



SANTA CLARA VALLEY WATER DISTRICT

NON-AGENDA

April 10, 2026

Board Policy EL-7 Communication and Support to the Board
The BAOs shall inform and support the Board in its work.

Page	<u>CEO BULLETIN & NEWSLETTERS</u>
3	CEO Bulletin: 04/08/26
	<u>BOARD MEMBER REQUESTS & INFORMATIONAL ITEMS</u>
	BMR/IBMR Weekly Reports: None
6	Email from LAFCO to the board, received 04/03/26, sharing the Adoption of Proposed LAFCO Budget for FY 2027, and a Notice of Public Hearing to Adopt the Final Budget for FY 2027.
36	Water Tracker- April
	<u>INCOMING BOARD CORRESPONDENCE</u>
39	Board Correspondence Weekly Report: 04/08/26
41	Email from Cindy Jiang to the board and Jennifer Codianne, Deputy Operating Officer, dated 04/01/26, requesting assistance in obtaining an encroachment permit. BC-26-0033
54	Letter from Karla Nemeth, Director of the Department of Water Resources, to Melanie Richardson, CEO, dated 04/06/26, regarding the availability of additional capacity for the Delta Conveyance Project. BC-26-0034
	<u>OUTGOING BOARD CORRESPONDENCE</u>
57	Email from Director Hsueh to Cindy Jiang, dated 04/06/26, in response to their email regarding the process of obtaining an encroachment permit.

CEO BULLETIN

CEO BULLETIN



To: Board of Directors
From: Melanie Richardson, Interim CEO

Weeks of March 20, 2026 – April 9, 2026

Board Executive Limitation Policy EL-7:

The Board Appointed Officers shall inform and support the Board in its work. Further, a BAO shall 1) inform the Board of relevant trends, anticipated adverse media coverage, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established and 2) report in a timely manner an actual or anticipated noncompliance with any policy of the Board.

Item	IN THIS ISSUE
<u>1</u>	Data Center Water Use
<u>2</u>	Planned 7-Day Penitencia Water Treatment Plant Shutdown (April 27 to May 4, 2026)
<u>3</u>	U.S. Bank Line of Credit Amendment
<u>4</u>	Valley Water's public meeting on the Anderson Dam Seismic Retrofit Project

1. Data Center Water Use

Valley Water recently participated in a webinar focused on the UC Berkeley Center for Law, Energy and the Environment report on Regulating Data Center Water Use in California. Valley Water reviewed the draft report and provided insights on data center water use in Santa Clara County. The report summarizes current knowledge on data center water use, maps the policy and regulatory framework, and develops recommendations, including developing an understanding of what efficient water use looks like for data centers, and the need to provide more guidance to support local decision-making. A copy of the report is available at: <https://www.law.berkeley.edu/research/clee/research/wheeler/water-innovation/data-center-water-use>.

The webinar included Sean Maguire, Board Member, CA State Water Resources Control Board; Caroline Lee, Partner, DLA Piper; and Assistant Officer Kirsten Struve of Valley Water. The webinar recording can be found at <https://www.deeprogram.org/event-details/regulating-data-center-water-use-in-california>.

For further information, please contact Kirsten Struve at (408) 630-3138.

2. Planned 7-Day Penitencia Water Treatment Plant Shutdown (April 27 to May 4, 2026)

Beginning April 27, 2026, the Penitencia Water Treatment Plant (PWTP) will undergo a planned seven (7)-day shutdown to perform critical annual maintenance activities, including electrical testing and system inspections.

These activities are essential to ensure that critical water treatment plant systems and equipment operate reliably and at full capacity in preparation for the upcoming high-flow season.

During this period, customers typically served by PWTP will be served by the Santa Teresa Water Treatment Plant (STWTP). Customers are expected to experience little to no change in their water quality or characteristics.

This shutdown schedule has been coordinated with East Pipeline (EPL) retailers. In addition, the joint Valley Water–San Francisco Public Utilities Commission Intertie Facility will be placed on standby to provide emergency supply to the EPL in the event of operational issues at STWTP or with the raw water source.

The PWTP is scheduled to return to service by the end of the day on May 4, 2026.

For further information, please contact Sam Bogale at (408) 630-3505.

3. U.S. Bank Line of Credit Amendment

On March 30, 2026, Valley Water closed on an amendment to the revolving line of credit with U.S. Bank to increase the maximum capacity by \$50 million, from \$150 million to \$200 million, and extend the term to April 30, 2029. The expansion is necessary to ensure sufficient short-term debt capacity is available to meet Valley Water's capital program financing requirements at the lowest cost. The fee to maintain this line of credit is 0.20% for the unutilized portion, or \$406,000 per year. The interest rate for any utilized amounts are adjusted monthly based on a 0.50% spread to the 1-month term Secured Overnight Financing Rate (SOFR), a benchmark overnight interest rate secured by U.S. Treasury securities. As of March 1, 2026, the interest rate for tax-exempt debt is 3.43% and taxable debt is 4.17%.

The amendment is authorized pursuant to Board Resolution 20-11 adopted by the Valley Water Board on April 28, 2020, which authorized up to a \$200 million revolving line of credit program with U.S. Bank.

For further information, please contact Darin Taylor at (408) 630-3068.

4. Valley Water's public meeting on the Anderson Dam Seismic Retrofit Project

On March 26, 2026, Valley Water held a public meeting to provide an update on the Anderson Dam Seismic Retrofit Project. The hybrid event was held at the Morgan Hill Community and Cultural Center and attracted a total of 50 participants. Valley Water Director John Varela provided comments to a group of about 24 attendees including Morgan Hill Mayor Mark Turner, and 26 people who joined remotely via Zoom.

The presentation covered an update on the Anderson Dam Tunnel Project, an overview on the Anderson Dam Seismic Retrofit Project, an introduction to the Live Oak Restoration Reach and concluded with a Question-and-Answer session, where staff engaged with community members.

A link to the meeting's recording is available on the project [website](#) and [Valley Water's YouTube channel](#).

For further information, please contact Rachael Gibson at (408) 630-2884.

BOARD MEMBER REQUESTS and Informational Items



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

777 North First Street
Suite 410
San Jose, CA 95112

SantaClaraLAFCO.org

Commissioners

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

Alternate Commissioners

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

Executive Officer

Neelima Palacherla

April 2, 2026

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

FROM: Neelima Palacherla, Executive Officer

**SUBJECT: ADOPTION OF PROPOSED BUDGET FOR FISCAL YEAR 2027 &
NOTICE OF JUNE 3, 2026 LAFCO PUBLIC HEARING**

At its public hearing on April 1, 2026, the Local Agency Formation Commission of Santa Clara County (LAFCO) adopted a Proposed Budget for Fiscal Year 2027, as recommended in the attached staff report. The attached report reviews the status of LAFCO's current year work plan and budget; and sets forth the proposed work plan and budget for Fiscal Year 2027.

LAFCO is scheduled to consider adoption of its Final FY 2027 Budget and Workplan at a public hearing on Wednesday, June 3, 2026 at 1:15 PM in the Board of Supervisors Chambers, County Government Center. The County Auditor will apportion LAFCO costs and invoice the cities, independent special districts and the County based on the Final Budget adopted by LAFCO.

The meeting agenda, staff reports and related meeting material will be available on the LAFCO website by May 29, 2026. All interested persons may attend the meeting as provided for on the agenda. Written public comments may be submitted by email to **LAFCO@ceo.sccgov.org** prior to the date of the hearing.

Attachment:

Staff Report on the Proposed Work Plan and Budget for FY 2027 (April 1, 2026)

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



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Mark Turner

ITEM # 5

Alternate Commissioners

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

Executive Officer

Neelima Palacherla

LAFCO MEETING: April 1, 2026

TO: LAFCO

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

SUBJECT: PROPOSED WORK PLAN AND BUDGET FOR FY 2027

FINANCE COMMITTEE / STAFF RECOMMENDATIONS

1. Adopt the Proposed Work Plan for Fiscal Year 2026-2027.
2. Adopt the Proposed Budget for Fiscal Year 2026-2027.
3. Find that the Proposed Budget for Fiscal Year 2027 is expected to be adequate to allow the Commission to fulfill its statutory responsibilities.
4. Authorize staff to transmit the Proposed Budget adopted by the Commission including the estimated agency costs as well as the LAFCO public hearing notice for the adoption of the Fiscal Year 2027 Final Budget to the cities, the special districts, the County, the Cities Association of Santa Clara County and the Santa Clara County Special Districts Association.

ANNUAL BUDGET PROCESS REQUIREMENTS

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

FISCAL YEAR 2026-2027 WORKPLAN & BUDGET DEVELOPMENT TIMELINE

Dates	Staff Tasks / LAFCO Action
March 9 - April 1	Notice of this public hearing was advertised in a local newspaper, posted on the LAFCO website and distributed to local agencies. The agenda and a link to the posted agenda packet are also distributed to local agencies, interested persons and organizations. The proposed Workplan and Budget are posted on the LAFCO website and available for public review and comment.
April 1	LAFCO public hearing on adoption of Proposed Workplan and Budget
April 2	Proposed Work Plan and Budget, preliminary apportionments and LAFCO public hearing notice for Final Budget Hearing transmitted to agencies
June 3	LAFCO public hearing and adoption of Final Budget
June 3 - July 1	Final Budget transmitted to agencies; Auditor requests payment from agencies

LAFCO FINANCE COMMITTEE

At its February 4, 2026 LAFCO meeting, the Commission appointed Alternate Commissioner Chapman, Alternate Commissioner Hilton and Alternate Commissioner O'Neill to serve on the Finance Committee.

At its special meeting held on March 5, 2026, the Finance Committee discussed the progress on the current year work plan and the status of the current year budget; and recommended the proposed FY 2027 work plan and budget for consideration and adoption by the full commission.

CURRENT YEAR IN REVIEW

PROGRESS REPORT ON FY 2025-2026 WORK PLAN

LAFCO's current fiscal year workplan was adopted at a noticed public hearing held on June 4, 2025. **Attachment A** depicts the current status (through the third quarter of the year) of the 2025-2026 Work Program. The first part of the fiscal year was dedicated to completing Phase 2 of the comprehensive review and update of LAFCO policies including service review policies, indemnification policy, incorporation policies, LAFCO bylaws, and policies and procedures related to operational and administrative functions. These updated policies have been assembled into a Policies and Procedures Manual that is now posted on the LAFCO website.

LAFCO is beginning the Countywide water and wastewater service review – to review, evaluate and recommend improvements to water and wastewater service delivery in the county. A Technical Advisory Committee composed of representatives from affected agencies has been formed, a consultant firm has been retained through a RFP process, and a dedicated project webpage has been created in preparation for launching the study.

Concurrently, LAFCO will initiate a service review of the Santa Clara County Mosquito and Vector Control District in June 2026.

In April, staff is organizing a strategic planning workshop session for the Commission to consider the development of environmental justice policies.

LAFCO anticipates receiving a special district annexation and sphere of influence amendment application. Staff has conducted pre-application meetings and responded to numerous requests for assistance from local and regional agencies on matters such as city service extensions, city annexations and urban service area amendments, special district annexations, and builders remedy projects. Additionally, responding to public inquiries, including public records act requests, remains a significant and growing area of focus, with staff noting an increase in both volume and complexity.

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

There have been no changes in Commission membership during this fiscal year. The LAFCO office is fully staffed, with 4.0 FTE positions. Additionally, the implementation of a training and professional development work plan for LAFCO staff is underway, ensuring continued growth, skill enhancement, and alignment with best practices in local government and land use planning.

Several key administrative activities and projects have been completed, including the development of a new LAFCO database to efficiently track public inquiries and manage the contacts directory; and completion of LAFCO website upgrade. The development of a new database to track application processing activity is currently underway.

Projects that will not be completed by the end of the fiscal year will be incorporated into the proposed FY 2027 work plan to ensure their continued progress and completion in alignment with LAFCO's strategic objectives.

The LAFCO Annual Report for FY 2026 will be published at the close of the fiscal year. This report will document all applications reviewed and processed during the year and will highlight LAFCO's accomplishments, activities, and key projects undertaken or completed throughout the period.

STATUS OF FY 2025-2026 ADOPTED BUDGET

Attachment D includes the FY 2026 budget adopted by the Commission at a noticed public hearing on June 4, 2025, the status of LAFCO's expenditures and revenues as of February 18, 2026, and expenditure and revenue projections for end of FY 2026. The adopted LAFCO budget/operating expenses for FY 2026 is \$1,365,669. It is estimated that the total year-end projected expenditures for FY 2026 would be approximately 5% higher than the adopted budget primarily due to staff salary and benefit costs being higher than the estimates provided at the time of budget adoption. However, due to slightly higher than anticipated revenue amounts and a larger than estimated fund balance from the previous year (\$176,483 vs. \$63,997), LAFCO's year-end operating expense is estimated to remain approximately 5% lower than that in the adopted FY 2026 budget. LAFCO has received the respective FY 2026 funds from the County, the cities and the independent special districts based on the adopted budget. Therefore, the unspent funds will carry over into FY 2027 and will be used to reduce net operating expenses that would in turn translate to reduced FY 2027 costs for contributing agencies.

