

**CUPERTINO SANITARY DISTRICT
SANITARY BOARD MEETING
WEDNESDAY, MAY 15, 2024**

AGENDA

The meeting will be held in person at 7:00 p.m. in the Stevens Creek Office Center, Suite 100, 20863 Stevens Creek Boulevard, Cupertino, California and via virtual teleconference.

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

1. ROLL CALL

2. PUBLIC COMMENTS

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

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

3. PUBLIC HEARING

A. CONDUCT A PUBLIC HEARING ON PROPOSED SANITARY SEWER SERVICE CHARGE INCREASE FOR FISCAL YEAR 2024-2025

1. Staff Presentation
2. Open Public Hearing and Receive Testimony
3. Close Public Hearing
4. Board Discussion
5. Ordinance No. 132, Sections 7301, 7302 and 7303 of Chapter VII of the Cupertino Sanitary District Operations Code Relating to Sewer Service Charges
6. Resolution No. 1349, Fixing Time and Place for Hearing on Report on Rates and Charges and Collection on Tax Roll for Service and Facilities Furnished by the District for FY 2024-2025 on June 19, 2024

4. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

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

5. MINUTES & BILLS

- A. APPROVAL OF THE MINUTES OF MAY 1, 2024
- B. APPROVED MINUTES OF APRIL 17, 2024
- C. APPROVAL OF FINANCIAL STATEMENTS AND BILLS
- D. TIMESHEETS

**CUPERTINO SANITARY DISTRICT
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6. CORRESPONDENCE

- A. EMAIL: REGISTRAR OF VOTERS - NOTIFICATION/REVIEW NEEDED: COUNTY OF SANTA CLARA PROPOSED UPDATED FEES SCHEDULE

7. MEETINGS

- A. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT TECHNICAL ADVISORY COMMITTEE (TAC) TO BE HELD ON MONDAY, MAY 20, 2024
- B. REGULAR MEETING OF THE SAN JOSE/SANTA CLARA TREATMENT PLANT ADVISORY COMMITTEE (TPAC) TO BE HELD ON THURSDAY, MAY 23, 2024

8. REPORTS

- A. CALIFORNIA ALLIANCE FOR SEWER SYSTEM EXCELLENCE (CASSE) TELECONFERENCE HELD WEDNESDAY, MAY 8, 2024

9. UNFINISHED BUSINESS

NONE

10. NEW BUSINESS

- A. MCCLELLAN LOT SPLIT

11. STAFF REPORT

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

12. CALENDAR ITEMS

- A. NEXT REGULAR DISTRICT BOARD MEETING IS TO BE HELD ON WEDNESDAY, JUNE 5, 2024
- B. CALIFORNIA SANITATION RISK MANAGEMENT AUTHORITY (CSRMA) SEMINAR AND CALIFORNIA ASSOCIATION OF SANITATION AGENCIES (CASA) 2024 ANNUAL CONFERENCE TO BE HELD JULY 31 – AUGUST 2, 2024, IN MONTEREY, CA

13. ADJOURNMENT

ORDINANCE NO. 132

**AN ORDINANCE OF THE CUPERTINO SANITARY DISTRICT
AMENDING SECTIONS 7301, 7302 AND 7303 OF CHAPTER VII OF
THE CUPERTINO SANITARY DISTRICT OPERATIONS CODE
RELATING TO SEWER SERVICE CHARGES**

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

SECTION 1: Sections 7301, 7302, and 7303 in Chapter VII of the Operations Code are amended to read as follows:

7301. CHARGE FOR RESIDENTIAL UNITS:

Single Family Residential – per unit (annual)	\$771.29
Single Family Residential in Pump Station Zone – per unit (annual)	\$847.98
Multi-Family Residential – per unit (annual)	\$586.23
Multi-Family Residential in Pump Station Zone – per unit (annual)	\$643.76
Accessory Dwelling Unit – per unit (annual)	\$569.31
Accessory Dwelling Unit in Pump Station Zone – per unit (annual)	\$626.82

Single Family Residential is defined as a parcel containing 1-4 residential units. Multi-Family residential is defined as a parcel containing five or more units. Accessory Dwelling units are defined by local zoning. Units that are served by one or more pump stations are defined as being in the Pump Station Zone.

7302. CHARGES FOR PARTICULAR UNITS:

- A. Each Unit (as defined in Section 2109.A) of the particular uses listed below shall be charged Ten Dollars and 30/100th Cents (\$10.30) per year, plus an additional annual service charge per hundred cubic feet (HCF) of sewage discharged, to be determined by the District Manager utilizing water consumption for the months of December, January and February less 10% for irrigation and then annualized. Water consumption, if vacant during these months, will be determined by the District Engineer by reviewing typical monthly wet weather water usages. If water consumption data is not available during December, January, and February, or if water consumption during these months is determined to not be representative of typical use, the District Manager may determine water consumption using other available data, as appropriate. No credit, adjustment or refund shall be made if the premises or any part thereof is vacant unless said premises are disconnected from the sewer system. Additional annual service charges per hundred cubic feet (HCF) for various uses are as follows:

<u>Type of Use:</u>	<u>Service Charge:</u>
Auto Repair Shops & Service Stations	\$6.68
Auto Repair Shops & Service Stations in Pump Station Zone	\$7.34
Car Washes	\$5.43
Domestic Laundry	\$5.87
Domestic Laundry in Pump Station Zone	\$6.42
Machinery Manufacturers	\$10.28
Motels/Hotels without Food Service	\$6.86
Motels/Hotels with Food Service	\$11.33
Retirement Homes with Common Dining	\$11.31
Retirement Homes with Common Dining in Pump Station Zone	\$12.55
Convalescent Hospitals	\$6.26
Convalescent Hospitals in Pump Station Zone	\$6.88
Printing Plants	\$9.44
Restaurants	\$13.81
Restaurants in Pump Station Zone	\$15.13
Retail or Professional Office	\$6.11
Retails or Professional Office in Pump Station Zone	\$6.70
Schools, Colleges, Day Care Facilities	\$7.23
Schools, Colleges, Day Care Facilities in Pump Station Zone	\$7.94
Hand Billing School	\$7.36
Hand Billing Retail	\$7.12

- B. Minimum Charge: In no event shall the annual service charge levied upon any Unit of the uses listed in Paragraph A above, be less than seventy-five percent (75%) of the service charge for a Single-Family Unit, as set forth in Section 7301 of this Chapter.
- C. Where different types of use are served by the same water meter, the District Manager shall estimate the quantity of discharge produced by each type of use and calculate the additional service charge applicable to each type of use based upon the estimated discharge from that Unit.
- D. Whenever the District Manager determines that a Unit has been inappropriately classified as one of the use types listed in Paragraph A of this Section, the District Manager may reclassify such Unit to another of the use types listed in Paragraph A of this Section or require that the annual service charge for such Unit be calculated in accordance with the provisions of Section 7303 of this Chapter. Any increase or decrease in the annual service charge for the affected Unit resulting from the reclassification shall be prospective only and implemented on the next regular billing by the District for annual sewer charges. No discharger shall be entitled to a retroactive refund of charges paid, or liable for payment of additional charges, for any period prior to the effective date of the reclassification.

7303. CHARGES FOR ALL OTHER UNITS

- A. For each Unit not listed in Section 7302, the annual service charge shall be the sum of the annual Capital Cost Recovery Charge and the annual Maintenance and Operation Cost Recovery Charge, as determined by the District Manager, calculated as follows:

(1) Capital Cost Recovery Charge:

Infiltration/Inflow (I/I)	\$11.18 per year for each unit; <i>plus</i>
Flow	\$482,911.75 per year for each million gallons per day of sewage treatment plant capacity required to treat the sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Biochemical Oxygen Demand (BOD)	\$70,517.37 per year for each thousand pounds per day of sewage treatment plant capacity required to remove the biochemical oxygen demand contained in sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Suspended Solids (SS)	\$65,189.76 per year for each thousand pounds per day of sewage treatment plant capacity required to remove the suspended solids contained in the sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Ammonia (NH ₃)	\$213,987.15 per year for each thousand pounds per day of sewage treatment plant capacity required to remove ammonia contained in the sewage discharge from the Unit into the sanitary sewer system.

(2) Operation and Maintenance Cost Recovery Charge:

Flow	\$4,204.39 for each million gallons per year of sewage discharged from the Unit into the sanitary sewer system; <i>plus</i>
Biochemical Oxygen Demand (BOD)	\$478.67 for each thousand pounds per year of biochemical oxygen demand discharged from the Unit into the sanitary sewer system; <i>plus</i>
Suspended Solids (SS)	\$625.03 for each thousand pounds per year of suspended solids discharged from the Unit into the sanitary sewer system; <i>plus</i>

Ammonia (NH3)

\$5,160.63 for each thousand pounds per year of ammonia discharged from the Unit into the sanitary sewer system.

- B. In determining the Capital Cost Recovery Charge and the Operation and Maintenance Cost Recovery Charge, the District Manager may utilize information on the content of discharges from particular Units provided by the Treatment Plant, or other source of information deemed by the District Manager to be appropriate, or actual grab samples of such discharges taken by the District, or any combination thereof. The District Manager is authorized to modify the annual service charge from time to time, based upon such information and samples; *provided, however*, any increase or decrease in the annual service charge shall be prospective only and implemented on the next regular billing by the District for annual sewer charges. No discharger shall be entitled to a retroactive refund of charges paid, or liable for payment of additional charges, for any period prior to the effective date of the modification.
- C. Where multiple Units having different flow content are served by the same water meter, the District Manager shall allocate the Capital Cost Recovery Charge and the Operation and Maintenance Cost Recovery Charge between each individual Unit based upon his estimate of the discharge material produced by each Unit.

SECTION 2: Upon adoption, this Ordinance shall be entered into the minutes of the Sanitary Board and a summary of this Ordinance prepared by the District Counsel shall be published once in the Cupertino Courier and the Saratoga News, being newspapers of general circulation in the District. A certified copy of the full text of this Ordinance shall be posted in the office of the District Clerk.

SECTION 3: This Ordinance shall become effective July 1, 2024.

