CONFERENCE HELD JULY 30-AUGUST 1, 2025, IN SAN DIEGO, CA
1. CSRMA Board of Directors Meeting
 2. Concurrent Sessions (Three Tracks)
 3. Other Conference Sessions, Meetings, Topics

9. UNFINISHED BUSINESS

NONE

10. NEW BUSINESS

- A. INSTALLER'S AGREEMENT – THE RISE-PHASE 1 HORIZONTAL
- B. STAFF ATTENDANCE AT CSDA BOARD SECRETARY CONFERENCE

11. STAFF REPORT

- A. FUTURE DEVELOPMENT PROJECTS

12. CALENDAR ITEMS

- A. THE NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, AUGUST 20, 2025

13. ADJOURNMENT



Memo

Item 4.A.1.

To: Board of Directors
From: Benjamin T. Porter, District Manager-Engineer
Date: August 6, 2025
Re: Connection and Capacity Fees

Summary:

Staff has completed the preparation of an engineering report for updating the connection and capacity fees. Attached to this memo is the staff report.

Staff is proposing an increase of fees and charges for the connection and capacity/treatment fees for new and redevelopment of properties in the Cupertino Sanitary District service area. The proposed increase is the result of increasing construction costs for collection, conveyance, and treatment systems.

Recommendation:

Adopt Ordinance No. 136, which will replace Ordinance No. 125 approved on July 17, 2019.

Attachment:

- Connection and Capacity Fee Study

CUPERTINO SANITARY DISTRICT

Connection and Capacity Fees Study



Prepared by
Cupertino Sanitary District
20863 Stevens Creek Boulevard, Suite 100
Cupertino, CA 95014

July 2025

BACKGROUND

The Cupertino Sanitary District (The District) first adopted Ordinance No. 18 establishing zones and setting new connection fees on June 5, 1963. This ordinance established three zones (1, 2, and 3) and connection fees were established for each zone based on front footage and acreage. For residential development, there was an additional dwelling fee in excess of one unit. A one-time connection fee based on front footage was for compensation to the District for costs to install sewer main along frontage of property; where properties are on each side of the street, costs are divided in half. A one-time connection fee based on acreage on the basis of square foot area was intended to compensate the District for purchased capacity for the proportionate share at the San Jose-Santa Clara Treatment Plan.

Ordinance No. 20, adopted on February 19, 1964, included townhomes and condominiums as multiple dwelling units.

Ordinance No. 31, adopted on July 19, 1967, added Zones 4 and 5; Zone 5 fees to be determined by District Board at the time of annexation.

Ordinance No. 53, adopted on April 27, 1977, increased the fees.

Ordinance No. 59, adopted on June 6, 1979, increased the fees and added the definition of hotels and motels and added a change in use fee per the City of San Jose Revenue Program Reporting Requirements.

Ordinance No. 113, adopted on November 18, 2015, increased the fees from 1979 by CPI increased amount.

When the first ordinance was adopted in 1963, majority of the area in the District was undeveloped. It was a very common practice in assessment district engineering to utilize area and frontage fee basis as a reasonable method to recover cost. This methodology has served very well over the years for the District capital cost recovery.

However, today, the majority of the area within the District service area is now developed and is trending towards further redevelopments. A different methodology for cost recovery should be implemented.

LEVYING CAPACITY FEES

When levying sewer capacity fee on a property, the utility agency must demonstrate that a reasonable relationship exists between the amount of the fee and the capacity being provided. For non-residential connections (commercial, industrial) this requires development of an estimate of the capacity that will be used by the new connection. Sewer system capacity is most commonly measured in terms of flow (in gallons per day) and strength (in BOD or biochemical oxygen demand, TSS or total suspended solids, and NH₃ or ammonia). The District calculates this estimated capacity using a worksheet with industry-standard per square foot flow metrics and strengths for each different commercial/industrial customer class.

CURRENT CONNECTION AND CAPACITY FEES

Currently, the District levies three fees for connection to the system. The first is based on frontage fee, which recovers the cost of connecting to District owned collection lines. The second is based on area fee, which is the treatment plant capacity fee that is a “buy-in” to the regional treatment plant (of which the District has a dedicated share). The third method is change-in-use fee. The Districts method of utilizing area and frontage fees has worked very well in the past, but now with the redevelopments and reconstruction, staff is recommending connection and capacity fees based on the “buy-in” at current replacement cost of the collection system and the treatment plant capacity of the San Jose-Santa Clara Regional Wastewater Facility (RWF). The connection fee unit cost is determined for the residential and commercial sectors following the principle of specific system and capacity of the collection system used by each sector. Similarly, the wastewater treatment unit cost is based on the current replacement cost of the RWF as published in the 2025 Revenue Program allocated to the treatment parameters and associated capacity.

The capital costs were developed to show the capacity for both the treatment and collection systems. Those unit costs are then multiplied by the projected flow and strength of wastewater produced by a property, to arrive at recommended sewer connection and treatment plant capacity fees. See Appendixes for detailed calculations of the Capital Cost.

CONNECTION/CAPACITY/PUMP STATION FEES BASED ON UPDATED COSTS

The method of allocating capital costs to reach respective users are developed as follows:

1) Connection Fees:

The total cost of \$428,200,481 of the District capital replacement cost is as follows:

Types	Replacement Cost
Mains	\$199,184,220
Laterals	\$155,914,000
Manholes	\$48,449,500
San Jose Outfall	\$1,261,373
Santa Clara Outfall	\$23,391,388
Total Replacement Cost without Pump Stations	\$428,200,481

This cost is allocated to each user based on flow. This \$428,200,481 cost is allocated based on flow and divided into two categories (valuation by dwelling unit/room charges [\$350,594,120] and by square foot charges [\$77,606,361]). Flows for each category were based on the 2025-26 Fiscal Year Tax Roll flow rates (or total annual volumes in HCF [hundred cubic feet]).

2) Capacity/Treatment Plant Fee

Based on the City of San Jose FY 2025-26 Regional Wastewater Facility Capital Cost Allocation Program, the value of the treatment plant is \$2,189,821,100. Compared to FY 2017–2018, the replacement cost of the San Jose–Santa Clara Regional Wastewater Facility has risen significantly by FY 2025–2026. The total estimated replacement cost increased from \$1.59 billion to \$2.19 billion. The District, which owns 7.85% of the facility, saw its share of the replacement cost rise from \$124.8 million to \$171.9 million.

Including both the replacement allowance and the current fiscal year sewer improvements, the District's total treatment plant cost increased from \$127,225,279 in FY 2017–2018 to \$174,077,856 in FY 2025–2026. The total cost of \$174,077,856 was distributed using the City of San Jose Revenue/Load Program for FY 2025-26. The treatment plant capacity cost allocation is shown in the Table 1.

With cost allocation based on the information provided in Table 1, each of Connection and Capacity fee costs were then distributed to each of the asset classifications shown in Table 2.

3) Pump Station Zone:

District owns 17 pump stations. The capital cost of pump station zone is distributed based on 2018 Fee study methodology, using 2025 adjusted capital replacement cost. Table 3 provides details on connection Fee Distribution for each of the asset classifications in Pump Station area.

EXISTING AND PROPOSED CAPACITY/CONNECTION FEES

Table 4 presents the proposed fees by category and compares them with current fees.

Chart 1 shows the comparison of 2025 proposed CuSD Capacity/Connection fees compared to other agencies in the area for single family home.

Table 1: Total Cost Allocation Based on City of San Jose Revenue/Load Program for FY 2025-26

Type	Classification	Qty	CAPITAL COST ALLOCATION SPREAD				TOTAL
			MGD	BOD	SS	NH3	
1	Single Family	11236	\$ 49,087,362.00	\$ 9,580,958.57	\$ 7,041,291.17	\$ 4,543,247.50	\$ 70,252,859.24
2	Single Family (Pump Zone)	5803	\$ 25,351,901.18	\$ 4,948,229.14	\$ 3,636,579.98	\$ 2,346,428.02	\$ 36,283,138.32
3	Multi-Family	4042	\$ 17,658,518.80	\$ 3,446,621.09	\$ 2,533,009.87	\$ 1,634,372.23	\$ 25,272,521.99
4	Multi-Family (Pump Zone)	177	\$ 773,270.12	\$ 150,928.24	\$ 110,921.02	\$ 71,569.49	\$ 1,106,688.86
5	Single Family + ADU	108	\$ 471,825.84	\$ 184,183.61	\$ 135,361.24	\$ 87,339.04	\$ 878,709.73
6	Single Family + ADU (Pump Zone)	84	\$ 366,975.65	\$ 143,253.92	\$ 105,280.96	\$ 67,930.36	\$ 683,440.90
9	Boarding House	0	\$ -	\$ -	\$ -	\$ -	\$ -
101	Retail Professional Office	1061	\$ 12,338,859.69	\$ 1,252,326.69	\$ 566,379.62	\$ 358,918.93	\$ 14,516,484.93
101P	Retail Professional Office (Pump Zone)	170	\$ 645,958.61	\$ 65,561.26	\$ 29,650.86	\$ 18,789.97	\$ 759,960.69
102	Domestic Laundry	5	\$ 72,333.28	\$ 8,470.88	\$ 4,565.34	\$ 956.39	\$ 86,325.90
102P	Domestic Laundry (Pump Zone)	3	\$ 25,153.57	\$ 2,945.71	\$ 1,587.58	\$ 332.58	\$ 30,019.44
103	Restaurant	226	\$ 7,500,505.66	\$ 7,319,810.13	\$ 2,410,022.91	\$ 198,344.06	\$ 17,428,682.77
103P	Restaurant (Pump Zone)	31	\$ 225,254.11	\$ 219,827.49	\$ 72,377.46	\$ 5,956.64	\$ 523,415.70
104	Repair Shops & Service Station	23	\$ 188,074.79	\$ 26,430.32	\$ 30,215.60	\$ -	\$ 244,720.71
104P	Repair Shops & Service Station (Pump Zone)	2	\$ 14,101.57	\$ 1,981.71	\$ 2,265.52	\$ -	\$ 18,348.80
107	Hotel/Motel w/Food Service	7	\$ 1,037,114.40	\$ 404,851.66	\$ 357,042.99	\$ 95,989.42	\$ 1,894,998.47
107P	Hotel/Motel w/Food Service (Pump Zone)	0	\$ -	\$ -	\$ -	\$ -	\$ -
108	Motel / Hotel	6	\$ 826,585.71	\$ 200,054.74	\$ 57,387.31	\$ 15,300.82	\$ 1,099,328.58
108P	Motel / Hotel (Pump Zone)	0	\$ -	\$ -	\$ -	\$ -	\$ -
801	School	17	\$ 214,045.43	\$ 21,724.44	\$ 12,281.42	\$ 16,980.71	\$ 265,032.00
801P	School (Pump Zone)	3	\$ 30,204.47	\$ 3,065.59	\$ 1,733.06	\$ 2,396.19	\$ 37,399.31
802	Convalescent Home	2	\$ 244,657.95	\$ 43,932.55	\$ 11,932.21	\$ 9,704.64	\$ 310,227.35
802P	Convalescent Home (Pump Zone)	4	\$ 733,714.31	\$ 131,751.05	\$ 35,783.97	\$ 29,103.61	\$ 930,352.95
803	Multiple Occupancy Residential Units	0	\$ -	\$ -	\$ -	\$ -	\$ -
803P	Multiple Occupancy Residential Units (Pump Zone)	7	\$ 635,998.20	\$ 471,713.99	\$ 170,417.96	\$ 46,250.59	\$ 1,324,380.74
1101	Electrical Equipment Mfg.	0	\$ -	\$ -	\$ -	\$ -	\$ -
1102	Printing Plant	1	\$ 519.08	\$ 101.31	\$ 148.92	\$ -	\$ 769.31
1102P	Printing Plant (Pump Zone)	0	\$ -	\$ -	\$ -	\$ -	\$ -
1103	Car Wash	3	\$ 117,925.48	\$ 1,841.35	\$ 10,149.43	\$ -	\$ 129,916.26
1103P	Car Wash (Pump Zone)	0	\$ -	\$ -	\$ -	\$ -	\$ -
1104	Machinery Mfg.	1	\$ 86.51	\$ 19.59	\$ 27.30	\$ -	\$ 133.40
1104P	Machinery Mfg. (Pump Zone)	0	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS		23022	\$ 118,560,946.40	\$ 28,630,585.03	\$ 17,336,413.71	\$ 9,549,911.20	\$ 174,077,856.35

Table 2: Connection and Capacity Plant Fee Distribution for each of the Classification for San Jose Revenue/Load Program for FY 2025-26