PROPOSED WORK PLAN FOR FISCAL YEAR 2027

Attachment C includes the proposed work plan for FY 2027, as recommended by the Finance Committee, for consideration and adoption by the full commission.

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

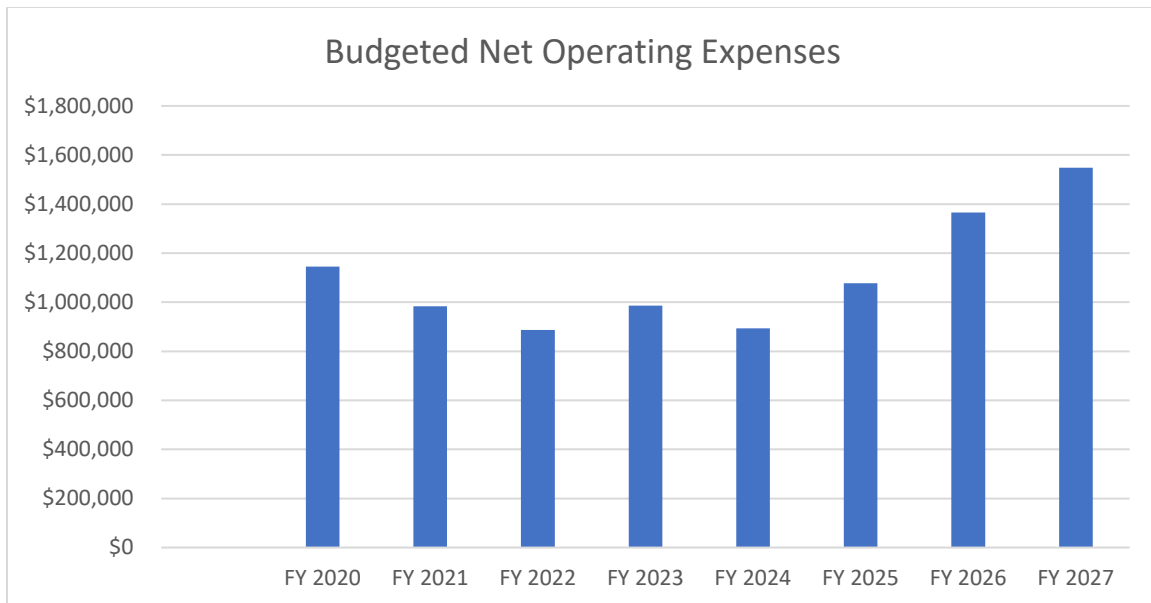
The proposed work plan includes a broad spectrum of responsibilities that LAFCO, as an independent local agency and as a regulatory body of the state, is expected to fulfill in its role of promoting sustainable growth and good governance in Santa Clara County. It incorporates the Commission's legislative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

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

PROPOSED BUDGET FOR FISCAL YEAR 2027

Attachment D includes the proposed budget for FY 2026-2027 as recommended by the Finance Committee, for consideration and adoption by the full commission. The Finance Committee conducted a thorough review of the work plan and budget and recognized the public benefit of LAFCO's work and the high demand for LAFCO's services from local agencies and the public. The Committee maintained its commitment to ensure adequate resources that allow the Commission to fulfill its statutory responsibilities and accomplish its work plan while also limiting costs for LAFCO's funding agencies.

The overall projected expenditure for FY 2027 (\$1,640,951) in the proposed budget is 12% higher than the current year budgeted expenses (\$1,464,666). This increase in expenditures is largely due to both an increase in the cost of staff salaries and benefits and a larger budgeted amount for consultant services. Correspondingly, LAFCO's proposed net operating expense for FY 2027 is approximately 13% higher than the FY 2026 budgeted net operating expense.



DESCRIPTION OF FY 2026-2027 BUDGET LINE ITEMS

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

The following is a detailed itemization of the proposed budget.

EXPENDITURES

Expenditures are divided into two main sections: Staff Salaries and Benefits (Object 1) which comprise approximately 66% of the total expenditures; and Services and Supplies (Object 2).

OBJECT 1. SALARIES AND BENEFITS \$1,088,248

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

OBJECT 2. SERVICES AND SUPPLIES

5255100 Intra-County Professional \$12,000

This includes the costs for services from various County agencies such as the County Surveyor's Office, the County Assessors' Office, and the Registrar of Voters. The County Surveyor assists with map review and approval for boundary change proposals as well as with research to resolve boundary discrepancies. The County Assessor's Office prepares reports for LAFCO and the Registrar of Voters provides data necessary for processing LAFCO applications. This item also allows LAFCO to seek GIS mapping services including support and technical assistance from the County Planning Office, as necessary. This item also includes the approximate annual cost (\$5,622) associated with webcasting the regular LAFCO meetings held in the County Board of Supervisors Chambers. In February 2021, LAFCO and the County entered into an MOU regarding webcasting services and associated costs for LAFCO meetings. As a result of the pandemic and virtual meetings, webcasting of LAFCO meetings did not begin until April 2023.

5255800 Legal Counsel \$90,716

This item covers the cost for general legal services.

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

The monthly retainer for FY 2027 increases to \$7,223, based on a 2.2% increase in the Consumer Price Index for the prior calendar year (2025). This item covers the

annual retainer fees and includes additional monies to cover approximately 10 hours of work outside the retainer at the hourly rate of \$404.

5255500 Consultant Services \$250,000

This item is budgeted for hiring consultants to assist LAFCO with special projects such as for conducting service reviews and special studies, and scanning LAFCO's hardcopy records into the existing electronic document management system, among other projects. The Commission must take action to authorize such special projects prior to expending funds. This item also includes costs associated with ongoing consultant contracts for projects such as the countywide water and wastewater service review, the maintenance and hosting of the LAFCO website by an outside provider; the annual financial audits of LAFCO, and the development and ongoing licensing and support for the new LAFCO database. The FY 2027 budget for this item reflects an increase of \$75,000 from the previous year, to accommodate two comprehensive service reviews planned for the fiscal year – the ongoing Countywide Water and Wastewater Service Review and the upcoming service review for the Santa Clara County Mosquito and Vector Control District.

5285700 Meal Claims \$1,000

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

5220200 Insurance \$8,000

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

The estimates for FY 2027 were not available from SDRMA as of writing this report. The Final budget will reflect any major revisions to these estimates.

5270100 Rent & Lease \$59,556

This item includes FY 2027 monthly rent for LAFCO office space located at 777 North First Street, Suite 420, San Jose. The original lease term for the office space expired on May 5, 2022. At its February 2, 2022 meeting, the Commission authorized the extension of the lease for a five-year period through April 30, 2027. Staff has contacted the building management and has obtained terms for a potential 5-year lease extension. Staff is also working with the County to explore availability of suitable space in a county-owned facility that can meet LAFCO's long-term office space needs as an independent agency.

5250100 Office Expenses \$5,000

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

5255650 Data Processing Services \$23,948

This item includes estimated costs associated with County Technology Solutions & Services Department (TSS) providing IT services to the LAFCO program. According to TSS, the projected costs cover Telecom services for 5 phones- VOIP/Landline (\$1,980), Wireless Carrier Service (\$1,045), enterprise licensing including MS Adobe special order, Acrobat Pro and MS Visio monthly subscription (\$4,748), and other services (\$16,175) comprising Enterprise Content Management services and solutions, Kronos support, Architecture and Innovation Services, Claranet services, Data Analytics and Visualizations, digital print and sccLearn. Any further revised cost estimates received from the County will be reflected in the Final LAFCO budget.

5225500 Commissioner's Fees \$10,000

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

5260100 Publications and Legal Notices \$1,000

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

5245100 Membership Dues \$15,300

This item includes CALAFCO – the California Association of LAFCOs membership dues. At its meeting in December 2023, the CALAFCO Board voted to approve a 3% rate adjustment to account for the CPI increase (June 2024 to June 2025), in accordance with the CALAFCO Bylaws. The FY 2026 membership dues for Santa Clara LAFCO is \$13,309.

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

5250750 Printing and Reproduction \$1,500

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

5285800 Business Travel \$21,000

This item includes funding for staff and commissioners to attend conferences and workshops. It would cover costs of air travel, accommodation, conference registration and other expenses at the conferences. CALAFCO annually holds a Staff Workshop (Location TBD, April 2027) and an Annual Conference (Sacramento, October 2026) that is attended by commissioners as well as staff. Additionally, this item includes funding for travel costs associated with Commissioner Kamei serving on the CALAFCO Board.

5285300 Private Automobile Mileage \$1,000

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

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

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

5281600 Overhead \$42,139

This overhead charge is established by the County Controller's Office, for service rendered by various County departments that do not directly bill LAFCO. The overhead includes LAFCO's share of the County's FY 2027 Cost Allocation Plan which is based on actual overhead costs from FY 2025 – the most recent year for which actual costs are available. The overhead amount includes the following charges from:

County Executive's Office:	\$6,149
Controller-Treasurer:	\$12,679
Employee Services Agency:	\$10,771
OBA:	\$426
TSS Intragovernmental Service:	\$1,379
Technology Services & Solutions:	\$1,372
Procurement:	\$39
Equal Opp. (County Counsel):	\$1,382
CoB – Harvey Rose Mgt Audit:	\$18
Facilities and Fleet:	\$297

Further, a "roll forward" is applied which is calculated by comparing FY 2025 Cost Plan estimates with FY 2025 actuals. The FY 2025 cost estimates were lower than the actuals by \$7,572; this amount is added to the FY 2027 Cost Plan. This is a state requirement.

5275200 Computer Hardware \$4,000

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

5250800 Computer Software \$4,000

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

5250250 Postage \$500

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

5252100 Training Programs \$2,000

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

REVENUES

4103400 Application Fees \$25,000

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

4301100 Interest \$10,000

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

3400150 Fund Balance from Previous Fiscal Year (i.e., FY 2026) \$57,251

It is projected that there will be a savings or fund balance of approximately \$57,251 at the end of the current year, which will be carried over to reduce the proposed Fiscal Year 2027 costs for LAFCO's funding agencies (cities, independent special districts and the County).

Projected Year-End [FY 2026] Fund Balance = (Projected Year-End [FY 26] Revenue + Actual Fund Balance from Previous Fiscal Year [FY 25] + Funds Received from Local Agencies in FY 26) - (Projected Year-End [FY 26] Expenses)

= (\$50,000+ \$176,483 + \$1,365,669) - \$1,534,901

= \$57,251

The fund balance excludes the reserves.

RESERVES

3400800 Reserves Available \$200,000

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

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

In FY 2022, LAFCO reduced the Reserves from \$250,000 to \$200,000, in order to further reduce costs to local agencies given the COVID -19 related economic hardships; and has maintained the reserve level at \$200,000 since then. The Finance Committee recommends maintaining the current level of reserves for FY 2027. This places the proposed Reserve amount at approximately 12% of the total FY 2027

expenditures. LAFCO has not adopted a Reserves policy, however as an independent agency, LAFCO should maintain sufficient reserves for flexibility and stability in the event of unanticipated needs.

FY 2027 NET OPERATING EXPENSES

FY 2027 Net Operating Expenses = (Proposed FY 2027 Expenditures) - (Proposed FY 2027 Fee & Interest Revenues + Projected Fund Balance from FY 2026)
= (\$1,640,951) - (\$35,000 + \$57,251)
= \$1,548,700

The projected operating expense for FY 2027 is based on projected expenditures and revenues as well as on estimated fund balance for the current year. Further revisions may be needed as we get a better indication of current year expenses/revenues towards the end of this fiscal year. Additionally, a more accurate projection of costs/revenues for the upcoming fiscal year could become available, particularly for employee salary and benefits. This could result in changes to the proposed net operating expenses for FY 2027 which will be reflected in the Final budget and which could in turn impact the costs for each of LAFCO's funding agencies.

