



# City of East Palo Alto

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## Office of the City Attorney

December 5, 2023

### VIA EMAIL & U.S. MAIL

Deirdre Joan Cox, Esq.  
Burke, Williams, & Sorenson, LLP  
1 California Street, Suite 3050  
San Francisco, CA 94111-5432  
[dcox@bwslaw.com](mailto:dcox@bwslaw.com)

### RE: District Mailer sent to All Rate Payers

Dear Ms. Cox:

Thank you for speaking with me over the phone recently. I write to address more specifically my concern I had expressed over the phone regarding a mailer that was sent to all ratepayers, on the East Palo Alto Sanitary District ("District")'s letter, which we believe may be a potential violation of the Political Reform Act.

The Political Reform Act prohibits a public entity like the District from using public funds for campaign purposes. Under Regulations 18420 and 18420.1, for example, the District is likely prohibited from "(4) Developing, writing or distributing campaign literature or making arrangements for campaign literature." As to this inquiry, among other things, the FPPC considers whether, "[w]hen considering the style, tenor, and timing of the communication, it can be reasonably characterized as campaign material and is not a fair presentation of facts serving only an informational purpose." The mailer is styled as an FAQ, but its "style, tenor, and timing" gives the impression of a campaign material. Additionally, we do not believe it is a fair presentation of the facts. Simply, by way of example, the FAQ response below seems to advocate for a particular result, inciting ratepayers to act through fear (of alleged rising rates) to oppose the City's application and perhaps even file a protest:

**How will ratepayers be affected by LAFCo's decision?**

- If the City takes over and dissolves EPASD: sewer rates will be increased substantially to fund expansion of the system.
- If EPASD is allowed to follow its plan: sewer rates will increase modestly over time to fund maintenance and operation of the system.

**How will developers be affected by LAFCo's decision?**

- If the City takes over and dissolves EPASD: developers will pay a fraction of the true cost to connect their projects to the sewer system. Instead, the City will pass the bulk of the expansion costs to existing rate payers through higher rates over the next 30 years.
- If EPASD is allowed to follow its plan: developers will be charged a connection fee set based on an independent rate study prepared in September of 2022. That rate study utilized an "Incremental Methodology," which divides the estimated cost of system expansion projects by the amount of new capacity that those projects will create.

###

Contact: Tami Kelly  
Brazer Communications for EPASD  
[tami@brazercommunications.com](mailto:tami@brazercommunications.com)  
925-640-9997

To: Deirdre Joan Cox, Esq.  
RE: District Mailer sent to All Rate Payers  
Page 2 of 2

Given the timing, it was sent immediately after the November 15, 2023 hearing, during which LAFCo voted to unanimously approve the City's application to absorb the District as a subsidiary. The message on the envelope—"URGENT Help Us Keep Our Rates Low"—underscores the conclusion that a line has been crossed between merely providing information and advocating for a particular result. Further, this mailer is inconsistent with the normal communication pattern of the District and its other communications with the ratepayers.

In spirit of cooperation, I raised this issue on our call in lieu of filing a formal complaint with the FPPC. I greatly appreciate your acknowledgement via email that this issue must be rectified. However, I would like greater assurances that this will not happen again, in addition to a timely and unequivocal retraction be made.

Please timely respond to this letter with concrete steps, consistent with my comments in this letter, so that I may advise my client about whether the City should file a formal complaint with the FPPC.

As always, I am happy to discuss this further.

Sincerely,

**CITY OF EAST PALO ALTO**  
CITY ATTORNEY'S OFFICE

  
\_\_\_\_\_  
John D. Lê  
City Attorney



# City of East Palo Alto

---

## Office of the City Attorney

December 29, 2023

### **VIA EMAIL & U.S. MAIL**

Deirdre Joan Cox, Esq.  
Dasha Sominskaia, Esq.  
Burke, Williams, & Sorenson, LLP  
1 California Street, Suite 3050  
San Francisco, CA 94111-5432  
[dcox@bwslaw.com](mailto:dcox@bwslaw.com)  
[isominskaia@bwslaw.com](mailto:isominskaia@bwslaw.com)

### **RE: Cure and Correct Letter Under the Brown Act**

Dear Ms. Cox and Sominskaia:

I understand that you have sought reconsideration of the San Mateo Local Area Formation Commission ("San Mateo LAFCO")'s decision to approve the City's application to absorb the District. I do, however, want to point out a potential issue with the Ralph M. Brown Act ("Brown Act") and Article I, Section 3 of the California Constitution.

The nature of the violation is as follows. The East Palo Alto Sanitary District ("District") sought reconsideration of the San Mateo Local Area Formation Commission ("San Mateo LAFCO")'s decision to approve the City's application to absorb the District without first agendizing it for discussion by the District and its ratepayers.

The District has only met twice since San Mateo LAFCO adopted a resolution approving the City's application on November 15, 2023. Neither of those meetings involved a regular agenda item explaining to the ratepayers why reconsideration, or any other action in the same or similar vein taken by the District, through its attorneys, would be worthwhile. Indeed, the District met in open session on December 14, 2023 to take several actions relevant to its request for reconsideration (Item Nos. 11-14), including authorizing its General Manager to reduce capacity fees for developers, but did not agendize a request for authorization to file for reconsideration. The District did, however, meet in closed session but it was about potential initiation of litigation.

As you are aware, the Brown Act provides for the judicial invalidation of illegally taken action. Pursuant to Government Code Section 54960.1, I am requesting that the District cure or correct the illegally taken action as follows: properly agendize all actions taken by the District following San Mateo LAFCO's November 15th decision to approve the City of East Palo Alto's application to absorb the District, including without limitation, a decision to request reconsideration from San Mateo LAFCO, and any other action taken by the District, either collectively, individually, or through its agents (e.g., legal counsel).

To: Deirdre Joan Cox, Esq.  
RE: Cure and Correct Letter Under the Brown Act  
Page 2 of 2

As provided by Section 54960.1, you have 30 days from the receipt of this demand to either cure or correct the challenged action, or inform me of your decision not to do so. If you fail to cure or correct as demanded, the City of East Palo Alto may be entitled to seek judicial invalidation of the action pursuant to Section 54960.1, in addition to seeking an award of court costs and reasonable attorney fees pursuant to Section 54960.5.

San Mateo LAFCO has spoken, and we at the City believe it's time for the District work with us on a smooth transition. We sincerely hope you will conserve limited District resources intended to benefit ratepayers by beginning that transition sooner rather than later.

**CITY OF EAST PALO ALTO**  
CITY ATTORNEY'S OFFICE



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John D. Lê  
City Attorney

cc: Melvin E. Gaines (email only)

January 9, 2024

John Le  
City Attorney  
City of East Palo Alto  
2415 University Avenue  
East Palo Alto, CA 94303  
jle@cityofepa.org

**Re: Brown Act and Public Reform Act Violations**

Dear Mr. Le:

We are in receipt of correspondence from the City raising the following issues: (i) alleged Political Reform Act violation based on a letter the District inadvertently distributed to ratepayers in November, (ii) alleged Ralph M. Brown Act (“Brown Act”) violation based on the absence of a reconsideration-related public agenda item, and (iii) issues relating to the District’s budget and spending (including related public records requests). We address each of these issues below.<sup>1</sup>

**The Alleged Public Reform Act Violations.**

In November 2023, the District inadvertently distributed a letter containing Frequently Asked Questions intended as media materials to ratepayers, in lieu of a ratepayer letter that was scheduled to be mailed out around the same time. You have asserted that the letter impermissibly advocated for a specific result using public funds, and was thus in violation of the Political Reform Act. As was later discussed during the extensive meet and confer efforts with the City, in the spirit of cooperation, the District committed to issue a letter clarifying to ratepayers that the original letter was not intended for a rate payer audience.<sup>2</sup> The District accordingly prepared a draft letter, presented it to its Board for review and approval, and, once approved by the Board,

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<sup>1</sup> See Correspondence re: Alleged Political Reform Act Violations from EPA (attached as Exhibit A), Correspondence re: Alleged Brown Act Violations, PRA Request, District Budget (attached as Exhibit B).

<sup>2</sup> See e.g., Exhibit A (related City correspondence).

John Le  
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prepared the finalized letter to be mailed to ratepayers.<sup>3</sup> The letter explained that the District had sent the media statement to ratepayers in error, and apologized for any confusion.<sup>4</sup> However, when the District sent that letter to the City for its review prior to it being sent, the City stated that this letter did not qualify as a retraction, and that it expected the District instead to address the “serious inaccuracies” in the original mailed ratepayer letter.<sup>5</sup> The letter contained no such inaccuracies.

The District has consistently maintained its position that no Political Reform Act (“PRA”) violation occurred with regard to the mailed ratepayer letter. Certain aspects of the District’s position bear repeated emphasis. First, the “tenor, timing and style of [this] communication” do not suggest that the letter constituted campaign materials. This measure was not up for a vote by the public, or even subject to the protest period at the time that the erroneous mailing went out, weighing in favor of being compliant with the PRA. (See [Monterey Peninsula Park District Advisory Letter](#), FPPC No. 16/19853 (finding that a mailing that went out four months prior to an election was too far removed to be in violation of the PRA).) Second, the language used by the District was moderate, and informational, rather than inflammatory. For example, the District’s projections of rate increases were drawn directly from the City’s own estimated rate increases in its Proposal to LAFCo.<sup>6</sup> <sup>7</sup>The District made simple, substantiated, informational statements, and did not, as you insist, “incite ratepayers to act through fear.”<sup>8</sup> The other FAQ responses similarly reflected information gathered from publicly available City and District documents. Finally, and as already established, the District distributed the letter in error. The District’s absence of intent to “conceal, deceive or mislead” would weigh heavily in the District’s favor, and against assessing a penalty, in any FCCP proceeding based on these facts. (See e.g., [In the Matter of the Mesa Water District](#), FCCP No. 16/19813, Stipulation, Decision and Order, at pp. 12-13.)

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<sup>3</sup> Approved Ratepayer Letter (attached as Exhibit C).

<sup>4</sup> See *id.*

<sup>5</sup> See Exhibit A (related City correspondence).

<sup>6</sup> To that end, it would be impossible for the District to retract the substance of its FAQ statements without achieving retraction of statements made by the City in its proposal to LAFCo.

<sup>7</sup> See e.g., p. 11 of [City’s Application to LAFCo](#) (stating its plan to raise service fees from \$600 to \$690, and then continue raising rates 5% each calendar year), and p. 10 (referencing Table 9) (City’s engineering consultants stating that the rates would eventually need to be raised even higher, to \$1,171 or similar (“F& L does anticipate that at some point in the future the ASC will be required to be raised to a level similar to what is presented in Table 9 to ensure ... adequate revenue[.]”).)

<sup>8</sup> See Exhibit A (related City correspondence).

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In all, the District's inadvertent distribution of an informational, moderately styled media statement, did not constitute a PRA violation. The District remains open to sending a supplemental letter and is happy to take suggestions from the City on the content of that letter. However, the District will not "retract" the accurate information that was contained in the FAQs. Please advise on how you would like the District to proceed.

### **The Alleged Brown Act Violations.**

In your December 29, 2023 letter, you assert that the District violated the Brown Act by not public agendizing consideration of reconsideration."<sup>9</sup> This position is legally and factually inaccurate.

First, actions related to the District's alternative proposal, up to and including reconsideration, were approved by the Board, and presented for discussion to the public.<sup>10</sup> Under the District's Board Policy, the General Manager has authority to administer the policy directive to object to the Subsidiary District Proposal and proceed with the Alternative Proposal.<sup>11</sup> That is precisely what the GM has done and the record makes clear that the public has been regularly updated on those efforts.<sup>12</sup>

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<sup>9</sup> See Exhibit B (related City correspondence).

<sup>10</sup> See Exhibit E (Resolution No. 1327 (objecting and opposing the City's Proposal); Resolution No. 1346 (resolution of intention to file an alternative proposal, and "take all action that may be necessary or appropriate to carry out same"); Resolution No. 1349 (approving the submission of the alternative proposal, including authorizing officers of the District to "make any necessary amendments to the Alternative Proposal and ancillary documents as becomes necessary during the LAFCo process, and take all other actions as may be necessary or appropriate[.]"); Agenda for the December 14, 2023, District Board meeting (including *all* of the action items related to reconsideration, and a closed session item for one case).

<sup>11</sup> See Exhibit F (District Board Policy).

<sup>12</sup> See e.g., [Board Minutes from August 3, 2023](#) (Special Counsel providing update on the schedule of submission of the District's alternative proposal); Board Minutes from [August 16, 2023](#) (further updates from Special Counsel relating to the District's alternative proposal); Board Minutes from [September 6, 2023](#) (further updates on the alternative proposal from Director Sherzer); Board Minutes from [September 7, 2023](#) (same); Board minutes from [September 13, 2023](#) (approving submission of the alternative proposal) and [Staff Report and Resolution No. 1349](#) relating to same); Board Minutes from [September 27, 2023](#); Board Minutes from October 5, 2023 (update from Special Counsel detailing the LAFCo process, *including that a reconsideration hearing after LAFCo makes its determinations is possible*); Board Minutes from

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January 9, 2024  
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Second, the District's December 14, 2023 included a closed session item related to anticipated litigation of one case. (See Exhibit A, District's Agenda). The Brown Act plainly permits an entity contemplating initiating litigation to engage in closed session discussion relating to the proposed case without making detailed disclosures. (Gov. Code § 54956.9(d)(4).) Litigation includes a proceeding before an "administrative body exercising its adjudicatory authority" such as a LAFCo, making determinations on a proposal or alternative proposal. (Gov. Code § 54946.9(c).) The Brown Act provides clear guidelines for closed session item descriptions under this exemption. (Gov. Code § 54954.5; *see also Castaic Lake Water Agency v. Newhall Cnty. Water Dist.*, 238 Cal. App. 4th 1196, 1207, as modified (July 22, 2015)) The District's description of the item on its December 14, 2023 Agenda followed statutory guidelines with precision.

There is plainly no Brown Act violation here, however, to avoid any dispute on this issue the District agendaized for discussion at its January 11, 2024 regular meeting an update on reconsideration that gives the Board the option to affirm or rescind the District's December 15, 2024 Request for Reconsideration. We trust that this will satisfy your concerns over the Brown Act.

### **The District's Budget and Your Pending PRA Request.**

In your December 29, 2023 correspondence, you questioned the District's spending in the pursuit of the reconsideration process. You have also requested various records relating to the District's budget and financials, first informally in your December 29, 2023 email, and then separately to the District on January 3, 2024.<sup>13</sup>

As you are surely aware, the District, as an independent special district, is subject to various reporting and approval requirements related to its spending. (See *e.g.*, Health & Saf. Code § 6794; *see also* [Special District Accounting and Reporting Procedures Manual](#).) Consistent with these obligations, all of the information you have requested is available on the District's website. (See *e.g.*, [District's Financial Information](#)

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[November 2, 2023](#) (update on alternative proposal from General Manager); Board Minutes from [November 8, 2023](#) (update from Special Counsel, including *preview of the possibility of seeking reconsideration*); Board Minutes from [November 28, 2023](#) (update from General Manager, including that the District will submit a request for reconsideration); Board Minutes from [December 12, 2023](#) (update from General Manager, again stressing that the District plans to submit a request for reconsideration, and potentially pursue related writ litigation); [Agenda for January 11, 2024](#) Board meeting (including update on status of request for reconsideration transmitted at Board direction).

<sup>13</sup> See Exhibit D, the City's PRA request.

John Le  
January 9, 2024  
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[Page](#) (including budgets and financial statements), [District Finance Committee Meeting Materials](#) (including reconciliation reports).) Given this, it is difficult to construe the City's request for this information as anything other than a thinly veiled threat.

It is unfortunate that, instead of choosing to work with the District to identify a path forward that is in the best interests of the rate-payers, the City is attempting to thwart the District's efforts to ensure a full and fair consideration of these important issues by LAFCo. Notwithstanding these actions, the District remains ready and willing to pursue a mutually agreeable solution, consistent with the District's goals (including as identified in the December 5, 2023 meeting between the District and the City), and compatible with the District's retention of its current form of governance as an independent special district.

Sincerely,

BURKE, WILLIAMS & SORENSEN, LLP



Leah Castella

Cc:  
Timothy J. Fox  
Lead Deputy County Attorney  
County of San Mateo  
400 County Center  
Redwood City, CA 94063  
tfox@smcgov.org

# EXHIBIT A



# City of East Palo Alto

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## Office of the City Attorney

December 5, 2023

**VIA EMAIL & U.S. MAIL**

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925-640-9997

To: Deirdre Joan Cox, Esq.  
RE: District Mailer sent to All Rate Payers  
Page 2 of 2

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Sincerely,

**CITY OF EAST PALO ALTO**  
CITY ATTORNEY'S OFFICE

  
\_\_\_\_\_  
John D. Lê  
City Attorney

**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Friday, December 29, 2023 2:09 PM  
**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>  
**Cc:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>; Castella, J. Leah <[LCastella@bwslaw.com](mailto:LCastella@bwslaw.com)>  
**Subject:** RE: Returning your call

**[EXTERNAL]**

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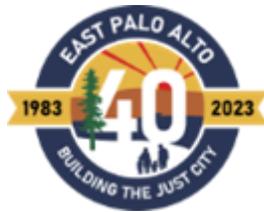
Dear Dasha,

I do want to address a couple of inaccuracies in the letter.

First, these were not “opinions” and instead were represented as facts. There are serious inaccuracies in the original letter and express advocacy, which is likely a violation of Political Reform Act (as noted in my letter, attached). Further, we were told by Joan it would be “retracted”. This letter that you just shared is not a retraction.

Second, we are no longer in “discussions” with the District. That alone must be struck from the letter.

Please let me hear from the District about how this inaccurate letter is to be revised.



**John D. Lê**  
City Attorney

Phone (650) 853-5901  
Email [jle@cityofepa.org](mailto:jle@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)

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East Palo Alto, CA 94303

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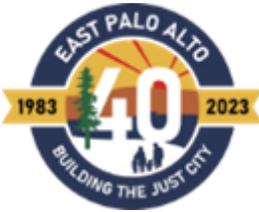
**From:** John Le  
**Sent:** Friday, December 29, 2023 12:06 PM  
**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>  
**Cc:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>; Castella, J. Leah <[LCastella@bwslaw.com](mailto:LCastella@bwslaw.com)>  
**Subject:** RE: Returning your call

Dasha,

Thank you for your email, and for speaking with me. Let's connect when I return.

I would like to make a records request of my own:

1. Current adopted budget of the EPASD; and
2. All records evidencing amounts already spent against the current budget of the EPASD; and
3. All records evidencing amounts remaining on the current adopted budget of the EPASD.



**John D. Lê**

City Attorney

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2415 University Avenue, 2<sup>nd</sup> Fl.  
East Palo Alto, CA 94303

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**From:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>

**Sent:** Friday, December 29, 2023 11:47 AM

**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>

**Cc:** Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>; Castella, J. Leah <[LCastella@bwsllaw.com](mailto:LCastella@bwsllaw.com)>

**Subject:** RE: Returning your call

Hi John,

Thank you for taking the time to connect on the phone earlier this morning. Per our call, please find attached the ratepayer letter that is set to go out sometime next week. Let us know if you have further questions. With regard to the PRA request, as discussed, please see below our “priority” categories for this rolling / iterative production:

1. Communications with the following entities re EPASD, sewer services & fees (including connection fees), subsidiary district, and/ or the alternative proposal:
  - i. Freyer & Laurretta
  - ii. V.W. Housen
  - iii. West Bay
  - iv. Sobrato
  - v. Sand Hill
  - vi. Emerson (Emerson Collective)
  - vii. Eden Housing
  - viii. SMLAFCo

I am hoping the above is sufficiently narrow but please let me know if you anticipate further issues. When do you hope to be able to provide search counts and time estimates as to the first round of production? Thank you and enjoy your holidays.

**Dasha Sominskaia | Associate**

Pronouns: she, her, hers

1 California Street, Suite 3050 | San Francisco, CA 94111

d - 415.655.8143 | t - 415.655.8100 | f - 415.655.8099

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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>

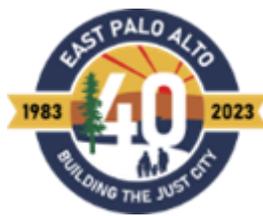
**Sent:** Friday, December 29, 2023 9:36 AM

**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>

**Subject:** RE: Returning your call

**[EXTERNAL]**

Perhaps we can talk now?



**John D. Lê**

City Attorney

Phone (650) 853-5901

Email [jle@cityofepa.org](mailto:jle@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

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East Palo Alto, CA 94303

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**From:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>

**Sent:** Thursday, December 28, 2023 9:08 PM

**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>

**Subject:** RE: Returning your call

Hi John – are you available to meet and confer tomorrow, 12/29, any time from 8am-12pm? I should be in a position to discuss both issues. Alternatively, could you please provide your earliest availability upon your return from vacation? Thank you!

**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>

**Sent:** Wednesday, December 27, 2023 2:31 PM

**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>

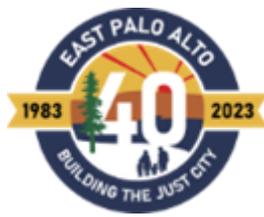
**Subject:** RE: Returning your call

[EXTERNAL]

---

Dasha,

Do you know the status of the retraction? As I had discussed with Joan, I need to know the status of the retraction to determine to advise my client about next steps in terms of the potential Political Reform Act violation we believe may have occurred.



**John D. Lê**

City Attorney

Phone (650) 853-5901

Email [jle@cityofepa.org](mailto:jle@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

2415 University Avenue, 2<sup>nd</sup> Fl.  
East Palo Alto, CA 94303

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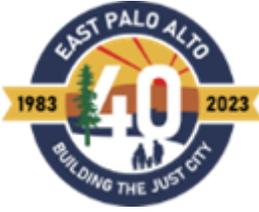
**From:** John Le

**Sent:** Tuesday, December 26, 2023 2:42 PM

**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>

**Subject:** RE: Returning your call

Thank you.



**John D. Lê**

City Attorney

Phone (650) 853-5901  
Email [jle@cityofepa.org](mailto:jle@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)

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**From:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>  
**Sent:** Tuesday, December 26, 2023 2:41 PM  
**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>; Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Subject:** RE: Returning your call

Thank you John – we will keep this in mind, and prioritize getting something on the calendar, if not this week, then once you return from vacation.

**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Tuesday, December 26, 2023 2:39 PM  
**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>; Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Subject:** RE: Returning your call

[EXTERNAL]

---

Might have to be in the new year. I'm out on vacation first week of January.



**John D. Lê**

City Attorney

Phone (650) 853-5901  
Email [jle@cityofepa.org](mailto:jle@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)

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**From:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>  
**Sent:** Tuesday, December 26, 2023 2:36 PM

**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>; Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Subject:** RE: Returning your call

Hi John – confirming receipt of your request. We will circle back to you by EOW. Thank you and happy holidays.

**Dasha Sominskaia | Associate**

Pronouns: she, her, hers

1 California Street, Suite 3050 | San Francisco, CA 94111

d - 415.655.8143 | t - 415.655.8100 | f - 415.655.8099

[isominskaia@bwslaw.com](mailto:isominskaia@bwslaw.com) | [bwslaw.com](http://bwslaw.com)



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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Tuesday, December 26, 2023 2:31 PM  
**To:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Cc:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>  
**Subject:** RE: Returning your call

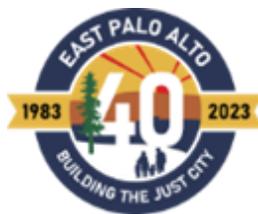
**EXTERNAL**

---

Joan,

Checking in on this request below to meet and confer.

Is this something I should talk to Dasha about?



**John D. Lê**

City Attorney

Phone (650) 853-5901

Email [jle@cityofepa.org](mailto:jle@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

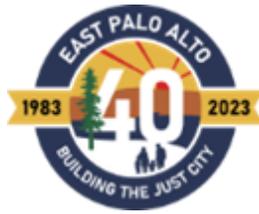
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**From:** John Le  
**Sent:** Wednesday, December 20, 2023 5:55 PM  
**To:** Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>  
**Subject:** RE: Returning your call

Joan,

Please let me know when is a good time to meet and confer over the records request and also check in about the retraction.



**John D. Lê**  
City Attorney

Phone (650) 853-5901  
Email [jle@cityofepa.org](mailto:jle@cityofepa.org)  
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**From:** Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>  
**Sent:** Tuesday, December 5, 2023 11:08 AM  
**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Cc:** Patricia Del Castillo <[pcastillo@cityofepa.org](mailto:pcastillo@cityofepa.org)>  
**Subject:** RE: Returning your call

John:

Akin and I are planning to meet you at 1:30 pm. Can you tell us where to meet you?

Thanks,

Joan

**Deirdre Joan Cox | Partner**

Pronouns: she, her, hers

1 California Street, Suite 3050 | San Francisco, CA 94111-5432

d - 415.655.8123 | t - 415.655.8100 | f - 415.655.8099 | c - 415.310.0160

[dcox@bwsllaw.com](mailto:dcox@bwsllaw.com) | [vCard](#) | [bwsllaw.com](http://bwsllaw.com)

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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Friday, December 1, 2023 5:35 PM  
**To:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Cc:** Patricia Del Castillo <[pcastillo@cityofepa.org](mailto:pcastillo@cityofepa.org)>  
**Subject:** Re: Returning your call

**EXTERNAL**

---

I think hosting in East Palo Alto makes more sense given how many people in East Palo Alto will be attending.

Sent from my iPhone

On Dec 1, 2023, at 3:35 PM, Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)> wrote:

We are planning for an in-person meeting, we believe that would be more effective. I am happy to host in SF (I have a City Council meeting in Sausalito on Tuesday at 5 pm), but we assumed you and Melvin would prefer to meet in East Palo Alto.

Thanks,

Joan

**Deirdre Joan Cox | Partner**

Pronouns: she, her, hers

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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Friday, December 1, 2023 3:26 PM  
**To:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Cc:** Patricia Del Castillo <[pcastillo@cityofepa.org](mailto:pcastillo@cityofepa.org)>  
**Subject:** Re: Returning your call

**EXTERNAL**

---

Is this a zoom call or in person meeting? And where? We can host at city hall. Copying my legal secretary to coordinate.

Sent from my iPhone

On Dec 1, 2023, at 3:08 PM, Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)> wrote:

Thanks, John,

We would like to select the 1:30 pm time slot. We are working on the retraction and how best to send it out. I will circle back with details but I am trying to get something drafted today if possible or Monday at the latest. Happy to chat at your convenience regarding the PRA.

Thanks,

Joan

**Deirdre Joan Cox | Partner**

Pronouns: she, her, hers

1 California Street, Suite 3050 | San Francisco, CA 94111-5432

d - 415.655.8123 | t – 415.655.8100 | f – 415.655.8099 | c – 415.310.0160

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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Friday, December 1, 2023 9:04 AM

**To:** Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>  
**Subject:** Re: Returning your call

[EXTERNAL]

---

Joan,

Melvin has confirmed that Tuesday at either 130 or 330 works for us.  
Sent from my iPhone

On Dec 1, 2023, at 7:14 AM, John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)> wrote:

Joan,

I've passed this on to Melvin.

Quick question: how and when are you planning issue the retraction?

We should also coordinate on the PRA submitted by your client.

Sent from my iPhone

On Nov 30, 2023, at 11:50 AM, John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)> wrote:

Michael,

Just wanted to get your take on Joan's request.

She said she's going to file a motion (???) for reconsideration. Prior to that, she has asked to settle the matter. Below is an email asking for settlement discussions. I am not even sure that's possible. But I do know that I've been approached to settle before an appeal is filed in a civil action. Not sure there's an analogy here. Thoughts?

<[image001.png](#)>

**John D. Lê**

City Attorney

Phone (650) 853-5901

Email [jle@cityofepa.org](mailto:jle@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

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**From:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Sent:** Thursday, November 30, 2023 11:30 AM  
**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Subject:** RE: Returning your call

John:

Thanks for our call yesterday. I know it's short notice, but Akin and I could be available to meet with you and Melvin on Monday or Tuesday, December 4 or 5, if convenient. We believe we should put aside at least a couple of hours. We would prefer the 5<sup>th</sup>, but can make the 4<sup>th</sup> work if your team prefers that. If that's too soon, please advise and we'll provide additional dates. The Board's next meeting is scheduled for December 14, 2023.

I also received direction on the issue of the mailing that went to ratepayers. The District will be issuing a retraction of that communication accompanied by notification that LAFCo approved the City's subsidiary district proposal on November 15 and EPASD is in the process of considering its next steps.

Thanks,

Joan

**Deirdre Joan Cox | Partner**

Pronouns: she, her, hers

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<~WRD0002.jpg>

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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Wednesday, November 29, 2023 12:57 PM  
**To:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Subject:** RE: Returning your call

**[EXTERNAL]**

---

Sounds good.

P.S.— I've never heard of a phone selectively silencing its ringer. I would like to have that feature.

[<image001.png>](#)

**John D. Lê**

City Attorney

**Phone** (650) 853-5901

**Email** [jle@cityofepa.org](mailto:jle@cityofepa.org)

**Web** [www.cityofepa.org](http://www.cityofepa.org)

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**From:** Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>

**Sent:** Wednesday, November 29, 2023 12:54 PM

**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>

**Subject:** RE: Returning your call

Thanks, John,

Apologies for that. For some reason, my phone automatically silences calls from numbers it does not recognize. I have a call from 1-1:30 pm, but will call you shortly thereafter if that works. Also, my office number is 415-655-8123. I am typically in the office unless I have meetings elsewhere.

Thanks very much,

Joan

**Deirdre Joan Cox | Partner**

Pronouns: she, her, hers

1 California Street, Suite 3050 | San Francisco, CA 94111-5432

d - 415.655.8123 | t – 415.655.8100 | f – 415.655.8099 | c – 415.310.0160

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-----Original Message-----

From: John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
Sent: Wednesday, November 29, 2023 12:41 PM  
To: Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
Subject: Returning your call

[EXTERNAL]

Joan,

I got your message. I tried returning it, but your mailbox is full, won't accept any messages, and then promptly hung up on me. I'm happy to speak with you. Please call me at 650-815-9206.

Sent from my iPhone

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# EXHIBIT B



# City of East Palo Alto

---

## Office of the City Attorney

December 29, 2023

### **VIA EMAIL & U.S. MAIL**

Deirdre Joan Cox, Esq.  
Dasha Sominskaia, Esq.  
Burke, Williams, & Sorenson, LLP  
1 California Street, Suite 3050  
San Francisco, CA 94111-5432  
[dcox@bwslaw.com](mailto:dcox@bwslaw.com)  
[isominskaia@bwslaw.com](mailto:isominskaia@bwslaw.com)

### **RE: Cure and Correct Letter Under the Brown Act**

Dear Ms. Cox and Sominskaia:

I understand that you have sought reconsideration of the San Mateo Local Area Formation Commission ("San Mateo LAFCO")'s decision to approve the City's application to absorb the District. I do, however, want to point out a potential issue with the Ralph M. Brown Act ("Brown Act") and Article I, Section 3 of the California Constitution.

The nature of the violation is as follows. The East Palo Alto Sanitary District ("District") sought reconsideration of the San Mateo Local Area Formation Commission ("San Mateo LAFCO")'s decision to approve the City's application to absorb the District without first agendizing it for discussion by the District and its ratepayers.

The District has only met twice since San Mateo LAFCO adopted a resolution approving the City's application on November 15, 2023. Neither of those meetings involved a regular agenda item explaining to the ratepayers why reconsideration, or any other action in the same or similar vein taken by the District, through its attorneys, would be worthwhile. Indeed, the District met in open session on December 14, 2023 to take several actions relevant to its request for reconsideration (Item Nos. 11-14), including authorizing its General Manager to reduce capacity fees for developers, but did not agendize a request for authorization to file for reconsideration. The District did, however, meet in closed session but it was about potential initiation of litigation.

As you are aware, the Brown Act provides for the judicial invalidation of illegally taken action. Pursuant to Government Code Section 54960.1, I am requesting that the District cure or correct the illegally taken action as follows: properly agendize all actions taken by the District following San Mateo LAFCO's November 15th decision to approve the City of East Palo Alto's application to absorb the District, including without limitation, a decision to request reconsideration from San Mateo LAFCO, and any other action taken by the District, either collectively, individually, or through its agents (e.g., legal counsel).

To: Deirdre Joan Cox, Esq.  
RE: Cure and Correct Letter Under the Brown Act  
Page 2 of 2

As provided by Section 54960.1, you have 30 days from the receipt of this demand to either cure or correct the challenged action, or inform me of your decision not to do so. If you fail to cure or correct as demanded, the City of East Palo Alto may be entitled to seek judicial invalidation of the action pursuant to Section 54960.1, in addition to seeking an award of court costs and reasonable attorney fees pursuant to Section 54960.5.

San Mateo LAFCO has spoken, and we at the City believe it's time for the District work with us on a smooth transition. We sincerely hope you will conserve limited District resources intended to benefit ratepayers by beginning that transition sooner rather than later.

**CITY OF EAST PALO ALTO**  
CITY ATTORNEY'S OFFICE



---

John D. Lê  
City Attorney

cc: Melvin E. Gaines (email only)

# EXHIBIT C



EAST PALO ALTO SANITARY DISTRICT

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Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)  
**Akin Okupe, M.B.A, P.E., General Manager**

December 22, 2023

Dear Ratepayer,

The document entitled "EPASD Statement" that was mailed to you on November 22, 2023 contains East Palo Alto Sanitary District (EPASD) opinions and was inadvertently mailed to you instead of the media. We apologize for any confusion.

EPASD is continuing to have discussions with the City of East Palo Alto about funding expansion of the sewer system to accommodate new development. We understand that you prefer to minimize sewer service rate increases.

We will keep you informed as discussions with the City proceed. If you have questions about this issue in the meantime, please contact Verence Cano Rodriguez: [VRodriguez@epasd.com](mailto:VRodriguez@epasd.com)

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dennis C Scherzer', written over a light blue horizontal line.

Dennis C Scherzer  
Board President



EAST PALO ALTO SANITARY DISTRICT

EL DIRECTORIO

Dennis Scherzer, Presidente  
Martha Stryker, Vicepresidenta  
Glenda Savage, Secretaraia  
Bethzabe Yañez, Directora  
Ofelia Bello, Directora

901 Weeks Street  
East Palo Alto, CA 94303  
Phone: (650) 357-9021  
Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)  
**Akin Okupe, M.B.A, P.E., General Manager**

December 22, 2023

Estimado Contribuyente,

El documento titulado "Declaración de EPASD" que se le envió por correo el 22 de noviembre de 2023 contiene opiniones del Distrito Sanitario de East Palo Alto (EPASD) y se le envió inadvertidamente a usted en lugar de a los medios de comunicación. Nos disculpamos por cualquier confusión.

EPASD continúa teniendo conversaciones con la ciudad de East Palo Alto sobre la financiación de la expansión del sistema de alcantarillas para dar cabida a nuevos desarrollos. Entendemos que usted prefiere minimizar los aumentos en las tarifas del servicio de alcantarillas.

Lo mantendremos informado a medida que avancen las conversaciones con la Ciudad. Mientras tanto, si tiene preguntas sobre los problemas, comuníquese con Verenice Cano Rodríguez: [VRodriguez@epasd.com](mailto:VRodriguez@epasd.com)

Atentamente,

A handwritten signature in blue ink, appearing to read 'Dennis C. Scherzer', is written over the typed name.

Dennis C Scherzer  
Presidente

# EXHIBIT D



# City of East Palo Alto

---

## Office of the City Attorney

January 3, 2024

Akin Okupe  
General Manager  
East Palo Alto Sanitary District  
901 Weeks Street  
East Palo Alto, CA 94303

[aokupe@epasd.com](mailto:aokupe@epasd.com)

Dear Mr. Okupe,

Pursuant to the California Public Records Act, Government Code Section 7920 et seq., please provide the following information to the East Palo Alto City Attorney:

1. Current adopted budget of the EPASD; and
2. All records evidencing amounts already spent against the current budget of the EPASD; and
3. All records evidencing amounts remaining on the current adopted budget of the EPASD.

As you presumably are aware, the law requires you to respond within 10 days.

Yours truly,

**CITY OF EAST PALO ALTO**  
**CITY ATTORNEY'S OFFICE**

/s/ John D. Lê

---

John D. Lê  
City Attorney

C: Dasha Sominskaia, [DSominskaia@bwslaw.com](mailto:DSominskaia@bwslaw.com)  
Deirdre Joan Cox [DCox@bwslaw.com](mailto:DCox@bwslaw.com)  
Leah Castella [LCastella@bwslaw.com](mailto:LCastella@bwslaw.com)

# EXHIBIT E

## **RESOLUTION NO. 1327**

**A RESOLUTION OF THE EAST PALO ALTO SANITARY DISTRICT (“EPASD”) OPPOSING THE PROPOSAL THE CITY OF EAST PALO ALTO (“CITY”) SUBMITTED TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION (“SMLAFCo”) WHEREBY THE CITY SEEKS TO HAVE SMLAFCo ESTABLISH EPASD AS A SUBSIDIARY DISTRICT OF THE CITY**

**EAST PALO ALTO SANITARY DISTRICT**

**RESOLUTION NO. 1327**

**A RESOLUTION OF THE EAST PALO ALTO SANITARY DISTRICT (“EPASD”) OPPOSING THE PROPOSAL THE CITY OF EAST PALO ALTO (“CITY”) SUBMITTED TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION (“SMLAFCo”) WHEREBY THE CITY SEEKS TO HAVE SMLAFCo ESTABLISH EPASD AS A SUBSIDIARY DISTRICT OF THE CITY**

WHEREAS, the EPASD was established in 1939 as a California Special District to provide safe, reliable and effective sanitary sewer services for its customers in the cities of East Palo Alto and Menlo Park;

WHEREAS, the EPASD has and continues to fulfill its purpose while providing services to its customers at a reasonable cost;

WHEREAS, on October 18, 2022, the CITY passed Resolution No. 137-2022, requesting that SMLAFCo take proceedings to establish the EPASD as a subsidiary district of the CITY pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

WHEREAS, on November 10, 2022, the CITY submitted to SMLAFCo a proposal to SMLAFCo, which SMLAFCo has identified as LAFCo File No. 22-09, requesting that SMLAFCo take proceedings to establish the EPASD as a subsidiary district of the CITY (“Proposal”);

WHEREAS, SMLAFCo has issued notices that the CITY’s Proposal has been submitted for consideration to SMLAFCo;

WHEREAS, while the EPASD is not against development within the EPASD, it strongly believes that for profit development should be funded by the developers and not at the expense of EPASD’s customers in the form of higher rates, costs and/or fees;

WHEREAS, the CITY’s analysis in support of its Proposal is flawed in that if implemented, the Proposal would result in a substantial benefit to new, for profit and primarily commercial developer projects within the EPASD while substantially burdening EPASD customers with higher rates to offset the increased costs caused by the for profit development;

WHEREAS, if the CITY’s Proposal was approved, the customers of EPASD would see immediate, continuing and substantial rate increases which are otherwise avoidable if for profit development is required to pay the actual costs of the additional burdens they will place on the EPASD sewer system;

NOW, THEREFORE, BE IT RESOLVED that for the reasons set forth above, the EPASD objects to and opposes the CITY’s Proposal to SMLAFCo File No. 22-09 and objects to and opposes that the EPASD be established as a subsidiary district of the CITY.

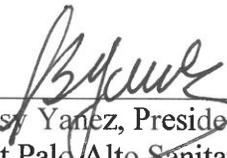
PASSED AND ADOPTED by the EPASD on the 8th day of December, 2022, by the following vote:

AYES: Betsy Yanez, Glenda Savage, Joan Sykes-Miessi, Martha Stryker, Dennis Scherzer

NOES:

ABSENT:

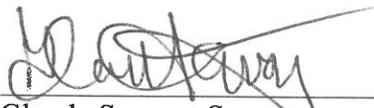
ABSTAIN:



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Betsy Yanez, President  
East Palo Alto Sanitary District

ATTEST



---

Glenda Savage, Secretary  
East Palo Alto Sanitary District

**RESOLUTION NO. 1346**

**RESOLUTION OF INTENTION TO  
FILE AN ALTERNATIVE PROPOSAL  
TO THE SUBSIDIARY DISTRICT  
PROPOSAL TO THE SAN MATEO  
LOCAL AGENCY FORMATION  
COMMISSION (LAFCO) FILED BY  
THE CITY OF EAST PALO ALTO  
PURSUANT TO GOVERNMENT  
CODE SECTION 56861.**

**RESOLUTION NO. 1346 OF THE BOARD OF THE EAST PALO ALTO SANITARY DISTRICT**

**RESOLUTION OF INTENTION TO FILE AN ALTERNATIVE PROPOSAL PURSUANT TO C.G.C. § 56861(b)(2)**

The undersigned, being all of the directors of the District, hereby consent, pursuant to applicable regulations and the District's Bylaws, to the adoption of resolutions below taking or authorizing the actions specified therein.

WHEREAS, a Special Meeting of the Board of Directors of the East Palo Alto Sanitary District ("District Board") was held, commencing at 6 pm on July 12, 2023, via Zoom, with a quorum of the directors present and participating in the meeting;

WHEREAS, on November 10, 2022, the City of East Palo Alto ("City"), submitted an initial application to the San Mateo Local Agency Formation Commission ("LAFCo"), proposing the establishment of the East Palo Alto Sanitary District ("District") as a subsidiary district of the City (attached hereto as Exhibit A);

WHEREAS, on December 8, 2022, the District Board adopted Resolution No. 1327 memorializing its objection and opposition to the City's initial application (attached hereto as Exhibit B);

WHEREAS, the City's application was duly processed and became a Proposal on June 15, 2023, when LAFCo issued a Certificate of Filing of the application (attached hereto as Exhibit C);

WHEREAS, the District received email notice from LAFCo that the City's application was accepted as a complete Proposal filing on June 15, 2023;

WHEREAS, C.G.C. § 56861(b) provides that an agency has 35 days after notice of a Proposal to adopt a resolution of intention to file an alternative Proposal with LAFCo, and to so notify the LAFCo's executive officer;

WHEREAS, the District Board has determined that filing an alternative Proposal opposing the establishment of the District as a subsidiary district of the City would best serve the interests of its rate payers;

WHEREAS, the District accordingly wishes to exercise its right under C.G.C. § 56861(b)(2) to file an alternative Proposal with LAFCo, and to that end, adopts the following resolutions:

THEREFORE, BE IT RESOLVED that the officers of this District, and each of them acting alone, be, and hereby are authorized and directed to pursue an alternative Proposal with LAFCo, and take all action as may be necessary or appropriate to carry out same;

RESOLVED FURTHER that all actions taken and to be taken on behalf of the District in connection with any of the foregoing are hereby ratified and approved in all respects.

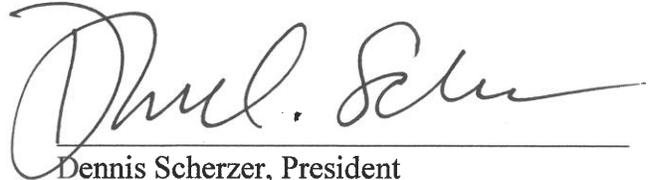
PASSED AND ADOPTED by the District on the 12th day of July, 2023, by the following vote:

AYES: Dennis Scherzer, Glenda Savage, Bethzabe Yañez

NOS:

ABSTAIN:

ABSENT: Martha Stryker, Ofelia Bello



Dennis Scherzer, President  
East Palo Alto Sanitary District

ATTEST:



Glenda Savage, Secretary  
East Palo Alto Sanitary District

# EXHIBIT A



## CITY OF EAST PALO ALTO

OFFICE OF THE CITY MANAGER

2415 UNIVERSITY AVENUE  
EAST PALO ALTO, CA 94303

RECEIVED

NOV 10 2022

LAFCO

November 10, 2022

Rob Bartoli, Executive Officer  
San Mateo Local Agency Formation Commission  
455 County Center  
Redwood City, CA 94063

Subject: Proposed Establishment of the East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto

Dear Mr. Bartoli:

Attached please find the City of East Palo Alto application to LAFCo to establish the East Palo Alto Sanitary District as a subsidiary district of the City pursuant to the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code Section 56000 et seq.). The City respectfully requests approval of this proposal as described in the attached materials.

Enclosed in support of this proposal are the following:

1. Resolution of application adopted by the City Council on October 18, 2022
2. Completed LAFCo application and Plan for Service
3. Freyer and Laureta Technical Memorandum Re: Sanitary Capital Improvement and Operation Plan including Tables and Exhibits
4. A map showing the Boundaries of the East Palo Alto Sanitary District and the City of East Palo Alto
5. Notice of Exemption (1 copy)

Rob Bartoli  
November 10, 2022  
Page 2

6. Check payable to San Mateo LAFCo for \$15,000 for LAFCo processing fee
7. Check payable to State Board of Equalization filing fee (*to be submitted at a later date*)

If you have any questions regarding this proposal, please contact me at (650) 422-4698.

Sincerely



Patrick Heisenger, Interim City Manager  
City of East Palo Alto

Distribution:

**RECEIVED**

**NOV 10 2022**

**RESOLUTION NO. 137-2022**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF EAST PALO ALTO**

**LAFCO**

**REQUESTING THAT THE LOCAL AGENCY FORMATION COMMISSION TAKE PROCEEDINGS TO ESTABLISH THE EAST PALO ALTO SANITARY DISTRICT AS A SUBSIDIARY DISTRICT OF THE CITY OF EAST PALO ALTO PURSUANT TO THE CORTESE-KNOX-HERTZBERG LOCAL GOVERNMENT REORGANIZATION ACT OF 2000**

**WHEREAS**, the City Council of the City of East Palo Alto has determined it is in the public interest to establish the East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000; and

**WHEREAS**, an application initiating the proposed subsidiary district is attached hereto as Exhibit A; and

**WHEREAS**, a description of the subsidiary district's boundaries is shown on the map attached as Exhibit B; and

**WHEREAS**, the proposal is consistent with findings and determinations in the LAFCo Municipal Service Review for the City of East Palo Alto, East Palo Alto Sanitary District and West Bay Sanitary District approved by San Mateo LAFCo on June 15, 2022; and

**WHEREAS**, the proposal is consistent with the sphere of influence alternatives identified by San Mateo LAFCo, and

**WHEREAS**, the reason for the proposal is to transfer governance and operation of sanitary sewer service to the City of East Palo Alto in the form of a subsidiary district to provide for more efficient operation and coordinated planning of sewer service, infrastructure and capacity to accommodate planned growth and to improve transparency, accountability and environmental health to meet the current and future needs of all District ratepayers; and

**WHEREAS**, the City Council certifies this proposal is exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15320 of State CEQA Guidelines; and

**WHEREAS**, it is desired to provide that proposed establishment of a subsidiary district be subject to the following terms and conditions:

- 1) The effective date of the subsidiary district be the first day of a fiscal period (calendar month, quarter, year)
- 2) LAFCo approval be conditioned upon an executed agreement for operation and maintenance of the sewer system with a private or public agency.

**NOW, THEREFORE, BE IT RESOVLED THAT THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO HEREBY** approves the application and adopts this resolution, and the Local Agency Formation Commission of San Mateo County is hereby requested to take proceedings for the establishment of the East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto pursuant to the provisions of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.

**BE IT FUTHER RESOLVED** that the City Council authorizes the City Manager to make any necessary amendments to the application and plan for service in the course of the LAFCo process.

**BE IT FUTHER RESOLVED** that the City Council authorizes the expenditure of up to \$15,000 dollars for any processing costs.

**PASSED AND ADOPTED** this 18<sup>h</sup> day of October 2022, by the following vote:

**AYES:** Abrica, Gauthier, Lopez, Romero,

**NOES:**

**ABSENT:**

**ABSTAIN:** Wallace-Jones

  
\_\_\_\_\_  
Ruben Abrica, Mayor

**ATTEST:**

  
\_\_\_\_\_  
James Eolin, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Valerie J. Armento, Interim City Attorney

**APPLICATION FOR A CHANGE OF ORGANIZATION, REORGANIZATION, OR  
OUTSIDE SERVICE AGREEMENT  
TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION**

**A. GENERAL INFORMATION**

1. Briefly describe the nature of the proposed change of organization, reorganization, or outside service agreement.

Establish East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

Landowners or registered voters, by petition  
 An affected public agency, by resolution

**(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)**

3. What are the reasons for the proposal?

The reason for the proposal is to transfer governance and operation of sanitary sewer service to the City of East Palo Alto in the form of a subsidiary district to provide for more efficient operation and coordinated planning of sewer service, infrastructure and capacity to accommodate planned growth and to improve transparency, accountability and environmental health to meet the current and future needs of all District ratepayers.

4. Does this application have 100% consent of landowners in the affected area?

Yes                       No

**RECEIVED**

**NOV 10 2022**

5. Estimated acreage: 1.84 square miles

**LAFCO**

**B. SERVICES**

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

Establishing the EPASD as a subsidiary district of the City of East Palo Alto would not alter service area because EPASD would continue to exist as a subsidiary district of the City with the City Council as governing body.

- List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none" if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT SOURCE	PROPOSED SOURCE	FUNDING SOURCE	
			CONSTRUCTION	OPERATING
<i>Sanitary Sewer</i>	<i>East Palo Alto Sanitary District, an Independent Special District</i>	<i>East Palo Alto Sanitary District, a subsidiary district of the City of East Palo Alto</i>	<i>Development Fees, Grants and Reserve</i>	<i>Sewer Service Fees and Property Tax Revenue</i>

**C. PROJECT PROPOSAL INFORMATION**

- Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

The boundaries of the East Palo Alto Sanitary District which include a majority of the City of East Palo Alto and a portion of the City of Menlo Park bounded by the East Palo Alto/Menlo Park Boundary, San Francisquito Creek and Menalto Avenue. (Please see attached map included as Attachment #4)

- Describe the present land use(s) in the subject territory.

The City of East Palo Alto, which is 2.6 square miles, is a mostly built out city, with the exception of open space, marshlands and vacant land in the Ravenswood Industrial area. Of the developed areas, residential uses are the most common land use in the City. Approximately 50% of the land are residential uses, with the majority being single family, along with a smaller percentage of multi-family uses. Commercial and office account for approximately six percent of the land area. The greatest mix of uses occurs where residential neighborhoods are near University Avenue's retail uses, or near the Ravenswood 101 Shopping Center. There is also a relatively significant amount of vacant land, primarily concentrated along Bay Road within the 350-acre Ravenswood Business District/4 Corners Transit Oriented Development Specific Plan (RBD), where previously industrial businesses were located. Institutional uses, public facilities, and parks and recreational facilities account for approximately ten percent of the land areas in the City. Territory within the City of Menlo Park is residential.

3. How are adjacent lands used?

North:	Baylands, Open Space
South:	Residential (the cities of Palo Alto and Menlo Park)
East:	Baylands, Open Space (including the City of Palo Alto)
West:	Residential and Office Park (including the city of Menlo Park and Facebook)

4. Will the proposed change of organization result in additional development? If so, how is the subject territory to be developed?

The intent of establishing EPASD as a subsidiary district of the City is to allow development consistent with the City's General Plan, Zoning Ordinance and Ravenswood Specific Plan. The City has not been able to issue building permits without confirmation of capacity from the EPASD. Additionally, the City is also processing an update to the RBD Update to potentially allow between two to three million square feet of commercial use as well as up to 1600 residential units within the Specific Plan area. The update is scheduled to be heard by the City Council in mid-2023.

5. What is the general plan designation of the subject territory?

The entire City of East Palo Alto has the following General Plan designations, encompassing residential, mixed use, commercial, parks, industrial, public/institutional and open space categories: Low Density Residential (0-12 units/acre), Medium Density Residential (12.1-22 units/acre), High Density Residential (22.1-43 units/acre), Urban Residential (43.1-86 units/acre), Mixed Use Low, Mixed Use Corridor, Mixed Use High, Neighborhood Commercial, General Commercial, Office, General Industrial, Industrial Buffer, Parks/Recreation/Conservation, Resource Management and Public/Institutional.

The specific definitions of the City of East Palo Alto General Plan designations can be found in the land use chapter of the City's General Plan Vista 2035 from this [link](#).

The portion of the City of Menlo Park that is currently served by EPASD has the following General Plan designations: Residential and Public/Quasi Public. The specific definitions of the City of Menlo Park's Land Use Element of the General Plan designations can be found in the beginning on Page LU-13 from this [link](#).

6. What is the existing zoning designation of the subject territory?

The entire city has the following Zoning designations: Residential Low Density (R-LD), Residential Medium Density (R-MD), Residential High Density (R-HD),

Residential Urban High Density (R-UHD), Mixed Use Corridor (MUC), Mixed Use Low (MUL), Mixed Use High (MUH), Commercial General (C-G), Commercial Neighborhood (C-N), Commercial Office (C-O) Public Institutional (PI), Parks and Recreation (PR), and Resource Management (RM). The City also has specific zoning designations within the RBD Specific Plan area. The districts include the following: 4 Corners, Bay Road Central, Ravenswood Employment Center, Industrial Transition, Waterfront Office, Urban Residential, University Village (single family), Ravenswood Open Space, and Ravenswood Flex Overlay.

A definition of all these districts can be found in the City's development code Chapter 18, Article 2, which is part of the City's Municipal Code from this [link](#).

Definitions of the RBD zoning designations can be found in the land use section of the Specific Plan from this [link](#).

The portion of the City of Menlo Park that is currently served by EPASD has the following General Plan designations: Residential and Public/Quasi Public. The specific definitions of the City of Menlo Park's Land Use Element of the General Plan designations can be found in the beginning on Page LU-13 from this [link](#).

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

The entire City is governed by the General Plan Vista 2035, Development (Zoning) Code, and the RBD Specific Plan. Each of these had environmental clearances, including the program level environmental impact report (EIR) for the General Plan and the RBD Specific Plan. The City is also in the process of preparing an update to the RBD Specific Plan, including its own programmatic EIR. The City anticipates the Specific Plan and EIR to go before the City Council for a decision in mid 2023.

The LAFCo application is exempt from the California Environmental Quality Act (CEQA) under Section 15320 of State CEQA Guidelines because it consists of establishment of a subsidiary district, which does not change the geographical area in which previously existing powers are exercised.

8. What additional approvals will be required to proceed?

Execution of a contract for operation of the sewer system with a private or public sewer entity.

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No.

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

The proposal will accommodate development already approved by the City of East Palo Alto. This proposal will accommodate approved development by increasing the capacity of the sanitary sewer system and providing much needed service for new land uses, including development proposed by residents. Many recently approved entitlements have not been able to proceed to building permits because will serve letters have not been issued by the EPASD.

\* \* \* \* \*

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ATTN: \_\_\_\_\_

\_\_\_\_\_  
Signature of Proponent

Applica\_blk.doc  
(10/6/2000)

**PLAN FOR PROVIDING SERVICE**

**A. AFFECTED PUBLIC AGENCIES**

Please complete this section if this application is submitted by resolution of one or more affected public agencies. Certified copies of resolutions listed below must accompany this application.

1. The names and resolutions of agencies applying for the change of organization or reorganization described above are as follows:

AFFECTED AGENCY	RESOLUTION NO.	DATE ADOPTED
City of East Palo Alto	#137-2022	October 18, 2022

2. Does this application have 100 % consent of landowners in the affected area?  
Yes  No  (If Yes, include proof of consent.)

**B. PLAN FOR PROVIDING SERVICES**

1. Enumerate and describe the services to be extended to the affected territory.  
Wastewater collection pursuant to the Sanitary District Act (California Health and Safety Code §6400 – 6982) by operating and maintaining the collection system via a private or public entity and sewage treatment via a contract with the City of Palo Alto for capacity at its Regional Water Quality Control Plant.

2. Describe the level and range of those services.  
The collection system would continue to be operated in accordance with Statewide SSO Waste Discharge Requirements and RWQCB Sewer System Management Plan guidelines. Operation and maintenance of the sanitary sewer collection system consisting of approximately 30 miles of gravity sewer lines, of which approximately 70 percent are 6 inches in diameter and the balance ranging from 8 to 24 inches in diameter. Operation will include replacement of deficient lines to serve existing customers and capital improvements to accommodate planned development.

The City engaged Freyer & Laureta, Inc. (F&L) to identify potential capital improvements to improve the overall reliability and resiliency of the existing sanitary sewer collection system; identify potential capacity improvements required to provide service for future development as approved by the City; develop an annual operation and maintenance budget for the sanitary sewer collection system including the expenses associated with wastewater treatment at the Palo Alto Regional Water Quality Control Plant (PARWQCP); develop potential annual sanitary sewer service charge to support ongoing operation of the sanitary sewer collection system and develop a connection fee for new developments to receive sanitary sewer service. (Please see F&L Memo labeled Attachment #3)

To develop an estimated annual operating and maintenance budget, F&L reviewed the published Fiscal Year 2022/2023 budget from WBSD. Table 7 included with the F&L Memo presents our methodology for developing a budget for operating expenses for labor and other overhead costs applying a ratio calculated by dividing the total miles of pipes within the EPASD collection system by the total miles of pipe within the WBSD collection system.

In addition to the labor costs for operating the collection system, EPASD contributes the operating and capital costs for the PAWRQP as outlined in the existing agreement. In reviewing the *East Palo Alto Sanitary District, 2019 Sewer Rate Study (Rate Study)*, F&L identified that the study include a summary of anticipated treatment operation, capital, and debt service costs'. The costs listed in the Rate Study were consistent with information that F&L found from a November 17, 2020 presentation to the City of Palo Alto Finance Committee.

Please see summary of the anticipated costs for PARWQCP treatment and capital improvements in Table 8.

3. Indicate when those services can feasibly be extended to the affected territory. The City will contract with a private or public entity to operate the system. The Contract will be negotiated to begin on the effective date the district is established as a subsidiary district of the City. The application to LAFCo requests that the effective date be the first day of a fiscal period (month, quarter, year).
4. Indicate any improvements or upgrading of infrastructure or facilities such as, structures, roads, sewer or water facilities, or other conditions to be imposed or required within the affected territory. Describe in detail, the size, location, and capacity of new infrastructure that will be necessary to provide service.

Establishing the District as a subsidiary district of the City in itself, does not require improvements. The purpose of establishing the District as a subsidiary district is to implement improvements for both public health and safety and to accommodate planned growth. The tables included with the F&L Memo provide detail on planned improvements to correct system deficiencies for current customers and capital improvements to accommodate planned development. These plans were prepared based on publicly available information. EPASD is in the process of televising the sewer system.

Based on the summary of the closed-circuit television (CCTV) inspection program currently being performed by EPASD presented in the Technical Memorandum RE: CCTV Survey Evaluation and Pipeline Replacement Priorities, Areas 1, 3, and 4 (CCTV TM), EPASD has completed assessment of approximately 22.2 miles of the 29.8 miles of the existing collection and conveyance system. The existing condition grade for all pipes inspected was prepared using the industry standard Pipeline Assessment and Certification Program (PACP) established by the National Association of Sewer Service Companies (NASSCO). The CCTV TM identified over 27,500 linear feet (approximately 5.2 miles) of existing pipes that are considered priority for repair

and/or replacement. F&L understands from review of the CCTV TM that the remaining 90,000 linear feet (approximately 17 miles) are considered to be secondary priority that should also be replaced or repaired as funding is available.

F&L has developed a suggested list of capital improvements to address existing peak wet weather flow (PWWF) capacity deficiencies that match the improvements identified in the 2015 Master Plan. Although we concur that performing the improvements suggested in the 2021 Master Plan would provide additional contingency capacity when compared to the 2015 Master Plan, the PWWF design condition is the peak design event that will only occur for a short duration as described in the 2015 Master Plan. The improvements identified in the 2015 Master Plan do allow for some portions of the collection and conveyance system to flow under surcharge conditions (e.g., pressure flow) but the predicated hydraulic grade line (HGL) is at least four-feet lower than the sanitary sewer manhole rim elevations.