Classification	Qty	UNIT	UNIT COUNT	HCF	Connection Fee		Capacity / Treatment Plant Fee		Total Fee - Per Unit
					District Value	Per Unit Fee	District Value	Per Unit Fee	
Single Family	17,039	Per Unit	17,039	1,548,695	\$197,859,466	\$11,612.15	\$70,147,444	\$4,116.88	\$15,729.03
Townhomes, Condominiums	4,411	Per Unit	4,411	400,921	\$51,221,205	\$9,858.72	\$18,159,538	\$3,495.23	\$13,353.94
Multiple Dwelling Units						\$8,858.76		\$3,140.71	\$11,999.46
ADU						\$7,781.34		\$2,758.73	\$10,540.07
Hotel/Motel	13	Per Room	772	38,774	\$4,953,712	\$4,299.87	\$1,756,248	\$1,524.44	\$5,824.31
Hospital		Per Bed				\$5,282.51		\$4,987.47	\$10,269.98
Convalescent Home	6	Per Bed	392	20,355	\$2,600,512	\$3,316.98	\$921,964	\$1,175.97	\$4,492.95
Retail Professional Office	1,231	Per SQFT	8,916,180	270,147	\$10,056,798	\$1.33	\$12,236,174	\$1.13	\$2.46
Domestic Laundry	8	Per SQFT	4,000	2,028	\$75,504	\$20.92	\$91,866	\$9.09	\$30.01
Restaurant	257	Per SQFT	869,000	160,733	\$5,983,634	\$20.42	\$7,280,329	\$19.77	\$40.19
Repair Shops & Service Station	25	Per SQFT	39,000	4,206	\$156,586	\$5.85	\$190,520	\$5.53	\$11.38
Commercial Gas Station with Car Wash	3	Per SQFT	14,300	2,453	\$91,334	\$6.39	\$111,126	\$6.03	\$12.42
Commercial School / Daycare Center	20	Per SQFT	6,448	5,082	\$189,173	\$18.16	\$230,168	\$1.24	\$19.40

Table 3: Connection Fee Distribution for each of the asset classifications in Pump Station area

Classification	Qty	UNIT	UNIT COUNT	HCF	Connection Fee		Total Fee - Per Unit
					District Value	Per Unit Fee	
Single Family	17,039	Per Unit	17,039	1,548,695	\$20,983,010	\$2,822.56	\$2,822.56
Townhomes, Condominiums	4,411	Per Unit	4,411	400,921	\$5,432,012	\$2,396.35	\$2,396.35
Multiple Dwelling Units						\$2,153.29	\$2,153.29
ADU						\$1,891.41	\$1,891.41
Hotel/Motel	13	Per Room	772	38,774	\$525,342	\$1,045.17	\$1,045.17
Hospital		Per Bed				\$1,866.51	\$1,866.51
Convalescent Home	6	Per Bed	392	20,355	\$275,784	\$806.26	\$806.26
Retail Professional Office	1,231	Per SQFT	8,916,180	270,147	\$3,660,173	\$0.48	\$0.48
Domestic Laundry	8	Per SQFT	4,000	2,028	\$27,480	\$7.61	\$7.61
Restaurant	257	Per SQFT	869,000	160,733	\$2,177,744	\$3.98	\$3.98
Repair Shops & Service Station	25	Per SQFT	39,000	4,206	\$56,990	\$2.13	\$2.13
Commercial Gas Station with Car Wash	3	Per SQFT	14,300	2,453	\$33,241	\$2.32	\$2.32
Commercial School / Daycare Center	20	Per SQFT	6,448	5,082	\$68,849	\$6.61	\$6.61

ORDINANCE NO. 136

**AN ORDINANCE OF THE CUPERTINO SANITARY DISTRICT AMENDING
CHAPTER VII, "PERMITS, FEES AND
SERVICE CHARGES" OF THE CUPERTINO SANITARY
DISTRICT OPERATIONS CODE RELATING
TO DEVELOPMENT FEES**

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

SECTION 1: Article 2: System Connection Fees is amended by revising Sections 7201 and 7202 7203 of the Cupertino Sanitary District Operations Code to read as follows:

ARTICLE 2: SYSTEM CONNECTION

7201. RESIDENTIAL DEVELOPMENTS:

The development fee to connect a residential property to the sewer system shall be as follows:

Single-Family Residence.....	\$11,612.00/residence
Townhouse/Condominium.....	\$9,859.00/unit
Multiple Dwelling.....	\$8,859.00/unit
Additional Dwelling Unit (ADU).....	\$7,781.00/unit

The above fee is applicable for all new residential developments without consideration for existing use, except for a single-family residence. Demolishing an existing residence and reconstruction with a new single-family residence is exempt from payment of this fee.

If a townhouse/condominium and multiple dwelling has common area (recreation room, library, classroom, auditorium, lobby/offices, etc.) and food service facility, there will be additional charges equivalent to "Office" and "Food Service" classifications as outlined in Sections 7202 and 7302.

7202. NON-RESIDENTIAL CONNECTIONS:

The fee for all new non-residential developments, redevelopments (total demolition and reconstruction of site), or change in classification shall be as follows:

Classification	Connection Fee	Unit
Hotel/Motel	\$4,300.00	Per Room
Hospital	\$5,283.00	Per Bed
Convalescent Home	\$3,317.00	Per Bed
Retail Professional Office	\$1.33	Per Square Foot
Commercial Retail Store (Greater than 5,000 SF)	\$1.33	Per Square Foot
Commercial Retail Store (less than 5,000 SF)	\$1.59	Per Square Foot
Commercial Grocery Store/Market	\$2.26	Per Square Foot
Domestic Laundry	\$20.92	Per Square Foot
Full-Service Restaurant	\$20.42	Square Foot
Cafeteria in Office Complex	\$16.07	Square Foot
Fast Food Restaurant	\$8.75	Square Foot
Beverage Only	\$10.21	Square Foot
Restaurant in Grocery Store	\$8.75	Square Foot
Restaurant in Apartment Complex	\$8.75	Square Foot
Repair Shops & Service Station	\$5.85	Square Foot
Commercial Gas Station with Car Washer	\$6.39	Per Square Foot
Commercial School/Day Care Centers	\$18.16	Per Square Foot

Office as classified above also includes multiple uses from residential developments as described in Section 7201. If a residential development, hotel, hospital, convalescent home, and/or office includes food service, there will be an additional connection fee as listed above. Area costs as shown above are calculated based on gross square feet. For a new development or redevelopment, gross square feet are determined by the outside dimensions of the building. For

tenant improvements, the area is calculated by adding four inches (4") to the interior dimension for a common wall and adding eight inches (8") for non-common wall thickness. Area for cafeteria and food service in a grocery store is based on total square foot of kitchen/cooking area, cooking food storage area, sit-down eating area, 50% of the sit-down eating area located outside the building and associated/connection service/hallway/lobby area. The District Manager-Engineer will determine the area and calculate the fees.

For other classifications not listed above, The District Manager-Engineer shall, based on standard engineering practices and methods, estimate the average daily wastewater flows (in gallons per day) for the new development, and multiply those flows by the following unit cost to arrive at the total development fee:

\$19.88 PER GALLON PER DAY

If, as a direct result of a new connection, the District is required to upgrade the hydraulic capacity of any sewer collection line serving that connection, the installer will be responsible for all direct and actual costs associated with that upgrade, in addition to its development fee as calculated above.

SECTION 2: Article 3: Treatment Plant Capacity Fees is amended by revising Sections 7301 and 7302 of the Cupertino Sanitary District Operations Code to read as follows:

ARTICLE 3: TREATMENT PLANT CAPACITY FEES

7301. RESIDENTIAL CAPACITY FEE:

The capacity fee to connect a residential property shall be as follows:

Single Family Residence.....	\$4,117.00/unit
Townhouse/Condominium	\$3,495.00/unit
Multiple Dwelling	\$3,141.00/unit
Additional Dwelling Unit (ADU).....	\$2,759.00/unit

The treatment plant capacity fee applies to the use of the treatment plant at the time the connection is made. If the use of the connection is changed and the change results in use of additional treatment plant capacity, an additional fee shall be imposed for the change in use.

7302. NON-RESIDENTIAL CAPACITY FEE:

New non-residential capacity fees, including redevelopments and/or change in classifications (use) shall pay a one-time treatment plant capacity fee as follows.

Classification	Capacity/ Treatment Plant Fee	Unit
Hotel/Motel	\$1,524	Per Room
Hospital	\$4,987	Per Bed
Convalescent Home	\$1,176	Per Bed
Office	\$1.33	Per Square Foot
Commercial Retail Store (Greater than 5,000 SF)	\$1.03	Per Square Foot
Commercial Retail Store (less than 5,000 SF)	\$1.23	Per Square Foot
Commercial Market – Grocery	\$1.13	Per Square Foot
Commercial Gas Station with Car Wash	\$6.03	Per Square Foot
Commercial School/Day Care Centers	\$0.97	Per Square Foot
Commercial Laundromat	\$9.09	Per Square Foot
Full Service Restaurant	\$19.77	Per Square Foot
Cafeteria (in Office Complex)	\$19.77	Per Square Foot
Fast Food Restaurant & Food Service in Grocery Store and Residential Developments	\$17.97	Per Square Foot

SECTION 3: Article 4: Pump Zone Fee is amended by revising Section 7401 of the Cupertino Sanitary District Operations Code to read as follows:

ARTICLE 4: PUMP ZONE FEE

7401. PUMP ZONE FEE:

The pump station zone fee shall be as follows:

Classification	Additional Fee in Pump Zones	Unit
Single-Family Residence	\$2,823	Per Unit
Townhouse/Condominium	\$2,396	Per Unit
Multiple Dwelling	\$2,153	Per Unit
Hotel/Motel	\$1,045	Per Room
Hospital	\$1,867	Per Bed
Convalescent Home	\$806	Per Bed
Office	\$0.48	Per Square Foot
Commercial Retail Store (Greater than 5,000 SF)	\$0.48	Per Square Foot
Commercial Retail Store (less than 5,000 SF)	\$0.56	Per Square Foot
Commercial Market – Grocery	\$0.69	Per Square Foot
Commercial Gas Station with Car Washer	\$2.32	Per Square Foot
Commercial School/Day Center Centers	\$6.61	Per Square Foot
Commercial Laundromat	\$7.61	Per Square Foot
Full Service Restaurant	\$7.43	Per Square Foot
Cafeteria (in Office Complex)	\$6.54	Per Square Foot
Fast Food Restaurant & Food Service in Grocery Store and Residential Development	\$4.76	Per Square Foot

SECTION 4: This ordinance shall be retroactive to July 1, 2025. Any renovation projects that have paid previous fees will be recalculated based on this ordinance and the differential in fees, if any, will be refunded to the applicant.

SECTION 5: Upon adoption this Ordinance shall be entered in the minutes of the Sanitary Board and a summary of this Ordinance prepared by the District Counsel shall be published once in the Cupertino Courier and the Saratoga News, being newspapers of general circulation in the District. A certified copy of the full text of this Ordinance shall be posted in the office of the District Clerk.

SECTION 6: This Ordinance shall become effective upon expiration of the week of publication.

PASSED AND ADOPTED at a regular meeting of the Sanitary Board of the Cupertino Sanitary District held on the 6th day of August 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President of the Sanitary Board

ATTEST:

Secretary of the Sanitary Board

APPROVED AS TO FORM:

Marc Hynes, District Counsel

CUPERTINO SANITARY DISTRICT SPECIAL BOARD MEETING WEDNESDAY, JULY 16, 2025

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:05 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, and Patrick Kwok. Directors Angela Chen and David Doyle 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 & BILLS:

A. Approval of the Special Meeting Minutes of June 17, 2025

On a motion by Director Bosworth, seconded by Director Kwok by a roll call vote of 4-0-0, the minutes of the Special Meeting held on Tuesday, June 17, 2025, were approved. Director Doyle did not vote due to technical issues.

B. Approved Meeting Minutes of June 3, 2025, are to be Noted & Filed.

C. Approval of Financial Report and Payment of Bills

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

D. Timesheets

The Board submitted their July timesheets.

5. CORRESPONDENCE:

There was none.

CUPERTINO SANITARY DISTRICT SPECIAL BOARD MEETING
WEDNESDAY, JULY 16, 2025

6. MEETINGS:

- A. Four Board Members plan to attend the CASA 2025 70th Annual Conference to be held July 30-August 1, 2025, in San Diego, CA and Director Bosworth plans to attend the CSRMA Board of Directors Meeting to be held at CASA Conference on Wednesday, June 18, 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, August 11, 2025.
- C. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, August 13, 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, August 14, 2025.

7. REPORTS:

- A. Director Bosworth reported on the CSRMA Board of Directors Meeting held on Wednesday, June 18, 2025.
- B. The regular meeting of the San Jose/Santa Clara Treatment Plant Technical Committee (TAC) to be held on Monday, July 7, 2025, was canceled.
- C. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) Teleconference held on Wednesday, July 9, 2025.
- D. The regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, July 10, 2025, was canceled.

8. UNFINISHED BUSINESS:

- A. Dental and Life Insurance Plan Payments

Counsel Hynes reported on the Board's options for dental and life insurance plan payments. After discussion by the Board, President Saadati motioned that Directors may opt out of dental insurance to receive and in lieu payment of an equal amount, seconded by Director Kwok, by a roll call vote of 5-0-0, the motion was approved and will be effective beginning July 1, 2025.