PASSED AND ADOPTED at a regular meeting of the Sanitary Board of the Cupertino Sanitary District held on the 15th day of May 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

* * * * *

President of the Sanitary Board

ATTEST:

Secretary of the Sanitary Board

APPROVED AS TO FORM:

District Counsel

RESOLUTION NO. 1349

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CUPERTINO SANITARY DISTRICT FIXING TIME AND PLACE FOR HEARING ON REPORT ON RATES AND CHARGES AND COLLECTION ON TAX ROLL FOR SERVICE AND FACILITIES FURNISHED BY THE DISTRICT FOR THE FISCAL YEAR 2024-2025 AND PROVIDING FOR NOTICE THEREOF

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

WHEREAS, this District has elected to have certain rates and charges for services and facilities furnished by it which have become delinquent and the rates and charges for services and facilities furnished by the District for the fiscal year 2024-2025 collected on the tax roll of the County of Santa Clara, State of California, pursuant to Sections 5470 through 5473.11 of the Health and Safety Code of the State of California; and

WHEREAS, pursuant thereto, a report on said rates and charges will be filed with the Secretary of this District on June 19, 2024;

NOW, THEREFORE, IT IS HEREBY ORDERED that Wednesday, the 19th day of June 2024, at the hour of 7:00 o'clock P.M., at the regular meeting place of said Board, Stevens Creek Office Center, 20863 Stevens Creek, Suite 100, Cupertino, California, are hereby fixed as the time and place for hearing on the report on rates and charges and collection on tax roll for services and facilities furnished by the District filed with the Secretary of this District, pursuant to law. The Secretary shall publish notice of said hearing once a week for two successive weeks prior to the date set for said hearing, in both the Cupertino Courier and Saratoga News, both newspapers of general circulation published in the District.

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I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Cupertino Sanitary District, at a meeting thereof held on the 15th day of May 2024, by the following vote:

AYES, Members:

NOES, Members:

ABSENT, Members:

ABSTAIN, Members:

Secretary, Cupertino Sanitary District

APPROVED:

President, Cupertino Sanitary District

CUPERTINO SANITARY DISTRICT BOARD MEETING WEDNESDAY, MAY 01, 2024

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino. Participation was also available via videoconference.

1. ROLL CALL:

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

Board Members present: Bill Bosworth, Patrick Kwok, and Taghi Saadati. David Doyle attended remotely via video conference from 1032 South Kihei Road, Unit B316, Kihei, Hawaii. The agenda was posted at this location.

Board Member Excused Absence: Angela Chen

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 no closed session.

4. MINUTES:

A. Approval of the Regular Meeting Minutes of April 17, 2024

On a motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 4-0-0, the minutes of the Regular Meeting held on Monday, April 17, 2024, were approved as written.

B. Approved Regular Meeting Minutes of March 20, 2024

By consensus, the Minutes of Wednesday, March 20, 2024, are to be Noted & Filed.

C. Approved Special Meeting Minutes of April 2, 2024

By consensus, the Minutes of Wednesday, April 2, 2024, are to be Noted & Filed.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 01, 2024

5. CORRESPONDENCE:

- A. Letter: City of San Jose – Revised Tributary Agencies Estimated Available Plant Capacity-2023

The Board reviewed a letter from City of San Jose. It is to be Noted & Filed.

6. MEETINGS:

- A. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Wednesday, May 8, 2024.
- B. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, May 20, 2024.
- C. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, May 23, 2024.

7. REPORTS:

There were none.

8. UNFINISHED BUSINESS:

- A. Five-Year Expense and Revenue Analysis

Manager Porter gave a report and the Board discussed the five-year expense and revenue analysis. No Board action was taken.

- B. District Uniform Polo Shirts

On a motion by Director Bosworth, seconded by Director Kwok, by a roll call vote of 4-0-0, the Board approved the purchase of Polo uniform shirts with a silk screen print logo.

9. NEW BUSINESS:

- A. California Sanitation Risk Management Authority (CSRMA) Seminar to be held July 31, 2024, at CASA 2024 Annual Conference in Monterey, CA

All Board members plan to attend.

- B. California Association of Sanitation Agencies (CASA) 2024 Annual Conference to be held July 31-August 2, 2024 in Monterey, CA

All Board members and District Manager Porter plan to attend. District Counsel Hynes does not plan to attend.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, MAY 01, 2024

10. STAFF REPORT

A. Future Development Projects

Manager Porter reported on the status of future development projects.

11. CALENDAR ITEMS

A. The next regular District Board Meeting is scheduled to be held on Wednesday, May 15, 2024.

12. ADJOURNMENT:

On a motion properly made and seconded, at 7:33 p.m. the meeting was adjourned.

Secretary Pro-Tem of the Sanitary Board

Acting President of the Sanitary Board

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 17, 2024

The Sanitary Board of the Cupertino Sanitary District convened this date at 7:00 p.m. This meeting was conducted at the District office at 20863 Stevens Creek Blvd, Suite 100, Cupertino. Participation was also available via videoconference.

1. ROLL CALL:

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

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

Excused Absence: Angela Chen

Staff present: District Manager Benjamin Porter, District Administrative Clerk Frankie Martinez, Mark Thomas President Zach Siviglia, and Counsel Marc Hynes.

Public Present: None

2. PUBLIC COMMENTS:

There were none.

3. CLOSED SESSION:

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

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

Board action: There was no reportable action.

Acting President Saadati adjourned the closed session at 7:08 p.m. and the regular meeting was called to order. Porter, Martinez, and Siviglia rejoined the regular meeting.

4. MINUTES & BILLS:

A. Approval of the Special Meeting Minutes of April 2, 2024

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 4-0-0, the minutes of the Special Meeting held on Tuesday, April 2, 2024, were approved as written.

CUPERTINO SANITARY DISTRICT BOARD MEETING
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B. Approval of the Regular Minutes of March 20, 2024

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 4-0-0, the minutes of the Regular Meeting held on Wednesday, March 20, 2024, were approved as written.

C. Approved Regular Minutes of March 6, 2024

By consensus, the Minutes of Wednesday, March 6, 2024, are to be Noted & Filed.

D. Payment of Bills and Approval of Financial Statements

The Board reviewed the financial statements and warrants for March. On a motion by Director Bosworth, seconded by Director Doyle, by a vote of 4-0-0, the Board approved the financial statements and payment of bills as written.

E. Director's Monthly Timesheets

All Board members turned in their timesheets.

5. CORRESPONDENCE:

A. Email – Registrar of Voters Form 470 Filing

The Board reviewed an email notice from Registrar of Voters (ROV) requesting to confirm their email address for filing communication. Staff will submit updated email addresses to ROV.

B. Email – Local Agency Formation Commission of Santa Clara County (LAFCO) – Adoption of Proposed LAFCO Budget for FY 2025 & Notice of June 6 LAFCO Public Hearing.

It is to be Noted & Filed.

6. MEETINGS:

A. Staff plans to attend the California Alliance for Sewer System Excellence (CASSE) teleconference to be held on Wednesday, May 8, 2024.

B. Manager Porter plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) scheduled for Monday, May 20, 2024.

C. Director Kwok plans to attend the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) scheduled for Thursday, May 23, 2024.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 17, 2024

7. REPORTS:

- A. Manager Porter reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Technical Advisory Committee (TAC) held on Monday, April 8, 2024.
- B. Director Kwok reported on the CWEA Annual Conference held April 9-12, 2024, in Sacramento, CA.
- C. Director Kwok reported on the regular meeting of the San Jose/Santa Clara Treatment Plant Advisory Committee (TPAC) held on Thursday, April 11, 2024.

8. UNFINISHED BUSINESS:

- A. Revenue Budget Revisions

Director Porter presented a revised draft budget report to the Board. No Board action was taken.

9. NEW BUSINESS:

- A. ESRI ArcGIS Software Renewal

On a motion by Director Bosworth, seconded by Director Doyle, by a vote of 4-0-0, the Board authorized District Manger to renew the ESRI agreement to continue the use of ArcGIS software. This license agreement is a commitment for a three-year term from 2024-2027.

- B. California Integrated Water Quality System (CIWQS) Annual Report - 2024

Manager Porter reported on the annual report submitted to CIWQS on March 28, 2024. There was no Board action.

- C. District Uniform Polo Shirts

The Board discussed the purchase of new District uniform polo shirts.

- D. Resolution No. 1348, Consolidation of Elections

On a motion by Director Bosworth, seconded by Director Kwok, by a vote of 4-0-0, the Board approved Resolution No. 1348, Consolidation of Elections.

10. STAFF REPORT

- A. Future Development Projects

Manager Porter reported on the status of future development projects.

- B. Maintenance Summary

Manager Porter reported on the monthly maintenance summary.

CUPERTINO SANITARY DISTRICT BOARD MEETING
WEDNESDAY, APRIL 17, 2024

11. CALENDAR ITEMS

- A. The next regular District Board Meeting is scheduled to be held on Wednesday, May 1, 2024. Director Doyle plans to attend remotely.

12. ADJOURNMENT:

On a motion properly made and seconded, at 8:27 p.m. the meeting was adjourned.

Secretary Pro-Tem of the Sanitary Board

Acting President of the Sanitary Board

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH APRIL 2024
10th Month of Operations (83% into FY Operations)
FISCAL YEAR: July 1, 2023 to June 30, 2024