Table 1 lists the pipe segments and Figure 1 highlights the same pipe segments that are required to be upgraded to reduce the risk of SSOs during PWWF conditions. Table 2 presents the Conceptual Opinion of Probable Project Cost to implement the improvements listed in Table 1 and highlighted on Figure 1

The CCTV TM presented condition assessments for over 22 miles of the existing collection system based NASSCO PACP guidelines. F&L reviewed the location of high priority pipeline segments recommended for repair or replacement in the CCTV TM to determine if there is any overlap between the F&L suggested PWWF capacity related improvements presented in Figure 1. Figure 2 presents the high priority segments from the CCTV TM and highlights the overlap between the F&L suggested PWWF capacity related improvements and the high priority condition related improvements identified in the CCTV TM. F&L does note that although a significant portion of the condition related improvements identified in the CCTV TM will also be corrected through implementation of the F&L suggested PWWF capacity improvements that any annual operating and capital improvement budget should also include budget for addressing the remaining high priority repair and replacement projects within Areas 1, 2, and 4 plus the secondary priority pipeline segments presented in the CCTV TM.

F&L developed a capital improvement plan that includes both the existing system capacity deficiencies and the development related capacity deficiencies as shown on Figure 4. F&L also compared the recommended capital improvement plan presented on Figure 4 with the high priority repair and replacement projects identified in the CCTV TM to identify any potential remaining high priority pipeline segments within Areas 1, 2, and 4 that should also be addressed. Figure 5 presents a comprehensive identification of all pipeline segments that should be replaced to address existing system capacity deficiencies, development related capacity deficiencies, and the remaining high priority pipe segments identified in the CCTV TM.

Figure 6 includes a suggested timeline to address the existing system capacity deficiencies as shown on Figure 4. The suggested timeline is intended to allow the existing system capacity deficiencies to be built over 15 years, which will allow for grant and low interest loan funding sources to be secured to fund the necessary improvements. The actual timeline to implement the capacity assurance improvements may need to be adjusted based on proposed development approval, permitting, and construction process.

Because the development related deficiencies will be implemented based on actual development approvals and construction, F&L has not identified a specific timeline to implement the development related deficiency improvements. Figure 7 does present the anticipated developments over the next five years listed in Table 5 with the development related deficiency improvement to allow the City to begin understanding where improvements may be required prior to issuing final Certificates of Occupancies for any of the identified developments. The ultimate timeline to construct the capital improvements required to address development related deficiencies will be determined once the proposed development has paid its connection fees and provided a firm timeline for occupancy.

Finally, the remaining pipeline segments highlighted on Figure 6 that are identified in the CCTV TM but do not overlap with either the existing system capacity deficiencies or development related capacity deficiencies should be addressed over the next five to 10 years depending on funding availability. F&L recommended that an annual budget of \$1.5 million per year be allocated to address the remaining high priority pipeline segments identified in the CCTV TM.

5. Describe financial arrangements for construction and operation of services extended to the affected territory (Attach proposed operations budget if available). Will the territory be subject to any special taxes, charges or fees? (If so, please specify.)

Establishing EPASD as a subsidiary district does not constitute an extension of service, rather a transfer of governance and service responsibility to the City of East Palo Alto. The following details financial arrangements for operation and construction.

#### Proposed Operating and Maintenance Plan

The City would contract with a public or private entity to operate the collection system. The collection system would continue to be operated in accordance with Statewide SSO Waste Discharge Requirements and RWQCB Sewer System Management Plan guidelines. To develop an estimated annual operating and maintenance budget, F&L reviewed the published Fiscal Year 2022/2023 budget from WBSD. Table 7 presents our methodology for developing a budget for operating expenses for labor and other overhead costs applying a ratio calculated by dividing the total miles of pipes within the EPASD collection system by the total miles of pipe within the WBSD collection system.

In addition to the labor costs for operating the collection system, EPASD contributes the operating and capital costs for the PARWQCP as outlined in the existing agreement. In reviewing the *East Palo Alto Sanitary District, 2019 Sewer Rate Study (Rate Study)*, F&L identified that the study includes a summary of anticipated treatment operation, capital, and debt service costs<sup>2</sup>. The costs listed in the Rate Study were consistent with information that F&L found from a November 17, 2020, presentation to the City of Palo Alto Finance Committee.

We have summarized the anticipated costs for PARWQCP treatment and capital improvements in Table 8.

### Annual Sewer Charge

F&L reviewed existing information from the EPASD web site and identified that the current Annual Sewer Charge (ASC) is \$600 per EDU<sup>3</sup>. The current ASC is consistent with the suggested ASC from the Rate Study for Fiscal Year 2019/20 but EPASD has not implemented the recommend 4-percent annual increase that was included in the Rate Study<sup>4</sup>. If EPASD had implemented the recommended 4-percent annual increase from its own Rate Study, the current ASC would be \$690 per EDU.

F&L calculated a potential ASC based on the current estimated operating and capital costs that would be required to fund all expenses for one fiscal year with only partial contribution from the EPASD reserves. Table 9 provides a potential ASC that is more than the current EPASD published ASC but we do not recommend that the larger ASC be implemented in the near term. We have presented the calculated ASC to confirm that what the EPASD Rate Study indicates is a necessary annual rate increase to account for the projected annual increase in operating costs that will continue to be experienced in future years. Without implementing a regular annual ASC increase, there will be a shortfall between revenues and expenses that will need to be funded from current reserves.

For purposes of developing the Plan, we suggest that the ASC be established at \$690 per EDU for Fiscal Year 2022/23 to match the original recommendations of the EPASD Rate Study and then be increased by 5-percent per year based on the current economic conditions as well as the additional annual capital needs to address the extensive condition deficiencies identified in EPASD's CCTV TM. However, F&L does anticipate that at some point in the future the ASC will be required to be raised to a level similar to what is presented in Table 9 to ensure that there is adequate revenue to provide safe and reliable sanitary sewer service to all current and future customers while not diverting funds from reserves that can otherwise fund critical capital improvement projects.

### Connection Fee

EPASD's published connection fee<sup>5</sup> is \$6,060 although F&L could not find a study that outlined the methodology used to determine the connection fee. F&L did develop a potential connection fee that considers:

- 50-percent of capacity assurance improvements identified in Table 2 will be a benefit to new development because by implementing the recommend projects provides a more reliable and resilient system for existing customers but also creates additional capacity for the benefit of new development.
- 100-percent of development related capacity deficiencies identified in Table 4.
- Buy-in cost of \$5 million per 1.0 MGD of treatment capacity to reflect developers' payback of existing PAWRQCP capacity that is available for new development.
- Application review fee.

Table 10 presents the calculation methodology to develop a potential Connection Fee, which is \$6,100. Because the potential Connection Fee presented in Table 10 is similar to the current publish EPASD connection fee, we suggest that the connection fee be kept at \$6,060 for the first year and then increased by 5-percent per year similar to the ASC. However, a regular review of the connection fee should be completed to ensure that connection fee reflects actual costs incurred to accommodate City approved development.

#### Annual Budget Cash Flow

As a final step in developing the Plan, F&L evaluated the year over year cash flow for operations and improvements of the sanitary sewer collection system. Table 11 presents F&L's cash flow project for five fiscal years beginning with Fiscal Year 2022/23. The cash flow analysis includes the following key items:

- The ASC is initial set at \$690 per EDU consistent with the recommendations included in EPASD's Rate Study but a 5-percent annual escalation is applied to reflect current economic conditions and the anticipated annual repair and replacement program to address the deficiencies identified in the EPASD CCTV TM.
- The connection fee is set at \$6,060 per EDU similar to the current EPASD connection fee and an annual 5-percent escalation is applied similar to the ASC.
- The total number of anticipated new EDUs for each fiscal year is provided based on the information presented in Table 6.
- The total number of connected EDUs is also provided including accounting for new EDUs that are projected to be added during each fiscal year.
- The beginning reserve fund balance is assumed to be \$17.38 million. The most recent publicly available audit for EPASD is dated June 30, 2020 and indicates a net position of \$25.03 million. In addition, the EPASD FY 22/23 includes a \$15 million transfer from reserves to the Construction Replacement Fund and indicates a reserve fund balance of \$17.38 million.
- Revenues include the ASC, connection fees, property taxes presented in the EPASD Rate Study, ERAF Rebate/Former RDAF presented in the EPASD Rate Study, and interest earned on reserve funds.
- Expenses including labor and other operating expenses for the collection system, Sewer Rehab Improvements to fund annual point repair projects, Capacity Assurance Improvements to fund the improvements identified in Table 2, PAWRQCP annual treatment costs, EPASD share of existing PARWQCP debt service, EPASD share of project PARWQCP debt service, and EPASD 2011 SRF Loan debt service presented in the EPASD Rate Study.

For each fiscal year, the projected expenses and projected revenues are calculated and presented. If expenses in a given fiscal year are greater than the project revenues, the Reserve Funds are used to balance the expenses and revenues.

By utilizing portions of the existing Reserve Funds each fiscal year, the existing customers' contributions to the reserves over the years is utilized to fund the existing customers' 50-percent share of the Capacity Assurance Improvements identified in Table 2. The primary purpose of building a capital reserve based on a net positive annual cash flow from collected ASC and connection fees over several years is to allow for an agency to develop sufficient available funds to implement capital improvement projects. Therefore, beginning to draw from reserves to fund the existing customers' portion of the recommended annual capital improvement program and capacity assurance capital improvement program that is for the benefit of the existing customers.

At the end of the five-year evaluation period, the projected Reserve Fund balance is greater than the annual operating and debt service costs. Because EPASD receives its revenue payments twice per year as part of the property tax collection, sufficient reserves to fund at least six months of operation is suggested. The cash flow evaluation presented in Table 11 maintains a minimum of 12-months of Reserve Funds for each given fiscal year.

The cash flow review above will be impacted by the actual beginning balance of EPASD Reserve Funds. When additional information on the actual Reserve Fund balance becomes available, the cash flow analysis will be updated.

6. In as much detail as required to give a clear explanation, explain why this proposal is necessary at this time.

Since incorporation in 1983, the City has struggled to achieve economic growth and financial sustainability, especially in comparison to other nearby communities. To address this, the City's leadership has organized around actions that strengthen the City's economic profile, with the ultimate goal of improving the lives and enhancing the well-being of East Palo Alto residents. To that end, the City became successor to the Ravenswood Lighting and Drainage Maintenance Districts in 2005 and the East Palo Alto County Waterworks District in 2001. Most recently the City successfully negotiated a water rights transfer agreement with the City of Mountain View to provide adequate water supply to support the City's future development objectives. Establishing the EPASD as a subsidiary district of the City, an alternative supported by the LAFCo MSR and State policies favoring multi-purpose government over single purpose government in urban areas, would further these efforts and make the City whole as a land use agency and utility provider.

The Draft MSR provides an accurate account of the inability of the East Palo Alto Sanitary District to meet the needs of existing District ratepayers by failing to implement a Capital Improvement Plan (CIP) to replace and upsize pipe aging pipe sections to eliminate surcharges and sanitary sewer overflows (SSOs) that

pose a health and safety risk to current rate payers and residents. Additionally, current residents are unable to obtain "will service letters" for accessory dwelling units permitted by State law and the City's General Plan.

New development that is obstructed due to failure to implement a Capital Improvement Plan (CIP) includes a variety of projects that are critical to meet the City's affordable housing and economic development goals, employment opportunities, and provide for essential services including a health clinic and job training center.

The City is well positioned to contract with a private or public sanitary sewer entity for operation and maintenance of the sewer system that serves the majority of the City. The City also has a successful record in obtaining grant funding that will be of benefit to sewer rate payers.

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## MEMORANDUM

FINAL – November 1, 2022

**To:** Patrick Heisinger, Interim City Manager (City of East Palo Alto)  
**From:** Jeffrey J. Tarantino, P.E., QSD, Vice President (Freyer & Laureta, Inc.)  
**Copy:** Humza Javed, Public Works Director (City of East Palo Alto)  
**RE:** Sanitary Sewer Capital Improvement and Operation Plan Development  
East Palo Alto, California



Freyer & Laureta, Inc. (F&L) is pleased to present this memorandum to the City of East Palo Alto (City) with the proposed Sanitary Sewer Capital Improvement and Operation Plan (Plan) to support the City's *Application for a Change of Organization, Reorganization, or Outside Service Agreement (Application)* to the San Mateo Local Agency Formation Commission (LAFCo). The purpose of F&L's engineering evaluation was to:

- Identify potential capital improvements to improve the overall reliability and resiliency of the existing sanitary sewer collection system.
- Identify potential capacity improvements required to provide service for future development as approved by the City.
- Develop an annual operation and maintenance budget for the sanitary sewer collection system including the expenses associated with wastewater treatment at the Palo Alto Regional Water Quality Control Plant (PARWQCP).
- Develop potential annual sanitary sewer service charge to support ongoing operation of the sanitary sewer collection system.
- Develop connection fee for new developments to receive sanitary sewer service.

We have presented below the results of our engineering evaluation with the proposed Five-Year Capital Improvement and Operations Plan Cash Flow included at the end of this memorandum.

### 1 Technical Reference Information

To support our evaluation, F&L reviewed the following publicly available technical information:

Headquarters:  
150 Executive Park Blvd, Suite 4200  
San Francisco, CA 94134  
Tel: (415) 534-7070  
[www.freyerlaureta.com](http://www.freyerlaureta.com)

North Bay Office:  
505 San Marin Drive, Suite A220  
Novato, CA 94945  
Tel: (415) 534-7070

East Bay Office:  
825 Washington Street, Suite 237  
Oakland, CA 94607  
Tel: (510) 937-2310

1. *Draft Final Report, San Mateo LAFCO Municipal Service Review Updates: City of East Palo Alto, East Palo Alto Sanitary District, West Bay Sanitary District*, prepared by Berkson Associates dated June 6, 2022.
2. *East Palo Alto Sanitary District Master Plan Update*, prepared by Freyer & Laureta, Inc. dated March 2015.
3. *Addendum to the March 2015 East Palo Alto Sanitary District Master Plan Update*, prepared by Freyer & Laureta, Inc. dated April 28, 2021.
4. *East Palo Alto Sanitary District, 2019 Sewer Rate Study*, prepared by Bartle Wells Associates dated April 17, 2019.
5. *East Palo Alto Sanitary District Standard Specifications for Design and Construction of Sanitary Sewer Collection and Conveyance Facilities*, approved June 6, 2002.
6. *East Palo Alto Sanitary District Regular Board Meeting Agenda Item 13 Addendum No. One to the Second Restated and Amended Agreement between the City of Palo Alto and the East Palo Alto Sanitary District for Wastewater Treatment and District Outfall* from August 18, 2022 Regular Board Meeting.
7. *RWQCB Capital Program Presentation to the City of Palo Alto Finance Committee*, presented on November 17, 2020.
8. *City of Palo Alto 2021 Wastewater COS report*, prepared by Raftelis dated January 11, 2021.
9. *West Bay Sanitary District Wastewater Collection System Master Plan*, prepared by West Yost Associates dated July 2011.
10. *West Bay Sanitary District Budget, Fiscal Year 2022-2023*, approved June 8, 2022.
11. *Technical Memorandum RE: CCTV Survey Evaluation and Pipeline Replacement Priorities Areas 1, 3, and 4*, prepared by Sierra West Consultants, Inc. dated September 29, 2022.

F&L utilized information from the above referenced documents to develop the key technical assumptions that serve as the basis for the proposed capital improvement and operations plan. We have included additional references to select documents from the above list in this memorandum including within the supporting tables.

## **2 Existing Sanitary Sewer Collection System**

The purpose of this section is to describe briefly the existing sanitary sewer collection system that is operated by the East Palo Alto Sanitary District (EPASD) and identify potential deficiencies that may need to be corrected to allow the sanitary sewer collection system to continue to provide adequate level of service (LOS) for the existing customers.

### **2.1 Existing System Information**

EPASD currently provides wastewater collection service to portions of the communities of Menlo Park and East Palo Alto, located in San Mateo County in the San Francisco Bay Area. EPASD operates and maintains the collection system in accordance with the requirements of the State Water Resources Control Board, as administered through the Statewide SSO Waste

Discharge Requirements and RWQCB Sewer System Management Plan guidelines. The District's service area is primarily residential with several commercial and industrial parcels. EPASD's service area encompasses nearly 1.84 square miles. EPASD's collection system is a gravity system with approximately 70 percent of the existing pipelines being six-inch (6-in) diameter. The larger collector lines range between 8-in diameter and 24-in diameter including a siphon beneath the San Francisquito Creek.

All sanitary sewer flows are conveyed to the PARWQCP where flows are treated and discharged to the San Francisco Bay. According to the existing agreement<sup>1</sup> between City of Palo Alto (Palo Alto) and EPASD, EPASD has flow capacity rights to convey up to 3.06 million gallons per day (MGD) on an annual average flow (AAF) basis<sup>2</sup> to the PARWQCP, which is equivalent to 7.64-percent of the total capacity. The agreement further indicates that Palo Alto will make available 2.9 MGD average dry weather flow (ADWF) capacity for EPASD's utilization.

## **2.2 Existing System Condition Review**

F&L reviewed the publicly available information listed in Section 1 to determine what deficiencies, if any, within the existing collection and conveyance system have been identified by EPASD. According to the *East Palo Alto Sanitary District Master Plan Update dated March 2015 (2015 Master Plan)*, EPASD identified portions of the existing collection system that were at risk of sanitary sewer overflows (SSOs) during peak wet weather flow (PWWF). The PWWF flow was determined based on a 10-year, 24 hour design storm. The 2015 Master Plan included flow monitoring data that was utilized to develop the design PWWF for purposes of evaluating the capacity of the existing collection system.

The 2015 Master Plan also identified a series of capital improvements necessary to reduce the potential risk of SSOs during PWWF. F&L understands that the 2015 Master Plan suggested capital improvements resulted in providing additional capacity to convey PWWF but that the collection system would still operate under surcharge condition meaning that some portions of the collection and conveyance system would operate with pipes under pressure flow condition. The 2015 Master Plan only identified improvements within the collection system and did not note any identified deficiencies for the trunk sewer that conveys flows from the collection system on the west side of San Francisquito Creek to the PARWQCP.

F&L also reviewed the *Addendum to the March 2015 East Palo Alto Sanitary District Master Plan Update dated April 28, 2021 (2021 Master Plan)*, which identified a different set of recommended capital improvements to reduce the risk of SSOs during PWWF. The 2021 Master Plan acknowledged the different operation criteria that was used to perform the existing collection system capacity assessment and indicated that the proposed capital improvements resulted in providing sufficient capacity to allow the collection system and conveyance system to flow with some pipes flowing full but not under pressure flow conditions. The 2021 Master Plan capital improvements included those improvements identified in the 2015 Master Plan plus additional collection system improvements and a new

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<sup>1</sup> Refer to Item 13 from the August 18, 2022 EPASD Regular Board Meeting for a copy of the referenced agreement.

<sup>2</sup> AAF is calculated by dividing the total flow measured at the EPASD connection point to the PAWRCP and dividing by total number of days during the reporting period.

parallel trunk sewer between the downstream end of the dual siphons and the discharge point to the PARWQCP.

Finally, F&L reviewed the summary of the closed circuit television (CCTV) inspection program currently being performed by EPASD presented in the Technical Memorandum RE: CCTV Survey Evaluation and Pipeline Replacement Priorities Areas 1, 3, and 4 (CCTV TM). F&L understands from the CCTV TM that EPASD has completed assessment of approximately 22.2 miles of the 29.8 miles of the existing collection and conveyance system. The existing condition grade for all pipes inspected was prepared using the industry standard Pipeline Assessment and Certification Program (PACP) established by the National Association of Sewer Service Companies (NASSCO). The CCTV TM identified over 27,500 linear feet (approximately 5.2 miles) of existing pipes that are considered priority for repair and/or replacement. F&L understands from review of the CCTV TM that the remaining 90,000 linear feet (approximately 17 miles) are considered to be secondary priority that should also be replaced or repaired as funding is available.

### **2.3 Existing System Capacity Assessment and Suggested Improvements**

F&L considered the recommended improvements from both the 2015 Master Plan and the 2021 Master Plan when evaluating the existing capacity of the sanitary sewer collection and conveyance system. In reviewing both documents, F&L notes that the existing sanitary sewer collection system is:

- A relative flat system with pipe slopes generally less than two-percent due to the existing, flat topography of the service area.
- All flows from the collection system are conveyed to a single point at the end of O'Connor Street where flows are conveyed across San Francisquito Creek through twin, siphon pipes to the trunk sewer to convey flows to the PARWQCP.

Because of the average slope throughout the collection system is relatively flat and the use of a siphon to convey flows across San Francisquito Creek, there is limited opportunity to improve the overall conveyance strategy to reduce the length of the system that either flows full or under surcharged conditions without introducing a pump station. As reported monthly during EPASD Regular Board Meetings, the EPASD has not recently reported any SSOs. The 2015 Master Plan also indicates that the highest risk for SSOs to occur is during PWWF conditions and that the improvements suggested in the 2015 Master Plan will result in reducing the risk of SSOs but still allow the collection system to operate under surcharge conditions only during PWWF. The 2015 Master Plan indicates that with the recommended improvements in place that the overall hydraulic grade line (HGL) of the collection system is lowered to an elevation that, even under pressure flow conditions, the HGL is at least four-feet lower than the rim elevation of any sanitary sewer manhole.

F&L developed a suggested list of capital improvements that match the improvements identified in the 2015 Master Plan. Although we concur that performing the improvements suggested in the 2021 Master Plan would provide additional contingency capacity when compared to the 2015 Master Plan, the PWWF design condition is the peak design event that will only occur for a short duration as described in the 2015 Master Plan. The improvements identified in the 2015 Master Plan do allow for some portions of the collection and conveyance system to flow under surcharge conditions (e.g., pressure flow) but the predicated HGL is at least four-feet lower than the sanitary sewer manhole rim elevations.

Table 1 lists the pipe segments and Figure 1<sup>3</sup> highlights the same pipe segments that are required to be upgraded to reduce the risk of SSOs during PWWF conditions. Table 2 presents the Conceptual Opinion of Probable Project Cost to implement the improvements listed in Table 1 and highlighted on Figure 1.

## **2.4 Existing System Condition Assessment and Suggested Improvements**

The CCTV TM presented condition assessments for over 22 miles of the existing collection system based NASSCO PACP guidelines. F&L reviewed the location of high priority pipeline segments recommended for repair or replacement in the CCTV TM<sup>4</sup> to determine if there is any overlap between the F&L suggested capacity related improvements presented in Figure 1.

Figure 2 presents the high priority segments from the CCTV TM and highlights the overlap between the F&L suggested PWWF capacity related improvements and the high priority condition related improvements identified in the CCTV TM. F&L does note that although a significant portion of the condition related improvements identified in the CCTV TM will also be corrected through implementation of the F&L suggested PWWF capacity improvements that any annual operating and capital improvement budget should also include budget for addressing the remaining high priority repair and replacement projects within Areas 1, 2, and 4 plus the secondary priority pipeline segments presented in the CCTV TM.

## **3 Proposed Development Impacts**

### **3.1 Additional Development Flows**

F&L reviewed the 2021 Master Plan, which presents the anticipated additional flows from new development that may occur based on the City's Vista 2035 General Plan. The 2021 Master Plan indicates that the potential total additional ADWF is 1.08 MGD<sup>5</sup>. No changes to the methodology presented in the 2021 Master Plan to estimate the potential maximum additional flows from proposed development during ADWF are suggested.

### **3.2 Development Capacity Improvements**

F&L reviewed the 2021 Master Plan that presented a methodology for identifying development impacts to the existing collection system<sup>6</sup>. In summary, the 2021 Master Plan compared the depth over diameter (d/D) of pipes within the existing collection system during Peak Dry Weather Flow (PDWF) conditions to the predicated d/D during PDWF with the additional flows from the new development. EPASD then determined the required capital improvements required to restore the d/D of the collection system once the developments are completed to match the existing d/D of the current collection system.

Generally, F&L concurs that impacts from planned developments should be identified using PDWF conditions. However, we suggest a different methodology to determine development

<sup>3</sup> The figures included as attachments to this memorandum were developed utilizing publicly available portable document format (PDF) maps of the EPASD collection system.

<sup>4</sup> Figure 5 from the CCTV TM highlights the high priority segments within Areas 1, 2, and 4.

<sup>5</sup> See Section 3.2 from the 2021 Master Plan for the methodology used to estimate the additional future flows from planned development.

<sup>6</sup> See Section 3.3 from the 2021 Master Plan for the methodology used to determine impacts from planned development.

related deficiencies than what was presented in the 2021 Master Plan. Referring to the West Bay Sanitary District (WBSD) 2011 Master Plan, capacity deficiencies were determined if:

- Pipes with diameter of 10-inches or smaller have a d/D over 0.67.
- Pipes with diameter of 12-inches or large have a d/D over 0.80.

Applying the WBSD capacity deficiency criteria and reviewing the d/D information published in the 2021 Master Plan<sup>7</sup>, F&L identify those portions of the collection system that are predicted to have d/D greater than the criteria listed in the bullets above during PDWF conditions. F&L only identified those pipe segments that were not included in Table 1 to be replaced due to existing condition capacity deficiencies during PWWF for inclusion in the summary of anticipated development related deficiencies.

Table 3 lists those pipe segments that are required to be replaced including the proposed replacement pipe diameter and Figure 3 highlights those same segments. The OPPC for the proposed improvements is presented in Table 4.

### **3.3 Anticipated Developments (Five Years)**

The City provided a list of those developments where an applicant has identified may be completed within the next five fiscal years. Table 5 lists each of the developments including the anticipated number of residential units or square feet of commercial, industrial, or office space. Identifying the potential new development that is anticipated to come online in the next five fiscal years is important to determine the additional flow that may be added to the sanitary sewer collection system and will inform the potential capital improvements timeline.

Table 6 calculates the Equivalent Dwelling Units (EDUs) that are associated with each the anticipated developments listed in Table 5. EPASD's *Standard Specifications for Design and Construction of Sanitary Sewer Collection and Conveyance Facilities* includes a methodology for calculating EDUs based on the type of development. EDUs are utilized by EPASD to calculate both the Annual Service Charges and Connection Fees.

## **4 Proposed Capital Improvement Plan**

F&L developed a capital improvement plan that includes both the existing system capacity deficiencies and the development related deficiencies as shown on Figure 4. Based on review of the EPASD CCTV TM, there are some additional pipe segments from the Priority 1 list that are in addition to the suggested capital improvement plan. Figure 5 overlays the pipeline segments identified in the capital improvement plan and highlights the remaining EPASD CCTV TM Priority 1 segments that should be replaced. F&L notes that we have not specifically highlighted a specific timeline for replacement of the remaining Priority 1 noted on Figure 5 but we have included an annual budget in the evaluation of annual sewer service charge presented in Section 6 for repairing and replacing the remaining high priority and secondary priority segments. The actual scope for the annual repair and replacement program will need to be evaluated each year to determine the total length of pipelines that will be replaced including coordination any other capital improvement projects that may be implemented by the City.

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<sup>7</sup> Refer to Table 11 from the 2021 Master Plan for the predicted d/D following completion of anticipated development.

Figure 6 includes a suggested timeline to address the existing system capacity deficiencies. The suggested timeline is intended to allow the existing system capacity deficiencies to be built over 15 years, which will allow for grant and low interest loan funding sources to be secured to fund the necessary improvements. The actual timeline to implement the capacity assurance improvements may need to be adjusted based on proposed development approval, permitting, and construction process.

Because the development related deficiencies will be implemented based on actual development approvals and construction, F&L has not identified a specific timeline to implement the development related deficiency improvements. Figure 7 does present the anticipated developments over the next five years listed in Table 5 with the development related deficiency improvement to allow the City to begin understanding where improvements may be required prior to issuing final Certificates of Occupancies for any of the identified developments. The ultimate timeline to construct the capital improvements required to address development related deficiencies will be determined once the proposed development has paid its connection fees and provided a firm timeline for occupancy.

## **5 Proposed Operating and Maintenance Plan**

F&L understands that the City would contract with a public or private entity to operate the collection system. The collection system would continue to be operated in accordance with Statewide SSO Waste Discharge Requirements and RWQCB Sewer System Management Plan guidelines. To develop an estimated annual operating and maintenance budget, F&L reviewed the published Fiscal Year 2022/2023 budget from WBSD. Table 7 presents our methodology for developing a budget for operating expenses for labor and other overhead costs applying a ratio calculated by dividing the total miles of pipes within the EPASD collection system by the total miles of pipe within the WBSD collection system.

In addition to the labor costs for operating the collection system, EPASD contributes the operating and capital costs for the PARWQCP as outlined in the existing agreement. In reviewing the *East Palo Alto Sanitary District, 2019 Sewer Rate Study (Rate Study)*, F&L identified that the study include a summary of anticipated treatment operation, capital, and debt service costs<sup>8</sup>. The costs listed in the Rate Study were consistent with information that F&L found from a November 17, 2020 presentation to the City of Palo Alto Finance Committee.

We have summarized the anticipated costs for PARWQCP treatment and capital improvements in Table 8.

## **6 Annual Sewer Charge**

F&L reviewed existing information from the EPASD web site and identified that the current Annual Sewer Charge (ASC) is \$600 per EDU<sup>9</sup>. The current ASC is consistent with the suggested ASC from the Rate Study for Fiscal Year 2019/20 but EPASD has not implemented the recommend 4-percent annual increase that was included in the Rate

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<sup>8</sup> See Table 3 from the referenced 2019 Sewer Rate Study.

<sup>9</sup> <https://www.epasd.com/residents/forms-permits>

Study<sup>10</sup>. If EPASD had implemented the recommended 4-percent annual increase from its own Rate Study, the current ASC would be \$690 per EDU.

F&L calculated a potential ASC based on the current estimated operating and capital costs that would be required to fund all expenses for one fiscal year with only partial contribution from the EPASD reserves. Table 9 provides a potential ASC that is more than the current EPASD published ASC but we do not recommend that the larger ASC be implemented in the near term. We have presented the calculated ASC to confirm what the EPASD Rate Study indicates is a necessary annual rate increase to account for the projected annual increase in operating costs that will continue to be experienced in future years. Without implementing a regular annual ASC increase, there will be a shortfall between revenues and expenses that will need to be funded from current reserves.

For purposes of developing the Plan, we suggest that the ASC be established at \$690 per EDU for Fiscal Year 2022/23 to match the original recommendations of the EPASD's Rate Study and then be increased by 5-percent per year based on the current economic conditions as well as the additional annual capital needs to address the extensive condition deficiencies identified in EPASD's CCTV TM. However, F&L does anticipate that at some point in the future the ASC will be required to be raised to a level similar to what is presented in Table 9 to ensure that there is adequate revenue to provide safe and reliable sanitary sewer service to all current and future customers while not diverting funds from reserves that can otherwise fund critical capital improvement projects.

## 7 Connection Fee

EPASD's published connection fee<sup>11</sup> is \$6,060 although F&L could not find a study that outlined the methodology used to determine the connection fee. F&L did develop a potential connection fee that considers:

- 50-percent of capacity assurance improvements identified in Table 2 will be a benefit to new development because implementing the recommend projects provides a more reliable and resilient system for existing customers but also creates additional capacity for the benefit of new development.
- 100-percent of development related capacity deficiencies identified in Table 4.
- Buy-in cost of \$5 million per 1.0 MGD of treatment capacity to reflect developers payback of existing PAWRQCP capacity that is available for new development.
- Application review fee.

Table 10 presents the calculation methodology to develop a potential Connection Fee, which is \$6,100. Because the potential Connection Fee presented in Table 10 is similar to the current publish EPASD connection fee, we suggest that the connection fee be kept at \$6,060 for the first year and then increased by 5-percent per year similar to the ASC. However, a regular review of the connection fee should be completed to ensure that connection fee reflects actual costs incurred to accommodate City approved development.

<sup>10</sup> Table 4 from the Rate Study presents the recommended ASC beginning with Fiscal Year 2019/20 and includes a project annual cash flow through Fiscal Year 2028/29 based on a 5% annual rate increase.

<sup>11</sup> <https://www.epasd.com/residents/forms-permits>

## 8 Annual Budget Cash Flow

As a final step in developing the Plan, F&L evaluated the year over year cash flow for operations and improvements of the sanitary sewer collection system. Table 11 presents F&L's cash flow project for five fiscal years beginning with Fiscal Year 2022/23. The cash flow analysis includes the following key items:

- The ASC is initial set at \$690 per EDU consistent with the recommendations included in EPASD's Rate Study but a 5-percent annual escalation is applied to reflect current economic conditions and the anticipated annual repair and replacement program to address the deficiencies identified in the EPASD CCTV TM.
- The connection fee is set at \$6,060 per EDU similar to the current EPASD connection fee and an annual 5-percent escalation is applied similar to the ASC.
- The total number of anticipated new EDUs for each fiscal year is provided based on the information presented in Table 6.
- The total number of connected EDUs is also provided including accounting for new EDUs that are projected to be added during each fiscal year.
- The beginning reserve fund balance is assumed to be \$17.38 million. The most recent publicly available audit for EPASD is dated June 30, 2020 and indicates a net position of \$25.03 million. In addition, the EPASD FY 22/23 includes a \$15 million transfer from reserves to the Construction Replacement Fund and indicates a reserve fund balance of \$17.38 million.
- Revenues include the ASC, connection fees, property taxes presented in the EPASD Rate Study, ERAF Rebate/Former RDAF presented in the EPASD Rate Study, and interest earned on reserve funds.
- Expenses including labor and other operating expenses for the collection system, Sewer Rehab Improvements to fund annual point repair projects, Capacity Assurance Improvements to fund the improvements identified in Table 2, PAWRQCP annual treatment costs, EPASD share of existing PARWQCP debt service, EPASD share of project PARWQCP debt service, and EPASD 2011 SRF Loan debt service presented in the EPASD Rate Study.

For each fiscal year, the project expenses are projected revenues are calculated and presented. If expenses in a given fiscal year are greater than the project revenues, the Reserve Funds are used to balance the expenses and revenues.

By utilizing portions of the existing Reserve Funds each fiscal year, the existing customers' contributions to the reserves over the prior years is utilized to fund the existing customers' 50-percent share of the Capacity Assurance Improvements identified in Table 2. The primary purpose of holding collected ASC and connection fees over several years is to allow an agency to develop sufficient funds to implement capital improvement projects. Therefore, beginning to draw from reserves to fund the existing customers' portion of the recommended annual capital improvement program and capacity assurance capital improvement program is for the benefit of the existing customers.

At the end of the five year evaluation period, the projected Reserve Fund balance is greater than the annual operating and debt service costs. Because EPASD receives its revenue payments twice per year as part of the property tax collection, sufficient reserves to fund at

least six months of operation is suggested. The cash flow evaluation presented in Table 11 maintains a minimum of 12-months of Reserve Funds for each given fiscal year.

The cash flow review above will be impacted by the actual beginning balance of EPASD Reserve Funds. If additional information on the actual Reserve Fund balance becomes available, the cash flow analysis will be updated.

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**Table 1**  
**2015 Master Plan Capital Improvements Under Existing PWWF (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Segment	Length (Feet)	Existing Diameter (Inches)	Existing d/D	Proposed Diameter (Inches)	Proposed d/D
C5-C4	328	6	1	8	0.51
C4-C3	436	6	1	8	0.48
C3-C2	398	6	1	8	0.51
C2-C1	205	6	1	8	0.78
D24-D23	350	8	1	12	0.55
D23-D22	74	8	1	12	0.58
D22-D21	149	8	1	12	0.58
D21-D19	391	8	1	12	0.55
D19-D10	49	10	0.54	12	0.36
D10-D3	490	10	1	12	0.6
A14-A13	289	6	1	8	0.6
A13-A12	412	6	1	8	0.6
A12-A11	486	6	1	8	0.6
A11-A10	418	6	1	8	0.6
A20-A19	340	6	1	8	0.6
A19-A18	214	6	1	8	0.6
A18-A16	442	6	1	8	0.6
M4-M3	358	8	1	12	0.6
M3-M2	380	8	1	12	0.6
M2-M43	48	8	1	12	0.6
E1-H9	270	12	1	18	0.53
H9-H73	247	12	1	18	0.49
H73-H74	101	12	1	18	0.49
H74-H8	113	12	1	18	0.49
H8-H7	234	12	1	18	0.59
H7-H75	90	12	1	18	0.51
H75-H6	260	12	1	18	0.49
H6-H5	9	12	1	18	0.4
H5-H4	260	15	1	18	0.64
H4-H3	8	15	1	18	0.56
H14-H13	447	8	1	12	0.38
H13-H12	108	8	1	12	0.38
H12-H11	334	8	1	12	0.42
H11-H64	199	8	1	12	0.44
H64-H71	161	8	1	12	0.52
H71-H3	35	8	1	12	0.46
H3-H2	31	15	1	24	0.6
H2-H11	37	15	0.53	24	0.24
I11-I10	380	15	1	24	0.39
I10-I9	222	15	1	24	0.36

**Table 1**  
**2015 Master Plan Capital Improvements Under Existing PWWF (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Segment	Length (Feet)	Existing Diameter (Inches)	Existing d/D	Proposed Diameter (Inches)	Proposed d/D
I9-I8	155	15	1	24	0.47
I8-I7	239	15	0.77	24	0.32
I7-I6	259	15	1	24	0.34
I6-I5	411	18	1	24	0.57
I5-I31	135	18	1	24	0.57
I31-I4	322	18	1	24	0.57
I4-I3	243	18	1	24	0.57
A29-T29	346	18	0.45	24	0.3
T29-T28	234	18	0.43	24	0.28
T28-T27	163	18	1	24	0.54
T27-T26	356	18	0.57	24	0.37
T26-T25	306	18	0.52	24	0.34
T25-T24	283	18	1	24	0.6
T24-T23	317	18	0.53	24	0.34
T23-T22	447	18	0.6	24	0.38
T20-T19	332	18	0.43	24	0.29
T19-T18	500	21	1	24	0.67
T18-T17	541	21	1	24	0.67
T17-T34	396	21	1	24	0.67
A23-A24	251	6	1	8	0.6
A24-A25	254	6	1	8	0.6
A25-A26	235	6	1	8	0.6
A26-A27	311	6	1	8	0.6

**Notes**

(1) Capital Improvements are from Table 8.1 Upsize Recommendations in the EPASD 2015 Master Plan.  
Sections of pipe that have already been replaced have been excluded from this table.

**Abbreviations**

d/D: depth over diameter  
PWWF: Peak Wet Weather Flow

**Table 2**  
**Conceptual OPPC Eliminating Deficiencies Under Existing PWWF (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Item No.	Description	Units	Quantity (2)	Unit Price	Budget
<b>Conceptual Opinion of Probable Construction Cost</b>					
1	Mobilization	ls	1	\$ 50,000	\$ 50,000
2	Traffic Control	ls	1	\$ 20,000	\$ 20,000
3	Sheeting, Shoring, and Bracing	ls	1	\$ 20,000	\$ 20,000
4	8-inch DR 17 HDPE Pipe	lf	5,020	\$ 200	\$ 1,004,000
5	12-inch DR 17 HDPE Pipe	lf	3,570	\$ 300	\$ 1,071,000
6	18-inch DR 17 HDPE Pipe	lf	1,590	\$ 550	\$ 874,500
7	24-inch DR 17 HDPE Pipe	lf	6,660	\$ 800	\$ 5,328,000
8	Manholes	ea	64	\$ 10,000	\$ 640,000
9	30% Contingency	%	30%	\$ 9,007,500	\$ 2,702,250
<b>Subtotal - Conceptual Opinion of Probable Construction Cost (3)</b>					<b>\$ 11,710,000</b>
<b>Engineering and Administration Cost</b>					
10	Design	%	10%	\$ 11,710,000	\$ 1,171,000
11	Environmental/Permitting	%	10%	\$ 11,710,000	\$ 1,171,000
12	Construction Management/Inspection	%	15%	\$ 11,710,000	\$ 1,757,000
13	District Administration	%	5%	\$ 11,710,000	\$ 586,000
<b>Subtotal - Engineering and Administration Cost (3)</b>					<b>\$ 4,685,000</b>
<b>Total Conceptual Opinion of Probable Project Cost (3)</b>					<b>\$ 16,395,000</b>

**Notes**

- (1) See Table 1 and Figure 1 for limits of improvements.
- (2) Quantities rounded to nearest 10 feet.
- (3) Costs rounded to nearest \$1,000.

**Abbreviations**

DR: dimension ration  
 HDPE: high density polyethylene  
 OPPC: opinion of probable project cost

**Table 3**  
**Additional 2021 Master Plan Addendum Capital Improvements from Future Developments Under**  
**Predicted PDWF as Compared to 2015 Master Plan Capital Improvements Under Existing PWWF (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Segment	Length (Feet)	Existing Diameter (Inches)	Existing d/D	Predicted d/D	Proposed Diameter (Inches)	Proposed d/D
B7-B6	380	12	1	1	15	0.46
B3-B2	239	12	0.7	1	15	0.5
B2-A1	181	12	0.52	0.62	15	0.38
A1-A2	80	12	0.66	0.82	15	0.46
A2-A5	244	12	0.66	1	15	0.46
A5-A8	124	15	0.67	1	18	0.49
A8-A9	61	15	0.32	0.37	18	0.25
A9-A10	181	15	0.7	1	18	0.53
A10-A15	300	15	0.43	0.51	18	0.35
A15-A16	435	15	0.69	1	18	0.52
D5-D4	70	8	0.78	0.84	10	0.46
D4-D3	296	8	0.78	0.84	10	0.46
D3-D2	363	12	0.8	1	15	0.51
D2-D1	53	12	1	1	15	0.67
D1-E4	354	12	0.66	0.82	15	0.46
E4-E3	357	12	0.58	0.7	15	0.42
E3-E2	280	12	0.74	1	15	0.5
E2-E1	283	12	0.66	1	15	0.5
H36-H35	474	6	0.32	1	6	0.45
H17-H57	397	8	0.33	0.75	12	0.34
M38-M39	158	8	0.36	0.84	12	0.36
M39-M43	241	8	0.36	0.84	12	0.36
M43-M42	104	8	0.45	1	12	0.44
M42-M41	37	8	0.27	1	12	0.28
M41-M13	111	8	0.36	0.84	12	0.36
M13-M12	276	8	0.36	0.84	12	0.36
M12-M40	337	8	0.36	0.84	12	0.36
M40-M5	263	8	0.36	0.84	12	0.36
M5-M4	373	8	0.78	1	12	0.52
M4-M31	143	8	0.66	1	12	0.48
M31-M3	357	10	0.6	1	12	0.54
I15-I14	386	12	0.76	1	15	0.62
I14-I13	444	12	0.56	1	15	0.48
I13-I12	320	12	0.58	1	15	0.48
I12-I6	339	12	0.58	1	15	0.46
O7-O6	427	8	0.69	0.81	8	0.66
L53-L52	218	6	0.8	0.8	6	0.64

**Table 3**  
**Additional 2021 Master Plan Addendum Capital Improvements from Future Developments Under Predicted PDWF as Compared to 2015 Master Plan Capital Improvements Under Existing PWWF (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Segment	Length (Feet)	Existing Diameter (Inches)	Existing d/D	Predicted d/D	Proposed Diameter (Inches)	Proposed d/D
L52-L50	224	6	1	1	8	0.57
L50-L49	224	8	0.57	0.57	10	0.36
L49-L48	233	8	1	1	10	0.5
L3-L2	83	10	1	1	12	0.58
L2-L1	179	10	0.77	0.77	12	0.48
L1-L21	223	10	1	1	14	0.55
L21-K28	68	10	1	1	14	0.6
K28-K4	242	10	1	1	15	0.64
K4-K3	238	12	1	1	15	0.51
K3-K2	190	12	1	1	15	0.58
D35-D34	178	6	1	1	8	0.54
N21-N14	196	10	0.58	0.74	10	0.624
N14-N2	88	10	0.6	0.77	10	0.624
E8-E7	355	8	0.48	1	12	0.38
E7-E6	311	8	0.42	1	12	0.36

**Notes**

(1) Capital Improvements are from Table 11 of the 2021 Master Plan Addendum that have been excluded from the 2015 Master Plan Capital Improvements. The improvements listed are required due to future development.

**Abbreviations**

d/D: depth over diameter

PDWF: Peak Dry Weather Flow

PWWF: Peak Wet Weather Flow

**Table 4**  
**Conceptual OPPC Eliminating Deficiencies Under Future Development (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Item No.	Description	Units	Quantity (2)	Unit Price	Budget
<b>Conceptual Opinion of Probable Construction Cost</b>					
1	Mobilization	ls	1	\$ 50,000	\$ 50,000
2	Traffic Control	ls	1	\$ 20,000	\$ 20,000
3	Sheeting, Shoring, and Bracing	ls	1	\$ 20,000	\$ 20,000
4	6-inch DR 17 HDPE Pipe	lf	690	\$ 150	\$ 103,500
5	8-inch DR 17 HDPE Pipe	lf	830	\$ 200	\$ 166,000
6	10-inch DR 17 HDPE Pipe	lf	1,110	\$ 250	\$ 277,500
7	12-inch DR 17 HDPE Pipe	lf	3,730	\$ 300	\$ 1,119,000
8	14-inch DR 17 HDPE Pipe	lf	290	\$ 350	\$ 101,500
9	15-inch DR 17 HDPE Pipe	lf	5,690	\$ 400	\$ 2,276,000
10	18-inch DR 17 HDPE Pipe	lf	1,100	\$ 550	\$ 605,000
11	Manholes	ea	52	\$ 10,000	\$ 520,000
12	30% Contingency	%	30%	\$ 5,258,500	\$ 1,577,550
<b>Subtotal - Conceptual Opinion of Probable Construction Cost (3)</b>					<b>\$ 6,836,000</b>
<b>Engineering and Administration Cost</b>					
13	Design	%	10%	\$ 6,836,000	\$ 684,000
14	Environmental/Permitting	%	10%	\$ 6,836,000	\$ 684,000
15	Construction Management/Inspection	%	15%	\$ 6,836,000	\$ 1,025,000
16	District Administration	%	5%	\$ 6,836,000	\$ 342,000
<b>Subtotal - Engineering and Administration Cost (3)</b>					<b>\$ 2,735,000</b>
<b>Total Conceptual Opinion of Probable Project Cost (3)</b>					<b>\$ 9,571,000</b>

**Notes**

- (1) See Table 3 and Figure 2 for limits of improvements.
- (2) Quantities rounded to nearest 10 feet.
- (3) Costs rounded to nearest \$1,000.

**Abbreviations**

- DR: dimension ration
- HDPE: high density polyethylene
- OPPC: opinion of probable project cost

**Table 5**  
**Proposed Developments: Anticipated Completion Prior to FY 2027/2028 (1) (2)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Land-Use Category	Type	FY 2023/2024		FY 2024/2025						FY 2025/2026			
		Added	Removed	Sobrato Phase II (3)	JobTrain	965 Weeks	Woodland Park	University Circle Phase II	1675 Bay (4 Corners) (4)	Added	Removed		
Residential (Units)	Single-Residential	33	1										
Commercial - Office (sf)	Multiple-Residential Office			203,967	110,000	136	605	161	180,000		180		
Commercial - Non-Office (sf)	Restaurant												
	Hotel/Motel												
	Commercial	2,500		8,690									20,000
	Medical												20,000
Industrial (sf)	School												
	Church												
	Recreational Retirement												
	Industrial												500,000

**Notes**

- (1) Proposed developments anticipated to be completed within the next five fiscal years based on information provided by the individual developers to the City of East Palo Alto and is subject to change.
- (2) See Figure 5 for locations of proposed developments.
- (3) Sobrato Phase II demolishes 12,000 sf of office and retail, but does not specify the split. The demolished area was counted as Commercial since the unit flows in gpd/sf from the EPASD Standard Specs used is the same for both.
- (4) For 1675 Bay (4 Corners), 40,000 sf of "Community/Retail/Restaurant" was split evenly between the Restaurant and Commercial categories since the breakdown was not specified.

**Abbreviations**

- FY: fiscal year
- sf: square feet

**Table 6**  
**Equivalent Dwelling Units Over the Next Five Fiscal Years (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

Land-Use Category	Type	Flow, 2022-23 (hcf) (2)	EDU, 2022-23 (2) (3) (4)	EDU, 2023-24 (4)	EDU, 2024-25 (4)	EDU, 2025-26 (4)	EDU, 2026-27 (4)
Residential (5)	Single-Residential	..	3,371	3,370	3,370	3,370	3,370
	Multiple-Residential	..	368	401	981	1,161	1,161
Commercial - Office (6)	Office	4,662	40	40	171	246	246
Commercial - Non-Office (6)	Restaurant	6,468	55	55	55	139	139
	Hotel/Motel	15,716	134	134	134	134	134
	Commercial	23,376	200	201	199	208	208
	Medical	1,296	11	11	11	11	11
	School	21,188	181	181	181	181	181
	Church	5,551	47	47	47	47	47
	Recreational Retirement	890 372	8 3	8 3	8 3	8 3	8 3
Industrial (6)	Industrial	2,976	25	25	25	234	234
<b>Total (7) (8)</b>	..	..	4,443	4,476	5,186	5,741	5,741

**Notes**

- (1) The increase in Equivalent Dwelling Units (EDU) per year are based on the major proposed developments and their anticipated completion fiscal year.
- (2) Number of residential units and flows for all other land uses for fiscal year 2022-23 are assumed to be the same as reported the EPASD "Sewer Service Charges Fiscal Year 2020-2021" report dated July 2020. The referenced report listed that there were a total of 38 customers "manually billed" but no flow or EDU information was provided for the 38 manually billed customers to allow inclusion in the development of projected EDUs.
- (3) For non-residential land uses, the total number of equivalent EDUs is calculated by multiplying the flows in HCF by 748 gallons per hcf and then dividing by 240 gallons per EDU.
- (4) Numbers of EDU are rounded to the nearest whole number.
- (5) Both Single-Residential and Multiple Residential are assumed to be one EDU per unit
- (6) The EDU calculations for Commercial and Industrial land-use categories use the commercial and industrial unit flows found in EPASD's Standard Specs B1.03-3 and B1.03-4.
- (7) The EDU calculations use a rate of 240 gallons per day (gpd) per EDU.
- (8) The calculated infiltration rate in EPASD's Standard Specs Section B1.03-5 was ignored since infiltration and inflow will be corrected as part of the PWWF improvements presented in Table 1 and improvements will utilize HDPE that will have fused pipe, which has a considerably lower infiltration rate.

**Abbreviations**

EDU: equivalent dwelling unit  
 EPASD: East Palo Alto Sanitary District  
 hcf: hundreds of cubic feet  
 HDPE: high density polyethylene  
 PWWF: peak wet weather flow

**References**

1. Sewer Service Charges, Fiscal Year 2020-2021 prepared by EPASD dated July 2020 can be downloaded from the link below:  
<https://www.epasd.com/home/showpublisheddocument/3882/637304927865700000>

**Table 7**  
**Estimated Annual Operating & Maintenance Expenses**  
 Sanitary Sewer Capital Improvement and Operation Plan Development  
 East Palo Alto, California

	WBSD (1)	2022/23	2023/24	2024/25	2025/26	2026/27
Cost Escalation	-	-	3.0%	3.0%	3.0%	3.0%
Ratio of EPASD Pipe Mileage to WBSD (2)	-	15.0%	-	-	-	-
<b>Proposed Operating &amp; Maintenance Expenses (3)</b>						
Salaries, Wages, & Benefits	\$ 6,200,000	\$ 930,000	\$ 958,000	\$ 987,000	\$ 1,017,000	\$ 1,048,000
Other Operating Expenses	\$ 9,100,000	\$ 1,365,000	\$ 1,406,000	\$ 1,448,000	\$ 1,491,000	\$ 1,536,000
<b>Total Operating &amp; Maintenance Expenses</b>		\$ 2,295,000	\$ 2,364,000	\$ 2,435,000	\$ 2,508,000	\$ 2,584,000

**Notes**

- (1) To develop estimated annual operation and maintenance expenses excluding fees paid to City of Palo Alto, the WBSD Fiscal Year 2022/2023 budget dated June 2022 was used as the basis for costs. See Page 8 of the referenced WBSD budget document for the source of expenses presented above.
- (2) WBSD collection system includes over 200 miles of gravity pipes and the EPASD collection system includes over 30 miles of gravity pipes.
- (3) The estimated Fiscal Year 2022/2023 operating and maintenance expense for the EPASD collection system is calculated by multiplying the Ratio of EPASD Pipe Mileage by the WBSD expenses. All costs rounded to nearest \$1,000.
- (4) An annual cost escalation is applied in each subsequent fiscal year following Fiscal Year 2022/23.

**Abbreviations**

EPASD: East Palo Alto Sanitary District  
 WBSD: West Bay Sanitary District

**References**

- 1. Budget for Fiscal Year 2022/2023 prepared by WBSD dated June 8, 2022 can be accessed from the following link:  
[https://westbaysanitary.org/wp-content/uploads/2022/08/2022-23\\_Budget\\_Report\\_Approved-6-8-22.pdf](https://westbaysanitary.org/wp-content/uploads/2022/08/2022-23_Budget_Report_Approved-6-8-22.pdf)

**Table 8**  
**PARWQCP Treatment Expenses Calculation (1)**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

	2022/23	2023/24	2024/25	2025/26	2026/27
EPASD Share of PARWQCP (2)	7.64%	7.64%	7.64%	7.64%	7.64%
<b>PARWQCP CAPITAL IMPROVEMENTS (3)</b>					
Existing Debt Service	\$ 203,000	\$ 203,000	\$ 128,000	\$ 128,000	\$ 128,000
Planned Debt Serve	\$ 272,000	\$ 272,000	\$ 432,000	\$ 517,000	\$ 517,000
<b>Total EPASD Share of Capital Improvements</b>	<b>\$ 475,000</b>	<b>\$ 475,000</b>	<b>\$ 560,000</b>	<b>\$ 645,000</b>	<b>\$ 645,000</b>
<b>PARWQCP OPERATING EXPENSES (3)</b>					
Treatment O&M	\$ 2,201,000	\$ 2,270,000	\$ 2,344,000	\$ 2,412,000	\$ 2,470,000
Minor CIP Fund	\$ 234,000	\$ 240,000	\$ 247,000	\$ 253,000	\$ 26,000
<b>Total EPASD Share of Operating Expenses</b>	<b>\$ 2,435,000</b>	<b>\$ 2,510,000</b>	<b>\$ 2,591,000</b>	<b>\$ 2,665,000</b>	<b>\$ 2,496,000</b>
<b>Total EPASD Share of Treatment Expenses</b>	<b>\$ 2,910,000</b>	<b>\$ 2,985,000</b>	<b>\$ 3,151,000</b>	<b>\$ 3,310,000</b>	<b>\$ 3,141,000</b>

**Notes**

- (1) EPASD does not currently utilize its full 7.64% allocation of treatment capacity and therefore the annual PARWQCB operating costs do not reflect EPASD's full utilization of its capacity. As more EPASD EDUs are connected to the system, the annual rate adjustment is calculated by the proportionate increase in Total EPASD Connected EDUs to reflect the anticipated increase operating expenses.
- (2) EPASD share of operating and capital expenses is from the PARWQCP Capital Program Finance Committee Meeting presentation dated 11/17/20, on page 10.
- (3) All costs from Table 3 of the EPASD 2019 Sewer Capacity Rate Study dated April 17, 2019.

**Abbreviations**

EPASD: East Palo Alto Sanitary District  
 PARWQCP: Palo Alto Regional Water Quality Control Plant  
 EDUs: Equivalent Dwelling Units

**References**

1. PARWQCB Capital Program Finance Committee Meeting presentation can be accessed from the following link:  
<https://www.cityofpaloalto.org/files/assets/public/agendas-minutes-reports/reports/city-manager-reports-cmrs/year-archive/2020-2/11172020-Item-2-presentation.pdf?c=74041.91>
2. EPASD 2019 Sewer Rate Study dated April 17, 2019 can be accessed from the following link:  
<https://www.epasd.com/home/showpublisheddocument/3588/637116752736400000>

**Table 9**  
**Projected Annual Sewer Charge to Balance Annual Costs**  
**Sanitary Sewer Capital Improvement and Operation Plan Development**  
**East Palo Alto, California**

	Annual Sewer Charge
Total EDUs, Current (1)	4,443
<b>VARIABLE CHARGES</b>	
<b>Operating &amp; Maintenance</b>	
Total Operating & Maintenance (2)	\$ 2,295,000
<b>Treatment</b>	
PARWQCP Capital Improvements (3)	\$ 475,000
PARWQCP Operating Expenses (3)	\$ 2,435,000
<b>Total Variable Charges</b>	<b>\$ 5,205,000</b>
<b>FIXED CHARGES</b>	
<b>Capital &amp; Other Non-Operating</b>	
City Sewer Rehab Improvements (4)	\$ -
City Capacity Assurance Improvements (5)	\$ -
<b>Total Fixed Charges</b>	<b>\$ -</b>
<b>Total Annual Sewer Costs</b>	<b>\$ 5,205,000</b>
<b>Total Annual Sewer Service Cost per EDU (6)</b>	<b>\$ 1,171</b>

**Notes**

- (1) See Table 6 for annual Total EDU calculations.
- (2) Total Operating & Maintenance Expenses presented in Table 7.
- (3) Total PARWQCB Capital Improvements and Operating Expenses presented in Table 8.
- (4) Contribution to annual sanitary sewer rehabilitation program to replace aging infrastructure that is not included Capacity Assurance Improvements or Development Impact Improvements.
- (5) Capacity Assurance Improvements assumes that the total costs presented in Table 2 are funded 50/50 between existing Reserves to reflect the existing customers share of the capacity improvements. The existing customers have been contributing to funding the existing reserve and therefore no additional contribution is required for the next five fiscal years. The remaining 50% of t would be recovered through Connection Fees.
- (6) Total Annual Sewer Service Cost per EDU is calculated by the sum of Total Annual Sewer Costs divided by Total EDUs, Current.

**Abbreviations**

EDUs: Equivalent Dwelling Units  
EPASD: East Palo Alto Sanitary District  
PARWQCP: Palo Alto Regional Water Quality Control Plant  
SRF: Clean Water State Revolving Fund

**Table 10**  
**Connection Fee Calculations**  
Sanitary Sewer Capital Improvement and Operation Plan Development  
East Palo Alto, California

<b>AT FULL BUILDOUT</b>		
Projected Total ADWF Increase (gpd) (1)		1,080,000
Projected Total EDU Increase (2)		4500
Development Share of Cost of Capacity Assurance	\$	8,197,500
Total Cost of Improvements Due to Development (4)	\$	9,571,000
Total Cost of Treatment (5)	\$	5,000,000
<b>Capacity and Improvement Fee (6)</b>	<b>\$</b>	<b>5,100</b>
<b>Application Review Fee (7)</b>	<b>\$</b>	<b>1,000</b>
<b>Connection Fee (8)</b>	<b>\$</b>	<b>6,100</b>

**Notes**

- (1) Projected Total ADWF Increase is from the EPASD 2021 Master Plan and LAFCo MSR Report.
- (2) Projected Total EDU Increase was calculated using a rate of 240 gpd/EDU.
- (3) The Development Share of the Cost of the Capacity Assurance is 50% of the costs presented in Table 2. The Capacity Assurance project reduce the potential for sanitary sewer overflows during peak wet weather flows that is a current system deficiency. However, implementing the Capacity Assurance project results in adding additional capacity for both average dry weather flow and peak dry weather flow that is a benefit to new development.
- (4) See Table 4 for cost of improvements due to development.
- (5) Total Cost of Treatment is based on EPASD reported cost of \$5 million per 1.0 MGD of treatment capacity. It should be noted that EPASD current 7.96% ownership of the PARWQCP is equivalent to ADWF capacity of 2.9 MGD. The total project ADWF at full buildout is 2.2 MGD based on 240 gpd/EDU and 8,943 EDUs. Therefore, the Total Cost of Treatment presented above is for new development to buy-in to the available treatment capacity.
- (6) Capacity and Improvement fee is calculated by dividing the total cost of improvements and treatment by the projected Total EDU increase and rounding to nearest \$100.
- (7) Application fee is for technical review of applications to verify that the proposed development complies with applicable components for standards and regulations.
- (8) Connection Fee is determined by adding the Capacity and Improvements Fee with the Application Review Fee.