9. NEW BUSINESS:

- A. Connection and Capacity/Treatment Plant Fees

CUPERTINO SANITARY DISTRICT SPECIAL BOARD MEETING
WEDNESDAY, JULY 16, 2025

Manager Porter presented proposed new Connection and Capacity/Treatment Plant fees to the Board. With unanimous approval the Board agreed to hold a Public Hearing to consider new Connection and Capacity/Treatment Plant fees. The Public Hearing is set for Wednesday, August 6, 2025, and notice will be posted in the Cupertino Courier and Saratoga News.

B. Markham Apartments Easement Quitclaim Request & History

Manager Porter presented the Board Memo. The Board agreed the solution would be to have the client prepare Quitclaim documents and submit to the Board for approval and signatures.

10. STAFF REPORT

A. Manager Porter reported on Future Development Projects.

B. Manager Porter reported on the Maintenance Summary Report.

11. CALENDAR ITEMS

A. The next regular Board meeting is to be held on Wednesday, August 6, 2025.

12. ADJOURNMENT:

The meeting was adjourned at 8:05 pm.

Secretary of the Sanitary Board

President of the Sanitary Board

Approved

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

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:01 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, and Patrick Kwok. Directors Angela Chen and David Doyle 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. PUBLIC HEARING:

A. Conduct a Public Hearing Accepting Report on Rates and Charges and Collection on Tax Roll for Fiscal Year 2025-2026.

- A. Staff Presentation – Manager Porter presented the tax roll report to the Board.
- B. Open Public Hearing and Receive Testimony – The public hearing was opened at 7:06pm. There was no public present.
- C. Close Public Hearing - The public hearing was closed at 7:06pm
- D. Board Discussion – The Board discussed tax roll report and summary.

Director Chen dropped off the video conference call at 7:07pm.

- E. On motion by Director Kwok, seconded by Director Bosworth, by a roll call vote of 4-0-0, the Board approved 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.

Director Chen rejoined the meeting via video conference at 7:08pm.

- F. On motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 5-0-0, the Board approved Resolution No. 1359, Providing for the Collection of Rates and Charges for Service and Facilities Furnished by the District and Delinquent Rates and Charges for Fiscal Year 2025-2026.

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

4. CLOSED SESSION:

There was none.

5. MINUTES & BILLS:

A. Approval of the Special Meeting Minutes of June 3, 2025

On a motion by Director Kwok, seconded by Director Bosworth by a roll call vote of 5-0-0, the minutes of the Special Meeting held on Tuesday, June 3, 2025, were approved.

B. Approved Meeting Minutes of May 21, 2025, are to be Noted & Filed.

C. Approval of Financial Report and Payment of Bills

Director Kwok asked Staff about CWEA membership for inspectors. He sees no benefit to the District and will not approve payment of future memberships by the District. President Saadati instructed Staff to assess any benefits before canceling. On a motion by Director Kwok, seconded by Director Bosworth by a roll call vote of 5-0-0, the financial reports and warrants were approved.

D. Timesheets

6. CORRESPONDENCE:

A. Notice – Adopted FY2026 LAFCO Budget is to be Noted & Filed.

7. MEETINGS:

A. Director Bosworth plans to attend the CSRMA Board of Directors Meeting to be held Wednesday, June 18, 2025.

B. The regular meeting of the San Jose/Santa Clara Treatment Plant Technical Committee (TAC) to be held on Monday, July 7, 2025, is cancelled.

C. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) Teleconference to be held on Wednesday, July 9, 2025.

D. The regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) to be held on Thursday, July 10, 2025, is cancelled.

E. Director Chen will not attend the CASA 2025 70th Annual Conference to be held July 30-August 1, 2025, in San Diego, CA. The remaining four Board members plan to attend.

CUPERTINO SANITARY DISTRICT SPECIAL BOARD MEETING
TUESDAY, JUNE 17, 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, June 9, 2025.
- B. Manager Porter reported on the California Alliance for Sewer System Excellence (CASSE) Teleconference held on Wednesday, June 11, 2025.
- C. Director Kwok reported on the 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

Manager Porter reported on the status of the Sanitary Sewer Management Plan (SSMP) certification. After discussion by the Board, on a motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 5-0-0, the SSMP was approved.

- B. Fiscal Year 2025-2026 Budget

Manager Porter reported on the Budget for Fiscal Year 2025-2026. On a motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 5-0-0, the Budget was approved.

10. NEW BUSINESS:

- A. Significant Defect Repair Project-Phase 2 Project Closeout

On a motion by Director Kwok, seconded by Director Bosworth by a roll call vote of 5-0-0, the Board accepted the Significant Defect Repair Project-Phase 2 Project and authorized the payment of the final invoice in the amount of \$99,531.70.

- B. Akel – Hydraulic Modeling Support For Future Developments

Manager Porter reported on Akel – Hydraulic Modeling Support For Future Developments. There was no Board action.

- C. Spare Pump Purchase Request

On a motion by Director Kwok, seconded by Director Bosworth by a roll call vote of 5-0-0, the Board approved the purchase of 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 backup at other pump stations. The total price including tax is expected to be approximately \$89,000.00.

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

11. STAFF REPORT

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

12. CALENDAR ITEMS

- A. The regular Board meeting of July 2, 2025, was canceled due to lack of enough Board Members available in person for a quorum. The next regular Board Meeting is scheduled to take place on Tuesday, July 16, 2025.

13. ADJOURNMENT:

The meeting was adjourned at 8:44 pm.

Secretary of the Sanitary Board

President of the Sanitary Board

Silicon Valley Fall Fest

Saturday, 10 am - 7pm

September 13th, 2025

Memorial Park, Cupertino



Kid's Zone



Craft Beer Tasting



Entertainment

www.sv-ff.com | FREE Admission & DeAnza Parking

Rotary
Club of Cupertino

CITY OF
CUPERTINO



KIDS' ZONE

- Pony rides, petting zoo, giant slides
- 30+ kids activities with Bay Area Scouts
- Magician, balloon twister, face painter
- Bike rodeo & safety clinic
- Robotics competition
- Wild animal show
- Cotton candy, snow cones
- On-stage artistic dance & music performances



FUN FOR ADULTS

- Jay Middleton Party Band
- Gourmet food trucks
- Craft Beer tasting
- Fine Art Exhibition & sale
- Cultural parade & booths
- and much, much more!



Special thanks:

Fremont Union High School District
Cupertino Union School District





Memo

Item 10A

To: Board of Directors
From: Benjamin Porter, District Manager-Engineer
Date: August 6, 2025
Re: Rise Horizontal Construction Phase 1 Installer's Agreement

Project Summary:

On July 31, 2024, the District received plans for the Horizontal Phase 1 Construction permit at 10123 North Wolfe Road. This permit covers the installation of new sewer infrastructure as part of their "Horizontal Construction – Phase 1" project at the Rise Development. The project will construct all utilities and roadways for the future commercial and residential mixed-use buildings for Blocks 1, 2, 3, 4, 5, 7, and 8 on the southwestern area of the property. This Installer's Agreement only covers the utility installation. All Sewer Development & Treatment Plant fees will be charged as part of future agreements. However, the developer has agreed to place a \$1 million deposit toward future development fees.

The scope of work for the project includes construction of 2,998 linear feet of sewer mains and eleven (11) manholes. Sewer laterals will be constructed during a future phase.

The Installer has delivered a signed Installer's Agreement, a Faithful Performance Bond in the amount of \$410,257, and a check payable to the District in the amount of \$1,176,700. \$1 Million of these funds serve as an advance payment toward the future obligatory payment of the Development Fees. The \$176,700 will add to their deposit for Administration, Engineering, and Inspection.

Recommendation:

Staff recommends that the Board of Directors sign and execute the Installer's Agreement.

Attachments:

- 1) Installer's Agreement signed by Installer
- 2) Faithful Performance Bond

**NO CHARGE ON THIS DOCUMENT
FOR THE BENEFIT OF THE
CUPERTINO SANITARY DISTRICT**

**Recording Requested By And When
Recorded Mail To:**

Cupertino Sanitary District
20863 Stevens Creek Boulevard, Suite
100
Cupertino, CA 95014
Attention: District Manager-Engineer

**I_N_S_T_A_L_L_E_R_'_S
A_G_R_E_E_M_E_N_T**

THE RISE – PHASE 1 HORIZONTAL

THIS AGREEMENT, made this _____ day of July, 2025, between the CUPERTINO SANITARY DISTRICT of Santa Clara County, California, a public corporation duly organized and existing under Part I Division 6 of the Health and Safety Code of the State of California, hereinafter called "District," and Vallco Property Owner, LLC, a Delaware Limited Liability Company, hereinafter called "Installer";

W_I_T_N_E_S_S_E_T_H

WHEREAS, the Installer is owner of that certain real property (APNs 316-20-121 & 316-20-122) located along Wolfe Road south of I-280 commonly known as Vallco, recently renamed to The Rise, hereinafter called "Property;"

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

WHEREAS, the Installer desires to construct all utilities, including sanitary sewer, for the future buildings from a portion of the commercial and residential mixed-use development, hereinafter called "Phase 1;"

WHEREAS, Phase 1 will develop a portion of the western parcel (APN 316-20-122). Parcel 316-20-122 consists of Blocks 1-10 and 13;

WHEREAS, Phase 1 consists of Blocks 1, 2, 3, 4, 5, 7, and 8. The remaining Blocks will be part of a future Phase;

WHEREAS, the Installer will not connect any laterals or construct any buildings at this time and will only perform grading, utility installation, and roadway construction during this phase of the project;

WHEREAS, sewer development fees, treatment plant capacity fees, permit review and fees for specific residential and suite tenant improvements, and peak flow mitigation as part of the Inflow & Infiltration Study will be collected in a future Installer's Agreement for the Phase 1 buildings;

WHEREAS, the Installer has submitted the following City of Cupertino Building Permit for Phase 1 as follows:

- 1) Rise Horizontal Construction, BLD-2024-1487

NOW, THEREFORE, IT IS AGREED, as follows:

1. SEWER CONSTRUCTION: Installer shall install, or cause to be installed, the sanitary improvements described below in strict accordance with the plans, profiles, and specifications prepared by Installer and its engineering consultant Sandis and reviewed and approved by the District. Installer shall construct on-site sewer system, which once accepted, will be owned and maintained by the District. These facilities include all new sanitary sewer manholes and mainlines. These facilities are shown on the plans for the City of Cupertino Building Permit # BLD-2024-1487 and are listed below:

New Construction

Pipe Segments						
USMH (CuSD Name)	USMH (Valco Name)	DSMH (CuSD Name)	DSMH (Valco Name)	Length (feet)	Diameter (in)	Material
RI-01	25+45.54	RI-02	20+20.47	525	8	PVC SDR26
RI-03	27+40.07	RI-04	29+98.26	258	6	PVC SDR26
RI-10	34+43.04	RI-04	29+98.26	445	8	PVC SDR26
RI-04	29+98.26	RI-05	43+95.30	304	10	PVC SDR26
RI-05	43+95.30	RI-06	40+26.35	369	10	PVC SDR26
RI-07	58+48.43	RI-08	55+97.67	249	8	PVC SDR26
RI-08	55+97.67	RI-09	52+93.09	303	8	PVC SDR26
RI-09	52+93.09	RI-05	43+95.30	318	8	PVC SDR26
RI-07	58+48.43	RI-11	60+65.38	227	8	PVC SDR26

Manholes

- New Manhole Construction:
 - SSMH #RI-01 – 25+45.54
 - SSMH #RI-02 – 20+20.47
 - SSMH #RI-03 – 27+40.07
 - SSMH #RI-04 – 29+98.26
 - SSMH #RI-05 – 43+95.30
 - SSMH #RI-06 – 40+26.35
 - SSMH #RI-07 – 58+48.43
 - SSMH #RI-08 – 55+97.67
 - SSMH #RI-09 – 52+93.09
 - SSMH #RI-10 – 34+43.04
 - SSMH #RI-11 - 60+65.38

Lateral Disconnection

- Installer must disconnect and cap existing sanitary sewer laterals that will not be used by future development. There are four (4) laterals in total along North Wolfe Road.
 - Segment will be capped with inflatable plug at manhole 2086-1 on Norwich Avenue

Mainline Removal & Easement Quitclaim

- Installer must disconnect and cap existing sanitary sewer mainline that will not be used by future development. Sewer Mainline to be abandoned is 2086-1 to L3-6F that runs through an easement on 10318 Norwich Avenue.
 - Installer shall prepare Easement Quitclaim deeds for any remaining sanitary sewer easements on the Property.
- a) 30 days prior to the commencement of construction of the Phase 1 improvements, Installer shall submit the following documents:
1. Plans, specifications, and construction cost estimate for final signoff and approval by the District
 2. Sewer bypass plan for the connection of new sanitary sewer facilities to the District System and for the removal of existing laterals.
 3. Material submittals for sewer pipe, concrete manholes, pipe bedding, trench backfill, hot mix asphalt mix designs, and other materials. Materials must be in accordance with District Standard Specifications and Details.
 4. Additional submittals such as project schedule, emergency contact information, contact information for material testing firms, and emergency response plans.
 5. Post the Performance and Material bonds in the amount of \$410,257.