EXPENSE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Expenses	Amount Payable	Total To Date Expenses	Remaining Balance	% Expended To Date	Comments
				APR SERVICES				
OPERATING EXPENSES								
Loan Payments	41000	\$1,200,063	\$598,000.00	\$0.00	\$598,000.00	\$602,062.50	49.8%	None this month, next payment is due 7/15/24
Directors Fees	41030	\$38,000	\$24,336.47	\$3,154.61	\$27,491.08	\$10,508.92	72.3%	On Target
Gasoline, Oil & Fuel	41060	\$4,000	\$3,237.46	\$0.00	\$3,237.46	\$762.54	80.9%	None this month
Insurance	41060	\$170,000	\$173,041.28	\$1,181.20	\$174,222.48	-\$4,222.48	102.5%	Dooley Insurance (June Coverage)
Memberships	41080	\$57,000	\$39,927.08	\$663.00	\$40,590.08	\$16,409.92	71.2%	CWEA Membership Renewal
Office Rent	41090	\$4,800	\$3,600.00	\$400.00	\$4,000.00	\$800.00	83.3%	On Target
Operating Expenses	41100	\$3,000	\$1,765.95	\$0.00	\$1,765.95	\$1,234.05	58.9%	None this month
Operating Expenses - Credit Card Transaction Fees	41100-1	\$6,000	\$3,212.84	\$384.76	\$3,597.60	\$2,402.40	60.0%	Credit Card Processing Fees - April
Contractual Services:								
Outfall Maintenance	41113	\$180,000	\$74,186.00	\$0.00	\$74,186.00	\$105,814.00	41.2%	None this month
T.P. Oper. & Maint.	41114	\$7,241,534	\$7,241,534.50	\$0.00	\$7,241,534.50	-\$0.50	100.0%	Paid in full this fiscal year
Professional Services:								
Management Services	41121	\$575,000	\$348,323.29	\$43,864.33	\$392,187.62	\$182,812.38	68.2%	On Target
SSMP Certification and Implementation	41121	\$50,000	\$65,279.60	\$9,578.42	\$74,858.02	-\$24,858.02	149.7%	New Waste Discharge Requirements (WDR) Implementation - head start on 2024/2025 activities
Engineering Services	41122	\$1,400,000	\$1,045,139.33	\$117,158.98	\$1,162,298.31	\$237,701.69	83.0%	On Target
Peak Flow Reduction	41122-1	\$200,000	\$86,406.78	\$18,402.27	\$104,809.05	\$95,190.95	52.4%	Flow model calibration
Plan Ckg. & Insp.	41123	\$300,000	\$136,938.10	\$16,027.90	\$152,966.00	\$147,034.00	51.0%	On Target
Legal - Consultant Services	41124	\$18,000	\$13,200.00	\$0.00	\$13,200.00	\$4,800.00	73.3%	None this month
Legal - District Counsel	41124	\$60,000	\$33,270.00	\$2,205.00	\$35,475.00	\$24,525.00	59.1%	District Counsel - Legal Services through May 7, 2024
Legal - Common Interest Group (CuSD Advance Pay)	41124	\$1,404,000	\$674,513.98	\$14,094.78	\$688,608.76	\$715,391.24	49.0%	Hunton Andrews Kurth - March billing (less City of Milpitas portion)
Legal - Common Interest Group (CuSD Share)	41124	\$396,000	\$208,576.54	\$8,160.14	\$216,736.68	\$179,263.32	54.7%	Hunton Andrews Kurth - March billing
Audit	41125	\$13,800	\$0.00	\$0.00	\$0.00	\$13,800.00	0.0%	None to date
Printing & Publications	41130	\$32,000	\$11,076.20	\$0.00	\$11,076.20	\$20,923.80	34.6%	None this month
Repair and Maintenance		\$4,185,000						
Repairs	41150	\$200,000	\$114,541.68	\$764.54	\$115,306.22	\$84,693.78	57.7%	On target
Maintenance	41151	\$3,985,000	\$2,872,531.01	\$349,317.14	\$3,221,848.15	\$763,151.86	80.8%	On target
Travel & Meetings Staff	41170	\$15,000	\$8,236.81	\$0.00	\$8,236.81	\$6,763.19	54.9%	None this month
Travel & Meetings BOD	41170	\$18,000	\$10,281.09	\$1,360.15	\$11,641.24	\$6,358.76	64.7%	Patrick Kwok Travel Expense Reimbursement - CWEA Annual Conference
Utilities	41190	\$70,000	\$62,515.30	\$7,708.99	\$70,224.29	-\$224.29	100.3%	Electricity and water at pump stations
Refunds & Reimbursements:								
Miscellaneous	41201	\$50,000	\$2,500.00	\$0.00	\$2,500.00	\$47,500.00	5.0%	None this month
Connection Fees	41202	\$2,000	\$0.00	\$0.00	\$0.00	\$2,000.00	0.0%	None to date
Checking & Inspection	41203	\$3,000	\$0.00	\$0.00	\$0.00	\$3,000.00	0.0%	None to date
Emergency Funds	48000	\$250,000	\$60,564.54	\$8,441.09	\$69,005.63	\$180,994.37	27.6%	District Staff - Stoppage Response; Flowing Water; Pan-Pacific Supply (Homestead PS)
Consolidated Election	48001	\$0	\$0.00	\$0.00	\$0.00	\$0.00	0.0%	None this fiscal year
TOTAL OPERATING EXPENSES		\$17,946,197	\$13,916,735.83	\$602,867.30	\$14,519,603.13	\$3,426,593.38	80.9%	
CAPITAL EXPENSES								
District Sewer Capital & Support	46041	\$1,250,000	\$675,034.65	\$40,812.48	\$715,847.13	534,152.87	57.3%	Significant Defect Repair; Pump Station Assessment
District Sewer Capital & Support - VTA	46041	\$4,200,000	\$5,016,155.60	\$0.00	\$5,016,155.60	(816,155.60)	119.4%	None this month
Treatment Plant Capital	46042	\$3,379,003	\$3,352,909.00	\$0.00	\$3,352,909.00	26,094.00	99.2%	Paid in full this fiscal year
Outfall Capital	46042	\$200,000	\$17,484.76	\$0.00	\$17,484.76	182,515.24	8.7%	None this month
District Equipment	46043	\$150,000	\$70,366.30	\$0.00	\$70,366.30	79,633.70	46.9%	None this month
Replacement Fund	46044	\$300,000	\$0.00	\$0.00	\$0.00	300,000.00	0.0%	
TOTAL CAPITAL EXPENSES		\$9,479,003	\$9,131,950.31	\$40,812.48	\$9,172,762.79	\$306,240.21	96.8%	
TOTAL EXPENSES		\$27,425,200	\$23,048,686.14	\$643,679.78	\$23,692,365.92	\$3,732,833.59	86.4%	

CUPERTINO SANITARY DISTRICT
MONTHLY FINANCIAL REPORT THROUGH APRIL 2024
10th Month of Operations (83% into FY Operations)
 FISCAL YEAR: July 1, 2023 to June 30, 2024
REVENUE SUMMARY REPORT

Account Name	Account Number	BUDGET	Prior Receipts	Current Month Receipts April Receipts	Total Amount Received	Remaining Balance to Collect	% Earned To Date	Comments
OPERATING REVENUES								
Service Charges								
Handbilling	31010	\$480,160.00	\$512,854.10	\$644.20	\$513,498.30	(\$33,338.30)	106.9%	Payments received for various Handbilling Invoices sent out
Tax Roll	31010	\$19,632,750.00	\$11,534,557.38	\$0.00	\$11,534,557.38	\$8,098,192.62	58.8%	None this month
Permit Fees	31020	\$100,000.00	\$75,601.07	\$5,300.00	\$80,901.07	\$19,098.93	80.9%	Sixteen payments received this month; One hundred eighty-three payments received to date
Connection Fees	31031	\$600,000.00	\$11,034.00	\$23,997.12	\$35,031.12	\$564,968.88	5.8%	One payment received this month; Two payment received to date
Capacity Fees	31032	\$450,000.00	\$5,424.00	\$0.00	\$5,424.00	\$444,576.00	1.2%	No payment received this month; Two payments received to date
Pump Zone Fees	31033	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.0%	None to date
Checking & Inspection Fees	31040	\$300,000.00	\$71,600.00	\$7,400.00	\$79,000.00	\$221,000.00	26.3%	Eighteen payments received this month; Two hundred four payments received to date
Annexation	32010	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.0%	None to date
Interest	32050	\$200,000.00	\$315,573.08	\$0.00	\$315,573.08	(\$115,573.08)	157.8%	None this month
City of San Jose Credit(s)	32091	\$500,000.00	\$1,887,302.00	\$0.00	\$1,887,302.00	(\$1,387,302.00)	377.5%	None this month
Legal - Common Interest Group (Tributaries)	32092.1	\$1,404,000.00	\$2,982,994.02	\$0.00	\$2,982,994.02	(\$1,578,994.02)	212.5%	None this month
Legal - Common Interest Group (2% Admin Fees)	32902.2	\$28,000.00	\$60,065.64	\$0.00	\$60,065.64	(\$32,065.64)	214.5%	None this month
Refunds/Reimbursements - Misc.	32091	\$10,000.00	\$910.25	\$0.00	\$910.25	\$9,089.75	9.1%	None this month
Refunds/Reimbursements - VTA	46041	\$4,200,000.00	\$6,479,729.58	\$0.00	\$6,479,729.58	(\$2,279,729.58)	154.3%	None this month
Lateral Construction	32093	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0.0%	None to date
TOTAL OPERATING REVENUE		\$27,942,410.00	\$23,937,645.12	\$37,341.32	\$23,974,986.44	\$3,967,423.56	85.80%	
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	Reserve Account
TOTAL OPERATING REVENUE		\$27,942,410.00	\$23,937,645.12	\$37,341.32	\$23,974,986.44	\$3,967,423.56	85.80%	

CASH ACCOUNT SUMMARY

Date	Operating Fund	Replacement Fund	Comingled Fund	Cal Bank Trust Acct	Loan Balance with interest *	Net Cash
July 31, 2023	\$14,509,668.38	\$3,900,000.00	\$10,609,668.38	\$691,180.19	\$810,984.12	\$16,011,832.68
August 31, 2023	\$14,864,331.97	\$3,900,000.00	\$10,964,331.97	\$703,447.48	\$812,362.81	\$16,380,142.26
September 30, 2023	\$13,321,040.33	\$3,900,000.00	\$ 9,421,040.33	\$718,176.53	\$813,654.68	\$14,852,871.54
October 31, 2023	\$10,772,401.74	\$3,900,000.00	\$ 6,872,401.74	\$732,376.85	\$805,078.21	\$12,309,856.79
November 30, 2023	\$9,423,404.17	\$3,900,000.00	\$ 5,523,404.17	\$745,110.87	\$806,391.34	\$10,974,906.37
December 31, 2023	\$7,933,341.48	\$3,900,000.00	\$ 4,033,341.48	\$754,768.94	\$714,573.06	\$9,402,683.48
January 31, 2024	\$19,957,519.95	\$3,900,000.00	\$16,057,519.95	\$772,453.30	\$715,881.69	\$21,445,854.93
February 29, 2024	\$19,393,838.38	\$3,900,000.00	\$15,493,838.38	\$782,768.60	\$716,960.21	\$20,893,567.18
March 31, 2024	\$19,695,745.15	\$3,900,000.00	\$15,795,745.15	\$799,520.69	\$718,040.35	\$21,213,306.19
April 30, 2024	\$15,949,048.08	\$3,900,000.00	\$12,049,048.08	\$812,269.38	\$719,234.12	\$17,480,551.58

FOR CAL BANK SUMMARY, SEE ATTACHED DETAIL.