**Abbreviations**

ADWF: Average Dry Weather Flow  
EDUs: Equivalent Dwelling Units  
gpd: gallons per day

**Table 11**  
**Wastewater Enterprise Fund Cash Flow Projections**  
Sanitary Sewer Capital Improvement and Operation Plan Development  
East Palo Alto, California

	2022/23	2023/24	2024/25	2025/26	2026/27
Overall Rate Adjustment	0%	5%	5%	5%	5%
Annual Sewer Charge (per EDU) (1)	\$690	\$725	\$761	\$799	\$839
Connection Fee (per EDU) (2)	\$6,060	\$6,363	\$6,681	\$7,015	\$7,366
Total New EDUs (3)	-	33	709	555	-
Total EDUs (3)	4,443	4,476	5,186	5,741	5,741
Interest Earnings Rate	0.5%	0.5%	0.5%	0.5%	0.5%
<b>Beginning Reserve Funds</b>	<b>\$17,380,000</b>	<b>\$14,569,886</b>	<b>\$12,004,834</b>	<b>\$13,344,539</b>	<b>\$14,269,654</b>
<b>REVENUES</b>					
Sewer Service Charges (4)	\$3,065,986	\$3,243,224	\$3,945,075	\$4,585,641	\$4,814,923
Connection Fees (5)	\$0	\$210,244	\$4,739,878	\$3,893,440	\$0
Property Taxes (6)	\$521,000	\$536,630	\$552,729	\$569,311	\$586,390
ERAF Rebate/Former RDAF (6)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Investment Earnings (7)	\$86,900	\$72,849	\$60,024	\$66,723	\$71,348
<b>Total Revenues</b>	<b>\$3,973,886</b>	<b>\$4,362,948</b>	<b>\$9,597,705</b>	<b>\$9,415,114</b>	<b>\$5,772,661</b>
<b>EXPENSES</b>					
<b>Operating &amp; Maintenance</b>					
Salaries & Benefits (8)	\$930,000	\$958,000	\$987,000	\$1,017,000	\$1,048,000
General Liability & Workers Comp Alloc (8)	\$1,365,000	\$1,406,000	\$1,448,000	\$1,491,000	\$1,536,000
PARWQCP Wastewater Treatment (6)	\$2,435,000	\$2,510,000	\$2,591,000	\$2,665,000	\$2,496,000
<b>Subtotal</b>	<b>\$4,730,000</b>	<b>\$4,874,000</b>	<b>\$5,026,000</b>	<b>\$5,173,000</b>	<b>\$5,080,000</b>
<b>Capital &amp; Other Non-Operating</b>					
Sewer Rehab Improvements (9)	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Capacity Assurance Improvements (10)	\$0	\$0	\$1,093,000	\$1,093,000	\$1,093,000
<b>Subtotal</b>	<b>\$1,500,000</b>	<b>\$1,500,000</b>	<b>\$2,593,000</b>	<b>\$2,593,000</b>	<b>\$2,593,000</b>
<b>Debt Service</b>					
EPASD 2011 SRF Loan (6)	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000
Share of Existing PARWQCP Debt (6)	\$203,000	\$203,000	\$128,000	\$128,000	\$128,000
Share of Projected PARWQCP Debt (6)	\$272,000	\$272,000	\$432,000	\$517,000	\$517,000
<b>Subtotal</b>	<b>\$554,000</b>	<b>\$554,000</b>	<b>\$639,000</b>	<b>\$724,000</b>	<b>\$724,000</b>
<b>Total Expenses</b>	<b>\$6,784,000</b>	<b>\$6,928,000</b>	<b>\$8,258,000</b>	<b>\$8,490,000</b>	<b>\$8,397,000</b>
<b>Revenues Less Expenses</b>	<b>(\$2,810,114)</b>	<b>(\$2,565,052)</b>	<b>\$1,339,705</b>	<b>\$925,114</b>	<b>(\$2,624,339)</b>
<b>Ending Reserve Fund</b>	<b>\$14,569,886</b>	<b>\$12,004,834</b>	<b>\$13,344,539</b>	<b>\$14,269,654</b>	<b>\$11,645,315</b>

Notes are on Page 2 of 2.

### Notes

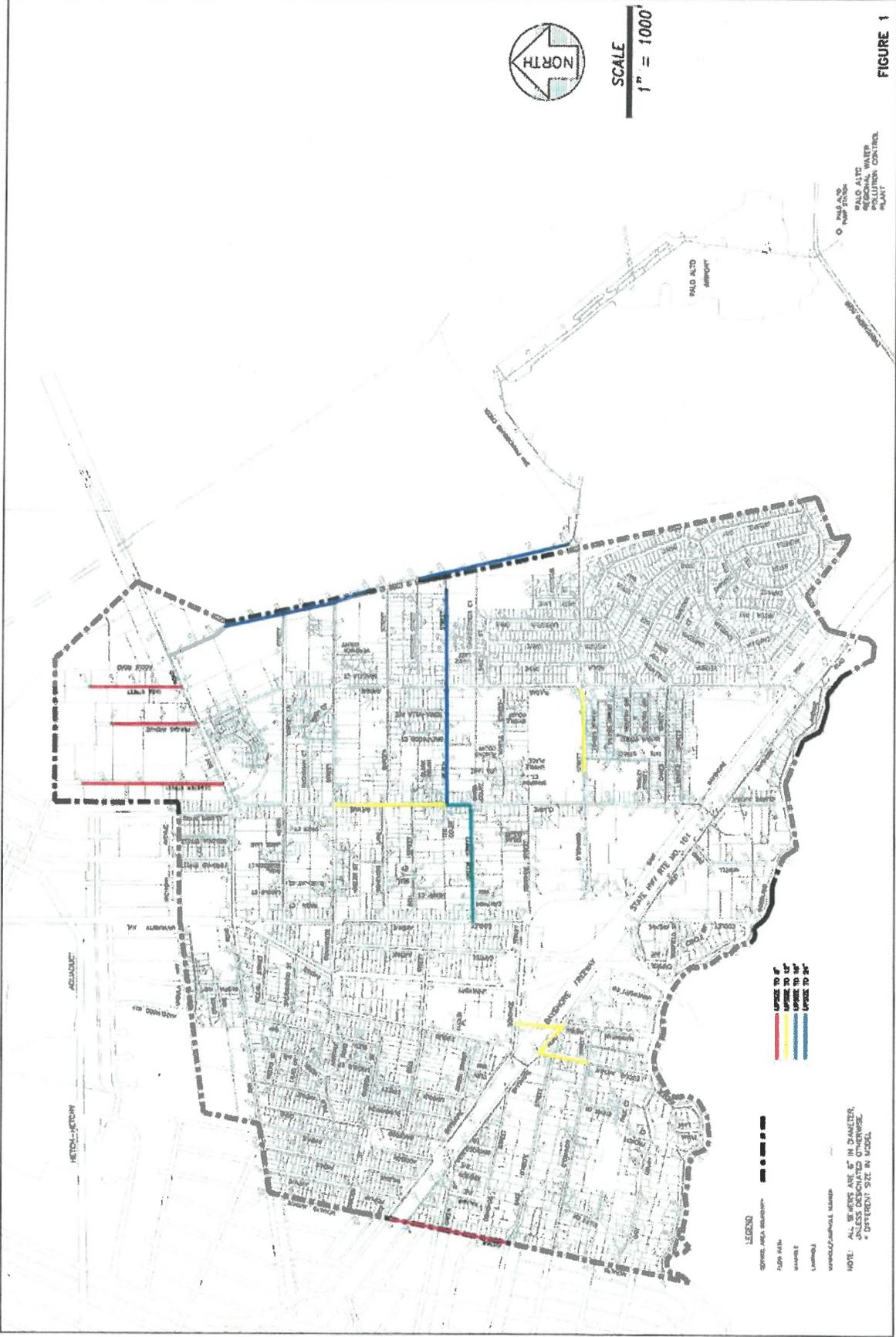
- (1) Proposed Annual Sewer Charge is shown as the proposed rate from Table 4 of the East Palo Alto Sanitary District 2019 Sewer Rate Study prepared by Bartle Wells Associates dated April 17, 2019.
- (2) Proposed Connection Fee matches EPASD current connection fee published on the EPASD web site under Forms & Permits.
- (3) See Table 6 for the current number of EDUs and estimate for annual increase in EDUs.
- (4) Sewer Service Charges is calculated by multiplying Total EDUs by Annual Sewer Service Charge.
- (5) Connection Fees is calculated by multiplying Total New EDUs by Connection Fee.
- (6) Source of revenues and expenses is Table 4 of the East Palo Alto Sanitary District 2019 Sewer Rate Study prepared by Bartle Wells Associates dated April 17, 2019.
- (7) Investment income is interest income on Beginning Fund Reserve.
- (8) Operating & Maintenance Expenses are presented in Table 7.
- (9) The City Sewer Rehab Improvement is an ongoing annual program to replace pipes that are found to be damaged or at the end of service life but not included Capacity Assurance Improvements or Developer Impact Capacity Improvements
- (10) Capacity Assurance Improvements is an annual expenditure to implement the improvements identified in Table 2 over a 15 year period. The design and construction will be completed in phases beginning in Fiscal Year 2024/25 once new development begins to come on line.

### Abbreviations

EDUs: Equivalent Dwelling Units  
EPASD: East Palo Alto Sanitary District  
PARWQCP: Palo Alto Regional Water Quality Control Plant

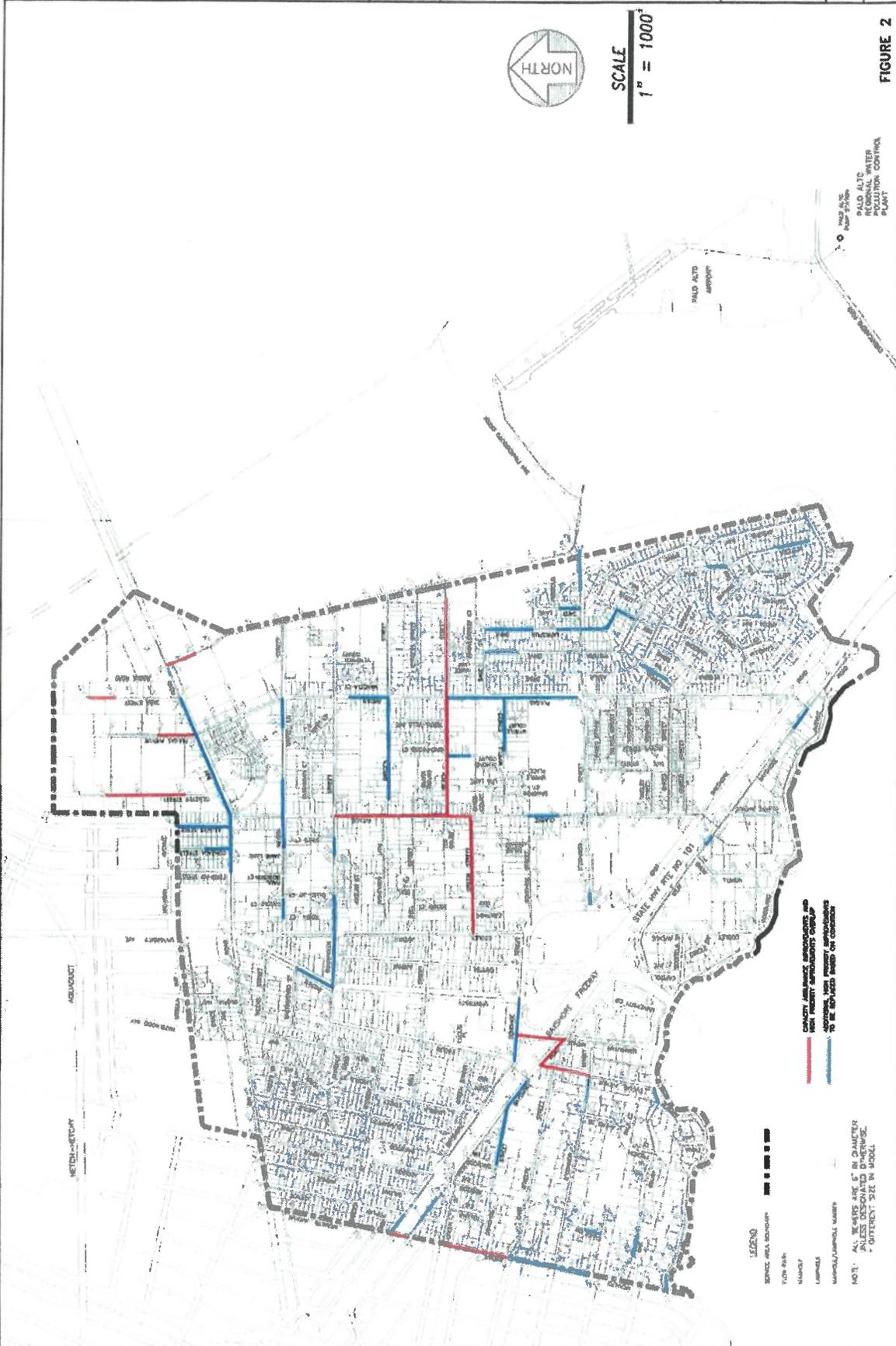
### References

1. East Palo Alto Sanitary District 2019 Sewer Rate Study prepared by Bartle Wells Associates dated April 17, 2019 can be accessed from the following link:  
<https://www.epasd.com/home/showpublisheddocument/3588/637116752736400000>
2. EPASD current fees including connection fees can be accessed from the following link:  
<https://www.epasd.com/residents/forms-permits>



DATE:	10/10/09
SCALE:	1" = 500'
DESIGNED BY:	RAM
CHECKED BY:	JT
PROJECT NO.:	171

FIGURE 2



SCALE  
1" = 1000'

PALO ALTO  
WATER  
POLLUTION CONTROL  
PLANT

LEGEND

- SEWER AREA BOUNDARY
- SEWER LINE
- MAJOR
- LANEWAY
- UNIMPROVED/UNPAVED LANEWAY

NOTE: ALL SEWERS ARE 6" IN DIAMETER UNLESS OTHERWISE SPECIFIED. SEE IN MODEL

NOTE: CAPACITY AND SERVICE AREA BOUNDARIES ARE SHOWN IN RED. SEWER LINES ARE SHOWN IN BLUE. ALL SEWERS ARE 6" IN DIAMETER UNLESS OTHERWISE SPECIFIED. SEE IN MODEL



**FREYER & LAURETTO, INC.**  
 CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS  
 144 NORTH SAN ANTONIO DRIVE • SAN MATEO, CA 94401  
 (650) 344-2701 • WWW.FREYERANDLAURETTO.COM

DATE	10/17/2025
SCALE	1" = 1000'
DRAWN	JAM
CHECKED	JAM
PROJECT NO.	2052
SHEET NO.	1

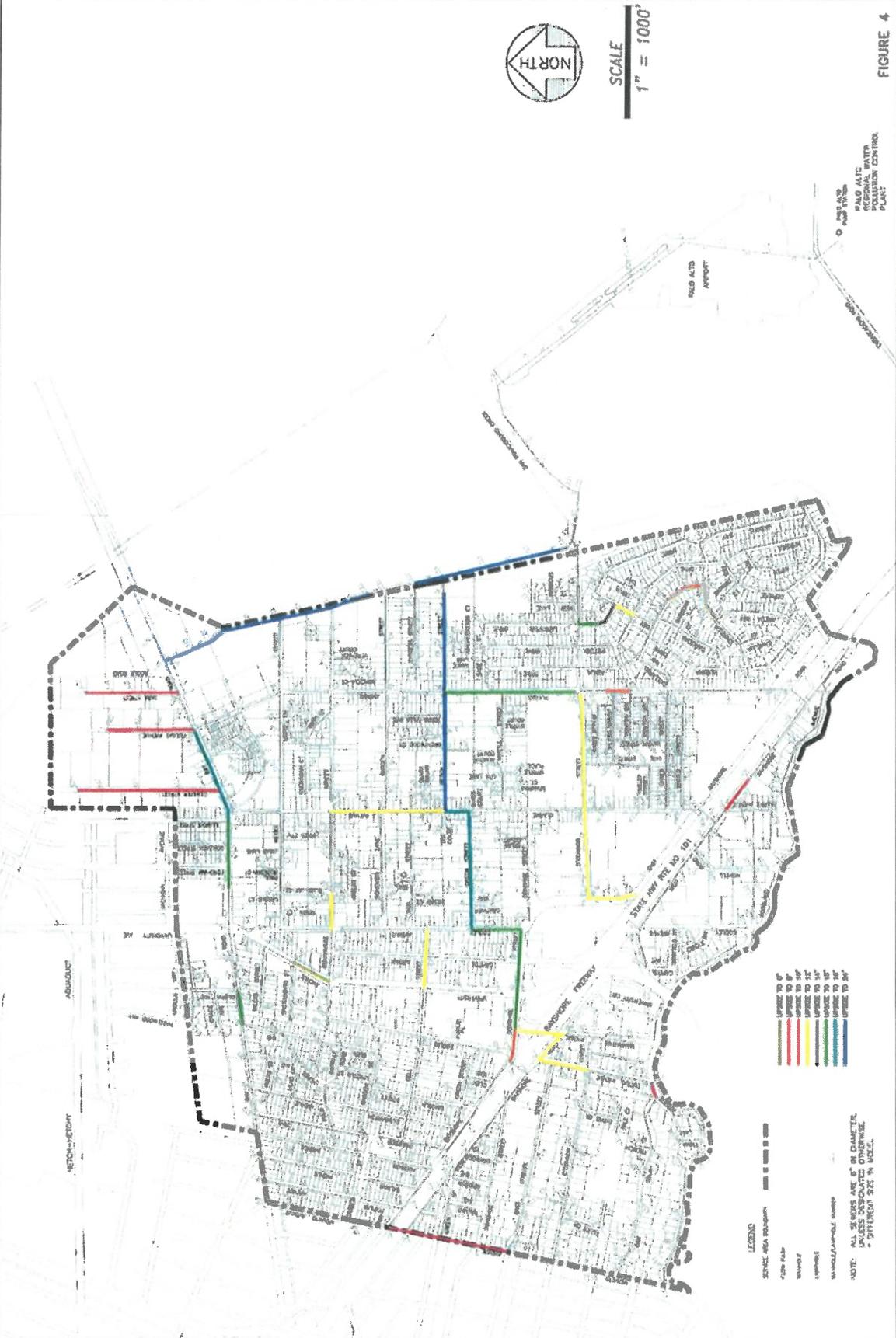
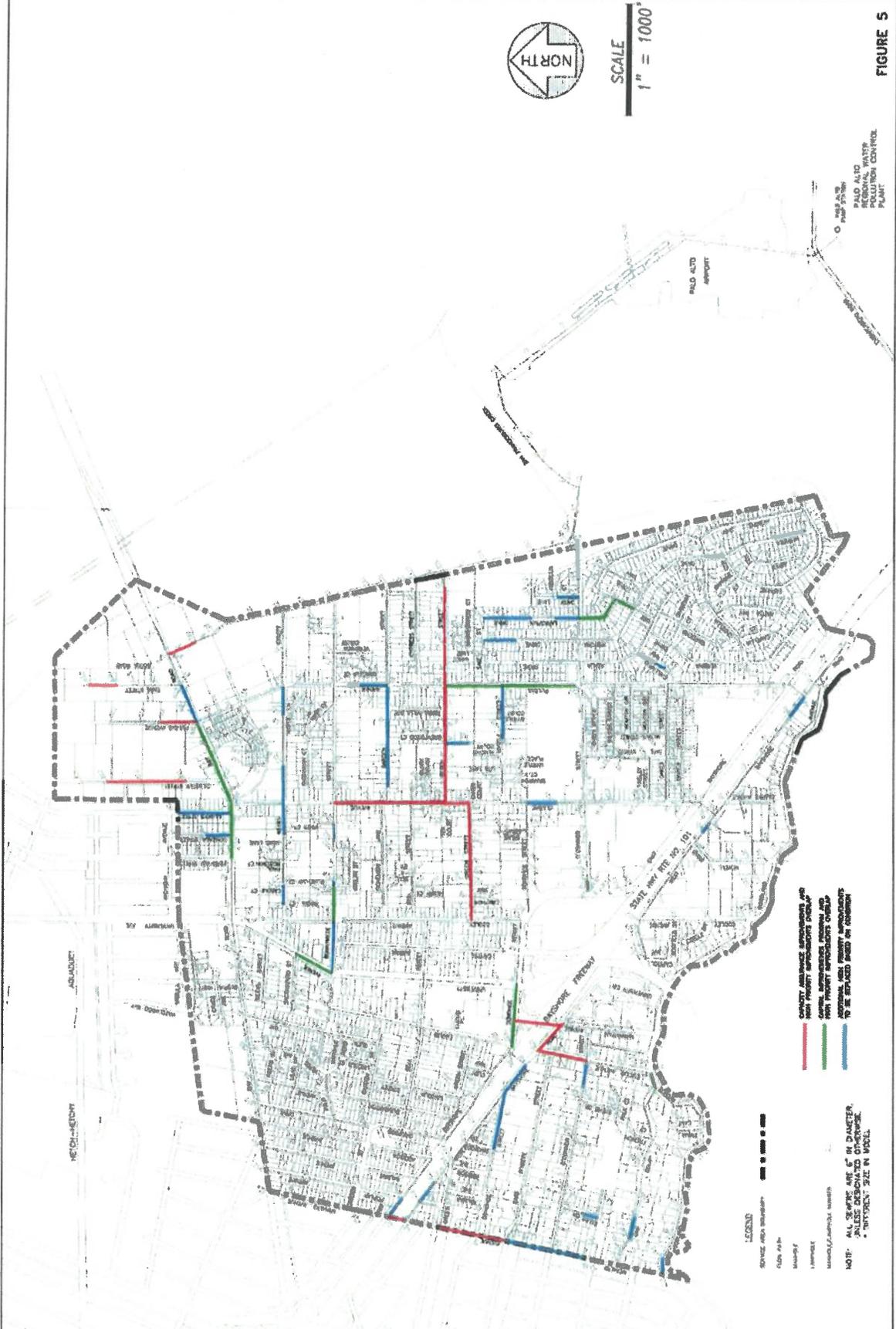


FIGURE 4

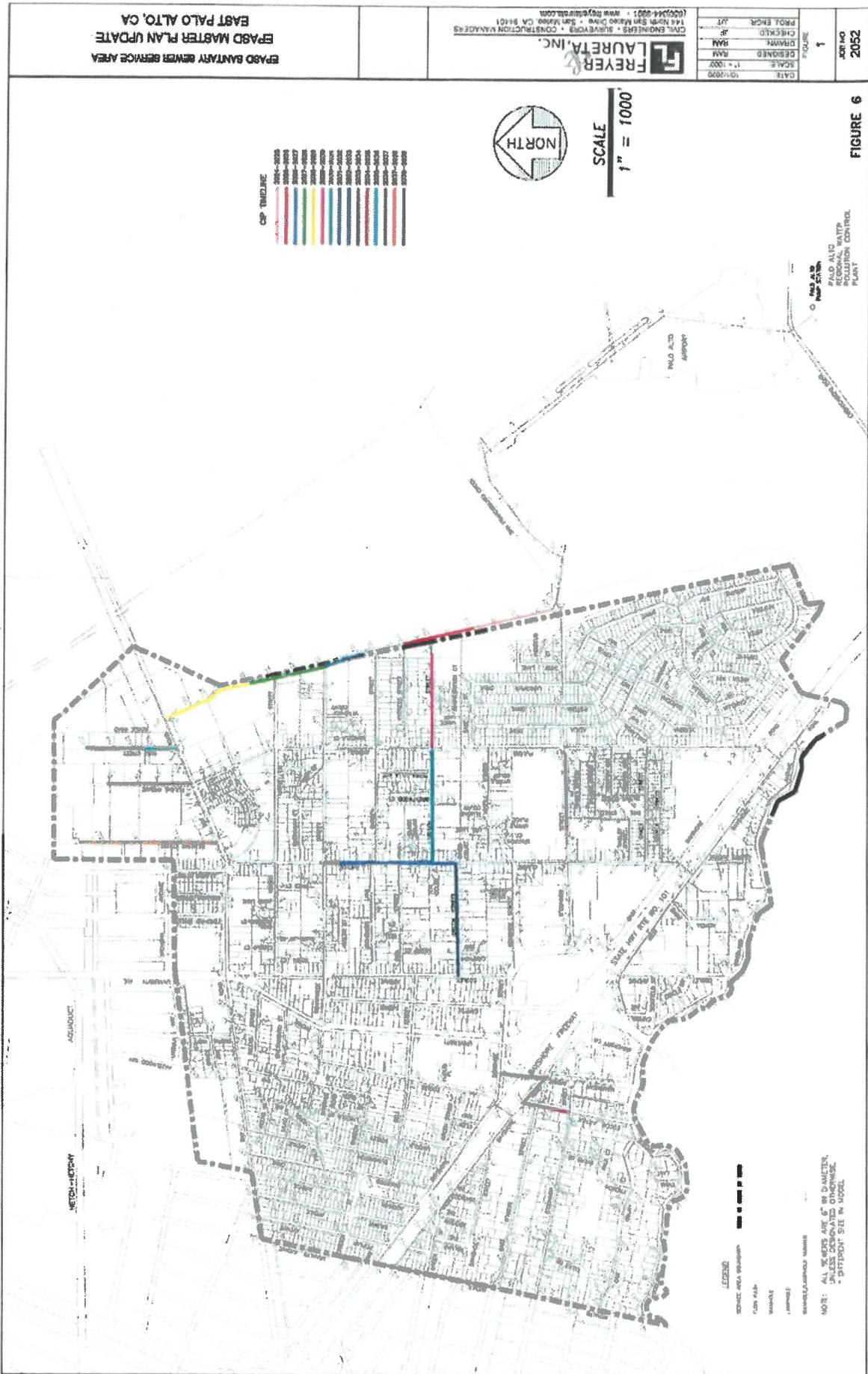
SANITARY SEWER  
 REGIONAL WATER  
 POLLUTION CONTROL  
 PLANT

DATE:	10/27/2009
SCALE:	1" = 100'
DESIGNED:	RAM
DRAWN:	JM
CHECKED:	JM
PROJECT:	EPASD
FIGURE:	1

**FIGURE 5**



**FIGURE 5**



CP TIMELINE

2014-2015
2015-2016
2016-2017
2017-2018
2018-2019
2019-2020
2020-2021
2021-2022
2022-2023
2023-2024
2024-2025
2025-2026
2026-2027
2027-2028
2028-2029
2029-2030



SCALE  
1" = 1000'

FIGURE 6

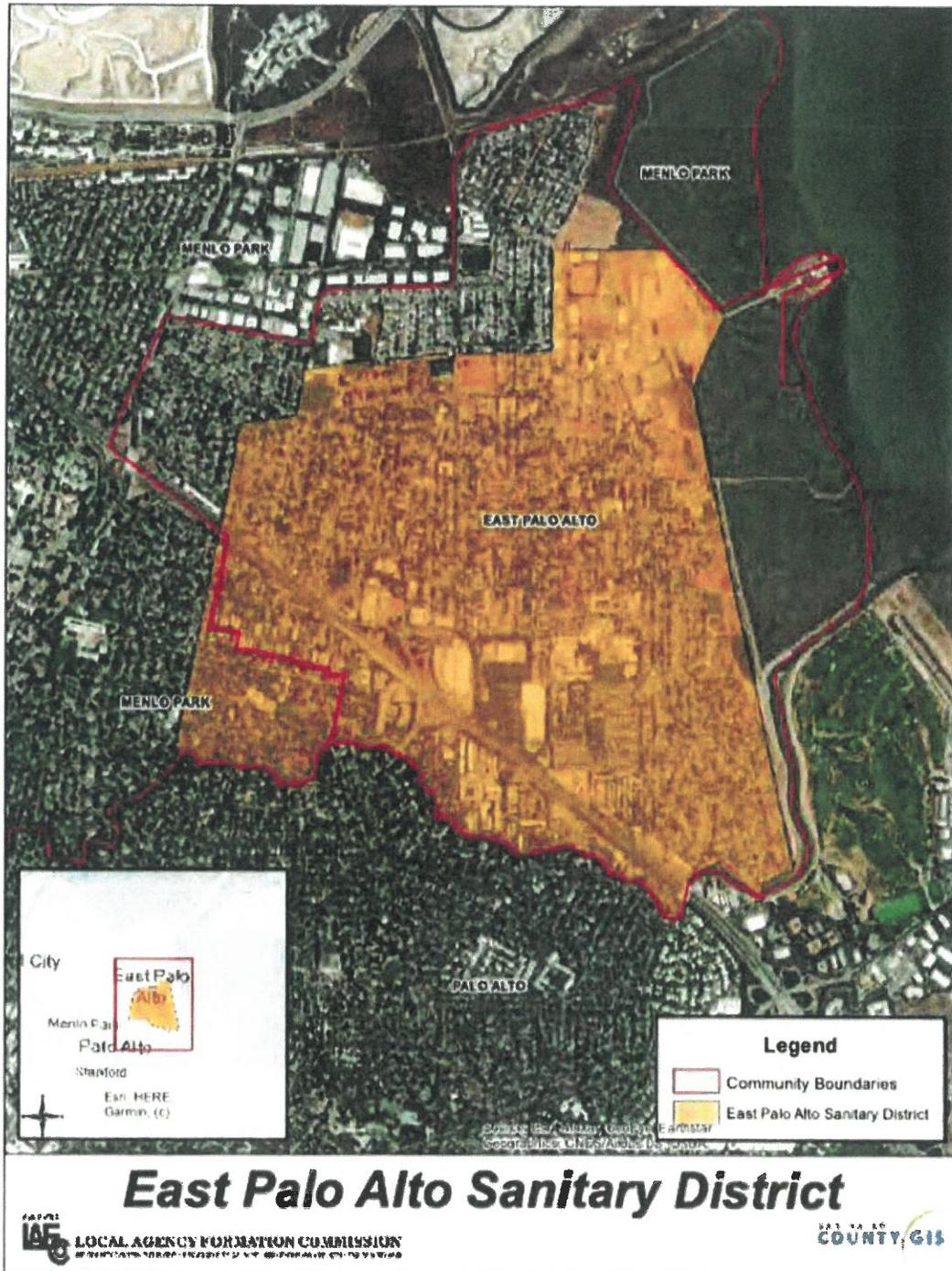
DATE	12/10/2023
SCALE	1" = 1000'
DESIGNED	RAM
DRAWN	RAM
CHECKED	JF
PROT ENGR	JF
PROJECT	1

**LAURETA, INC.**  
 CIVIL ENGINEERS • SURVEYORS • CONSTRUCTION MANAGERS  
 144 North San Mateo Drive • San Mateo, CA 94401  
 (650)244-0001 • www.laureta.com

EPAD SANITARY SEWER SERVICE AREA  
 EPAD MASTER PLAN UPDATE  
 EAST PALO ALTO, CA



Figure 5-1: East Palo Alto Sanitary District Boundaries and SDI





**Notice of Exemption**

**Appendix E**

To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: (Public Agency): City of East Palo Alto  
2415 University Avenue  
East Palo Alto, California 94303

County Clerk  
County of: San Mateo  
605 County Center  
Redwood City, California 94063

(Address)

**FILED** ENDORSED  
IN THE OFFICE OF THE  
COUNTY CLERK RECORDER  
SAN MATEO COUNTY CALIF

Project Title: Change of Organization, Reorganization, or Outside Service Agreement

Project Applicant: City of East Palo Alto

**NOV 10 2022**

Project Location - Specific:  
2415 University Avenue

MARK CHURCH, County Clerk  
By GLENN S. CHANGELIN  
Deputy Clerk

Project Location - City: East Palo Alto Project Location - County: San Mateo

Description of Nature, Purpose and Beneficiaries of Project:

**Establish East Palo Alto Sanitary District as a subsidiary district of the City of East Palo Alto**

Name of Public Agency Approving Project: City of East Palo Alto

Name of Person or Agency Carrying Out Project: City of East Palo Alto

Exempt Status: (check one):

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: \_\_\_\_\_
- Statutory Exemptions. State code number: 15320

Reasons why project is exempt:

The LAFCo application is exempt from the California Environmental Quality Act (CEQA) under Section 15320 of State CEQA Guidelines because it consists of establishment of a subsidiary district, which does not change the geographical area in which previously existing powers are exercised.

Lead Agency  
Contact Person: Patrick Heisinger Area Code/Telephone/Extension: 650-853-3100

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: Patrick Heisinger Date: 11/10/22 Title: Interim City Manager

• Signed by Lead Agency      Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.  
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: \_\_\_\_\_

# EXHIBIT B

## RESOLUTION NO. 1327

A RESOLUTION OF THE EAST PALO ALTO SANITARY DISTRICT ("EPASD") OPPOSING THE PROPOSAL THE CITY OF EAST PALO ALTO ("CITY") SUBMITTED TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION ("SMLAFCo") WHEREBY THE CITY SEEKS TO HAVE SMLAFCo ESTABLISH EPASD AS A SUBSIDIARY DISTRICT OF THE CITY

**EAST PALO ALTO SANITARY DISTRICT**

**RESOLUTION NO. 1327**

**A RESOLUTION OF THE EAST PALO ALTO SANITARY DISTRICT (“EPASD”) OPPOSING THE PROPOSAL THE CITY OF EAST PALO ALTO (“CITY”) SUBMITTED TO THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION (“SMLAFCo”) WHEREBY THE CITY SEEKS TO HAVE SMLAFCo ESTABLISH EPASD AS A SUBSIDIARY DISTRICT OF THE CITY**

WHEREAS, the EPASD was established in 1939 as a California Special District to provide safe, reliable and effective sanitary sewer services for its customers in the cities of East Palo Alto and Menlo Park;

WHEREAS, the EPASD has and continues to fulfill its purpose while providing services to its customers at a reasonable cost;

WHEREAS, on October 18, 2022, the CITY passed Resolution No. 137-2022, requesting that SMLAFCo take proceedings to establish the EPASD as a subsidiary district of the CITY pursuant to the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000;

WHEREAS, on November 10, 2022, the CITY submitted to SMLAFCo a proposal to SMLAFCo, which SMLAFCo has identified as LAFCo File No. 22-09, requesting that SMLAFCo take proceedings to establish the EPASD as a subsidiary district of the CITY (“Proposal”);

WHEREAS, SMLAFCo has issued notices that the CITY’s Proposal has been submitted for consideration to SMLAFCo;

WHEREAS, while the EPASD is not against development within the EPASD, it strongly believes that for profit development should be funded by the developers and not at the expense of EPASD’s customers in the form of higher rates, costs and/or fees;

WHEREAS, the CITY’s analysis in support of its Proposal is flawed in that if implemented, the Proposal would result in a substantial benefit to new, for profit and primarily commercial developer projects within the EPASD while substantially burdening EPASD customers with higher rates to offset the increased costs caused by the for profit development;

WHEREAS, if the CITY’s Proposal was approved, the customers of EPASD would see immediate, continuing and substantial rate increases which are otherwise avoidable if for profit development is required to pay the actual costs of the additional burdens they will place on the EPASD sewer system;

NOW, THEREFORE, BE IT RESOLVED that for the reasons set forth above, the EPASD objects to and opposes the CITY’s Proposal to SMLAFCo File No. 22-09 and objects to and opposes that the EPASD be established as a subsidiary district of the CITY.

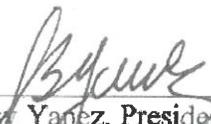
PASSED AND ADOPTED by the EPASD on the 8th day of December, 2022, by the following vote:

AYES: Betsy Yanez, Glenda Savage, Joan Sykes-Miessi, Martha Stryker, Dennis Scherzer

NOES:

ABSENT:

ABSTAIN:

  
\_\_\_\_\_  
Betsy Yanez, President  
East Palo Alto Sanitary District

ATTEST

  
\_\_\_\_\_  
Glenda Savage, Secretary  
East Palo Alto Sanitary District

# EXHIBIT C



# LOCAL AGENCY FORMATION COMMISSION

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

## Certificate of Filing

I, Roberto J Bartoli Jr., Executive Officer of the San Mateo Local Agency Formation Commission, do hereby certify that:

1. The application referenced and described below has been submitted to me and has been found to be in the form prescribed by the San Mateo Local Agency Formation Commission.
2. The application contains the information and data requested and required by this Commission and applicable provisions of State Law and has been accepted for filing on June 15, 2023.

**Application Title:** Proposal to establish the East Palo Alto Sanitary District (EPASD) as a subsidiary district of the City of East Palo Alto (File No. 22-09)

**Applicant/Agent Address:** City of East Palo Alto, 2415 University Avenue, East Palo Alto, CA 94303

**General Location:** East Palo Alto Sanitary District service area

**APN(s):** 4,291 parcels (APNs available upon request)

**Date Received by LAFCo:** November 10, 2022

**Subject Agencies:** City of East Palo Alto and East Palo Alto Sanitary District

This certificate of filing is issued pursuant to §56651 and §56658 of the Government Code, State of California. All time requirements and limitations for processing and consideration of this application specified by State Law and/or rules and regulations of the San Mateo LAFCo shall become effective on the date of issuance of this certificate. The date of the hearing shall not be more than 90 days after issuance of the Certificate of Filing or after the application is deemed to have been accepted, whichever is earlier.

**Date of Hearing:** July 19, 2023

By: *Roberto J Bartoli Jr.*  
Roberto J Bartoli Jr., Executive Officer

Date: June 15, 2023

**COMMISSIONERS:** ANN DRAPER, CHAIR, PUBLIC • KATI MARTI, VICE CHAIR, SPECIAL DISTRICT • HARVEY RARBACK, CITY • TYGARJAS BIGSTYCK, CITY • WARREN SLOCUM, COUNTY • RAY MUELLER, COUNTY • VACANT, SPECIAL DISTRICT

**ALTERNATES:** CHRIS MICKELSEN, SPECIAL DISTRICT • ANN SCHNEIDER, CITY • JAMES O'NEILL, PUBLIC • NOELIA CORZO, COUNTY

**STAFF:** ROB BARTOLI, EXECUTIVE OFFICER • SOFIA RECALDE, MANAGEMENT ANALYST • TIM FOX, LEGAL COUNSEL • ANGELA MONTES, CLERK

**Resolution No. 1349**  
**Approving EPASD**  
**Alternative Proposal**

**RECEIVED**  
SEP 20 2023  
**LAFCO**

**RESOLUTION NO. 1349 OF THE BOARD OF DIRECTORS  
OF THE EAST PALO ALTO SANITARY DISTRICT  
APPROVING LAFCo ALTERNATIVE PROPOSAL  
PURSUANT TO CALIFORNIA GOVERNMENT CODE § 56861(b)(2)**

**WHEREAS**, a Special Meeting of the Board of Directors of the East Palo Alto Sanitary District ("District Board") was held, commencing at 6 pm on September 13, 2023, via Zoom, with a quorum of the directors present and participating in the meeting; and

**WHEREAS**, on November 10, 2022, the City of East Palo Alto ("City"), submitted an initial application to the San Mateo Local Agency Formation Commission ("LAFCo"), proposing the establishment of the East Palo Alto Sanitary District ("District") as a subsidiary district of the City; and

**WHEREAS**, on December 8, 2022, the District Board adopted Resolution No. 1327 memorializing its objection and opposition to the City's initial application; and

**WHEREAS**, the City's application was duly processed and became a Proposal on June 15, 2023, when LAFCO issued a Certificate of Filing of the application; and

**WHEREAS**, the District received email notice from LAFCo that the City's application was accepted as a complete Proposal filing on June 15, 2023; and

**WHEREAS**, California Government Code § 56861 (b) provides that an agency has 35 days after notice of a Proposal to adopt a resolution of intention to file an alternative Proposal with LAFCo, and to so notify the LAFCo's executive officer; and

**WHEREAS**, the District Board has determined that filing an alternative Proposal opposing the establishment of the District as a subsidiary district of the City would best serve the interests of its rate payers, and accordingly adopted Resolution No. 1346 on July 16, 2023, stating the District's intention to exercise its right under C.G.C. § 56861(b)(2) to file an Alternative Proposal with LAFCo; and

**WHEREAS**, the reason for the Alternative Proposal is to align the governance structure with the District's integral role in local infrastructure, to safeguard the interests of existing ratepayers, maintain a sewer services system that has been delivering outstanding results for decades, and to ensure that the District is efficiently, capably, and democratically governed; and

**WHEREAS**, because the District's action in approving its Alternative Proposal has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, it is exempt from the provisions of the California Environmental Quality Act (CEQA) under Section 15061 (b)(3) of State CEQA Guidelines.

**NOW, THEREFORE, BE IT RESOLVED** that the District Board hereby approves the Alternative Proposal in substantially the form as the document provided, and adopts this Resolution.

**BE IT FURTHER RESOLVED** that approval of the District's Alternative Proposal is found to be exempt from the requirements of CEQA because even if the Sphere of Influence amendment sought by the District's Alternative Proposal is a "project" and subject to CEQA, it is exempt under State CEQA Guidelines section 15061 (b)(3)-Common Sense Exemption as it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment" because there will be no reasonably foreseeable change in the types, intensity, and manner of service within the District's geographical area as a result of any approval and because no construction or other physical alteration of the environment is proposed. Accordingly, the District Board authorizes District staff to file a Notice of Exemption with the County Clerk.

**BE IT FURTHER RESOLVED** that the District Board hereby authorizes the officers of this District, and each of them acting alone, to make any necessary amendments to the Alternative Proposal and ancillary documents as becomes necessary during the LAFCo process, and take all other actions as may be necessary or appropriate to carry out same;

**BE IT FURTHER RESOLVED** that the District Board authorizes the expenditure of up to \$15,000 dollars for any processing costs related to the District's Alternative Proposal.

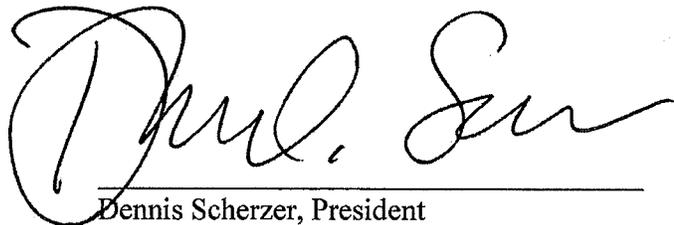
PASSED AND ADOPTED this 13<sup>th</sup> day of September, by the following vote:

AYES: Dennis Scherzer, Bethzabe Yañez, Martha Stryker, Glenda Savage

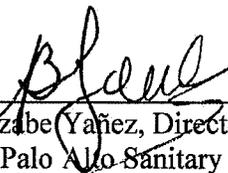
NOS:

ABSTAIN:

ABSENT: Ofelia Bello



\_\_\_\_\_  
Dennis Scherzer, President  
East Palo Alto Sanitary District



\_\_\_\_\_  
Bethzabe Yañez, Director  
East Palo Alto Sanitary District

**EAST PALO ALTO SANITARY DISTRICT**

**BOARD OF DIRECTORS**

Dennis Scherzer, President  
Martha Stryker, Vice President  
Glenda Savage, Secretary  
Bethzabe Yañez, Director  
Ofelia Bello, Director

901 Weeks Street  
East Palo Alto, CA 94303  
Phone: (650) 325-9021  
Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)

Akin Okupe, M.B.A, P.E., General Manager

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
December 14<sup>th</sup>, 2023  
7:00 P.M.**

Notice is hereby given that the Regular Board meeting of the East Palo Alto Sanitary District will be held on **Thursday December 14<sup>th</sup>, 2023 at 7:00 p.m.** This meeting will be held virtually and in-person at the District Board Room located on 901 Weeks Street, East Palo Alto, CA 94303.

**Zoom Link:** <https://us02web.zoom.us/j/87553049370>

**Webinar ID:** 875 5304 9370

1. **Call to Order**
2. **Roll Call**
3. **Board Member Excused/Unexcused Absences**
4. **Public Comment**  
Any member of the public wishing to address the Board on a non-agenda item will be heard at this time. Persons wishing to speak on an item listed on the agenda will be called by the meeting Chair at the time the specific agenda item is heard.
5. **Agenda Amendments**
6. **Consideration/Approval:** Of November 2, 2023, Regular Board Meeting Minutes, and November 29, 2023, Special Board Meeting Minutes
7. **Consideration/Approval:** Of **Resolution NO. 1352** Approving Withdrawals and Authorizing Payment of Bills
8. **Consideration/Discussion:** Of District Engineer and General Manager's Reports
  - A. Maintenance
  - B. Sewer Replacement Project
  - C. Connection Fees

9. **Closed Session:** Conference with Legal Counsel - Anticipated Litigation – (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9) – Initiation of litigation: (1case)
10. **Report Out of Closed Session**
11. **Consideration/Discussion/Approval:** Capital Improvement Project Plan
12. **Consideration/Discussion/Approval:** Authorize General Manager to undertake a process to lower capacity fees from \$14,464 per equivalent dwelling unit to an amount between \$9,000 and \$10,000 per equivalent dwelling unit determined by consultant based on approved Capital Improvement Plan and authorize General Manager to propose a process for refunding developers that previously paid higher fees
13. **Consideration/Discussion/Approval:** Authorize General Manager to undertake Article 13 Section 6 (Proposition 218) process to increase sewer rates commencing July 1, 2024 from \$600 per single family residence to a rate recommended in the Bartle Wells Rate Study
14. **Consideration/Discussion/Approval:** Authorize special counsel to draft an Ordinance setting forth a process for negotiating and approving will serve letters and development agreements including consequences if the requirements of the ordinance are not met.
15. **Consideration/Discussion/Approval:** Committee Assignments
16. **Committee Reports and Approval of Meeting Minutes**
  - A) LAFCO Adhoc
  - B) Facility
  - C) Engineering
  - D) Finance
  - E) Human Resource
  - F) Intergovernmental
  - G) Public Relations
  - H) Rate Advisory
  - I) Director's Reports on Attendance at Conferences/Trainings
17. **Oral & Written Communication**

Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.
18. **Future Agenda / Meetings**

TBA

19. **Adjournment**

(xx) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 12/14/2023

**I. NATURE OF ITEM**

**1. Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

**2. Roll Call**

**Directors Present:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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(xx) Additional Materials Attached

Agenda Item 3  
Meeting Date 12/14/2023

I. NATURE OF ITEM

Board Member Excused/Unexcused Absences

II. BACKGROUND

Report from Board Secretary.

III. ACTION OPTIONS

IV. NEXT STEPS

**NATURE OF ITEM**

**4. Public Comment**

Any member of the public wishing to address the Board on a non-agenda item will be heard at this time. Persons wishing to speak on an item listed on the agenda will be called by the meeting Chair at the time the specific agenda item is heard.

Speaker # 1: \_\_\_\_\_

Speaker # 2: \_\_\_\_\_

Speaker # 3: \_\_\_\_\_

**5. Agenda Amendments**

Item# \_\_\_\_\_ moved to \_\_\_\_\_

Item# \_\_\_\_\_ moved to \_\_\_\_\_

Item# \_\_\_\_\_ tabled

Item# \_\_\_\_\_ tabled

(xx) Additional Materials Attached

Agenda Item 6  
Meeting Date 12/14/2023

I. **NATURE OF ITEM**

**Consideration/Approval:** Of November 2, 2023 Regular Board Meeting Minutes, and November 29, 2023, Special Board Meeting Minutes

II. **BACKGROUND**

Attached are the minutes for Board Approval.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
November 2, 2023**

**1. Call to Order**

A Regular Board meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Thursday, November 2, 2023 at 7:00 p.m. The meeting was held virtually and in person, with the public participating in the meeting by logging online through the following Zoom address: <https://us02web.zoom.us/j/84749491544>.

**2. Roll Call**

Directors Present

Ofelia Bello  
Glenda Savage  
Dennis Scherzer  
Martha Stryker  
Bethzabe Yañez

Staff Present

Akin Okupe - General Manager  
Micheline Wegem – Accountant  
Diane Marshall-Freeman – District Counsel

Director Stryker arrived at 7:03 p.m. and Director Bello arrived at 7:06 p.m.

**3. Board Member Excused/Unexcused Absences**

All Board members were present.

**4. Public Comment**

There were no comments from the public.

**5. Agenda Amendments**

There were no agenda amendments.

**6. Consideration/Approval of October 5, 2023 Regular Board Meeting Minutes and October 24, 2023 Special Board Meeting Minutes.**

**Motion:** Director Savage moved, seconded by Director Yañez, for approval of October 5, 2023 Regular Board Meeting Minutes and October 24, 2023 Special Board Meeting Minutes. Motion passed unanimously.

**7. Consideration/Approval of Resolution No. 1351 Approving Withdrawals and Authorizing Payment of Bills.**

**Motion:** Director Yañez moved, seconded by Director Savage for approval of Resolution No. 1351 approving withdrawals and authorizing the payment of Request Order Nos. 08-24 in the amount of \$598,186.99; 09-24 in the amount of \$49,837.49; 10-24 in the amount of \$108,735.03; 11-24 in the amount of \$76,465.42; and 12-24 in the amount of \$23,558.27. Motion passed unanimously.

**8. Consideration/Discussion of District Engineer and General Manager's Reports.**

**A) Maintenance**

There were no spills reported during the month of October.

**B) Light Tree Project**

The Light Tree Project has now been completed and the section at the end of O'Connor Street has been added to another project for completion.

**C) 965 Weeks Street**

The developer has tendered \$2 million in payment of connection fees and construction is scheduled to commence in the near future.

**D) 2535 Pulgas Avenue**

The developer has executed the Agreement and a will-serve letter has been issued.

**E) 1201 Runnymede Street**

The developer has received the draft Agreement and the District is awaiting a response.

**F) 1788 East Bay Shore Road**

The developer has executed the Agreement and the District is awaiting payment of connection fees.

## G) Sewer Replacement Project

This project is now underway.

9. **Consideration/Discussion:** Updates on the submission of the Alternative Proposal to San Mateo LAFCO regarding the governance of the District.

General Manager Okupe advised that he has received a Notice of Public Hearing from LAFCo. The meeting is scheduled to take place on November 15, 2023 at 6:00 p.m.

10. **Consideration/Discussion:** Capital Improvement Project.

General Manager Okupe reported that the CCTV project has been completed. He then shared a memorandum from the consultant including the findings. He stated that the District will need \$13 million to fix priority areas and a total of \$70 million to fix all defective pipes throughout the District. He added that he continues to monitor the economy and the potential impact it may have as relates to the District's investment in infrastructure.

The trunk line design and CEQA document are nearly 90% complete. General Manager Okupe has forwarded a copy of the design to both the City of East Palo Alto and the City of Palo Alto for comment. He stated that the trunk line can be constructed once the CEQA document has been completed.

## 11. **Committee Reports and Approval of Meeting Minutes**

### A) LAFCO Adhoc

The Committee has not met.

### B) Facility

The Committee has not met.

### C) Engineering

The Committee has not met.

D) Finance

The Committee met and paid bills.

E) Human Resources

The Committee has not met.

F) Intergovernmental

The Committee has not met.

G) Public Relations

The Committee has not met.

H) Rate Advisory

The Committee met on November 8, 2023. There was nothing to report.

I) Director's Reports on Attendance at Conferences/Trainings

There was nothing to report.

**12. Oral & Written Communication**

There was no oral or written communication.

**13. Future Agenda/Meetings**

The next Special Board meeting will be held on November 8, 2023 at 6:00 p.m.

**14. Adjournment**

There being no further business, the meeting adjourned at 7:19 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING MINUTES  
November 29, 2023**

**1. Call to Order**

A Special Board meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Wednesday November 29, 2023 at 6:04 p.m. The meeting was held in person at the District office located at 901 Weeks Street, East Palo Alto, CA 94303, and electronically, with the public participating in the meeting by logging online through the following Zoom address: <https://us02web.zoom.us/j/85955121591>.

**2. Roll Call**

<u>Directors Present</u>	<u>Staff Present</u>
Glenda Savage	Akin Okupe - General Manager
Dennis Scherzer	Micheline Wegem – District Accountant
Martha Stryker	
Bethzabe Yañez	

**3. Board Member Excused/Unexcused Absences**

Director Bello was absent.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Public Comment**

There were no comments from the public.

**6. Consideration/Discussion/Approval: Authorize General Manager to enter into contract with Sierra West Consultants, Inc. for an amount not to exceed \$27,400 regarding the Capital Improvement Plan (CIP).**

General Manager Okupe advised that this cost is related to pipe repairs identified during the CCTV inspection.

**Motion:** Director Savage moved, seconded by Director Yañez, for approval to authorize the General Manager to enter into contract with Sierra West Consultants, Inc. for an amount not to exceed \$27,400 regarding the Capital Improvement Plan (CIP). Motion passed unanimously.

7. **Closed Session:** Conference with Legal Counsel – Anticipated Litigation – (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9 – Initiation of Litigation: (1 case)

The Board entered into closed session at 6:08 p.m. and reconvened at 7:14 p.m.

8. **Report Out of Closed Session**

There was no reportable action taken in the closed session.

9. **Future Agenda/Meetings**

The next Regular Board meeting will be held on December 14, 2023 at 7:00 p.m.

10. **Adjournment**

There being no further business, the meeting adjourned at 7:15 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

I. **NATURE OF ITEM**

**Consideration/Approval:** Of Resolution NO. 1352 Approving Withdrawals and Authorizing Payment of Bills

II. **BACKGROUND**

The Finance Committee reviewed and signed the Request Orders now being presented for approval.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

**RESOLUTION NO. 1352**

**RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE EAST PALO ALTO  
SANITARY DISTRICT APPROVING  
WITHDRAWALS AND AUTHORIZING  
PAYMENT OF BILL**

# RESOLUTION APPROVING WITHDRAWALS AND AUTHORIZING THE PAYMENT OF BILLS

EAST PALO ALTO SANITARY DISTRICT

RESOLUTION NO. 1352

## RESOLUTION APPROVING WITHDRAWALS AND AUTHORIZING THE PAYMENT OF BILLS

.....