- b) 15 days prior to construction, Installer shall submit the following documents.
 - 1. Survey cut sheets showing proposed cuts/fills for the new sewer construction.
- c) During construction, Installer shall submit the following documents as they become available:
 - 1. Compaction test results for each trench and each lift of backfill.
 - 2. Density test results for each paved trench
 - 3. 3-week Look Ahead Schedules
- d) Installer shall hydro-flush and clean the sewer mains and laterals per District's specification standard in presence of District Inspector.
- e) Installer shall perform closed circuit television video (CCTV) inspection per District specification and NASSCO standard of all newly installed sanitary sewer mainlines (PACP) and manholes (MACP).
- f) Installer shall provide CCTV results (CCTV Logs and Tapes) per District specification and NASSCO standard, for all mainlines (PACP) and manholes (MACP) to District for review.
- g) Installer shall perform hydrostatic testing and mandrill testing of the sewer mainlines per District's specification standard in the presence of a District Inspector. Final results shall be provided to District Manager for review and final approval.
- h) Installer shall perform vacuum testing of the new sewer manholes per District's specification standard in the presence of a District Inspector. Final results shall be provided to District Manager for review and final approval.
- i) Provide as-built drawings to the District.
- j) Once District has approved CCTV and the installation, District will accept the onsite sanitary sewers and begin one-year warranty period.
- k) As each building or tenant occupancy is issued a building permit from the City of Cupertino, District will review building permit application and provide the City with District's comments/recommendation and/or approval. District will continue to track the number of lateral connections and charge the necessary Sewer Development Fees.

2. PAYMENT BY INSTALLER: Installer agrees to pay any and all costs in connection with the construction of said sanitary sewer facilities, including, but not limited to, materials, work, inspection, supervision, legal, engineering, recording, and all incidental expenses before final acceptance thereof by District. Installer also agrees to pay the District for all of the costs incurred by the District to review and approve plans, specifications, and cost

estimates provided by the Installer and to provide full time inspection of the sewer construction.

The Phase 1 Horizontal Construction will not be making any live sewage connections to the existing District system and therefore the Installer will not be required to pay the fees at this time. The parties understand and agree that the District will conduct future fee and rate reviews and will adopt revised fees based on such reviews which will be applicable to each building permit application made for each building on the project at the time each application is submitted to the City of Cupertino for approval.

All administrative, engineering, inspections fees, and all sewer development and treatment capacity fees (the sewer development and treatment capacity fees are collectively referred to as "Sewer Development Fees") for the Rise Development buildings, connections, and future Phases will be made at a future date for future building blocks. Fees will become due and payable for all future core and shell building permits and all residential permits and will be due as a condition for approval of the Building Department Permit for said buildings. Payment of these fees will be required prior to execution of each future Rise Installer's Agreement entered into for each building or phase.

3. INSPECTION: Installer hereby agrees to provide and assure said District and its employees and any person or persons designated by it the right to inspect said sanitary sewer facilities, as outlined in Section 1 above, and the plans, materials and work thereof at any reasonable time or times and upon reasonable notice before, during or after such are installed.

4. DEPOSITS BY INSTALLER: In addition to an existing \$38,812.28 balance with the District, Installer has paid an additional \$176,700 to the District for a total deposit of \$215,512.28 for any current and future administrative, engineering, and inspection fees for the Rise Development – Phase 1 Horizontal Construction. If the deposit for the administrative, engineering, and inspection fees becomes seventy percent (70%) depleted prior to completion of the Rise Development – Phase 1 Horizontal Construction, the District will perform an analysis of the deposit balance to determine if additional deposit funds will be necessary to complete the project. Installer has also paid the District a \$1 Million voluntary payment which will serve as an advance toward the future obligatory payment of Sewer Development Fees. The \$1 Million voluntary payment, in the District's sole discretion, may be used to temporarily replenish deposit funds for administrative, engineering, and inspection fees. Deposit replenishment shall be made within sixty (60) days of notice by the District of the requirement to replenish the deposit. If the \$1 Million voluntary payment is temporarily used to replenish the deposit for the administrative, engineering, and inspection deposit, the \$1 Million balance must also be replenished at the time of deposit replenishment. At the time that Sewer Development Fees become due and payable, District shall first utilize the \$1 Million voluntary payment.

5. SECURITY FOR PERFORMANCE OF WORK:

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

constructed sewer facilities. The amount of bonds is currently estimated to be \$410,257, which may be updated at the time of bond issuance.

The performance and payment bonds shall be issued by a surety company admitted to transact business in the State of California, as approved by the District Manager-Engineer, and shall remain in full force and effect at all times during the performance of the work or as otherwise required by Paragraph 5(c).

The Installer is required to submit to the District performance and payment bonds in the amount of the construction cost estimate that is prepared by the Installer's Engineer and submitted to the District 30 days prior to construction (see paragraph 1.a.5). The current estimate is approximately \$410,257, but the bond amount may be updated at the time of bond issuance.

(b) Certificate of Deposit As Security. As an alternative to the delivery of performance and payment bonds pursuant to Paragraph 5(a) above, Installer may elect to deliver to District a Certificate of Deposit payable to District and issued by a bank acceptable to District, in an amount equal to the estimated cost to construct all improvements contemplated by this Agreement, as determined by the District Manager-Engineer. In the event of any default hereunder, District shall be entitled to withdraw any portion or all of the amount deposited irrespective of any interest or penalty that may be charged by the bank for early withdrawal, and District may utilize the funds to complete any unfinished work, or to correct any defective work, or to compensate District for any damage suffered or costs incurred as a result of Installer's default.

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

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

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

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

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

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

11. **RECORDING OF AGREEMENT:** The parties understand and agree that this agreement will be recorded.

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

“DISTRICT”
CUPERTINO SANITARY DISTRICT
Santa Clara County, California

By: _____
President of the Board of Cupertino Sanitary District

ATTEST: _____
Secretary of Cupertino Sanitary District

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

By: _____

Name: Peter Pau

Title: Manager

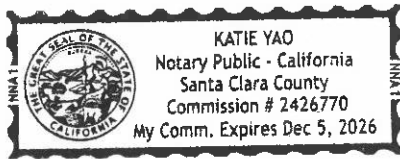
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA)
)
COUNTY OF SANTA CLARA)

On 7/28/2025, before me, KATIE YAO, Notary Public, personally appeared PETER PAN, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

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

WITNESS my hand and official seal.



Katie Yao
Name: KATIE YAO
Notary Public

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

STATE OF CALIFORNIA)
)
COUNTY OF _____)

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

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

WITNESS my hand and official seal.

Name: _____
Notary Public

**FAITHFUL PERFORMANCE BOND
FOR
SANITARY SEWER CONSTRUCTION**

KNOW ALL MEN BY THESE PRESENTS THAT:

WHEREAS, the CUPERTINO SANITARY DISTRICT, Santa Clara County, State of California, hereinafter designated as "District", and VALLCO PROPERTY OWNER, LLC hereinafter designated as "Principal", have entered into a certain Installer's Agreement, dated July 28, 2025, whereby Principal agrees to install and complete certain sanitary sewer facilities, which agreement is hereby referred to and made a part hereof. Said agreement includes, but is not limited to, performance of the following work:

- (1) To construct certain off-site sanitary sewer improvements to serve 10123 N. Wolfe Road in the City of Cupertino, County of Santa Clara, State of California, in accordance with the Installer's Agreement and the plans, specifications, and standards governing said work on file at the office of the District Engineer, 20863 Stevens Creek Blvd. Suite 100, Cupertino, California.
- (2) To remedy any defects in the sanitary sewer work and pay for any damage to other work resulting therefrom, which shall appear within a period of one (1) year from the date of final acceptance of the work by the Sanitary Board of Cupertino Sanitary District, and this bond is to remain in force until one (1) year after the date of acceptance.

WHEREAS, Principal is required to furnish a bond for the faithful performance of said Installer's Agreement.

NOW, THEREFORE, we, the Principal and Atlantic Specialty Insurance Company, as Surety, are held and firmly bound unto the District in the penal sum of Four Hundred Ten Thousand & Two Hundred Fifty Seven Dollars (\$ 410,257.00), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT if the above bound Principal shall well and truly keep and perform the covenants, conditions and provisions in said agreement on its part to be kept and performed, at the time and in the manner therein specified, and shall indemnify and save harmless the District, the District Engineer, Mark Thomas & Co. Inc., the County of Santa Clara and the City of Cupertino, and their respective officers, officials, agents and employees as therein stipulated, then this obligation shall become null and void; otherwise it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified herein, there shall be included costs and reasonable expenses and fees, including reasonable

attorney's fees, incurred by the District in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered.

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

Neither partial or entire use, nor occupancy of the sanitary sewer facilities by the District shall constitute an acceptance of the work not done in accordance with the plans, specifications, and standards, or relieve the Principal of liability with respect to any express warranties or responsibilities for faulty material or workmanship.

IN WITNESSES WHEREOF, this instrument has been duly executed by the Principal and Surety this 28th day of July 2025.

Vallco Property Owner, LLC
a DELAWARE corporation,

By 
Peter Pau, Authorized Signatory

SURETY: Atlantic Specialty Insurance Company

By 
Sandra Corona, Attorney-in-Fact

(To be signed by Principal and
Surety with Acknowledgement,
Notarial seal, and Power of
Attorney attached)

ACKNOWLEDGMENT

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

State of California

County of SANTA CLARA)

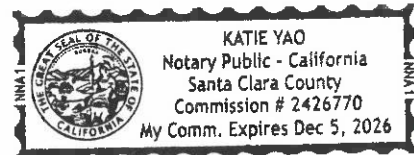
On 7/29/2025 before me, KATIE YAO, Notary Public
(insert name and title of the officer)

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

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

WITNESS my hand and official seal.

Signature [Signature] (Seal)



CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California)

County of Los Angeles)

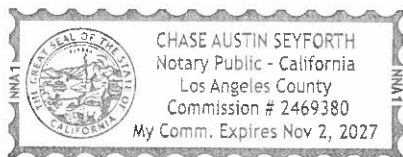
On 7-28-2025 before me, Chase Austin Seyforth, Notary Public
Date Here Insert Name and Title of the Officer

Personally appeared Sandra Corona
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature [Signature]
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document _____ Document Date _____

Number of Pages _____ Signer(s) Other Than Named Above _____

Capacity(ies) Claimed by Signer(s)

Signer's Name _____
☐ Corporate Officer—Title(s) _____
☐ Partner ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other _____

Signer's Name _____
☐ Corporate Officer—Title(s) _____
☐ Partner ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator
☐ Other _____

Signer Is Representing _____

Signer Is Representing _____



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **B. Aleman, Charles R. Teter, III, Chase Seyforth, D. Garcia, Edward C. Spector, Erin Brown, Ethan Spector, Jaren A Marx, Jennifer Ochs, KD Wapato, Marina Tapia, MB Neely, Rachel A Mullen, Sandra Corona, Sarah Campbell, Simone Gerhard**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

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

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

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

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

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this first day of January, 2023.

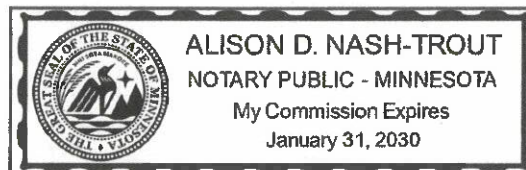


By

Sarah A. Kolar, Vice President and General Counsel

STATE OF MINNESOTA
HENNEPIN COUNTY

On this first day of January, 2023, before me personally came Sarah A. Kolar, Vice President and General Counsel of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and she acknowledged the execution of the same, and being by me duly sworn, that she is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

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

Signed and sealed. Dated 28th day of July, 2025.



Kara L.B. Barrow, Secretary

This Power of Attorney expires
January 31, 2030



Cupertino Sanitary District

Memo

Item 10B

To: Board of Directors

From: Benjamin T. Porter, District Manager

Date: August 06, 2025

Re: REQUEST TO ATTEND CSDA BOARD SECRETARY/CLERK CONFERENCE

Summary:

Staff member, Frankie Martinez is requesting to attend the California Special Districts Association Board Secretary/Clerk Conference to be held October 27-29, 2025, in Santa Rosa, California.

Staff member Martinez has attended this conference in the past and found it beneficial in her role supporting the Board. Sessions at this conference offer refreshers and new information on important topics useful in preparing Board agendas and minutes, filing retention, and staying up to date on the Brown Act and other legislative updates to keep the District in compliance, and other relevant topics.

Some topics of interest at this year's conference include:

- Words That Work: Mastering the Craft of Staff Reports, Agenda Titles, and Meeting Minutes (Pre-Conference Workshop)
- Streamlining Your Workflows with Google Tools
- Crafting and Maintaining Effective Board Policies and Procedures
- Legal Update 2025: What Every Board Secretary and Clerk Needs to Know

Costs to attend (not including mileage and meals):

Registration, Non-member (before September 26)	\$1,650
<i>(Registration after September 26 will be \$1,780)</i>	
Pre-Conference Workshop	\$ 650
Hotel (three nights)	\$ 558 (\$167 per night, plus approximately \$19 taxes/fees)
Self-Parking	\$ 36 (\$12 per night)
Mileage	\$ 77 (109 miles @ \$0.70/mile)
Total	\$2,971

Recommendation:

It is recommended that the Board approve attendance at the conference, including the pre-conference workshop, and mileage.