CALIFORNIA BANK AND TRUST ACCOUNT SUMMARY AS OF 04/30/24

Cal Bank Activities				Total Interest Earned or Refund Received from CSJ	Interest or Refund Prorated to Loan Balance	Loan Balance w/Interest	Interest or Refund Prorated to \$600K District Savings	District Portion of Savings Balance	Total Savings balance	Checking Acct Balance (Credit Card Payments Received)	TOTAL AT CAL BANK
No.	Payee	Date	Check Amount								
1001	San Jose	10/16/19	\$2,180,309.00			\$10,000,000.00			\$10,000,000.00		\$10,000,000.00
1002	San Jose	10/16/19	\$29,515.44			\$7,819,691.00			\$7,819,691.00		\$7,819,691.00
1003	Tesco	11/20/19	\$17,707.00			\$7,790,175.56			\$7,790,175.56		\$7,790,175.56
1004	Shape	11/20/19	\$108,814.78			\$7,772,468.56			\$7,772,468.56		\$7,772,468.56
1005	Tesco	12/18/19	\$169,018.00			\$7,663,653.78			\$7,663,653.78		\$7,663,653.78
1006	Con Quest	12/18/19	\$385,242.58	\$30,683.35	\$30,683.35	\$7,494,635.78			\$7,494,635.78		\$7,494,635.78
1007	San Jose	01/15/20	\$6,966,355.00			\$7,140,076.55			\$7,140,076.55		\$7,140,076.55
Interest through 3/31/20				\$6,823.36	\$6,823.36	\$173,721.55			\$173,721.55		\$173,721.55
Deposit						\$180,544.91			\$180,544.91		\$180,544.91
Balance as of 5/30/2020						\$180,544.91		\$600,000.00	\$780,544.91	\$2,996.28	\$783,541.19
Balance as of 6/30/2020				\$179.37	\$41.50	\$180,586.41	\$137.87	\$600,137.87	\$780,724.28	\$5,744.81	\$786,469.09
Balance as of 7/31/2020				\$197.98	\$45.80	\$180,632.21	\$152.18	\$600,290.05	\$780,922.26	\$31,953.57	\$812,875.83
Balance as of 8/31/2020				\$191.84	\$44.37	\$180,676.58	\$147.47	\$600,437.52	\$781,114.10	\$37,732.75	\$818,846.85
Balance as of 9/30/2020				\$154.53	\$35.74	\$180,712.33	\$118.79	\$600,556.30	\$781,268.63	\$48,220.05	\$829,488.68
Balance as of 10/31/2020				\$25.62	\$5.93	\$180,718.25	\$19.69	\$600,576.00	\$781,294.25	\$56,059.22	\$837,353.47
Balance as of 11/30/2020				\$25.62	\$5.93	\$180,724.18	\$19.69	\$600,595.69	\$781,319.87	\$67,713.45	\$849,033.32
Balance as of 12/31/2020				\$26.47	\$6.12	\$180,730.30	\$20.35	\$600,616.04	\$781,346.34	\$80,097.89	\$861,444.23
Balance as of 1/31/2021				\$26.47	\$6.12	\$180,736.42	\$20.35	\$600,636.39	\$781,372.81	\$89,436.48	\$870,809.29
Balance as of 2/28/2021				\$24.83	\$5.74	\$180,742.17	\$19.09	\$600,655.47	\$781,397.64	\$99,672.14	\$881,069.78
Balance as of 3/31/2021				\$23.98	\$5.55	\$180,747.71	\$18.43	\$600,673.91	\$781,421.62	\$108,211.86	\$889,633.48
Balance as of 4/30/2021				\$28.26	\$6.54	\$180,754.25	\$21.72	\$600,695.63	\$781,449.88	\$121,953.35	\$903,403.23
Balance as of 5/31/2021				\$22.27	\$5.15	\$180,759.40	\$17.12	\$600,712.75	\$781,472.15	\$135,672.77	\$917,144.92
Deposit - CSJ Refund				\$11.99	\$2.77	\$180,762.18	\$9.22	\$600,721.96	\$781,484.14	\$153,926.10	\$935,410.24
Balance as of 6/30/2021				\$1,415,647.00	\$926,889.61	\$1,107,651.79	\$488,757.39	\$1,089,479.35	\$2,197,131.14		
Balance as of 7/31/2021				\$20.34	\$10.25	\$1,107,662.04	\$10.09	\$1,089,489.44	\$2,197,151.48	\$168,561.21	\$2,365,712.69
1008 Voided - CSJ											
Balance as of 8/31/2021				\$36.12	\$18.21	\$1,107,680.25	\$17.91	\$1,089,507.35	\$2,197,187.60	\$190,143.43	\$2,387,331.03
Balance as of 9/30/2021				\$38.53	\$19.42	\$1,107,699.67	\$19.11	\$1,089,526.46	\$2,197,226.13	\$200,919.93	\$2,398,146.06
Balance as of 10/31/2021				\$36.12	\$18.21	\$1,107,717.88	\$17.91	\$1,089,544.37	\$2,197,262.25	\$215,257.91	\$2,412,520.16
1009 Co-Mingled Fund							(\$480,000.00)	(\$480,000.00)		(\$210,453.00)	
1010 C2R Engineering						(\$49,030.00)					
Balance as of 11/30/2021						\$1,058,687.88		\$609,544.37	\$1,668,232.25	\$4,804.91	\$1,673,037.16
Balance as of 12/31/2021				\$31.44	\$19.95	\$1,058,707.83	\$11.49	\$609,555.86	\$1,668,263.69	\$25,242.07	\$1,693,505.76
Balance as of 1/31/2022				\$29.25	\$18.56	\$1,058,726.40	\$10.69	\$609,566.54	\$1,668,292.94	\$38,319.76	\$1,706,612.70
Balance as of 2/28/2022				\$28.34	\$17.99	\$1,058,744.38	\$10.35	\$609,576.90	\$1,668,321.28	\$55,958.38	\$1,724,279.66
Balance as of 3/31/2022				\$28.34	\$17.99	\$1,058,762.37	\$10.35	\$609,587.25	\$1,668,349.62	\$65,691.28	\$1,734,040.90
Balance as of 4/30/2022				\$25.60	\$16.25	\$1,058,778.61	\$9.35	\$609,596.61	\$1,668,375.22	\$85,965.01	\$1,754,340.23
Balance as of 5/31/2022				\$28.34	\$17.99	\$1,058,796.60	\$10.35	\$609,606.96	\$1,668,403.56	\$106,346.21	\$1,774,749.77
Balance as of 6/30/2022				\$26.51	\$16.82	\$1,058,813.42	\$9.69	\$609,616.65	\$1,668,430.07	\$119,004.80	\$1,787,434.87
Balance as of 7/31/2022				\$29.25	\$18.56	\$1,058,831.98	\$10.69	\$609,627.34	\$1,668,459.32	\$132,240.88	\$1,800,700.20
Balance as of 8/31/2022				\$43.43	\$27.56	\$1,058,859.55	\$15.87	\$609,643.20	\$1,668,502.75	\$152,439.62	\$1,820,942.37
Balance as of 9/30/2022				\$100.11	\$63.53	\$1,058,923.08	\$36.58	\$609,679.78	\$1,668,602.86	\$160,603.56	\$1,829,206.42
Balance as of 10/31/2022				\$226.30	\$143.61	\$1,059,066.69	\$82.69	\$609,762.47	\$1,668,829.16	\$177,243.27	\$1,846,072.43
Balance as of 11/30/2022				\$205.76	\$130.58	\$1,059,197.27	\$75.18	\$609,837.65	\$1,669,034.92	\$191,995.18	\$1,861,030.10
Balance as of 12/31/2022				\$212.64	\$134.94	\$1,059,332.22	\$77.70	\$609,915.34	\$1,669,247.56	\$206,913.12	\$1,876,160.68
1011 C2R Engineering, Inc.										(\$54,058.43)	
Balance as of 1/31/2023				\$205.81	\$130.61	\$1,059,462.83	\$75.20	\$609,990.54	\$1,669,453.37	\$161,065.57	\$1,830,518.94
Balance as of 2/28/2023				\$205.84	\$130.63	\$1,059,593.46	\$75.21	\$610,065.75	\$1,669,659.21	\$174,390.82	\$1,844,050.03
1012 C2R Engineering, Inc.										\$42,585.13	
Balance as of 3/31/2023				\$188.72	\$119.76	\$1,059,724.08	\$68.96	\$610,134.71	\$1,669,858.79	\$143,543.68	\$1,813,402.47
Balance as of 4/30/2023				\$192.16	\$121.95	\$1,059,846.03	\$70.21	\$610,204.92	\$1,670,050.95	\$154,920.07	\$1,824,971.02
Balance as of 5/31/2023				\$265.40	\$168.43	\$1,060,014.46	\$96.97	\$610,301.89	\$1,670,316.35	\$170,416.91	\$1,840,733.26
1013 C2R Engineering, Inc.										\$137,280.63	
Balance as of 6/30/2023				\$530.92	\$336.93	\$1,060,351.39	\$193.99	\$610,495.88	\$1,670,847.27	\$41,204.88	\$1,712,052.15
Balance as of 7/31/2023				\$1,992.43	\$1,264.43	\$1,061,615.83	\$728.00	\$611,223.88	\$1,672,839.70	\$53,061.30	\$1,725,901.00
Balance as of 8/31/2023				\$2,752.06	\$1,746.51	\$1,063,362.34	\$1,005.55	\$612,229.43	\$1,675,591.76	\$70,597.45	\$1,746,189.21
Transfer for 11/16/2022 C2R Engineering						(\$54,058.43)				\$54,058.43	
Transfer for 1/30/2023 C2R Engineering						(\$42,585.13)				\$42,585.13	
Transfer for 4/5/2023 C2R Engineering						(\$137,280.63)				\$137,280.63	
Total \$254K transferred from Loan bal. to checking						(\$20,075.81)				\$20,075.81	
1014 Check to CuSD Commingled Account										(\$254,000.00)	
Balance as of 9/30/2023						\$809,362.34			\$70,597.45		
Balance as of 10/31/2023				\$2,848.55	\$1,621.78	\$810,984.12	\$1,226.77	\$613,456.20	\$1,424,440.31	\$77,723.99	\$1,502,164.30
Balance as of 11/30/2023				\$2,421.59	\$1,378.70	\$812,362.81	\$1,042.89	\$614,499.09	\$1,426,861.90	\$88,948.39	\$1,515,810.29
Balance as of 12/31/2023				\$2,269.08	\$1,291.87	\$813,654.68	\$977.21	\$615,476.30	\$1,429,130.98	\$102,700.23	\$1,531,831.21
Transfer for 10/18/2023 pmt. to Conquest						(\$10,000.00)				\$10,000.00	
1015 Conquest Contractor				\$10,000.00						(\$10,000.00)	
Balance as of 1/31/2024						\$803,654.68				\$102,700.23	
Balance as of 2/29/24				\$2,500.33	\$1,423.53	\$805,078.21	\$1,076.80	\$616,553.11	\$1,421,631.31	\$115,823.74	\$1,537,455.05
Balance as of 3/31/24				\$2,318.77	\$1,313.13	\$806,391.34	\$1,005.64	\$617,558.75	\$1,423,950.08	\$127,552.12	\$1,551,502.20
1016 Conquest Contractor						(\$93,032.00)				\$93,032.00	
Balance as of 4/30/24						\$713,359.34				(\$93,032.00)	
Balance as of 5/31/24				\$2,264.45	\$1,213.72	\$714,573.06	\$1,050.73	\$618,609.47	\$1,333,182.53	\$136,159.47	\$1,469,342.00
Balance as of 6/30/24				\$2,441.51	\$1,308.63	\$715,881.69	\$1,132.88	\$619,742.36	\$1,335,624.04	\$152,710.94	\$1,488,334.98
Balance as of 7/31/24				\$2,012.20	\$1,078.52	\$716,960.21	\$933.68	\$620,676.04	\$1,337,636.24	\$162,092.56	\$1,499,728.80
Balance as of 8/31/24				\$2,015.23	\$1,080.14	\$718,040.35	\$935.09	\$621,611.12	\$1,339,651.47	\$177,909.57	\$1,517,561.04
Balance as of 9/30/24				\$2,227.22	\$1,193.77	\$719,234.12	\$1,033.45	\$622,644.57	\$1,341,878.69	\$189,624.81	\$1,531,503.50
TOTAL OR BALANCE AMOUNT				\$10,933,400.99	\$1,484,891.63	\$982,247.06	\$719,234.12	\$622,644.57	\$1,341,878.69	\$189,624.81	\$1,531,503.50