**IT IS RESOLVED** by the District Board of East Palo Alto Sanitary District as follows:

The District Board of East Palo Alto Sanitary District hereby authorizes the payment of the following withdrawal orders, copies of which are attached as Exhibit A:

<b># 13-24</b>	<b>for</b>	<b>\$76,159.75</b>
<b># 14-24</b>	<b>for</b>	<b>\$ 58,891.65</b>
<b># 15-24</b>	<b>for</b>	<b>\$ 6,237.80</b>
<b># 16-24</b>	<b>for</b>	<b>\$ 17,878.08</b>

Passed and adopted by the District Board of the East Palo Alto Sanitary District at the Regular Board Meeting on the 14<sup>th</sup> day of December 2023 by the following vote:

Ayes:           Members:

Noes:           Members:

Abstain:       Members:

Absent:        Members:

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Secretary of the District Board of  
the East Palo Alto Sanitary District of  
San Mateo County, State of California  
(SEAL)

---

President of the District Board of  
the East Palo Alto Sanitary District  
of San Mateo County, State of  
California

**REQUEST ORDER #13-24**

984.04
457.25
9,735.00
546.93
169.02
250.00
174.37
1,014.21
6,615.72
570.00
1,200.00
1,817.88
37,218.08
590.38
580.00
94.50
2,897.50
216.00
962.50
837.58
200.00
6,305.05
177.82
667.01
132.00
859.25
374.70
512.96
<b>\$ 76,159.75</b>

**IN THE AMOUNT OF**

02545 EAST PALO ALTO SANITARY DISTRICT		REQUEST	#13-24
CODE			CHECK
NUMBER	PAYABLE TO:	PURPOSE	AMOUNT
			NUMBER
5858	ADT COMMERCIAL P.O. BOX 219044 KANSAS CITY, MO 64121	PACKAGE DEFAULT ONLY; EQUIPMENT LEASE, EXTENDED SERVICES: 11/18/2023 - 12/17/2023 INV# 152551206 DT: 10/19/2023 I143	984.04
5858	AMBER JACKSON 1805 E BAYSHORE RD #5208 EAST PALO ALTO, CA 94303	OT SBM - 10/24/2023; OT RBM - 11/02/2023; OT SRAC - 11/08/2023; HOLIDAY PAY - VETERANS DAY INV# 6 DT: 11/08/2023 I144	457.25
5332	CALIFORNIA ASSOCIATION OF SANITATION AGENCIES 925 I STREET, SUITE 200 SACRAMENTO, CA 95814	MEMBERSHIP RENEWAL: THROUGH DEC. 31, 2024 INV# 7563 DT: 10/25/2023 I145	9,735.00
5638	COMCAST BUSINESS P.O. BOX 60533 CITY OF INDUSTRY CA, 91716-0533	COMCAST BUSINESS FOR SERVICES FROM 11/03/2023 - 11/30/2023; OTHER CHARGES AND CREDITS ACCT# 8155 20 007 0165362 DT: 10/28/2023 I146	546.93
5858	DARRIN YOUNG 897 BELL STREET EAST PALO ALTO, CA 94303	COVERING ON CALL FOR 11/05/2023 (X2) DT: 11/06/2023 I147	169.02
5459	DEGREE HVAC, INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	QUARTERLY MAINTENANCE INV# 33691 DT: 11/09/2023 I148	250.00
5858	DOMINIQUE JOHNSON 665 BLYTHE CT APT 66 SUNNYVALE CA, 94085	OT SBM - 10/24/2023; OT RBM - 11/02/2023 INV# 1 DT: 11/03/2023 I149	174.37
	DOOLEY INSURANCE SERVICES 1567 EDMOND DR. SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE 4631 - (\$369.37) STAFF; 6731 - (\$639.84) BOARD; (\$5.00) ADMIN FEE DECEMBER 2023 DT: 11/01/2023 I150	1,014.21
5731	DU-ALL SAFETY, LLC 45950 HOTCHKISS ST. FREMONT, CA 94539	EMERGENCY ACTION PLAN DEVELOPMENT; HOT WORK TRAINING; CPR/AED/FIRST TRAINING; HEARING TESTS; ACCIDENT INVESTIGATION TRAINING; HEARING CONVERSATION TRAINING INV# 24754 DT: 09/30/2023; INV# 24815 DT: 10/26/2023; INV# 24842 DT: 10/31/2023 I151	6,615.72
6732	FAGEN FRIEDMAN & FULFROST LLP P.O. BOX 8445 PASADENA, CA 91109-8445	CURRENT FEES FOR SERVICES RENDERED THROUGH SEP 30, 2023 INV# 215281 DT: 10/23/2023 I152	570.00
5858	GOLDEN TOUCH COMPUTER CONSULTANTS 4549 OAKDALE ST UNION CITY, CA 94587	11/01/2023 NETWORK & MAINTENANCE CHARGE; 11/02/2023 BALANCE DUE FROM THE LAST MONTH MAINTENANCE AND DATA TRANSFER MIGRATION INV# 19 DT: 11/01/2023 I153	1,200.00
	GREENSOURCE JANITORIAL 2625 MIDDLEFIELD RD #664 PALO ALTO, CA 94306	JANITORIAL SERVICES: 5858 (\$1,320) FOR THE MONTH OF NOV 2023, 3X WEEK SERVICE; 5966 - (\$477.88) SUPPLIES; (\$20) SHIPPING FEE INV/2023/11/0012 DT: 11/07/2023 I154	1,817.88
5858	INFINITY STAFFING 710 KIRKPATRICK DR. HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES FOR WEEK ENDING IN 10/22/2023 (\$12,733.69), 10/29/2023 (\$14,354.23) AND 09/03/2023 (\$10,130.16) INV# 45453 DT: 10/27/2023; INV# 45525 DT: 11/03/2023; INV# 44893 DT: 09/08/2023 I155	37,218.08
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT			
<b>TOTAL THIS PAGE:</b>			60,752.50
<b>TOTAL THIS PERIOD:</b>			76,159.75

PAGE 1 OF 2

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 14TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDASAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#13-24 CHECK NUMBER
5858	JESUS SEGURA 582 CULP AVE HAYWARD, CA 94544	ON CALL SERVICES FOR 10/23/2023 - 10/29/2023, 10/25/2023, 10/29/2023; ON CALL COVER OT 11/05/2023 (X2) DT: 10/30/2023 DT: 11/06/2023 I156	590.38	
5969	JOANN WRIGHT 971 RUNNYMEDE ST EAST PALO ALTO, CA 94303	CATERING SERVICES FOR SBM - 10/24/2023; RBM - 11/02/2023 DT: 11/07/2023 I157	580.00	
5858	JOCELYN LOPEZ SANDOVAL 1075 SPACE PARKWAY #260 MOUNTAIN VIEW, CA 94043	OT SBM - 10/24/2023 INV# 14 DT: 11/05/2023 I158	94.50	
5969	JONATHAN BROWN  P.O. BOX 19138 STANFORD, CA 94309	10/11/2023 TRAINING DJOHNSON, SOFTWARE UPDATES, ETC; 10/12 MAPPING NET DRIVES, TRANSFER FILES; ZAB EMAIL AND APPS, VERIFY, ETC; 10/13 COMPLETE AND VERIFY CCTV TRANSFER REMOTELY; 10/18 PLAN AND TALK W LARA/DARRIN TO MEET 3PM; 10/18 ONSITE DARRIN W LARA & SHOW GIS LUCITY; 10/19 WEBSITE IMPROVEMENTS ORGANIZATION; 10/20 AKIN PRINTER REQUEST, REVIEW; 10/20 CARPET CLEAN PREP, BACKUP VERIFY TAKE PRINTERS TO REPAIR; 10/23 REBUILD AKIN LASER PRINTER AND RETURN; 10/23 FINISH FIXING LAPTOP AKIN, ZAB NET USE; 10/24 IDENTIFY WIFI, KEY, SHARE DRIVE, ETC ZAB; 10/24 MEETING SUPPORT, VIDEO ACCESS, ETC.; 10/25 VIDEO UPLOADS AND INSTRUCTIONS OTHER/WEBSITE; 10/26 TRAINING STAFF VIDEO UPLOADS CONFIRMING; COMPLETING WEB UPDATES/CONFORMING DATA INV# 9197 DT: 10/10/2023; INV# 9200 DT: 10/25/2023 I159	2,897.50	
5858	JOSHAUNA JOHNSON 30 NEWELL RD APT #17 EAST PALO ALTO CA, 94303	HOLIDAY PAY - VETERANS DAY INV# 1 DT: 11/09/2023 I160	216.00	
5858	JS TRANSCRIPTION  110 PASEO GRANDE SAN LORENZO, CA 94580	TRANSCRIPTION SERVICES FOR RBM - 10/05/23; FCM - 10/10/23; SBM - 10/24/23; FCM - 10/26/23 MONTH OF OCTOBER DT: 10/27/2023 I161	962.50	
5858	NATAIEL PRESTON  1169 O'CONNOR ST EAST PALO ALTO, CA 94303	ON CALL SERVICES FOR 10/23/2023 - 10/29/2023, 10/25/2023, 10/29/2023; 10/30/2023 - 11/05/2023, 11/02/2023 DT: 10/30/2023; DT: 11/06/2023 I162	837.58	
5858	NIGEL SPEARS 1158 CARLTON STREET MENLO PARK, CA 94025	VIDEO TAPING & DUBBING - RBM 11/02/2023 DT: 11/02/2023 I163	200.00	
5638	PG&E  P.O. BOX 997300 SACRAMENTO, CA 95899	CURRENT PG&E ELECTRIC MONTHLY CHARGES; TOTAL NEM CHARGES; ELECTRIC ADJUSTMENTS; PENINSULA CLEAN ENERGY ELECTRIC GENERATION CHARGES ACCT# 2164215266-0 DT: 10/30/2023 I164	6,305.05	
5858	PROFESSIONAL COMMUNICATION SERVICES 14525 HIGHWAY 7-STE 315 MINNETONKA, MN 55345	ANSWERING SERVICE FOR SEPTEMBER 27, 2023 - OCT. 24, 2023 INV# 4211PCS - 102523 DT: 10/25/2023 I165	177.82	
5638	RECOLOGY SAN MATEO COUNTY  P.O. BOX 848268 LOS ANGELES, CA 90084-8268	COMM L WASTE 2 YARD OCT; COMM L ORGANICS 1 YD OCT; COMMERCIAL KEY SERVICE OCT BILLING# 51535714 DT: 10/30/2023 I166	667.01	
5638	RFC WIRELESS INC. 829 CORPORATE WAY FREMONT, CA 94539	MONTHLY REPEATER SERVICES INV# 31903 DT: 11/01/2023 I167	132.00	
5858	UNIFIRST CORPORATION P.O. BOX 650481 DALLAS, TX 75265-0481	MAINTENANCE UNIFORMS AND SUPPLIES (X2) INV# 2410025348 DT: 10/25/2023; INV# 2410026525 DT: 11/01/2023 I168	859.25	
5858	VASHAWN SMITH 3181 26TH ST SAN FRANCISCO, CA 94110	ON CALL SERVICES FOR 10/26/2023; 10/30/2023 - 11/05/2023, 11/02/2023 DT: 10/30/2023 DT: 11/06/2023 I169	374.70	
5858	VERENICE CANO RODRIGUEZ  1943 EUCLID AVE APT #3 MENLO PARK, CA 94025	OT SBM - 10/24/2023; OT RBM - 11/02/2023; OT SRAC - 11/08/2023; HOLIDAY PAY - VETERANS DAY INV# 24 DT: 11/09/2023 I170	512.96	
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT. PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT				
TOTAL THIS PAGE:			15,407.25	
TOTAL THIS PERIOD:			76,159.75	

PAGE 2 OF 2

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.  
SIGNED AND SEALED THIS 14TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**REQUEST ORDER #14-24**

400.00
479.88
200.00
605.00
1,425.00
5,950.00
179.95
2,630.75
363.69
1,357.00
200.00
20.00
324.00
100.00
324.00
200.00
100.00
200.00
180.00
23,325.77
9,673.27
540.00
1,401.25
432.00
200.00
234.00
72.00
90.00
840.02
672.96
100.00
324.00
126.00
186.87
431.58
200.00
1,477.89
1,238.86
926.90
331.55
537.46
200.00
90.00
<b>\$ 58,891.65</b>

**IN THE AMOUNT OF**

02545 EAST PALO ALTO SANITARY DISTRICT			REQUEST	#14-24
CODE				CHECK
NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	NUMBER
5721	AKINTUNDE A. OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF NOVEMBER 2023 I171	400.00	
5858	AMBER JACKSON 1805 E BAYSHORE RD #5208 EAST PALO ALTO, CA 94303	OT SRAC - 11/16/2023; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 INV# 8 DT: 11/21/2023 I172	479.88	
5969	ANGAH MIESSI 801 WEEKS ST EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023; 11/16/2023 INV# 19 DT: 11/08/2023; INV# 20 DT: 11/16/2023 I173	200.00	
5638	AT&T P.O. BOX 6463 CAROL STREAM, IL 60197-6463	MONTHLY PHONE SERVICE; ACCOUNT CHARGES INV# 287239974171X11092023 DT: 11/01/2023 I174	605.00	
6732	ATCHISON BARISONE & CONDOTTI P.O. BOX 481 SANTA CRUZ, CA 95061	PROFESSIONAL SERVICES RENDERED FROM 10/01/2023 - 10/31/2023 INV# 34367 DT: 11/16/2023 I175	1,425.00	
5341	BRAZER COMMUNICATIONS  47 PARK AVE MILL VALLEY, CA 94941	FOR PROFESSIONAL SERVICES RENDERED ON NOVEMBER 11-17, 2023: MARA BRAZER; TAMI KELLY DT: 11/20/2023 I176	5,950.00	
5858	CALTRONICS  1801 W OLYMPIC BLVD PASADENA, CA 91199-2388	CONTRACT BASE RATE CHARGE FOR 11/11/2023 - 12/10/2023 BILLING PERIOD; CONTRACT USAGE CHARGE FOR 10/11/2023 - 11/10/2023 USAGE PERIOD INV# 3925989 DT: 11/13/2023 I177	179.95	
	CARDMEMBER SERVICE  P.O. BOX 6294 CAROL STREAM, IL 60197-6294	5459 - (\$185.95) R E BORRMAN'S STEEL; 5193 - (\$1,540.83) NABCEP, OFFICE DEPOT (X3), SMART AND FINAL, FEDEX, CENTRAL COMPUTERS, INC, INDEED, ZOOM; 5969 - (\$903.97) MSFT WA, THE HOME DEPOT (X2), TAQUERIA LA CAZUELA (X2), WINGSTOP ACCT# 4246 3153 3794 7749 DDT: 12/06/2023 I178	2,630.75	
5638	COMCAST P.O. BOX 37601 PHILADELPHIA, PA 19101-0601	COMCAST BUSINESS SERVICES RECURRING CHARGES; REMAINING BALANCE INV# 186335386 DT: 11/01/2023 I179	363.69	
5858	DARRIN YOUNG  897 BELL STREET EAST PALO ALTO, CA 94303	COVERING ON CALL FOR 11/06/2023 - 11/12/2023; HOLIDAY PAY - 11/10/2023; ON CALL 11/13/2023 - 11/19/2023; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 DT: 11/06/2023; DT: 11/20/2023 I180	1,357.00	
5969	DAVID RAGES II  2246 RALMAR AVE EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING - 11/08/2023; SPECIAL RATE ADVISORY COMMITTEE MEETING - 11/16/2023 INV# 16 DT: 11/08/2023; INV# 17 DT: 11/16/2023 I181	200.00	
5638	DENNIS SCHERZER 901 WEEKS ST EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBT MONTH OF NOVEMBER 2023 I182	20.00	
5858	DESTINEE JOHNSON  30 NEWELL RD EAST PALO ALTO, CA 94303	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: 11/16/2023; 11/20/2023; 11/21/2023 INV# 1 DT: 11/21/2023 I183	324.00	
5969	EDRICK HAGGANS 803 BELL ST EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING - 11/16/2023 INV# 11 DT: 11/16/2023 I184	100.00	
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT. PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT				
<b>TOTAL THIS PAGE:</b>			14,235.27	
<b>TOTAL THIS PERIOD:</b>			58,891.65	

PAGE 1 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 30TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 EAST PALO ALTO SANITARY DISTRICT			REQUEST	#14-24
CODE	PAYABLE TO:	PURPOSE	AMOUNT	CHECK NUMBER
NUMBER				
5858	ELIZABET CANO 1083 8TH AVE REDWOOD CITY, CA 94063	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: 11/16/2023; 11/20/2023; 11/21/2023 INV# 1 DT: 11/21/2023 I185	324.00	
5969	ELIZABETH JACKSON 480 E O'KEEFE AVE #210 EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023; 11/16/2023 INV# 18 DT: 11/08/2023; INV# 19 DT: 11/16/2023 I186	200.00	
5969	GAIL GI GI WILKERSON 1609 WOODLAND AVE APT 4 EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING - 11/08/2023 INV# 18 DT: 11/08/2023 I187	100.00	
5969	GASTON BOLANOS 748 CAMPHOR WAY EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023; 11/16/2023 INV# 3 DT: 11/08/2023; INV# 4 DT: 11/16/2023 I188	200.00	
5858	GIOVANNI CANO 685 SCOFIELD AVE APT #31 EAST PALO ALTO, CA 94303	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES - 11/20/2023; 11/21/2023 INV# 2 DT: 11/21/2023 I189	180.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DR. HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES FOR WEEK ENDING IN 11/05/2023 (\$12,544.69) AND 11/12/2023 (\$10,781.08) INV# 45591 DT: 11/09/2023; INV# 45659 DT: 11/17/2023 I190	23,325.77	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP CPAS 150 EXECUTIVE PARK BLVD STE. #3780 SAN FRANCISCO, CA 94134	ACCOUNTING AND CONSULTING SERVICES MONTH OF NOVEMBER 2023 I191	9,673.27	
5858	JESUS SEGURA 582 CULP AVE HAYWARD, CA 94544	HOLIDAY PAY - VETERANS DAY; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 DT: 11/13/2023 DT: 11/20/2023 I192	540.00	
5969	JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309	10/26 AKIN CALENDAR PERMISSIONS AND INSTRUCT; 10/27 BACKUP VERIFY, HELP STAFF, PICKUP KEYBOARD; WILL CALL SUNNYVALE; 11/2 RBM SUPPORT; 11/3 BACKUP VERIFY; 11/7 REMOVE DJ, MS LICENSE, ADD CORTEZ & GROUPS; 11/8 MEETING SUPPORT; 11/9 JJ EMAIL, ANYDESK, EPS, SHARE, AKIN SHARE; TRANSCRIBER; TRAIN JJ WEB AGENDA, MINUTES, NAPS2, SMASH, MONTHLY REPORTS WITH DARRIN, WORK FLOW, UPDATE SOP'S AND PUT ON WEB DRIVE, ETC...BACKUP VERIFY; 11/13 TRAINING JOSHAUNA MORE. SCANNER TROUBLESHOOT INV# 9201 DT: 11/13/2023 I193	1,401.25	
5858	JOSHAUNA JOHNSON 30 NEWELL RD APT #17 EAST PALO ALTO CA, 94303	HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 INV# 2 DT: 11/21/2023 I194	432.00	
5969	MARIA TERESA FERNANDEZ 480 E O'KEEFE ST APT 211 EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023; 11/16/2023 INV# 1 DT: 11/08/2023; INV# 2 DT: 11/16/2023 I195	200.00	
5858	MARIA TORRES 2718 ILLINOIS ST EAST PALO ALTO, CA 94303	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: 11/16/2023; 11/20/2023 INV# 1 DT: 11/20/2023 I196	234.00	
5858	MARQUEE PEST MANAGEMENT, INC. 44170 OLD WARM SPRINGS BLVD. FREMONT, CA 94538-6144	45 R&M/ANTS/ROACH/GP INV# 0193088; DT: 11/17/2023 I197	72.00	
5858	MARTIN PRESTON 1169 O'CONNER ST EAST PALO ALTO, CA 94303	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: INV# 1 DT: 11/20/2023 I198	90.00	
5858	MAURICE HANKS 2288 CLARKE ST EAST PALO ALTO, CA 94303	HOLIDAY PAY - VETERANS DAY; ON CALL SERVICES FOR 11/13/2023 - 11/19/2023; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 DT: 11/13/2023; DT: 11/20/2023 I199	840.02	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE:** 37,812.31  
**TOTAL THIS PERIOD:** 58,891.65

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.  
 SIGNED AND SEALED THIS 30TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER  
 GLENDA SAVAGE, SECRETARY

DATE

02545 EAST PALO ALTO SANITARY DISTRICT			REQUEST	#14-24
CODE				CHECK
NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	NUMBER
5858	NATAIEL PRESTON 1169 O'CONNOR ST EAST PALO ALTO, CA 94303	HOLIDAY PAY - VETERANS DAY; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 DT: 11/13/2023; DT: 11/20/2023 I200	672.96	
5969	NIAMBI LINCOLN 2035 DUMBARTON AVE EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023 INV# 16 DT: 11/08/2023 I201	100.00	
5858	NORMA RODRIGUEZ 685 SCOFIELD AVE APT #31 EAST PALO ALTO, CA 94303	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: 11/16/2023; 11/20/2023; 11/21/2023 INV# 1 DT: 11/21/2023 I202	324.00	
5858	PETER PONCE 1943 EUCLID AVE APT# 3 MENLO PARK, CA 94025	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: 11/20/2023; 11/21/2023 INV# 1 DT: 11/21/2023 I203	126.00	
5638	PG&E P.O. BOX 997300 SACRAMENTO, CA 95899	CURRENT GAS CHARGES ACCT# 2205881930-5 DT: 11/15/2023 I204	186.87	
5193	SAFEGUARD BUSINESS SYSTEMS LOCKBOX 229 P.O. BOX 7247 PHILADELPHIA, PA 19170-0001	LASER L1 CHECK 1PT PBLUE LINEN INV# 9003083507 DT: 11/16/2023 I205	431.58	
5969	SEAN RIPLEY 631 MONTAGE CIR EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023; 11/16/2023 INV# 20 DT: 11/08/2023; INV# 21 DT: 11/16/2023 I206	200.00	
5858	TRITECH SOFTWARE SYSTEMS 12709 COLLECTION CENTER DR. CHICAGO, IL 60693	SOFTWARE MAINTENANCE SERVICES FOR BILLING PERIOD 02/01/2024 - 01/31/2025 INV# 395551 DT: 11/01/2023 I207	1,477.89	
5858	UNIFIRST CORPORATION P.O. BOX 650481 DALLAS, TX 75265-0481	MAINTENANCE UNIFORMS AND SUPPLIES (X2) INV# 2410027712 DT: 11/08/2023; INV# 2410029132 DT: 11/15/2023 I208	1,238.86	
5858	VASHAWN SMITH 3181 26TH ST SAN FRANCISCO, CA 94110	ON CALL SERVICES FOR 11/06/2023 - 11/12/2023; HOLIDAY PAY - VETERANS DAY; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 DT: 11/13/2023 DT: 11/20/2023 I209	926.90	
5638	VEOLIA WATER NORTH AMERICA P.O. BOX 102219 PASADENA, CA 91189-2219	WATER USAGE CURRENT CHARGES: (\$267.85) ACCT# 385576 DT: 11/15/2023; (\$43.03) ACCT# 386303 DT: 11/15/2023; (\$20.67) ACCT# 415720 DT: 11/15/2023 I210	331.55	
5858	VERENICE CANO RODRIGUEZ 1943 EUCLID AVE APT #3 MENLO PARK, CA 94025	OT SRAC - 11/16/2023; HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 INV# 25 DT: 11/16/2023 I211	537.46	
5969	WEBSTER LINCOLN 2035 DUMBARTON AVE EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING: 11/08/2023; 11/16/2023 INV# 20 DT: 11/08/2023; INV# 21 DT: 11/16/2023 I212	200.00	
5858	YORELL FITCH 30 NEWELL RD EAST PALO ALTO, CA 94303	PARTICIPATED ON HELPING INSERT THE MEDIA FAQ NOTICE INTO ENVELOPES: INV# 1 DT: 11/20/2023 I213	90.00	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE:** 6,844.07  
**TOTAL THIS PERIOD:** 58,891.65

PAGE 3 OF 3

**AKIN OKUPE M.B.A., P.E., GENERAL MANAGER** **DATE**

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.  
SIGNED AND SEALED THIS 30TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

**DENNIS SCHERZER, PRESIDENT**

**GLENDIA SAVAGE, SECRETARY**

**REQUEST ORDER #15-24**

**IN THE AMOUNT OF**

6,237.80
<b>\$ 6,237.80</b>

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#15-24 CHECK NUMBER
5861	SIERRA WEST CONSULTANTS  4227 SUNRISE BLVD STE 220 FAIR OAKS, CA 95628	(\$4,686.50) SANITARY SEWER REPLACEMENT PROJECT: BEECH ST, CLARKE AVE, AND GREEN ST.; (\$1,551.30) DESIGN OF SEWER TRUNK LINE PROJECT INV# 2023-155 DT: 11/14/2023; INV# 2023-152 DT: 11/14/2023 I214	6,237.80	
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT				
<b>TOTAL THIS PAGE:</b>			6,237.80	
<b>TOTAL THIS PERIOD:</b>			6,237.80	

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

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SIGNED AND SEALED THIS 30TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**REQUEST ORDER #16-24**

183.00
50.00
15,302.50
279.41
358.41
54.00
510.32
245.26
39.18
56.00
800.00
<b>\$ 17,878.08</b>

**IN THE AMOUNT OF**

02545 EAST PALO ALTO SANITARY DISTRICT

REQUEST #16-24  
CHECK NUMBER

NUMBER	PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#16-24 CHECK NUMBER
5193	AKINTUNDE OKUPE 901 WEEKS ST. EAST PALO ALTO, CA 94303	PETTY CASH REIMBURSEMENT: A-A LOCK & ALARM - 2 KEYS; THE HOME DEPOT - RAKE; TARGET - WATER (X2); THE HOME DEPOT - HOSE; TARGET - TAPE (X3); TARGET - TAPE; REIMBT. NATE - WATER (X3) DT: 11/28/2023 I215	183.00	
5858	AMBER JACKSON 1805 E BAYSHORE RD #5208 EAST PALO ALTO, CA 94303	HOLIDAY PAY - 11/22/2023 INV# 9 DT: 11/27/2023 I216	50.00	
6732	BURKE, WILLIAMS & SORENSEN, LLP 444 SOUTH FLOWER ST. STE #2400 LOS ANGELES, CA 90071-2953	FOR PROFESSIONAL SERVICES RENDERED THROUGH OCTOBER 31, 2023 INV# 311352 DT: 11/17/2023 I217	15,302.50	
5858	DARRIN YOUNG 897 BELL STREET EAST PALO ALTO, CA 94303	ON CALL 11/25/2023 (X3) HOLIDAY PAY - 11/22/2023 DT: 11/27/2023 I218	279.41	
5858	JESUS SEGURA 582 CULP AVE HAYWARD, CA 94544	ON CALL 11/20/2023 - 11/26/2023; ON CALL OT 11/21/2023; HOLIDAY PAY - 11/22/2023 DT: 11/27/2023 I219	358.41	
5858	JOSHAUNA JOHNSON 30 NEWELL RD APT #17 EAST PALO ALTO CA, 94303	HOLIDAY PAY - 11/22/2023 INV# 3 DT: 11/27/2023 I220	54.00	
5858	NATAIEL PRESTON 1169 O'CONNOR ST EAST PALO ALTO, CA 94303	ON CALL 11/20/2023 - 11/26/2023; 11/21/2023; 11/25/2023; HOLIDAY PAY - 11/22/2023 DT: 11/27/2023 I221	510.32	
5858	UNIFIRST CORPORATION P. O. BOX 650481 DALLAS, TX 75265-0481	MAINTENANCE UNIFORMS AND SUPPLIES INV# 2410030358 DT: 11/22/2023 I222	245.26	
5858	VASHAWN SMITH 3181 26TH ST SAN FRANCISCO, CA 94110	HOLIDAY PAY - 11/22/2023 DT: 11/27/2023 I223	39.18	
5858	VERENICE CANO RODRIGUEZ 1943 EUCLID AVE APT #3 MENLO PARK, CA 94025	HOLIDAY PAY - 11/22/2023 INV# 26 DT: 11/28/2023 I224	56.00	
5858	ZABIHULLAH EHSAS 7368 STONEDALE DR. PLEASANTON, CA 94588	HOLIDAY PAY - 11/23/2023; HOLIDAY PAY - 11/24/2023 DT: 11/27/2023 I225	800.00	

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TOTAL THIS PAGE: 17,878.08  
TOTAL THIS PERIOD: 17,878.08

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

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SIGNED AND SEALED THIS 30TH DAY OF NOVEMBER 2023 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDA SAVAGE, SECRETARY

I. **NATURE OF ITEM**

**Consideration/Discussion:** Of District Engineer and General Manager's Reports

- A) Maintenance
- B) Sewer Replacement Project

II. **BACKGROUND**

This item is required for the General Manager/District Engineer to update the Board regarding the status of District Projects and the State of the District.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

A. **Maintenance**

There was no spill in the month of November, 2023.

B. **Sewer Replacement Project**

The project is under construction

C. **Connection Fees**

The connection fees in the amount of \$14,464 accounts for risk exposure on behalf of development. In order to encourage new development, special counsel has advised The District to neglect this risk exposure.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

I. NATURE OF ITEM

**Closed Session:** Conference with Legal Counsel - Anticipated Litigation –  
(Paragraph (4) of subdivision (d) of Gov. Code § 54956.9) – Initiation of litigation:  
(1case)

II. BACKGROUND

This is required to discuss a potential case regarding governance of the District.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10  
Meeting Date 12/14/2023

I. NATURE OF ITEM

Report Out of Closed Session

II. BACKGROUND

This is required to report to the general public any decision taken in closed session

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 11  
Meeting Date 12/14/2023

I. NATURE OF ITEM

Consideration/Discussion/Approval: Capital Improvement Project Plan

II. BACKGROUND

This is required to discuss and approve the implementation of Capital Improvement Projects based on the findings of the Closed Circuit Televised Project.

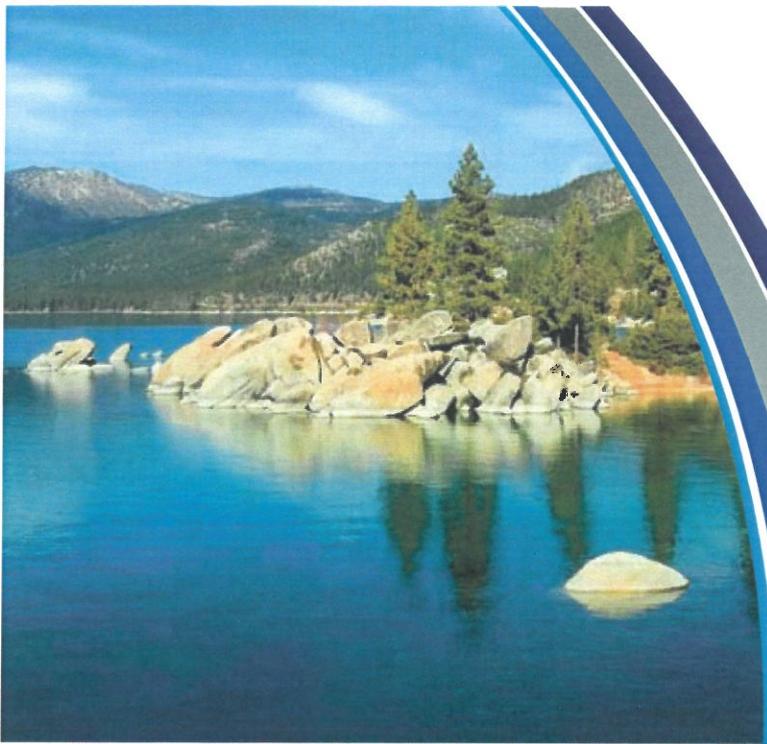
III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

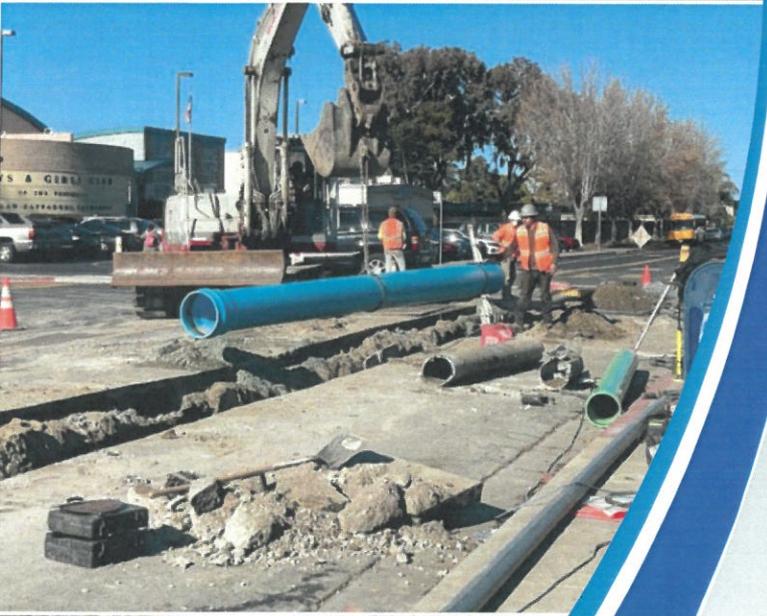
To be developed upon discussion.

V. NEXT STEPS



# CAPITAL IMPROVEMENT PLAN

**EAST PALO ALTO  
SANITARY DISTRICT**



**Prepared for:**

**East Palo Alto Sanitary District  
901 Weeks Street  
East Palo Alto, CA 94303**

**December 2023**



**Submitted by:**



**SIERRA WEST  
CONSULTANTS, INC.**

**Capital Improvement Plan**  
**East Palo Alto Sanitary District**  
**East Palo Alto, San Mateo County, California**

**Prepared for:**  
**East Palo Alto Sanitary District**  
**December 2023**

**Prepared by:**  
**Sierra West Consultants, Inc.**  
**Fair Oaks, California**

# Table of Contents

## Capital Improvement Plan

### East Palo Alto Sanitary District

1.0	Introduction.....	1
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## **1.0 Introduction**

The East Palo Alto Sanitary District (EPASD) provides wastewater collection facilities and services to most of East Palo Alto and a portion of Menlo Park. The service area is primarily residential with a central commercial area, local restaurants, and a few light industrial parcels. The area covers over 1.9 square miles and includes more than 160,000 linear feet of gravity sewer pipelines, including a parallel siphon pipeline beneath San Francisquito Creek and a trunk line to the Palo Alto Regional Water Quality Control Plant (Figure 1). Approximately 70% of the pipelines are 6-inch diameter with collector pipelines between 8- and 24-inch diameter and the trunk sewer has 24- and 30-inch diameter pipelines. Many of the pipelines are aging beyond their useful life.

Capital improvement needs include expanding capacity to accommodate new developments and repairing deteriorating pipelines. This Capital Improvement Plan (CIP) evaluates capacity needs based on previous master plan studies and infrastructure repair requirements based on a recently completed closed-circuit television (CCTV) inspection of the collection system pipelines. From these evaluations, the CIP develops a priority list of pipelines to repair or replace in the near- and long-term planning horizons.

## 2.0 Background

The current and projected land use is in accordance with the City of East Palo Alto General Plan. Recent developments have increased land use residential densities from low to medium and high to accommodate new apartments, condominium, and mixed-use projects. These types of developments result in increased wastewater flow rates that have been evaluated in the *East Palo Alto Sanitary District Master Plan Update* (March 2015, Freyer & Laureta, Inc.) and the *Addendum to the March 2015 East Palo Alto Sanitary District Master Plan Update* (April 28, 2021, Freyer & Laureta, Inc.)

In addition to revised land uses, the master plans incorporated an inflow and infiltration (I&I) study provided by V&A Consulting Engineers in June 2012. I&I accounts for increased wastewater flow rates during storm events where rainwater enters the collection system through broken pipelines and manholes. High groundwater areas are also susceptible to I&I whenever the groundwater level is above the pipeline elevation. Improvements to the collection system since 2012 should reduce I&I, while continued deterioration of aging pipelines will increase I&I.

The master plans identified pipelines that were undersized for expected development plans. Final recommendations from the 2021 Addendum were summarized in Table 16 and Figure 10, included herein as Appendix A. These results were used to evaluate pipeline upgrade priorities.

### 3.0 CCTV Investigations, Capacity Evaluations, and Priority Assessment

CCTV investigations were conducted to clean, inspect and assess sewer pipelines throughout the service area. The service area was divided into four areas for organizational and contracting purposes (Figure 1). Over 700 pipelines were inspected by National Plant Services, Inc. (NPS), and a video recording with a summary report was made for each pipeline.

The CCTV results were used to develop a priority list of pipelines to be replaced. The evaluation considers the degree of structural deficiencies based on the CCTV results. Pipeline capacity upgrades are based on the master plan recommends (Appendix A). The priority assessment considers the most necessary improvements to be addressed under a limited budget.

#### 3.1 Evaluation of CCTV Survey Results and Structural Scores

The following CCTV surveys were completed for the area shown on Figure 1:

Area	Pipeline Segments	Linear Feet Surveyed
1	182	39,337
2	112	31,085
3	158	36,832
4	220	44,594
Trunk Line	35	10,359
Total	707	162,207

Details of the surveys in each area are provided in Appendix B. NPS evaluated each pipeline with respect to its structural integrity and operations and maintenance (O&M) functionality. These evaluations were made in accordance with the National Association of Sewer Service Companies (NASSCO) and their Pipeline Assessment and Certification Program (PACP). NPS used PACP's Quick Rating approach by assigning a 4-digit code for a Structural grade and an O&M grade.

Each digit of the code represents the following:

- The first digit is recorded as 0 through 5 to represent the degree of severity of the encountered problem. 0 is no problem and 5 is the most severe.
- The second digit is how many times a problem of this severity was encountered in the pipeline segment. This ranges from 1 to 9, and then letters are used when there are more than nine problem locations. A represents 10 to 14 defects; B is 15 to 19; C is 20 to 24, etc.
- The third digit represents the second worst level of severity encountered.
- The fourth digit represents how many times the second severity of problem occurred.

Each of the four-digit codes is used to calculate a single score by multiplying the degree of severity by the number of occurrences, and then adding the two products. For instance, a Structural rating of 5432 would equal  $26 (5*4 + 3*2)$ .

The Structural rating addresses items that require pipeline repair to resolve, such as a cracked or broken pipe. The O&M rating addresses items that can be resolved by improved maintenance, such as a rootball or debris.

The Structural rating (or score) is augmented by including Notable Defects and Sagging scores. The CCTV generated scores were found to overestimate the actual damage based on reviewing a cross section of videos where limited structural defects were observed. As such, the Structural Score was augmented based on field

notes taken while the CCTV surveys were in progress. Notable Defects, and Sagging scores were developed from the field notes.

In general, structural conditions are acceptable in the larger and newer pipelines constructed of polyvinyl chloride (PVC) materials on the eastern side of the system near the trunk line. Moving westward, such as subbasin B in Area 2, the older pipelines tend to be constructed of vitrified clay materials and have greater structural damage. The trunk link is in good structural condition and does not require any repairs.

### 3.2 Capacity Evaluation

Table 16 and Figure 10 from the 2021 Addendum (Appendix A) summarize the pipeline segments that are undersized and identified for upgrading. At the same time, these pipelines may, or may not, be identified in the CCTV surveys for structural repairs or replacement. The timing for capacity upgrades is largely based on growth and development schedules, and funding availability.

Primary collector pipelines in Beech Street and O'Connor Street were identified as uniquely significant because these pipelines receive wastewater from larger tributary areas. As such, their capacity affects land use in substantial portions of town. For instance, the Beech Street pipelines receive wastewater from subbasins (moving upstream) I, H, E, and D. Similarly, O'Connor Street pipelines receive wastewater from subbasins K, M, N, L, and O. As such, capacity expansion projects for these collector lines are underway.

A scoring system was developed to account for capacity upgrades. The size of the pipeline diameter in inches was multiplied by a normalization factor to provide a relevant weight of the capacity score with the structural scores. This allows comparison and summation of the capacity and structural scores.

The trunk pipeline is adequately sized for current conditions but will need to be expanded to accommodate future development, as shown on Figure 10 from the *Master Plan Update*. A parallel trunk sewer pipeline expansion project is under design that will double the capacity of the pipeline downstream from the siphon at manhole T32 to the wastewater treatment plant at T0. It may be necessary to upgrade other trunk pipelines in the future.

### 3.3 Priority Assessment

This evaluation considers the hydraulic capacity along with the structural integrity to develop a priority list for the entire wastewater collection system. The Light Tree and Beech Street pipeline replacement projects are incorporated into the spreadsheets as completed projects without any current repair or replacement needs.

The Light Tree project included approximately \$2M of pipeline upgrades during 2023 at the east end of O'Connor Street and upstream into Pulgas Avenue. Similarly, the Beech Street project included approximately \$5M of pipeline upgrades during 2023/2024 at the east end of Beech Street and upstream into Clarke Avenue and Green Street.

The scoring evaluation summarized in Table 1 for the entire system develops a priority of pipeline segments that need to be replaced. Recent activities with the Light Tree and Beech Street projects addressed a significant portion of under capacity pipelines. As such, structural scoring is more predominant in the current listing, although there are remaining capacity concerns.

The Structural, Notable Defects, Sagging, and the Capacity scores, are added to create the Total Score for each pipeline segment. The Total Scores are ranked from highest to lowest to generate a priority list of pipelines to replace. Pipelines with a Total Score greater than 105 were selected as pipelines for replacement in the near future (**Table 2**). This priority list is also anticipated to have a construction budget approximately \$10M. **Figure 2** shows the pipelines with priority for replacement (scores > 105) considering all Areas and the trunk line.

The priority list was sorted by pipeline diameter in **Table 3** to evaluate probable costs. The Engineer's Opinion of Probable Cost for this hypothetical project (**Table 4**) was prepared using bid results from recent EPASD projects as a basis for unit price estimates. Published industry cost data and engineering judgement were also used where recent bid prices were incomplete.

As shown, approximately 13,500 linear feet of pipeline throughout the collection system have a total score greater than 105. The opinion of probable construction cost is approximately \$11M, while the opinion of total project budget is \$12M.

Further evaluations were conducted to develop opinions of probable costs for future phases of work. Scoring delineation intervals were selected to approximately annual phases of work of approximately \$10M over the next four years, followed by the remaining pipeline segments to a low score of 50, as shown in the summary table below.

**Table 5 - Phased Approach Based on Priority Scoring**

<b>Phase</b>	<b>Pipeline Evaluation Score Range</b>	<b>Opinion of Construction Cost</b>	<b>Opinion of Total Project Cost</b>
1	170 to 105	\$ 11.4 M	\$ 12.5 M
2	104 to 90	\$ 12.1 M	\$ 13.3 M
3	89 to 80	\$ 10.1 M	\$ 11.1 M
4	79 to 73	\$ 11.8 M	\$ 12.9 M
5	73 to 50	\$ 21.7 M	\$23.9 M
Total		\$ 67.1 M	\$73.7 M

## 4.0 Proposed Projects and Opinion of Probable Costs

The highest priority pipelines for replacement, with scores greater than 105, are shown in Figure 2. The opinion of project cost for these pipelines is \$12.5M and includes two crossings of the Bayshore Freeway and three trunk line replacements. To manage the projects efficiently, approximately \$6M of pipeline replacements are highlighted in Figure 3 as the first phase. While this phase is under construction, a second phase can be designed and permitted with CalTrans to address the freeway crossings. It is also recommended to delay the upper trunk line segments because these are in good structural condition.

The lower trunk line expansion project is also under design. It is anticipated that the design will be completed during early 2024 and construction may begin later in the year.

It is also recommended to upgrade the Master Plan to include the results of recent improvements, an updated I&I evaluation, and updated hydraulic modeling. It is anticipated that the Master Plan update would occur following the second phase of high priority pipeline replacements.

The following sequencing of projects and opinion of costs (in millions) are anticipated:

**Table 6 – Five-Year Projection for Capital Projects**

<b>Project</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029+</b>
Score 170 – 105: Phase I						
Environmental Permits	\$0.1					
Design	\$0.1					
Construction	\$6.0					
Score 170 – 105: Phase II						
Environmental Permits		\$0.2				
Design		\$0.2				
Construction		\$5.9				
Trunk Line						
Environmental Permits	\$0.1					
Design	\$0.1					
Construction	\$2.0	\$2.0				
Master Plan Update						
I&I Study			\$0.1			
Hydraulic Modeling			\$0.5			
Report			\$0.5			
Score 104 – 90						
Environmental Permits			\$0.1			
Design			\$0.2			
Construction			\$13.0			
Score 89 – 80						
Environmental Permits				\$0.1		
Design				\$0.2		
Construction				\$10.8		
Score 79 - 73						
Environmental Permits					\$0.1	
Design					\$0.2	
Construction					\$12.6	
Score 73 - 50						
Environmental Permits						\$0.2
Design						\$0.4
Construction						\$23.3
<b>TOTALS</b>	<b>\$8.4</b>	<b>\$8.3</b>	<b>\$14.4</b>	<b>\$11.1</b>	<b>\$12.9</b>	<b>\$23.9</b>

## **5.0 Financing Plan**

The financing plan, as provided by Bartle Wells and EPASD, is included in Appendix C.

## **6.0 Limitations**

The CIP evaluations and analyses are based on data collected by others, engineering judgements, and projections into the future. As such, the results and conclusions should be viewed with a regard to their uncertainty and use in a planning-level study. Sierra West Consultants does not guarantee or provide any warranty for the existing sanitary sewer pipeline conditions, their flow capacities, or the future flow rates that may pass through these pipelines.

It is recommended, and expected, that pipeline evaluations become more detailed as projects transition from planning-level priority recommendations to design-level construction details. As high priority projects are identified, the design-level evaluation is anticipated to include a thorough review of the CCTV videos, future flow rate projections, and a detailed assessment of specific repair or replacement requirements.

## **Tables**

**Table 1**  
**Summary of Pipeline Evaluations**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (Inch)	Master Plan Proposed Diameter (Inch)	Recommended Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3" Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
1/13/2023	D/E	Donohoe Street	D1 - E4	10	16	18	VCP	354	Multiple fractures and cracks. Sagging 50-75%	113	48	5	4	170
1/13/2023	E	Donohoe Street	E4 - E3	10	16	18	VCP	357	broken at 34, 37, 43, 49, 56, 96, and 355 ft	107	48	10	0	165
6/30/2022	O	Woodland Avenue	O21 - O19	6		8	VCP	394	MSA/Reverse Inspection performed.	86	0	60	0	144
8/2/2022	A	Bay Road	A5 - A8	12	18	21	PE	124	Sagging pipe 50%-100%	84	54	0	2	142
7/14/2022	B	Bay Road	B5 - B52	12	15	18	PVC	176	the pipe had numerous 90% sags, accumulated grease and	82	45	5	6	138
1/11/2023	D	Hwy 101	D10 - D3	10	10	12	Unknown	489	MSA/80% grease in line. No heavy cleaning performed	86	30	20	2	132
6/17/2022	C	Elliot Drive	C40 - C36	6		8	VCP	257	MSA/Root tap barrel. Could not pass rootball, reverse	82	0	50	0	132
1/17/2023	T	Bay Trail	T27 - T26	18	24	30	RCP	356	broken at 72.4 with a noticeable infiltration from the hole	29	72	30	0	131
12/14/2022	B	Palo Verde Avenue	B27 - B25	6		8	VCP	318	Broken at 36, 193 & 260 ft. Multiple fractures and cracks	120	0	10	0	130
1/11/2023	B	Bay Road	B6 - B5	12	15	18	PVC	158	the pipe had numerous 85% sags, accumulated grease and	79	45	0	5	129
12/14/2022	B	Bay Road	B12 - B11	12		12	PVC	277	Grease accumulated on the sides of pipe starting at 100	120	0	5	3	128
8/19/2022	C	Hwy 101	C21 - C19	6		8	VCP	284	MSA/Collapsed pipe. Reverse inspection performed.	67	0	60	0	127
1/10/2023	E	Capitol Avenue	E20 - E7	6		8	VCP	504	broken at 27, 110.3, 237.8, 282.5, 193, and 466 ft. Pipeline	113	0	10	4	127
8/2/2022	H	Clarke Avenue	H12 - H11	8	12	15	VCP	333	Broken at 111ft, 231ft, 331.9ft	87	36	0	3	126
8/3/2022	A	Bay Road	A10 - A15	15	18	21	ACP	299	Surface Damage Roughness Increased	65	54	0	4	123
N/A	A	Bay Road	A2 - A5	12	15	18	Unknown	244	Sagging pipe 75%	70	45	0	5	120
8/2/2022	D	West Bayshore Road	D21 - D19	8	10	12	HDPE	391	Heavy Cleaning/high flow. Night work. HDPE. This line	70	30	20	0	120
1/13/2023	E	Cooley Avenue	E3 - E2	12	16	18	PE	280	-	70	48	0	0	118
7/12/2022	A	Bay Road	A1 - A2	12	15	18	Unknown	80	MH A1 does not exist. Inspection started from B2-A2.	62	45	10	0	117
N/A	C	Menalto Avenue	C4 - C3	6	8	12	PE	436	This is the second inspection after heavy cleaning. The	80	24	10	3	117
8/2/2022	H	Clarke Avenue	H14 - H13	8	12	15	VCP	446	Broken at 425.5ft, 429ft with multiple cracks	76	36	0	5	117
12/16/2022	B	Gloria Way	B37 - B6	6		8	VCP	262	badly broken at 9.3, 103, 136.8, 171.1 and 209.5ft. 60%	102	0	10	3	115
12/22/2022	E	Capitol Avenue	E46 - E7	6		8	VCP	501	broken at 103.1, 200.5 and 348.8 ft	105	0	10	0	115
7/7/2022	C	Menalto Avenue	C2 - C1	8	10	12	Unknown	204	MSA/Grease. Heavy grease blockage at 136.9	53	30	30	1	114
8/11/2022	O	West Bayshore Road	O4 - O3	8		8	VCP	277	85% sag, 10% grease build up	109	0	0	5	114
6/16/2022	D	O'Connor Street	D25 - D24	6	8	8	VCP	301	large offset between joints and unable to video it at	49	24	40	0	113
12/19/2022	E	Glen Way	E36 - E15	6		8	VCP	420	badly broken at 97.2, 207.8, 353, and 248 ft	83	0	30	0	113
8/3/2022	A	Bay Road	A15 - A16	15	18	21	ACP	435	Surface damage roughness. Sagging 75%	53	54	0	5	112
7/27/2022	C	Elliot Drive	C41 - C40	6		8	VCP	191	substantial breakage throughout their entire length	70	0	40	0	110
8/1/2022	H	Clarke Avenue	H20 - H19	6		8	VCP	271	The camera can only travel 19 feet from H20; the survey	110	0	0	0	110
6/17/2022	K	Larkspur Drive	K19 - K18	6		8	CP	272	Pipe is broken and soil is visible at 144ft, and surface	58	0	50	2	110
N/A	L	Gardenia Way	L2 - L1	12	12	15	PVC	179	joint Separated Large at 104.9ft, infiltration from the wall	84	36	40	0	110
12/8/2022	O	Woodland Avenue	O20 - O19	6		8	-	116	After removing roots and debris from the exit of the pipe	50	0	60	0	110
6/24/2022	B/A	Bay Road	B2 - A1	12	15	18	PE	181	A1 is buried, operator surveyed B2-A2 for total of 260.51 ft	62	45	0	2	109
1/13/2023	D	West Bayshore Road	D15 - D7	6		8	VCP	458	MSA/JDL Camera cannot move any further. Reverse	68	0	40	1	109
8/2/2022	E	Cooley Avenue	E2 - E1	12	16	18	PE	283	60% sag for 34 ft	58	48	0	3	109
12/15/2022	B	Ulac Lane	B32 - B31	6		8	VCP	254	badly broken at 162 ft, and collapsed at 252 ft (by the	48	0	60	0	108
1/19/2023	T	Bay Trail	T17-T34	21	28	30	RCP	464	ver 70% sag that allows debris accumulation in the	15	84	5	4	108
12/20/2022	E	Dumbarton Avenue	E33 - E29	6		8	VCP	229	badly broken at 123.8 ft. in addition, pipeline is 50%	75	0	30	2	107
1/19/2023	T	Bay Trail	T19 - T18	21	28	30	RCP	500	ver 70% sag that allows debris accumulation in the	13	84	5	5	107
8/4/2022	F	Weeks Street	F12 - F11	6		8	VCP	355	Broken at 414ft, multiple fractures and cracks along the	105	0	0	1	106
7/13/2022	H	Runnymede Street	H35 - H34	6	10	12	VCP	322	Pipeline has a lot of sagging. The high water level in the	62	30	8	6	106
12/12/2022	B	Poplar Avenue	B17 - B13	6		8	VCP	501	Broken at 103, 212, 246, 416, and 502 feet	95	0	10	0	105
12/16/2022	A	Pulgas Avenue	A18 - A16	6		8	VCP	442	Broken pipe at 44ft.	90	0	10	4	104
7/11/2022	B	Gloria Way	B50 - B37	6		8	VCP	205	Pipeline is 80% sagging from 50 to 60 ft from B50. Pipeline	69	0	30	5	104
7/7/2022	C	O'Connor Street	C35 - C7	6		8	Unknown	403	Protusis. This is the second inspection. First inspection	83	0	20	1	104
6/23/2022	D	Euclid Avenue	D24 - D23	8	10	12	PE	350	Pipeline had heavy grease	66	30	8	0	104
1/19/2023	T	Bay Trail	T18 - T17	21	28	30	RCP	540	ver 70% sag that allows debris accumulation in the	16	84	0	4	104
7/8/2022	A	Illinois Street	A7 - A6	6		8	VCP	306	Broken pipe at 82 and 230 ft.	55	0	45	3	103
8/12/2022	O	Woodland Avenue	O23 - O22	6		8	VCP	470	MSA/TBI. Reverse Inspection complete. Pipe had multiple	83	0	20	0	103
6/17/2022	B	Dumbarton Avenue	B31 - B29	6		8	VCP	257	badly broken at 5, 15, 33, 76, 220, 222, and 234 ft	92	0	10	0	102
12/14/2022	C	Elliot Drive	C42 - C41	6		8	VCP	300	substantial breakage throughout their entire length	82	0	20	0	102
7/26/2022	A	Illinois Street	A6 - A5	6		8	VCP	287	Broken pipe at 15 and 75ft. Also, an offset joint at 162ft.	68	0	30	3	101
7/8/2022	C	Menalto Avenue	C49 - C8	6		8	VCP	101	Protusis. MSA/TBI. Heavy cleaning was performed. There	71	0	30	0	101
7/12/2022	K	Azalia Drive	K9 - K8	8		8	VCP	356	Pipe is broken at 158ft, 183ft, 296ft. At 104ft a defective	41	0	60	0	101
6/24/2022	C	Ralmar Avenue	C15 - C14	6		8	VCP	565	MSA/JAM. Camera is unable to get past this point.	60	0	40	0	100
7/26/2022	E	Dumbarton Avenue	E30 - E29	6		8	VCP	502	broken at 41.4, 123, 141, 306.7, and 375.7 ft	90	0	10	0	100
7/27/2022	I	Pulgas Avenue	I15 - I14	12	15	18	PVC	386	Sagging pipe 85%	50	45	0	5	100
12/20/2022	K	Wisteria Drive	K11 - K5	6		8	VCP	370	MSA/Joint offset. Reverse inspection performed	58	0	40	2	100
7/31/2022	K	Larkspur Drive	K18 - K17	6		8	CP	269	SNW spots on the line.	80	0	20	0	100
6/15/2022	A	Bay Road	A16 - A21	15	18	21	ACP	296	-	44	54	0	1	99
8/3/2022	C	Green Street	C23 - C3	6		8	VCP	400	Pipe has grease and is under water for about 360' till the	78	0	20	1	99
1/18/2023	K/L	Larkspur Drive	L21 - K28	10	14	15	PVC	68	Sagging pipe 75%	52	42	0	4	98
8/1/2022	T	Bay Trail	T20 - T19	18	28	30	RCP	332	Some surface damage. Sagging 75%	10	84	0	4	98
7/27/2022	B	Dumbarton Avenue	B33 - B31	6		8	VCP	280	badly broken at 54, 146, 161, 123, and 249 feet from B9.	67	0	30	0	97
12/14/2022	B	Menalto Avenue	B16A - B16	8	8	12	PVC	390	Pipeline in 65% sagging.	70	24	0	3	97
7/22/2022	E	Capitol Avenue	E21 - E20	6		8	VCP	386	broken at 262.3 and 187 ft	87	0	10	0	97
1/10/2023	E	Bell Street	E9 - E8	12		12	PVC	340	few fractures were noticed	92	0	5	0	97
12/22/2022	J	Pulgas Avenue	J7 - J6	6		8	VCP	441	Pipe is broken at 124ft and 197ft	82	0	10	5	97
12/9/2022	K	Daisy Lane	K21 - K3	6		8	CP	246	Pipe has few locations with chunks of pipe missing at	55	0	40	2	97
7/7/2022	A	Demeter Street	A13 - A12	6		8	Unknown	412	Broken pipe at 129 ft and 139 ft with sags.	73	0	20	3	96
8/5/2022	B	Palo Verde Avenue	B35 - B34	6		8	VCP	364	broken and soil is visible at 10.8 and 210.6 ft	66	0	30	0	96
12/15/2022	B	Addison Avenue	B21 - B11	6		8	VCP	400	broken at 176 and 214 feet from B21	86	0	10	0	96
12/13/2022	H	Runnymede Street	H34 - H17	6	10	12	VCP	269	Submerged pipe with a line down alignment. Reverse	34	30	30	2	96
7/14/2022	D	Donohoe Street	D3 - D3A	10	16	18	VCP	11	Surface Damage Roughness Increased	46	48	0	1	95
7/8/2022	A	Gonzaga Street	A3 - A2	6		8	VCP	287	Broken pipe at 53, 141, 157, and 159 ft. Also, an	50	0	40	4	94
12/12/2022	B	Ralmar Avenue	B20 - B19	6		8	VCP	585	Broken at 297, 391, 394, 416, 493, and 556 feet. Also	64	0	30	0	94
12/12/2022	B	Ralmar Avenue	B19 - B12	6		8	VCP	500	Broken at 13, 52, 60, 163, and 497 feet	84	0	10	0	94
12/9/2022	B	Menalto Avenue	B16 - B15	8	8	8	VCP	327	-	70	24	0	0	94
7/14/2022	D	Donohoe Street	D3A - D2	10	16	18	VCP	355	Broken at 4.2ft	46	48	0	0	94
12/20/2022	E	Bell Street	E29 - E12	6		8	VCP	247	broken at 9.6 and 106.8 ft. In addition, pipe was damaged	73	0	20	0	93
12/20/2022	A / T	Bay Trail	A29 - T29	18	24	30	ACP	345	-	20	72	0	0	92
8/2/2022	B	Ursula Way	B40 - B39	6		8	VCP	306	badly broken at 5.8, 180.2, and 253.7 ft	92	0	0	0	92
8/3/2022	E	Bell Street	E31 - E29	6		8								