Attachment:

Conference brochure



California Special
Districts Association
Districts Stronger Together

Attachment

Choose from TWO NEW Optional Pre-Conference Workshops:

Words That Work: Mastering the Craft of Staff Reports,
Agenda Titles, and Meeting Minutes

OR The Essential IT Toolkit for Board Secretaries and Clerks



11 NEW Advanced Attendee Session Options



October 27 – 29, 2025 • Santa Rosa, California

2025 BOARD SECRETARY/CLERK CONFERENCE

Premiere Training and Certificate Program™ for Board Secretaries/Clerks

Co-sponsored by the **SDRMA**
Special District Risk Management Authority



Board Secretary/Clerk Conference & Certificate Program™

Whether you're a first-time attendee or a seasoned board secretary/clerk, ongoing education is essential. To showcase your commitment to excellence, CSDA created the Board Secretary/Clerk Certificate program designed to provide education on the diverse responsibilities and complexities of your role.

For first-time attendees, this certificate program provides a comprehensive foundation, equipping you with essential skills and insights to build your knowledge base.

For returning attendees, each year brings expanded learning opportunities with fresh, specialized breakout sessions designed to deepen your expertise and keep you up to date on new developments and trends that help you excel.

Earn your certificate and continue your professional journey with CSDA—this popular conference is your gateway to exceptional growth!



DATE & LOCATION

October 27 – 29, 2025

Hyatt Regency Sonoma Wine Country
170 Railroad Street
Santa Rosa, CA 95401

CSDA room reservations in the CSDA room block start at the rate of \$157* (or prevailing federal per diem at time of check-in, as of 06/10/25, per diem is \$157) plus discounted \$10 destination fee plus tax and fees per day. Self-parking is reduced to \$12 per night for the CSDA room block and valet is \$28 per night. The room reservation cut-off is October 6, 2025; however, space is limited and may sell out before this date. One Night Non-Refundable Deposit/ Non-Refundable Balance Due 30 Days Prior to 11:59 PM Local Time The Day of Arrival.

Attendees will be emailed a link to obtain reservations at the CSDA rate within 24 hours of registering for the conference.



Credit Incentive Program Points

Special District Risk Management Authority is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentive Points can be earned based on an Agency's attendance at the Board Secretary/Clerk Conference as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate.

[*SDRMA Credit Incentive Program Points]

Monday, October 27, 2025

8:00 am	Pre-Conference Workshop Registration
9:00 am - 4:00 pm	PRE-CONFERENCE WORKSHOPS: <ul style="list-style-type: none"> NEW! Words That Work: Mastering the Craft of Staff Reports, Agenda Titles, and Meeting Minutes* OR NEW! The Essential IT Toolkit for Board Secretaries and Clerks*
4:15 - 5:15 pm	CSDA Benefits Bingo! <i>(optional)</i>
5:30 - 7:00 pm	Registration and Opening Reception
*Optional. Pre-registration / Pre-payment required. Price includes lunch.	

Tuesday, October 28, 2025

	First-Time Attendees	Advanced: Returning Attendees	
7:30 - 8:30 am	Registration		
8:30 - 9:45 am	Opening Keynote: "Settle Your Worth and Launch the Life of Your Dreams"		
9:45 - 10:15 am	Break and Networking with the Exhibitors		
10:15 am - 12:15 pm	First-Time: Board Secretary/Clerk Foundations	Advanced: NEW! Adopting a Positive Leadership Style: How You Can Transform Your Department and Yourself	Advanced: NEW! Smooth Transitions: Mastering the Onboarding of New Board Members
12:15 - 1:15 pm	Networking Luncheon (All attendees)		
1:30 - 2:45 pm	First-Time: Staying in Compliance (part one)	Advanced: NEW! Communicating and Collaborating Across Generations	Advanced: Streamlining Your Workflows with Google Tools
2:45 - 3:15 pm	Break and Networking with the Exhibitors		
3:30 - 5:00 pm	First-Time: Advanced Training in the California Public Records Act	Advanced: NEW! Crafting and Maintaining Effective Board Policies and Procedures	Advanced: NEW! Mastering Difficult Conversations at Work
5:30 - 7:00 pm	Networking Reception		

Wednesday, October 29, 2025

8:30 - 10:00 am	First-Time: Staying in Compliance (part two)	Advanced: NEW! Unlocking Efficiency: Time-Saving Tools for Special Districts	Advanced: NEW! Improving Your Public Speaking for Influence and Success
10:00 - 10:30 am	Break and Networking with the Exhibitors		
10:30 am - 12:00 pm	First-Time: Best Practices for Taking & Processing Meeting Minutes	Advanced: NEW! The Public Servant's Guide to Banishing Burnout	Advanced: Legal Update 2025: What Every Board Secretary and Clerk Needs to Know
12:00 - 1:00 pm	Networking Luncheon <i>(All Attendees)</i>		
1:15 - 2:30 pm	First-Time: Website Compliance: Everything Board Secretaries Need to Know	Advanced: NEW! Navigating Neutrality: Political Astuteness for the Modern Board Clerk	Advanced: Form 700: Easier than It Looks
2:30 - 2:45 pm	Break and Networking with the Exhibitors		
2:45 - 4:00 pm	First-Time: Understanding Board Member & District Liability Issues	Advanced: The Person in the Middle—How the Board Secretary/Clerk Can Support an Effective Board, Manager, and Staff Team	Advanced: NEW! Meeting Mastery: From Preparation to Post-Meeting Action
4:00 pm	Event Adjourns <i>(Graduation Certificate Distribution)</i>		

Schedule subject to change



This was such an amazing and well-done conference. I attended the Returning Track and thoroughly enjoyed each of the sessions I attended, the exhibitors, and the women and men I networked with. CSDA and SDRMA did an amazing job at coordinating the entire event, even down to the service dogs and massage chairs. Thank you so much for this amazing experience!

Running Springs Water District





CSDA's Special District Board Secretary/Clerk Conference™ • Santa Rosa, CA • October 27-29, 2025

Conference Registration Form

Hyatt Regency Sonoma Wine Country | 170 Railroad Street | Santa Rosa, CA 95401

Three Ways to Register

- 1** ONLINE by visiting the CSDA Board Conference Secretary website at <https://csda.net/boardsecretary>.
- 2** FAX your registration form to 916-520-2465. EMAIL your registration form to membership@csda.net (All faxed/emailed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

ONE FORM PER REGISTRANT. PLEASE MAKE COPIES AS NEEDED.

Name/Title:			
District:			
Address:			
City:		State:	Zip:
Phone:		Fax:	
Email:			
Special Needs (Including Dietary):			
Emergency Contact Name:		Emergency Contact Phone:	
BOARD SECRETARY/CLERK CONFERENCE OPTIONS			
Current Certificate Holder: <input type="checkbox"/> YES <input type="checkbox"/> NO			
I will be participating as: <input type="checkbox"/> First-Time Attendee <input type="checkbox"/> Advanced/Returning Attendee			
EARLY BIRD REGISTRATION - On or Before Friday, September 26, 2025 <input type="checkbox"/> SDRMA Member** - \$760 <input type="checkbox"/> CSDA Member - \$825 <input type="checkbox"/> Non-member - \$1,650			
REGULAR REGISTRATION - AFTER September 26, 2025 <input type="checkbox"/> SDRMA Member** - \$825 <input type="checkbox"/> CSDA Member - \$890 <input type="checkbox"/> Non-member - \$1,780			
PRE-CONFERENCE WORKSHOPS:			
<input type="checkbox"/> NEW! Words That Work: Mastering the Craft of Staff Reports, Agenda Titles, and Meeting Minutes* OR <input type="checkbox"/> NEW! The Essential IT Toolkit for Board Secretaries and Clerks*			
*Optional/Additional Fee <input type="checkbox"/> CSDA Member - \$325 <input type="checkbox"/> Non-member - \$650			
			TOTAL \$
PAYMENT INFORMATION			
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Acct. name:		Acct. number:	
Expiration date:	Zip Code:	CVC code:	Authorized signature:

**SDRMA property/liability and/or workers' comp members – health benefits only do not qualify for discount.

Mail, fax or email completed form to:
California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814
Fax: 916.520.2465
Email: membership@csda.net

Questions?

Please contact us toll-free:
877.924.2732

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than September 26, 2025 at 5:00 PM. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 26, 2025. Substitutions are acceptable and must be done in writing no later than October 23, 2025 at 5:00 PM. Please submit any cancellation notice or substitution requests to meganh@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meetings and other activities constitutes an agreement by the registrant to for CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

AI Usage Policy: To ensure the integrity and privacy of our sessions, AI-powered note-taking, transcription, or automated content generation tools (such as AI-assisted summaries or recordings) are not permitted. Participants are welcome to take manual notes, but the use of AI-driven tools for capturing or distributing session content is strictly prohibited. Unauthorized use may result in removal from the event. Thank you for respecting our guidelines.

Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.

RETURNING ATTENDEE

MONDAY, OCTOBER 27, 2025

Session handouts will be available ONLY in digital format within the event app. We recommend that you download and/or print the course materials for the sessions you are interested in attending before the conference begins because no physical handouts will be available.

9:00 am - 4:00 pm

***Pre-Conference Workshop #1: NEW! Words That Work: Mastering the Craft of Staff Reports, Agenda Titles, and Meeting Minutes**

Stephanie Smith, Best Best & Krieger, LLP

Whether you're briefing a board, informing the public, or capturing the official record, the words you choose matter. This full-day, pre-conference workshop is designed for clerks, executive assistants, analysts, and other district professionals ready to elevate their writing game and communicate with clarity, credibility, and confidence.

We'll explore how to write staff reports that tell a compelling story and meet legal, administrative, and policy requirements. You'll learn how to craft agenda titles and recommended actions that are precise, purposeful, and easy to understand. And when it comes to minutes? This session goes beyond the basics to focus on narrative techniques that ensure your minutes are both accurate and accessible, with just the right tone of neutrality and professionalism.

With hands-on exercises, real-life examples, and peer discussion, you'll leave with practical tools, sample language, and confidence to write with authority, no matter the audience.

**Optional course, additional fees apply, see registration*

9:00 am - 4:00 pm

***Pre-Conference Workshop #2: The Essential IT Toolkit for Board Secretaries and Clerks**

Shantae Hansen, VC3

This workshop is designed specifically for board secretaries serving California's special districts, focusing on essential IT security principles and practical guidance for using common technology tools safely and effectively. Participants will learn how to recognize and prevent cybersecurity threats such as phishing, ransomware, and data breaches, with an emphasis on their role in maintaining secure communications, protecting sensitive records, and upholding public trust. Real-world examples will illustrate how even simple mistakes can lead to serious consequences—and how to avoid them.

In addition to cybersecurity fundamentals, the session will cover best practices for using everyday tools like email, cloud storage, video conferencing, and document sharing platforms. The workshop will offer actionable tips to utilize tools more effectively while maintaining essential security to protect sensitive public data. Whether you're tech-savvy or still learning, this session will provide valuable insights and resources to help you confidently manage your digital responsibilities.

**Optional course, additional fees apply, see registration*

4:15 - 5:15 pm

CSDA Benefits Bingo

We love maximizing the benefits we offer. Let's all do what we love at the Board Secretary/Clerk Conference. We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes!

5:30 - 7:00 pm

Registration and Opening Reception

TUESDAY, OCTOBER 28, 2025

8:30 - 9:45 am

General Session with Brenda Viola: Settle Your Worth and Launch the Life of Your Dreams

Brenda Viola, Author, Speaker, Consultant

"You've been criticizing yourself for years. Why not try approving of yourself and see what happens?" - Louise Hay

Every person faces moments of self-doubt, insecurity, or impostor syndrome. But when these fear-filled feelings are pervasive, they undermine our ability to be and do more in life.

Until we settle our worth, we'll settle for LESS in our personal and professional lives. And when we settle our worth, we've created a launching pad for our best life.

This session walks participants through seven steps to help navigate:

- The tendency to compare, which chips away at our sense of self
- Invasive, negative thoughts that create distress and depression
- How we perceive our own lives and the power of the stories we tell about them

10:15 am - 12:15 pm

NEW! Adopting a Positive Leadership Style: How You Can Transform Your Department and Yourself.

Dr. Neal Nybo, Workplace Positivity Expert

Negativity has become a pervasive force in today's organizations, threatening productivity, morale, and even profitability. But there's a powerful antidote: kindness. By expressing positivity and practicing effective kindness, we can transform our workplaces into thriving communities. In this session, Dr. Nybo will introduce simple yet impactful micro-actions that anyone can implement immediately. Discover how leaders can inspire their teams and how every individual can contribute to a culture shift towards positivity and compassion.