**CUPERTINO SANITARY DISTRICT
WARRANTS PAYABLE - May 15, 2024**

<u>WARRANT NUMBER</u>	<u>FUND</u>	<u>AMOUNT</u>	<u>PAYEE</u>	<u>DESCRIPTION</u>	
N/A	M&O	\$ 3,154.61	ADP	Directors' Salary	
19918	M&O	\$ 1,181.20	Dooley Insurance Services	Insurance - Group Life & Dental	
19919	M&O	\$ 663.00	CWEA	Memberships	
N/A	M&O	\$ 384.76	CalBank Credit Card Processing Fees	Operating Exp. - Credit Card Processing Fees	
19920	M&O	\$ 463,085.96	Mark Thomas	Office Rent	400.00
				Management Services	43,459.33
				SSMP Cert Update and Implementation	9,578.42
				Engineering Services	117,158.98
				Peak Flow Reduction	7,698.52
				Plan Checking & Inspection	16,027.90
				Repairs	764.54
				Repairs (Pump Stations)	-
				Maintenance	176,530.49
				Maintenance (Pump Stations)	47,506.97
				Utilities (Pump Stations)	1,052.70
				Emergency Funds	2,095.63
				District Sewer Capital & Support	40,812.48
19921	M&O	\$ 405.00	Tritech Software (CentralSquare)	Management (Public Administration)	
19922	M&O	\$ 10,703.75	Akel Engineering Group, Inc.	Peak Flow Reduction	
19923	M&O	\$ 2,205.00	Armento & Hynes	Legal - District Counsel	
19924	M&O	\$ 22,254.92	Hunton Andrews Kurth	Legal - CIG/Tribs (CuSD Advance Pay)	14,094.78
				Legal - CIG/Tribs (CuSD Share)	8,160.14
19925	M&O	\$ 264.33	Home Depot	Maintenance (Pump Stations)	
19926	M&O	\$ 69.85	Arrow Fire Protection Co.	Maintenance	
19927	M&O	\$ 23,794.65	RotoRooter	Maintenance	
19928	M&O	\$ 37,442.00	AB/JDD Plumbing Heating & AC	Maintenance	
19929	M&O	\$ 62,483.85	Able Underground Construction	Maintenance	
19930	M&O	\$ 2,170.00	Flowing Water	Maintenance	1,225.00
				Emergency Funds	945.00
19931	M&O	\$ 5,400.46	Pan-Pacific Supply Co.	Emergency Funds (Pump Station)	
19932	M&O	\$ 1,360.15	Patrick Kwok	Travel & Meetings BOD	
19933	M&O	\$ 6,459.16	PG&E	Utilities (Pump Stations)	
19934	M&O	\$ 78.26	City of Santa Clara Utilities	Utilities (Pump Stations)	
19935	M&O	\$ 118.87	San Jose Water Company	Utilities (Pump Stations)	
TOTAL WARRANTS		\$ 643,679.78			

Pk Flow Red. Total:	\$ 7,698.52	District Staff
Maintenance Total:	\$ 349,317.14	Staff, Home Depot, Arrow Fire, Flowing Water, RotoRooter, ABLE, AB/JDD
Utilities Total:	\$ 7,708.99	PG&E, City of Santa Clara Utilities, San Jose Water, Internet, Cellphones
Emergency Total:	\$ 8,441.09	District Staff, Flowing Water, Pan Pacific
VTA Portion:	\$ -	

EMERGENCY DETAILS:

Able - No emergencies this month

AB/JDD Plumbing - No emergencies this month

Roto-Rooter - No emergencies this month

Flowing Water - One emergency this month

Pan Pacific - One emergency this month

From: Lehr, Bren <bren.lehr@rov.sccgov.org>
Sent: Wednesday, May 8, 2024 11:51 AM
Cc: bushey, shannon; Moreles, Matt; Bloom, Virginia; Fong, Mike; Qian, Rong; Lehr, Bren
Subject: NOTIFICATION/REVIEW NEEDED: County of Santa Clara Proposed Updated Fees Schedule
Attachments: FY2024-25 - Legislative File for Proposed Fees Schedule.pdf; FY2024-25 - Proposed Fees Schedule.pdf

Date: May 8, 2024

TO: County of Santa Clara Cities
County of Santa Clara School Districts
County of Santa Clara Special Districts

FROM: Shannon Bushey
Registrar of Voters

SUBJECT: Proposed Updated Fees Schedule

The Office of the Registrar of Voters is updating our Fees Schedule outlining the fees our office charges jurisdictions that request our office to conduct their elections. With the continuous increases in inflation and everchanging legislation for the last two years, our operating costs have increased.

I wanted to provide you a copy of the Legislative File and the updated Fees Schedule going before the Board of Supervisors for approval on May 21, 2024. The proposed Fees Schedule indicates the current fees and the proposed fees for specific election services and information we provide customers. Once approved and adopted, the revised Fees Schedule will be effective July 1, 2024. We anticipate updating our fees every 2 years.

For those of you who have previously requested an election cost estimate from our office, we stated on those estimates that we were in the process of updating our Fees Schedule. For jurisdictions who have requested estimates in the past for the upcoming elections, please feel free to request an updated estimate based on the proposed new fees.

If you have further questions, you may contact our Fiscal Division management team members, Rong Qian at (408) 282-3011 or Trinh Dao at (408) 282-3024.

Attachments: Legislative File
Proposed Fee Schedule

Bren Lehr, CMC, MMC, REO, CERA
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County of Santa Clara Registrar of Voters
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Office: (408) 282-3041 / Cell: (408) 517-5800



120187

DATE: May 21, 2024
TO: Board of Supervisors
FROM: Shannon Bushey, Registrar of Voters
SUBJECT: Registrar of Voters Fee Schedule

RECOMMENDED ACTION

Adoption of Ordinance No. NS-300.984 amending Section A34-24 of Chapter III of Division A34 of the County of Santa Clara Ordinance Code relating to fees collected by the Office of the Registrar of Voters.

- Introduce, waive reading, and preliminarily adopt on May 21, 2024.
- Adopt (Final) on June 4, 2024.

FISCAL IMPLICATIONS

If the Board of Supervisors approves the recommendation to amend Section A34-24 to increase the fees, the Registrar of Voters (ROV) is projected to realize ongoing election and services revenue increase of \$3,500,477 to offset a comparable increase in expenditures for labor and materials. Of this amount, \$3,412,604 will come from billings to cities, school districts, and special districts.

REASONS FOR RECOMMENDATION

Consistent with the County management auditor's recommendation and the County Controller-Treasurer's policies, ROV's schedule of fees and charges is updated periodically. The current schedule of fees and charges was last adjusted on July 1, 2022. Attached to this transmittal as Attachment 1 is a schedule of fees to be charged and collected under proposed Ordinance No. NS-300.984. The schedule lists the categories of the fees charged, current charges, and proposed charges. Attachment 2 is the Fees and Charges Review Checklist, signed by the Controller-Treasurer Office on April 3, 2024.

Item A1. Primary and General Elections Base Charges

The ROV conducts elections on behalf of jurisdictions within the county including cities, school districts, and special districts. The fees are intended to cover the Registrar's actual cost of conducting those elections. The proposed election charges for the November 2024

general election and June 2026 primary election were developed by allocating the total projected cost of the election to all participating jurisdictions (i.e., allocating shared costs to both billable jurisdictions and non-billable jurisdictions based on number of registered voters as well as number of contests on the ballot as well as identifying separable costs to be billed directly). The listed rates are based on the ROV's estimated cost for each election, considering the estimated number of registered voters and the projected number of first and additional item(s) in the ballots for each jurisdiction. The increase in the proposed election fees and charges per registered voter is primarily due to the increase in inflation over the last two years. The base charge per registered voter for the first item on the ballot will increase by \$0.48 to \$3.35 and any additional item(s) with the same registration on the ballot will increase by \$0.14 to \$0.96.

Item A2. Special Elections (Other than Primary and General Elections)

Elections other than primary and general elections are usually limited to local issues and typically do not involve all voters countywide. The actual costs incurred in preparing for, conducting, and certifying these elections are tracked and billed only to the jurisdictions that participate in these elections. Any cost incurred is passed on directly to the participating jurisdictions, thus resulting in zero net cost to the County unless the County or State calls for a special election for an office vacancy or measure, in which case the costs for the County or State special election is borne by the County to the extent not reimbursed by the State. No fixed fee is set, since the actual costs to hold the election will depend on the number of local jurisdictions holding elections, the size of the jurisdictions, and whether economies of scale can be realized.

Item A3. Minimum Charge for Jurisdictions Participating in Primary or General Elections

There are minimum costs incurred in preparing for and conducting elections, including but not limited to assistance with filing of candidacy papers; layout, translation, and proofreading of ballots, the County Voter Information Guide (CVIG), eBooks, and Remote Accessible Vote by Mail Ballots (RAVBM) CVIGs printed in the mandated languages; recruitment and training of bilingual election workers; and provision of election supplies. Ballots are prepared in the following formats: Optical Scan Ballots (paper ballots), Touch Screen Ballots, Audio Ballots, and RAVBM ballots. In addition, the CVIG contains a sample of the ballot. Logic and accuracy tests are performed on Ballot Marking Devices. Equipment and supplies are delivered and picked up from the vote centers. Due to increases in labor costs, services, and supplies, the proposed amendment increases the minimum charge from \$6,342 to \$7,977 for the first item and \$2,286 for each additional item on the ballot with the same registration, plus the costs of legal publications and ballot printing in all mandated languages per contest for jurisdictions participating in an election.