**Table 1**  
**Summary of Pipeline Evaluations**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (Inch)	Master Plan Proposed Diameter (Inch)	Recommended Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3 * Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
12/21/2022	H	Bell Street	H26 - H25	6		8	VCP	413	Broken at 114 ft with multiple fractures along the pipeline	81	0	10	0	91
8/18/2022	B	Oakwood Drive	B26 - B25	6		8	VCP	402	badly broken at 285 and 190 feet from B26. This pipeline	80	0	10	0	90
12/13/2022	B	Palo Verde Avenue	B34 - B8	6		8	VCP	251	badly broken at 260, 244-246, and 141 ft	80	0	10	0	90
12/15/2022	C	Hwy 101	C19 - C2	6		8	VCP	264	MSA/OBM. Reverse inspection performed. Pipeline was	60	0	30	0	90
7/6/2022	A	Tara Street	A27 - A26	6		8	VCP	311	Broken pipe and soil is visible at 254.10 ft at 11 o'clock	35	0	50	4	89
7/20/2022	D	East Bayshore Road	D65 - D64	6		8	VCP	448	Pipe is damaged. MSA/Crawler cannot move any further.	49	0	40		89
7/19/2022	E	Cooley Avenue	E6 - E1	12		15	PVC	501	Accumulated grease. 75% in few segments	80	0	5	4	89
12/22/2022	H	Runnymede Street	H17 - H76	8	12	15	VCP	897	H17 - H16. Broken pipe at 43.2ft, 144.9ft, 150ft	22	36	30	1	89
7/12/2022	B	Palo Verde Avenue	B28 - B27	6		8	VCP	202	Broken at 163 ft. Multiple cracks along the pipeline	78	0	10	0	88
7/22/2022	C	Menalto Avenue	C5 - C5	6		8	FE	87	Pipeline has lots of debris	42	24	20	2	88
12/11/2022	D	Donohoe Street	D9 - D8	6		8	VCP	496	Broken at 21ft, multiple cracks	80	0	8		88
12/14/2022	D	Donohoe Street	D2 - D1	10	18	21	VCP	53		34	54	0		88
6/14/2022	E	Lincoln Street	E27 - E12	6		8	VCP	576	broken at 138, 271, and 437 ft. In addition, the pipeline is	58	0	30	0	88
7/14/2022	I	Beech Street	I20 - I9	6		8	VCP	278	Pipe has MSA at 267 due to hard deposit.MSA/Hard	44	0	40		88
1/18/2023	T	Bay Trail	T23 - T22	18	24	30	RCP	376		16	72	0	0	88
6/15/2022	D	Donohoe Street	D8 - D7	6		8	VCP	158	broken pipe at 100.08 ft from upstream	55	0	30	2	87
1/17/2023	T	Bay Trail	T28 - T27	18	24	30	RCP	162		15	72	0	0	87
7/25/2022	C	Menalto Avenue	C7 - C6	6		8	PE	448	Pipeline has lots of debris	45	24	12	5	86
N/A	D	Euclid Avenue	D22 - D21	8	10	12	HDPE	149	Grease/surcharged. Requires heavy cleaning. HDPE. This	30	30	26		86
7/6/2022	E	Cooley Avenue	E48 - E6	6		8	VCP	498	broken at Pipeline is broken at 148, 290, 299.7, and 330 ft	76	0	10	0	86
1/10/2023	L	Gallardia Way	L11 - L10	6		8	VCP	360	Pipe is broken at 240ft and soil is visible	34	0	50	2	86
7/29/2022	M/I	Pulgas Avenue	M3 - M15	12	15	18	PVC	62	M15 - M15. Sagging pipe 90%. Unmapped MH between M2-	35	45	0	6	86
12/20/2022	A	Bay Road	A9 - A10	15	18	21	ACP	181	Broken at 172ft	28	54	0	3	85
8/3/2022	E	Oakwood Dive	E32 - E31	6		8	VCP	263	badly broken at 10, 48.7, 50.5, 128.9, and 207 ft	45	0	40	0	85
12/22/2022	E	Bell Street	E8 - E7	12	12	15	PVC	355		49	36	0	0	85
7/25/2022	I	Myrtle Street	I21 - I13	6		8	VCP	600	As I24 should be between them as shown in the map,	60	24	0	1	85
7/27/2022	B	Weeks Street	B30 - B29	6		8	VCP	243	badly broken at 8.7, 120.3, and 242.5 ft	74	0	10	0	84
12/19/2022	D	Euclid Avenue	D23 - D22	8	10	12	PE	73	Pipeline had heavy grease	44	30	8	2	84
12/15/2022	E	Glen Way	E40 - E38	6		8	VCP	390	badly broken at 85.1, 146.2, and 266.3 ft. The Inspection	44	0	40	0	84
12/21/2022	E	Euclid Avenue	E26 - E25	6		8	VCP	488	broken at 17.1, 169.6, and 291.2 ft	74	0	10	0	84
8/17/2022	K	Larkspur Drive	K16 - K4	6		8	CP	274	SMW spots on the line	61	0	20	3	84
7/28/2022	K	Camellia Drive	K33 - K32	6		8	VCP	131	Sagging pipe 75%	80	0	0	4	84
7/18/2022	C	Addison Avenue	C18 - C17	6		8	VCP	370	MSA/Proteus could not crawl any further due to offset	53	0	30		83
7/19/2022	D	French Court	D40 - D37	6		8	VCP	194	This is the second inspection after using a root cutter. The	43	0	40		83
6/23/2022	D	Oak Court	D36 - D35	6		8	VCP	251	MSA/Broken. Reverse inspection attempted. broken pipe	43	0	40		83
7/18/2022	D	Oak Court	D37 - D36	6		8	VCP	368	MSA/Reverse inspection complete	83	0	0		83
6/21/2022	O	West Bayshore Road	O9 - O8	8	8	8	VCP	140	15% grease buildup at 96ft	58	24	0	1	83
12/13/2022	B	Addison Avenue	B22 - B21	6		8	VCP	400	badly broken at 20.8, 82.6, 133.3, and 170.3 feet. An	72	0	10	0	82
7/12/2022	D	West Bayshore Road	D7 - D6	6		8	VCP	398	5% grease build up and 90% sag	79	0	0	3	82
8/12/2022	F	Weeks Street	F23 - F8	6		8	VCP	327	This pipeline was F9A-F8	78	0	0	0	82
1/10/2023	E	Cooley Avenue	E49 - E48	6		8	VCP	458	broken at 351.6, 225, and 343 ft. Pipeline is broken with	51	0	30	0	81
12/15/2022	B	Dumbarton Avenue	B29 - B9	6		8	VCP	211	badly broken at 17 ft	70	0	10	0	80
12/19/2022	C	Oak Court	C47 - C46	6		8	VCP	309	This is the second inspection after heavy cleaning and	80	0	0	0	80
12/20/2022	E	Garden Street	E15 - E14	8		8	VCP	246	broken at 88 and 236 ft	70	0	10	0	80
7/21/2022	E	Lincoln Street	E35 - E14	6		8	VCP	333	broken at 7.1 and 253 ft	70	0	10	0	80
7/13/2022	F	Clarke Avenue	F15 - F11	6		8	VCP	301	Multiple cracks along the pipe	80	0	0	0	80
7/8/2022	J	Garden Street	J8 - J6	6		8	VCP	442	Broken at 33ft, 81.4ft, 164ft, 223ft, 286ft, 318ft	79	0	0	1	80
7/21/2022	B	Oakwood Drive	B25 - B24	6		8	VCP	406	badly broken at 377 and 391 feet	49	0	30	0	79
7/26/2022	B	Fordham Street	B44 - B2	6		8	VCP	296	badly broken at 56.7, 27.7, 73, 144.1, 231, 261.8, and 289.9	49	0	30	0	79
12/20/2022	E	Garden Street	E14 - E13	8		8	VCP	186	Multiple fractures and cracks along the line	74	0	5	0	79
8/11/2022	J	Garden Street	J9 - J9A	6		8	VCP	365	Pipe is cracked at 8ft, 32ft, 81ft, 223ft & 318ft.	55	0	20	4	79
7/29/2022	K	Wisteria Drive	K13 - K12	6		8	VCP	362	Pipe is broken at 9ft and 91ft.	56	0	20	3	79
12/13/2022	M	O'Connor Street	M3 - M2	12	12	15	PVC	380		43	36	0	0	79
12/19/2022	O	West Bayshore Road	O5 - O4	8		8	Unknown	399	Noticeable sagging	76	0	0	3	79
7/7/2022	A	Tara Street	A24 - A23	6		8	VCP	240	Broken pipe at 228 ft.	58	0	20		78
7/7/2022	C	Menalto Avenue	C2A - C2	6	8	8	VCP	28	New line segment - Broken at 19.9 ft	34	24	20		78
7/21/2022	C	Oak Court	C46 - C45	6		8	VCP	256	Broken at 153ft with multiple cracks	78	0	0		78
12/21/2022	E	Lincoln Street	E13 - E12	8		8	VCP	450	broken lateral at 326.6 ft from E13	78	0	0	0	78
6/17/2022	J	Garden Street	J10 - J9	6		8	VCP	300		75	0	0	3	78
7/25/2022	L	Azalia Drive	L9 - L4	6	6	8	VCP	162		60	18	0		78
6/30/2022	C	Poplar Avenue	C13 - C12	6		8	Unknown	481	MSA/Lined pipe. Camera could not move any further.	37	0	40		77
7/5/2022	C	Woodland Avenue	C48 - C11	6	8	8	Unknown	179	MSA/ Reverse inspection complete	23	24	30		77
7/6/2022	D	East O'Keefe Street	D43 - D41	6		8	VCP	517	MSA/Broken. Reverse inspection complete. broken pipe at	69	0	8		77
8/17/2022	E	Euclid Avenue	E25 - E50	6		8	VCP	232	broken at 48.4 ft	67	0	10	0	77
12/21/2022	F	Weeks Street	F11 - F10	6		8	VCP	420	Broken at 176ft, 242ft	71	0	5	1	77
6/23/2022	O	Woodland Avenue	O22 - O21	6		8	VCP	348	broken at 81.02 ft, 311 ft, and 320 ft.	47	0	30		77
1/17/2023	D	Woodland Avenue	O29 - O30	6		8	VCP	220	Surcharged MH with substantial crud on water surface.	65	0	12		77
7/12/2022	T	Bay Trail	T29 - T28	18	24	30	RCP	234		5	72	0	0	77
7/20/2022	D	Manhattan Avenue	D19 - D10	10	10	12	PVC	48	Line is sagging. Camera was under water for most of the	42	30	0	4	76
6/23/2022	E	Bell Street	E7 - E6	12	12	15	PVC	311		40	36	0	0	76
7/31/2022	E	Garden Street	E33 - E13	6		8	VCP	253	Root ball was blocking the pipeline at 170 ft from E33,	56	0	20	0	76
12/22/2022	F	Weeks Street	F19 - F20	6		8	VCP	189	MH was F19 - F21	75	0	0	1	76
7/11/2022	H	Runnymede Street	H57 - H16	8	12	15	VCP	48	H16A - H16B. Broken at 20.9ft	20	36	20		76
7/29/2022	I	Pulgas Avenue	I13 - I12	12	15	18	PVC	320		30	45	0	1	76
12/20/2022	M	O'Connor Street	M31 - M3	12	12	15	PVC	357		40	36	0		76
6/21/2022	B	Bay Road	B4 - B3	12	15	18	Unknown	465	Accumulated grease	25	45	5	0	75
7/20/2022	B	Bay Road	B11 - B10	12	15	15	VCP	201	Pipeline is 80% sagging all line long till 20 feet from B10	70	0	0	5	75
12/19/2022	C	Oak Court	C44 - C10	6		8	VCP	155	MSA/LR. Camera cannot move past bend.	45	0	30		75
12/20/2022	D	Donohoe Street	D4 - D3	8	10	12	VCP	296	Fracture Multiple at 133ft	40	30	5		75
1/12/2023	E	Runnymede Street	E39 - E38	6		8	VCP	301	badly broken at 94.7 ft. E39 is supposed to be an	35	0	40	0	75
12/14/2022	E	Dumbarton Avenue	E34 - E33	6		8	VCP	279	broken at 37 and 79.7 ft	65	0	10	0	75
7/14/2022	E	Glen Way	E38 - E36	6		8	VCP	234	badly broken at 153.1, 216.9, and 219.6 ft	55	0	20	0	75
12/19/2022	H	Runnymede Street	H76 - H57	8	12	15	VCP	73	H16 - H16A. Broken at 63.2ft	19	36	20		75
7/28/2022	L	Camellia Drive	L46 - L45	6		8	VCP	136	Broken pipe Soil Visible at 135.9ft	35	0	40		75
12/7/2022	B	Bay Road	B3 - B2	12	15	18	Unknown	239	sagging 50% to 65% along the pipe	26	45	0	3	74
8/18/2022	D	Woodland Avenue	D35 - D34	6	8	12	VCP	178	Fracture Multiple at 73ft	50	24	0		74

**Table 1**  
**Summary of Pipeline Evaluations**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (inch)	Master Plan Proposed Diameter (inch)	Recommended Design Diameter (inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3 * Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
1/12/2023	F	Pulgas Avenue	F14 - F8	6		8	PVC	463	Sagging pipe up to 75%	70	0	0	4	74
7/12/2022	G	Pulgas Avenue	G13 - G3	6		8	PVC	453	Proteous	74	0	0	0	74
6/21/2022	H	Bell Street	H50 - H26	6		8	VCP	154	couple fractures and roots at the joints	64	0	10	0	74
7/29/2022	H	Bell Street	H28 - H50	6		8	VCP	192	couple fractures and roots at the joints. Hole at 24ft.	59	0	15	0	74
12/7/2022	O	Woodland Avenue	O28 - O26	6		8	VCP	434	MSA/Reverse Inspection complete. Proteous. pipeline has	64	0	10	0	74
7/27/2022	A	Pulgas Avenue	A20 - A19	6		8	VCP	340	Broken pipe at 225ft, and separated joints at 281ft.	23	0	50	0	73
7/7/2022	B	Ursula Way	B39 - B38	6		8	VCP	301	broken with visible soil at 11.9, 133.6-139, 238.2, 293.7,	63	0	10	0	73
7/1/2022	B	Grace Avenue	B43 - B37	6		8	VCP	363	badly broken at 171.6ft	63	0	10	0	73
7/1/2022	C	Palmar Avenue	C25 - C23	6		8	VCP	303	Medium Joint Offset	72	0	0	1	73
7/13/2022	D	Green Street	D68 - D67	6		8	VCP	139	Surface Damage at 94ft, pipeline has multiple cracks	61	0	12	0	73
6/22/2022	D	Oakwood Drive	D71 - D52	6		8	VCP	130	Proteous. This is the second inspection. First inspection	53	0	20	0	73
12/16/2022	D	Woodland Avenue	D56 - D35	6		8	VCP	286	Offset joint 4' from MH	53	0	20	0	73
12/16/2022	D	O'Connor Street	D41 - D24	6		8	VCP	191	Broken at 51 ft and 122 ft	73	0	0	0	73
1/18/2023	L	Wisteria Drive	L29 - L28	6		8	VCP	366	Pipe is broken at 348ft, and soil is visible	39	0	30	4	73
1/18/2023	O	Capitol Avenue	O16 - O15	6		8	VCP	235	Broken at 131.9 ft	53	0	20	0	73
1/17/2023	T	Bay Trail	T24 - T23	18	24	30	RCP	317		1	72	0	0	73
6/23/2022	T	Bay Trail	T25 - T24	18	24	30	RCP	282		1	72	0	0	73
6/15/2022	T	Bay Trail	T26 - T25	18	24	30	RCP	306		1	72	0	0	73
12/11/2022	E	Euclid Avenue	E50 - E10	6		8	VCP	218	Multiple fractures and cracks	62	0	10	0	72
12/22/2022	B	Bay Road	B13 - B12	12		15	PVC	263	Accumulated grease	66	0	5	0	71
12/14/2022	C	Oak Court	C45 - C44	6		8	VCP	166	Broken pipe at 6ft, 41ft, 24ft	51	0	20	0	71
7/28/2022	E	Capitol Avenue	E47 - E46	6		8	VCP	455	Pipeline is broken at 171.5, 174.8, 187.3, 235.4, 270.8,	61	0	10	0	71
6/21/2022	H	Donohoe Street	H21 - H56	6		8	VCP	151	H22 - H55. Broken at 14ft and 110ft	61	0	10	0	71
8/5/2022	K	Camellia Drive	K35 - K34	6		8	VCP	280	Broken pipe at 9ft.	47	0	20	4	71
6/23/2022	B	Bay Road	B7 - B6	12	15	18	VCP	380	the pipe had numerous 85% sags	20	45	0	5	70
6/14/2022	D	Addison Avenue	D55 - D54	6		8	VCP	252	MSA/Reverse Inspection complete. broken at 146.7 ft	40	0	30	0	70
7/29/2022	D	East O'Keefe Street	D47 - D22	8		8	VCP	299	Grease build up at 269 ft	64	0	5	1	70
1/11/2023	L	Gardenia Way	L3 - L2	12	12	15	PVC	83	-	34	36	0	0	70
8/1/2022	L	Azalia Drive	L49 - L48	8	10	12	VCP	233	-	40	30	0	0	70
7/27/2022	L	Jasmine Way	L43 - L44	8		8	PVC	334	Joint Separated Large at 331.7ft	60	0	10	0	70
7/28/2022	M	O'Connor Street	M42 - M13	6	12	15	VCP	37	Surface Damage and cracks	34	36	0	0	70
7/29/2022	A	Demeter Street	A12 - A11	6		8	VCP	485	Sagging pipeline 55%	65	0	0	4	69
12/13/2022	B	Oakwood Drive	B24 - B10	6		8	VCP	493	Multiple fractures and cracks along the pipeline	64	0	5	0	69
7/7/2022	M	O'Connor Street	M13 - M12	8	12	15	VCP	276	Broken at 193	13	36	20	0	69
8/19/2022	B	Bay Road	B52 - B4	12	15	18	Unknown	360		23	45	0	0	68
1/12/2023	C	Hwy 101	C20 - C19	6		8	VCP	199	Broken at 5.1 ft, surface damage at 30 ft	48	0	20	0	68
7/18/2022	C/D	Donohoe Street	C26 - D9	6		8	VCP	436	This is the second inspection after heavy cleaning and	47	0	20	0	67
7/27/2022	K	Daisy Lane	K22 - K21	6		8	CP	256	Surface Damage Missing Wall along the pipeline	62	0	5	0	67
6/29/2022	B	Bay Road	B9 - B8	12	15	18	PVC	351	Pipeline is 60% sagging for the last 60 feet from B9	64	0	0	2	66
12/14/2022	D	O'Connor Street	D29 - D28	6		8	VCP	130	Clogged, extensive cleaning required	56	0	10	0	66
8/3/2022	K/L	Gardenia Way	K31 - L1	8		8	PVC	148	-	62	0	0	4	66
8/3/2022	K/L	Gardenia Way	K31 - L1	8		8	PVC	148	-	62	0	0	4	66
6/15/2022	O	Woodland Avenue	O33 - O32	6		8	VCP	263	Visible soil	34	0	30	2	66
7/25/2022	H	Schembri Lane	H46 - H52	6		8	VCP	361	Broken at 344.2ft	45	0	20	0	65
8/2/2022	I	Myrtle Street	I23 - I28	6		8	VCP	166	Broken at 59ft. This pipe line was 123 - 123A	35	0	30	0	65
7/27/2022	K	Larspur Drive	K17 - K16	6		8	CP	267	Surface Damage Missing Wall along the pipeline	55	0	10	0	65
7/28/2022	C	Menalto Avenue	C8 - C7	6	8	8	PE	401	broken pipe located 100.08 ft from upstream	20	24	20	0	64
7/6/2022	G	Buchanan Court	G10 - G9	6		8	CP	271	Pipe is broken and soil is visible at 10 ft and 221 ft	24	0	40	0	64
7/25/2022	L	Wisteria Drive	L26 - L25	8		8	VCP	216	Pipe has a lot of sagging, and an offset joint between 80 to	36	0	24	4	64
7/20/2022	L	Verbina Drive	L13 - L9	6		8	VCP	311	Broken at 60.2ft	44	0	20	0	64
6/16/2022	C	Menalto Avenue	C5 - C4	6	8	8	Unknown	328	Pipeline has lots of debris	29	24	10	0	63
7/5/2022	D	O'Connor Street	D26 - D25	6		8	VCP	157	broken pipe due to tree roots between 23-26 ft.	43	0	20	0	63
7/1/2022	O	Woodland Avenue	O55 - O54	6		8	VCP	399	MSA/Reverse Inspection Complete.	55	0	8	0	63
7/27/2022	C	Menalto Avenue	C10 - C8	6	8	8	PE	387	Modified line segment. Could not find C9	27	24	10	1	62
7/6/2022	C	West Bayshore Road	C22 - C21	6		8	VCP	92	Broken at 6 ft	57	0	5	0	62
8/18/2022	D	East O'Keefe Street	D50 - D49	6		8	VCP	422	Broken at 418.9 ft	42	0	20	0	62
8/3/2022	H	Sacramento Street	H41 - H40	6		8	VCP	150	Broken at 38ft, 42ft	42	0	20	0	62
7/7/2022	L	Daphne Way	L34 - L26	6		8	VCP	287	Hole at 263.3ft	31	0	30	1	62
7/28/2022	F	Weeks Street	F20 - F17	6		8	VCP	136	MH was F20 - F21	60	0	0	0	60
7/11/2022	K	Camellia Drive	K36 - K35	6		8	VCP	282	Broken pipe at 264ft.	38	0	20	2	60
12/19/2022	E	Garden Street	E41 - E15	6		8	VCP	98	badly broken with visible soil at 6 ft. In addition, it is	19	0	40	0	59
7/27/2022	F	Weeks Street	F8 - F8A	6		8	VCP	281	New Line segment	54	0	0	4	58
7/20/2022	G	Buchanan Court	G9 - G6	6		8	CP	291	Pipe is broken and soil is visible at 84 ft	17	0	40	1	58
7/18/2022	L	Azalia Drive	L47 - L4	8		8	VCP	88	Heavy grease was found on a sewer line cleaning material	38	0	20	0	58
6/29/2022	O	West Bayshore Road	O59 - O7	8		8	VCP	182	Soil is visible at 167ft, 50% sag	16	0	40	2	58
7/12/2022	O	Newell Road	O31 - O30	6		8	VCP	90	Visible soil	18	0	40	0	58
8/9/2022	B	Menalto Avenue	B15 - B49	8	8	8	VCP	331		33	24	0	0	57
7/15/2022	C	Woodland Avenue	C51 - C50	6		8	Unknown	556	Proteous. MSA/Reverse Inspection complete. Pipe is	37	0	20	0	57
7/8/2022	H	Donohoe Street	H23 - H22	6		8	VCP	405	H23 - H56. Broken at 133.9ft, 316.9ft	57	0	0	0	57
8/1/2022	H/E	Euclid Avenue	H38 - E42	6		8	VCP	519	Broken pipe Soil Visible at 146ft, 197ft	17	0	40	0	57
12/9/2022	L	Larspur Drive	L1 - L21	12	14	15	PVC	223	-	14	42	0	1	57
8/5/2022	O	Mission Drive	O41 - O40	6		8	Unknown	45	Proteous. seemed to be different material assuming to be	27	0	30	0	57
6/28/2022	O	Clarke Avenue	O26 - O25	6		8	VCP	333	Broken at 125ft	57	0	0	0	57
8/18/2022	A	Bay Road	A23 - A22	8	18	21	ACP	14	-	2	54	0	0	56
8/4/2022	F	Paul Robeson Court	F18 - F17	6		8	PVC	198	-	55	0	0	1	56
8/3/2022	H	Clarke Avenue	H24 - H20	6		8	VCP	333	MSA/Broken pipe. The USMH is a cleanout so no reverse	22	0	30	4	56
7/13/2022	H	University Avenue	H36 - H35	6	10	8	VCP	474	-	25	30	0	1	56
7/29/2022	M	O'Connor Street	M5 - M4	12	12	15	PVC	373	-	20	36	0	0	56
7/1/2022	D	Green Street	D69 - D67	6		8	VCP	259	MSA/TRI. No reverse inspection performed because the	47	0	8	0	55
7/27/2022	A	Bay Road	A21 - A23	15	18	21	ACP	168	New Line Segment. MH Name changed from A22 to A23	0	54	0	0	54
8/11/2022	A	Bay Road	A8 - A9	12	18	21	PVC	61	-	0	54	0	0	54
7/20/2022	B	Fordham Street	B44 - B2	6		8	VCP	7	Broken at 28, 73, 144, 231, and 261 ft. Broken with visible	4	0	50	0	54
8/17/2022	H	Runnymede Street	H15 - H62	8	12	15	Other	201	H15 - H58	18	36	0	0	54
8/3/2022	K	Azalia Drive	K26 - K6	6		8	VCP	294	Pipe is broken at 286ft	34	0	20	0	54
8/2/2022	O	Cooley Avenue	O51A - O13	6		8	VCP	236	5% grease build up, 60% sag	52	0	0	2	54
6/29/2022	O	Newell Road	O35 - O34	6		8	ACP	316		54	0	0	0	54

**Table 1**  
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**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (inch)	Master Plan Proposed Diameter (inch)	Recommended Design Diameter (inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3 * Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
6/27/2022	O	Cooley Avenue	O57 - O51	6		8	VCP	965	Cracks and surface damage along the pipe	54	0	0		54
12/19/2022	O/N	Highway 101	O3 - N8	10		12	Unknown	205	O3 was surcharged.	44	0	8	2	54
7/20/2022	D	Euclid Avenue	D33 - D24	8	10	12	PE	450	-	23	30	0		53
6/21/2022	G	Runnymede Street	G7 - G6	6		8	PVC	295	-	48	0	0	5	53
8/1/2022	H	University Avenue	H37A - H36	6		8	VCP	149	New Line Segment. Broken 144.3ft, 145ft	43	0	10		53
8/17/2022	L	Wisteria Drive	L23 - L3	8	10	12	PVC	351	-	23	30	0		53
8/3/2022	O	Cooley Avenue	O51 - O51A	6		8	VCP	234	10% grease build up	52	0	0	1	53
6/27/2022	O	Circle Drive	O53 - O52	6		8	VCP	188	Broken at 204ft	43	0	10		53
7/21/2022	D	East O'Keefe Street	D49 - D48	6		8	VCP	400	Broken at 264 ft, 90% blockage by a root ball at 137 ft	22	0	30		52
6/27/2022	G	Runnymede Street	G4 - G3	6		8	PVC	213	-	50	0	0	2	52
6/14/2022	H	Donohoe Street	H21A - H55	6		8	VCP	157	H21A - H21. Broken at 61ft, 101ft	48	0	0	4	52
8/5/2022	H	Cooley Avenue	H32 - H17	6		8	VCP	550	Broken Soil Visible at 111ft. Broken at 213.8ft, 372ft, 420ft.	52	0	0		52
7/26/2022	H	Sacramento Street	H40 - H36	6		8	VCP	496	MSA/DI. Reverse Inspection performed.	52	0	0		52
7/20/2022	J	Garden Street	J9A - J8	6		8	VCP	35	Pipe is broken at 115ft, 176ft, and 359ft.	22	0	30		52
7/25/2022	L	Camellia Drive	L53 - L52	6	6	8	VCP	218	MSA/Reverse Inspection Complete	34	18	0		52
7/27/2022	L	Verbina Drive	L17 - L16	6		8	VCP	236	-	52	0	0		52
7/20/2022	L	Daphne Way	L35 - L34	6		8	VCP	250	-	52	0	0		52
8/3/2022	O	Cooley Avenue	O58 - O57	6		8	VCP	403	MSA/Tap break in intruding. No reverse inspection	22	0	30		52
6/29/2022	B	Bay Road	B10 - B9	12		15	PVC	290	Pipeline was at full capacity	46	0	5	0	51
8/1/2022	C	Woodland Avenue	C50 - C49	6		8	Unknown	361	Proteous	39	0	12		51
7/25/2022	D	O'Connor Street	D27 - D26	6		8	VCP	392	Clogged, extensive cleaning required	43	0	8		51
7/8/2022	G	Runnymede Street	G6 - G4	6		8	PVC	368	-	50	0	0	1	51
6/16/2022	H	Donohoe Street	H56 - H21A	6		8	VCP	157	H55 - H21A. Broken at 1.5ft	51	0	0		51
12/14/2022	J	Garden Street	J5C - T21	8		8	PVC	62	New Line Segment. Sagging pipe 75%	47	0	0	4	51
7/22/2022	K	Larkspur Drive	K28 - K4	10	15	18	PVC	242	-	6	45	0		51
7/20/2022	L	Verbina Drive	L16 - L15	6		8	VCP	311	Broken at 169ft	31	0	20		51
8/5/2022	O	Woodland Avenue	O32 - O31	6		8	VCP	258	Broken at 3.2 ft and 226 ft	31	0	20		51
7/1/2022	A	Demeter Street	A14 - A13	6		8	Unknown	263	-	50	0	0		50
7/28/2022	B	Fordham Street	B45 - B44	6		8	VCP	301	badly broken at 65.6ft	40	0	10	0	50
12/19/2022	D	Glen Way	D67 - D63	6		8	VCP	294	Pipe broken at 231.1 ft	20	0	30		50
8/5/2022	E	Bell Street	E11 - E10	12		12	PVC	195	-	50	0	0	0	50
7/28/2022	E	Bell Street	E12 - E11	12		12	PVC	494	-	50	0	0	0	50
7/7/2022	E	Oakdale Road	E37 - E36	6		8	VCP	353	A piece of PVC coming out a lateral into the main sewer	50	0	0	0	50
12/22/2022	H	Weeks Street	H43 - H42	6		8	VCP	346	Broken at 4.7ft, 303.7ft	50	0	0		50
12/22/2022	H	Donohoe Street	H55 - H54	6		8	PVC	144	H21 - H54. Broken at 51ft	40	0	10		50
12/19/2022	I	Pulgas Avenue	I14 - I13	12	15	21	PVC	444	-	5	45	0		50
6/27/2022	K	Azalia Drive	K7 - K6	8		8	VCP	362	-	46	0	0	4	50
7/31/2022	L	Jasmine Way	L40 - L42	8		8	VCP	346	Broken pipe soil visible at 184ft	10	0	40		50
7/26/2022	L	Wisteria Drive	L25 - L24	8	10	12	PVC	342	-	20	30	0		50
8/3/2022	L	Verbina Drive	L19 - L18	6		8	VCP	333	Broken at 330ft	40	0	10		50
7/18/2022	M	East Bayshore Road	M41 - M42	6	12	15	PVC	104	-	14	36	0		50
8/5/2022	O	Scotfield Street	O52 - O51	6		8	VCP	213	-	50	0	0		50
7/25/2022	O	West Bayshore Road	O10 - O9	8		8	VCP	157	-	50	0	0		50
8/2/2022	G	Runnymede Street	G19 - T23	6		8	VCP	154	This pipeline was G2A-T23	49	0	0		49
7/21/2022	H	Runnymede Street	H62 - H14	8	12	15	Other	233	H58 - H14	13	36	0		49
7/25/2022	C	Addison Avenue	C17 - C16	6		8	VCP	333	There's a JAM 3' from the DSMH. Camera is unable to go	38	0	10		48
6/24/2022	D	West Bayshore Road	D53 - D52	6		8	VCP	248	Joint Separated Medium	47	0	0	1	48
8/3/2022	H	Weeks Street	H42 - H37	6		8	VCP	388	Broken at 304ft	48	0	0		48
6/24/2022	K	Sage Street	K20 - K19	6		8	CP	135	Surface Damage Missing Wall at 96.4ft	8	0	40		48
7/27/2022	L	Azalia Drive	L10 - L9	6		8	VCP	180	-	48	0	0		48
7/26/2022	L	Camellia Drive	L54 - L53	6		8	VCP	369	Pipe is broken and soil is visible at 3.02ft.	8	0	40		48
6/15/2022	D	O'Connor Street	D28 - D27	6		8	VCP	81	Clogged, extensive cleaning required	38	0	8	1	47
6/22/2022	H	Campfor Way	H45 - H9	6		8	PVC	222	Broken at 105ft, 106ft, 167ft	27	0	20		47
8/8/2022	O	West Bayshore Road	O11 - O10	8		8	VCP	259	-	47	0	0		47
6/14/2022	D	East O'Keefe Street	D48 - D47	6		8	VCP	401	5% Grease build up at 335ft	35	0	10	1	46
7/27/2022	F	Weeks Street	F10 - F9	6		8	VCP	463	Broken at 32.2ft & 247ft & 297ft & 314ft	45	0	0	1	46
7/12/2022	F	Weeks Street	F7 - T25	6		8	VCP	477	Multiple cracks along the pipe	44	0	0	2	46
7/20/2022	I	Terra Villa Avenue	I17 - I7	6		8	VCP	526	Broken at 520ft	34	0	10	2	46
7/1/2022	L	Azalia Drive	L50 - L49	8	10	12	VCP	224	-	16	30	0		46
7/27/2022	L	Azalia Drive	L48 - L47	8		8	VCP	229	-	46	0	0		46
7/25/2022	O	Woodland Avenue	O56 - O55	6		8	VCP	377	-	46	0	0		46
7/8/2022	A	Pulgas Avenue	A17 - A31	6		8	VCP	-	This pipe line was A17 - A17A	45	0	0		45
7/27/2022	B	Ursula Way	B42 - B38	6		8	PVC	-	MH B41 on Ursula way appearing to be nonexistent, it is	45	0	0	0	45
7/29/2022	C	Woodland Avenue	C49 - C48	6		8	Unknown	248	Proteous	35	0	10		45
12/16/2022	J	Pulgas Avenue	J12 - I6	12	15	21	PVC	339	-	0	45	0		45
8/1/2022	L	Aster Way	L31 - L30	6		8	VCP	179	Pipe is broken at 59ft, and soil is visible	15	0	30		45
7/11/2022	L	Camellia Drive	L20 - L16	6		8	VCP	101	Broken at 6.6ft	45	0	0		45
7/25/2022	L	Daphne Way	L37 - L36	6		8	VCP	312	Hole at 252ft, 93.5ft	45	0	0		45
7/27/2022	M	O'Connor Street	M12 - M15	8	12	15	VCP	337	This is M12-M40 in MP	9	36	0		45
6/28/2022	O	Mission Drive	O46 - O45	6		8	VCP	213	Broken at 3.7ft, Joint Separated Medium along the pipe	25	0	20		45
7/13/2022	C	East Bayshore	C14 - C12	6		8	PVC	282	-	44	0	0		44
7/21/2022	C	East Bayshore	C12 - C1	6	8	12	PVC	265	-	20	24	0		44
8/1/2022	D	Oak Court	D39 - D37	6		8	Unknown	84	New line segment. Proteus was used to inspect this line.	14	0	30		44
7/12/2022	D	East O'Keefe Street	D44 - D43	6		8	VCP	113	Broken at 72.2ft	44	0	0		44
7/1/2022	D	Hwy 101	D6 - D5	8		8	Unknown	246	Joint Offset Large at 112ft	34	0	10		44
6/29/2022	F	Weeks Street	F9 - F23	6		8	VCP	111	This pipeline was F9-F9A	43	0	0		44
6/23/2022	G	Mandela Court	G15 - G14	8		8	PVC	215	-	42	0	0	2	44
7/5/2022	K	Sage Street	K14 - K13	6		8	VCP	90	Intruding lateral at: 81ft and camera can not move	14	0	30		44
7/26/2022	K	Lotus Way / Camellia Drive	K37 - K32	6		8	VCP	350	Joint Offset Large at 342.9ft	34	0	10		44
8/12/2022	L	Wisteria Drive	L24 - L23	8	10	12	PVC	386	-	14	30	0		44
7/29/2022	O	Newell Road	O34 - O10	6		8	ACP	268	-	44	0	0		44
6/27/2022	B	Palo Verde Avenue	B35A - B35	6		8	VCP	207	Unmapped and paved over manhole found at 186 ft from	43	0	0	0	43
7/5/2022	C	East O'Keefe Street	C29 - C28	6		8	PVC	298	-	43	0	0		43
7/27/2022	D	East Bayshore Road	D64 - D63	6		8	VCP	471	MSA/Reverse inspection complete	22	0	20	1	43
7/21/2022	G	Veronica Court	G18 - G17	6		8	PVC	291	-	42	0	0	1	43
12/15/2022	L	Aster Way	L33 - L32	6		8	VCP	91	Hole at 10.2ft	13	0	30		43

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Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (Inch)	Master Plan Proposed Diameter (inch)	Recommended Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3 * Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
7/7/2022	O	Scotfield Street	O54 - O52	6		8	VCP	380	Pipe is broken at 26.08 feet.	23	0	20		43
8/18/2022	O	Woodland Avenue	O29 - O28	6		8	VCP	143	Surcharged MH with substantial crud on water surface.	23	0	20		43
7/21/2022	B	Addison Avenue	B22 - B21	6		8	VCP	33	Broken at 8, 20.8, 79, 82 133, and 170 ft	12	0	30	0	42
7/26/2022	G	Runnymede Street	G14 - G17	6		8	VCP	151	Pipe is broken at 17ft.	17	0	20	5	42
7/20/2022	G	Buchanan Court	G11 - G10	6		8	CP	266	Pipe is broken at 33 ft and 256 ft.	22	0	20		42
7/27/2022	K	Hibiscus Court	K24 - K21	6		8	CP	149	Surface Damage Missing Wall	42	0	0		42
12/13/2022	L	Abelia Way	L58 - L57	6		8	VCP	295	Broken at 13ft, 50ft, 87ft, 236ft	22	0	20		42
8/1/2022	C/D	O'Connor Street	D29 - C37	6		8	Unknown	130	Proteus	31	0	8	2	41
8/12/2022	L	Wisteria Drive	L22 - L3	6		8	VCP	366	Broken at 48.6ft	21	0	20		41
7/12/2022	L	Daphne Way	L37 - L38	6		8	VCP	212	Proteus. Hole at 140.7ft	31	0	10		41
6/21/2022	C	East Bayshore	C16 - C14	6		8	PVC	273		40	0	0		40
1/12/2023	D	Oak Court	D38 - D37	6		8	VCP	238	MSA/Broken. No reverse inspection can be performed	10	0	30		40
1/20/2023	E	University Avenue	E44 - E8A	6		8	VCP	318	Broken at 146 ft. Unmapped MH was found between	30	0	10	0	40
7/20/2022	H	Runnymede Street	H16 - H60	8	12	15	PVC	351	H16B - H16C	4	36	0		40
7/1/2022	K	Camellia Drive	K34 - K33	6		8	VCP	278		39	0	0	1	40
7/28/2022	L	Gardenia Way	L5 - L47	6		8	VCP	276		40	0	0		40
7/16/2022	O	West Bayshore Road	O60 - O61	14		8	PVC	199		40	0	0		40
7/14/2022	T	Bay Trail	K1-T16	15		15	PE	35	lots of grease	35	0	5	0	40
8/9/2022	A	Pulgas Avenue	A31 - A16	6		8	PVC	143	This pipe line was A17A - A16	38	0	0	1	39
7/11/2022	C	O'Connor Street	C39 - C37	6		8	VCP	164	Proteus. This is the second inspection. First inspection	9	0	30		39
8/4/2022	H	Schembri Lane	H29 - H12	6		8	VCP	551	Broken pipe at 257ft, 349ft	19	0	20		39
7/27/2022	H	Schembri Lane	H30 - H46	6		8	VCP	135		39	0	0		39
7/11/2022	L	Daphne Way	L36 - L35	6		8	VCP	278	Hole at 38.4ft	29	0	10		39
8/2/2022	N	Pulgas Avenue	N8 - N9	12		8	PE	119	Joint Separated Large at 9.5ft	9	0	30		39
7/11/2022	C	O'Connor Street	C36 - C35	6		8	Unknown	92	Proteus. This is the second inspection. First inspection	18	0	20		38
12/8/2022	D	East Bayshore Road	D5 - D4	8	10	12	Unknown	90		8	30	0		38
7/14/2022	H	Clarke Avenue	H19 - H18	6		8	PVC	387	Sag 60% for 25 ft at the DS	35	0	0	3	38
7/29/2022	H	Runnymede Street	H47 - H35	6		8	VCP	192	Fracture at 8.6 with cracks along the pipeline	37	0	0	1	38
8/4/2022	M	O'Connor Street	M43 - M42	6		8	VCP	104	Broken at 109ft	38	0	0		38
7/27/2022	H	Runnymede Street	H38 - H47	6		8	VCP	205	Broken at 80.3ft	37	0	0		37
7/27/2022	H	Clarke Avenue	H31 - H14	6		8	VCP	404	MSA/JOL. No reverse inspection performed because the	17	0	20		37
8/4/2022	K/L	Azalia Drive	L10 - K27	6		8	VCP	275	Broken connection of lateral at 28ft.	14	0	20	3	37
8/2/2022	K/L	Azalia Drive	L10 - K27	6		8	VCP	275	Broken connection of lateral at 28ft.	14	0	20	3	37
7/26/2022	G	Runnymede Street	G8 - G7	6		8	PVC	327		35	0	0	1	36
8/5/2022	G	Ruth Ct	G12 - G4	6		8	PVC	36	Broken at 47ft, 170ft	36	0	0		36
7/20/2022	G	Runnymede Street	G17 - G2	6		8	VCP	144		36	0	0		36
7/29/2022	H	Donohoe Street	H22 - H21	6		8	VCP	216	H56 - H22. Broken pipe at 3.9ft, 137.4ft	16	0	20		36
8/5/2022	H	Runnymede Street	H60 - H15	8	12	15	PVC	107	H16C - H15	0	36	0		36
8/5/2022	J	Garden Street	J6 - J5	6		8	VCP	558	Crack at 404ft	23	0	10	3	36
8/5/2022	L	Gardenia Court	L61 - L5	6		8	VCP	152	Broken at 98.8	26	0	10		36
7/29/2022	L	Daphne Court	L62 - L34	6		8	VCP	147		36	0	0		36
7/20/2022	L	Wisteria Drive	L28 - L27	6		8	VCP	363	Hole at 310.2ft	36	0	0		36
7/27/2022	M	O'Connor Street	M15 - M5	8	12	15	VCP	265		0	36	0		36
7/27/2022	M	East Bayshore Road	M38 - M39	6	12	15	PVC	158		0	36	0		36
7/29/2022	M	East Bayshore Road	M39 - M40	6	12	15	PVC	241		0	36	0		36
7/18/2022	M	East Bayshore Road	M40 - M41	6	12	15	PVC	263	This is M40-M5 in MP	0	36	0		36
7/12/2022	M/H	Pulgas Avenue	M2 - H3	12		12	PVC	20	M2 - H15A. Sagging pipeline 100%	31	0	0	5	36
7/22/2022	O	West Bayshore Road	O8 - O59	8		8	VCP	103		36	0	0		36
8/12/2022	C	East O'Keefe Street	C34 - C32	6		8	VCP	57		35	0	0		35
8/5/2022	H	Donohoe Street	H54 - H20	6		8	VCP	153	Fracture at 14.7ft	25	0	10		35
7/7/2022	L	Aster Way	L30 - L27	6		8	VCP	236	Proteus. Broken at 0.0 ft	15	0	20		35
7/25/2022	L	Verbina Drive	L14 - L13	6		8	VCP	302		35	0	0		35
8/3/2022	C	O'Connor Street	C37 - C36	6		8	Unknown	153	Proteus. This is the second inspection. First inspection	21	0	12	1	34
7/11/2022	D	O'Connor Street	D42 - D41	6		8	VCP	100	Crack Multiple at 7.6ft & 69.2ft	34	0	0		34
1/12/2023	D	West Bayshore Road	D54 - D53	6		8	VCP	75		34	0	0		34
7/26/2022	E	University Avenue	E23 - E22	6		8	VCP	439	broken at 158 ft	24	0	10	0	34
7/25/2022	H	University Avenue	H37 - H37A	6		8	VCP	221	New Line Segment. Broken at 162ft	14	0	20		34
6/23/2022	I	Brentwood Court	I18 - I8	6		8	PVC	237		32	0	2		34
6/23/2022	K	Azalia Drive	K8 - K7	8		8	VCP	356		34	0	0		34
7/25/2022	K	Daisy Lane	K23 - K22	6		8	Unknown	100	Material change at 23ft and needs a mini camera	24	0	10		34
7/28/2022	L	Camellia Drive	L52 - L50	6	8	8	VCP	224		10	24	0		34
7/26/2022	L	Galliardia Way	L12 - L11	6		8	VCP	82		34	0	0		34
7/29/2022	L	Jasmine Way	L44 - L45	8		8	PVC	238		34	0	0		34
7/26/2022	A	Pulgas Avenue	A19 - A18	6		8	VCP	214	Fracture multiple along the pipeline	33	0	0		33
7/26/2022	B / C	Menalco Avenue	C1 - B16A	8	8	8	PVC	17	Unmapped MH was located 17 ft from C1 named B16A	9	24	0	0	33
7/7/2022	L	Abelia Way	L59 - L58	6		8	VCP	250	Broken at 220ft, 245ft	13	0	20		33
12/9/2022	L	Gardenia Way	L7 - L6	6	6	8	VCP	261		15	18	0		33
8/1/2022	L	Gardenia Way	L4 - L3	12		12	VCP	248		33	0	0		33
7/28/2022	C	East O'Keefe Street	C32 - C30	6		8	VCP	147		32	0	0		32
7/26/2022	D	Woodland Avenue	D58 - D57	6		8	VCP	158		32	0	0		32
7/11/2022	F	Weeks Street	F17 - F22	6		8	VCP	56	This pipe line was F17 - F17A	32	0	0		32
7/28/2022	G	Runnymede Street	G2 - G19	6		8	VCP	154	This pipeline was G2-G2A	32	0	0		32
7/21/2022	L	Daphne Way	L39 - L40	6		8	VCP	346	Broken at 296.7ft	12	0	20		32
6/22/2022	L	Camellia Court	L56 - L54	6		8	VCP	327		32	0	0		32
7/7/2022	L	Camellia Drive	L45 - L25	8		8	VCP	202		31	0	0	1	32
6/15/2022	C	Green Street	C24 - C23	6		8	VCP	151	MSA/JOM. No reverse inspection performed because the	11	0	20		31
8/9/2022	D	Manhattan Avenue	D76 - D19	10		12	PVC	99		31	0	0		31
12/8/2022	H	Schembri Lane	H52 - H29	6		8	VCP	94	Fracture at 43.7ft	11	0	20		31
6/23/2022	H	Clarke Avenue	H20 - H19	6		8	PVC	271	75% sag. Fractures and cracks	27	0	0	4	31
7/26/2022	K	Wisteria Drive	K12 - K11	6		8	VCP	354		31	0	0		31
8/18/2022	O	Clarke Avenue	O25 - O7	6		8	VCP	177	This is the second inspection. The first inspection on 6.29	21	0	10		31
7/25/2022	A	Bay Road	A22 - A29	15		15	ACP	369		30	0	0		30
8/3/2022	B	Menalco Avenue	B49 - B14	8	8	8	VCP	328		6	24	0	0	30
12/9/2022	C	Menalco Avenue	C3 - C2A	6	8	8	PVC	370	New line segment	6	24	0		30
7/12/2022	C	East O'Keefe Street	C30 - C27	6		8	VCP	163		30	0	0		30
6/29/2022	E	University Avenue	E22 - E8	6		8	VCP	450		30	0	0	0	30

**Table 1**  
**Summary of Pipeline Evaluations**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (Inch)	Master Plan Proposed Diameter (Inch)	Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3" Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
1/12/2023	F	Weeks Street	F22 - F12	6		8	VCP	54	This pipe line was F17A - F12	30	0	0		30
7/11/2022	L	Verbina Drive	L18 - L17	6		8	VCP	331	Broken at 135ft	10	0	20		30
7/25/2022	D	East Bayshore Road	D63 - D5	8		8	VCP	297	-	29	0	0		29
7/5/2022	H	Sacramento Street	H40 - H36	6		8	VCP	496	MSA/Reverse Inspection Complete	29	0	0		29
6/27/2022	I	Myrtle Street	I28 - I21	6		8	VCP	315	This pipe line was I23A - I21	29	0	0		29
8/3/2022	O	West Bayshore Road	O12 - O11	8		8	VCP	394	-	29	0	0		29
6/30/2022	O	Woodland Avenue	O19 - O17	6		8	VCP	86	Broken at 83 ft	19	0	10		29
6/28/2022	A	Demeter Street	A11 - A11A	6		8	PVC	209	Uncharted MH was found between A11-A10 on Demeter	28	0	0		28
7/19/2022	A	Gonzaga Street	A4 - A3	6		8	VCP	312	Broken at 205.9ft, multiple fractures	18	0	10		28
7/8/2022	B	Glen Way	B48 - B7	6		8	VCP	450	Inspection was abandoned at 4.6 ft from B7 and the	8	0	20	0	28
8/11/2022	L	Gardenia Way	L6 - L5	6		8	VCP	215	-	28	0	0		28
7/26/2022	O	Mission Drive	O50 - O49	6		8	VCP	172	Joint Offset Large at 170 ft	28	0	0		28
12/16/2022	O	West Bayshore Road	O7 - O6	8	8		Unknown	427	-	4	24	0		28
7/8/2022	O	West Bayshore Road	O18 - O17	8		8	VCP	264	-	28	0	0		28
8/9/2022	D	Woodland Avenue	D61 - D60	6		8	VCP	101	Joint Offset Large at 91 ft	7	0	20		27
6/22/2022	M	Clarke Avenue	M14A - M5	6		8	VCP	75	New Line Segment. Broken at 70.2ft	7	0	20		27
8/8/2022	N	Pulgas Avenue	N5 - N4	12		12	PE	332	-	27	0	0		27
8/11/2022	O	West Bayshore Road	O17 - O3	8		8	VCP	161	-	27	0	0		27
6/28/2022	O	Mission Drive	O44 - O43	6		8	VCP	69	Joint Separated Large at 3.6ft	7	0	20		27
6/28/2022	A	Demeter Street	A11A - A10	6		8	PVC	206	Uncharted MH was found between A11-A10 on Demeter	26	0	0		26
7/25/2022	K	Azalia Drive	K27 - K26	6		8	VCP	200	-	26	0	0		26
7/8/2022	L	Verbina Drive	L15 - L14	6		8	VCP	310	-	26	0	0		26
7/27/2022	O	Mission Drive	O48 - O47	6		8	VCP	122	Surface Damage at 119ft	14	0	12		26
7/26/2022	K	Sage Street	K10 - K9	6		8	VCP	156	-	25	0	0		25
7/19/2022	M	Clarke Avenue	M21 - M20	12		12	VCP	78	M20 - M6	25	0	0		25
8/10/2022	O	West Bayshore Road	O6 - O5	8		8	Other	399	-	25	0	0		25
6/27/2022	O	West Bayshore Road	O13 - O12	8		8	Other	415	-	25	0	0		25
7/25/2022	D	Euclid Avenue	D34 - D33	8	8	8	PE	293	-	0	24	0		24
6/21/2022	D	Oakwood Dive	D66 - D65	8	8	8	Unknown	413	-	0	24	0		24
7/5/2022	E	Cooley Avenue	E38 - E3C	6		8	Unknown	44	-	24	0	0	0	24
1/13/2023	H	Bell Court	H27 - H26	6		8	VCP	115	One fracture at 105 ft	24	0	0	0	24
12/7/2022	I	Brentwood Court	I19 - I18	6		8	PVC	239	-	23	0	0	1	24
6/29/2022	L	Wisteria Drive	L27 - L26	8		8	VCP	260	-	24	0	0		24
7/28/2022	O	Newell Road	O30 - O35	6		8	ACP	176	-	24	0	0		24
1/12/2023	A	Tara Street	A25 - A24	6		8	VCP	253	-	23	0	0		23
7/6/2022	E	University Avenue	E8A - E8	6		8	VCP	316	Unmapped MH was found between E44-E8, named E8A	23	0	0	0	23
7/20/2022	G	Runnymede Street	G3 - G14	6		8	PVC	208	Multiple cracks along the pipe	22	0	0	1	23
6/29/2022	O	Newell Road	O36 - O30	6		8	ACP	164	-	23	0	0		23
7/26/2022	L	Abella Way	L57 - L53	6		8	VCP	203	-	22	0	0		22
6/28/2022	O	Mission Drive	O37 - O25	6		8	VCP	81	50% sagging pipe	20	0	0	2	22
7/25/2022	D	West Bayshore Road	D52 - D51	6		8	VCP	267	Broken at 262 ft	11	0	10		21
7/28/2022	H	Cooley Avenue	H33 - H32	8		8	Other	515	-	21	0	0		21
7/20/2022	I	Pulgas Avenue	I16 - I6	8		8	PVC	493	-	20	0	0	1	21
6/28/2022	K	Camellia Drive	K30 - K31	8		8	PVC	108	-	20	0	0	1	21
6/24/2022	O	Clarke Avenue	O27 - O26	6		8	VCP	65	-	21	0	0		21
8/3/2022	A	Bay Road	A30 - A28	6		8	VCP	301	-	20	0	0		20
12/14/2022	B	Bay Road	B14 - B13	8		8	PVC	253	-	20	0	0	0	20
12/15/2022	B	Ursula Way	B51 - B50	6		8	PVC	282	-	20	0	0	0	20
12/22/2022	D	Emma Lane	D62 - D59	6		8	VCP	248	D62 is cleanout with "water" lid	10	0	10		20
1/12/2023	E	Bell Street	E10 - E9	12		8	PVC	192	-	20	0	0	0	20
12/7/2022	E	University Avenue	E45 - E44	6		8	VCP	319	-	20	0	0	0	20
7/22/2022	F	Clarke Avenue	F16 - F15	6		8	VCP	238	-	20	0	0		20
7/22/2022	H	Bell Street	H25 - H11	6		8	VCP	378	Fractures and cracks	20	0	0	0	20
7/22/2022	J	Cypress Street	J11 - J11A	8		8	PVC	200	New Line Segment	20	0	0		20
7/22/2022	J	Cypress Street	J11A - T20	8		8	PVC	81	New Line Segment	20	0	0		20
7/28/2022	J	Cypress Street	J12 - J11	8		8	PVC	299	-	20	0	0		20
7/28/2022	J	Cypress Street	J13 - J12	8		8	PVC	299	-	20	0	0		20
7/23/2022	K	Camellia Drive	K32 - K30	8		8	PVC	227	-	20	0	0		20
8/4/2022	L	Daphne Way	L38 - L39	6		8	VCP	215	-	20	0	0		20
8/4/2022	M	Tate Street	M29 - M31	8		8	PVC	339	-	20	0	0		20
7/8/2022	N	Pulgas Avenue	N6 - N5	12		8	PE	333	-	20	0	0		20
6/22/2022	N	Pulgas Avenue	N9 - N7	12		8	PE	284	-	20	0	0		20
7/27/2022	C	East O'Keefe Street	C31 - C30	6		8	VCP	67	-	18	0	0		18
7/7/2022	L	Aster Way	L32 - L31	6		8	VCP	293	Hole at 157ft	8	0	10		18
7/12/2022	F	Weeks Street	F8A - F7	6		8	VCP	75	New Line Segment	17	0	0	0	17
6/28/2022	O	Mission Drive	O45 - O8	6		8	VCP	66	Broken at 38.7ft	7	0	10		17
6/24/2022	C	East O'Keefe Street	C27 - C5	6		8	VCP	222	Broken at 1.7ft	16	0	0		16
7/7/2022	D	Dumbarton Avenue	D70 - D51	6		8	VCP	71	-	16	0	0		16
6/22/2022	D	Woodland Avenue	D60 - D59	6		8	VCP	113	-	16	0	0		16
12/16/2022	B	Gloria Way	B38 - B50	6		8	VCP	39	-	15	0	0	0	15
6/30/2022	O	Woodland Avenue	O24 - O23	6		8	VCP	97	-	15	0	0		15
8/3/2022	H	University Avenue	H44 - H37	6		8	VCP	269	-	14	0	0		14
7/29/2022	N	Wilkes Street	N13 - N14	8		8	PVC	167	-	14	0	0		14
6/21/2022	D	Woodland Avenue	D59 - D58	6		8	VCP	151	-	13	0	0		13
1/23/2023	E	Cooley Avenue	E3 - E3A	6		8	PVC	52	-	12	0	0	0	12
1/23/2023	h	Cooley Avenue	H50 - H51	6		8	CI	190	-	12	0	0	0	12
8/10/2022	K	Sage Street	K15 - K9	6		8	VCP	74	-	12	0	0		12
7/26/2022	L	Jasmine Way	L42 - L43	8		8	VCP	330	-	12	0	0		12
7/28/2022	M	Clarke Avenue	M16 - M8	12		8	VCP	67	M8 - M8A	12	0	0		12
7/6/2022	A	Tara Street	A26 - A25	6		8	VCP	234	-	11	0	0		11
12/15/2022	B	Palo Verde Avenue	B36 - B35A	6		8	UNK	49	badly broken at 13.7 ft	0	0	10	0	10
7/21/2022	H	Schembri Lane	H53 - H52	6		8	VCP	233	-	10	0	0		10
7/29/2022	K	Wisteria Drive	K5A - K5	6		8	Other	30	New MH - Proteous	9	0	0	1	10
8/9/2022	M	Clarke Avenue	M14 -	6		8	VCP	252	New Line Segment	10	0	0		10
8/9/2022	N	McNair Street	N22 - N15	8		8	PVC	212	Pipeline has reverse sag allowing an opposite flow	0	0	8	2	10
7/7/2022	C	East O'Keefe Street	C33 - C32	6		8	VCP	71	-	9	0	0		9

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**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (Inch)	Master Plan Proposed Diameter (Inch)	Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3 * Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
6/28/2022	D	Falk Court	D32 - D30	6		8	VCP	126		9	0	0		9
6/16/2022	O	Mission Drive	O38 - O37	6		8	VCP	117		9	0	0		9
N/A	C	Menalto Avenue	C11 - C10	6		8	PE	508		8	0	0		8
7/25/2022	D	Dak Court	D39 - D38	8		8	-	84	Cleanout D38 does not exist. Line ends at MH D37.	0	0	8		8
7/6/2022	I	Myrtle Street	C/O - I22	6		8	VCP	61	New Line Segment - uncharted clean out	8	0	0		8
7/22/2022	J	Garden Street	J5 - J5A	8		8	PVC	275	New Line Segment	8	0	0		8
7/26/2022	L	Gardenia Way	L8 - L7	6		8	VCP	73	-	8	0	0		8
8/4/2022	N	Pulgass Avenue	N7 - N6	12		8	PE	333	-	8	0	0		8
6/28/2022	N	Mouton Circle	N20 - N21	8		8	PVC	72	-	8	0	0		8
8/5/2022	O	Mission Drive	O39 - O37	6		8	VCP	41	-	8	0	0		8
12/11/2022	E	Lincoln Street	E28 - E27	6		8	VCP	62	One fracture	7	0	0	0	7
8/5/2022	H	Salas Court	H48 - H55	6		8	PVC	217	H48 - H21	7	0	0		7
7/25/2022	I	Myrtle Street	I22 - I23	6		8	VCP	44	-	7	0	0		7
7/1/2022	O	West Bayshore Road	O15 - O14	8		8	Unknown	308	-	7	0	0		7
8/10/2022	A	Bay Road	A28 - A29	6		8	ACP	15	-	6	0	0		6
6/28/2022	D	Woodland Avenue	D57 - D56	6		8	VCP	197	-	6	0	0		6
1/18/2023	M	Clarke Avenue	M18 - M5	12		8	VCP	154	-	6	0	0		6
8/3/2022	O	Mission Drive	O43 - O42	6		8	VCP	182	-	6	0	0		6
6/22/2022	T	Bay Trail	T22 - T21	18		8	RCP	197	-	6	0	0	0	6
12/9/2022	B	Bay Road	B8 - B7	12		8	PVC	371	the pipe had numerous 85% sags	0	0	0	5	5
1/11/2023	H	Clarke Avenue	H18 - H5	8		8	PE	8	pipeline has lots of debris	0	0	5	0	5
8/12/2022	H	Vines Court	H63 - H62	6		8	PVC	40	H57 - H58	5	0	0		5
12/12/2022	B	Poplar Avenue	B18 - B17	8		8	PVC	497	New pipeline	4	0	0	0	4
1/13/2023	D	Byers Drive	D30 - D26	6		8	VCP	436	-	4	0	0		4
12/8/2022	E	Cooley Avenue	E38 - E3A	6		8	Unknown	13	-	4	0	0	0	4
7/22/2022	H	Clarke Court	H68 - H66	6		8	PVC	70	-	4	0	0	0	4
8/10/2022	J	Garden Street	J5A - J5B	8		8	PVC	212	New Line Segment	4	0	0		4
7/31/2022	L	Abella Way	L60 - L59	6		8	VCP	109	-	4	0	0		4
7/26/2022	M	Clarke Avenue	M22 - M21	12		8	VCP	116	M7 - M20	4	0	0		4
6/16/2022	M	Tate Street	M27 - M29	8		8	PVC	35	-	4	0	0		4
1/23/2023	B	Bay Road	B46 - B5	6		8	PVC	17	-	3	0	0	0	3
7/28/2022	L	Daphine Way	L41 - L40	6		8	VCP	71	-	3	0	0		3
7/26/2022	L	Camellia Drive	L55 - L54	6		8	VCP	149	-	3	0	0		3
7/22/2022	M/N	Gates Street	M30 - N29	8		8	PVC	255	-	3	0	0		3
7/22/2022	N	Mouton Circle	N15 - N16	8		8	PVC	252	-	3	0	0		3
6/28/2022	O	Mission Drive	O42 - O39	6		8	VCP	48	-	3	0	0		3
1/18/2023	T	Bay Trail	T20A - T20	18		8	PE	340	unmapped MH found 83 ft from T21, named T20A during	3	0	0	0	3
1/18/2023	T	Bay Trail	T21 - T20	18		8	PE	83	unmapped MH found 83 ft from T21, named T20A during	3	0	0	0	3
7/11/2022	F	Weeks Street	F13 - F19	6		8	VCP	24	-	2	0	0		2
7/21/2022	G	Mandela Court	G16 - G15	8		8	PVC	154	-	2	0	0		2
12/8/2022	H	Clarke Court	H69 - H68	6		8	PVC	45	-	2	0	0	0	2
8/10/2022	M	Clarke Avenue	M19 - M18	12		8	VCP	95	-	2	0	0		2
8/10/2022	M	Clarke Avenue	M7 - M6	12		8	VCP	297	M21 - M7	2	0	0		2
6/28/2022	O	Mission Drive	O49 - O47	6		8	VCP	73	Crack at 68.7 ft	2	0	0	0	2
7/14/2022	O	Highway 102	O59 - O60	10		8	VCP	40	-	2	0	0		2
N/A	A	Demeter Street	A11 - A10			8	Unknown	418	Line has an unchartered manhole. See A11-A11A-A10	0	0	0		0
1/27/2023	A	Bay Road	A17 - A16			8	Unknown	423	Line has an unchartered manhole. See A17-A31-A16	0	0	0		0
12/9/2022	A	Bay Road	A21 - A23			8	Unknown	155	A21 does not connect to A23 but it connects to A22.	0	0	0		0
12/9/2022	B	Addison Avenue	B23 - B22	8		8	PVC	380	New pipeline	0	0	0	0	0
1/27/2023	B	Ursula Way	B41 - B38	0		8	N.A.	170	MH B41 on Ursula way appearing to be nonexistent, it is	0	0	0		0
8/8/2022	B	-	B42 - B41	0		8	N.A.	166	MH B41 on Ursula way appearing to be nonexistent, it is	0	0	0		0
N/A	B	Bay Road	B47 - B46	6		8	PVC	158	-	0	0	0	0	0
N/A	C	Menalto Avenue	C10 - C9			8	-	301	Could not find MH C9. C10 connects to CB. 7.6.22	0	0	0		0
N/A	C	East O'Keefe Street	C28 - C27	6		8	PVC	48	-	0	0	0		0
12/13/2022	C	Menalto Avenue	C3 - C2			8	-	398	Line has an unchartered manhole, See C2A	0	0	0		0
12/16/2022	C	Menalto Avenue	C9 - C8			8	-	84	Line does not exist. CB connects to C10. 7.6.22	0	0	0		0
12/16/2022	D	Donohoe Street	D3 - D2			8	-	363	Line has an unchartered manhole, See D3 - D3A	0	0	0		0
1/23/2023	D	Falk Court	D31 - D30	6		8	VCP	153	-	0	0	0		0
N/A	D	Manhattan Avenue	D73 - D76	10		8	PVC	277	-	0	0	0		0
7/7/2022	D	Manhattan Avenue	D74 - D73	8		8	Unknown	210	-	0	0	0		0
N/A	D	Manhattan Avenue	D75 - D74	8		8	Unknown	195	-	0	0	0		0
N/A	E	Cooley Avenue	E16 - E3			8	N.A.	390	Pipeline does not connect as shown on the map; instead,	#VALUE!	0	0		0
6/16/2022	E	Cooley Avenue	E17 - E16	0		8	N.A.	430	Pipeline does not connect as shown on the map; instead,	#VALUE!	0	0		0
6/23/2022	E	Capitol Avenue	E18 - E4			8	N.A.	500	EPASD Staff Darrin, mentioned that these manholes do	#VALUE!	0	0		0
6/23/2022	E	Capitol Avenue	E19 - E18			8	N.A.	190	EPASD Staff Darrin, mentioned that these manholes do	#VALUE!	0	0		0
6/23/2022	E	Capitol Avenue	E21 - E21A	6		8	PVC	67	-	0	0	0		0
8/8/2022	E	Euclid Place	E24 - E9	6		8	PVC	100	Pipeline was reported to be 340 f; however, the pipeline	0	0	0		0
1/13/2023	E	Cooley Avenue	E3 - E3A	6		8	Unknown		-	0	0	0		0
1/13/2023	E	Cooley Avenue	E3C - E3D	6		8	Unknown	125	-	0	0	0		0
1/13/2023	F	Carole Court	F21 - F20	6		8	PVC	281	MH was F20 - F21	0	0	0		0
1/13/2023	F	Weeks Street	F8 - F7			8	Unknown	357	Line has an unchartered manhole. See F8-F8A-F7	0	0	0		0
1/10/2023	H	Clarke Avenue	H5 - H4	15	18	18	VCP	259	Beech St. Project pipeline has lots of debris	72	54	5	0	0
12/22/2022	H	Clarke Avenue	H64-H71	8	12	12	VCP	166	Beech St. Project pipeline has a lot of accumulated	124	36	5	25	0
1/13/2023	H	Green Street	H7 - H75	12	18	18	PE	91	Beech St. Project H7B - H7C	20	54	0		0
1/13/2023	H	Clarke Avenue	H11 - H64	8	12	12	VCP	198	Beech St. Project H11 - H60. Broken at 73.2ft	34	36	0		0
7/11/2022	H	Runnymede Street	H16 - H15			8	Unknown	351	Line has unchartered manholes.	0	0	0		0
N/A	H	Clarke Avenue	H2 - H11	15	18	18	VCP	37	-	0	54	0	0	0
8/2/2022	H	Beech Street	H3 - H2	15	18	18	VCP	31	MH H3 is paved over	0	54	0	0	0
N/A	H	University Avenue	H37 - H36			8	Unknown	370	Line has an unchartered manhole	0	0	0		0
12/9/2022	H	Runnymede Street	H39 - H38			8	Unknown	132	MH39 and a pipeline to H38 do not exist. H38 appears to	0	0	0		0
12/9/2022	H	Clarke Avenue	H4 - H3	15	18	18	VCP	7	Beech St. Project MH H3 is paved over	0	54	0	0	0
N/A	H	Salas Court	H49 - H48	6		8	PVC	45	-	0	0	0		0
N/A	H	Donohoe Street	H55 - H21			8	Unknown	157	Line has an unchartered manhole	0	0	0		0
12/9/2022	H	Green Street	H6 - H5	12	18	18	PE	9	Beech St. Project	0	54	0	0	0
8/5/2022	H	Clarke Court	H65 - H64	6		8	PVC	168	-	0	0	0		0
N/A	H	Clarke Court	H66 - H65	6		8	PVC	55	-	0	0	0		0