10:15 am - 12:15 pm

NEW! Smooth Transitions: Mastering the Onboarding of New Board Members

Stephanie Smith, Best Best & Krieger, LLP

Proper onboarding is a cornerstone of effective governance, and the role of the clerk is pivotal in ensuring a successful transition for newly elected or appointed board members. But onboarding isn't just about welcome packets and first meetings, it's about building a foundation for informed decision-making, ethical conduct, and collaborative leadership from day one. This session will cover best practices for orienting new members, including tips for streamlining the process, setting expectations, and fostering a culture of transparency and accountability. We'll also explore how to handle unexpected board vacancies, interim appointments, and the unique dynamics of bringing new members into an existing team. Whether you're preparing for an election cycle or facing a mid-term seat to fill, you'll walk away with actionable strategies to keep your board, and your agency, moving forward with confidence.

12:15 - 1:15 pm

Networking Luncheon

Sponsored by SDLF

1:30 - 2:45 pm

NEW! Communicating and Collaborating Across Generations

Erin Lebacqz, High Value Writing

Leading today's multi-generational teams requires cultural agility. Perceptions of respect, trust, and power can vary across generational perspectives. This session will help leaders communicate flexibly and lead collaborative multi-generational teams.

1:30 - 2:45 pm

NEW! Streamlining Your Workflows with Google Tools

Shahla Hockensmith, Strike Streamlining

Discover how Google tools can streamline your workflows and enhance productivity in this transformative session. Learn to implement smoother, faster processes while eliminating excess paperwork, keeping information well-organized, and automating essential tasks. Gain insights into improving communication, fostering efficient collaboration within teams or committees, and maintaining precise records to ensure compliance and audit readiness—all designed to simplify your daily operations and drive success.

2:45 - 3:30 pm

Break and Networking with the Exhibitors

Sponsored by Umpqua Bank

3:30 - 5:00 pm

NEW! Crafting and Maintaining Effective Board Policies and Procedures

Christina Winnicki, Ross Valley Sanitary District

This session will guide Board Clerks through the essentials of developing, updating, and maintaining Board Policies and Procedures that are clear, compliant, and aligned with best practices. In today's dynamic educational and regulatory environment, effective policy management ensures consistent governance and operational success.

3:30 - 5:00 pm

NEW! Mastering Difficult Conversations at Work

Lorie Reichel-Howe, Conversations in the Workplace

Let's face it: as a board secretary/clerk, you face numerous challenges, including managing the competing needs of executives, board members, and the public. Like it or not, addressing communication breakdowns, relational conflicts, and challenging personalities defaults to you.

By attending Mastering Difficult Conversations at Work, you will learn to implement a Safe Conversations communication framework. This framework will empower you to confidently and effectively deal with conduct concerns, unmet expectations, or challenging team dynamics.

You will walk away from this session with tools for transforming difficult conversations into opportunities for building trust while establishing a culture of respect and accountability. In this session, you will:

Develop the skill to have difficult conversations with clarity and empathy.

- Learn how to address team dynamics and challenging behaviors before they escalate.
- Cultivate a culture where diverse perspectives are valued and respected.
- Effectively address issues that reduce stress, improve collaboration and productivity.
- Resolve conflicts effectively and confidently.

WEDNESDAY, OCTOBER 29, 2025

8:30 - 10:00 am

NEW! Unlocking Efficiency: Time-Saving Tools for Special Districts

Mac Clemmens, Streamline

Did you know you can be a designer for your district with Canva? Or an expert in training videos with Colossyan AI? Or a prolific writer with ChatGPT? Or a master organizer of schedules and notes with Notion? Explore the exciting world of AI and cloud-based tools that are revolutionizing how special districts operate. This talk will introduce the latest technologies for streamlining operations, offer insights into AI-powered solutions for customer service and automated workflows, showcase collaborative platforms, and discuss the benefits of cloud-based data management. Participants will enjoy interactive demos and learn through gamified sessions, culminating in building a customized digital toolbox.

8:30 - 10:00 am

NEW! Improving Your Public Speaking for Influence and Success

Dr. Neal Nybo, Workplace Positivity Expert

Do you find public speaking daunting, or do your presentations often lack the impact you desire? This engaging 90-minute session, drawing insights from Dr. Neal Nybo's book, offers a revolutionary approach to communication. You'll discover six fundamental laws that empower individuals to overcome speaking anxieties, captivate any audience, and deliver messages that truly connect. Learn practical techniques for crafting compelling narratives, engaging the core instincts of your listeners, sharpening your message for maximum impact, and utilizing cutting-edge AI tools to enhance your delivery. Whether you're a seasoned speaker or just

beginning, this presentation will provide you with actionable strategies and a transformative mindset to become a confident, influential, and memorable presenter. Your voice has power – let's explore how to make it resonate!

10:00 - 10:30 am

Break and Networking with the Exhibitors

10:30 am - 12:00 pm

NEW! The Public Servant's Guide to Banishing Burnout

Brenda Viola, Vici Communications

Work is often stressful, but in recent years have written entirely new chapters in all of our lives. It can be overwhelming and challenging to remain energized about your difficult (but so important) work. There's never been a better time for a survival guide! We can't afford dedicated and talented professionals to surrender to the stress.

10:30 am - 12:00 pm

Legal Update 2025: What Every Board Secretary and Clerk Needs to Know

Nicolle Falcis, Jeff Frey, Jamie Bowker - Atkinson, Andelson, Loya, Ruud & Romo

Staying on top of new laws and evolving legal requirements is essential for Board Secretaries and Clerks who serve as the procedural backbone of special districts. This session will provide a comprehensive update on the most critical legal developments impacting board operations, governance, records management, and compliance. Attendees will gain practical insights into recent legislation, court decisions, and regulatory changes affecting the Brown Act, Public Records Act, ethics requirements, remote meeting protocols, and more. Don't miss this opportunity to prepare your district for the year ahead and strengthen your role as a trusted advisor to your board.

12:00 - 1:00 pm

Luncheon

1:15 - 2:30 pm

NEW! Navigating Neutrality: Political Astuteness for the Modern Board Clerk

Stephanie Smith; Best Best & Krieger LLP

This session explores how Board Clerks can develop and apply political acumen while maintaining their neutrality. Learn how to identify key stakeholders, understand the dynamics at play, and provide elected officials with the insights they need to navigate issues effectively.

1:15 - 2:30 pm

Form 700 - Easier than It Looks

Inder Khalsa, Richards Watson Gershon

As a public official or designated filer, you have a legal duty to file a Statement of Economic Interest, commonly known as a Form 700. How do you fill it out? What do you need to disclose? Given the recent headlines, the expectations for transparency in government have grown. This training will explain the “ins” and “outs” of the Form 700 geared toward current filers on how to satisfy your state-mandated financial disclosure requirements. We will also discuss ways in which the Form 700 can be used to help staff identify and avoid conflict.

2:30 - 2:45 pm

Break and Networking with the Exhibitors

2:45 - 4:00 pm

The Person in the Middle—How the Board Secretary/Clerk Can Support an Effective Board, Manager, and Staff Team

Martin Rauch, Rauch Communication Consultants

Tawnia Pett, Orange County Mosquito and Vector Control District

Secretary/Clerks, through their work with the Board and Management team, often find themselves needing wide-ranging skills to deal with issues that may be out of their formal scope of work, such as: supporting boards and managers to work effectively together, improving board meetings, supporting a productive staff culture, dealing with internal board conflict or micromanagement of the staff, resolving board and manager conflict, responding effectively to the public, and more.

An expert in Board/Manager roles and relationships and an experienced Clerk will provide general insights and concrete ideas for how the Secretary / Clerk can effectively support the Board and Manager in dealing with these and other related issues. This will be an engaging session, with time to share your experiences, ask questions, and learn from the session leaders as well as from your peers.

2:45 - 4:00 pm

NEW! Meeting Mastery: From Preparation to Post-Meeting Action

Sylvette Wake, CPS HR Consulting

Whether you're planning, leading, or supporting meetings, effective meeting management is a must-have skill. In this focused and practical session, participants will learn how to prepare strategically with clear agendas, timelines, and participant expectations; start meetings with purpose by setting the tone, reviewing goals, and confirming ground rules; and facilitate effectively to encourage focused discussion, manage time, and ensure inclusive participation. The session will also cover how to manage common

challenges such as off-topic discussions, dominant voices, or disengaged attendees; capture key outcomes through accurate note-taking or minute preparation; and follow up efficiently by distributing summaries, confirming action items, and tracking next steps. You'll leave with practical tools and approaches to run meetings that are productive, purposeful, and well-received.

4:00 pm

Graduation: Certificates Awarded

Event Concludes

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Powered by Higher Logic

Item 11.A.

Future Development Projects:

Prep. Date: 8/1/2025

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Estimated Construction	FY 2025-2026 Probability of collection	Collected in 25/26	Collected After 25/26	Remarks
1	Atria Cupertino (Westport) - Senior Living	21255 Stevens Creek Boulevard (APN 326-27-048)	Building	Sent	\$ 1,669,354.93	FY26-27	75%	\$ 1,252,016.20	\$ 417,338.73	Met with the developer to discuss the IA, Bonds and payment deadline, offered flexibility. Construction begins in 6-9 months from March 14, 2024. 7/11/2024: Modification permit (M-2024-003) for the Senior Living portion received. To Increase assisted living dwelling unit counts from 123 to 136 and downside commercial space. 05/01/2025: Reduced % chance of receiving funds in FY24-25 to 10% 07/13/2025: Applicant is wanting to defer payment of Fees until AFTER the IA is signed by the Board.
2	Canyon Crossing Redevelopment	10625 S Foothill Boulevard (APN 342-16-087)	Building (Demo permit)	Sent	\$ 310,118.00	*	0%	\$ -	\$ 310,118.00	Note: Includes pump zone fee \$43,710.91 1/26/2024: Followed up with the developer concerning the final design of the sewer connection to the CUSD sewer system. Currently in the process of finalizing the demolition permit. 2/20/2024: Sent another email to follow-up with Developer. 3/14/2024: Developer will provide latest update in the next few days
3	Hamptons Apartments - (942 residential units)	19500 Pruneridge Avenue (APNs 316-06-058, 316-06-059, & 316-06-060)	On-hold/Building	Drafted	\$ 9,591,444.00	FY26-27	0%	\$ -	\$ 9,591,444.00	6/26/2023: Plan received but not sure the project status yet. - (942 residential units) IA needs to be updated, Wolf Rd, west of apple spaceship - Part of the City of Cupertino approved project list (2016); Project construction would require demolition of all existing units.
4	District McClellan - subdivide the parcel into 6 lots (SF)	20860 McClellan Road (APN 359-20-030)	APPROVED	FULLY EXECUTED	\$ 82,476.00	FY24-25	100%	\$ -	\$ -	- 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	FY24-25	100%	\$ -	\$ -	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: 8/1/2025

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Estimated Construction	FY 2025-2026 Probability of collection	Collected in 25/26	Collected After 25/26	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	<i>*Purged old Remarks to make Room for new items*</i> 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 updated 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. 07/28/2025: Received \$1.17M Check, signed IA, and Bond.
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	FY28-29	0%	\$ -	\$ 3,558,664.00	07/10/2025: BKF Engineers reached out stating they will be resubmitting this project to the City in August
9	1655 S. DeAnza Redevelopment - 2 Parcels into 34 residential units	1655 S. DeAnza (APNs 366-10-061 & 366-10-126)	Planning	*	\$ 467,240.00	FY25-26	1%	\$ 4,672.40	\$ 462,567.60	Preparing to apply for Building Permit 10/28/2024: Owner asked about potential fees and credits for existing use. Sent them information. We will need to provide them credit for the existing retail & Restaurants at the site. Fees to the left do not account for this credit.
10	10619 S De Anza Blvd - Mixed Use (2090 SF Commercial & 11 Residential Units)	10619 S De Anza Blvd (APN 359-18-044)	Planning	*	\$ 163,045.20	FY26-27	0%	\$ -	\$ 163,045.20	There have been no updates since Submittal #1 from the applicant 12/23/2022. - 5/1/2024: Checked status, there has been no progress or movement noted.
11	141 Housing on 2 Existing Commercial Parcels (Indian Restaurant & Daycare. Across from The Counter Burger)	20015 Stevens Creek Boulevard (APNs 316-23-093 & 316-23-036)	Planning	*	\$ 1,441,926.75	FY25-26	0%	\$ -	\$ 1,441,926.75	- Added on 5/15/2023 - 10/25/2023 A new submission has been received this week, revising the total apartments to 141 (originally 134 units). - 11/13/2023: Submittal had been reviewed and addressed.
12	Four Lot subdivision (SF)	20638 Cleo Avenue (APN 362-31-003)	Planning	*	\$ 54,984.00	FY26-27	0%	\$ -	\$ 54,984.00	2nd submittal - Demo Permit on 4/28/2023 3/28/2024: 2nd submittal has been reviewed and sent.
13	Idlewild Cupertino (Across the street from Rise) - 76 Condos & 2,000 SF Retail	10065 E. Estates Drive (APNs 369-06-002, 369-06-003, & 369-06-004)	Planning	*	\$ 1,049,676.00	FY25-26	25%	\$ 262,419.00	\$ 787,257.00	- 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 07/29/2025: Applicant is requesting a Will Serve Letter for the development. We will notify them that there is capacity deficiencies downstream on N Wolfe Rd.
14	Mountain Winery - Single Family Residential subdivision	Pierce Road - Masson Estates (APN 503-46-005)	Planning	-	\$ 454,888.00	FY27-28	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.