Item A4. Minimum Charge for Jurisdictions That Do Not Go to Election Due to Insufficient Nominees

During nominations, the staff assists with the filing of the candidacy papers. If after the

close of nominations there are insufficient candidates, the Elections Code allows the designated governing body to appoint a qualified candidate to the office. This process requires hours of staff time. Staff updates contests in the Election Management Information System (EIMS), prepares cover letters, certificates, and notices of eligibility, oaths of office, and board transmittal and resolutions. In lieu of the election base fees, a minimum fee is charged, plus a share in the cost of legal publications per district per contest. Due to increases in labor costs, services, and supplies, the proposed amendment increases the minimum charge for special districts in which the candidates are appointed by the Board of Supervisors from \$2,136 to \$2,406. For a school district that makes its own appointment, the proposed minimum fee is \$2,061. For a city that makes its own appointment and has a city election official primarily interfacing with candidates, the proposed minimum fee is \$1,464.

Items A5.1 to A5.4. Voter Information Pages – Measure

The voter information pages in a measure may include text pages, County Counsel or city attorney impartial analysis, argument in favor of the measure, argument against the measure, rebuttal to argument in favor of the measure, and rebuttal to argument against the measure. The fixed fees for measure pages are comprised of the charges from the vendor for the typeset and proofing in five languages (English, Spanish, Vietnamese, Chinese, and Tagalog), and translation in four languages (Spanish, Vietnamese, Chinese, and Tagalog). It also includes the manhours of ROV staff spent formatting, proofing, and handling for both paper and Web versions of CVIGs in the above five languages. The proposed amendment increases the fixed fees for the text of the measure per half page of 400 words from \$4,280 to \$4,821; for impartial analysis with up to 500 words from \$5,389 to \$ 6,072; for a page for argument in favor or argument against with up to 300 words from \$3,742 to \$ 4,377; and for a page for rebuttal to argument in favor or argument against with up to 250 words from \$ 3,054 to \$ 3,542. (Previously, the ordinance separately charged fees for the text of the measure on a full-page basis; following this amendment, a full page of text will be instead charged as two half pages.) Additional costs for the printing of the measure pages for five languages in CVIG will continue to apply.

Items A6.1 to A6.4. Voter Information Pages - Candidate Statements

Candidate statements are usually in 400-word, 250-word, or 200-word template pages. The fixed fees for candidate statements are comprised of the charges from the vendor for typeset and proofing in five languages (English, Spanish, Vietnamese, Chinese, and Tagalog), and translation in four languages (Spanish, Vietnamese, Chinese, and Tagalog). It also includes ROV staff-hours in formatting, proofing, and handling for both paper and Web versions for CVIGs in the above five languages. In the proposed amendment, the cost of a 200-word candidate statement for Superior Court Judge remains unchanged at 1% of annual salary. The proposed amendment increases the fixed fees for a 400-word candidate statement from \$4,091 to \$4,711; for a 250-word candidate statement from \$3,176 to \$3,625; and for a 200-word candidate statement from \$2,713 to \$3,100. Additional costs for the printing of the candidate statements for five languages in CVIG

will continue to apply.

Items A7 to A8. Research and Compilation, Certification Services, and Retrieval Services

These fees are charged most frequently to law firms that require certified documents related to bond issues and to other persons or entities that request certain information that requires staff time. The proposed amendment increases research fees from \$108 to \$128 minimum and certification services fees from \$94 to \$102 per certificate.

Items B1 to B2. Miscellaneous Voter and Election Information

These are fees charged for various voter and election related information, such as voter files countywide, by district, by party, by precincts, street and vote center listings, voter turnout, and consolidations cross references. The proposed amendment increases fees for both the electronic version of Voter File and other miscellaneous election information from \$132 to \$152.

Items C1 to C2. Vote by Mail Voter Information

These fees usually involve an initial request followed up by daily or weekly updates. The proposed amendment increases the fee for the initial request from \$132 to \$151 and the fees for updates from \$66 to \$75.

Items D1 to D2. Precinct Maps

These are fees charged for the sale of various maps to the public. The fees vary with map sizes. The proposed amendment increases the set-up fee for printer or plotter maps and digital custom maps by district from \$115 to \$130. Additionally, the proposed amendment increases the printing fee for various map sizes: from \$12 to \$20 for size 17x22; from \$20 to \$30 for size 22x34; from \$25 to \$40 for size 34x44; and from \$30 to \$50 for size 40x60. The proposed amendment removes fees for black and white precinct maps and for 11" x 17" maps due to lack of demand, as requesters can download precinct maps online and print 11" x 17" maps on their personal printers.

Items E1 to E2. Fair Political Practices Commission (FPPC) Reports

No changes are proposed for these fees because State law sets these fees and State law has not changed these fees.

Items F1 to F2. Photocopies, Postage and Handling

No changes are proposed for the copy fees. Actual costs are charged for the postage and handling.

Items G1 to G3. Miscellaneous Services

For services on petition signature verification, redistricting, and recount charges, the requesting jurisdictions and members of the public are charged with the actual costs of

labor, services, and supplies.

CHILD IMPACT

The recommended action will have no/neutral impact on children.

SENIOR IMPACT

The recommended action will have no/neutral impact on seniors.

SUSTAINABILITY IMPLICATIONS

The recommended action will have no/neutral sustainability implications.

BACKGROUND

The Board of Supervisors has the authority to increase or decrease fees which are otherwise authorized based on the amount reasonably necessary to recover the cost of providing the product or service. The costs recovery for the various fees are authorized by California Elections Code §§ 2184, 10002, 10520, 13307, 13307.5, and 15624; California Education Code §§ 5421 and 5422; and California Government Code §§ 6253.9, 26831, 26854, 27364, 54985, 54986, and 81008. The fee may be an average cost and may include certain indirect costs incurred to provide the product or service.

The Board of Supervisors enacted Section A34-24 of the County of Santa Clara Ordinance Code on January 29, 2002, which authorizes the ROV to charge and collect fees for various services.

The fees are calculated based on the current year's annual budget, operating expenditures less adjustments, excludable expenditures, and reimbursements from federal, state, and other sources. The costs of County, state, and federal elections are borne by the ROV to the extent not offset by state and federal funds. The proposed fees are therefore intended to cover only the costs for administering city, school district, and special districts elections and are not intended to pass along any County, state, or federal election costs. With the increase in inflation over the past two years, the operating costs of ROV have increased, but fees that are not recovering actual costs have not increased. Therefore, ROV recommends adjusting the fees as listed in Attachment A.

CONSEQUENCES OF NEGATIVE ACTION

The Registrar of Voters will be unable to implement the reviewed and updated fee schedule and recover actual costs incurred.

STEPS FOLLOWING APPROVAL

Upon approval by the Board of Supervisors, the ordinance amending Section A34-24 will be effective after the second reading by the Board of Supervisors in the next regularly scheduled meeting. The Clerk of the Board will update Section A34-24 of the Ordinance

Code of the County Ordinance to reflect the approved new fee schedule, and shall notify Shannon Bushey, Matt Moreles, and Virginia Bloom, in the Office of the Registrar of Voters.

ATTACHMENTS:

- NS-300.984 Fees Ordinance – Red Line Version
- NS-300.984 Signed Fees Ordinance
- Attachment 1 – 2024 Registrar of Voters Fees Schedule
- Attachment 2 – 2024 Registrar of Voters Fees and Charges Review Checklist

**COUNTY OF SANTA CLARA
REGISTRAR OF VOTERS
FEES SCHEDULE**

CURRENT ITEM NUMBER	DESCRIPTION	CURRENT EFFECTIVE 07/01/2022	PROPOSED EFFECTIVE 07/01/2024
A. ELECTION SERVICES			
A1	BASE CHARGES FOR JURISDICTIONS PARTICIPATING IN A PRIMARY AND GENERAL ELECTIONS	\$2.87 PER REGISTERED VOTER FOR FIRST ITEM AND \$0.82 FOR EACH ADDITIONAL ITEM WITH THE SAME REGISTRATION ON THE BALLOT, PLUS SHARE IN THE COSTS OF LEGAL PUBLICATIONS, AND BALLOT PRINTING IN THE MANDATED LANGUAGES	\$3.35 PER REGISTERED VOTER FOR FIRST ITEM AND \$0.96 FOR EACH ADDITIONAL ITEM WITH THE SAME REGISTRATION ON THE BALLOT, PLUS SHARE IN THE COSTS OF LEGAL PUBLICATIONS, AND BALLOT PRINTING IN THE MANDATED LANGUAGES
A2	SPECIAL ELECTIONS (ALL ELECTIONS OTHER THAN PRIMARY AND GENERAL)	ACTUAL COSTS OF LABOR, SERVICES, SUPPLIES, AND ELECTION MATERIALS IN THE MANDATED LANGUAGES COMPUTED AFTER EACH ELECTION	ACTUAL COSTS OF LABOR, SERVICES, SUPPLIES, AND ELECTION MATERIALS IN THE MANDATED LANGUAGES COMPUTED AFTER EACH ELECTION
A3	MINIMUM CHARGES FOR JURISDICTIONS PARTICIPATING IN A PRIMARY OR GENERAL ELECTION WITH LESS THAN 2382 REGISTEREDVOTERS	\$6,342 FOR FIRST ITEM AND \$1,812 FOR EACH ADDITIONAL ITEM ON BALLOT WITH THE SAME REGISTRATION, PLUS SHARE IN COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING IN ALL MANDATED LANGUAGES	\$7,977 FOR FIRST ITEM AND \$ 2,286 FOR EACH ADDITIONAL ITEM ON BALLOT WITH THE SAME REGISTRATION, PLUS SHARE IN COSTS OF LEGAL PUBLICATIONS AND BALLOT PRINTING IN ALL MANDATED LANGUAGES
A4	MINIMUM CHARGES FOR JURISDICTIONS THAT DO NOT GO TO ELECTION	\$2,136 FOR SPECIAL DISTRICT PER CONTEST, \$1,201 FOR CITY PER CONTEST, AND \$1,837 FOR SCHOOL DISTRICT PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS	\$2,406 FOR SPECIAL DISTRICT PER CONTEST \$1,464 FOR CITY PER CONTEST, AND \$2,061 FOR SCHOOL DISTRICT PER CONTEST, PLUS COSTS OF LEGAL PUBLICATIONS
A5.1	VOTER INFORMATION PAGES - MEASURE TEXT PAGES	\$8,522 FIXED FEE PER 800-WORD FULL PAGE AND \$4,280 FIXED FEE PER 400-WORD HALF PAGE, BOTH IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE TEXT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$4,821 FIXED FEE PER 400-WORD HALF PAGE, IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE TEXT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.2	VOTER INFORMATION PAGES - MEASURE IMPARTIAL ANALYSIS	\$5,389 FIXED FEE PER 500-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE IMPARTIAL ANALYSIS PAGE IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$6,072 FIXED FEE PER 500-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE IMPARTIAL ANALYSIS PAGE IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.3	VOTER INFORMATION PAGES - MEASURE ARGUMENTS	\$3,742 FIXED FEE PER 300-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$4,377 FIXED FEE PER 300-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A5.4	VOTER INFORMATION PAGES - MEASURE REBUTTALS	\$3,054 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE ARGUMENT PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$3,542 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE REBUTTAL PAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)