COST APPORTIONMENT TO CITIES, INDEPENDENT SPECIAL DISTRICTS AND COUNTY

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

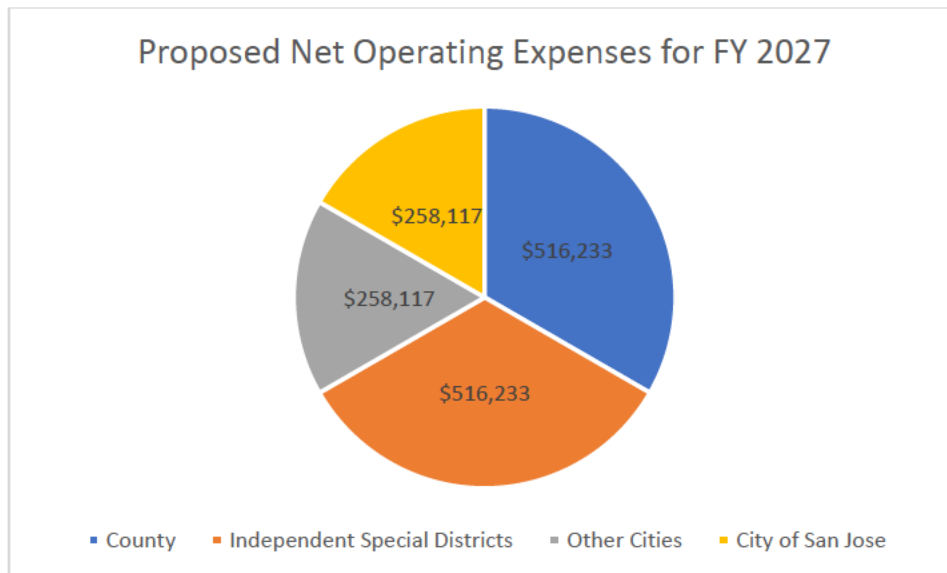
The City of San Jose has permanent membership on LAFCO pursuant to Government Code Section 56327. As required by Government Code §56381.6(b), the City of San Jose's share of LAFCO costs must be in the same proportion as its member bears to the total membership on the commission, excluding the public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

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

Therefore, in Santa Clara County, the County pays a third of LAFCO's operational costs, the independent special districts pay a third, the City of San Jose pays one

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

The following is a draft apportionment to the agencies based on the proposed net operating expenses for FY 2027.



Apportionment of the costs among the 14 cities and among the 17 independent special districts will be calculated by the County Controller's Office after LAFCO adopts the final budget in June. In order to provide each of the cities and districts with a general indication of their costs in advance, **Attachment E** includes draft estimated apportionments, based on the proposed FY 2027 net operating expenses and the FY 2023-2024 Cities Annual Report from the State Controller's Office. The final apportionments will be prepared by the County Controller's Office based on the latest available Cities Annual Report.

ATTACHMENTS

Attachment A:	Status of FY 2026 Work Plan
Attachment B:	LAFCO Financials 2008-2025
Attachment C:	Proposed Work Plan for Fiscal Year 2027
Attachment D:	Proposed LAFCO Budget for Fiscal Year 2027
Attachment E:	Estimated FY 2027 Costs to Agencies

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

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

**** Indicates emergent work items underway by staff or authorized by the Commission that fall outside the adopted FY 2026 work plan**

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
LAFCO APPLICATIONS	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H	Several pre-application meetings held (e.g., USA amendments for cities of Gilroy and Morgan Hill, annexation to fire district)
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H	Ongoing, as needed
	Comprehensive review and update of LAFCO policies for context, clarity and consistency with State law – Phase 2	Develop a Phase 2 workplan /timeline for commission consideration and begin implementation	Staff	H	Completed Phase 2 Policies revision (December 2025). **Completed preparation of the LAFCO Policies and Procedures Manual – now available on the LAFCO website (February 2026)
	Prepare flowcharts for LAFCO processes and update application packets and application	Upon completion of policies update	Staff/ Consultant	L	In progress. Review and update of application packets, including for

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
	fee schedules for current requirements and ease of public use				compliance with accessibility requirements
	Conduct a Strategic Planning Workshop for the Commission to consider the development of Environmental Justice Policies and other emerging policy ideas, with the goal of advancing innovative LAFCO policies through a strategic plan	Identify a facilitator for the Workshop - Early 2026	Staff/ Consultant	M	To be held in April 2026. Workshop planning in progress. Identifying facilitator and potential speaker(s)
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow-up on responses including review/research of city limits/ USA boundaries, provide assistance with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L	As needed
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H	As needed
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS &	Conduct outreach to increase awareness of LAFCO's role	Presentations on LAFCO to cities, other agencies or organizations, as relevant Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County Seek exhibit opportunities at public spaces / events Maintain website as the primary information resource on LAFCO	Staff	L M L H	Presentations provided upon request: Leadership Sunnyvale (12/25), Leadership Morgan Hill (3/26) Ongoing Website upgrade in progress

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), County Planning Dept.(quarterly) Small water systems issues / legislation Collaborate with agencies and entities with goals common to LAFCO	Staff	M M M	Ongoing Ongoing meetings
	Track LAFCO related legislation	Commission takes positions and submits letters on proposed legislation	Staff	M	Ongoing, as needed
	Respond to public inquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries Update the PRA form for the website Document research on complex inquiries Report to Commission on complex inquiries	Staff	H L L H	Ongoing
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Fire Service Review	Work with interested agencies on implementing recommendations requiring LAFCO action (Table B Recommendations)	Staff	H	As needed.
	Countywide Water and Wastewater Service Review	Develop water/wastewater service review workplan and identify method for consultant selection	Staff	M	TAC formed (October 2025), Consultant selected (March 2026), Project webpage created (March 2026)
	**Service Review for the Santa Clara County Mosquito and Vector Control District	Prepare scope of work and timeline and draft RFP for consultant	Staff	H	On hold until LAFCO Meeting in June 2026
	Continue to monitor implementation of recommendations from previous service	RRRPD study – city took action to delay decision on consolidation	Staff	L	Pending city action

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
	reviews and conduct special studies, as necessary				
	Map Mutual Water companies	Initial maps complete, further work through service review	Staff	L	As part of Countywide Water Service Review
	Engage in or support grant/partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L	Collaboration Letter for the Bay Area Agricultural Resiliency Collaborative Planning Project SALC Grant (June 2025) Support letter for Santa Clara Valley Open Space Authority SALC Application for 412-acre Agricultural Conservation Easement (July 2025)
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	L	JPA information obtained from Fire Service Review – posted on the LAFCO website

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
COMMISSION SUPPORT	Provide ongoing support to the 12 commissioners for regularly scheduled Commission meetings, special meetings and Committee meetings (Finance Committee, Ad Hoc Committee on Policies and the Fire Service Review TAC)	Prepare and distribute public hearing notices and agenda packets, provide staff support during the meetings, record minutes, broadcast meetings Hold pre-agenda review meeting with Chair Hold pre-meeting calls with individual commissioners to address agenda item questions Process commissioner per diems for attendance at LAFCO meetings	Staff	H	Ongoing
	Keep the Commission informed	EO report, off-agenda emails, as needed Provide ongoing educational opportunities / events including presentation from local agencies	Staff	H	Ongoing
	Onboarding new Commissioners	Facilitate filing / completion of Form 700, commissioner pledge, ethics training. Update LAFCO letterhead, directory, and website Set up vendor accounts, provide parking permits Conduct new Commissioner orientation Recognize outgoing commissioners for service on LAFCO Organize Commissioner / staff luncheon	Staff	H	Ongoing - as needed Orientation for Commissioner Lee staff (February 2026)

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
	Commissioners Selection Process	Inform appointing bodies of any upcoming vacancies and provide information on appointment criteria Convene ISDSC committee meeting, as necessary Coordinate public member selection process, as necessary	Staff	H	Ongoing, as needed.
	Commissioner participation in CALAFCO	Support commissioner participation in CALAFCO activities / or election to the CALAFCO Board	Staff	L	Commissioner Kamei elected to CALAFCO Board in October 2025 Commissioner Kamei appointed as alternate on the CALAFCO Legislative Committee. Chair and EO attend CALAFCO Board and Legislative Committee meetings
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March –June 2026	Staff	H	In progress
	Prepare LAFCO annual budget	March –June 2026	Staff	H	In progress
	Prepare LAFCO Annual Report	August 2025	Staff	H	Completed in October 2025
	Prepare LAFCO Annual Financial Audit	October 2025 (Contract with Chavan Associates extended for FY 2024 thru FY 2027)	Consultant / Staff	H	Completed in December 2025
	Office / facility management	Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers,	Staff	H	Ongoing

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
ADMINISTRATIVE PROJECTS		office security, procurement, installation & maintenance Order and manage office supplies Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease extended (lease extended through April 30, 2027)			
	Records management	Organize scan of LAFCO records to Electronic Document Management System (LaserFische) Maintain LAFCO's hard copy records Maintain and enhance the LAFCO Website Maintain LAFCO database	Staff/ Consultant Staff	H H H H	On hold until completion of website upgrades **Website upgrade and accessibility compliance Completed (March 2026). PDF accessibility to be completed by the 4/24/26 legislative deadline Completed development of a new LAFCO database to track public inquiries, and manage contacts directory (July 2025). Development of database to track applications in progress

STATUS OF CURRENT YEAR WORK PLAN (FY 2026)

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY	STATUS
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships Coordinate with County Controller's Office and track annual collection of payments from member agencies	Staff	H	Ongoing
	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed, and also as part of Phase 2 Policies Revision	Staff	H	Completed, as part of Phase 2 policies review and update
	Staff training and development	CALAFCO workshops, conferences, relevant courses Implementation of the work plan for staff professional development Staff retreat for team bonding and staff development	Staff	H H M	Attended CALAFCO Annual Conference October 2025 CALAFCO Staff Workshop (April 2026) Ongoing training
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H	Ongoing
	Staff performance evaluation	May – December 2025	Staff/ Commission	H	Completed
	Other administrative functions mandated of a public agency (Form 700 annual filing & AB 1234 training compliance, Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H	Ongoing