Future Development Projects:

Prep. Date: 8/1/2025

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Estimated Construction	FY 2025-2026 Probability of collection	Collected in 25/26	Collected After 25/26	Remarks
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 utility details are required in order to proceed. 4/9/2024: CBG Consultants requested District Design standards. Information regarding pipe slopes and utility separation was sent to them. 12/13/2024: Met with Developer to discuss IA and Permit process. They mentioned they want to submit for Building Permit in Q1/Q2 of 2025. 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%	\$ -	\$ -	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
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:

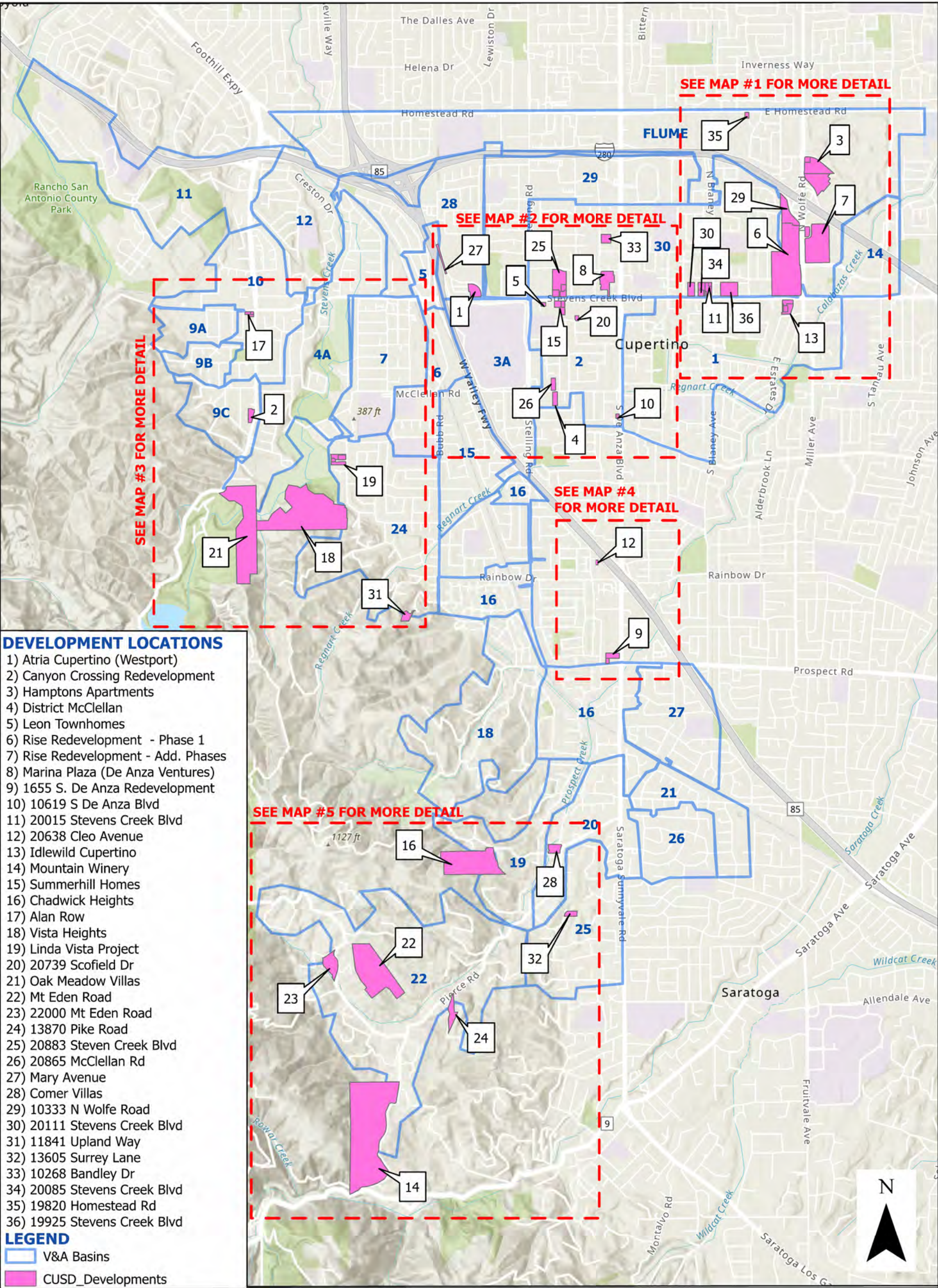
Prep. Date: 8/1/2025

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Estimated Construction	FY 2025-2026 Probability of collection	Collected in 25/26	Collected After 25/26	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)	Building	*	\$ 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. 07/17/2025 - Received Permit Planset for development
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

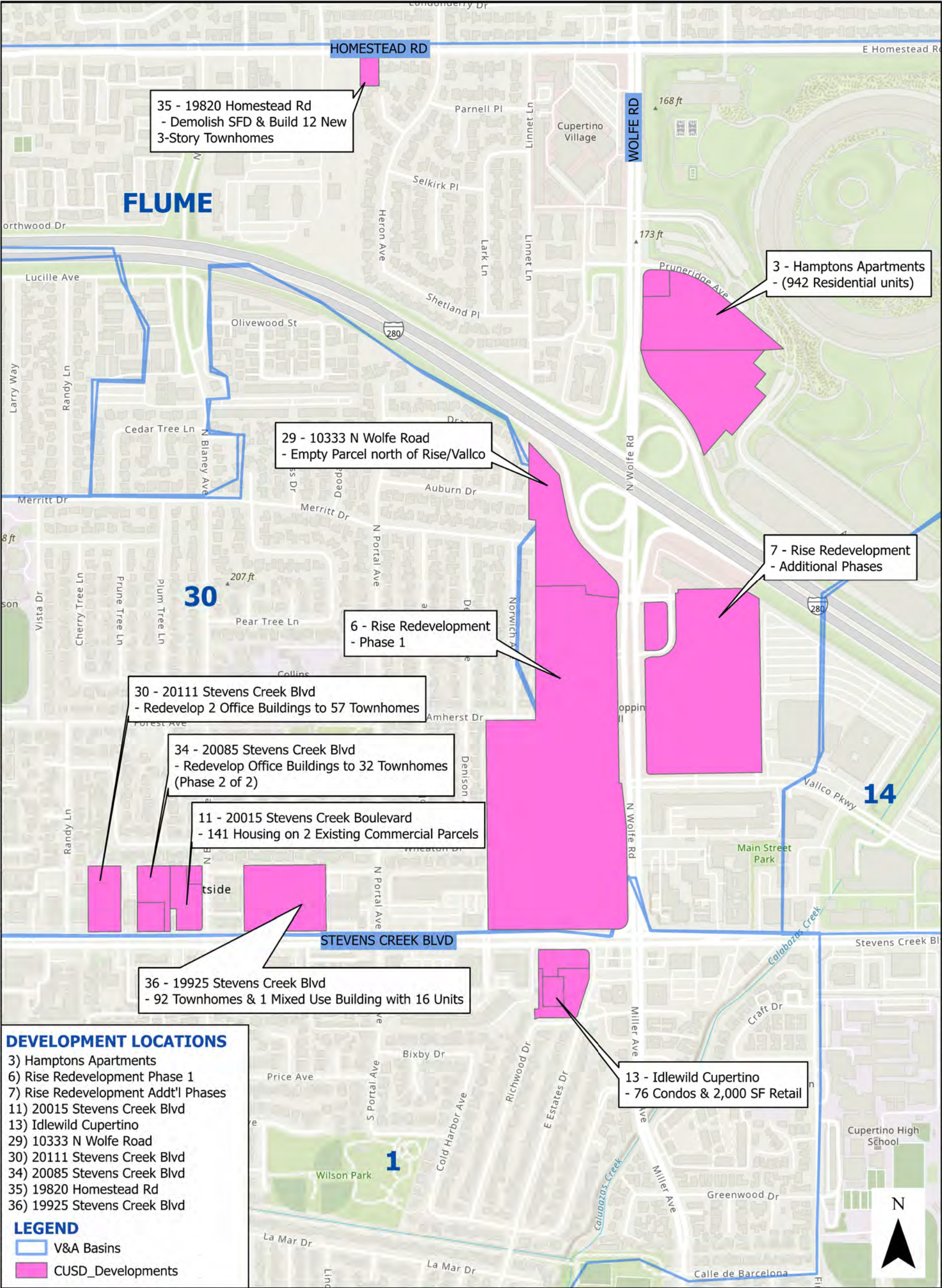
Future Development Projects:

Prep. Date: 8/1/2025

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Estimated Construction	FY 2025-2026 Probability of collection	Collected in 25/26	Collected After 25/26	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	FY26-27	25%	\$ 633,829.50	\$ 1,901,488.50	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 07/25/2025 - Responded to ASA-2025-009. Phase 1 of project will flow to 18" crossing at I280.
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 <i>Old Scope - 4 New SFDs with 4 ADUs</i>	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
36	Demolish Office Building & Build 92 Townhomes & 1 Mixed Use Building with 16 Units	19925 Stevens Creek Blvd (APN 316-21-089)	Planning	*	-	-	0%	-	-	07/02/2025 - Received ASA-2025-011 on ProjectDox
								\$ 2,415,453.59	\$ 64,163,544.54	