A6.1	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - SUPERIOR COURT JUDGES	1% OF ANNUAL SALARY PER 200-WORD PAGE IN FIVE LANGUAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)	1% OF ANNUAL SALARY PER 200-WORD PAGE IN FIVE LANGUAGES IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.2	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 400 WORDS	\$4,091 FIXED FEE PER 400-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$4,711 FIXED FEE PER 400-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.3	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 250 WORDS	\$3,176 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$3,625 FIXED FEE PER 250-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A6.4	VOTER INFORMATION PAGES - CANDIDATE STATEMENT - 200 WORDS	\$2,713 FIXED FEE PER 200-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)	\$3,100 FIXED FEE PER 200-WORD PAGE IN FIVE LANGUAGES, PLUS ADDITIONAL COST OF PRINTING THE CANDIDATE STATEMENT IN COUNTY VOTER INFORMATION GUIDE (CVIG)
A7	RESEARCH AND COMPILATION SERVICES	\$108.00 MINIMUM AND \$108.00 PER HALF-HOUR INCREMENT	\$128 MINIMUM AND \$128 PER HALF-HOUR INCREMENT
A8	CERTIFICATION SERVICES	\$94.00 PER CERTIFICATE	\$102 PER CERTIFICATE
B. MISCELLANEOUS VOTER AND ELECTION INFORMATION			
B1	VOTER FILE - ELECTRONIC VERSION	\$132.00	\$152.00
B2	OTHER MISCELLANEOUS ELECTION INFORMATION - ELECTRONIC VERSION	\$132.00	\$152.00
C. VOTE BY MAIL VOTER INFORMATION			
C1	INITIAL REQUESTS ELECTRONIC VERSION	\$132.00	\$151.00
C2	UPDATES - DAILY OR WEEKLY ELECTRONIC VERSION	\$66.00	\$75.00
D. PRECINCT MAPS			
D1	ORIGINAL PRINTER OR PLOTTER MAPS SET UP FEE PER DISTRICT MAP, PLUS MATERIALS CHARGE AS FOLLOWS:	\$115.00 SET-UP FEE	\$130 SET-UP FEE
	PRINTING FEE		
	17 X 22	\$12.00 PER PAGE	\$20 PER PAGE
	22 X 34	\$20.00 PER PAGE	\$30 PER PAGE

	34 X 44	\$25.00 PER PAGE	\$40 PER PAGE
	40 X 60	\$30.00 PER PAGE	\$50 PER PAGE
D2	DIGITAL MAPS (CUSTOM) MAPS BY DISTRICT	\$115.00 SET-UP FEE	\$130 SET-UP FEE
E. FAIR POLITICAL PRACTICES COMMISSION (FPPC) REPORTS			
E1	FPPC PHOTOCOPIES	\$0.10 PER PAGE	\$0.10 PER PAGE
E2	FPPC RETRIEVAL FEE (MORE THAN FIVE YEARS OLD) SINGLE REQUEST OF ONE OR MORE REPORT AND STATEMENT	\$5.00 PER REQUEST PLUS \$0.10 PER COPY	\$5 PER REQUEST PLUS \$0.10 PER COPY
F. PHOTOCOPIES, POSTAGE, AND HANDLING			
F1	DOCUMENT PHOTOCOPIES	\$0.10 PER PAGE	\$0.10 PER PAGE
F2	POSTAGE & HANDLING	ACTUAL COST OF POSTAGE AND HANDLING	ACTUAL COSTS OF POSTAGE AND HANDLING
G. MISCELLANEOUS SERVICES			
G1	PETITION SIGNATURE VERIFICATION	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS
G2	REDISTRICTING	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES IN MAILING NOTICES TO ALL REGISTERED VOTERS IN THE DISTRICTS	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES IN MAILING NOTICES TO ALL REGISTERED VOTERS IN THE DISTRICTS
G3	RECOUNT	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES CALCULATED IN ACCORDANCE WITH THE ELECTIONS CODE	ACTUAL LABOR COSTS BASED ON THE TIME STUDIES AND INDIRECT COSTS, PLUS COSTS OF SERVICES AND SUPPLIES CALCULATED IN ACCORDANCE WITH THE ELECTIONS CODE

Item 11.A.

Future Development Projects:

Prep. Date: 5/10/2024

Items	Descriptions:	Address:	Phase	IA	Estimated Sewer Development, Treatment Plant Capacity and Pump Zone Fees	Re-Development Fees	Estimated Construction	FY 2024-2025 Probability of collection	Collected in 24/25	Collected After 24/25	Remarks
1	Atria Cupertino (Westport) - Senior Living	21255 Stevens Creek Boulevard	Building	Sent	\$ 1,669,354.93	\$ 1,900,000.00	FY24-25	75%	\$ 1,252,016.20	\$ 417,338.73	- Met with the developer to discuss the IA, Bonds and payment deadline, offered flexibility. - Construction begins in 6-9 months from March 14, 2024.
2	Canyon Crossing Redevelopment	10625 S Foothill Boulevard	Building (Demo permit)	Sent	\$ 310,118.00	\$ 312,000.00	*	0%	\$ -	\$ 310,118.00	Note: Includes pump zone fee \$43,710.91 1/26/2024: Followed up with the developer concerning the final design of the sewer connection to the CUSD sewer system. Currently in the process of finalizing the demolition permit. 2/20/2024: Sent another email to follow-up with Developer. 3/14/2024: Developer will provide latest update in the next few days
3	Hamptons Apartments - (942 residential units)	19500 Pruneridge Avenue	On-hold/Building	Drafted	\$ 9,591,444.00	*	FY26-27	0%	\$ -	\$ 9,591,444.00	6/26/2023: Plan received but not sure the project status yet. - (942 residential units) IA needs to be updated, Wolf Rd, west of apple spaceship - Part of the City of Cupertino approved project list (2016); Project construction would require demolition of all existing units.
4	Leon Townhomes - 7 Townhomes	10046 BIANCHI WAY	Planning - Approved	IA to be updated During Building Phase	\$ 86,408.00	\$ 97,000.00	FY 25-26	1%	\$ 864.08	\$ 85,543.92	2nd submittal review completed May 19, 2023.
5	Rise Redevelopment - Phase 1	10123 North Wolfe Road	Planning - Phase 1	NA	\$ 18,278,969.34	1.67 Mil.	FY 25-26	1%	\$ 182,789.69	\$ 18,096,179.65	12/13/2023: Vallco notified the District of the submission of a revised project update, including a reduced scope. A meeting will be scheduled to discuss the changes. 2/1/2024 Met with the development in early Jan and recieved information about the phasing plans this week. CUSD will be reviewing their phasing plan and draft an IA for phase 1. 2/19/2024: Emailed developer and asked them why they want to remain private and requesting O&M plan, rehabilitation program, and ownership if it were to remain private. 4/3/2024: Meeting was held with SandHill to discuss the schedule of payments and total amount of fees. 4/22/2024: The administration, engineering, and inspection fees, totaling \$275,066 for the Phase 1 Installer's Agreement, have been calculated and communicated to the developer. 5/9/2024: CUSD requested specific information from the developer to finalize the Installer Agreement for Phase 1 work, including utility sheets, commercial building square footages and proposed uses, as well as the number and type of residential units connecting to the sanitary sewer system.
5a	Rise Redevelopment - Additional Phases	10123 North Wolfe Road	Planning	NA	\$ 17,417,563.18	*	FY 27-28	0%	\$ -	\$ 17,417,563.18	*
6	Marina Plaza (DeAnza Ventures)	10415 N De Anza Boulevard	Planning S3	Drafted	\$ 3,558,664.00	*	FY 25-26	0%	\$ -	\$ 3,558,664.00	Project on hold - until a more favorable interest rate becomes available
7	District McClellan - subdivide the parcel into 6 lots (SF)	20860 McClellan Road	Building	Sent IA	\$ 82,476.00	\$ 92,000.00	FY24-25	90%	\$ 74,228.40	\$ 8,247.60	The third submittal review was concluded around the end of August 2023. - 10/25/2023 Original owner sold the project to another developer; therefore it is needed to update the IA to reflect the new ownership. - 11/13/2023 Updated IA; Pending for review. - 2/1/2024: Received the 5th submittal, updated the IA with the new rate/budget. Currently reviewing now. - 2/6/2024: Responded to the fifth submittal and sent the IA to the developer. - 4/1/2024: A voicemail was received from the owner inquiring about how to sign and execute the IA with a DRAFT version. A return call was made stating that a regular copy could be sent if they were ready to move forward. No response has been received since. - 4/19/2024: The Installer's Agreement was sent to the developer with the specified timeframe and requirements provided to them, if they are ready to submit it to the board for approval - 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%)
8	1655 S. DeAnza Redevelopment - 2 Parcels into 34 residential units	1655 S. DeAnza	Planning	*	\$ 467,240.00	*	FY25-26	1%	\$ 4,672.40	\$ 462,567.60	Preparing to apply for Building Permit
9	10619 S De Anza Blvd - Mixed Use (2090 SF Commercial & 11 Residential Units)	10619 S De Anza Blvd	Planning	*	\$ 163,045.20	*	FY26-27	0%	\$ -	\$ 163,045.20	There have been no updates since Submittal #1 from the applicant 12/23/2022. - 5/1/2024:Checked status, there has been no progress or movement noted.
10	141 Housing on 2 Existing Commercial Parcels (Indian Restaurant & Daycare. Across from The Counter Burger)	20015 Stevens Creek Boulevard	Planning	*	\$ 1,441,926.75	*	FY25-26	0%	\$ -	\$ 1,441,926.75	- Added on 5/15/2023 - 10/25/2023 A new submission has been received this week, revising the total apartments to 141 (originally 134 units) - 11/13/2023: Submittal had been reviewed and addressed.
11	Four Lot subdivision (SF)	20638 Cleo Avenue	Planning	*	\$ 54,984.00	*	FY26-27	0%	\$ -	\$ 54,984.00	2nd submittal - Demo Permit on 4/28/2023 3/28/2024: 2nd submittal has been reviewed and sent.
12	Idlewild Cupertino (Across the street from Rise) - 76 Condos & 2,000 SF Retail	10065 E. Estates Drive	Planning	*	\$ 1,049,676.00	*	FY26-27	0%	\$ -	\$ 1,049,676.00	- Plan check completed back in 2022 - Received additional request for As Builts
13	Alan Row - 9 Townhouses	22690 Stevens Creek Blvd.	Construction	Fully Executed	\$ 112,498.00	132 K	2024	0%	\$ -	\$ -	- 11/13/ 2023: The Developer has requested the release of the faithful performance bond on Nov 7, 2023, but as the final paving is still pending due to PG&E, there is a possibility of needing to renew the bond, which expires on November 25, 2023. - 11/27/2023 Waiting for the developer to renew the bond and provide an updates.
14	Mountain Winery - Single Family Residential subdivision	Pierce Road APN 503-46-005 (Masson Estates)	Planning	-	\$ 454,888.00	*	FY25-26	1%	\$ 4,548.88	\$ 450,339.12	- 11/13/2023: To review plans, determine capacity. - 12/15/2023: Draft Notice of Violation and Will - Serve Letter were submitted to District Manager for review.
15	58 Townhomes - Summerhill Homes (Across from the office at Pizza Hut, Fontanas, & Staples)	20840 Stevens Creek Blvd	Planning	*	\$ 797,268.00	*	FY25-26	1%	\$ 7,972.68	\$ 789,295.32	-1/31/2024: Sent "Will Serve Requirement" letter to the City Planning Department. 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.
16	Chadwick Heights - 85 New Homes (Saratoga Hills - APN 503-15-084)	South of 12906 Chiquita Ct (No specific address: Near by Lot to the North)	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.
									\$ 1,527,092.33	\$ 53,896,933.07	

* Not enough information from developer to determine.