ITEM # 5

Attachment B

FY 2008 - FY 2025 LAFCO FINANCIALS

ITEM NO.	TITLE	ACTUALS FY 2008	ACTUALS FY 2009	ACTUALS FY 2010	ACTUALS FY 2011	ACTUALS FY 2012	ACTUALS FY 2013	ACTUALS FY 2014	ACTUALS FY 2015	ACTUALS FY 2016	ACTUALS FY 2017	ACTUALS FY 2018	ACTUALS FY 2019	ACTUALS FY 2020	ACTUALS FY 2021	ACTUALS FY 2022	ACTUALS FY 2023	ACTUALS FY 2024	ACTUALS FY 2025
EXPENDITURES																			
	Salary and Benefits	\$356,009	\$400,259	\$406,650	\$413,966	\$393,194	\$411,929	\$450,751	\$466,755	\$484,216	\$514,381	\$628,534	\$713,900	\$744,439	\$730,716	\$639,099	\$697,700	\$823,668	\$921,561
Object 2:	Services and Supplies																		
5255100	Intra-County Professional	\$66,085	\$57,347	\$13,572	\$4,532	\$6,118	\$5,260	\$5,663	\$4,379	\$18,523	\$1,292	\$703	\$3,593	\$346	\$201	\$354	\$3,785	\$9,107	\$6,398
5255800	Legal Counsel	\$0	\$9,158	\$67,074	\$52,440	\$48,741	\$56,791	\$53,550	\$52,854	\$57,498	\$71,131	\$59,400	\$72,276	\$69,975	\$65,791	\$78,977	\$78,326	\$80,945	\$82,500
5255500	Consultant Services	\$19,372	\$75,000	\$76,101	\$58,060	\$102,349	\$59,563	\$35,602	\$37,250	\$39,625	\$0	\$45,000	\$52,650	\$106,709	\$41,966	\$25,389	\$106,867	\$55,742	\$28,325
5285700	Meal Claims	\$0	\$368	\$277	\$288	\$379	\$91	\$228	\$209	\$367	\$50	\$901	\$257	\$166	\$0	\$56	\$1,473	\$273	\$641
5220100	Insurance	\$491	\$559	\$550	\$4,582	\$4,384	\$4,378	\$4,231	\$4,338	\$4,135	\$4,679	\$4,893	\$5,296	\$5,893	\$10,452	\$8,591	\$7,042	\$14,982	\$8,664
1151	Office Expenses	\$1,056	\$354	\$716	\$639	\$1,212	\$536	\$850	\$783	\$6,266	\$48,632	\$15,412	\$4,702	\$2,544	\$1,151	\$1,462	\$2,211	\$3,878	\$2,115
5270100	Rent and Lease											\$41,120	\$39,360	\$44,478	\$46,254	\$47,903	\$53,172	\$54,766	\$56,416
5255650	Data Processing Services	\$8,361	\$3,692	\$3,505	\$1,633	\$3,384	\$1,663	\$3,311	\$9,024	\$1,519	\$6,869	\$877	\$11,894	\$15,500	\$21,223	\$18,125	\$27,297	\$24,183	\$22,585
5225500	Commissioners' Fee	\$5,700	\$5,400	\$3,500	\$3,400	\$4,000	\$4,900	\$5,800	\$4,900	\$6,700	\$5,300	\$5,400	\$5,000	\$4,600	\$6,100	\$4,200	\$4,500	\$6,300	\$6,000
5260100	Publications and Legal Notices	\$1,151	\$563	\$1,526	\$363	\$916	\$222	\$378	\$2,484	\$487	\$191	\$145	\$192	\$44	\$90	\$704	\$470	\$134	\$8,359
5245100	Membership Dues	\$5,500	\$7,000	\$7,000	\$7,000	\$7,000	\$14,473	\$0	\$7,428	\$7,577	\$8,107	\$8,674	\$9,615	\$11,822	\$12,144	\$12,316	\$12,921	\$13,936	\$14,318
5250750	Printing and Reproduction	\$5	\$0	\$0	\$0	\$0	\$0	\$9	\$177	\$703	\$0	\$0	\$0	\$799	\$0	\$0	\$435	\$202	\$0
5285800	Business Travel	\$7,238	\$8,415	\$4,133	\$8,309	\$3,095	\$4,777	\$5,800	\$4,042	\$5,811	\$3,877	\$13,091	\$4,260	\$6,908	\$0	\$0	\$4,933	\$12,612	\$11,356
5285300	Private Automobile Mileage	\$1,016	\$704	\$832	\$1,185	\$615	\$424	\$409	\$396	\$1,009	\$1,264	\$590	\$689	\$696	\$61	\$0	\$42	\$542	\$525
5285200	Transportation&Travel (County Car Usage	\$894	\$948	\$629	\$0	\$384	\$250	\$371	\$293	\$559	\$605	\$0	\$328	\$256	\$0	\$0	\$323	\$0	\$192
5281600	Overhead	\$42,492	\$62,391	\$49,077	\$46,626	\$60,647	\$43,133	\$42,192	\$34,756	\$49,452	\$0	\$28,437	\$69,944	\$4,505	\$30,917	\$49,173	\$30,041	\$20,346	\$21,187
5275200	Computer Hardware	\$0	\$451	\$0	\$83	\$2,934	\$1,791	\$2,492	\$0	\$106	\$0	\$0	\$773	\$0	\$0	\$0	\$0	\$0	\$0
5250800	Computer Software	\$0	\$0	\$626	\$314	\$579	\$3,124	\$933	\$1,833	\$2,079	\$754	\$4,505	\$3,012	\$1,200	\$4,708	\$1,753	\$1,843	\$1,203	\$2,261
5250250	Postage	\$1,160	\$416	\$219	\$568	\$309	\$589	\$246	\$597	\$411	\$209	\$183	\$117	\$73	\$184	\$159	\$42	\$30	\$24
5252100	Staff Training Programs	\$0	\$665	\$491	\$250	\$300	\$0	\$0	\$1,431	\$0	\$0	\$0	\$350	\$525	\$70	\$70	\$35	\$0	\$0
5701000	Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$516,530	\$633,691	\$636,478	\$604,238	\$640,540	\$613,895	\$612,816	\$633,929	\$687,043	\$667,342	\$857,865	\$998,208	\$1,021,478	\$972,028	\$888,331	\$1,033,458	\$1,122,849	\$1,193,427
REVENUES																			
4103400	Application Fees	\$46,559	\$41,680	\$35,576	\$48,697	\$37,426	\$45,458	\$63,561	\$27,386	\$146,168	\$20,436	\$29,864	\$33,049	\$7,587	\$34,622	\$41,847	\$19,637	\$27,615	\$21,074
4301100	Interest: Deposits and Investments	\$24,456	\$16,230	\$6,688	\$4,721	\$4,248	\$3,416	\$2,674	\$2,844	\$6,073	\$10,830	\$12,620	\$12,141	\$18,176	\$10,488	\$7,831	\$25,401	\$32,352	\$33,334
TOTAL REVENUES		\$71,015	\$57,911	\$42,264	\$53,418	\$41,674	\$48,873	\$66,235	\$30,230	\$152,241	\$31,266	\$42,484	\$45,190	\$25,763	\$45,110	\$49,678	\$45,038	\$59,967	\$54,408
AVAILABLE FUND BALANCE																			
3400150	END OF YEAR	\$271,033	\$368,800	\$334,567	\$275,605	\$209,987	\$208,219	\$160,052	\$226,111	\$187,310	\$293,489	\$331,177	\$314,693	\$352,123	\$312,351	\$410,027	\$407,583	\$237,891	\$176,483
3400800	RESERVES AVAILABLE				\$100,000	\$100,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$250,000	\$250,000	\$200,000	\$200,000	\$200,000	\$200,000
BUDGETED COSTS TO AGENCIES																			
5440200	County	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$281,780	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729	\$455,223
4600100	Cities (San Jose 50% +other cities 50%)	\$271,641	\$270,896	\$267,657	\$292,601	\$298,597	\$282,625	\$156,002	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729	\$455,223
4600100	Independent Special Districts							\$296,892	\$187,521	\$220,668	\$225,778	\$266,298	\$277,942	\$381,904	\$327,928	\$295,443	\$328,658	\$297,729	\$455,223

PROPOSED WORK PLAN FOR FISCAL YEAR 2027

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
APPLICATIONS REVIEW / PROCESSING AND LAFCO POLICY DEVELOPMENT	Process applicant-initiated LAFCO proposals	Encourage pre-application meetings prior to application submittal Conduct pre-agenda meetings with County Depts. to obtain Assessor & Surveyor reports, as needed Process applications per CKH Act requirements: issue Notice of Application, Certificate of Filing / Sufficiency, Public Hearing Notice, staff report, conduct protest proceedings, as needed	Staff	H
	Comment on potential LAFCO applications, relevant projects & development proposals, city General Plan updates and/ or related environmental documents	Ongoing, as needed	Staff	H
	Track and follow-up on LAFCO conditions of approval	Ongoing, as needed	Staff	H
	Update application packets and application fee schedules for current requirements and ease of public use	Ongoing, as needed	Staff	L
	Follow up on action items from the April 2026 Strategic Planning Workshop	Per Commission direction	Staff	M

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ISLAND ANNEXATIONS	Conduct outreach to cities with islands, follow up on responses including review/research of city limits/ USA boundaries, and assist with annexations or necessary USA amendments	Prepare and distribute island maps to cities	Staff	L
	Review and finalize city-conducted island annexations	Ongoing, as needed	Staff	H
OUTREACH, GOVERNMENT / COMMUNITY RELATIONS & CUSTOMER SERVICE	Conduct outreach to increase awareness of LAFCO's role	Presentations on LAFCO to cities, other agencies or organizations, as relevant Distribute LAFCO communications material to elected officials and staff of cities, special districts and the County Seek exhibit opportunities at public spaces / events Maintain website as the primary information resource on LAFCO	Staff	M M L H
	Engage and establish relationships with local (cities, districts, county), regional (ABAG/MTC), state (SGC, OPR, DoC, SWRCB) agencies, organizations such as SDA, SCCAPO, CALAFCO, other stakeholder groups	Attend regular meetings of SDA (quarterly), SCCAPO (monthly), and County Planning Dept. (quarterly) Small water systems issues / legislation Collaborate with agencies and entities with goals common to LAFCO	Staff	M M M
	Engage in or support grant / partnership opportunities on issues related to enhancing viability of agriculture, and climate smart growth	As needed, and as opportunities arise	Staff	L
	Track LAFCO related legislation	Commission takes positions and submits letters on proposed legislation	Staff	M
	Respond to public inquiries re. LAFCO policies, procedures and application filing requirements	Timely response to public inquiries	Staff	H
		Document research on inquiries in the LAFCO database		H
		Report to Commission on complex inquiries		H

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
SERVICE REVIEWS, SPECIAL STUDIES & SPHERE OF INFLUENCE UPDATES	Countywide Water and Wastewater Service Review	Conduct service review per approved scope and schedule, anticipated completion Spring 2027	Staff/Consultant	H
	Santa Clara County Mosquito and Vector Control District Service Review	Conduct service review per scope and schedule authorized by Commission, anticipated to begin in early Fall 2026	Staff / Consultant	H
	Countywide Fire Service Review	Work with interested agencies on implementing recommendations requiring LAFCO action (Table B Recommendations)	Staff	M
	Continue to monitor implementation of recommendations from previous service reviews and conduct special studies, as necessary	RRRPD study – city took action to delay decision on consolidation	Staff	L
	Map Mutual Water companies	Initial maps complete, further through water service review	Staff	H
	Compile and post JPA filings on the LAFCO website	Notice provided, gather JPA information through service review process	Staff	M

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

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

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS	Prepare LAFCO annual work plan	March – June 2026	Staff/Finance Committee	H
	Prepare LAFCO annual budget	March – June 2026	Staff/Finance Committee	H
	Prepare LAFCO Annual Report	August 2026	Staff	H
	Prepare LAFCO Annual Financial Audit	October 2026 (Contract with Chavan Associates extended for FY 2024 thru FY 2027)	Consultant / Staff	H
	Office / facility management	Work with the County to consider potential availability of office space at a County facility, and/or negotiate extension of current office space lease Coordinate with Building Manager on facilities issues Coordinate with County re. computers/network, phone, printers, office security, procurement, installation & maintenance Order and manage office supplies Make travel arrangements and process expense reimbursements. Process mileage reimbursements Office space lease through April 30, 2027	Staff	H
	Records management	Organize scan of LAFCO records to Electronic Document Management System (Laserfiche)	Staff/ Consultant	H
		Maintain LAFCO's hard copy records	Staff	H
		Maintain and enhance the LAFCO Website		H
		Maintain LAFCO database		H
	Contracts and payments & receivables	Track consultant contracts and approve invoices Approve vendor invoices / process annual payments for various services/ memberships	Staff	H

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

	PROJECT DESCRIPTION	ACTIVITIES / TIMELINE	RESOURCES	PRIORITY*
ADMINISTRATIVE PROJECTS		Coordinate with County Controller's Office and track annual collection of payments from member agencies		
	Review and update LAFCO bylaws / administrative policies and procedures	Ongoing, as needed	Staff	H
	Staff training and development	CALAFCO workshops, conferences, relevant courses	Staff	H
		Implementation of the work plan for staff professional development		H
		Staff retreat for team bonding and staff development		M
	Coordinate with County on administrative issues	Attend monthly meetings with the Deputy County Executive	Staff	H
	Staff and EO performance evaluation	May – December 2026	Staff/Commission	H
	Other administrative functions mandated of a public agency (Form 806, maintaining liability/workers comp insurance, etc.)	Ongoing	Staff	H

**PROPOSED LAFCO BUDGET
FISCAL YEAR 2026- 2027**

ITEM #	TITLE	APPROVED BUDGET FY 2026	ACTUALS Year to Date 2/18/2026	PROJECTIONS Year End FY 2026	PROPOSED BUDGET FY 2027
EXPENDITURES					
Object 1:	Salary and Benefits	\$994,427	\$610,372	\$1,082,821	\$1,088,248
Object 2:	Services and Supplies				
5255100	Intra-County Professional	\$12,000	\$430	\$12,000	\$12,000
5255800	Legal Counsel	\$88,766	\$41,250	\$85,000	\$90,716
5255500	Consultant Services	\$175,000	\$19,100	\$175,000	\$250,000
5285700	Meal Claims	\$1,000	\$0	\$1,000	\$1,000
5220100	Insurance	\$8,000	\$14	\$14	\$8,000
5250100	Office Expenses	\$5,000	\$1,501	\$5,000	\$5,000
5270100	Rent & Lease	\$58,106	\$38,544	\$58,106	\$59,000
5255650	Data Processing Services	\$24,443	\$16,344	\$22,443	\$23,948
5225500	Commissioners' Fee	\$10,000	\$2,300	\$10,000	\$10,000
5260100	Publications and Legal Notices	\$1,000	\$248	\$1,000	\$1,000
5245100	Membership Dues	\$15,000	\$14,793	\$14,793	\$15,300
5250750	Printing and Reproduction	\$1,500	\$0	\$500	\$1,500
5285800	Business Travel	\$21,000	\$10,509	\$21,000	\$21,000
5285300	Private Automobile Mileage	\$1,000	\$0	\$1,000	\$1,000
5285200	Transportation&Travel (County Car Usage)	\$600	\$0	\$600	\$600
5281600	Overhead	\$37,324	\$18,662	\$37,324	\$42,139
5275200	Computer Hardware	\$4,000	\$0	\$2,000	\$4,000
5250800	Computer Software	\$4,000	\$1,254	\$4,000	\$4,000
5250250	Postage	\$500	\$0	\$300	\$500
5252100	Staff/Commissioner Training Programs	\$2,000	\$0	\$1,000	\$2,000
5701000	Reserves	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES		\$1,464,666	\$775,321	\$1,534,901	\$1,640,951
REVENUES					
4103400	Application Fees	\$25,000	\$21,750	\$30,000	\$25,000
4301100	Interest: Deposits and Investments	\$10,000	\$15,938	\$20,000	\$10,000
TOTAL REVENUE		\$35,000	\$37,688	\$50,000	\$35,000
3400150	FUND BALANCE FROM PREVIOUS FY	\$63,997	\$176,483	\$176,483	\$57,251
NET LAFCO OPERATING EXPENSES		\$1,365,669	\$561,150	\$1,308,418	\$1,548,700
3400800	RESERVES Available	\$200,000	\$200,000	\$200,000	\$200,000
COSTS TO AGENCIES					
5440200	County	\$455,223	\$455,223	\$455,223	\$516,233
4600100	Cities (San Jose 50% + Other Cities 50%)	\$455,223	\$455,223	\$455,223	\$516,233
4600100	Special Districts	\$455,223	\$455,223	\$455,223	\$516,233