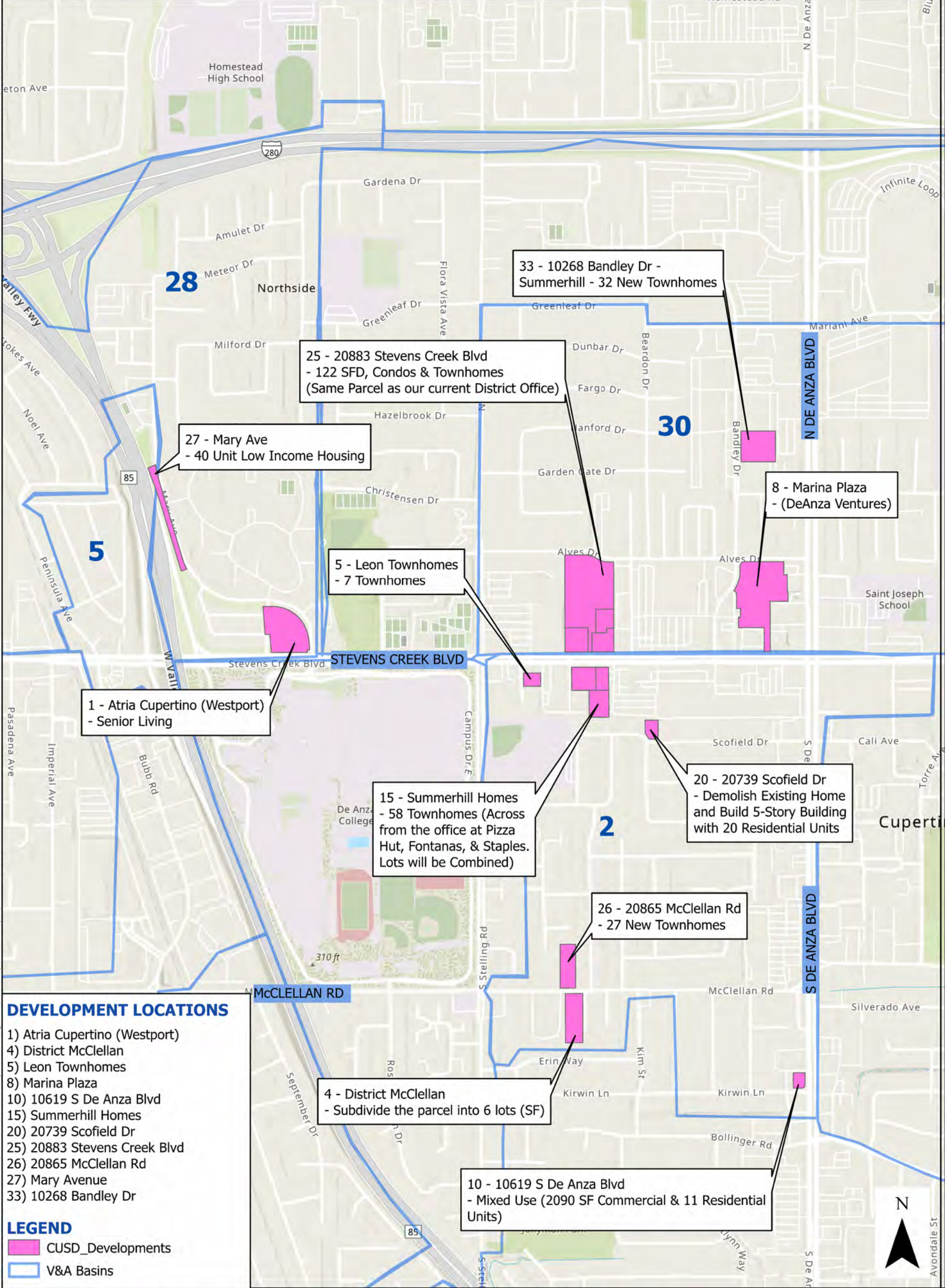


CUSD FUTURE DEVELOPMENTS



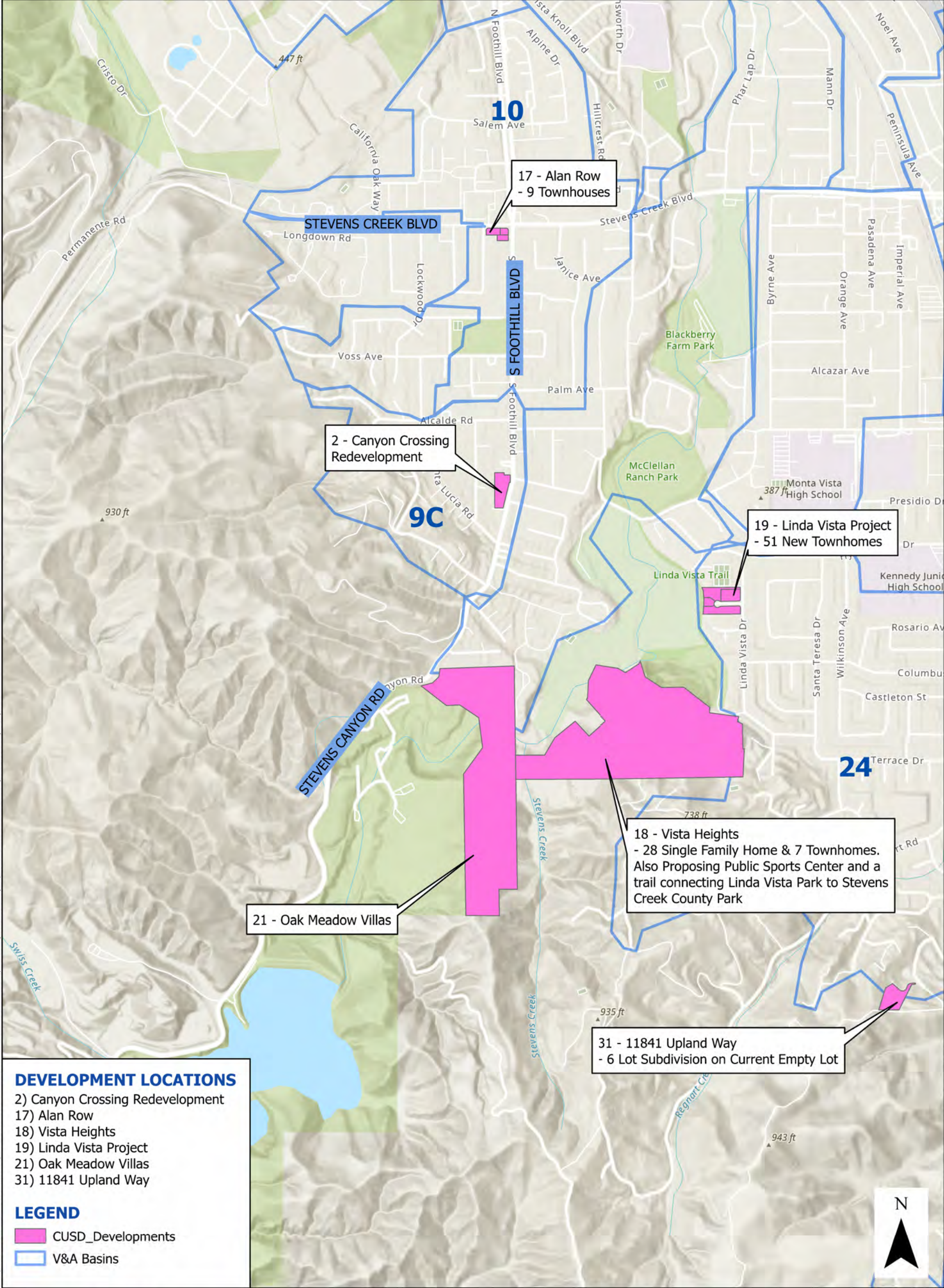
CUSD FUTURE DEVELOPMENTS

MAP #1



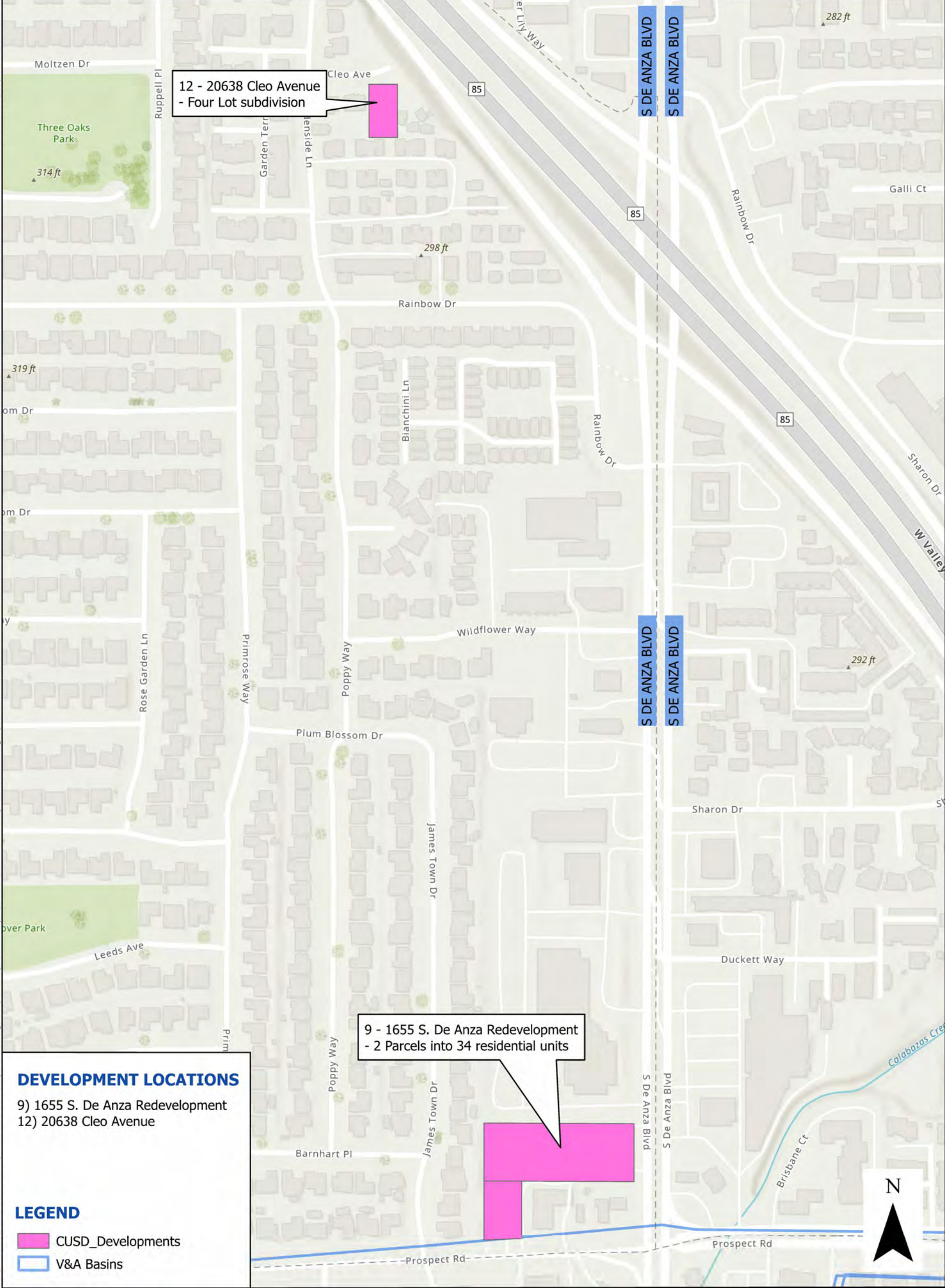
CUSD FUTURE DEVELOPMENTS

MAP #2



CUSD FUTURE DEVELOPMENTS

MAP #3



DEVELOPMENT LOCATIONS

- 9) 1655 S. De Anza Redevelopment
- 12) 20638 Cleo Avenue

LEGEND

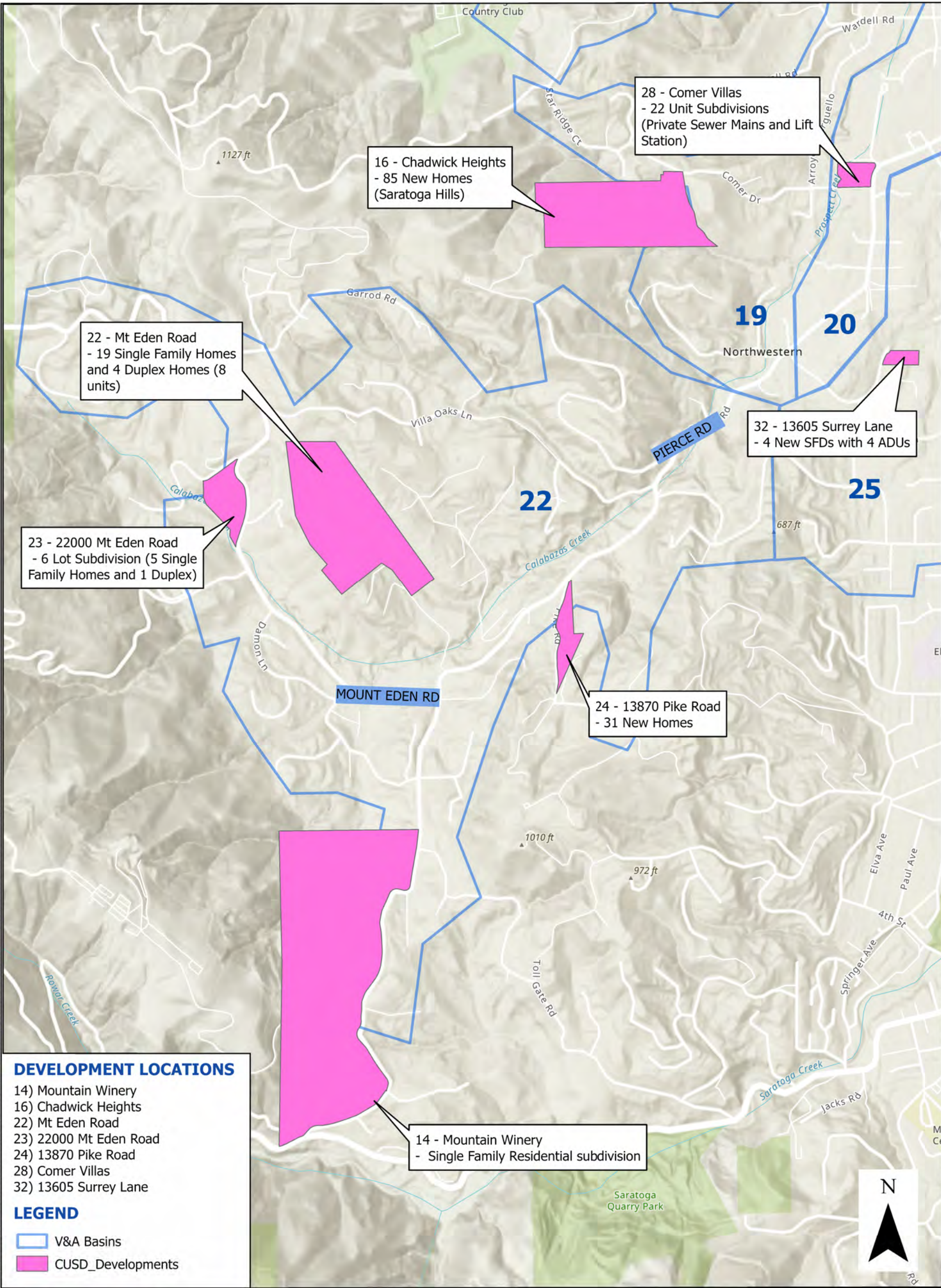
- CUSD_Developments
- V&A Basins



CUSD FUTURE DEVELOPMENTS

MAP #4

DATA CREDITS: Esri Community Maps Contributors, City of Cupertino, County of Santa Clara, California State Parks, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyreisen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



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

- V&A Basins
- CUSD_Developments



CUSD FUTURE DEVELOPMENTS

MAP #5

DATA CREDITS: Esri Community Maps Contributors, County of Santa Clara, California State Parks, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, USFWS, Esri, NASA, NGA, USGS, FEMA

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 12.A.

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

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

SEPTEMBER 2025

09/03: 1st Regular Meeting
09/08: TAC & SCCSDA
09/10: CASSE
09/11: TPAC
09/17: 2nd Regular Meeting

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

OCTOBER 2025

10/01: 1st Regular Meeting
10/06: TAC
10/08: CASSE
10/09: TPAC
10/15: 2nd Regular Meeting

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