Spills

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

PLSDs (Private Lateral Sewage Discharge)

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

Emergency Calls - Causes

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

Repairs

Address	Main/Lat	Description of Work
Homestead 1 Pump Station	PS	Emergency repair of Fairbank pump due to bad seal caused by rag ball in volute.

Mainline Maintenance

Size of Pipe	4"	6"	8"	10"	12"	14"	15"	16"	18"	> 20"	Total	FY2023-24 YTD	FY2023-24 Annual Schedule	% Complete (YTD/Annual Schedule)
Mainline Cleaning (ft)	0	27,911	38,545	2,947	275	274	1,238	0	0	0	71,190	1,173,917	1,673,032	70%
Easement Cleaning (ft)	0	3,899	9,336	1,345	0	274	650	0	0	0	15,504	156,837	217,684	72%
CCTV (ft)	0	2,409	11,583	0	0	0	0	0	0	0	13,992	185,776	207,880	89%

Lateral Maintenance

Activity	# of Laterals	FY2023-24 YTD	FY2023-24 Annual schedule	% Complete (YTD/Annual schedule)
Cleaning	575	5,759	6,436	89%
CCTV	12	174		
Inspection	22	244		

FOG Inspection

	# of Inspections	YTD FY2023-24	FY2023-24 Annual Schedule	% Complete (YTD/Annual schedule)
Performed	9	180		
Completed	9	155	265	58%
Follow up Needed	0			

**CUPERTINO SANITARY DISTRICT
MEETING/EVENT SCHEDULE**

Item 12.A.

MAY 2024

05/01: 1st Regular Meeting
05/08: CASSE
05/15: 2nd Regular Meeting & Public Hearing on Rates
05/20: TAC
05/23: TPAC

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

JUNE 2024

06/03: SCCSDA
06/05: 1st Regular Meeting
06/10: TAC
06/12: CASSE
06/13: TPAC
06/19: 2nd Regular Meeting

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

JULY 2024

07/03: 1st Regular Meeting
07/08: TAC
07/10: CASSE
07/11: TPAC
07/17: 2nd Regular Meeting
07/31-08/02: CASA Conference

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

JULY 31, 2024
WEDNESDAY AT CASA
MONTEREY MARRIOTT



CSRMA
RISK MANAGEMENT SEMINAR

TIME	TOPIC
7-8am	CATERED BREAKFAST (<i>Breakfast ends promptly at 8am</i>)
8-850	Sanitary Sewer Waste Discharge Requirements – Enforcement Update You’ve been inundated with seminars on the new Sanitary Sewer Waste Discharge Requirements. But how are they playing out in the field? What are the most common violations? What kinds of enforcement actions are being taken? How can permittees prioritize actions to get into compliance? This session will provide attendees with insight into the regulators’ priorities under the new permit, attempts to work with permittees to gain compliance, and the consequences when those efforts fail. <i>Tamarin Austin, Austin Clean Water Advisors, Inc.</i>
9-950	Fitme Our process is only as good as the people that staff it...So how do you consistently hire people that not only have the skills but will fit in, will stay and be engaged? Fitme has worked for years to develop a universal work culture model of 13 core work values that determine if people feel they belong and therefore stay and actively contribute. We’ve turned that model into an algorithmic unbiased tool that can be used in talent acquisition and organizational decisions to measure and manage cultural fit. You will gain new insights into what does (and does not) drive people to be engaged in the workplace and see examples of real-life applications and impact. This session should appeal to anyone in risk management, personnel management and senior leadership positions. <i>Frederic Deschamps, President North America for Fitme.jobs.</i>
10-1050	Banish Burnout: Move from Stress to Success In this lively, interactive program Janice Litvin will show you how to manage stress to prevent burnout. Based on the premise that you can change your reactions to stress, Janice’s methodology will teach you how to build awareness, convert negative thoughts into positive self-talk, and set healthy boundaries. You will come away with specific tools you can start using immediately. All you need is awareness, desire to change, and willingness to do the work. <i>Janice Litvin, Burnout Speaker and Founder, Banish Burnout Academy</i>
11-1200	Managing Risks and Opportunities Risk management is sometimes pushed to the back seat by boards, councils, and senior management. Yet, it’s a critical operation. Whether insurable or not, managing risks demands thoughtful consideration of your organization’s highest risks. These risks can lead to service disruptions, penalties, financial loss, injuries, and harm to those you serve. In our presentation, we’ll explore risk management, its evolution, challenges ahead, and how to evaluate indicators using both qualitative and quantitative methods. <i>Bonnie Kolesar, ARM, CCSA, Risk Management Consultant with Management Strategies Group, A Division of Sloan Sakai Yeung & Wong, LLP</i>

WHEN: Wednesday, 7/31/24 (*check-in and catered breakfast begins at 7:00am and ends promptly at 8:00am*).

WHERE: Monterey Marriott, 350 Calle Principal Monterey CA

COST: CSRMA MEMBERS: the sessions are free to all CSRMA members.

NON-CSRMA MEMBERS: nominal fee of \$50 payable via online registration.

REGISTER: Online registration and payment (if applicable) is required.

Go here to register: <https://dkfsolutions.regfox.com/csrma-seminar-at-july-2024-casa>

PLEASE NOTE:

It is important we have an accurate headcount prior to the date of the seminar to ensure that breakfast is available for those attending the seminar. Please take a moment to register if you plan to attend in person.

QUESTIONS? Please Contact Kay Patzer, CSRMA Risk Control at kpatzer@dkfsolutions.com

(CASA Conference) Preliminary Program

Tuesday, July 30

3:00 p.m. – 5:00 p.m. CSRMA Executive Board Meeting

Wednesday, July 31

7:30 a.m. – 12:00 p.m. CSRMA Training Seminar

9:00 a.m. – 5:00 p.m. Registration

9:00 a.m. – 12:00 p.m. Tour of Monterey One Water (Space Limited)

11:00 a.m. – 12:00 p.m. CASA Board of Directors Meeting

12:00 p.m. – 1:15 p.m. Associates Committee Meeting

12:00 p.m. – 1:15 p.m. Lunch on Your Own

1:30 p.m. – 4:00 p.m. **Concurrent Sessions (Three Tracks)**

Financing and Project Delivery Track	Policy Track: Communicating Complex Topics	Technical Track: Regulatory Deep Dives
Track 1A: Funding Sources for Wastewater Infrastructure and Facilities	Track 2A: Green Hydrogen: What is It and Why Does it Matter to POTWS?	Track 3A: Regulatory Deep Dives: Nutrients
Track 1B: Progressive Design-Build: New Legislation and Case Studies	Track 2B: The Value and Complexities of Video Production and Public Messaging	Track 3B: Regulatory Deep Dives: PFAS

1:30 p.m. – 2:30 p.m. Track 1A, 2A, 3A

2:30 p.m. – 3:00 p.m. **Break**

3:00 p.m. – 4:00 p.m. Track 1B, 2B, 3B

4:15 p.m. – 5:15 p.m. Federal Legislative Committee Meeting

4:15 p.m. – 5:15 p.m. CSRMA Board of Directors Meeting

4:15 p.m. – 5:15 p.m. LEAD Mentor/Mentee Meetup

5:30 p.m. – 6:30 p.m. Welcome Reception

Thursday, August 1

7:30 a.m. – 9:00 a.m. Breakfast

7:30 a.m. – 4:30 p.m. Registration

8:00 a.m. – 9:00 a.m. CASA Education Foundation Board Meeting

8:00 a.m. – 9:00 a.m.	Statewide Biosolids Meeting Special Focus/Presentation: Regional Biosolids Initiatives
9:15 a.m. – 11:30 a.m.	Morning Sessions & Business Meeting Vice President Craig Murray, Presiding
9:15 – 10:15 a.m.	Keynote Speaker: Mabel Miguel (UNC Kenan-Flagler School)
10:15 – 11:15 a.m.	The Future of the Water Sector: A National Perspective
11:15 – 11:30 a.m.	Annual Business Meeting Adam Link, CASA Executive Director
12:00 p.m. – 1:30 p.m.	Luncheon Michael F. Dillon Award Presentation CASA Awards of Excellence Winners CASA Education Foundation Presentation
1:30 p.m. – 2:00 p.m.	Networking Break
2:00 p.m. – 4:00 p.m.	Afternoon Sessions
2:00 p.m. – 3:00 p.m.	Resilience in Action: Carbon & Energy Management
3:00 p.m. – 4:00 p.m.	TBD
4:15 p.m. – 5:15 p.m.	Communications Committee Meeting
4:15 p.m. – 5:15 p.m.	Engineering & Research Group Meeting
5:30 p.m. – 6:30 p.m.	Associates Reception

Friday, August 2

8:00 a.m. – 9:30 a.m.	Breakfast
8:00 a.m. – 11:15 a.m.	Registration
8:00 a.m. – 9:00 a.m.	State Legislative Committee Meeting
9:15 a.m. – 11:00 a.m.	Closing Session President Roland Williams, Presiding
9:15 a.m. – 9:45 a.m.	Federal and State Legislative Updates <ul style="list-style-type: none"> • Jessica Gauger • Eric Sapirstein
9:45 a.m. – 10:30 a.m.	Closing Keynote Speaker
10:30 a.m. – 11:00 a.m.	Closing Business Session <ul style="list-style-type: none"> • 2024-2025 Board of Director Elections Results • Passing of the Gavel • President's Closing Remarks
11:00 a.m. – 1:00 p.m.	General Managers Meeting Roundtable and Lunch
11:00 a.m. – 3:00 p.m.	Attorneys Committee Meeting