LAFCO COST APPORTIONMENT: COUNTY, CITIES, SPECIAL DISTRICTS
Estimated Costs to Agencies Based on the Preliminary FY 2027 LAFCO Budget

Preliminary Net Operating Expenses for FY 2027				\$1,548,700
JURISDICTION	REVENUE PER 2023/2024 REPORT	PERCENTAGE OF TOTAL REVENUE	ALLOCATION PERCENTAGES	ALLOCATED COSTS
County	N/A	N/A	33.3333333%	\$516,233.33
Cities Total Share			33.3333333%	\$516,233.33
San Jose	N/A	N/A	50.0000000%	\$258,116.67
Other cities share			50.0000000%	\$258,116.66
Campbell	\$84,117,149	1.8493084%		\$4,773.37
Cupertino	\$134,270,828	2.9519327%		\$7,619.43
Gilroy	\$143,146,467	3.1470629%		\$8,123.09
Los Altos	\$80,342,217	1.7663168%		\$4,559.16
Los Altos Hills	\$23,050,684	0.5067673%		\$1,308.05
Los Gatos	\$66,479,898	1.4615549%		\$3,772.52
Milpitas	\$234,059,048	5.1457683%		\$13,282.09
Monte Sereno	\$5,050,274	0.1110298%		\$286.59
Morgan Hill	\$141,801,766	3.1174998%		\$8,046.79
Mountain View	\$479,392,872	10.5394115%		\$27,203.98
Palo Alto	\$904,171,284	19.8781287%		\$51,308.76
Santa Clara	\$1,523,014,901	33.4833530%		\$86,426.10
Saratoga	\$43,873,226	0.9645491%		\$2,489.66
Sunnyvale	\$685,802,826	15.0773168%		\$38,917.07
Total Cities (excluding San Jose)	\$4,548,573,440	100.0000000%		\$258,116.66
Total Cities (including San Jose)				\$516,233.33
Special Districts Total Share		(Fixed %)	33.3333333%	\$516,233.34
Aldercroft Heights County Water District		0.06233%		\$321.77
Burbank Sanitary District		0.15593%		\$804.96
Cupertino Sanitary District		2.64110%		\$13,634.24
El Camino Healthcare District		4.90738%		\$25,333.53
North Santa Clara Resource Conservation District		0.04860%		\$250.89
Lake Canyon Community Services District		0.02206%		\$113.88
Lion's Gate Community Services District		0.22053%		\$1,138.45
Loma Prieta Resource Conservation District		0.02020%		\$104.28
Midpeninsula Regional Open Space District		5.76378%		\$29,754.55
Purissima Hills Water District		1.35427%		\$6,991.19
Rancho Rinconada Recreation and Park District		0.15988%		\$825.35
San Martin County Water District		0.04431%		\$228.74
Santa Clara Valley Open Space Authority		1.27051%		\$6,558.80
Santa Clara Valley Water District		81.44126%		\$420,426.95
Saratoga Cemetery District		0.32078%		\$1,655.97
Saratoga Fire Protection District		1.52956%		\$7,896.10
South Santa Clara Valley Memorial District		0.03752%		\$193.69
Total Special Districts		100.00000%		\$516,233.34
Total Allocated Costs				\$1,548,700.00

March 24, 2026

April 2026 Water Tracker



A monthly assessment of trends in water supply and use for Santa Clara County, California

Outlook as of April 1, 2026

On March 24, 2026, the U.S. Bureau of Reclamation announced an increase in the 2026 south-of-delta Central Valley Project (CVP) allocation from 65% to 70% of historic Municipal and Industrial (M&I) use and from 15% to 20% of agricultural allocation. The State Water Project (SWP) allocation remains at 30% of contract amount for 2026, as announced by the California Department of Water Resources on January 29, 2026. Locally, there was no rainfall in March. Total storage in local reservoirs, with the exception of Anderson Reservoir, is above the historical average level for this time of year. Treated water deliveries were below average in March, and groundwater conditions remain healthy.

Weather

- Rainfall in San José:
 - » Month of March, City of San José = 0 inches
 - » Rainfall year total = 13.03 inches or 104% of the historical average to date (rainfall year is July 1 to June 30)
- April 1, 2026, Northern Sierra snowpack was 6% of normal for this date

Local Reservoirs

- Total April 1 storage = 56,183 acre-feet

Reservoir Storage	All Ten Valley Water Reservoirs	All Reservoirs Except Anderson
Storage as % of unrestricted capacity	34%	68%
Storage as % of restricted capacity (1)	89%	88%
Storage as % of the 20-year average for April 1	61%	108%

(1) Per the Federal Energy Regulatory Commission's order, the capacity of Anderson Reservoir was restricted to the deadpool storage as of October 1, 2020

- No imported water was delivered into Calero Reservoir during March 2026
- Total estimated releases to streams (local and imported water) during March 2026 were 5,220 acre-feet (based on preliminary hydrologic data)

Treated Water

- Below average demands of 3,667 acre-feet were delivered in March
- This total is 72% of the five-year average for the month of March
- Year-to-date deliveries are 9,793 acre-feet or 68% of the five-year average

Groundwater

- Groundwater conditions remain healthy throughout the county. Groundwater levels in most regional monitoring wells are comparable to those observed last month, with some wells exhibiting increases and others decreases. While most of the water levels are lower relative to March 2025, many are the same as, or higher than, the prior five-year average for March. The end of 2026 groundwater storage is projected to be in Stage 1 (Normal) of the Water Shortage Contingency Plan

	Santa Clara Subbasin		Llagas Subbasin
	Santa Clara Plain	Coyote Valley	
March 2026 managed recharge estimate	5,900	1,500	2,100
YTD managed recharge estimate	16,100	4,500	5,400
YTD managed recharge as % of five-year average	106%	146%	135%
February 2026 pumping estimate	5,700	900	1,700
YTD pumping estimate	10,500	1,800	3,200
YTD pumping as % of five-year average	121%	109%	105%
Current index well groundwater levels compared to March 2025	3 feet lower	Same	6 feet lower

All volumes are in acre-feet. All data is for 2026 except where noted. YTD = Year-to-Date.

continued on back 36

Imported Water

- In March (through March 31st), the SWP operated Banks pumping plant with an average daily export of 6,223 acre-feet, resulting in a total export of 192,903 acre-feet from the Sacramento-San Joaquin Delta for the month. This is the total amount pumped in March for the entire SWP to support the SWP allocation. Valley Water's SWP contract provides Santa Clara County 2.5% of the total SWP contract quantity available each year
- In March (through March 31st), the CVP operated Jones pumping plant with an average daily export of 7,785 acre-feet, resulting in a total export of 241,350 acre-feet from the Sacramento-San Joaquin Delta for the month. This is the total amount pumped in March for the entire CVP to support the south-of-delta CVP allocation. Valley Water's CVP contract provides Santa Clara County 4.7% of the total CVP contract quantity available each year
- Delta flow and water quality requirements were controlling the Sacramento-San Joaquin Delta export facilities this past month. Project facilities, including delta exports, were operated to maintain the Projects' respective flow requirements and water quality standards in the delta for the month of March

WY 2026 Imported Water Allocations	Allocation (%)	Allocation (acre-feet)	Details
SWP	30%	30,000	Allocation updated on 1/29/26
CVP	20% Ag 70% M&I	Approximately 96,500	Initial allocation announced on 3/24/26
State-wide Reservoir Storage	Capacity	Current Storage (acre-feet)	Percent of Average for Date (as of 4/1/26)
Shasta Reservoir	90%	4,090,291	113%
Oroville Reservoir	90%	3,090,516	123%
San Luis Reservoir	89%	1,809,264	102%
Semitropic Groundwater Bank	Capacity	Current Storage (acre-feet)	Date of Data
	87%	304,084	4/1/26
Estimated SFPUC Deliveries	February 2026 (acre-feet)	2026 Total to Date (acre-feet)	Five-Year Annual Average (acre-feet)
	3,119	6,610	45,800

Conserved Water

- Saved 85,204 acre-feet in FY24 through Valley Water's long-term conservation program (baseline year is 1992)
- Long-term program goal is to save nearly 100,000 acre-feet by 2030, 110,000 acre-feet by 2040, and 126,000 acre-feet by 2050
- On June 13, 2023, the Board of Directors adopted a resolution to support water conservation as a way of life in Santa Clara County and an ordinance with a set of permanent water waste prohibitions

Recycled Water

- Estimated March 2026 production = 835 acre-feet
- Estimated year-to-date through March = 2,254 acre-feet or 94% of the five-year average
- Silicon Valley Advanced Water Purification Center produced an estimated 1.4 billion gallons (4,387 acre-feet) of purified water in 2025. Since the beginning of 2026, about 832 acre-feet of purified water has been produced. The purified water is blended with existing tertiary recycled water for South Bay Water Recycling Program customers

CONTACT US

To find out the latest information on Valley Water projects or to submit questions or comments, email info@valleywater.org or use our **Access Valley Water** customer request system at <https://deliver.com/2yukx>.



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INCOMING BOARD CORRESPONDENCE

Board Correspondence (open)

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
BC-26-0030	03/24/26	03/24/26	All	TANYA RUIZ	Email from Creekside Place HOA to the board, dated 03/24/26, expressing concern regarding repeat encampments and hazardous activity on Valley Water property adjacent to their property. BC-26-0030	Refer to Staff	Baker	Bilski Williams	04/01/26	-	n/a	04/07/26
BC-26-0031	03/27/26	03/30/26	Varela	KIM MCPHERSON	Email from Kim Macpherson to Jiana Escobar, Jose Villareal, Director Varela, the board, and Valley Water real estate services, dated 03/27/26, following up on their concerns regarding the Anderson Dam Seismic	Refer to Staff	Chan	Mccarter	04/07/26	04/07/26	n/a	04/13/26

Correspond No	Rec'd By District	Rec'd By COB	Letter To	Letter From	Description	Disposition	BAO/ Chief	Staff	Draft Response Due Date	Draft Response Submitted	Writer Ack. Sent	Final Response Due Date
					Retrofit Project (ADSRP). They sent two emails— one as property owners in Holiday Lake Estates and the other as residents.							

From: [Hui Jiang](#)
To: [Nai Hsueh](#); [Board of Directors](#); [Jennifer Codianne](#)
Subject: Fw: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)
Date: Wednesday, April 1, 2026 2:37:45 PM

*** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. ***

Dear Chief Offices and Jennifer,

I am small businee onwer and is trying do some small developemnt at city of sunnyvale. Calwater and city of sunnnyvale told me I need to get a encorchment permit fromd volley wate in last minuts.

bassically, I had 4 water lines to passed volley water line in wolfe rd sunnyvale by 2.5 feet minum verticall distance.

Volley water made difficult by ask me and calwater to pay 3900 each sepraterally for the same project which is wierd and not reasonable which volley water calied by responsiblites reason which I thinkg responsibilites is covered by liscence and insurance not volley water permit fees.

ps both calwater and i applied seperated for this opermit basic the same paper work go though tiwice and wast both calwatet, me and volley water man power. now since March 27, 2026. I had been notified by Lisa manager of permit process, It all got approed but I need to wait for Monday ot get permit. but on MOnDan Jason took all days and tired to charge me another s3400 beyong money I paid for 3900 already for such small permit, He told me over the phone on Moday.

so I went to office on Monday and Lisa manger of permit briefly talked to me that I will received permit on wenesday and give me discount on the money Jason is going to charge.

at this point I thinkg 3900 I paid for such small permit is more than enough.

I request upmanagment to look over this matter and help a small business owner like me to get permit as soon as possile.