**Table 1**  
**Summary of Pipeline Evaluations**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (inch)	Master Plan Proposed Diameter (Inch)	Recommended Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3" Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
12/9/2022	H	Clarke Court	H67 - H66	6			PVC	45	-	0	0	0	0	0
12/8/2022	H	Green Street	H7 - H6				Unknown	90	Beech St. Project Line has unchartered manholes.	0	0	0	0	0
12/8/2022	H	Clarke Court	H70 - H68	6			PVC	50	-	0	0	0	0	0
12/8/2022	H	Clarke Avenue	H71 - H3	8	12		VCP	35	Beech St. Project survey abandoned at 29 ft as camera	55	36	0	0	0
N/A	H	Tea Court	H72 - H71	6			PVC	180	H59 - H60. Paved over	0	0	0	0	0
12/8/2022	H	Green Street	H73 - H74	12	18		PE	104	Beech St. Project H8 - H7	20	54	0	0	0
12/9/2022	H	Green Street	H74 - H8	12	18		PE	112	Beech St. Project H7 - H7A	21	54	0	0	0
12/8/2022	H	Green Street	H75 - H6	12	18		PE	259	Beech St. Project H7C - H6	36	54	0	0	0
8/8/2022	H	Green Street	H8 - H7	12	18		PE	235	Beech St. Project H7A - H7B	20	54	0	0	0
8/8/2022	H	Green Street	H9 - H73	12	16		PE	246	Beech St. Project H9 - H8	20	48	0	0	0
8/9/2022	H/E	Green Street	E1 - H9	12	16		PE	270	Beech St. Project	20	48	0	0	0
8/9/2022	I	Beech Street	I10 - I9	15	18		CP	221	Beech St. Project	10	54	0	0	0
8/8/2022	I	Beech Street	I11 - I10	15	18		CP	380	Beech St. Project	20	54	0	0	0
7/31/2022	I	Myrtle Street	I21 - I24				Unknown	364	MH I24 does not exist. Inspection ended at I13.	0	0	0	0	0
8/1/2022	I	Myrtle Street	I24 - I13				Unknown	237	MH I24 does not exist. Inspection started from I21, see I21.	0	0	0	0	0
N/A	I	Myrtle Court	I25 - I24				Unknown	154	Line does not exist. 7.25	0	0	0	0	0
N/A	I	Sparrow Ct	I26 - I23	6			PVC	166	This pipe line was I23 - I23C. New Line Segment. Proteous	0	0	0	0	0
N/A	I	Myrtle Pl	I29 - I28	6			PVC	166	New Line Segment. This pipe line was I23B - I23A	0	0	0	0	0
7/29/2022	I	Beech Street	I3 - I19	18	24		PVC	188	Beech St. Project Upgrade to 24" per MP	30	72	0	5	0
7/28/2022	I	Beech Street	I31 - I4	18	24		PVC	320	Beech St. Project This pipe line was ISA-14	19	72	0	0	0
8/1/2022	I	Beech Street	I4 - I3	18	24		PVC	243	Beech St. Project	4	72	0	0	0
8/2/2022	I	Beech Street	I5 - I31	18	24		PVC	154	Beech St. Project This pipe line was IS-ISA	0	72	0	0	0
8/2/2022	I	Beech Street	I5 - I4				Unknown	135	Beech St. Project Line has an unchartered manhole. See	0	0	0	0	0
8/2/2022	I	Beech Street	I6 - I5	18	24		PVC	411	Beech St. Project	0	72	0	0	0
N/A	I	Beech Street	I7 - I6	15	20		CP	259	Beech St. Project Surface damage roughness. Sagging	26	60	0	20	0
8/1/2022	I	Beech Street	I8 - I7	15	20		CP	238	Beech St. Project	0	60	0	0	0
8/1/2022	I	Beech Street	I9 - I8	15	20		CP	155	Beech St. Project Pipe is broken at 228ft and 293ft	20	60	0	0	0
8/1/2022	J	Cypress Street	J11 - T20				Unknown	282	Line has an unchartered manhole. See I11-I11A-T20	0	0	0	0	0
8/1/2022	J	Cypress Street	J14 - J13	8			PVC	190	-	0	0	0	0	0
N/A	J	Garden Street	J5 - T21				Unknown	585	Line has unchartered manholes. See J5-J5A-J5B-J5C-T21	0	0	0	0	0
7/22/2022	J	Garden Street	J5B - J5C	8			PVC	41	New Line Segment	0	0	0	0	0
N/A	J	Garden Street	J9 - J8				Unknown	401	Line has an unchartered manhole. See J9-J9A-J8	0	0	0	0	0
7/22/2022	K	O'Connor Street	K2 - K1		15		Unknown	451	Light Tree Project. Cleaned twice via EPASD, and 1 time by	0	45	30	25	0
N/A	K	Wieria Drive	K25 - K5A	6			PVC	376	New Line Segment	0	0	0	0	0
7/28/2022	K	O'Connor Street	K3 - K2	12	15		PE	190	Light Tree Project	60	45	0	10	0
7/28/2022	K	O'Connor Street	K4 - K3	12	15		PE	238	Light Tree Project. Grease deposits 5%. Sagging pipe 55%	68	45	0	10	0
7/28/2022	K	O'Connor Street	K5 - K4	12			PE	248	Light Tree Project	68	0	0	15	0
7/28/2022	K	O'Connor Street	K6 - K5	12			PE	251	Light Tree Project	52	0	0	0	0
7/28/2022	L	Camella Drive	L51 - L50	6			VCP	80	-	6	0	0	0	0
7/26/2022	M	Clarke Avenue	M14 - M5				Unknown	328	Line has unchartered manholes. See M14-M14A-M5	0	0	0	0	0
N/A	M	Clarke Avenue	M20 - M19	12			VCP	80	M6 - M19	0	0	0	0	0
N/A	M	Tinsley Street	M23 - M24	8			PVC	195	-	0	0	0	0	0
N/A	M	Tinsley Street	M24 - M25	8			PVC	260	-	0	0	0	0	0
8/10/2022	M	Tate Street	M25 - M26	8			PVC	270	-	0	0	0	0	0
7/21/2022	M	Tate Street	M26 - M27	8			PVC	125	-	0	0	0	0	0
7/21/2022	M	Wilkes Street	M27 - M28				Unknown	35	This line has does not exist.	0	0	0	0	0
7/21/2022	M	Oakes Street	M32 - M33	8			PVC	195	-	0	0	0	0	0
7/21/2022	M	Oakes Street	M33 - M34	8			PVC	288	-	0	0	0	0	0
N/A	M	Tate Street	M35 - M34	8			PVC	124	-	0	0	0	0	0
7/22/2022	M	Baines Street	M36 - M37	8			PVC	257	-	0	0	0	0	0
7/21/2022	M	O'Connor Street	M4 - M31	12	12		PVC	143	-	14	36	0	0	0
7/21/2022	M	Clarke Avenue	M6 - M22	12			VCP	43	M22 - M21	0	0	0	0	0
7/21/2022	M	Clarke Avenue	M8 - M22				Unknown	192	Line has an unchartered manhole	0	0	0	0	0
7/21/2022	M	Clarke Avenue	M8 - M7	12			VCP	137	M8A - M22	0	0	0	0	0
7/21/2022	M/I	O'Connor Street	M2 - I15				Unknown	20	Repeat naming. Already inspected. See M2-143-115	0	0	0	0	0
7/21/2022	M/I	Pulgas Avenue	M2 - I15				Unknown	20	Line has unchartered manholes. See M2-143-115	0	0	0	0	0
7/29/2022	M/N	Wilkes Street	M28 - N11	8			PVC	236	-	0	0	0	0	0
8/10/2022	M/N	Oakes Street	M34 - N22	8			PVC	253	-	0	0	0	0	0
N/A	M/N	Baines Street	M37 - N24	8			PVC	259	-	0	0	0	0	0
8/10/2022	N	Gates Street	N10 - N13	8			PVC	176	-	0	0	0	0	0
8/10/2022	N	Wilkes Street	N11 - N12	8			PVC	227	-	2	0	0	0	0
7/22/2022	N	Wilkes Street	N12 - N13	8			PVC	158	-	0	0	0	0	0
7/22/2022	N	Pulgas Avenue	N14 - N2	10	10		PE	83	Light Tree Project	28	30	0	0	0
7/22/2022	N	McNair Street	N15 - N18	8			PVC	190	-	0	0	0	0	0
8/8/2022	N	Mouton Circle	N16 - N17	8			PVC	228	-	0	0	0	0	0
7/22/2022	N	Mouton Circle	N17 - N20	8			PVC	197	-	0	0	0	0	0
7/22/2022	N	Mouton Circle	N18 - N19	8			PVC	256	-	0	0	0	0	0
7/22/2022	N	Mouton Circle	N19 - N20	8			PVC	224	-	0	0	0	0	0
7/22/2022	N	Pulgas Avenue	N2 - N1	10	10		PE	296	Light Tree Project	40	30	0	0	0
7/22/2022	N	Pulgas Avenue	N21 - N14	12	10		PE	196	Light Tree Project	40	30	0	0	0
8/8/2022	N	Oakes Street	N22 - N23	8			PVC	212	-	0	0	0	0	0
8/8/2022	N	Oakes Street	N23 - N28	8			PVC	193	-	0	0	0	0	0
7/21/2022	N	Baines Street	N24 - N25	8			PVC	116	-	0	0	0	0	0
7/21/2022	N	Baines Street	N25 - N26	8			PVC	262	-	0	0	0	0	0
7/21/2022	N	Baines Street	N26 - N27	8			PVC	248	-	0	0	0	0	0
7/21/2022	N	Baines Street	N27 - N28	8			PVC	183	-	0	0	0	0	0
7/21/2022	N	Oakes Street	N28 - N4	8			PVC	150	Light Tree Project	20	0	0	0	0
7/21/2022	N	Gates Street	N29 - N10	8			PVC	326	-	0	0	0	0	0
8/5/2022	N	Pulgas Avenue	N3 - N21	12	10		PE	89	Light Tree Project	10	30	0	0	0
7/22/2022	N	McNair Street	N30 - N11	8			PVC	134	-	0	0	0	0	0
8/8/2022	N	Pulgas Avenue	N4 - N3	12			PE	335	Light Tree Project	26	0	0	0	0
7/22/2022	N/K	O'Connor Street	N1 - K6	12			PE	253	Light Tree Project	48	0	0	0	0
8/8/2022	O	West Bayshore Road	O14 - O13	8			VCP	130	-	0	0	0	0	0
6/27/2022	O	Mission Drive	O40 - O39	6			VCP	37	-	0	0	0	0	0
6/28/2022	O	Mission Drive	O47 - O45	6			VCP	72	-	0	0	0	0	0
6/28/2022	O	Cooley Avenue	O51 - O13				-	468	Line has an unchartered manhole, see MH O51A	0	0	0	0	0

**Table 1  
Summary of Pipeline Evaluations  
Capital Improvement Plan  
East Palo Alto Sanitary District**

Date Inspected	Area	Location/ Street Name	PSR	Actual Diameter (Inch)	Master Plan Proposed Diameter (Inch)	Recommended Design Diameter (Inches)	Pipe Material	Pipe Length (ft)	Notes	Structural Total Score	Score for Master Plan Capacity (3" Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
N/A	O/M	East Bayshore Road	O61 - M8				-	12	Oe1 is buried. The crew attempted to inspect it from O60	0	0	0		0
N/A	T	Airport - Embarcadero Road	T3 - T2A	30	24		RCP	192	Trunk Expansion Project. unmapped MH was found	12	72	10	0	0
-	T	Airport - Embarcadero Road	T2 - T1	30	24		RCP	506	Trunk Expansion Project. Pipeline is 75% sagging with	16	72	5	20	0
1/26/2023	T	Airport - Embarcadero Road	T1 - T0	-	24		Unknown	329	Trunk Expansion Project. not surveyed because of access	#VALUE!	72	0	-	0
1/20/2023	T	Airport runway	T10 - T9	30	24		Unknown	447	Trunk Expansion Project.	14	72	0	0	0
1/20/2023	T	Airport runway	T11 - T10	30	24		Unknown	526	Trunk Expansion Project.	3	72	0	0	0
1/20/2023	T	San Fransiquito Creek	T12 - T11	30	24		Unknown	482	Trunk Expansion Project.	0	72	0	0	0
1/27/2023	T	Bay Trail	T16-T33	22			PE	56	Trunk Expansion Project.	2	0	0	0	0
1/20/2023	T	Airport - Embarcadero Road	T2A-T2	30	24		RCP	311	Trunk Expansion Project. unmapped MH was found	7	72	0	0	0
1/20/2023	T	San Fransiquito Creek	T30-T12	30	24		Unknown	215	Trunk Expansion Project.	6	72	0	0	0
1/20/2023	T	Bay Trail	T31-T30	30	24		Unknown	315	Trunk Expansion Project.	3	72	0	0	0
-	T	San Fransiquito Creek	T32-T31	30	24		RCP	100	Trunk Expansion Project. MH T32 had an additional 30'	1	72	0	0	0
1/20/2023	T	Bay Trail	T33-T32	-			Unknown	455	SIPHON	#VALUE!	0	0	-	0
1/26/2023	T	Bay Trail	T34-T33	30			PE	140	Trunk Expansion Project.	6	0	0	0	0
1/26/2023	T	Airport - Embarcadero Road	T4 - T3	30	24		Unknown	475	Trunk Expansion Project. MH T4 on Airport runway is	12	72	0	0	0
1/26/2023	T	Airport runway	T5 - T4	30	24		Unknown	352	Trunk Expansion Project. MH T4 on Airport runway is	3	72	0	0	0
1/26/2023	T	Bay Trail	T5A - T5	30	24		Unknown	362	Trunk Expansion Project. unmapped manhole was found	0	72	0	0	0
1/26/2023	T	Airport runway	T6 - T5A	30	24		Unknown	20	Trunk Expansion Project. unmapped manhole was found	0	72	0	0	0
1/26/2023	T	Airport runway	T7 - T6	30	24		Unknown	461	Trunk Expansion Project. Pipeline is 60% sagging	8	72	0	10	0
1/26/2023	T	Airport runway	T8 - T7	30	24		Unknown	502	Trunk Expansion Project. Pipeline is 60% sagging	7	72	0	15	0
N/A	T	Airport runway	T9 - T8	30	24		Unknown	498	Trunk Expansion Project.	3	72	0	0	0

**Table 2**  
**High Priority Pipelines to be Replaced**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Area	Location/ Street Name	PSR	US MH #	DS MH #	Reported Pipe Dia (in)	Diameter	Master Plan Proposed Diameter	Recommended Design Diameter	Pipe Material	Pipe Length (ft)	Structual Total Score	Score for Master Plan Capacity (* 3"Pipe Dia)	Score for Notable Defects	Sag >40%	Total Score
D/E	Donohoe Street	D1 - E4	D1	E4	10	10	16	18	VCP	354	113	48	5	4	170
E	Donohoe Street	E4 - E3	E4	E3	10	10	16	18	VCP	357	107	48	10	0	165
O	Woodland Avenue	O21 - O19	O21	O19	6	6		8	VCP	394	84	0	60		144
A	Bay Road	A5 - A8	A5	A8	15	12	18	21	PE	124	86	54	0	2	142
D	Hwy 101	D10 - D3	D10	D3	10	10	10	12	Unknown	489	86	30	20	2	138
B	Bay Road	B5 - B52	B5	B52	12	12	15	18	PVC	176	82	45	5	6	138
C	Elliot Drive	C40 - C36	C40	C36	6	6		8	VCP	257	82	0	50		132
T	Bay Trail	T27 - T26	T27	T26	18	18	24	30	RCP	356	29	72	30	0	131
B	Palo Verde Avenue	B27 - B25	B27	B25	6	6		8	VCP	318	120	0	10	0	130
B	Bay Road	B6 - B5	B6	B5	12	12	15	18	PVC	158	79	45	0	5	129
B	Bay Road	B12 - B11	B12	B11	12	12		12	PVC	277	120	0	5	3	128
C	Hwy 101	C21 - C19	C21	C19	6	6		8	VCP	284	67	0	60		127
E	Capitol Avenue	E20 - E7	E20	E7	6	6		8	VCP	504	113	0	10	4	127
H	Clarke Avenue	H12 - H11	H12	H11	8	8	12	15	VCP	333	87	36	0	3	126
A	Bay Road	A10 - A15	A10	A15	15	15	18	21	ACP	299	65	54	0	4	123
D	West Bayshore Road	D21 - D19	D21	D19	8	8	10	12	HDPE	391	70	30	20		120
A	Bay Road	A2 - A5	A2	A5	12	12	15	18	Unknown	244	70	45	0	5	120
E	Cooley Avenue	E3 - E2	E3	E2	12	12	16	18	PE	280	70	48	0	0	118
C	Menalto Avenue	C4 - C3	C4	C3	6	6	8	12	PE	436	80	24	10	3	117
A	Bay Road	A1 - A2	A1	A2	12	12	15	18	Unknown	80	62	45	10	0	117
H	Clarke Avenue	H14 - H13	H14	H13	8	8	12	15	VCP	446	76	36	0	5	117
B	Gloria Way	B37 - B6	B37	B6	6	6		8	VCP	262	102	0	10	3	115
E	Capitol Avenue	E46 - E7	E46	E7	6	6		8	VCP	501	105	0	10	0	115
C	Menalto Avenue	C2 - C1	C2	C1	8	8	10	12	Unknown	204	53	30	30	1	114
O	West Bayshore Road	O4 - O3	O4	O3	8	8	8	8	VCP	277	109	0	0	5	114
D	O'Connor Street	D25 - D24	D25	D24	6	6	8	8	VCP	301	49	24	40		113
E	Glen Way	E36 - E15	E36	E15	6	6		8	VCP	420	83	0	30	0	113
A	Bay Road	A15 - A16	A15	A16	6	15	18	21	ACP	435	53	54	0	5	112
K	Larkspur Drive	K19 - K18	K19	K18	6	6		8	CP	272	58	0	50	2	110
L	Gardenia Way	L2 - L1	L2	L1	10	12	12	15	PVC	179	34	36	40		110
C	Elliot Drive	C41 - C40	C41	C40	6	6		8	VCP	191	70	0	40		110
O	Woodland Avenue	O20 - O19	O20	O19	6	6		8	-	116	50	0	60		110
H	Clarke Avenue	H20 - H19	H20	H19	6	6		8	vcp	271	110	0	0	0	110
D	West Bayshore Road	D51 - D7	D51	D7	6	6		8	VCP	458	68	0	40	1	109
E	Cooley Avenue	E2 - E1	E2	E1	12	12	16	18	PE	283	58	48	0	3	109
B/A	Bay Road	B2 - A1	B2	A1	12	12	15	18	PE	181	62	45	0	2	109
B	Lilac Lane	B32 - B31	B32	B31	6	6		8	VCP	254	48	0	60	0	108
T	Bay Trail	T17-T34	T17	T34	21	21	28	30	RCP	464	15	84	5	4	108
E	Dumbarton Avenue	E33 - E29	E33	E29	6	6		8	VCP	229	75	0	30	2	107
T	Bay Trail	T19 - T18	T19	T18	21	21	28	30	RCP	500	13	84	5	5	107
H	Runnymede Street	H35 - H34	H35	H34	6	6	10	12	VCP	322	62	30	8	6	106
F	Weeks Street	F12 - F11	F12	F11	6	6		8	VCP	355	105	0	0	1	106
B	Poplar Avenue	B17 - B13	B17	B13	6	6		8	VCP	501	95	0	10	0	105

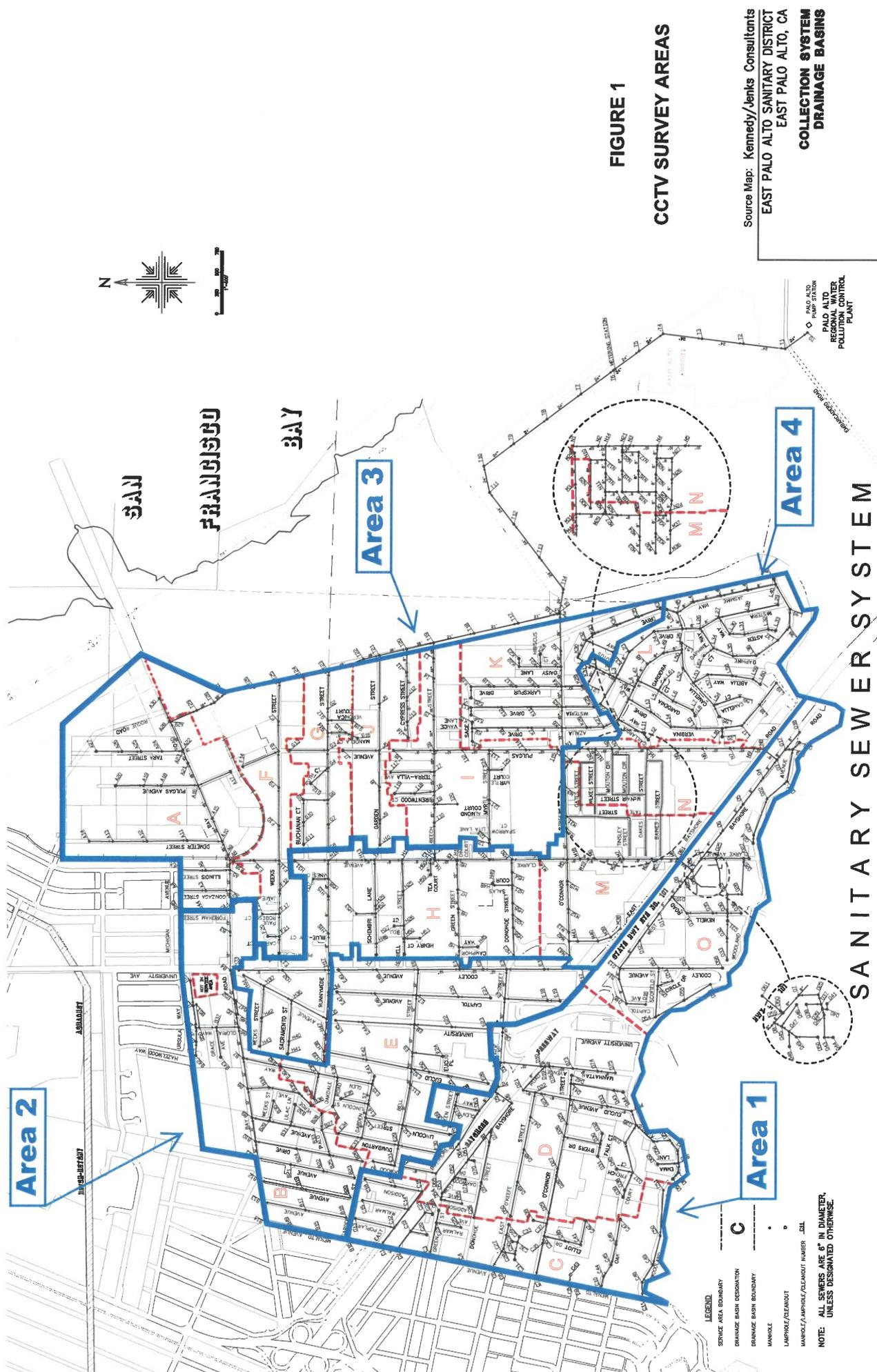
**Table 3**  
**High Priority Pipelines, Sorted by Diameter**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

Area	Location/ Street Name	PSR	Reported Pipe Dia (in)	Diameter	Master Plan Proposed Diameter	Recommended Design Diameter	Pipe Material	Pipe Length (ft)	Structural Total Score	Score for Master Plan Capacity (+ 3*Pipe Dia)	Score for Notable Defects	Sag>40%	Total Score
T	Bay Trail	T27 - T26	18	18	24	30	RCP	356	29	72	30	0	131
T	Bay Trail	T17-T34	21	21	28	30	RCP	464	15	84	5	4	108
T	Bay Trail	T19 - T18	21	21	28	30	RCP	500	13	84	5	5	107
A	Bay Road	A5 - A8	15	12	18	21	PE	124	86	54	0	2	142
A	Bay Road	A10 - A15	15	15	18	21	ACP	299	65	54	0	4	123
A	Bay Road	A15 - A16	6	15	18	21	ACP	435	53	54	0	5	112
D/E	Donohoe Street	D1 - E4	10	10	16	18	VCP	354	113	48	5	4	170
E	Donohoe Street	E4 - E3	10	10	16	18	VCP	357	107	48	10	0	165
B	Bay Road	B5 - B52	12	12	15	18	PVC	176	82	45	5	6	138
B	Bay Road	B6 - B5	12	12	15	18	PVC	158	79	45	0	5	129
A	Bay Road	A2 - A5	12	12	15	18	Unknown	244	70	45	0	5	120
E	Cooley Avenue	E3 - E2	12	12	16	18	PE	280	70	48	0	0	118
A	Bay Road	A1 - A2	12	12	15	18	Unknown	80	62	45	10	0	117
E	Cooley Avenue	E2 - E1	12	12	16	18	PE	283	58	48	0	3	109
B/A	Bay Road	B2 - A1	12	12	15	18	PE	181	62	45	0	2	109
H	Clarke Avenue	H12 - H11	8	8	12	15	VCP	333	87	36	0	3	126
H	Clarke Avenue	H14 - H13	8	8	12	15	VCP	446	76	36	0	5	117
L	Gardenia Way	L2 - L1	10	12	12	15	PVC	179	34	36	40		110
D	Hwy 101	D10 - D3	10	10	10	12	Unknown	489	86	30	20	2	138
B	Bay Road	B12 - B11	12	12	12	12	PVC	277	120	0	5	3	128
D	West Bayshore Road	D21 - D19	8	8	10	12	HDPE	391	70	30	20		120
C	Menalto Avenue	C4 - C3	6	6	8	12	PE	436	80	24	10	3	117
C	Menalto Avenue	C2 - C1	8	8	10	12	Unknown	204	53	30	30	1	114
H	Runnymede Street	H35 - H34	6	6	10	12	VCP	322	62	30	8	6	106
O	Woodland Avenue	O21 - O19	6	6	8	8	VCP	394	84	0	60		144
C	Elliot Drive	C40 - C36	6	6	8	8	VCP	257	82	0	50		132
B	Palo Verde Avenue	B27 - B25	6	6	8	8	VCP	318	120	0	10	0	130
C	Hwy 101	C21 - C19	6	6	8	8	VCP	284	67	0	60		127
E	Capitol Avenue	E20 - E7	6	6	8	8	VCP	504	113	0	10	4	127
B	Gloria Way	B37 - B6	6	6	8	8	VCP	262	102	0	10	3	115
E	Capitol Avenue	E46 - E7	6	6	8	8	VCP	501	105	0	10	0	115
O	West Bayshore Road	O4 - O3	8	8	8	8	VCP	277	109	0	0	5	114
D	O'Connor Street	D25 - D24	6	6	8	8	VCP	301	49	24	40		113
E	Glen Way	E36 - E15	6	6	8	8	VCP	420	83	0	30	0	113
K	Larkspur Drive	K19 - K18	6	6	8	8	CP	272	58	0	50	2	110
C	Elliot Drive	C41 - C40	6	6	8	8	VCP	191	70	0	40		110
O	Woodland Avenue	O20 - O19	6	6	8	8	-	116	50	0	60		110
H	Clarke Avenue	H20 - H19	6	6	8	8	VCP	271	110	0	0	0	110
D	West Bayshore Road	D51 - D7	6	6	8	8	VCP	458	68	0	40	1	109
B	Lilac Lane	B32 - B31	6	6	8	8	VCP	254	48	0	60	0	108
E	Dumbarton Avenue	E33 - E29	6	6	8	8	VCP	229	75	0	30	2	107
F	Weeks Street	F12 - F11	6	6	8	8	VCP	355	105	0	0	1	106
B	Poplar Avenue	B17 - B13	6	6	8	8	VCP	501	95	0	10	0	105

**Table 4**  
**Opinion of Probable Cost - Replacement of High Priority Pipelines**  
**Capital Improvement Plan**  
**East Palo Alto Sanitary District**

ITEM NO.	ITEM	EST. QUANTITY	UNIT OF MEASURE	UNIT PRICE	TOTAL
1	Mobilization	1	LS	\$451,000	\$451,000
2	Traffic Control	1	LS	\$217,000	\$217,000
3	Project Signage	1	LS	\$2,000	\$2,000
4	Gas Line Avoidance / Utility Plan	1	LS	\$3,000	\$3,000
5	Pothole Verification of Design Intent	10	ea	\$1,000	\$10,000
6	Maintain Access for Services and Residents	1	LS	\$30,000	\$30,000
7	Safety, Sheeting, Shoring, and Bracing	1	LS	\$20,000	\$20,000
8	Dust Control	1	LS	\$20,000	\$20,000
9	Bypassing	43	EA	\$11,000	\$473,000
10	8-inch PVC	6,165	LF	\$375	\$2,311,952
11	10-inch PVC	0	LF	\$410	\$0
12	12-inch PVC	2,119	LF	\$435	\$921,765
13	14/15-inch PVC	958	LF	\$500	\$479,000
14	16-inch PVC	0	LF	\$525	\$0
15	18-inch PVC	2,113	LF	\$575	\$1,214,961
16	20/21-inch PVC	859	LF	\$600	\$515,251
17	22/24-inch PVC	0	LF	\$720	\$0
18	27/30-inch PVC	1,320	LF	\$795	\$1,049,400
19	Point Repairs	5	ea	\$10,000	\$50,000
20	Drain Rock	500	TONS	\$100	\$50,000
21	Utility Crossings	270	EA	\$250	\$67,500
22	Reconnect Laterals	150	EA	\$2,500	\$375,000
23	New Sewer Manholes	5	EA	\$13,000	\$65,000
24	Dewatering	1	LS	\$8,500	\$8,500
25	CCTV Inspections	13,534	LF	\$2.00	\$27,068
26	Cold-Patch Asphalt for Temporary Surfacing	20	TON	\$500	\$10,000
27	Asphalt Repaving	54,136	SF	\$6	\$324,814
28	Grind and Repave	11,150	SF	\$6	\$66,900
29	Slurry Seal	449,004	SF	\$0.70	\$314,303
30	Striping and Pavement Markings	460,154	SF	\$0.85	\$391,131
<b>Subtotal - Opinion of Probable Construction Costs</b>					<b>\$9,468,545</b>
	Contingency	%	20%	\$9,468,545	\$1,893,709
<b>Engineering and Administrative</b>					<b>Opinion of Construction Subtotal</b>
	Design	%	2%		\$227,245
	Environmental/Permitting	%	2%		\$227,245
	Construction Management	%	4%		\$454,490
	Administration	%	2%		\$227,245
<b>OPINION OF TOTAL PROBABLE PROJECT COST:</b>					<b>\$12,498,479</b>

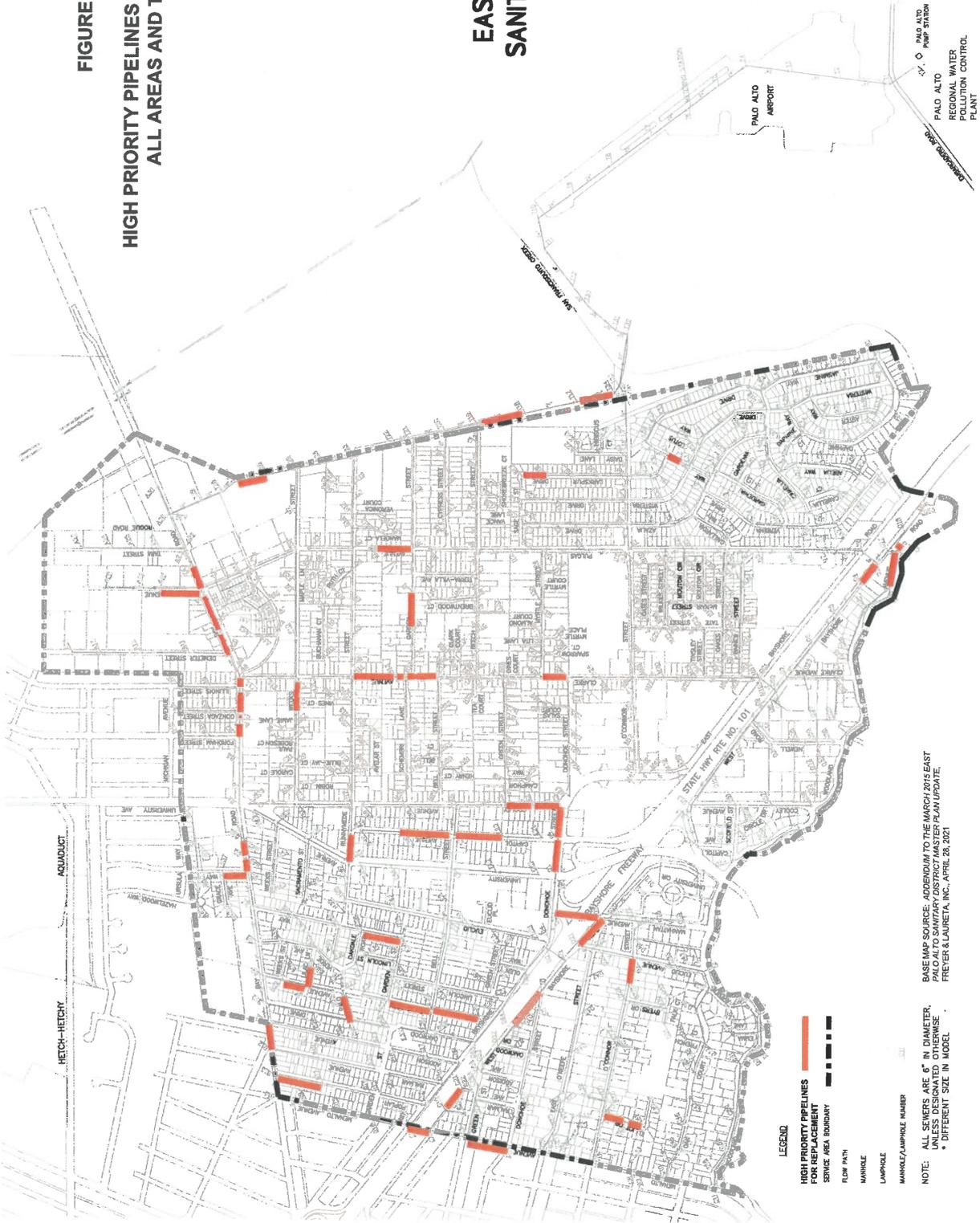
## Figures



**FIGURE 2**

**HIGH PRIORITY PIPELINES FOR REPLACEMENT  
ALL AREAS AND TRUNK LINE**

**EAST PALO ALTO  
SANTARY DISTRICT**



**LEGEND**

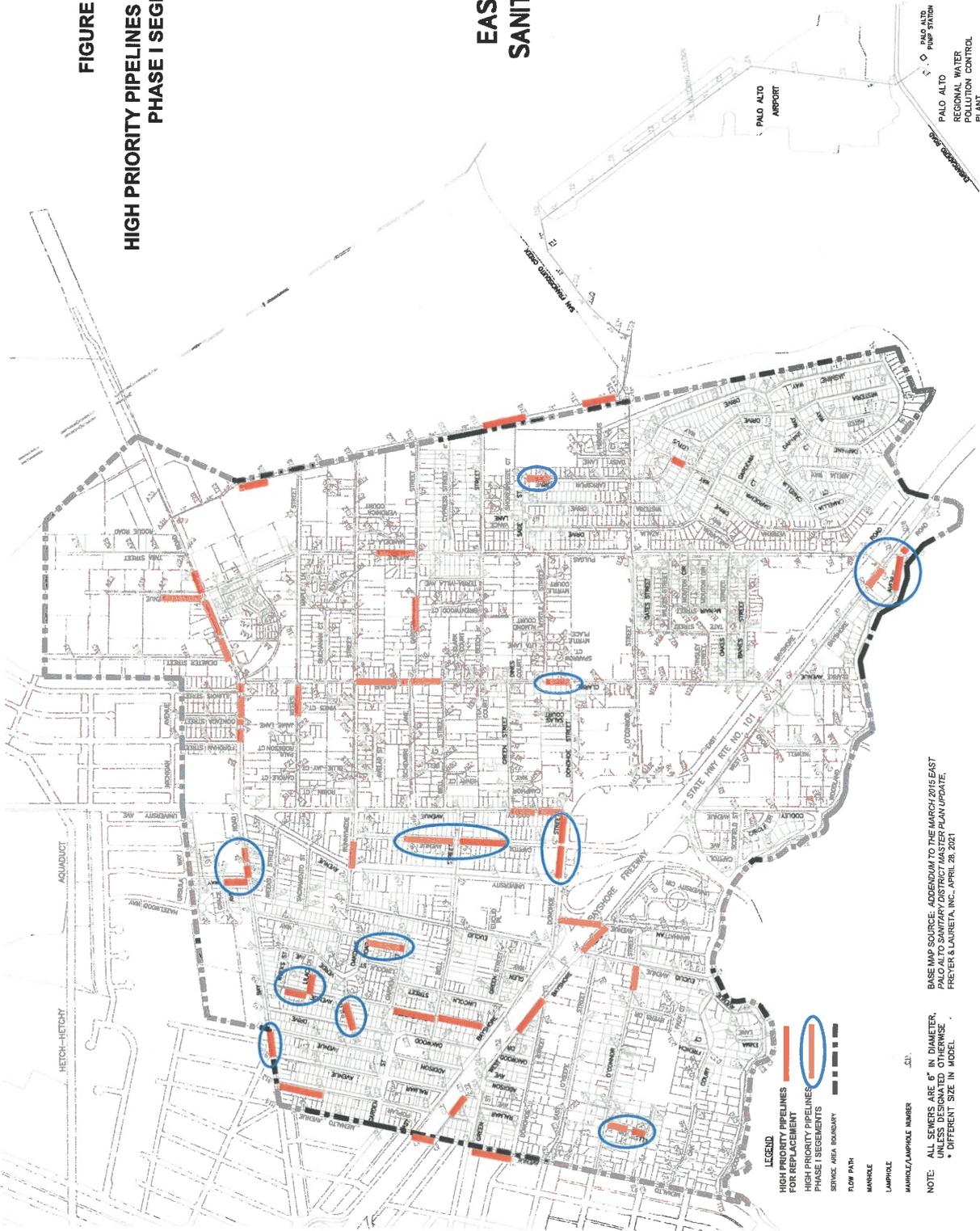
- HIGH PRIORITY PIPELINES FOR REPLACEMENT
- - - SERVICE AREA BOUNDARY
- ... FLOW PATH
- MANHOLE
- MANHOLE/AMBROLE NUMBER

NOTE: ALL SEWERS ARE 6" IN DIAMETER, UNLESS DESIGNATED OTHERWISE.  
\* DIFFERENT SIZE IN MODEL.

BASE MAP SOURCE: ADDENDUM TO THE MARCH 2015 EAST PALO ALTO SANITARY DISTRICT MASTER PLAN UPDATE. FREYER & LAURETTA, INC., APRIL 28, 2021

**FIGURE 3**  
**HIGH PRIORITY PIPELINES FOR REPLACEMENT**  
**PHASE I SEGMENTS**

**EAST PALO ALTO**  
**SANITARY DISTRICT**



- LEGEND**
- HIGH PRIORITY PIPELINES FOR REPLACEMENT
  - HIGH PRIORITY PIPELINES FOR REPLACEMENT PHASE I SEGMENTS
  - SERVICE AREA BOUNDARY
  - FLOW PARK
  - LAMPHOLE
  - MANHOLE NUMBER
  - S.I.

NOTE: ALL SEWERS ARE 6" IN DIAMETER, UNLESS DESIGNATED OTHERWISE.  
 \* DIFFERENT SIZE IN MODEL.

PALO ALTO AIRPORT  
 PALO ALTO REGIONAL WATER POLLUTION CONTROL PLANT

BASE MAP SOURCE: ADDENDUM TO THE MARCH 2015 EAST PALO ALTO SANITARY DISTRICT MASTER PLAN UPDATE. FRYER & LAURETA, INC., APRIL 28, 2021

## **Appendix A**

### **Table 16 and Figure 10**

*Addendum to the March 2015*

*East Palo Alto Sanitary District Master Plan Update*

*(April 28, 2021, Freyer & Laureta, Inc.)*

**Table 16**  
**Proposed Capital Improvement Program**  
**EPASD Master Plan Update**  
**East Palo Alto, California**

<b>Manhole (1)</b>	<b>Length (Feet) --</b>	<b>Existing Diameter (Inches) (2)</b>	<b>PDWF Predicted d/D (3)</b>	<b>PWWF Predicted d/D (3)</b>	<b>Proposed Diameter (Inches) (2)</b>	<b>PDWF Proposed d/D (4)</b>	<b>PWWF Proposed d/D (4)</b>
I24-I13	237	6	0.48	1	6	0.44	0.72
L25-L24	342	8	0.69	1	10	0.43	0.53
L24-L23	386	8	0.54	0.72	10	0.36	0.43
L23-L3	351	8	0.69	1	10	0.43	0.53
L3-L2	83	10	1	1	12	0.58	0.54
L2-L1	179	10	0.77	0.72	12	0.48	0.46
L1-L21	223	10	1	1	14	0.55	0.5
L21-K28	68	10	1	1	14	0.6	0.55
K28-K4	242	10	1	1	15	0.64	0.58
K4-K3	238	12	1	1	15	0.51	0.45
K3-K2	190	12	1	1	15	0.58	0.5
K2-K1	451	14	0.74	0.74	15	0.54	0.48
N3-N21 (6)	89	10	0.7	0.58	10	0.6	0.38
N21-N14 (6)	196	10	0.74	0.6	10	0.624	0.38
N14-N2 (6)	88	10	0.77	0.6	10	0.624	0.4
N2-N1 (6)	296	10	0.72	0.58	10	0.6	0.38
O9-O8 (6)	140	6	0.72	0.68	6	0.6	0.56
O7-O6 (6)	427	8	0.81	0.66	8	0.66	0.57
L53-L52 (6)	218	6	0.8	0.52	6	0.64	0.48
L52-L50	224	6	1	0.76	8	0.57	0.42
L50-L49	224	8	0.57	0.76	10	0.36	0.26
L49-L48	233	8	1	0.6	10	0.5	0.38
L7-L6 (6)	261	6	0.72	0.4	6	0.6	0.32
L9-L4 (6)	162	6	0.72	0.8	6	0.6	0.64
M38-M39	158	8	0.84	1	12	0.36	0.36
M39-M43	241	8	0.84	1	12	0.36	0.36
M43-M42	104	8	1	1	12	0.44	0.46
M42-M41	37	8	1	0.6	12	0.28	0.28
M41-M13	111	8	0.84	1	12	0.36	0.36
M13-M12	276	8	0.84	1	12	0.36	0.36
M12-M40	337	8	0.84	1	12	0.36	0.36
M40-M5	263	8	0.84	1	12	0.36	0.36
M5-M4	373	8	1	1	12	0.52	0.54
M4-M31	143	8	1	1	12	0.48	0.48
M31-M3	357	10	1	1	12	0.54	0.56
M3-M2	380	10	1	1	12	0.58	0.58
I43-I15	62	12	0.44	0.44	15	0.29	0.29
I15-I14	386	12	1	1	15	0.62	0.64
I14-I13	444	12	1	1	15	0.48	0.48
I13-I12	320	12	1	1	15	0.48	0.51
I12-I6	339	12	1	1	15	0.46	0.51
I6-I5	411	18	1	1	24	0.52	0.69
I5-I31	135	18	1	1	24	0.53	0.69

**Table 16**  
**Proposed Capital Improvement Program**  
EPASD Master Plan Update  
East Palo Alto, California

Manhole (1)	Length (Feet) --	Existing Diameter (Inches) (2)	PDWF Predicted d/D (3)	PWWF Predicted d/D (3)	Proposed Diameter (Inches) (2)	PDWF Proposed d/D (4)	PWWF Proposed d/D (4)
I31-I4	321	18	1	1	24	0.53	0.69
I4-I3	243	18	1	1	24	0.52	0.69
H36-H35	474	6	1	1	10	0.34	0.55
H35-H34	322	6	0.44	1	10	0.22	0.34
H34-H17	269	6	0.52	1	10	0.24	0.41
H17-H57	397	8	0.75	1	12	0.34	0.66
H57-H16	40	8	0.36	0.69	12	0.18	0.66
H16-H60	351	8	0.48	1	12	0.24	0.32
H60-H15	99	8	0.45	1	12	0.22	0.42
H15-H62	201	8	0.36	0.75	12	0.18	0.34
H62-H14	233	8	0.36	0.75	12	0.18	0.34
H14-H13	446	8	0.45	1	12	0.24	0.44
H13-H12	108	8	0.42	1	12	0.22	0.42
H12-H11	333	8	0.48	1	12	0.24	0.46
H11-H64	198	8	0.48	1	12	0.24	0.48
H64-H71	161	8	0.57	1	12	0.28	0.48
H71-H3	35	8	0.51	1	12	0.26	0.56
C12-C1	265	6	0.72	1	8	0.39	0.6
C48-C11	179	6	0.56	6	6	0.48	0.8
C9-C8	84	6	0.52	1	6	0.44	0.72
C8-C7	401	6	0.56	1	6	0.48	0.8
C7-C6	448	6	0.52	1	6	0.44	0.72
C6-C5	87	6	0.52	1	6	0.44	0.72
C5-C4	328	6	0.56	1	8	0.33	0.51
C4-C3	436	6	0.56	1	8	0.33	0.48
C3-C2	398	6	0.56	1	8	0.33	0.51
C2-C1	204	6	1	1	8	0.48	0.78
C1-B16 (5)	402	8	0.51	1	8	0.45	0.69
B16-B15 (5)	327	8	0.54	1	8	0.48	0.75
B15-B49 (5)	331	8	0.54	1	8	0.48	0.75
B49-B14 (5)	328	8	0.54	1	8	0.45	0.72
B7-B6	380	12	1	1	15	0.46	0.46
B6-B5	158	12	0.38	0.52	15	0.24	0.24
B5-B52	176	12	0.6	1	15	0.37	0.37
B52-B4	360	12	0.52	0.8	15	0.32	0.32
B4-B3	465	12	0.68	1	15	0.42	0.42
B3-B2	239	12	1	1	15	0.5	0.5
B2-A1	181	12	0.62	1	15	0.38	0.38
A1-A2	80	12	0.82	1	15	0.46	0.46
A2-A5	244	12	1	1	15	0.46	0.46
A5-A8	124	15	1	1	18	0.49	0.67
A8-A9	61	15	0.37	0.48	18	0.25	0.32
A9-A10	181	15	1	1	18	0.53	0.73

**Table 16**  
**Proposed Capital Improvement Program**  
EPASD Master Plan Update  
East Palo Alto, California

Manhole (1)	Length (Feet) --	Existing Diameter (Inches) (2)	PDWF Predicted d/D (3)	PWWF Predicted d/D (3)	Proposed Diameter (Inches) (2)	PDWF Proposed d/D (4)	PWWF Proposed d/D (4)
A10-A15	299	15	0.51	0.7	18	0.35	0.44
A15-A16	435	15	1	1	18	0.52	0.7
A16-A21	296	15	0.67	1	18	0.43	0.56
A21-A23	155	15	0.5	0.67	18	0.33	0.43
A23-A22	14	15	0.32	0.42	18	0.23	0.28
D66-D65 (6)	413	6	0.72	0.68	6	0.6	0.6
D25-D24	301	6	0.36	1	8	0.21	0.45
D35-D34	178	6	1	1	8	0.54	0.78
D34-D33	293	6	0.56	0.76	8	0.3	0.42
D33-D24	450	6	0.72	1	10	0.39	0.51
D24-D23	350	8	0.57	1	10	0.38	0.55
D23-D22	73	8	0.66	1	10	0.38	0.58
D22-D21	149	8	0.78	1	10	0.48	0.67
D21-D19	391	8	0.72	1	10	0.46	0.62
D19-D10	48	8	0.45	0.6	10	0.31	0.38
D10-D3	489	8	1	1	10	0.5	0.67
D5-D4	70	8	0.84	1	10	0.46	0.58
D4-D3	296	8	0.84	1	10	0.46	0.58
D3-D2	363	12	1	1	15	0.51	0.69
D2-D1	53	12	1	1	16	0.6	1
D1-E4	354	12	0.82	1	16	0.42	0.54
E4-E3	357	12	0.7	1	16	0.38	0.48
E3-E2	280	12	1	1	16	0.45	0.59
E2-E1	283	12	0.82	1	16	0.42	0.54
E1-H9	270	12	1	1	16	0.56	0.8
H9-H73	246	12	1	1	16	0.51	0.7
H73-H74	101	12	1	1	18	0.48	0.64
H74-H8	113	12	1	1	18	0.43	0.57
H8-H7	233	12	1	1	18	0.51	0.69
H7-H75	90	12	1	1	18	0.44	0.59
H75-H6	260	12	1	1	18	0.44	0.59
H6-H5	9	12	1	1	18	0.36	0.47
H5-H4	260	15	1	1	18	0.57	0.79
H4-H3	7	15	0.82	1	18	0.51	0.67
H3-H2	31	15	0.77	1	18	0.49	0.71
H2-I11	37	15	0.43	0.61	18	0.31	0.41
I11-I10	380	15	0.78	1	18	0.51	0.72
I10-I9	221	15	0.69	1	18	0.45	0.64
I9-I8	155	15	1	1	20	0.53	0.77
I8-I7	238	15	1	1	20	0.36	0.48
I7-I6	259	15	0.67	1	20	0.38	0.52
E8-E7	355	8	1	1	12	0.38	0.52
E7-E6	311	8	1	1	12	0.36	0.48

**Table 16**  
**Proposed Capital Improvement Program**  
**EPASD Master Plan Update**  
**East Palo Alto, California**

<b>Manhole (1)</b>	<b>Length (Feet) --</b>	<b>Existing Diameter (Inches) (2)</b>	<b>PDWF Predicted d/D (3)</b>	<b>PWWF Predicted d/D (3)</b>	<b>Proposed Diameter (Inches) (2)</b>	<b>PDWF Proposed d/D (4)</b>	<b>PWWF Proposed d/D (4)</b>
A29-T29	345	18	0.39	0.51	24	0.26	0.33
T29-T28	234	18	0.37	0.48	24	0.25	0.32
T28-T27	162	18	0.77	1	24	0.47	0.62
T27-T26	356	18	0.49	0.65	24	0.32	0.42
T26-T25	306	18	0.45	0.6	24	0.3	0.38
T25-T24	282	18	1	1	24	0.53	0.73
T24-T23	317	18	0.47	0.63	24	0.31	0.4
T23-T22	446	18	0.52	0.72	24	0.34	0.44
T20-T19	332	18	0.37	0.49	28	0.21	0.27
T19-T18	500	21	0.78	1	28	0.47	0.62
T18-T17	540	21	0.78	1	28	0.46	0.61
T17-T16	482	21	1	1	28	0.49	0.64
T12-T1	6260	(6)	(6)	(6)	18	1	1

**Notes**

- (1) Manhole used to find Q and Depth over Diameter value.
- (2) Pipe Diameter directly downstream of Manhole.
- (3) Calculated by dividing the depth of flow by pipe diameter.  
This value is evaluated directly downstream of specified manhole under the existing PWWF condition including proposed injections.
- (4) Calculated by dividing the depth of flow by pipe diameter.  
This value is evaluated directly downstream of specified manhole under the existing PWWF condition including proposed injections and pipe size upgrades.
- (5) d/D improves with same size HDPE upgrade.
- (6) The new 18-inch diameter pipeline is the wet weather parallel pipeline.