See the email i forward which summarize my concern with permit process. I am really not happy with volley water to deal with small business owner and small enchrochment permit process

I really appreciate Deputy Jennifer tried to help me in the process and Made process faster.

thanks

Cindy [REDACTED]

----- Forwarded Message -----

From: Hui Jiang [REDACTED]

To: Lisa Bankosh <lbankosh@valleywater.org>; Jennifer Codianne <jcodianne@valleywater.org>

Cc: Yvonne Arroyo <yarroyo@valleywater.org>; Jason Miguel <jmiguel@valleywater.org>; Colleen Haggerty <chaggerty@valleywater.org>

Sent: Wednesday, April 1, 2026 at 02:08:09 PM PDT

Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

Dear Lisa,

It was very nice to talk to you on Monday and I am still not received my permit yet,

Please update me. Both my contractor and I are waiting for permit to schedule the work. valley permit has been delayed my work from Feb 11 to April 1 and It cost me construction payments 62000 for every month.

Both calwater and city of sunnyvale did not tell me that I need to get a permit from valley waer so I had been notified last minuts.

As I has communicated with you, My project is really small just two line and trypass valley water by 2.5 feet awa, a very simple permit should be get overcounter.

I guess volley water ususall deal with larger scale project, so the small project like mine is rare.

So ask both calwater and I get permit pay seperate 3400 is very expensive to me already.

I paid permit to city of sunnyvale for 9000 but it is 75 pages project and valley water is two ddrawing and one 5 pages evrionmental report.

I thinkg 3400 is more than enought

I ask Jason on Monday and he said he is going to put 5 minuts he talked to me in the invoice.

I am not family with volley water invoice but I feel it is a bully.

You can not be a player and also a Judge at the competiion like basketball games. Jason will have all intentions to add more hours and put larger invoice, I did not mean he will do it but just commone sense. (It is not fair for samll business like me, I am only one player and volley water is both players and judges for this matter. My intests are not protected at all)

i also mentioned that Jason did not gave me all commetns **afet my first submiit.(not befor my submit)** He added little comments for each submit, I will deployed the

process. If he gave all comments after first submit then I believe reviews will be done less than three permits.

Overall my oprion is that such a small permit 3400 will more than engough to cover all costs.

I wanto check if I get permit today As Lisa told me on Monday but I had not seen a email for issue a permit to me

On Friday March 27, Jason is not working so I am not able to get permit even enviromental plan approved everything on last Friday
On Monday March 30 , I paid remain invlice but Jason is still worked on charge me more money beyond 3400, \$500 I paid which I will never disagree for such a small two pages simple drawing permit.
On tuesday Valley water was closed due to hollidays so I lost three days already. everyday is critical for my project now.

I know i am a small busnees t but I hope volley water is still could be helpful me. I never know I need to get permit from valley waet beyond city of sunnyvale and calwater otherwise I will act half years earlier so we all have enought time.
It is first time i work with volley water and I will kow I need to submit everything as earlier as possible

Please let me know if I could get permit today or I should go to office to pickup permit.

thanks

Cindy [REDACTED]
On Monday, March 30, 2026 at 06:34:41 PM PDT, Lisa Bankosh <lbankosh@valleywater.org> wrote:

Cindy,
Thank you for coming in today. Based on the concerns you expressed we are taking another look at the outstanding invoice and are making some adjustments. You should receive it on Wednesday.

Thanks,
Lisa

From: Cindy Jiang [REDACTED] >
Sent: Friday, March 27, 2026 5:50 PM
To: Lisa Bankosh <LBankosh@valleywater.org>
Cc: Yvonne Arroyo <yarroyo@valleywater.org>
Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

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Dear Lisa ,

You are the best and thanks a lot for your help. I really appreciate it.

Thanks for Jennifer, thanks for Yvonne 爱你的your team, Thanks for Colleen, thanks for Jason!!!

Thanks for your guys care about small business and community.

I will tried to get permit on Monday and everyone has a great weekend.

Thanks

Cindy, [REDACTED]

Sent from my iPhone

On Mar 27, 2026, at 5:27 PM, Lisa Bankosh <LBankosh@valleywater.org> wrote:

Hello Cindy,

I received your voicemail. The CEQA piece is now complete and we expect to issue the permits Monday or Wednesday at the latest. Tuesday is a holiday for Valley Water. Have a nice weekend.

Thanks,

Lisa

Begin forwarded message:

From: Yvonne Arroyo <yarroyo@valleywater.org>

Date: March 27, 2026 at 2:03:49 PM PDT

To: Lisa Bankosh <lbankosh@valleywater.org>

Subject: FW: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

fyi

From: Yvonne Arroyo

Sent: Friday, March 27, 2026 12:42 PM

To: 'Hui Jiang' [REDACTED]; Jason Miguel
<JMiguel@valleywater.org>

Cc: Colleen Haggerty <CHaggerty@valleywater.org>; Jennifer Codianne <JCodianne@valleywater.org>; CPRU-Dropbox

<CPRU@valleywater.org>

Subject: RE: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

Hi Cindy,

There is no possibility to get a permit today. I believe Jason mentioned he is off today, and he will return on Monday. We must still have CEQA clearance, and Jason needs to prepare a final invoice and permit package once we receive a complete submittal. If you have provided the necessary plan information, then he can start preparing a draft permit package pending CEQA clearance. To assist, I asked Jason to get a copy of your permit plans from the City for your waterline installation since they require appropriate plans as well. I thought this would help us help you. So far the City has only confirmed CalWater's permit for their two 2-inch waterlines. Your project review is already occurring on an expedited basis and there is nothing else for you to do at this time until we can confirm you submitted everything and we obtain our CEQA clearance. Then, we can finalize a draft permit package and finalize staff labors to prepare final invoicing.

We all understand your desire to obtain a rush permit, and we should have an updated status on Monday. I encourage you to read the last 2 pages of the application you signed which has all the submittal requirements in it, including what constitutes acceptable plans and the need for CEQA, in addition to other requirements. Jason is not making up new requirements and is working earnestly to help you. We process over 1100 submittals per year, and this project is not his only project. Please understand that project and CEQA documentation reviews do not take 15 or 30 minutes. CEQA review includes review by our legal counsel when we act as a Responsible Agency and requires documentation to show we can rely on a Lead Agency determination (the Lead Agency is the City of Sunnyvale who prepared a Mitigation Negative Declaration for your project). Again, we should have an updated status sometime Monday on where your project is at after your new information that you submitted at 8:14 pm last night.

Yvonne

From: Hui Jiang <[REDACTED]>
Sent: Friday, March 27, 2026 11:28 AM
To: Jason Miguel <JMiguel@valleywater.org>

Cc: Yvonne Arroyo <yarroyo@valleywater.org>; Colleen Haggerty <CHaggerty@valleywater.org>; Jennifer Codianne <JCodianne@valleywater.org>; CPRU-Dropbox <CPRU@valleywater.org>

Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

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Dear Yvonne,

I email Jason and you the property line drawing as he requested yesterday and I know he is off today.

Can you let me know if you or your teammember is working on my case today and if I will get permit today once I paid?

Have environment plan team response?

I submitted my case on March 05 and I submit environmental related material on last Friday March 20. It has been one week and environmental know is rush.

for city of Sunnyvale, it must response in five days if it is urgent. Will environmental plan's response and approve today. once approved I will make payment right away or go to the office to make payment.

Jennifer has been helped to step in to follow up and I am really appreciate.

thanks

Cindy [REDACTED]

On Thursday, March 26, 2026 at 08:13:04 PM PDT, Hui Jiang

[REDACTED] wrote:

Dear Jason,

Please see the attachment with parcel property line drawings.

I know Jason will not work tomorrow,

Dear Yvonne, Can you take a look the drawing and approved, I really appreciate, Both Jason and you and your team member try the best help me out but just valley water permit process is too slow and I am stuck here.

As Jason said this property line drawing Jason asked for it This morning when we had a meeting with Jennifer and Jason never mentioned in past 6 weeks back and forth with me and him. In each different submit, all could be just two arrows, or one address and all this back forth could take one week and time past for six weeks.

I am happy It will be done soon.

Thanks Jennifer for this morning meeting and She acknowledge that i am just waiting for environmental plan to response. It is a common business practice that you give all comments in first feedback, No new comments are allowed to add any more otherwise the work will never be ended.

Dear Jennifer,

Can you let me know if environmental plan team finish review the material I submit, Again, I submit everything on March 05 and this environmental material been asked material at March 20 which is very late.

I know environmental team is professional stuff and this is their routine jobs so I read all material related environmental in 15 minus and I assume environmental team should be able to review and give approve at most 2 hours.

I lost all time from Feb 11 to now and could do anything for my project to wait for this permit and I am paying 62000 construction loan payments to the bank every month, I am a small business owner and I will face trendiouse financial loss if I don't get the permit soon.

so Please help me out. I had permit from city of sunnyval and also calwater at Feb 11 already.

Basic this permit involve only two water lines cross over one valley water line. Simple and straightforward. My Trench will be at least 2.5 feet away from valley water line.

My project has 75 pages architect drawing and city of sunnyvale response in three weeks and give all comments in first time and no more comments are allowed to added and they charge like \$5000.

so far I present to valley water two simple drawing and also environmental related materials and I still have not got all answers yet since March 05.

Ther person received my permit appcation should be route everything to related team righ wasy so It will not has bottle neck and stop anywhere and all team could work at the same time. That is my two cent. I thought with my scope of information and work, It will be only take maxiume one week since all stuffs are professional trained and this is a rotine job and we don't invent wheel and does rokect science here.(signe :)

I really appreciate everyone's help. I will call in tomorow moring to check on update and I will come in to present anything needed from valley water if necessary, this email backforth look like does not move things forward.

Again thank for Yvonne and Jennifer's step in and help me out.

Cindy [REDACTED]



On Thursday, March 26, 2026 at 05:12:36 PM PDT, Jason Miguel
<jmiguel@valleywater.org> wrote:

Hi Cindy,

In summary of the 15-minute phone conversation, you had with me and Jen of what is required and needs to be **clearly shown**. I will spell it out clearly for you what is required as I wrongly assumed your engineering background provided you with this knowledge:

1. **Plan sheet that clearly shows your 2 6-inch diameter fire service and fire hydrant lines. These need to be clearly labeled and with arrows properly showing to them.**

1. This was finally accomplished after 6 weeks.

2. **Plan sheet that clearly shows Valley Water's 24-inch diameter Wolfe Recycled Water line. These need to be clearly labeled and with arrows properly showing to them.**

1. This was finally accomplished after 6 weeks.

3. **Plan sheet that clearly shows the property line of your parcel that is to scale and the property address.**

1. To answer the question you had in the phone call on why this is needed see the response below marked as **letter b**.
2. Answer: If you were to give this sheet to any contractor in the future, as is, without properly scaled plans and any addresses labeled they would have no clue where these lines are at. We are requiring this because we want to know where exactly your lines will be located. As you have proven me wrong, I shouldn't have assumed you knew that showing property lines was basic knowledge to depict on plan submittals as taught in nearly all engineering schools. As I assumed it was

trivial, since all engineering students have learned this, you have proven me wrong. As you have proven me wrong, I have clearly explained why it is needed.

1. Yes, you were not clearly told on February 12, 2026, of this requirement as I wrongly assumed, as it was so trivial. With you engineering background, I wrongly assumed that you knew of these common engineering practices in the state of California.

4. **Profile view and/or trench detail that shows where your 2 lines will be installed and how far above each line is from the Wolfe Recycled Water Line.** Unlike other government agencies, Valley Water has agreed that you can hand draw this. Any other government agency that has important utilities would have required you to submit plans with a civil engineer stamp, so I hope for your future developments that you do not have to deal with the likes of the San Francisco Public Utilities Commission (SFPUC) or the East Bay Municipal Utility District (EBMUD) as they are way more strict than Valley Water.

1. Length, width, and depth of each trench need to be clearly labelled.

1. All three were finally accomplished on 3/25/26.

5. **Numbers 1, 2, AND 3, (ABOVE) need to be clearly on one sheet. I apologize again for assuming you knew this common engineering practice. But here it is clearly described.**

1. 1st submittal - received March 9, 2026
2. 2nd submittal - received March 12, 2026
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- 6th submittal - received March 24, 2026

- 6.
7. 7th submittal - received March 25, 2026
8. 8th submittal - received March 25, 2026

You mentioned that every small thing Valley Water asked requires a new submittal. Yes, because you did not follow the steps to success, so you have had to revise and reproduce the plans so that they are acceptable. If you followed the steps originally, then you would have been successful in receiving the permit for your 2-fire service/hydrant lines.

Each revision = new submittal. More than 2 submittals = more fees. More submittals = more time that I spend to review your documents. More time staff spends = more money.

As I reminded you on the phone call, your fee on your application alone is in excess of the pipeline crossing permit fee of \$3400. The first 2 submittals, also look above, were included in that permit fee. Now that you have exceeded the 2 submittals, you are required to pay for the staff time included in reviewing your plans (that are still not acceptable) and all phone conversations.

The environmental planner is working on finishing their review. They are working on 2 separate ones as these are considered 2 separate projects. They are reviewed CEQA for the Cal Water lines and your lines. As you may be aware but if not, for your information, Valley Water environmental planning staff are not just working on your project. They are working on multiple projects to ensure that the environment in the state of California continues to be protected. CEQA has been a California state law since 1970.

As a reminder, you were asked on page 4 of 8 on the encroachment permit application for CEQA documents. You did not provide that nor acknowledge to that affect, so when I rushed these 2 CEQA reviews, they asked for that documentation again. Since you submitted the encroachment permit application on February 12, 2026, this was the first time CEQA was brought to your attention. I understand that it's been 6 weeks since you've submitted the application so that's where your lack of remembrance may have come from. Please refer to page 4 of the permit application to see for yourself.

You mentioned that in your previous phone call with Yvonne that she said it was okay for you to assume responsibility for

Cal Water's work, but you never confirmed until today that you wanted to do so. As you told Yvonne, you were going to wait until you discussed with your legal team before deciding on accepting responsibility for Cal Water's work. Yvonne further instructed you that if you wanted to pursue that alternative, then you would have to re-submit one revised application to cover all 4 lines along with both sets of plans. Valley Water was waiting for your confirmation but never received any word until today in the phone call you had with me and the Deputy.

As Jen, clearly instructed you today and as I have clearly told you in prior emails for the past 6 weeks, you will have to submit those revised plans in order for them to be acceptable. Once you make those **revisions, full payment, and the CEQA review is complete**, then and only then will a Valley Water encroachment permit will be issued. This is very trivial and I apologize for assuming so. In addition to my steps to success, I should have clearly explained common engineering practices.

You control your destiny to obtaining the encroachment permit. If you follow those steps, then you will receive your encroachment permit. I have made them as clearly as possible now and will no longer assume that you hold knowledge for common engineering practices.

In the recent 9-minute (4:50pm-4:59pm) conversation we just had, you want someone to work on your permit since I will be off tomorrow. Someone will work on the encroachment permit once **revisions (on 1 sheet), full payment, and the CEQA review is complete**. As you have not provided adequate revised plans, there is nothing to work on. Additionally, as we have not received **acceptable** revised plans, there is no invoice completed as it is ongoing and will continue to run even after this email reaches your inbox.

As you've asked 5 times, Jen Codianne is cc'd on this email. We are both aware of the earlier 15-minute conversation that we had with you. You asked for an update, and I sent you that update at 12:25pm. You requested for another update and unfortunately, you have yet to provide **acceptable revised plans**.

I pray; you follow the steps to success so you may receive your permit.

Thanks,

JASON MIGUEL

ASSISTANT ENGINEER II - CIVIL

Community Projects Review Unit

Tel. (408) 630-2976 / Cell. (408) 761-5789

Santa Clara Valley Water District is now known as:

<image001.png>

Clean Water • Healthy Environment • Flood Protection

5750 Almaden Expressway, San Jose CA 95118

www.valleywater.org

DEPARTMENT OF WATER RESOURCES

P.O. BOX 942836
SACRAMENTO, CA 94236-0001
(916) 653-5791



April 6, 2026

Melanie Richardson, Interim CEO
Santa Clara Valley Water District
5750 Almaden Expy
San Jose, CA 95118
mrichardson@valleywater.org

Re: Availability of additional Delta Conveyance Project capacity

Dear Ms. Richardson:

2026 looks like it may exemplify the defining characteristic of California climate – extreme variability. Our snowpack has been essentially wiped out by record hot temperatures and dry conditions in March. Typically, we see our peak snowpack at this time of year but as of today, it is just 20 percent of average statewide.

After three wet years that resulted in California being entirely drought free for the first time in twenty-five years, 2026 is reminding us that the only guarantee in California climate is that there is no guarantee.

As a long-standing and steadfast participant in the development of the Delta Conveyance Project, you and your agency know better than anyone that California is becoming hotter and drier, and the snowpack we have historically relied on to store water for use during the dry season will have to be augmented to fuel California's world-leading economy.

Public water agencies throughout California are planning for this reality. Storage, conveyance, recycling, desalination, storm water capture, conservation and efficiency may be options under consideration alone or in combination.

State Water Project Contractors are fortunate to participate in the backbone of California's water infrastructure. Since being completed in the early 1970's, the State Water Project has not just conserved and subsequently delivered water to its participants. It also gives each SWP Contractor the means to participate in the state's evolving water market, by using transfers and exchanges to move water to where it is needed most or to save it for a (not) rainy day.

The Department's Delta Conveyance Project builds on six decades of investment in the State Water Project by agencies like yours and will ensure that California's essential water infrastructure continues to provide a reliable water supply and access to the flexibility that enables SWP contractors to move water to where it is needed most.

The Delta Conveyance Project has a small percentage of unallocated capacity. Increasing your agency's share of Delta Conveyance Project capacity can help ensure these benefits will be there when they are needed most. The Department is offering the remaining available capacity to current project participants. Each participant is different, and the Department is committed to ensuring that agencies that elect to reserve a portion of the remaining capacity will have the flexibility to deploy that additional capacity in the manner that best serves their specific circumstances. Signing up for additional capacity is a smart, risk-free way to maximize your agency's investment in the SWP.

Agencies that contact the Department and express an interest in additional Delta Conveyance Project capacity will have that additional allocation set aside for them in the same manner as their current allocation. Planning costs and implementation costs will ultimately be allocated according to all agencies' proportionate participation in the project; however, no additional financial contribution toward planning is required to reserve a portion of the remaining capacity.

I greatly appreciate your commitment to the pursuit of the Delta Conveyance Project and greatly value our continued partnership in moving this important project forward.

Sincerely,



Karla Nemeth
Director

cc: Jennifer Pierre, General Manager, State Water Contractors
Carrie Buckman, Office Manager, Delta Conveyance Office
John Yarbrough, Deputy Director, State Water Project

OUTGOING BOARD CORRESPONDENCE

From: [Candice Kwok-Smith](#) on behalf of [Board Correspondence](#)
To: [Heather Williams](#); [Lisa Bankosh](#); [John Bourgeois](#)
Cc: [Board of Directors](#)
Subject: FW: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)
Date: Monday, April 6, 2026 9:42:56 AM
Attachments: [image003.png](#)

From: Candice Kwok-Smith **On Behalf Of** Board of Directors
Sent: Monday, April 6, 2026 9:42 AM
To: [REDACTED] <[REDACTED]>
Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

Sent on Behalf of Director Hsueh:

Dear Cindy,

Thank you for your e-mail. I understand that you have concerns regarding permit requirements and fees required by Valley Water's Water Resources Protection Ordinance (WRPO). The Valley Water Board adopted the WRPO and the related fee schedule to protect its water supply, flood protection, and stream stewardship infrastructure.

It is unfortunate that you did not learn of the need for a WRPO permit related to construction over our Wolfe Road Recycled Water Facility until later in your project timeline. Permits must be issued to the entity who will own and be responsible for the construction work, which is why Cal Water must obtain their own separate permit for the waterlines that they are installing, which are separate from the waterlines that your company is installing.

I understand from staff that your permit was finalized and issued on Thursday, April 2nd. I am glad to hear Lisa Bankosh and Jen Codianne were able to assist you in the process, and I wish you luck on the successful completion of your project.

Sincerely,



Nai Hsueh
Director, District 5

From: Hui Jiang [REDACTED]
Sent: Wednesday, April 1, 2026 2:38 PM
To: Nai Hsueh <NHsueh@valleywater.org>; Board of Directors <board@valleywater.org>; Jennifer Codianne <JCodianne@valleywater.org>
Subject: Fw: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

***** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. *****

Dear Chief Offices and Jennifer,

I am small businee onwer and is trying do some small developemnt at city of sunnyvale. Calwater and city of sunnnyvale told me I need to get a encorchment permit fromd volley wate in last minuts.

bassically, I had 4 water lines to passed volley water line in wolfe rd sunnyvale by 2.5 feet minum verticall distance.

Volley water made difficult by ask me and calwater to pay 3900 each sepraterally for the same project which is wierd and not reasonable which volley water calied by responsiblites reason which I think responsiblites is coverd by lisencc and insurance not volley water permit fees.

ps both calwater and i applied seperated for this opermit basic the same paper work go though tiwice and wast both calwatet, me and volley water man power.

now since March 27, 2026. I had been notified by Lisa manager of permit process, It all got approed but I need to wait for Monday ot get permit. but on MOn dan Jason took all days and tired to charge me another s3400 beyong money I paid for 3900 already for such small permit, He told me over the phone on Moday.

so I went to office on Monday and Lisa manger of permit briefly talked to me that I will received permit on wenesday and give me discount on the money Jason is going to charge.

at this point I thinkg 3900 I paid for such small permit is more than enough.

I request upmanagemnt to look over this matter and help a small business owner like me to get permit as soon as possile.

See the email i forward which summarize my concern with permit process.

I am really not happy with volley water to deal with small business owner and small enchrochment permit process

I really appreciate Deputy Jennifer tried to help me in the process and Made process faster.

thanks

Cindy [REDACTED]

----- Forwarded Message -----

From: Hui Jiang <hjiang123@yahoo.com>
To: Lisa Bankosh <lbankosh@valleywater.org>; Jennifer Codianne <jcodianne@valleywater.org>

Cc: Yvonne Arroyo <yarroyo@valleywater.org>; Jason Miguel <jmigucl@valleywater.org>; Colleen Haggerty <chaggerty@valleywater.org>
Sent: Wednesday, April 1, 2026 at 02:08:09 PM PDT
Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

Dear Lisa,

It was very nice to talk to you on Monday and I am still not received my permit yet,

Please update me. Both my contractor and I are waiting for permit to schedule the work. valley permit has been delayed my work from Feb 11 to April 1 and It cost me construction payments 62000 for every month.

Both calwater and city of sunnyvale did not tell me that I need to get a permit from volley waer so I had been notified last minuts.

As I has communicated with you, My project is really small just two line and trypass valley water by 2.5 feet awa, a very simple permit should be get overcounter.

I guess volley water ususall deal with larger scale project, so the small project like mine is rare.

So ask both calwater and I get permit pay seperate 3400 is very expensive to me already.

I paid permit to city of sunnyvale for 9000 but it is 75 pages project and valley water is two ddrawing and one 5 pages evrionmental report.

I thinkg 3400 is more than enough

I ask Jason on Monday and he said he is going to put 5 minuts he talked to me in the invoice.

I am not family with volley water invoice but I feel it is a bully.

You can not be a player and also a Judge at the competiion like basketball games.

Jason will have all intentions to add more hours and put larger invoice, I did not mean he will do it but just commone sense. (It is not fair for samll business like me, I am only one player and volley water is both players and judges for this matter. My intests are not protected at all)

i also mentioned that Jason did not gave me all commetns **afet my first submiit.(not befor my submit)** He added little comments for each submit, I will deployed the process. If he gave all comments after first submit then I believe reviews will be done less than three permits.

Overall my oprion is that such a small permit 3400 will more than engough to cover all costs.

I wanto check if I get permit today As Lisa told me on Monday but I had not seen a email for issue a permit to me

On Friday March 27, Jason is not working so I am not able to get permit even enviromental plan approved everything on last Friday

On Monday March 30 , I paid remain invlice but Jason is still worked on charge me more money beyond 3400, \$500 I paid which I will never disagree for such a small two pages simple drawing permit.

On tuesday Valley water was closed due to hollidays so I lost three days already. everyday is critical for my project now.

I know i am a small busnees t but I hope volley water is still could be helpful me. I never

know I need to get permit from valley waet beyond city of sunnyvale and calwater otherwise I will act half years earlier so we all have enought time.

It is first time i work with volley water and I will kow I need to submit everything as earlier as possible

Please let me know if I could get permit today or I should go to office to pickup permit.

thanks

Cindy [REDACTED]

On Monday, March 30, 2026 at 06:34:41 PM PDT, Lisa Bankosh <lbankosh@valleywater.org> wrote:

Cindy,

Thank you for coming in today. Based on the concerns you expressed we are taking another look at the outstanding invoice and are making some adjustments. You should receive it on Wednesday.