**Abbreviations**

d/D: Depth over Diameter



## **Appendix B**

### **CCTV Survey Results**

## East Palo Alto Sanitary District Area 1 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
7/6/2022	C	Menalito Avenue	C10 - C8	6	6	PE	301	387.17	Modified line segment. Could not find C9	312C	23	4100	4	2	10	5
N/A	C	Menalito Avenue	C10 - C9	6	6	-	308		Could not find MH C9. C10 connects to CB, 7.6.22						0	
7/6/2022	C	Menalito Avenue	C11 - C10	6	6	PE	508	510.13		2400	8	0000	0	2	0	
7/5/2022	C	East Bayshore	C12 - C1	6	6	PVC	265	265.01		2000	20	0000	0	2	0	
7/5/2022	C	Poplar Avenue	C13 - C12	6	6	Unknown	481	335.79	MSA/Lined pipe. Camera could not move any further. Reverse	3022	34	3100	3	2	20	
7/1/2022	C	East Bayshore	C14 - C12	6	6	PVC	282	282.51	MSA/JAM. Camera is unable to get past this point. Reverse	382A	44	0000	0	2	0	
6/24/2022	C	Rahmar Avenue	C15 - C14	6	6	VCP	565	565.12		4530	50	3311	10	2	20	
7/1/2022	C	East Bayshore	C16 - C14	6	6	PVC	273	274.31		3425	40	0000	0	2	0	
6/24/2022	C	Addison Avenue	C17 - C16	6	6	VCP	333	315.4	There's a JAM 3' from the DSMH. Camera is unable to go past	4230	38	0000	0	3	8	
7/19/2022	C	Addison Avenue	C18 - C17	6	6	VCP	370	236.1	MSA/Protus could not crawl any further due to offset joint. No	413M	34	4135	19	2	16	
8/18/2022	C	Hwy 101	C19 - C2	6	6	VCP	264	73.18	MSA/OBM. Reverse inspection performed. Pipeline was CTV for	413G	26	413A	34	2	20	
7/17/2022	C	Menalito Avenue	C2 - C1	8	8	Unknown	204	136.75	MSA/OBM. Reverse inspection performed. Pipeline was CTV for	3024	38	5300	15	3	16	
8/19/2022	C	Hwy 101	C20 - C19	6	6	VCP	199	198.63	Broken at 5.1 ft, surface damage at 30 ft	439C	42	3113	6	2	20	
8/19/2022	C	Hwy 101	C21 - C19	6	6	VCP	284	152.45	MSA/Collapsed pipe. Reverse inspection performed. Pipeline is	534A	55	211A	12	2	30	
8/18/2022	C	West Bayshore Road	C22 - C21	6	6	VCP	92	91.17	Broken at 6 ft	4131	7	3A2A	50	2	5	
6/15/2022	C	Green Street	C23 - C3	6	6	VCP	400	400.17	Pipe has grease and is under water for about 360' fill the	413G	34	4834	44	2	20	5
6/15/2022	C	Green Street	C24 - C23	6	6	VCP	151	41.09	MSA/JOM. No reverse inspection performed because the	4132	10	1100	1	2	20	
6/15/2022	C	Rahmar Avenue	C25 - C23	6	6	VCP	303	302.5	Medium joint offset	4331	42	4632	30	2	0	5
7/17/2022	C	East O'Keefe Street	C27 - C5	6	6	VCP	222	222.93	Broken at 1.7ft	4132	10	4121	6	1	0	
7/17/2022	C	East O'Keefe Street	C28 - C27	6	6	PVC	43	41.19		0000	0	0000	0	0	0	
7/17/2022	C	East O'Keefe Street	C29 - C28	6	6	PVC	298	295.9		3200	6	4733	37	1	0	
7/17/2022	C	Menalito Avenue	C2A - C2	8	8	VCP	28	27.59	New line segment - Broken at 19.9 ft.	4436	34	0000	0	2	20	
N/A	C	Menalito Avenue	C3 - C2	6	6	-	398		Line has an uncharted manhole. See C2A						0	
7/12/2022	C	Menalito Avenue	C3 - C2A	8	8	PVC	370	370.18	New line segment	2300	6	0000	0	2	0	
6/29/2022	C	East O'Keefe Street	C30 - C27	6	6	VCP	163	161.85		3600	30	0000	0	3	0	
7/17/2022	C	East O'Keefe Street	C31 - C30	6	6	VCP	67	63.18		3600	18	0000	0	3	0	
7/17/2022	C	East O'Keefe Street	C32 - C30	6	6	VCP	147	147.55		3C00	30	2100	2	3	0	
7/17/2022	C	East O'Keefe Street	C33 - C32	6	6	VCP	71	65.68		3300	9	0000	0	3	0	
7/17/2022	C	East O'Keefe Street	C34 - C32	6	6	VCP	57	81.57		3A00	30	3121	5	2	0	
7/11/2022	C	O'Connor Street	C35 - C7	6	6	Unknown	403	400.9	Protus. This is the second inspection. First inspection	382A	50	4337	33	2	12	5
7/11/2022	C	O'Connor Street	C35 - C35	6	6	Unknown	92	91.6	Protus. This is the second inspection. First inspection	3226	18	0000	0	2	12	
7/11/2022	C	O'Connor Street	C37 - C36	6	6	Unknown	153	153.3	Protus. This is the second inspection. First inspection	3500	15	3200	6	3	12	5
7/11/2022	C	O'Connor Street	C39 - C37	6	6	VCP	164	166.4	Protus. This is the second inspection. First inspection	3300	9	0000	0	3	16	
7/12/2022	C	Menalito Avenue	C4 - C3	6	6	PE	436	437.26	This is the second inspection after heavy cleaning. The first	493B	66	3421	14	2	10	15
6/17/2022	C	Elliot Drive	C40 - C36	6	6	VCP	257	257.61	MSA/Root tap barrel. Reverse inspection performed. Substantial	4A39	67	562A	38	2	20	
6/17/2022	C	Elliot Drive	C41 - C40	6	6	VCP	191	191.74	substantial leakage throughout their entire length	4A3A	70	0000	0	3	20	
6/17/2022	C	Elliot Drive	C42 - C41	6	6	VCP	300	300.2	substantial leakage throughout their entire length	4C3B	70	3223	12	3	20	
7/12/2022	C	Menalito Avenue	C43 - C8	6	6	VCP	101	52.9	Protus. MSA/TBI. Heavy cleaning was performed. There is roots	473A	58	5142	13	2	16	
6/21/2022	C	Oak Court	C44 - C10	6	6	VCP	155	153.05	MSA/LR. Camera cannot move past bend.	433H	42	2111	3	2	16	
6/17/2022	C	Oak Court	C45 - C44	6	6	VCP	166	165.95	Broken pipe at 6ft, 41ft, 24ft	4469	43	3221	8	2	10	
6/17/2022	C	Oak Court	C46 - C45	6	6	VCP	256	255.42	Broken at 153ft with multiple cracks	479E	58	4234	20	2	0	
7/13/2022	C	Oak Court	C47 - C46	6	6	VCP	309	305.8	Broken at 153ft with multiple cracks	4C3C	70	4132	10	3	0	
7/6/2022	C	Woodland Avenue	C48 - C11	6	6	Unknown	179	178.14	MSA/ Reverse inspection complete	312B	23	0000	0	2	16	
7/8/2022	C	Woodland Avenue	C49 - C48	6	6	Unknown	248	245	Protus	332C	29	3200	6	2	12	
7/8/2022	C	Menalito Avenue	C5 - C4	6	6	Unknown	328	329.29	Pipeline has lots of debris	332C	29	0000	0	2	10	
7/8/2022	C	Woodland Avenue	C50 - C49	6	6	Unknown	361	358.3	Protus	332A	29	3311	10	2	12	
7/12/2022	C	Woodland Avenue	C51 - C50	6	6	Unknown	556	558.7	Protus. MSA/Reverse inspection complete. Pipe is deformed	3A21	32	4111	5	2	12	
7/12/2022	C	Menalito Avenue	C5 - C5	6	6	PE	87	86.97	Pipeline has lots of debris	4636	42	0000	0	3	20	10
7/6/2022	C	Menalito Avenue	C7 - C6	6	6	PE	448	449.15	Pipeline has lots of debris	2F00	20	4137	25	2	12	25
7/6/2022	C	Menalito Avenue	C8 - C7	6	6	PE	401	401.77	broken pipe located 100.08 ft from upstream	2C00	20	0000	0	2	16	
N/A	C	Menalito Avenue	C9 - C8	6	6	-	84		Line does not exist. C8 connects to C10. 7.6.22							
7/18/2022	C/D	Donohoe Street	C26 - D9	6	6	VCP	436	109.07	This is the second inspection after heavy cleaning and	5444	36	3124	11	2	20	
7/12/2022	C/D	O'Connor Street	D29 - C37	6	6	Unknown	130	130.2	Protus	3900	27	3111	4	2	8	10
7/14/2022	D	Hwy 101	D10 - D3	10	10	Unknown	489	109.76	MSA/80% grease in line. No heavy cleaning performed because	463C	54	4800	32	3	20	10
6/23/2022	D	Manhattan Avenue	D19 - D10	10	10	PVC	48	49.38	Line is sagging. Camera was under water for most of the	3A00	30	4222	12	3	0	20
7/14/2022	D	Donohoe Street	D2 - D1	10	10	VCP	53	51.98		3A22	34	0000	0	2	0	
N/A	D	West Bayshore Road	D21 - D19	8	8	HDPE	391		Heavy Cleaning/high flow. Night work. HDPE. This line cannot be		40	3A	30		20	

## East Palo Alto Sanitary District Area 1 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dia (Inch)	Actual Diameter (Inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
N/A	D	Euclid Avenue	D22 - D21	8	8	HDPE	149	72.58	Grease/surcharged. Requires heavy cleaning. HDPE. This line	3800	30	3A	30	2	26	10
8/17/2022	D	Euclid Avenue	D23 - D22	8	8	PE	73	350.88	Pipeline had heavy grease	2400	20	412A	14	2	8	8
6/23/2022	D	Euclid Avenue	D24 - D23	8	8	PE	350	350.88	Pipeline had heavy grease	4338	36	311A	13	2	16	8
6/16/2022	D	O'Connor Street	D25 - D24	6	6	VCP	301	229.03	large offset between joints and unable to video it at length of	423D	38	1500	5	2	20	8
6/16/2022	D	O'Connor Street	D26 - D25	6	6	VCP	157	157.25	broken pipe due to tree roots between 23-26 ft.	413G	34	2117	9	2	8	5
6/16/2022	D	O'Connor Street	D27 - D26	6	6	VCP	392	392.97	Clogged, extensive cleaning required	4138	28	1A00	10	1	8	8
6/15/2022	D	O'Connor Street	D28 - D27	6	6	VCP	81	80.57	Clogged, extensive cleaning required	443H	46	4132	10	2	8	8
6/15/2022	D	O'Connor Street	D29 - D28	6	6	VCP	130	464.75	Line has an unanchored manhole, See D3 - D3A	413J	34	211B	12	1	0	5
N/A	D	Donohoe Street	D3 - D2	10	10	VCP	11	10.8	Surface Damage Roughness Increased	0000	0	4100	4	4	0	0
7/14/2022	D	Donohoe Street	D3 - D3A	10	10	VCP	436	437.56		0000	0	0000	0	0	0	0
6/16/2022	D	Byers Drive	D30 - D26	6	6	VCP	153	146.85		0000	0	0000	0	0	0	0
6/16/2022	D	Falk Court	D31 - D30	6	6	VCP	126	121.76		0000	0	3300	9	3	0	0
6/16/2022	D	Falk Court	D32 - D30	6	6	VCP	126	121.76		0000	0	0000	0	0	0	0
6/16/2022	D	Falk Court	D33 - D24	8	8	PE	450	448.65		312E	23	0000	0	2	0	0
6/21/2022	D	Euclid Avenue	D34 - D33	8	8	PE	293	294.9		0000	0	0000	0	0	0	0
6/21/2022	D	Woodland Avenue	D35 - D34	6	6	VCP	178	173.94	Fracture Multiple at 73ft	423F	38	211A	12	2	0	0
6/21/2022	D	Oak Court	D36 - D35	6	6	VCP	251	221.23	MSA/Broken. Reverse inspection attempted. broken pipe at	5146	29	411A	14	2	16	0
6/21/2022	D	Oak Court	D37 - D36	6	6	VCP	368	370.18	MSA/Broken. Reverse inspection complete	4630	54	4533	29	2	0	0
6/21/2022	D	Oak Court	D38 - D37	6	6	VCP	238	3.2	MSA/Broken. No reverse inspection can be performed because	5141	9	1100	1	3	30	0
6/21/2022	D	Oak Court	D39 - D37	6	6	Unknown	84	342.1	New line segment. Proteus was used to inspect this line. Broken	5141	9	1500	5	2	30	0
N/A	D	Oak Court	D39 - D38	6	6	-	84		Cleanout D38 does not exist. Line ends at MH D37. 7.13.22.						8	0
7/14/2022	D	Donohoe Street	D3A - D2	10	10	VCP	355	354.98	Broken at 4.2ft	413J	34	211B	12	2	0	0
7/14/2022	D	Donohoe Street	D4 - D3	8	8	VCP	296	255.52	Fracture Multiple at 131ft	413I	34	2300	6	2	0	0
7/18/2022	D	French Court	D40 - D37	6	6	VCP	194	204.73	This is the second inspection after using a root cutter. The first	5145	25	4332	18	2	30	0
6/23/2022	D	O'Connor Street	D41 - D24	6	6	VCP	191	183.04	Broken at 51 ft and 122 ft	453D	50	312D	23	2	0	0
6/23/2022	D	O'Connor Street	D42 - D41	6	6	VCP	100	100.67	Crack Multiple at 7.6ft & 69.2ft	443L	34	0000	0	2	0	0
6/23/2022	D	East O'Keefe Street	D43 - D41	6	6	VCP	517	543.42	MSA/Broken. Reverse inspection complete broken pipe at 209ft	443L	46	312D	23	2	8	0
6/23/2022	D	East O'Keefe Street	D44 - D43	6	6	VCP	113	74.78	Broken at 72.2ft	413A	34	2216	10	2	0	0
6/14/2022	D	East O'Keefe Street	D47 - D22	6	6	VCP	299	299	Grease build up at 269 ft	372D	41	312B	23	2	5	5
6/14/2022	D	East O'Keefe Street	D48 - D47	6	6	VCP	401	401.37	5% Grease build up at 335ft	4138	28	2213	7	2	12	5
6/14/2022	D	East O'Keefe Street	D49 - D48	6	6	VCP	400	399.77	Broken at 264 ft, 90% blockage by a root ball at 137 ft	4231	11	4231	11	1	12	0
7/17/2022	D	East O'Keefe Street	D50 - D49	6	6	Unknown	70	99.97		2400	8	0000	0	2	0	0
6/24/2022	D	West Bayshore Road	D51 - D7	6	6	VCP	422	419.56	Broken at 418.9 ft	413C	34	3221	8	2	0	0
6/24/2022	D	West Bayshore Road	D52 - D51	6	6	VCP	458	444.15	MSA/O.L. Camera cannot move any further. Reverse inspection	514A	45	4215	23	2	20	5
6/24/2022	D	West Bayshore Road	D53 - D52	6	6	VCP	267	267.21	Broken at 262 ft	4122	8	1300	3	1	8	0
6/24/2022	D	West Bayshore Road	D54 - D53	6	6	VCP	248	247.62	Joint Separated Medium	423A	38	4211	9	2	0	5
6/13/2022	D	Addison Avenue	D55 - D54	6	6	VCP	252	251.62		3422	34	0000	0	2	0	0
6/22/2022	D	Woodland Avenue	D56 - D35	6	6	VCP	286	287.51	MSA/Reverse inspection complete. broken at 146.7 ft	413C	34	2300	6	2	16	0
6/22/2022	D	Woodland Avenue	D57 - D56	6	6	VCP	197	196.64	Offset Joint 4' from MH	433N	42	4231	11	2	12	0
6/22/2022	D	Woodland Avenue	D58 - D57	6	6	VCP	158	156.95		0000	0	1600	6	1	0	0
6/22/2022	D	Woodland Avenue	D59 - D58	6	6	VCP	151	152.25		0000	0	3C12	32	2	0	0
8/12/2022	D	Hwy 101	D6 - D5	8	8	Unknown	246	263.21	Joint Offset Large at 112ft	413I	34	0000	0	2	0	0
6/22/2022	D	Woodland Avenue	D60 - D59	6	6	VCP	113	111.66		0000	0	321A	16	1	0	0
6/22/2022	D	Woodland Avenue	D61 - D60	6	6	VCP	101	95.07	Joint Offset Large at 91 ft	4100	4	3100	3	3	12	0
6/22/2022	D	Emma Lane	D62 - D59	6	6	VCP	248	240.92	D62 is cleanout with "water" lid	3100	3	4131	7	1	8	0
7/5/2022	D	East Bayshore Road	D63 - D5	8	8	VCP	297	307.1		2B00	20	3123	9	2	0	0
7/5/2022	D	East Bayshore Road	D64 - D63	6	6	VCP	471	472.65	MSA/Reverse inspection complete	4135	19	1300	3	2	20	5
7/19/2022	D	East Bayshore Road	D65 - D64	6	6	VCP	448	456.4	Pipe is damaged. MSA/Crawler cannot move any further.	3G24	38	4117	11	2	20	0
7/5/2022	D	Oakwood Drive	D66 - D65	8	8	Unknown	413	410.36		0000	0	0000	0	0	0	0
7/1/2022	D	Glen Way	D67 - D63	6	6	VCP	294	294.7	Pipe broken at 231.1 ft	5143	17	3100	3	2	0	0
7/1/2022	D	Green Street	D68 - D67	6	6	VCP	139	141.75	Surface Damage at 94ft. pipeline has multiple cracks	3C2A	50	3215	11	2	10	0
7/1/2022	D	Green Street	D69 - D67	6	6	VCP	259	109.76	MSA/TBI. No reverse inspection performed because the	523C	40	5121	7	3	8	0
8/12/2022	D	West Bayshore Road	D7 - D6	6	6	VCP	388	399.27	5% grease build up and 90% sag	544F	60	3128	19	3	0	15
6/24/2022	D	Dumbarton Avenue	D70 - D51	6	6	VCP	71	66.68		3323	15	1100	1	2	0	0
7/11/2022	D	Oakwood Drive	D71 - D52	6	6	VCP	130	128.8	Proteus. This is the second inspection. First inspection	463D	46	3114	7	2	12	0
6/23/2022	D	Manhattan Avenue	D73 - D76	10	10	PVC	277.11	277.11		0000	0	0000	0	0	0	0

## East Palo Alto Sanitary District Area 1 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
6/23/2022	D	Manhattan Avenue	D74 - D73	8	8	Unknown	210	300.9	-	0000	0	0000	0	0	0	0
6/23/2022	D	Manhattan Avenue	D75 - D74	8	8	Unknown	195	187.44	-	0000	0	0000	0	0	0	0
6/23/2022	D	Manhattan Avenue	D76 - D19	10	10	PVC	99	55.78	-	3900	27	4100	4	3	0	0
6/15/2022	D	Donohoe Street	D8 - D7	6	6	VCP	158	153.95	broken pipe at 100.08 ft from upstream	5148	37	4332	18	2	30	10
6/14/2022	D	Donohoe Street	D9 - D8	6	6	VCP	496	498.04	Broken at 21ft, multiple cracks	483R	70	4132	10	2	8	
7/18/2022	O	West Bayshore Road	O10 - O9	8	8	VCP	157	156.65	-	332A	29	2811	21	2	0	0
6/27/2022	O	West Bayshore Road	O11 - O10	8	8	VCP	259	260.21	-	312A	23	412A	24	2	0	0
6/27/2022	O	West Bayshore Road	O12 - O11	8	8	VCP	394	395.57	-	2C00	20	3123	9	1	0	0
6/27/2022	O	West Bayshore Road	O13 - O12	8	8	Other	415	417.56	-	2A00	20	4111	5	2	0	0
6/27/2022	O	West Bayshore Road	O14 - O13	8	8	VCP	130	128.86	-	0000	0	0000	0	0	0	0
7/1/2022	O	West Bayshore Road	O15 - O14	8	8	Unknown	308	308.6	Broken at 131.9 ft	2300	6	1100	1	1	0	0
7/1/2022	O	Capitol Avenue	O16 - O15	6	6	VCP	235	233.82	Broken at 85 ft	439E	42	3118	11	2	15	0
8/1/2022	O	West Bayshore Road	O17 - O3	8	8	VCP	161	159.15	After removing roots and debris from the exit of the pipe at MSA/Reverse inspection performed.	2800	20	4131	7	1	0	0
8/1/2022	O	West Bayshore Road	O18 - O17	8	8	VCP	264	162.35	Broken at 81.02 ft, 311 ft, and 320 ft.	3226	18	1A00	10	1	0	0
6/30/2022	O	Woodland Avenue	O19 - O17	6	6	VCP	86	85.57	MSA/TBI. Reverse inspection complete. Pipe had multiple	4127	16	1300	3	1	0	0
N/A	O	Woodland Avenue	O20 - O19	6	6	-	116	-	Broken at 85 ft	5A	50	-	-	-	20	0
6/30/2022	O	Woodland Avenue	O21 - O19	6	6	VCP	394	394.97	After removing roots and debris from the exit of the pipe at MSA/Reverse inspection performed.	443N	46	423A	38	2	20	0
6/30/2022	O	Woodland Avenue	O22 - O21	6	6	VCP	348	347.89	Broken at 81.02 ft, 311 ft, and 320 ft.	5147	33	4232	14	2	20	0
8/1/2022	O	Woodland Avenue	O23 - O22	6	6	VCP	470	377.87	MSA/TBI. Reverse inspection complete. Pipe had multiple	483H	62	4333	21	2	20	0
6/30/2022	O	Woodland Avenue	O24 - O23	6	6	VCP	97	95.77	-	3200	6	5141	9	2	0	0
8/18/2022	O	Clarke Avenue	O25 - O7	6	6	VCP	177	177.34	This is the second inspection. The first inspection on 6.29 can be	4231	11	4132	10	2	8	0
6/28/2022	O	Clarke Avenue	O26 - O25	6	6	VCP	333	332.89	Broken at 1.25ft	453F	50	3122	7	2	0	0
6/28/2022	O	Clarke Avenue	O27 - O26	6	6	VCP	65	65.98	-	3622	20	1100	1	2	0	0
8/18/2022	O	Woodland Avenue	O28 - O26	6	6	VCP	434	443.76	MSA/Reverse inspection complete. Proteous. pipeline has a	5149	41	4235	23	2	10	0
8/18/2022	O	Woodland Avenue	O29 - O28	6	6	VCP	143	160.5	Surcharged MH with substantial crud on water surface.	4127	16	4113	7	2	12	10
8/17/2022	O	Woodland Avenue	O29 - O30	6	6	VCP	220	225.93	Surcharged MH with substantial crud on water surface.	433E	42	3128	23	2	12	0
6/29/2022	O	Newell Road	O30 - O35	6	6	ACP	176	176.34	-	271F	24	0000	0	1	0	0
6/29/2022	O	Newell Road	O31 - O30	6	6	VCP	90	44.79	Visible soil	5242	18	0000	0	2	30	0
6/29/2022	O	Woodland Avenue	O32 - O31	6	6	VCP	258	258.41	Broken at 3.2 ft and 226 ft	5141	9	4432	22	2	30	0
6/29/2022	O	Woodland Avenue	O33 - O32	6	6	VCP	263	227.22	Visible soil	4236	26	2312	8	2	12	0
6/29/2022	O	Newell Road	O34 - O10	6	6	ACP	268	267.41	-	3H11	40	3111	4	2	0	0
6/29/2022	O	Newell Road	O35 - O34	6	6	ACP	315	318.99	-	3A2D	50	2112	4	1	0	0
6/29/2022	O	Newell Road	O36 - O30	6	6	ACP	164	159.85	-	0000	0	312D	23	2	0	0
6/28/2022	O	Mission Drive	O37 - O25	6	6	VCP	81	70.48	50% sagging pipe	3400	12	4200	8	3	0	10
6/28/2022	O	Mission Drive	O38 - O37	6	6	VCP	117	115.36	-	3121	5	4100	4	3	0	0
6/28/2022	O	Mission Drive	O39 - O37	6	6	VCP	41	41.29	-	0000	0	0000	0	0	0	0
6/28/2022	O	West Bayshore Road	O4 - O3	8	8	VCP	277	276.11	85% sag, 10% grease build up	5A49	86	3128	23	2	0	25
6/28/2022	O	Mission Drive	O40 - O39	6	6	VCP	37	34.89	-	0000	0	0000	0	0	0	0
7/19/2022	O	Mission Drive	O41 - O40	6	6	Unknown	45	45.4	Proteous. seemed to be different material assuming to be Cast	3900	27	0000	0	3	16	0
6/28/2022	O	Mission Drive	O42 - O39	6	6	VCP	48	48.08	-	3100	3	0000	0	3	0	0
6/28/2022	O	Mission Drive	O43 - O42	6	6	VCP	182	181.44	-	3200	6	0000	0	3	0	0
6/28/2022	O	Mission Drive	O44 - O43	6	6	VCP	69	68.48	Joint Separated Large at 3.6ft	4131	7	0000	0	3	0	0
6/28/2022	O	Mission Drive	O45 - O8	6	6	VCP	66	42.39	Broken at 38.7ft	4131	7	0000	0	2	0	0
6/28/2022	O	Mission Drive	O46 - O45	6	6	VCP	213	174.04	Broken at 3.7ft, Joint Separated Medium along the pipe	4137	25	0000	0	2	0	0
6/28/2022	O	Mission Drive	O47 - O45	6	6	VCP	72	71.38	-	0000	0	0000	0	0	0	0
6/28/2022	O	Mission Drive	O48 - O47	6	6	VCP	122	120.36	Surface Damage at 119ft	3421	14	0000	0	2	12	0
6/28/2022	O	Mission Drive	O49 - O47	6	6	VCP	73	72.28	Crack at 68.7 ft	1100	2	0000	0	1	0	0
8/11/2022	O	West Bayshore Road	O5 - O4	8	8	Unknown	399	398.77	Noticeable sagging	462E	44	4435	32	2	0	15
6/28/2022	O	Mission Drive	O50 - O49	6	6	VCP	172	171.84	Joint Offset Large at 170 ft	4138	28	0000	0	3	0	0
N/A	O	Cooley Avenue	O51 - O13	6	6	-	468	-	Line has an uncharted manhole, see MH 051A	2E00	20	432A	32	2	0	5
8/17/2022	O	Cooley Avenue	O51 - O51A	6	6	VCP	234	233.82	10% grease build up	4836	50	2100	2	2	0	10
8/17/2022	O	Cooley Avenue	O51A - O13	6	6	VCP	236	236.12	5% grease build up, 60% sag	302D	50	0000	0	2	0	0
6/27/2022	O	Scotfield Street	O52 - O51	6	6	VCP	213	210.83	-	38	3121	5	2	2	0	0
6/27/2022	O	Circle Drive	O53 - O52	6	6	VCP	188	222.13	Broken at 204ft	5142	13	1400	10	2	30	0
6/27/2022	O	Scotfield Street	O54 - O52	6	6	VCP	380	380.17	Pipe is broken at 26.08 feet.	433I	42	3125	13	2	8	0
7/1/2022	O	Woodland Avenue	O55 - O54	6	6	VCP	399	398.39	MSA/Reverse inspection Complete.	3N24	38	3221	8	2	0	0
7/1/2022	O	Woodland Avenue	O56 - O55	6	6	VCP	377	378.18	-	38	3221	8	2	2	0	0

## East Palo Alto Sanitary District Area 1 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dia (Inch)	Actual Diameter (Inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
6/27/2022	0	Cookley Avenue	O57 - O51	6	6	VCP	365	365.48	Cracks and surface damage along the pipe	443A	46	2116	8	2	0	
6/27/2022	0	Cookley Avenue	O58 - O57	6	6	VCP	403	184.54	MSA/Trap break in intruding. No reverse inspection performed	5143	17	5100	5	3	30	
7/14/2022	0	Highway 102	O59 - O60	14	10	VCP	40	8.7	-	0000	0	2100	2	2	0	
7/18/2022	0	West Bayshore Road	O59 - O7	8	8	VCP	182	182.34	-	5141	9	4131	7	2	30	10
7/14/2022	0	West Bayshore Road	O6 - O5	8	8	Other	399	400.67	Soil is visible at 167ft, 50% sag	3700	21	3111	4	2	0	
7/14/2022	0	West Bayshore Road	O60 - O61	14	14	PVC	199	203.63	-	2800	20	2500	20	2	0	
7/19/2022	0	West Bayshore Road	O7 - O6	8	8	Unknown	427	428.46	-	2200	4	0000	0	2	0	
7/18/2022	0	West Bayshore Road	O8 - O59	8	8	VCP	103	102.77	-	3427	26	4123	10	1	0	
7/18/2022	0	West Bayshore Road	O9 - O8	6	8	VCP	140	141.35	15% grease buildup at 96ft	3423	36	3622	22	2	0	5
N/A	O/M	East Bayshore Road	O61 - M8	14		-	12		O61 is buried. The crew attempted to inspect it from O60 but						0	
8/11/2022	O/N	Highway 101	O3 - N8	8	10	Unknown	205	208.33	O3 was surcharged.	3H127	44	0000	0	2	8	10

## East Palo Alto Sanitary District Area 2 CCTV Survey Results

Date Inspected	Area	Location/Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (inch)	Pipe Material	Pipeline Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Total	O&M Grade	O&M Scores	Score for Notable Defects	Sag >40%
1/11/2023	B	Bay Road	B5 - B52	12	12	PVC	176	180.56	Numerous 90% sags. Accumulated grease and debris	5E00	50	3428	32	5	30
1/17/2023	B	Bay Road	B6 - B5	12	12	PVC	158	158.71	Numerous 85% sags. accumulated grease and debris	4C28	56	3120	23	0	25
12/14/2022	B	Bay Road	B12 - B11	12	12	PVC	277	280.75	Grease accumulated on the sides of pipe starting at 100 feet from B12, and pipe is over 70% sagging.	5U00	50	4D3H	70	5	15
12/14/2022	B	Palo Verde Avenue	B27 - B25	6	6	VCP	318	320.83	Broken at 35, 193 & 260 ft. Multiple fractures and cracks	4B3C	70	3F28	50	10	0
12/16/2022	B	Gloria Way	B37 - B6	6	6	VCP	262	264.52	Broken at 9.3, 103, 136.8, 171.1 and 209.3ft. 65% sag for 25 ft	4D3A	70	3E18	32	10	15
12/16/2022	B	Gloria Way	B50 - B37	6	6	VCP	205	206.31	Pipeline is 80% sagging from 50 to 60 ft from B50. Broken at 111.8 and 148.9 ft.	544A	60	3116	9	15	25
12/12/2022	B	Poplar Avenue	B17 - B13	6	6	VCP	501	502.79	Broken at 103, 212, 246, 416, and 502 feet	4F3C	70	351A	25	10	0
12/14/2022	B	Dumbarton Avenue	B31 - B29	6	6	VCP	257	258.81	Broken at 5, 15, 33, 76, 220, 222, and 234 ft	4D3B	70	341B	22	10	0
12/13/2022	B	Addison Avenue	B21 - B11	6	6	VCP	400	401.19	Broken at 176 and 214 feet from B21	4B3B	70	341A	16	10	0
12/14/2022	B	Bay Road	B11 - B10	12	12	VCP	201	203.3	80% sagging all line long till 20 feet from B10	4F00	40	3E00.0	30	0	25
12/12/2022	B	Raimar Avenue	B19 - B12	6	6	VCP	500	501.29	Broken at 13, 52, 60, 163, and 497 feet	4B3F	70	3412	14	10	0
12/9/2022	B	Menalto Avenue	B16 - B15	8	8	VCP	327	329.85	-	4A3E	70	0	0	0	0
12/16/2022	B	Ursula Way	B40 - B39	6	6	VCP	306	356.9	Broken at 5.8, 180.2, and 253.7 ft	4F3C	70	4432	22	0	0
12/13/2022	B	Oakwood Drive	B26 - B25	6	6	VCP	402	405.4	Broken at 285 and 190 feet from B26. This pipeline has multiple cracks and fractures along the line (every joint)	4D3C	70	3222	10	10	0
12/15/2022	B	Palo Verde Avenue	B34 - B8	6	6	VCP	251	252	Broken at 260, 244-246, and 141 ft	4B3A	70	3311	10	10	0
1/11/2023	B	Bay Road	B7 - B6	12	12	PVC	380	383.35	Numerous 85% sags	0000	0	2E00	20	0	25
12/14/2022	B	Palo Verde Avenue	B28 - B27	6	6	VCP	202	204.6	Broken at 163 ft. Multiple cracks along the pipeline	4A3A	70	3115	8	10	0
1/12/2023	B	Bay Road	B3 - B2	12	12	XXX	239	240.27	Sagging 50% to 65%	0000	0	322C	26	0	15
12/9/2022	B	Menalto Avenue	B16A - B16	8	8	PVC	390	389.57	Pipeline is 65% sagging.	4A3F	70	0	0	0	15
12/15/2022	B	Weeks Street	B30 - B29	6	6	VCP	243	250.09	Broken at 6.7, 120.3 and 242.5 ft	4B3A	70	3111	4	10	0
12/13/2022	B	Addison Avenue	B22 - B21	6	6	VCP	400	219.43	Broken at 20.8, 82.6, 133.3, and 170.3 feet. An intruding lateral at 219 feet from B22 prevented the inspection from being	4B39	67	5100	5	10	0
12/14/2022	B	Dumbarton Avenue	B33 - B31	6	6	VCP	280	281.55	Broken at 34, 146, 161, 125, and 219 feet from B31. Soil was visible at 216 ft.	514B	45	341B	22	15	0
12/15/2022	B	Palo Verde Avenue	B35 - B34	6	6	VCP	364	365.32	Broken and soil is visible at 10.8 and 210.6 ft	524B	50	3511	16	15	0
12/15/2022	B	Dumbarton Avenue	B29 - B9	6	6	VCP	211	210.61	Broken at 17 ft	4A3A	70	0	0	0	10
12/12/2022	B	Raimar Avenue	B20 - B19	6	6	VCP	585	591.06	Broken at 297, 391, 394, 416, 493, and 556 feet. Also broken at 414 and 343 where soil is visible	524F	50	4232	14	15	0
1/12/2023	B	Bay Road	B4 - B3	12	12	XXX	465	466.22	Accumulated grease	5100	5	2D00	20	5	0
12/14/2022	B	Bay Road	B9 - B8	12	12	PVC	351	354.4	Pipeline is 60% sagging for the last 60 feet from B9	4138	64	0	0	0	10
12/16/2022	B	Grace Avenue	B43 - B37	6	6	VCP	363	362.01	Broken at 171.6ft	473A	58	1500	5	10	0
12/16/2022	B	Ursula Way	B39 - B38	6	6	VCP	301	315.02	Broken with visible soil at 11.9, 133.6-139, 238.2, 293.7, and 306 to 310 ft	514A	45	3513	18	10	0
12/14/2022	B	Bay Road	B13 - B12	12	12	PVC	263	264.32	Accumulated grease	4632	46	2A00	20	5	0
12/13/2022	B	Oakwood Drive	B24 - B10	6	6	VCP	493	496.38	Multiple fractures and cracks along the pipeline	4C38	64	0	0	5	0
1/12/2023	B	Bay Road	B52 - B4	12	12	XXX	360	360.91		0000	0	312K	23	0	0
12/15/2022	B	Ulta Lane	B32 - B31	6	6	VCP	254	251.9	Broken at 162 ft, and collapsed at 252 ft (by the clean out)	5147	33	3413	15	15	0
12/19/2022	B	Fordham Street	B44 - B2	6	6	VCP	296	290.47	Broken at 56.7, 27, 73, 144.1, 231, 261.8, and 289.9 ft	5249	46	3100	3	10	0
12/13/2022	B	Oakwood Drive	B25 - B24	6	6	VCP	406	409.2	Broken at 377 and 391 feet	514D	45	1400	4	10	0
12/9/2022	B	Menalto Avenue	B15 - B49	8	8	VCP	331	333.86		3C00	30	3100	3	0	0
12/14/2022	B	Bay Road	B10 - B9	12	12	PVC	290	290.77	Pipeline was at full capacity	3F28	46	0	0	5	0
12/19/2022	B	Fordham Street	B45 - B44	6	6	VCP	301	299.49	Broken at 65.6ft	4633	33	3114	7	10	0
12/16/2022	B	Ursula Way	B42 - B38	6	6	PVC	341.9	341.9	MH B41 on Ursula Way not found/nonexistent. One pipeline from B42 to B38. Located in a residential area	5148	45	0	0	0	0
12/15/2022	B	Palo Verde Avenue	B35A - B35	6	6	VCP	207	186.27	Unmapped and paved over manhole found at 186 ft from B35, named B35A during the inspection.	433A	42	1100	1	0	0

## East Palo Alto Sanitary District Area 2 CCTV Survey Results

Date Inspected	Area	Location/Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (inch)	Pipe Material	Pipeline Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Total	O&M Grade	O&M Scores	Score for Notable Defects	Sig >40%
12/9/2022	B	Menalto Avenue	B49 - B14	8	8	VCP	328	329.35		3200	6	0	0	0	0
1/11/2023	B	Bay Road	B8 - B7	12	12	PVC	371	375.14	Numerous 85% sags	0000	0	0000	0	0	25
12/13/2022	B	Addison Avenue	B22 - B21	6	6	VCP	33	33.47	Broken at 6, 20.8, 79, 82, 133, and 170 ft	4131	7	5100	5	10	0
12/14/2022	B	Bay Road	B14 - B13	12	12	PVC	253	255.3		2A00	20	0	0	0	0
12/15/2022	B	Ursula Way	B51 - B50	6	6	PVC	282	282.76		2D00	20	0	0	0	0
12/19/2022	B	Fordham Street	B44 - B2	6	6	VCP	7	7	Broken at 28, 73, 144, 231, and 261 ft. Broken with visible soil at 289 ft	4100	4	0	0	15	0
12/16/2022	B	Glen Way	B48 - B7	6	6	VCP	450	6.41	Inspection was abandoned at 4.6 ft from B7 and the upstream is a cleanout.	4200	8	0	0	10	0
12/16/2022	B	Gloria Way	B38 - B50	6	6	VCP	39	39.78		3126	15	0	0	0	0
12/15/2022	B	Palo Verde Avenue	B36 - B35A	6	6	UNK	49	49	Broken at 13.7 ft	0	0	0	0	10	0
12/12/2022	B	Poplar Avenue	B18 - B17	6	8	PVC	497	502.39	New pipeline	2200	4	0	0	0	0
1/23/2023	B	Bay Road	B46 - B5	12	6	PVC	17	17		3100	3	0000	0	0	0
12/13/2022	B	Addison Avenue	B23 - B22	6	8	PVC	380	382.45	New pipeline	0	0	0	0	0	0
12/16/2022	B	Ursula Way	B41 - B38	8	0	N.A.	170	0	MH B41 on Ursula Way not found/nonexistent. One pipeline from B42 to B38. Located in a residential area.	0	0	0	0	-	-
12/16/2022	B		B42 - B41	8	0	N.A.	166	0	MH B41 on Ursula Way not found/nonexistent. One pipeline from B42 to B38. Located in a residential area.	0	0	0	0	-	-
1/23/2023	B	Bay Road	B47 - B46	12	6	PVC	158	161		0000	0	0000	0	0	0
12/9/2022	B / C	Menalto Avenue	C1 - B16A	8	8	PVC	17	17.1	Unmapped MH was located 17 ft from C1 named B16A during the inspection	3300	9	0	0	0	0
1/13/2023	D/E	Donohoe Street	D1 - E4	10	10	VCP	354	356.6	Multiple fractures and cracks. Sagging 50-75%	413F	70	4D31	43	5	20
1/13/2023	E	Donohoe Street	E4 - E3	10	10	VCP	357	359.01	Broken at 34, 37, 43, 49, 56, 96, and 355 ft	4K3K	70	4911	37	10	0
1/10/2023	E	Capitol Avenue	E20 - E7	6	6	VCP	504	507.8	Broken at 27, 110.3, 237.8, 282.5, 199, and 466 ft. 75% sagging between 360 and 460 ft	4B39	67	4A32	46	10	20
1/13/2023	E	Cooley Avenue	E2 - E1	12	12	PE	289	284.86		473F	58	0000	0	0	15
1/13/2023	E	Cooley Avenue	E3 - E2	12	12	PE	280	283.16		4C3D	70	0000	0	0	0
12/22/2022	E	Capitol Avenue	E46 - E7	6	6	VCP	501	499.98	Broken at 103.1, 200.5 and 348.8 ft	5B4C	90	3500	15	10	0
12/22/2022	E	Cooley Avenue	E6 - E1	12	12	PVC	501	501.19	Accumulated grease. 75% in few segments	4C3E	70	4132	10	5	20
12/20/2022	E	Dumbarton Avenue	E30 - E29	6	6	VCP	502	509.7	Broken at 41.4, 123, 141, 306.7, and 375.7 ft	4D3D	70	2800	20	10	0
12/20/2022	E	Dumbarton Avenue	E33 - E29	6	6	VCP	229	459.4	Broken at 123.8 ft. In addition, pipeline is 50% sagging in the last 10ft from E33	4B3D	70	3121	5	15	10
12/19/2022	E	Glen Way	E36 - E15	6	6	VCP	420	423.83	Broken at 97.2, 207.8, 353, and 48 ft	574E	75	4114	8	15	0
12/22/2022	E	Bell Street	E9 - E8	12	12	PVC	340	344.18	A few fractures were noticed	4C2F	60	4B2A	32	5	0
1/10/2023	E	Capitol Avenue	E21 - E20	6	6	VCP	386	312.21	Broken at 262.3 and 187 ft	4D38	64	3721	23	10	0
12/20/2022	E	Bell Street	E31 - E29	6	6	VCP	252	246.18	Broken at 83, 125.4 ft	4B3A	54	2A18	28	10	0
12/21/2022	E	Euclid Avenue	E42 - E10	6	6	VCP	551	553.69	Multiple fractures and cracks	4D3C	70	4134	16	5	0
12/20/2022	E	Bell Street	E29 - E12	6	6	VCP	247	241.78	Broken at 5.6 and 106.8 ft. In addition, pipe was damaged with visible soil at 236 ft	5148	45	422D	28	15	0
1/10/2023	E	Cooley Avenue	E48 - E6	6	6	VCP	498	502.09	Broken at 148, 290, 299.7, and 330 ft	463B	70	3200	6	10	0
12/22/2022	E	Bell Street	E8 - E7	12	12	PVC	355	359.01		332G	29	2G00	20	0	0
12/21/2022	E	Euclid Avenue	E26 - E25	6	6	VCP	488	492.57	Broken at 17.1, 169.6, and 291.2 ft	4A3A	70	3111	4	10	0
12/19/2022	E	Garden Street	E15 - E14	8	8	VCP	246	250.09	Broken at 88 and 236 ft	4A3A	70	0	0	10	0
12/20/2022	E	Lincoln Street	E35 - E14	6	6	VCP	333	331.05	Broken at 7.1 and 233 ft	4A3A	70	0	0	10	0
12/20/2022	E	Garden Street	E14 - E13	8	8	VCP	186	166.63	Multiple fractures and cracks along the line	4A3A	70	3111	4	5	0
12/21/2022	E	Lincoln Street	E13 - E12	8	8	VCP	450	458.7	Broken lateral at 326.6 ft from E13	4A3E	70	3221	8	0	0
12/21/2022	E	Euclid Avenue	E25 - E50	6	6	VCP	232	233.16	Broken at 68.4 ft	473A	58	3116	9	10	0
12/22/2022	E	Bell Street	E7 - E6	12	12	PVC	311	311.41		2400	20	2K00	20	0	0

## East Palo Alto Sanitary District Area 2 CCTV Survey Results

Date Inspected	Area	Location/Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (inch)	Pipe Material	Pipeline Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Total	O&M Grade	O&M Scores	Score for Notable Defects	Sag >40%
12/20/2022	E	Dumbarton Avenue	E34 - E33	6	6	VCP	279	280.85	Broken at 37 and 79.7 ft	4437	61	3111	4	10	0
12/21/2022	E	Lincoln Street	E27 - E12	6	6	VCP	576	580.94	Broken at 138, 274, and 437 ft. In addition, the pipeline is broken with visible soil at 513 ft and 530 ft	5248	50	3221	8	15	0
12/21/2022	E	Euclid Avenue	E50 - E10	6	6	VCP	218	219.93	Multiple fractures and cracks	463A	54	3212	8	10	0
12/21/2022	E	Capitol Avenue	E47 - E46	6	6	VCP	455	454.89	Broken at 171.5, 174.8, 187.3, 235.4, 270.8, 348.2, 368.2, 427.8, 429.8, and 440 ft	594D	55	3200	6	10	0
1/10/2023	E	Cooley Avenue	E49 - E48	6	6	VCP	458	455.7	Broken at 351.6, 225, and 343 ft. Pipeline is broken with visible soil at 167 ft	514A	45	3200	6	15	0
12/19/2022	E	Glen Way	E38 - E36	6	6	VCP	234	235.96	Broken at 153.1, 216.9, and 219.6 ft	514B	45	1A00	10	10	0
12/20/2022	E	Oakwood Drive	E32 - E31	6	6	VCP	263	280.65	Broken at 10, 48.7, 50.5, 128.9, and 207 ft	5146	29	3317	16	15	0
12/19/2022	E	Glen Way	E40 - E38	6	6	VCP	390	272.84	Broken at 85.1, 146.2, and 266.3 ft. The inspection was abandoned at 272 ft due to an intruding lateral at 272 ft, and the upstream is a clean	5147	33	5132	11	15	0
12/20/2022	E	Garden Street	E33 - E13	8	6	VCP	455	252.8	Multiple Broken Pipe at 174, 175, 215,	4635	39	3521	17	0	0
12/22/2022	E	Bell Street	E11 - E10	12	12	PVC	195	195.28		3C2A	50	0	0	0	0
12/22/2022	E	Bell Street	E12 - E11	12	12	PVC	494	500.48		3A21	50	0	0	0	0
12/19/2022	E	Oakdale Road	E37 - E36	6	6	VCP	353	250.79	A piece of PVC coming out a lateral into the main sewer line at 250 ft prevents the camera from moving forward. The inspection was	4536	38	3223	12	0	0
12/19/2022	E	Runnymede Street	E39 - E38	6	6	VCP	301	278.45	Broken at 94.7 ft. E39 is supposed to be an upstream clean out.	5144	21	3117	14	15	0
1/12/2023	E	University Avenue	E44 - E8A	6	6	VCP	318	318.13	however, the pipeline has an open end pipe at E39 as it is not	412B	24	3200	6	10	0
1/12/2023	E	University Avenue	E23 - E22	6	6	VCP	439	441.57	Broken at 146 ft. Unmapped MH was found between them, named EBA during the inspection	5131	8	3511	16	10	0
12/19/2022	E	Garden Street	E41 - E15	6	6	VCP	98	82.06	Broken with visible soil at 6 ft. In addition, it is broken at 81 ft	5143	17	1110	2	15	0
1/12/2023	E	University Avenue	E22 - E8	6	6	VCP	450	451.99		312D	23	3211	7	0	0
1/13/2023	E	Cooley Avenue	E38 - E3C	6	6	XXX	44	44.29		2100	20	4100	4	0	0
1/12/2023	E	University Avenue	E8A - E8	6	6	VCP	316	316.02	Unmapped MH was found between E44-E8, named EBA during the inspection	312F	23	0000	0	0	0
12/22/2022	E	Bell Street	E10 - E9	12	12	PVC	192	194.28		2000	20	0	0	0	0
1/12/2023	E	University Avenue	E45 - E44	6	6	VCP	319	321.53		2C00	20	0000	0	0	0
1/29/2023	E	Cooley Avenue	E3 - E3A	-	6	PVC	52	52		2400	8	4100	4	0	0
12/21/2022	E	Lincoln Street	E28 - E27	6	6	VCP	62	51.3	One fracture	4121	6	1100	1	0	0
1/13/2023	E	Cooley Avenue	E38 - E3A	6	6	XXX	13	13.03		0000	0	4100	4	0	0
1/13/2023	E	Cooley Avenue	E16 - E3	6	6	N.A.	390	0	Pipeline does not connect as shown on the map; instead, it connects to four unmapped manholes located inside IKEA's parking lot, upstream.	0	0	-	-	-	-
1/13/2023	E	Cooley Avenue	E17 - E16	6	0	N.A.	430	0	Pipeline does not connect as shown on the map; instead, it connects to four unmapped manholes located inside IKEA's parking lot, upstream.	0	0	-	-	-	-
1/13/2023	E	Capitol Avenue	E18 - E4	6	6	N.A.	500	0	EPASD Staff Darrin, mentioned that these manholes do not exist on their map.	0	0	-	-	-	-
1/13/2023	E	Capitol Avenue	E19 - E18	6	6	N.A.	190	0	EPASD Staff Darrin, mentioned that these manholes do not exist on their map.	0	0	-	-	-	-
1/10/2023	E	Capitol Avenue	E21 - E21A	6	6	PVC	67	67.23		0000	0	0000	0	0	0
12/22/2022	E	Euclid Place	E24 - E9	6	6	PVC	340	66.93	Pipeline was reported to be 340 ft; however, the pipeline was found to be 67 ft. E24 is a MH not a clean out.	0	0	0	0	0	-
1/13/2023	E	Cooley Avenue	E3 - E3A	6	6	XXX	50.6	50.6		0	0	0	0	0	-

## East Palo Alto Sanitary District Area 3 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
8/3/2022	A	Bay Road	A9 - A10	15	15	ACP	181	180.05	Broken at 172ft	4138	28	0000	0	1	0	15
7/8/2022	A	Bay Road	A8 - A9	15	12	PVC	306	287.97	Broken pipe at 82 and 230 ft.	0000	46	3900	9	2	0	15
7/8/2022	A	Illinois Street	A7 - A6	6	6	VCP	287	286.26	Broken pipe at 15 and 75ft. Also, an offset joint at 162ft.	4736	46	3310	19	2	30	15
8/2/2022	A	Illinois Street	A6 - A5	6	6	VCP	287	286.26	Sagging pipe 50%-100%	4833	49	3310	19	2	30	15
8/2/2022	A	Bay Road	A5 - A8	15	12	PE	124	121.74	Broken at 205.9ft, multiple fractures	543A	80	2300	6	3	0	10
7/11/2022	A	Gonzaga Street	A4 - A3	6	6	VCP	312	286.76	This pipe line was A17A - A16	4332	18	0000	0	2	0	0
7/11/2022	A	Pulgas Avenue	A31 - A16	6	6	PVC	301	177.15	-	415A	34	4100	4	2	0	5
8/3/2022	A	Bay Road	A30 - A28	6	6	VCP	287	300.99	-	2A00	20	0000	0	2	0	0
7/16/2022	A	Tara Street	A25 - A24	6	6	VCP	253	252.30	Broken pipe at 53, 141, 157, and 159 ft. Also, an angular joint	4A32	46	3111	4	2	30	20
7/16/2022	A	Tara Street	A24 - A23	6	6	VCP	240	250.19	Broken pipe and soil is visible at 254-10 ft at 11 o'clock	0000	0	4121	6	3	0	0
7/16/2022	A	Tara Street	A27 - A26	6	6	VCP	311	306.60	-	513C	35	0000	0	2	30	20
7/16/2022	A	Tara Street	A26 - A25	6	6	VCP	234	234.86	-	3124	11	0000	0	2	0	0
7/16/2022	A	Tara Street	A25 - A24	6	6	VCP	253	252.30	Broken pipe at 228 ft.	2800	20	3100	3	2	0	0
7/17/2022	A	Bay Road	A23 - A22	15	8	ACP	14	12.02	-	4132	10	4828	48	2	20	0
8/3/2022	A	Bay Road	A22 - A29	18	15	ACP	369	367.52	-	1200	2	0000	0	1	0	0
8/3/2022	A	Bay Road	A21 - A23	15	15	ACP	155	168.33	-	261M	30	0000	0	1	0	0
8/3/2022	A	Bay Road	A21 - A23	15	15	ACP	155	168.33	-	0000	0	0000	0	0	0	0
N/A	A	Bay Road	A20 - A19	6	6	VCP	340	338.97	New Line Segment, MH Name changed from A22 to A23 as in A21 does not connect to A23 but it connects to A22.	4234	20	3100	3	2	30	0
7/17/2022	A	Pulgas Avenue	A20 - A19	6	6	VCP	340	338.97	Broken pipe at 225ft, and separated joints at 281ft.	4234	20	3100	3	2	30	0
8/2/2022	A	Bay Road	A2 - A5	12	12	Unknown	244	244.08	Fracture pipe 75%	483A	70	0000	0	3	0	25
7/1/2022	A	Pulgas Avenue	A19 - A18	6	6	VCP	214	206.51	Sagging pipe along the pipeline	4633	33	0000	0	2	0	0
7/17/2022	A	Pulgas Avenue	A18 - A16	6	6	VCP	442	439.26	Broken pipe at 44ft.	4A3E	70	2A00	20	2	10	20
7/11/2022	A	Pulgas Avenue	A17 - A31	6	6	VCP	241.57	241.57	This pipe line was A17 - A17A	4A39	43	2100	2	2	0	0
N/A	A	Bay Road	A17 - A16	6	6	VCP	423	423	Line has an unchartered manhole	4439	43	2100	2	2	0	0
8/3/2022	A	Bay Road	A16 - A21	15	15	ACP	296	296.78	-	3F27	44	0000	0	1	0	5
8/3/2022	A	Bay Road	A15 - A16	6	6	VCP	435	433.85	Surface damage roughness. Sagging 75%	453F	50	3100	3	1	0	25
7/17/2022	A	Demeter Street	A14 - A13	6	6	Unknown	288	287.86	-	3128	50	0000	0	2	0	0
7/17/2022	A	Demeter Street	A13 - A12	6	6	Unknown	412	412.51	Broken pipe at 129 ft and 139 ft with sags.	4A3D	70	3100	3	2	20	15
7/17/2022	A	Demeter Street	A12 - A11	6	6	VCP	485	483.95	Sagging pipeline 55%	4D35	55	4132	10	2	0	20
7/18/2022	A	Demeter Street	A11A - A10	6	6	PVC	206	208.21	Uncharted MH was found between A11-A10 on Demeter	2A00	20	3200	6	2	0	0
7/18/2022	A	Demeter Street	A11 - A10A	6	6	PVC	209	209.01	Uncharted MH was found between A11-A10 on Demeter	2D00	20	5131	8	2	0	0
N/A	A	Demeter Street	A11 - A10	6	6	VCP	418	418	Line has an unchartered manhole.	2D00	20	5131	8	2	0	0
8/3/2022	A	Bay Road	A10 - A15	15	15	ACP	299	298.89	Surface Damage Roughness Increased	4C37	61	3111	4	3	0	20
8/3/2022	A	Bay Road	A1 - A2	12	12	Unknown	80	80.00	MH A1 does not exist. Inspection started from B2-A2, 8.1.22	3E2A	50	4300	12	2	10	0
8/3/2022	A/T	Bay Trail	A29 - T29	18	18	ACP	345	342.97	-	251K	20	0000	0	1	0	0
8/2/2022	B/A	Bay Road	B2 - A1	12	12	PE	181	180.50	A1 is buried, operator surveyed B2-A2 for total of 260.51 ft	3E2A	50	4300	12	2	0	10
7/12/2022	F	Weeks Street	F9 - F23	6	6	VCP	111	111.02	This pipeline was F9-F9A	4735	43	0000	0	2	0	5
7/12/2022	F	Weeks Street	F8A - F7	6	6	VCP	75	75.45	New Line Segment	2600	12	3121	5	2	0	0
7/12/2022	F	Weeks Street	F8 - F8A	6	6	VCP	281	281.15	New Line segment	4A38	46	4122	8	2	0	20
N/A	F	Weeks Street	F8 - F7	6	6	VCP	357	357	Line has an unchartered manhole.	4A38	46	4122	8	2	0	0
7/20/2022	F	Weeks Street	F7 - T25	6	6	VCP	477	475.83	Multiple cracks along the pipe	4238	32	3223	12	2	0	10
7/12/2022	F	Weeks Street	F23 - F8	6	6	VCP	327	326.54	This pipeline was F9A-F8	4C3C	70	4200	8	3	0	20
7/11/2022	F	Weeks Street	F22 - F12	6	6	VCP	54	53.91	This pipe line was F17A - F12	4532	26	4100	4	2	0	0
7/11/2022	F	Carole Court	F21 - F20	6	6	PVC	281	134.96	MH was F20 - F21	0000	0	0000	0	0	0	0
7/11/2022	F	Weeks Street	F20 - F17	6	6	VCP	136	252.60	MH was F20 - F21	4A35	55	1500	5	2	0	0
7/11/2022	F	Weeks Street	F19 - F20	6	6	VCP	189	216.63	MH was F19 - F21	4A3A	70	3121	5	2	0	5
7/11/2022	F	Paul Robeson Court	F18 - F17	6	6	PVC	198	195.68	-	312C	23	4800	32	2	0	5
7/11/2022	F	Weeks Street	F17 - F22	6	6	VCP	56	55.81	This pipe line was F17 - F17A	4632	30	1200	2	2	0	0
7/8/2022	F	Clarke Avenue	F16 - F15	6	6	VCP	238	171.94	-	2800	16	4100	4	2	0	0
7/8/2022	F	Clarke Avenue	F15 - F11	6	6	VCP	301	299.99	Multiple cracks along the pipe	453A	50	4329	30	2	0	0
7/12/2022	F	Pulgas Avenue	F14 - F8	6	6	PVC	463	467.72	Sagging pipe up to 75%	453C	50	4500	20	2	0	20
7/11/2022	F	Weeks Street	F13 - F19	6	6	VCP	24	23.75	-	2100	2	0000	0	2	0	0
7/11/2022	F	Weeks Street	F12 - F11	6	6	VCP	355	533.45	Broken at 444ft, multiple fractures and cracks along the	4C3D	70	352A	35	2	0	5
7/12/2022	F	Weeks Street	F11 - F10	6	6	VCP	420	420.53	Broken at 176ft, 247ft	4D3C	40	1100	1	2	0	5
7/12/2022	F	Weeks Street	F10 - F9	6	6	VCP	463	461.91	Broken at 32.2ft & 297ft & 314ft	514D	75	0000	0	2	0	0
7/20/2022	G	Buchanan Court	G9 - G6	6	6	CP	291	292.67	Pipe is broken and soil is visible at 84 ft	5241	14	3100	3	2	30	5
7/20/2022	G	Runnymede Street	G8 - G7	6	6	PVC	327	326.04	-	3528	35	0000	0	2	0	5
7/20/2022	G	Runnymede Street	G7 - G6	6	6	PVC	295	297.68	-	382C	48	0000	0	2	0	25
7/20/2022	G	Runnymede Street	G6 - G4	6	6	PVC	388	384.15	-	3A2D	50	0000	0	2	0	5
7/20/2022	G	Runnymede Street	G4 - G3	6	6	PVC	213	213.02	-	382C	50	0000	0	2	0	10
7/20/2022	G	Runnymede Street	G3 - G14	6	6	PVC	208	208.01	Multiple cracks along the pipe	4232	14	4200	8	2	0	0
7/21/2022	G	Runnymede Street	G2 - G19	6	6	VCP	154	176.35	This pipeline was G2-G2A	5141	9	312A	23	2	0	5
7/21/2022	G	Runnymede Street	G19 - T23	6	6	VCP	154	263.22	This pipeline was G2A-T23	442D	36	4133	13	2	0	0