Thanks,

Lisa

From: Cindy Jiang <[h\[REDACTED\]@valleywater.org](mailto:h[REDACTED]@valleywater.org)>
Sent: Friday, March 27, 2026 5:50 PM
To: Lisa Bankosh <LBankosh@valleywater.org>
Cc: Yvonne Arroyo <yarroyo@valleywater.org>
Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

*** This email originated from outside of Valley Water. Do not click links or open attachments unless you recognize the sender and know the content is safe. ***

Dear Lisa ,

You are the best and thanks a lot for your help. I really appreciate it.

Thanks for Jennifer, thanks for Yvonne 爱你的your team, Thanks for Colleen, thanks for Jason!!!

Thanks for your guys care about small business and community.

I will tried to get permit on Monday and everyone has a great weekend.

Thanks

Cindy, [REDACTED]

Sent from my iPhone

On Mar 27, 2026, at 5:27 PM, Lisa Bankosh <LBankosh@valleywater.org> wrote:

Hello Cindy,

I received your voicemail. The CEQA piece is now complete and we expect to issue the permits Monday or Wednesday at the latest. Tuesday is a holiday for Valley Water. Have a nice weekend.

Thanks,

Lisa

Begin forwarded message:

From: Yvonne Arroyo <yarroyo@valleywater.org>
Date: March 27, 2026 at 2:03:49 PM PDT
To: Lisa Bankosh <lbankosh@valleywater.org>
Subject: FW: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

fyi

From: Yvonne Arroyo
Sent: Friday, March 27, 2026 12:42 PM
To: 'Hui Jiang' [REDACTED]; Jason Miguel <JMiguel@valleywater.org>
Cc: Colleen Haggerty <CHaggerty@valleywater.org>; Jennifer Codianne <JCodianne@valleywater.org>; CPRU-Dropbox <CPRU@valleywater.org>
Subject: RE: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

Hi Cindy,

There is no possibility to get a permit today. I believe Jason mentioned he is off today, and he will return on Monday. We must still have CEQA clearance, and Jason needs to prepare a final invoice and permit package once we receive a complete submittal. If you have provided the necessary plan information, then he can start preparing a draft permit package pending CEQA clearance. To assist, I asked Jason to get a copy of your permit plans from the City for your waterline installation since they require appropriate plans as well. I thought this would help us help you. So far the City has only confirmed CalWater's permit for their two 2-inch waterlines. Your project review is already occurring on an expedited basis and there is nothing else for you to do at this time until we can confirm you submitted everything and we obtain our CEQA clearance. Then, we can finalize a draft permit package and finalize staff labors to prepare final invoicing. We all understand your desire to obtain a rush permit, and we should have

an updated status on Monday. I encourage you to read the last 2 pages of the application you signed which has all the submittal requirements in it, including what constitutes acceptable plans and the need for CEQA, in addition to other requirements. Jason is not making up new requirements and is working earnestly to help you. We process over 1100 submittals per year, and this project is not his only project. Please understand that project and CEQA documentation reviews do not take 15 or 30 minutes. CEQA review includes review by our legal counsel when we act as a Responsible Agency and requires documentation to show we can rely on a Lead Agency determination (the Lead Agency is the City of Sunnyvale who prepared a Mitigation Negative Declaration for your project). Again, we should have an updated status sometime Monday on where your project is at after your new information that you submitted at 8:14 pm last night.

Yvonne

From: Hui Jiang [REDACTED]
Sent: Friday, March 27, 2026 11:28 AM
To: Jason Miguel <JMiguel@valleywater.org>
Cc: Yvonne Arroyo <yarroyo@valleywater.org>; Colleen Haggerty <CHaggerty@valleywater.org>; Jennifer Codianne <JCodianne@valleywater.org>; CPRU-Dropbox <CPRU@valleywater.org>
Subject: Re: STEPS TO SUCCESS - 963 South Wolfe Road - Wolfe Recycled Water Line Crossing (CPRU File 35642)

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Dear Yvonne,

I email Jason and you the property line drawing as he requested yesterday and I know he is off today.

Can you let me know if you or your teammember is working on my case today and if I will get permit today once I paid?

Have envrionemnt plann team response?

I sumbited my case on March 05 and I submit envirnmental related materail on last friday March 20. It has been one week and

environmental know is rush.

for city of sunnyvale, It must response in five days if It is urgent. Will environmental plan's respons and approve today.

once approved I will make payement right away or go to the office to make payment.

Jennifer has been helped to step in to follow up and i am really appreciate.

thanks

Cindy [REDACTED]

On Thursday, March 26, 2026 at 08:13:04 PM PDT, Hui Jiang

[REDACTED] wrote:

Dear Jason,

Please see the attachment with parcel property line drawings.

I know Jason will not work tomorrow,

Dear Yvonne, Can you take a look the drawing and approved, I really appreciate, Both Jason and you and your team member try the best help me out but just valley water permit process is too slow and I am stuck here.

As Jason said this property line drawing Jason asked for it This morning when we had a meeting with Jennifer and Jason never mentioned in past 6 weeks back and forth with me and him. In each different submit, all could be just two arrows, or one address and all this back forth could take one week and time past for six weeks.

I am happy It will be done soon.

Thanks Jeniffer for this morning meeting and She acknowledge that i am just waiting for environmental plan to response. It is a common business practice that you give all comments in first feedback, No

new comments are allowed to add any more otherwise the work will never be ended.

Dear Jennifer,

Can you let me know if environmental plan team finish review the material I submit, Again, I submit everything on March 05 and this environmental material been asked material at March 20 which is very late.

I know environmental team is professional stuff and this is their routine jobs so I read all material related environmental in 15 minutes and I assume environmental team should be able to review and give approve at most 2 hours.

I lost all time from Feb 11 to now and could do anything for my project to wait for this permit and I am paying 62000 construction loan payments to the bank every month, I am a small business owner and I will face tremendous financial loss if I don't get the permit soon. so Please help me out. I had permit from city of sunnyvale and also Calwater at Feb 11 already.

Basic this permit involve only two water lines cross over one valley water line. Simple and straightforward. My Trench will be at least 2.5 feet away from valley water line.

My project has 75 pages architect drawing and city of sunnyvale response in three weeks and give all comments in first time and no more comments are allowed to added and they charge like \$5000.

so far I present to valley water two simple drawing and also environmental related materials and I still have not got all answers yet since March 05.

The person received my permit application should be route everything to related team right away so it will not have bottle neck and stop anywhere and all team could work at the same time. That is my two cents. I thought with my scope of information and work, it will be only take maximum one week since all stuffs are professional trained and this is a routine job and we don't invent wheel and does rocket science here. (signe :)

I really appreciate everyone's help. I will call in tomorrow morning to

check on update and I will come in to present anything needed from valley water if necessary, this email backforth look like does not move things forward.

Again thank for Yvonne and Jennifer's step in and help me out.

Cindy [REDACTED]

On Thursday, March 26, 2026 at 05:12:36 PM PDT, Jason Miguel
<jmiguel@valleywater.org> wrote:

Hi Cindy,

In summary of the 15-minute phone conversation, you had with me and Jen of what is required and needs to be **clearly shown**. I will spell it out clearly for you what is required as I wrongly assumed your engineering background provided you with this knowledge:

1. **Plan sheet that clearly shows your 2 6-inch diameter fire service and fire hydrant lines. These need to be clearly labeled and with arrows properly showing to them.**
 1. This was finally accomplished after 6 weeks.
2. **Plan sheet that clearly shows Valley Water's 24-inch diameter Wolfe Recycled Water line. These need to be clearly labeled and with arrows properly showing to them.**
 1. This was finally accomplished after 6 weeks.
3. **Plan sheet that clearly shows the property line of your parcel that is to scale and the property address.**
 1. To answer the question you had in the phone call on why this is needed see the response below marked as **letter b**.
 2. Answer: If you were to give this sheet to any contractor in the future, as is, without properly scaled plans and any addresses labeled they would have no clue where these lines are at. We are requiring this because we want to know where exactly your lines will be located. As you have proven me wrong, I shouldn't have assumed you

knew that showing property lines was basic knowledge to depict on plan submittals as taught in nearly all engineering schools. As I assumed it was trivial, since all engineering students have learned this, you have proven me wrong. As you have proven me wrong, I have clearly explained why it is needed.

1. Yes, you were not clearly told on February 12, 2026, of this requirement as I wrongly assumed, as it was so trivial. With your engineering background, I wrongly assumed that you knew of these common engineering practices in the state of California.
4. **Profile view and/or trench detail that shows where your 2 lines will be installed and how far above each line is from the Wolfe Recycled Water Line.** Unlike other government agencies, Valley Water has agreed that you can hand draw this. Any other government agency that has important utilities would have required you to submit plans with a civil engineer stamp, so I hope for your future developments that you do not have to deal with the likes of the San Francisco Public Utilities Commission (SFPUC) or the East Bay Municipal Utility District (EBMUD) as they are way more strict than Valley Water.
 1. Length, width, and depth of each trench need to be clearly labelled.
 1. All three were finally accomplished on 3/25/26.
5. **Numbers 1, 2, AND 3, (ABOVE) need to be clearly on one sheet. I apologize again for assuming you knew this common engineering practice. But here it is clearly described.**

1. 1st submittal - received March 9, 2026
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- 6.
7. 7th submittal - received March 25, 2026
8. 8th submittal - received March 25, 2026

You mentioned that every small thing Valley Water asked requires a new submittal. Yes, because you did not follow the steps to success, so you have had to revise and reproduce the plans so that they are acceptable. If you followed the steps originally, then you would have been successful in receiving the permit for your 2-fire service/hydrant lines.

Each revision = new submittal. More than 2 submittals = more fees. More submittals = more time that I spend to review your documents. More time staff spends = more money.

As I reminded you on the phone call, your fee on your application alone is in excess of the pipeline crossing permit fee of \$3400. The first 2 submittals, also look above, were included in that permit fee. Now that you have exceeded the 2 submittals, you are required to pay for the staff time included in reviewing your plans (that are still not acceptable) and all phone conversations.

The environmental planner is working on finishing their review. They are working on 2 separate ones as these are considered 2 separate projects. They are reviewed CEQA for the Cal Water lines and your lines. As you may be aware but if not, for your information, Valley Water environmental planning staff are not just working on your project. They are working on multiple projects to ensure that the environment in the state of California continues to be protected. CEQA has been a California state law since 1970.

As a reminder, you were asked on page 4 of 8 on the encroachment permit application for CEQA documents. You did not provide that nor acknowledge to that affect, so when I rushed these 2 CEQA reviews, they asked for that documentation again. Since you submitted the encroachment permit application on February 12, 2026, this was the first time CEQA was brought to your attention. I understand that it's been 6 weeks since you've submitted the application so that's where your lack of remembrance may have come from. Please refer to page 4 of the permit application to see for yourself.

You mentioned that in your previous phone call with Yvonne that she said it was okay for you to assume responsibility for Cal Water's work, but you never confirmed until today that you

wanted to do so. As you told Yvonne, you were going to wait until you discussed with your legal team before deciding on accepting responsibility for Cal Water's work. Yvonne further instructed you that if you wanted to pursue that alternative, then you would have to re-submit one revised application to cover all 4 lines along with both sets of plans. Valley Water was waiting for your confirmation but never received any word until today in the phone call you had with me and the Deputy.

As Jen, clearly instructed you today and as I have clearly told you in prior emails for the past 6 weeks, you will have to submit those revised plans in order for them to be acceptable. Once you make those **revisions, full payment, and the CEQA review is complete**, then and only then will a Valley Water encroachment permit will be issued. This is very trivial and I apologize for assuming so. In addition to my steps to success, I should have clearly explained common engineering practices.

You control your destiny to obtaining the encroachment permit. If you follow those steps, then you will receive your encroachment permit. I have made them as clearly as possible now and will no longer assume that you hold knowledge for common engineering practices.

In the recent 9-minute (4:50pm-4:59pm) conversation we just had, you want someone to work on your permit since I will be off tomorrow. Someone will work on the encroachment permit once **revisions (on 1 sheet), full payment, and the CEQA review is complete**. As you have not provided adequate revised plans, there is nothing to work on. Additionally, as we have not received **acceptable** revised plans, there is no invoice completed as it is ongoing and will continue to run even after this email reaches your inbox.

As you've asked 5 times, Jen Codianne is cc'd on this email. We are both aware of the earlier 15-minute conversation that we had with you. You asked for an update, and I sent you that update at 12:25pm. You requested for another update and unfortunately, you have yet to provide **acceptable revised plans**.

I pray; you follow the steps to success so you may receive your permit.

Thanks,

JASON MIGUEL

ASSISTANT ENGINEER II - CIVIL
Community Projects Review Unit
Tel. (408) 630-2976 / Cell. (408) 761-5789

Santa Clara Valley Water District is now known as:

<image001.png>

Clean Water • Healthy Environment • Flood Protection
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www.valleywater.org