## East Palo Alto Sanitary District Area 3 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dn (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	OBM Grade	OBM Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
7/21/2022	G	Veronica Court	G18 - G17	6	6	PVC	291	290.27		3926	39	3100	3	2	0	5
7/21/2022	G	Runnymede Street	G17 - G2	6	6	VCP	144	144.08		3126	23	3322	13	2	0	
7/21/2022	G	Mandale Court	G16 - G15	8	8	PVC	154	154.00		2100	2	0000	0	2	0	
7/21/2022	G	Mandale Court	G15 - G14	8	8	PVC	215	215.52		3626	42	0000	0	2	0	10
7/21/2022	G	Runnymede Street	G14 - G17	6	6	VCP	151	150.80	Pipe is broken at 17ft. Proteus.	5241	14	3100	3	2	20	25
7/29/2022	G	Pulgas Avenue	G13 - G3	6	6	PVC	453	441.50		4856	46	4700	28	2	0	
7/29/2022	G	Ruth Ct	G12 - G4	6	6	PVC	275.00		Broken at 47ft, 170ft	4533	29	3100	7	2	0	
7/20/2022	G	Buchanan Court	G11 - G10	6	6	CP	266	260.91	Pipe is broken at 33 ft and 256 ft.	4431	19	3100	3	2	20	
7/20/2022	G	Buchanan Court	G10 - G9	6	6	CP	271	270.53	Pipe is broken and soil is visible at 10 ft and 221 ft.	5441	24	0000	0	3	30	
8/1/2022	I	Beech Street	I9 - I8	15	15	CP	155	154.10		241E	18	2100	2	1	0	
8/1/2022	I	Beech Street	I8 - I7	15	15	CP	238	237.07		0000	0	0000	0	0	0	
8/1/2022	I	Beech Street	I7 - I6	15	15	CP	259	260.01	Surface damage roughness. Sagging 75%	441H	26	0000	0	1	0	20
8/1/2022	I	Beech Street	I6 - I5	18	18	PVC	411	409.00		0000	0	0000	0	0	0	
8/1/2022	I	Beech Street	I5 - I4	18	18	PVC	135		Line has an uncharted manhole.	0000	0	0000	0	0	0	
8/2/2022	I	Beech Street	I5 - I31	18	18	PVC	135	154.30	This pipe line was 15-15A	0000	0	0000	0	0	0	
8/2/2022	I	Beech Street	I4 - I3	18	18	PVC	243	240.17		0000	0	4100	4	4	0	
8/2/2022	I	Beech Street	I31 - I4	18	18	PVC	135	300.09	This pipe line was 15A-14	0000	0	4431	19	3	0	
8/1/2022	I	Beech Street	I3 - I19	24	18	PVC	188	189.17	Upgrade to 24" per MP	3000	30	0000	0	3	0	
7/28/2022	I	Myrtle Pl	I29 - I28	6	6	PVC	166	174.24	New Line Segment. This pipe line was 123B - 123A	0000	0	0000	0	0	0	
7/25/2022	I	Myrtle Street	I28 - I21	6	6	VCP	315	315.02	This pipe line was 123A - I21	322F	26	1300	3	2	0	
7/29/2022	I	Sparrow Ct	I26 - I23	6	6	PVC	166	163.00	This pipe line was 123 - 123C. New Line Segment. Proteus	0000	0	0000	0	0	0	
N/A	I	Myrtle Court	I25 - I24	6	6	PVC	154	0.00	Line does not exist. 7.25	0000	0	0000	0	0	0	
7/25/2022	I	Myrtle Street	I24 - I13	6	6	VCP	237	0.00	MH I24 does not exist. Inspection started from I21, see I21 -	492A	32	3100	3	2	30	
7/25/2022	I	Myrtle Street	I23 - I28	6	6	VCP	166	166.43	Broken at 59ft. This pipe line was 123 - 123A	3122	7	0000	0	2	0	
7/25/2022	I	Myrtle Street	I22 - I23	6	6	VCP	44	44.99		0000	0	0000	0	2	0	
N/A	I	Myrtle Street	I21 - I24	6	6	Myrtle Street	364	0.00	MH I24 does not exist. Inspection ended at I13.	4539	47	311F	13	1	0	5
7/25/2022	I	Myrtle Street	I21 - I13	6	6	VCP	600	600.08	As I24 should be between them as shown in the map.	5900	40	4100	4	4	20	20
7/22/2022	I	Beech Street	I20 - I9	6	6	VCP	278	270.33	Pipe has MSA at 267 due to hard deposit MSA/Hard deposits.	2000	20	3100	3	2	0	5
7/25/2022	I	Brenwood Court	I19 - I18	6	6	PVC	239	234.06		342C	32	0000	0	2	0	10
7/25/2022	I	Brenwood Court	I18 - I8	6	6	PVC	237	238.37	Broken at 52ft	413B	34	0000	0	2	0	10
7/25/2022	I	Terra Villa Avenue	I17 - I7	6	6	VCP	526	526.13		2100	20	0000	0	2	0	5
7/25/2022	I	Pulgas Avenue	I16 - I6	8	8	PVC	493	492.07		5A00	50	0000	0	5	0	25
7/31/2022	I	Pulgas Avenue	I15 - I14	12	12	PVC	386	384.45	Sagging pipe 85%	0000	0	3121	5	2	0	
7/31/2022	I	Pulgas Avenue	I14 - I13	12	12	PVC	444	444.67		3600	30	0000	0	3	0	5
7/31/2022	I	Pulgas Avenue	I13 - I12	12	12	PVC	320	319.73		0000	0	0000	0	0	0	
8/1/2022	I	Pulgas Avenue	I12 - I6	12	12	PVC	338	335.86		251M	20	0000	0	1	0	
8/1/2022	I	Beech Street	I11 - I10	15	15	CP	380	380.45		1600	10	0000	0	1	0	
7/31/2022	I	Beech Street	I10 - I9	15	15	CP	221	220.03		3221	8	0000	0	2	0	
7/25/2022	I	Myrtle Street	C/O - I22	6	6	VCP	61	60.72	New Line Segment - uncharted clean out	4831	19	3100	3	3	30	
7/21/2022	J	Garden Street	I9A - I8	6	6	VCP	35	35.37	Pipe is broken at 115ft, 176ft, and 359ft.	4935	51	1400	4	2	30	20
7/21/2022	J	Garden Street	I9 - I9A	6	6	VCP	365	365.02	Pipe is broken at 8ft, 32ft, 81ft, 223ft & 318ft.	4E3B	70	3300	9	2	0	
N/A	J	Garden Street	I9 - I8	6	6	VCP	401	0.00	Line has an uncharted manhole	5947	73	3300	9	3	10	25
7/21/2022	J	Garden Street	I8 - I6	6	6	VCP	442	441.97	Broken at 33ft, 81.4ft, 164ft, 223ft, 286ft, 318ft.	4231	11	3223	12	2	0	15
7/22/2022	J	Pulgas Avenue	I7 - I6	6	6	VCP	441	435.35	Pipe is broken at 124ft and 197ft.	4400	40	4131	7	3	0	20
7/22/2022	J	Garden Street	I6 - I5	6	6	VCP	558	558.40	Crack at 40ft	0000	0	0000	0	0	0	
7/22/2022	J	Garden Street	J5C - T21	6	6	PVC	62	61.82	New Line Segment. Sagging pipe 75%	2200	4	0000	0	2	0	
7/22/2022	J	Garden Street	J5B - J5C	8	8	PVC	41	41.18	New Line Segment	2400	8	0000	0	2	0	
7/22/2022	J	Garden Street	J5A - I5B	6	6	PVC	212	212.42	New Line Segment	0000	0	0000	0	0	0	
7/22/2022	J	Garden Street	J5 - T21	6	6	PVC	585	0.00	Line has uncharted manholes	2400	8	0000	0	2	0	
7/22/2022	J	Garden Street	J5 - J5A	8	8	PVC	275	274.64	New Line Segment	0000	0	0000	0	0	0	
7/22/2022	J	Cypress Street	J14 - J13	8	8	PVC	190	186.87		2400	20	0000	0	2	0	
7/22/2022	J	Cypress Street	J13 - J12	8	8	PVC	299	296.98		2800	20	0000	0	2	0	
7/22/2022	J	Cypress Street	J12 - J11	8	8	PVC	299	299.09		2000	20	0000	0	2	0	
7/22/2022	J	Cypress Street	J11A - T20	8	8	PVC	81	81.06	New Line Segment	2000	20	0000	0	2	0	
N/A	J	Cypress Street	J11 - T20	8	8	PVC	282	0.00	Line has an uncharted manhole.	443A	75	3112	16	2	40	15
7/22/2022	J	Cypress Street	J11 - J11A	8	8	PVC	200	199.79	New Line Segment	2000	20	0000	0	2	0	
7/21/2022	J	Garden Street	I10 - I9	6	6	VCP	300	296.99	Pipe is broken at 228ft and 293ft	2600	20	2612	14	2	0	
7/26/2022	K	Azalia Drive	K9 - K8	8	8	VCP	356	353.39	Pipe is broken at 158ft, 183ft, 296ft. At 10ft a defective	3121	23	2513	23	2	0	20
7/26/2022	K	Azalia Drive	K8 - K7	6	6	VCP	356	354.90		382C	50	2100	2	2	0	
7/26/2022	K	Azalia Drive	K7 - K6	8	8	VCP	362	362.61		3300	9	0000	0	3	0	5
7/28/2022	K	O'Connor Street	K6 - K5	12	12	PE	251	250.99	Light Tree Project	3129	8	2800	20	2	0	
7/29/2022	K	Wisteria Drive	K5A - K5	12	12	Other	30	30.00	New MH - Proteus	0000	0	0000	0	0	0	
7/28/2022	K	O'Connor Street	K5 - K4	12	12	PE	248	248.99	Light Tree Project	0000	0	0000	0	2	0	15

## East Palo Alto Sanitary District Area 3 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Pipe Dn (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade Score	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag >40%
7/28/2022	K	O'Connor Street	K4 - K3	12	12	PE	238	236.66	Light Tree Project. Grease deposits 5%. Sagging pipe 55%	463E	54	2700	14	3	0	10
7/29/2022	K	Lotus Way / Camellia Drive	K37 - K32	6	6	VCP	350	345.00	Joint Offset Large at 342.9ft	412E	24	2500	10	2	0	10
7/28/2022	K	Camellia Drive	K36 - K35	6	6	VCP	282	281.15	Broken pipe at 284ft.	423B	38	0000	0	2	20	10
7/28/2022	K	Camellia Drive	K35 - K34	6	6	VCP	280	280.05	Broken pipe at 9ft.	493Z	42	3121	5	2	10	20
7/28/2022	K	Camellia Drive	K34 - K33	6	6	VCP	278	278.05	Sagging pipe 75%	322F	32	3122	7	2	0	5
7/28/2022	K	Camellia Drive	K33 - K32	6	6	VCP	131	128.25		4C0C	40	4800	40	4	0	20
7/28/2022	K	Camellia Drive	K32 - K30	8	8	PVC	227	226.24		2800	20	0000	0	2	0	0
7/28/2022	K	Camellia Drive	K30 - K31	8	8	PVC	108	107.01		2800	20	0000	0	2	0	5
7/28/2022	K	O'Connor Street	K3 - K2	12	12	PE	190	188.57	Light Tree Project	3025	40	2800	20	2	0	10
8/1/2022	K	Larkspur Drive	K28 - K4	10	10	PVC	242	241.97		0000	0	4C2D	60	2	0	0
7/27/2022	K	Azalia Drive	K27 - K26	6	6	VCP	200	198.59		2800	20	2300	6	2	0	0
7/27/2022	K	Azalia Drive	K26 - K5	6	6	VCP	294	294.08	Pipe is broken at 286ft	4231	11	312E	23	2	20	0
7/28/2022	K	Wisteria Drive	K25 - K5A	6	6	PVC	376	350.39	New Line Segment	0000	0	0000	0	0	0	0
7/27/2022	K	Hibiscus Court	K24 - K21	6	6	CP	149	144.78	Surface Damage Missing Wall	5626	42	0000	0	3	0	0
7/27/2022	K	Daisy Lane	K23 - K22	6	6	Unknown	100	94.00	Material change at 23ft and needs a mini camera	5129	23	1100	1	2	8	0
7/27/2022	K	Daisy Lane	K22 - K21	6	6	CP	256	257.00	Surface Damage Missing Wall along the pipeline	5825	60	2100	2	4	0	0
7/27/2022	K	Daisy Lane	K21 - K3	6	6	CP	246	244.88	Pipe has few locations with chunks of pipe missing at joints	5A31	53	2100	2	3	30	10
7/27/2022	K	Sage Street	K20 - K19	6	6	CP	135	132.86	Surface Damage Missing Wall at 96.4ft	5131	8	0000	0	2	30	0
N/A	K	O'Connor Street	K2 - K1	14	14	CP	451	0.00	Light Tree Project. Cleaned twice via EPASD, and twice by							25
7/27/2022	K	Larkspur Drive	K19 - K18	6	6	CP	272	272.84	Pipe is broken and soil is visible at 144ft, and surface damage	5A42	58	0000	0	3	30	10
7/27/2022	K	Larkspur Drive	K18 - K17	6	6	CP	269	268.13	SMW spots on the line.	5A3A	80	0000	0	3	15	0
7/27/2022	K	Larkspur Drive	K17 - K16	6	6	CP	267	267.12	Surface Damage Missing Wall along the pipeline	572D	55	0000	0	2	0	0
7/27/2022	K	Larkspur Drive	K16 - K4	6	6	CP	274	273.04	SMW spots on the line	5C31	53	4122	8	3	15	15
7/26/2022	K	Sage Street	K15 - K9	6	6	VCP	74	73.84		2500	10	1200	2	1	0	0
7/26/2022	K	Sage Street	K14 - K13	6	6	VCP	90	81.56	Intruding lateral at 81ft and camera can not move forward, the	3100	3	5123	11	2	15	0
7/26/2022	K	Wisteria Drive	K13 - K12	6	6	VCP	362	362.11	Pipe is broken at 9ft and 94ft.	492D	56	0000	0	2	20	15
7/26/2022	K	Wisteria Drive	K12 - K11	6	6	VCP	354	352.89		312H	23	2400	8	2	0	0
7/26/2022	K	Wisteria Drive	K11 - K5	6	6	VCP	370	366.42	MSA/Joint offset. Reverse inspection performed	413B	34	412A	24	2	20	10
7/26/2022	K	Sage Street	K10 - K9	6	6	VCP	156	155.10		312A	23	2100	2	2	0	0
8/1/2022	K/L	Larkspur Drive	L21 - K28	10	10	PVC	68	67.43	Sagging pipe 75%	4A00	40	4800	32	4	0	20
7/27/2022	K/L	Azalia Drive	L10 - K27	6	6	VCP	275	195.98	Broken connection of lateral at 28ft.	4231	11	3100	3	2	20	15
8/3/2022	K/L	Gardenia Way	K31 - L1	8	8	PVC	148	146.99		3000	30	4800	32	3	0	20

## East Palo Alto Sanitary District Area 4 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Diameter (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Scores for Notable Defects	Sag > 40%
8/2/2022	H	Clarke Avenue	H11 - H64	8	8	VCP	198	192.24	H11 - H60. Broken at 73.2ft	413C	34	0000	0	2	0	
8/2/2022	H	Clarke Avenue	H12 - H11	8	8	VCP	333	334.39	Broken at 111ft, 231ft, 331.9ft	463B	70	0000	17	2	0	15
8/2/2022	H	Clarke Avenue	H13 - H12	8	8	VCP	108	108.46	Broken at 18ft with 55% sagging pipe	463A	54	0000	0	3	0	10
8/2/2022	H	Clarke Avenue	H14 - H13	8	8	VCP	446	446.65	Broken at 425.5ft, 429ft with multiple cracks	5A44	66	4132	10	2	0	25
7/20/2022	H	Runnymede Street	H15 - H62	8	8	Other	201	206.03	H15 - H58	3226	18	0000	0	2	0	
N/A	H	Runnymede Street	H16 - H15	8	8		351		Line has uncharted manholes.							
7/20/2022	H	Runnymede Street	H16 - H60	8	8	PVC	346	345.69	H16B - H16C	2200	4	0000	0	2	0	
7/20/2022	H	Runnymede Street	H17 - H76	8	8	VCP	397	314.3	H17 - H16. Broken pipe at 43.2ft, 144.9ft, 150ft	5143	17	3121	5	2	20	5
12/9/2022	H	Clarke Avenue	H18 - H5	6	8	PE	9.12	9.12	pipeline has lots of debris	0	9	0	0	0	5	0
12/8/2022	H	Clarke Avenue	H19 - H18	6	6	PVC	387	389.97	Sag 60% for 25 ft at the DS	4631	27	4200	8	2	0	15
12/9/2022	H	Clarke Avenue	H2 - H11	8	15	VCP	37	36.97		0	0	0	0	0	0	0
12/8/2022	H	Clarke Avenue	H20 - H19	6	6	VCP	271	259.11	The camera can only travel 19 feet from H20; the survey was conducted from H19, but it still stops at the same location. The camera was submerged in water, making it difficult to identify the impediment to continuing the inspection	483E	70	4400	40	3	0	0
12/8/2022	H	Clarke Avenue	H20 - H19	6	6	PVC	271	19.54	75% sag. Fractures and cracks	4431	19	4200	8	3	0	20
8/5/2022	H	Donohoe Street	H21 - H56	6	6	VCP	151	148.15	H22 - H55. Broken at 14ft and 110ft	463B	54	3114	7	2	0	
8/5/2022	H	Donohoe Street	H21A - H55	6	6	VCP	157	102.97	H21A - H21. Broken at 64ft, 101ft	4638	48	0000	0	2	0	20
8/5/2022	H	Donohoe Street	H22 - H21	6	6	VCP	216	158.25	H56 - H22. Broken pipe at 3.9ft, 137.4ft	5142	13	1300	3	2	20	
8/5/2022	H	Donohoe Street	H23 - H22	6	6	VCP	405	339.29	H23 - H56. Broken at 133.9ft, 316.9ft	453U	50	4131	7	2	0	
8/18/2022	H	Clarke Avenue	H24 - H20	6	6	VCP	333	25.69	MSA/Broken pipe. The USMH is a cleanout so no reverse inspection performed. Name changed from H24A-H20 to H24-H20	5133	14	2400	8	2	30	20
12/7/2022	H	Bell Street	H25 - H11	6	6	VCP	378	381.95	Fractures and cracks	4232	14	3113	6	2	0	0
12/7/2022	H	Bell Street	H26 - H25	6	6	VCP	413	416.62	Broken at 11.4 ft with multiple fractures along the pipeline	483A	70	3312	11	2	10	0
12/7/2022	H	Bell Court	H27 - H26	6	6	VCP	115	106.71	One fracture at 105 ft	412B	24	0	0	2	0	0
12/7/2022	H	Bell Street	H28 - H50	6	6	VCP	192	190.68	couple fractures and roots at the joints. Hole at 24ft. Broken at 125 and 189.9 ft	5145	25	381A	34	2	10	0
8/9/2022	H	Schembri Lane	H29 - H12	6	6	VCP	551	551.52	Broken pipe at 257ft, 348ft	5143	16	2111	3	2	20	
12/9/2022	H	Beech Street	H3 - H2	15	15	VCP	31	30.96	MH H3 is paved over	0	0	0	0	0	0	0
8/2/2022	H	Schembri Lane	H30 - H46	6	6	VCP	135	134.66		3021	32	4131	7	2	0	0
8/2/2022	H	Clarke Avenue	H31 - H14	6	6	VCP	404	24.19	MSA/JO. No reverse inspection performed because the upstream is a cleanout. The proteous camera does not fit in to this pipe too.	4831	15	2100	2	3	16	
7/20/2022	H	Cooley Avenue	H32 - H17	6	6	VCP	550	547.52	Broken Soil Visible at 111ft. Broken at 213.8ft, 372ft, 420ft. Missing 3ft of survey	5544	41	4231	11	2	0	
7/20/2022	H	Cooley Avenue	H33 - H32	8	8	Other	515	486.24		3700	21	0000	0	3	0	
8/5/2022	H	Runnymede Street	H34 - H17	6	6	VCP	269	88.17	Submerged pipe with a line down alignment. Reverse inspection performed.	413B/5241	34	0000	0	2	16	10
8/4/2022	H	Runnymede Street	H35 - H34	6	6	VCP	322	325.19	Pipeline has a lot of sagging. The high water level in the sagging pipe is affecting the line H47-H35	483G	62	0000	0	2	8	30
8/4/2022	H	University Avenue	H36 - H35	6	6	VCP	474	473.24		312B	23	2100	2	2	0	5
N/A	H	University Avenue	H37 - H36	6	6		370		Line has an uncharted manhole							
8/3/2022	H	University Avenue	H37 - H37A	6	6	VCP	221	221.33	New Line Segment. Broken at 162ft	5141	9	3121	5	3	20	
8/3/2022	H	University Avenue	H37A - H36	6	6	VCP	149	148.95	New Line Segment. Broken 144.3ft, 145ft	423C	38	3121	5	2	0	
8/4/2022	H	Runnymede Street	H38 - H47	6	6	VCP	205	205.23	Broken at 80.3ft	413G	34	3100	3	2	0	
N/A	H	Runnymede Street	H39 - H38	6	6		132		MH39 and a pipeline to H38 do not exist. H38 appears to be							
12/9/2022	H	Clarke Avenue	H4 - H3	15	15	VCP	7	8.92	MH H3 is paved over	0	0	0	0	0	0	0
8/3/2022	H	Sacramento Street	H40 - H36	6	6	VCP	496	459.65	MSA/JO. Reverse Inspection performed.	5146	29	3524	23	2	0	
8/3/2022	H	Sacramento Street	H40 - H36	6	6	VCP	496	39.39	MSA/Reverse Inspection Complete	3500	15	2600	14	2	0	
8/3/2022	H	Sacramento Street	H41 - H40	6	6	VCP	150	141.15	Broken at 98ft, 42ft	423B	38	2112	4	2	0	
8/3/2022	H	Weeks Street	H42 - H37	6	6	VCP	388	386.77	Broken at 304ft	4231	38	4133	10	2	0	
8/3/2022	H	Weeks Street	H43 - H42	6	6	VCP	346	347.09	Broken at 4.7ft, 303.7ft	5246	34	321A	16	2	0	
8/3/2022	H	University Avenue	H44 - H37	6	6	VCP	269	271.71		3300	9	3121	5	2	0	
8/8/2022	H	Campbor Way	H45 - H9	6	6	PVC	222	221.83	Broken at 103ft, 106ft, 167ft	4631	27	0000	0	3	0	
8/2/2022	H	Schembri Lane	H46 - H52	6	6	VCP	361	362.08	Broken at 344.2ft	4231	11	413A	34	2	15	
8/4/2022	H	Runnymede Street	H47 - H35	6	6	VCP	192	192.24	Fracture at 8.6 with cracks along the pipeline	4237	29	2400	8	2	0	5
8/5/2022	H	Salas Court	H48 - H55	6	6	PVC	217	216.53	H48 - H21	3122	7	0000	0	2	0	
8/5/2022	H	Salas Court	H49 - H48	6	6	PVC	45	30.09		0000	0	0000	0	0	0	0
12/9/2022	H	Clarke Avenue	H5 - H4	15	15	VCP	259	263.42	pipeline has lots of debris	4C3C	70	2100	2	3	5	0

## East Palo Alto Sanitary District Area 4 CCTV Survey Results

Date Inspected	Area	Location/Street Name	PSR	Reported Diameter (Inch)	Actual Diameter (Inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag > 40%
12/7/2022	H	Bell Street	H50 - H26	6	6	VCP	154	154.50	couple fractures and roots at the joints	4A38	64	0	0	3	10	0
1/23/2023	h	Cooley Avenue	H50 - H51	6	6	CI	190	190.00	-	3400	12	0000	0	3	0	0
12/7/2022	H	Henry Court	H51 - H50	6	6	CP	189	1.80	-	0	0	0	0	0	0	0
8/9/2022	H	Schiembri Lane	H52 - H29	6	6	VCP	94	94.17	Fracture at 43.7ft	4131	7	2112	4	2	15	0
8/9/2022	H	Schiembri Lane	H53 - H52	6	6	VCP	233	234.42	-	2500	10	0000	0	2	0	0
8/5/2022	H	Donohoe Street	H54 - H20	6	6	VCP	153	144.95	Fracture at 14.7ft	4135	19	3121	6	2	10	0
N/A	H	Donohoe Street	H55 - H21	6	6	PE	157	-	Line has an unchartered manhole	-	-	-	-	-	-	-
8/5/2022	H	Donohoe Street	H55 - H54	6	6	PVC	144	165.55	H21 - H54, Broken at 51ft	423C	38	2100	2	2	0	0
8/5/2022	H	Donohoe Street	H56 - H21A	6	6	VCP	157	106.06	H55 - H21A, Broken at 1.5ft	433A	42	1900	9	2	0	0
7/20/2022	H	Runnymede Street	H57 - H16	8	8	VCP	48	48.38	H16A - H16B, Broken at 20.9ft	4422	20	0000	0	3	15	0
12/9/2022	H	Green Street	H6 - H5	12	12	PE	9	7.72	-	-	0	0	0	0	0	0
7/20/2022	H	Runnymede Street	H60 - H15	8	8	PVC	107	106.76	H16C - H15	0000	0	0000	0	0	0	0
8/2/2022	H	Runnymede Street	H62 - H14	12	8	Other	185	230.12	H58 - H14	3123	9	2200	4	2	0	0
8/12/2022	H	Vines Court	H63 - H62	12	6	PVC	40	172.34	H57 - H58	3100	3	2100	2	2	0	0
12/9/2022	H	Clarke Avenue	H64-H71	8	8	VCP	300	166.43	pipeline has a lot of accumulated grease, 80% sagging.	4A38	70	5E 41	54	4	5	25
12/8/2022	H	Clarke Court	H65 - H64	8	6	PVC	168	159.81	-	0	0	0	0	0	0	0
12/8/2022	H	Clarke Court	H66 - H65	8	6	PVC	55	53.00	-	0	0	0	0	0	0	0
12/8/2022	H	Clarke Court	H67 - H66	8	6	PVC	45	45.89	-	0	0	0	0	0	0	0
12/8/2022	H	Clarke Court	H68 - H66	8	6	PVC	70	70.3	-	2200	4	0	0	2	0	0
12/8/2022	H	Clarke Court	H69 - H68	8	6	PVC	45	52	-	2100	2	0	0	2	0	0
N/A	H	Green Street	H7 - H6	12	12	PE	90	-	Line has unchartered manholes.	-	-	-	-	-	-	-
8/8/2022	H	Green Street	H7 - H75	12	12	PE	91	91.47	H7B - H7C	2800	20	0000	0	2	0	0
12/9/2022	H	Clarke Court	H70 - H68	8	6	PVC	50	31.76	-	0	0	0	0	0	0	0
12/9/2022	H	Clarke Avenue	H71 - H3	8	6	VCP	35	28.46	survey abandoned at 29 ft as camera was under water. No	5500	25	4525	30	3	0	0
12/8/2022	H	Tea Court	H72 - H71	8	6	PVC	180	179.55	H59 - H60, Paved over	0	0	0	0	0	0	0
8/8/2022	H	Green Street	H73 - H74	12	12	PE	233	104.07	H8 - H7	2800	20	0000	0	2	0	0
8/8/2022	H	Green Street	H74 - H8	12	12	PE	112	111.76	H7 - H7A	2800	20	1100	1	1	0	0
8/8/2022	H	Green Street	H75 - H6	12	12	PE	259	258.51	H7C - H6	332F	29	4131	7	2	0	0
7/20/2022	H	Runnymede Street	H76 - H57	12	8	VCP	73	73.38	H16 - H16A, Broken at 63.2ft	4135	19	0000	0	2	15	0
8/8/2022	H	Green Street	H8 - H7	12	12	PE	235	235.02	H7A - H7B	2000	20	0000	0	2	0	0
8/8/2022	H	Green Street	H9 - H73	12	12	PE	246	247.72	H9 - H8	2000	20	0000	0	2	0	0
8/8/2022	H/E	Green Street	E1 - H9	12	12	PE	270	271.31	-	2000	20	0000	0	2	0	0
8/9/2022	H/E	Euclid Avenue	H38 - E42	6	6	VCP	519	520.63	Broken pipe. Soil Visible at 146ft, 197ft.	5143	17	0000	0	2	20	0
8/3/2022	K/L	Gardenia Way	K31 - L1	8	8	PVC	148	146.99	-	3000	30	4800	32	3	0	20
7/27/2022	K/L	Larkspur Drive	L10 - K27	6	6	VCP	275	195.98	Broken connection of lateral at 28ft.	4000	40	4800	32	4	0	20
8/1/2022	L	Larkspur Drive	L21 - K28	10	10	PVC	68	67.43	Sagging pipe 75%	0000	0	2700	1.4	2	0	5
8/1/2022	L	Larkspur Drive	L1 - L21	10	12	PVC	223	219.53	-	3627	44	2112	4	2	0	0
7/25/2022	L	Azalia Drive	L10 - L9	6	6	VCP	180	273.01	-	5243	22	2316	12	2	30	10
7/25/2022	L	Gallardia Way	L11 - L10	6	6	VCP	360	360.18	Pipe is broken at 240ft and soil is visible	3800	30	3111	4	2	0	0
7/25/2022	L	Gallardia Way	L12 - L11	6	6	VCP	82	93.27	-	412C	24	2F00	20	2	15	0
7/25/2022	L	Verbina Drive	L13 - L9	6	6	VCP	311	311.4	Broken at 60.2ft	322E	26	3123	9	2	0	0
7/25/2022	L	Verbina Drive	L14 - L13	6	6	VCP	302	302.1	-	322B	26	0000	0	2	0	0
7/25/2022	L	Verbina Drive	L15 - L14	6	6	VCP	310	311.2	-	342C	50	2100	2	2	0	0
7/25/2022	L	Verbina Drive	L16 - L15	6	6	VCP	311	311.5	Broken at 169ft	4131	10	0000	0	2	15	0
7/25/2022	L	Verbina Drive	L17 - L16	6	6	VCP	236	236.52	-	4132	10	0000	0	2	15	0
7/25/2022	L	Verbina Drive	L18 - L17	6	6	VCP	331	330.29	Broken at 135ft	4131	34	1600	6	2	0	0
7/25/2022	L	Verbina Drive	L19 - L18	6	6	VCP	333	333.09	Broken at 330ft	4131	24	2500	10	2	15	0
8/1/2022	L	Gardenia Way	L2 - L1	10	12	PVC	179	179.74	Joint Separated Large at 104.9ft, Infiltration from the wall	412F	24	1600	6	2	0	0
7/25/2022	L	Camellia Drive	L20 - L16	6	6	VCP	101	99.87	Broken at 6.6ft	423A	38	4131	7	2	0	0
8/1/2022	L	Wisteria Drive	L22 - L3	6	6	VCP	366	361.58	Broken at 48.8ft	4332	14	4131	7	2	15	0
8/1/2022	L	Wisteria Drive	L23 - L3	8	8	PVC	351	351.38	-	0000	0	312H	23	2	0	0
8/1/2022	L	Wisteria Drive	L24 - L23	8	8	PVC	386	387.17	-	0000	0	2800	14	2	0	0
7/28/2022	L	Wisteria Drive	L25 - L24	8	8	PVC	342	343.09	-	2100	20	0000	0	2	0	0
7/28/2022	L	Wisteria Drive	L26 - L25	8	8	VCP	216	215.13	Pipe has a lot of sagging, and an offset joint between 80 to 87	4134	16	2A00	20	2	24	20
7/28/2022	L	Wisteria Drive	L27 - L26	8	8	VCP	260	259.41	-	2000	20	2200	4	2	0	0

## East Palo Alto Sanitary District Area 4 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Diameter (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Scores for Notable Defects	Sag > 40%
7/27/2022	L	Wisteria Drive	L28 - L27	6	6	VCP	363	363.08	Hole at 310.2ft	413M	34	2100	2	2	0	
7/27/2022	L	Wisteria Drive	L29 - L28	6	6	VCP	366	367.48	Pipe is broken at 348ft, and soil is visible	513M	35	4100	4	2	30	20
8/1/2022	L	Gardenia Way	L3 - L2	10	12	PVC	83	77.97	-	3600	30	2200	4	2	0	
8/12/2022	L	Aster Way	L30 - L27	6	6	VCP	236	231	Proteous. Broken at 0.0 ft	5141	9	2300	6	2	15	
7/27/2022	L	Aster Way	L31 - L30	10	6	VCP	179	178.74	Pipe is broken at 59ft, and soil is visible	5141	9	2300	6	2	30	
7/27/2022	L	Aster Way	L32 - L31	6	6	VCP	293	293.7	Hole at 157ft	4122	8	0000	0	2	10	
7/27/2022	L	Aster Way	L33 - L32	6	6	VCP	91	89.07	Hole at 10.2ft	4133	13	0000	0	3	15	
7/27/2022	L	Daphne Way	L34 - L26	6	6	VCP	287	287.11	Hole at 263.8ft	4131	7	412A	24	2	15	5
7/27/2022	L	Daphne Way	L35 - L34	6	6	VCP	250	253.92	-	362C	50	2100	2	2	0	
7/27/2022	L	Daphne Way	L36 - L35	6	6	VCP	278	278.01	Hole at 38.4ft	412A	24	1500	5	1	10	
7/27/2022	L	Daphne Way	L37 - L36	6	6	VCP	312	323.29	Hole at 252ft, 93.5ft	423K	38	4113	7	2	0	
8/12/2022	L	Daphne Way	L37 - L38	6	6	VCP	212	202.9	Proteous. Hole at 140.7ft	412A	24	4131	7	2	10	
7/28/2022	L	Daphne Way	L38 - L39	6	6	VCP	215	215.43	-	2800	20	0000	0	2	0	
7/28/2022	L	Daphne Way	L39 - L40	6	6	VCP	346	345.59	Broken at 296.7ft	4132	10	1200	2	2	15	
8/1/2022	L	Gardenia Way	L4 - L3	10	12	VCP	248	246.62	-	312A	23	4133	10	2	0	
7/28/2022	L	Jasmine Way	L40 - L42	8	8	VCP	346	346.49	Broken pipe soil visible at 184ft	5131	8	2100	2	2	20	
7/28/2022	L	Daphne Way	L41 - L40	6	6	VCP	71	68.28	-	3100	3	0000	0	3	0	
7/28/2022	L	Jasmine Way	L42 - L43	8	8	VCP	330	332.79	-	3123	9	3100	3	2	0	
7/28/2022	L	Jasmine Way	L43 - L44	8	8	PVC	334	334.09	Joint Separated Large at 331.7ft	412B	60	0000	0	3	0	
7/28/2022	L	Jasmine Way	L44 - L45	8	8	PVC	238	242.52	-	322F	26	2400	8	2	0	
7/28/2022	L	Camellia Drive	L45 - L25	8	8	VCP	202	201.33	-	312F	23	4122	8	2	0	5
7/27/2022	L	Camellia Drive	L46 - L45	6	6	VCP	136	135.86	Broken pipe Soil Visible at 135.9ft	513D	35	0000	0	2	0	
7/27/2022	L	Azalia Drive	L47 - L4	8	8	VCP	88	87.57	Heavy grease was found on a sewer line cleaning material	2A00	20	2900	18	2	30	
7/27/2022	L	Azalia Drive	L48 - L47	8	8	VCP	229	228.52	-	2C00	20	322D	26	2	0	
7/27/2022	L	Azalia Drive	L49 - L48	8	8	VCP	233	233.52	-	2800	20	2A00	20	2	0	
7/26/2022	L	Gardenia Way	L5 - L47	6	6	VCP	276	276.21	-	2A00	20	2600	20	2	0	
7/27/2022	L	Azalia Drive	L50 - L49	8	8	VCP	224	223.43	-	2100	2	2700	14	2	0	
7/26/2022	L	Camellia Drive	L51 - L50	6	6	VCP	80	76.17	-	0000	0	2300	6	2	0	
7/26/2022	L	Camellia Drive	L52 - L50	6	6	VCP	224	223.63	-	3200	6	2200	4	2	0	
7/26/2022	L	Camellia Drive	L53 - L52	6	6	VCP	218	219.73	MSA/Reverse Inspection Complete	342A	32	2100	2	2	0	
7/26/2022	L	Camellia Drive	L54 - L53	6	6	VCP	369	369.78	Pipe is broken and soil is visible at 3.02ft.	5131	8	0000	0	2	30	
7/26/2022	L	Camellia Drive	L55 - L54	6	6	VCP	149	146.65	-	3100	3	0000	0	3	0	
7/26/2022	L	Camellia Court	L56 - L54	6	6	VCP	327	326.99	-	3C21	32	0000	0	3	0	
7/26/2022	L	Abella Way	L57 - L53	6	6	VCP	203	202.23	-	3228	22	0000	0	2	0	
7/26/2022	L	Abella Way	L58 - L57	6	6	VCP	295	295.4	Broken at 13ft, 50ft, 87ft, 236ft	5243	22	0000	0	3	20	
7/26/2022	L	Abella Way	L59 - L58	6	6	VCP	250	250.12	Broken at 220ft, 245ft	5141	9	2112	4	2	20	
7/26/2022	L	Gardenia Way	L6 - L5	6	6	VCP	215	215.53	-	2400	8	2A00	20	2	0	
7/26/2022	L	Abella Way	L60 - L59	6	6	VCP	109	106.36	-	3100	3	1100	1	2	0	
7/26/2022	L	Gardenia Court	L61 - L5	6	6	VCP	152	152.85	Broken at 98.8	4131	7	2911	19	2	20	
7/27/2022	L	Daphne Court	L62 - L34	6	6	VCP	147	146.75	-	3C23	36	0000	0	2	0	
7/26/2022	L	Gardenia Way	L7 - L6	6	6	VCP	261	261.11	-	3223	12	1300	3	1	0	
7/26/2022	L	Gardenia Way	L8 - L7	6	6	VCP	73	69.38	-	2400	8	0000	0	2	0	
7/25/2022	L	Azalia Drive	L9 - L4	6	6	VCP	162	161.75	-	2600	12	3C29	48	2	0	
7/29/2022	M	O'Connor Street	M12 - M15	6	8	VCP	337	339.49	-	3300	9	0000	0	3	0	
7/29/2022	M	O'Connor Street	M13 - M12	6	8	VCP	276	276.81	Broken at 193	4133	13	0000	0	3	15	
8/9/2022	M	Clarke Avenue	M14 - M14A	6	6	VCP	252	252.42	New Line Segment	3222	10	0000	0	2	0	
N/A	M	Clarke Avenue	M14 - M5	6	328				Line has uncharted manholes.							
8/9/2022	M	Clarke Avenue	M14A - M5	6	6	VCP	75	75.28	New Line Segment. Broken at 70.2ft	4131	7	0000	0	2	20	
7/29/2022	M	O'Connor Street	M15 - M5	6	8	VCP	250	264.21	-	0000	0	0000	0	0	0	
8/10/2022	M	Clarke Avenue	M16 - M8	6	12	VCP	67	66.58	M8 - M8A	3400	12	0000	0	3	0	
8/10/2022	M	Clarke Avenue	M18 - M5	8	12	VCP	154	154.25	-	2300	6	0000	0	2	0	
8/10/2022	M	Clarke Avenue	M19 - M18	8	12	VCP	95	92.57	-	2100	2	0000	0	2	0	
8/10/2022	M	Clarke Avenue	M20 - M19	8	12	VCP	341	80.47	M6 - M19	0000	0	0000	0	0	0	
8/10/2022	M	Clarke Avenue	M21 - M20	8	12	VCP	78	314.2	M20 - M6	2000	20	3121	5	2	0	
8/10/2022	M	Clarke Avenue	M22 - M21	8	12	VCP	116	27.19	M7 - M20	2200	4	0000	0	2	0	

## East Palo Alto Sanitary District Area 4 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Diameter (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag > 40%
7/21/2022	M	Tinley Street	M23 - M24	8	8	PVC	195	191.54		0000	0	0000	0	0	0	
7/21/2022	M	Tinley Street	M24 - M25	8	8	PVC	260	258.01		0000	0	0000	0	0	0	
7/21/2022	M	Tate Street	M25 - M26	8	8	PVC	270	267.41		0000	0	0000	0	0	0	
7/21/2022	M	Tate Street	M26 - M27	8	8	PVC	125	131.46		0000	0	0000	0	0	0	
N/A	M	Wilkes Street	M27 - M28	8	8	PVC	35	42.39	This line has does not exist.	2200	4	0000	0	2	0	
7/21/2022	M	Tate Street	M27 - M29	8	8	PVC	329	322.99		2800	20	0000	0	2	0	
7/29/2022	M	O'Connor Street	M3 - M2	12	12	PVC	380	382.17		312A	23	2600	20	2	0	
7/29/2022	M	O'Connor Street	M31 - M3	10	12	PVC	357	357.08		2C00	20	2E00	20	2	0	
7/21/2022	M	Oakles Street	M32 - M33	8	8	PVC	195	221.13		0000	0	0000	0	0	0	
7/21/2022	M	Oakles Street	M33 - M34	8	8	PVC	288	226.03		0000	0	0000	0	0	0	
7/21/2022	M	Tate Street	M35 - M34	8	8	PVC	124	119.16		0000	0	0000	0	0	0	
7/21/2022	M	Baines Street	M36 - M37	8	8	PVC	257	242.02		0000	0	0000	0	0	0	
8/5/2022	M	East Bayshore Road	M38 - M39	8	6	PVC	158	153.45		0000	0	0000	0	0	0	
8/5/2022	M	East Bayshore Road	M39 - M40	8	6	PVC	241	158.55		0000	0	0000	0	0	0	
7/29/2022	M	O'Connor Street	M4 - M31	12	12	PVC	143	144.05		0000	0	2700	14	2	0	
8/5/2022	M	East Bayshore Road	M40 - M41	6	6	PVC	263	242.32		0000	0	0000	0	0	0	
8/5/2022	M	East Bayshore Road	M41 - M42	6	6	PVC	17	104.37		2700	14	0000	0	2	0	
7/29/2022	M	O'Connor Street	M42 - M13	6	6	VCP	37	110.66	Surface Damage and cracks	413B	34	0000	0	2	0	
7/29/2022	M	O'Connor Street	M43 - M42	6	6	VCP	104	109.56	Broken at 109ft	423D	38	0000	0	3	0	
7/29/2022	M	O'Connor Street	M5 - M4	12	12	PVC	373	372.18		2800	20	0000	0	2	0	
8/10/2022	M	Clarke Avenue	M6 - M22	8	12	VCP	43	109.16	M22 - M21	0000	0	0000	0	0	0	
8/10/2022	M	Clarke Avenue	M7 - M6	8	12	VCP	297	336.99	M21 - M7	2100	2	0000	0	2	0	
N/A	M	Clarke Avenue	M8 - M22	8	192				Line has an unchartered manhole							
8/10/2022	M	Clarke Avenue	M8 - M7	8	12	VCP	137	137.35	M8A - M22	0000	0	0000	0	0	0	
7/29/2022	M/I	Pulgas Avenue	I43 - I15	12	12	PVC	20	60.08	I15A - I15. Sagging pipe 90%. Unmapped MH between M2-	513A	35	0000	0	3	0	30
N/A	M/I	O'Connor Street	M2 - I15	12	20		20		Repeat naming. Already inspected.							
N/A	M/I	Pulgas Avenue	M2 - I15	12	20		20		Line has unchartered manholes.							
7/29/2022	M/I	Pulgas Avenue	M2 - I43	12	12	PVC	20	42.39	M2 - I15A. Sagging pipeline 100%	5500	25	2300	6	3	0	25
7/22/2022	M/N	Wilkes Street	M28 - N11	8	8	PVC	236	206.73		0000	0	0000	0	0	0	
7/22/2022	M/N	Gates Street	M30 - N29	8	8	PVC	255	259.91		3100	3	0000	0	3	0	
7/21/2022	M/N	Oakles Street	M34 - N22	8	8	PVC	253	267.01		0000	0	0000	0	0	0	
7/21/2022	M/N	Baines Street	M37 - N24	8	8	PVC	259	247.02		0000	0	0000	0	0	0	
7/22/2022	N	Gates Street	N10 - N13	8	8	PVC	176	174.94		0000	0	0000	0	0	0	
7/22/2022	N	Wilkes Street	N11 - N12	8	8	PVC	227	228.42		0000	0	2100	2	2	0	
7/22/2022	N	Wilkes Street	N12 - N13	8	8	PVC	158	160.25		0000	0	0000	0	0	0	
7/29/2022	N	Wilkes Street	N13 - N14	8	8	PVC	167	166.74		0000	0	0000	0	0	0	
8/8/2022	N	Pulgas Avenue	N14 - N2	10	10	PE	88	85.87	Light Tree Project	2400	8	2300	6	2	0	
7/22/2022	N	Mouton Circle	N15 - N16	8	8	PVC	252	251.62		2400	20	2400	8	2	0	
7/22/2022	N	McNair Street	N15 - N18	8	8	PVC	190	195.14		3100	3	0000	0	3	0	
7/22/2022	N	Mouton Circle	N16 - N17	8	8	PVC	228	216.93		0000	0	0000	0	0	0	
7/22/2022	N	Mouton Circle	N17 - N20	8	8	PVC	197	195.44		0000	0	0000	0	0	0	
7/22/2022	N	Mouton Circle	N18 - N19	8	8	PVC	256	253.62		0000	0	0000	0	0	0	
8/8/2022	N	Pulgas Avenue	N2 - N1	10	10	PE	224	222.53		0000	0	0000	0	0	0	
8/5/2022	N	Mouton Circle	N20 - N21	8	8	PVC	72	72.78	Light Tree Project	2000	20	2800	20	2	0	
8/8/2022	N	Pulgas Avenue	N21 - N14	10	12	PE	196	198.73	Light Tree Project	2000	20	2400	20	2	0	
7/21/2022	N	McNair Street	N22 - N15	8	8	PVC	212	211.53	Pipeline has reverse sag allowing an opposite flow direction.	0000	0	0000	0	0	8	10
7/21/2022	N	Oakles Street	N22 - N23	8	8	PVC	193	179.04		0000	0	0000	0	0	0	
7/21/2022	N	Oakles Street	N23 - N28	8	8	PVC	116	117.96		0000	0	0000	0	0	0	
7/21/2022	N	Baines Street	N24 - N25	8	8	PVC	262	249.92		0000	0	0000	0	0	0	
7/21/2022	N	Baines Street	N25 - N26	8	8	PVC	248	251.42		0000	0	0000	0	0	0	
7/21/2022	N	Baines Street	N26 - N27	8	8	PVC	183	181.14		0000	0	0000	0	0	0	
8/5/2022	N	Oakles Street	N28 - N4	8	8	PVC	150	150.05	Light Tree Project	2800	20	0000	0	2	0	

## East Palo Alto Sanitary District Area 4 CCTV Survey Results

Date Inspected	Area	Location/ Street Name	PSR	Reported Diameter (inch)	Actual Diameter (inch)	Pipe Material	Pipe Length (ft)	Length Surveyed (ft)	Notes	Structural Grade	Structural Score	O&M Grade	O&M Score	Overall Pipe Index	Score for Notable Defects	Sag > 40%
7/22/2022	N	Gates Street	N29 - N10	8	8	PVC	326	314.2	-	0000	0	0000	0	0	0	
8/8/2022	N	Pulgas Avenue	N3 - N21	10	12	PE	89	88.17	Light Tree Project	2200	4	2300	6	2	0	
7/22/2022	N	McNair Street	N30 - N11	8	8	PVC	134	130.86	-	0000	0	0000	0	0	0	
8/8/2022	N	Pulgas Avenue	N4 - N3	10	12	PE	335	336.39	Light Tree Project	2500	10	2800	16	2	0	
8/8/2022	N	Pulgas Avenue	N5 - N4	10	12	PE	332	332.69	-	2800	20	4131	7	2	0	
8/4/2022	N	Pulgas Avenue	N6 - N5	10	12	PE	333	334.49	-	2800	20	0000	0	2	0	
8/4/2022	N	Pulgas Avenue	N7 - N6	10	12	PE	333	334.39	-	2400	8	0000	0	2	0	
8/4/2022	N	Pulgas Avenue	N8 - N9	10	12	PE	119	119.66	Joint Separated Large at 9.5ft	4131	7	2100	2	2	15	
8/4/2022	N	Pulgas Avenue	N9 - N7	10	12	PE	284	285.31	-	2A00	20	0000	0	2	0	
8/10/2022	N/K	O'Connor Street	N1 - K6	12	12	PE	253	254.52	Light Tree Project	362D	38	4132	10	2	0	

## East Palo Alto Sanitary District Trunk Line CCTV Survey Results

Date Inspected	Area	Location/Street Name	PSR	Reported Pipe Dia (inch)	Actual Diameter (feet)	Material	Reported Pipeline Length (ft)	Length Surveyed (ft)	Inspection Notes	Structural Grade	Structural Total	O&M Grade	O&M scores	Score for Notable Defects	Sag >40%
1/20/2023	T	Bay Trail	K1-T16	18	15	PE	35	31,362	Lots of grease	4100	4	3100	3	5	0
-	T	Airport - Embarcadero Road	T1 - T0	24	-	N.A.	329	0	N/A surveyed because of access difficulties. Very high flow. Two	0	0	-	-	-	-
1/26/2023	T	Bay Trail	T10 - T9	24	30	XXX	447	448,681		3421	14	0000	0	0	0
1/20/2023	T	Bay Trail	T11 - T10	24	30	XXX	336	329,848		3100	3	0000	0	0	0
1/20/2023	T	San Fransiquito Creek	T12 - T11	24	30	XXX	482	485,754		0000	0	0000	0	0	0
1/20/2023	T	Bay Trail	T16-T13	22	22	HDPE	56	10,02		0000	0	2100	2	0	0
1/19/2023	T	Bay Trail	T17-T14	21	21	RCP	325	463,511	Over 70% sag that allows debris accumulation in the pipeline	2511	11	2300	4	5	20
1/19/2023	T	Bay Trail	T18 - T17	21	24	RCP	540	543,468	Over 70% sag that allows debris accumulation in the pipeline	4132	10	2300	6	0	20
1/19/2023	T	Bay Trail	T19 - T18	21	24	RCP	500	502,988	Excessive cleaning required. Sagging allows debris accumulation in the	5141	9	4100	4	5	25
1/27/2023	T	Airport - Embarcadero Road	T2 - T1	24	30	RCP	506	509,902	75% sagging with some accumulated grease	4123	10	2300	6	5	20
1/18/2023	T	Bay Trail	T20 - T19	18	24	RCP	332	333,455	Some surface damage. Sagging 75%	4123	10	0000	0	0	20
1/18/2023	T	Bay Trail	T20A - T20	24	24	PE	340	339,968	Unmapped MH found 83 ft from T21, named T20A during the	3100	3	0000	0	0	0
1/18/2023	T	Bay Trail	T21 - T20	18	24	PE	338	82,863	Unmapped MH found 81 ft from T21, named T20A during the	3100	3	0000	0	0	0
1/18/2023	T	Bay Trail	T22 - T21	18	24	RCP	197	194,582		3200	6	0000	0	0	0
1/18/2023	T	Bay Trail	T23 - T22	18	18	RCP	446	376,941	Spalling of concrete lining	3225	16	0000	0	0	0
1/18/2023	T	Bay Trail	T24 - T23	18	18	RCP	317	319,628		1100	1	0000	0	0	0
1/18/2023	T	Bay Trail	T25 - T24	18	18	RCP	282	279,75		1100	1	0000	0	0	0
1/17/2023	T	Bay Trail	T26 - T25	18	18	RCP	306	308,706		1100	1	0000	0	0	0
1/17/2023	T	Bay Trail	T27 - T26	18	18	RCP	356	358,504	Broken at T2,4 with a noticeable infiltration from the hole	412A	24	3121	5	15	0
1/17/2023	T	Bay Trail	T28 - T27	18	18	RCP	162	163,621		2711	15	0000	0	0	0
1/17/2023	T	Bay Trail	T29 - T28	18	18	RCP	224	235,463		2211	5	0000	0	0	0
1/27/2023	T	Airport - Embarcadero Road	T2A-T2	24	30	RCP	311	310,71	Unmapped MH was found between them, named T2A during the	2211	5	2100	2	0	0
1/27/2023	T	Airport - Embarcadero Road	T3 - T2A	24	30	RCP	192	192,077	Unmapped MH was found between them, named T2A during the	4123	10	2100	2	10	0
1/20/2023	T	San Fransiquito Creek	T30-T12	30	30	XXX	215	364,115		3200	6	0000	0	0	0
1/20/2023	T	Bay Trail	T31-T30	30	30	XXX	315	304,598		3100	3	0000	0	0	0
1/20/2023	T	San Fransiquito Creek	T32-T31	30	30	RCP	100	147,79	MH T32 had an additional 30-inch pipeline connected to it, that was not shown on EPASD map. It seemed to be a sewer line from another	1100	1	0000	0	0	0
-	T	Bay Trail	T33-T32	22	-	N.A.	435	0	SIPHON	0	0	-	-	-	-
1/20/2023	T	Bay Trail	T34-T33	30	30	PE	140	16,332		0000	0	2300	6	0	0
1/26/2023	T	Airport - Embarcadero Road	T4 - T3	24	30	XXX	475	477,638	MH T4 on Airport runway is covered with asphalt	4200	8	2300	4	0	0
1/26/2023	T	Bay Trail	T5 - T4	24	30	XXX	352	355,398	MH T4 on Airport runway is covered with asphalt	3100	3	0000	0	0	0
1/26/2023	T	Bay Trail	T5A - T5	24	30	XXX	362	362,011	Unmapped manhole was found between them, named T5A during the inspection.	0000	0	0000	0	0	0
1/26/2023	T	Airport runway	T6 - T5A	24	30	XXX	20	20,34	Unmapped manhole was found between them, named T5A during the inspection. MH T5 has a narrower	0000	0	0000	0	0	0
1/26/2023	T	Airport runway	T7 - T6	24	30	XXX	481	479,843	60% sagging	4200	8	0000	0	0	10
1/26/2023	T	Airport runway	T8 - T7	24	30	XXX	502	506,796	Pipeline is 60% sagging	4131	7	0000	0	0	15
1/26/2023	T	Airport runway	T9 - T8	24	30	XXX	498	501,986		3100	3	0000	0	0	0

## **Appendix C**

### **Financial Plan**



# East Palo Alto Sanitary District



## 2022 Sewer Rate Analysis

Working Draft Tables



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

Table 1  
 East Palo Alto Sanitary District  
 Historical & Adopted Rates

	July 1 2010	July 1 2013	July 1 2014	July 1 2015	July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
					Currently In Effect	Adopted But Not Implemented / Deferred			
<b>RESIDENTIAL</b>									
<i>Fixed annual charge per residential dwelling unit</i>									
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$485	\$520	\$550	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	40.42	43.33	45.83	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>									
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge (\$/hcf)</i>									
<b>Low Strength</b>									
Offices & Churches	\$3.6555	\$3.9193	\$4.1454	\$4.3338	\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Educational Facilities	3.8920	4.1729	4.4136	4.6142	4.6191	4.8501	5.0811	5.3121	5.5431
<b>Standard Strength</b>									
General Commercial	4.0395	4.3310	4.5809	4.7891	4.9022	5.1473	5.3924	5.6375	5.8826
Recreational	4.0385	4.3299	4.5797	4.7879	4.9022	5.1473	5.3924	5.6375	5.8826
<b>Moderate Strength</b>									
Motels/Hotels	4.0385	4.3299	4.5797	4.7879	5.2940	5.5587	5.8234	6.0881	6.3528
Medical	4.5039	4.8289	5.1075	5.3397	5.2940	5.5587	5.8234	6.0881	6.3528
Industrial	4.3305	4.6430	4.9109	5.1341	5.2940	5.5587	5.8234	6.0881	6.3528
<b>High Strength</b>									
Restaurants	7.0341	7.5417	7.9768	8.3394	8.5034	8.9286	9.3538	9.7790	10.2042
<b>Minimum Annual Charge</b>	\$485	\$520	\$550	\$575	\$600	\$630	\$660	\$690	\$720

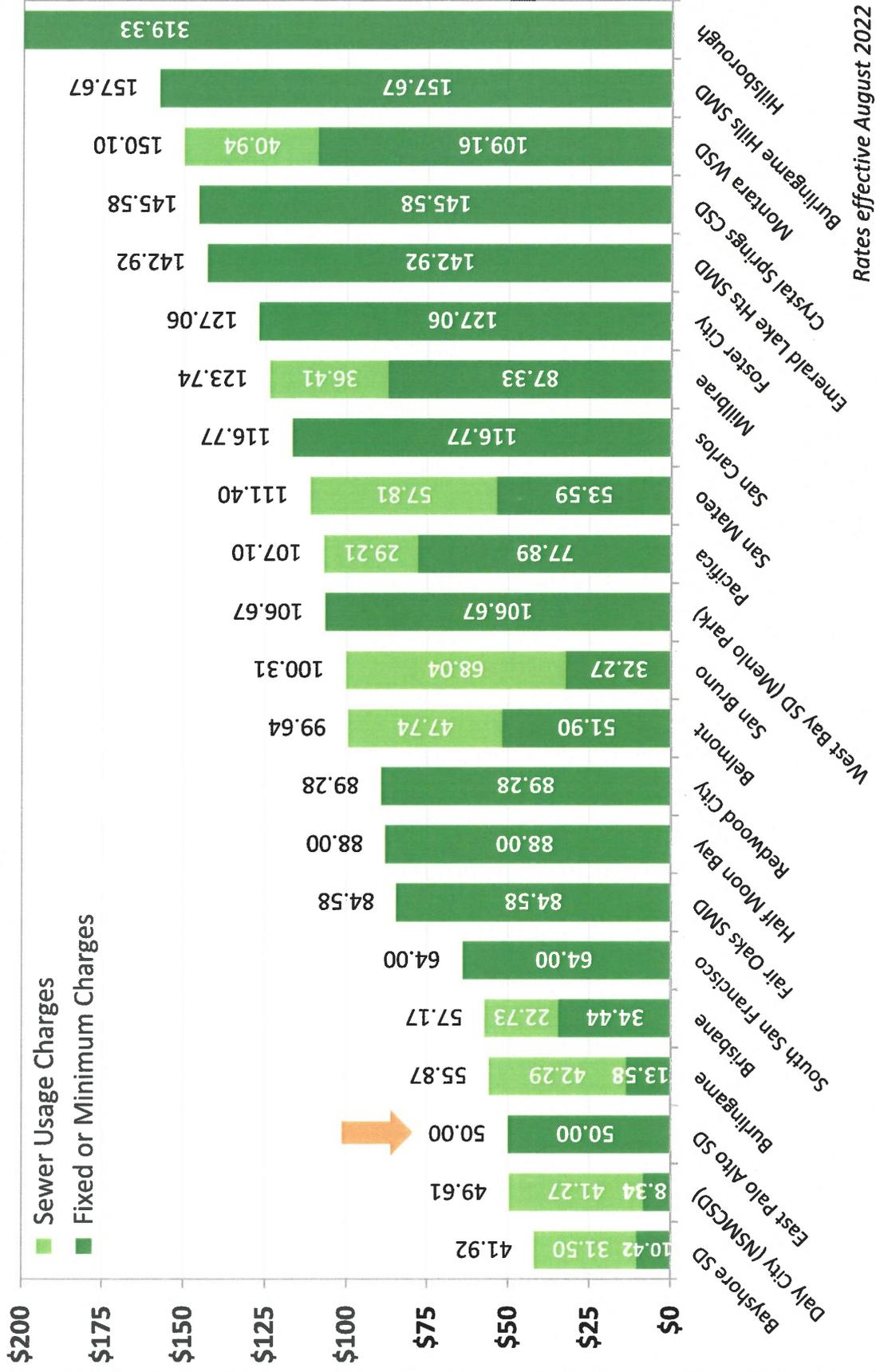
1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

Note: The District's service charges are collected on the San Mateo County property tax rolls.

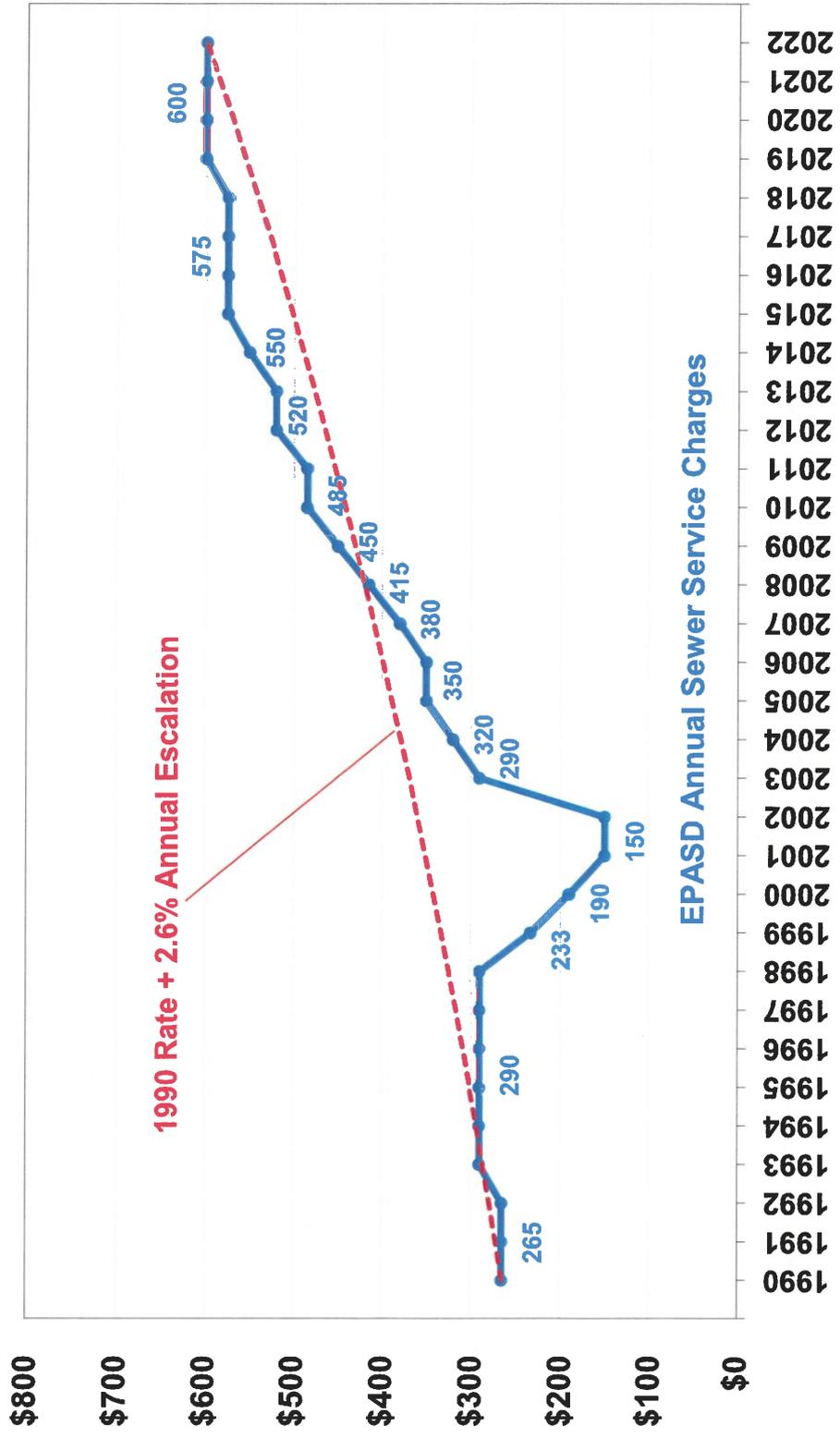
# Survey of Single Family Residential Monthly Sewer Rates

Based on flat rate or 5.5 hcf of monthly winter water use



Rates effective August 2022

# East Palo Alto Sanitary District Annual Sewer Charge Per Residential Dwelling Unit



Rate Effective July 1

# East Palo Alto Sanitary District Monthly Sewer Charge Per Residential Dwelling Unit (Rounded)

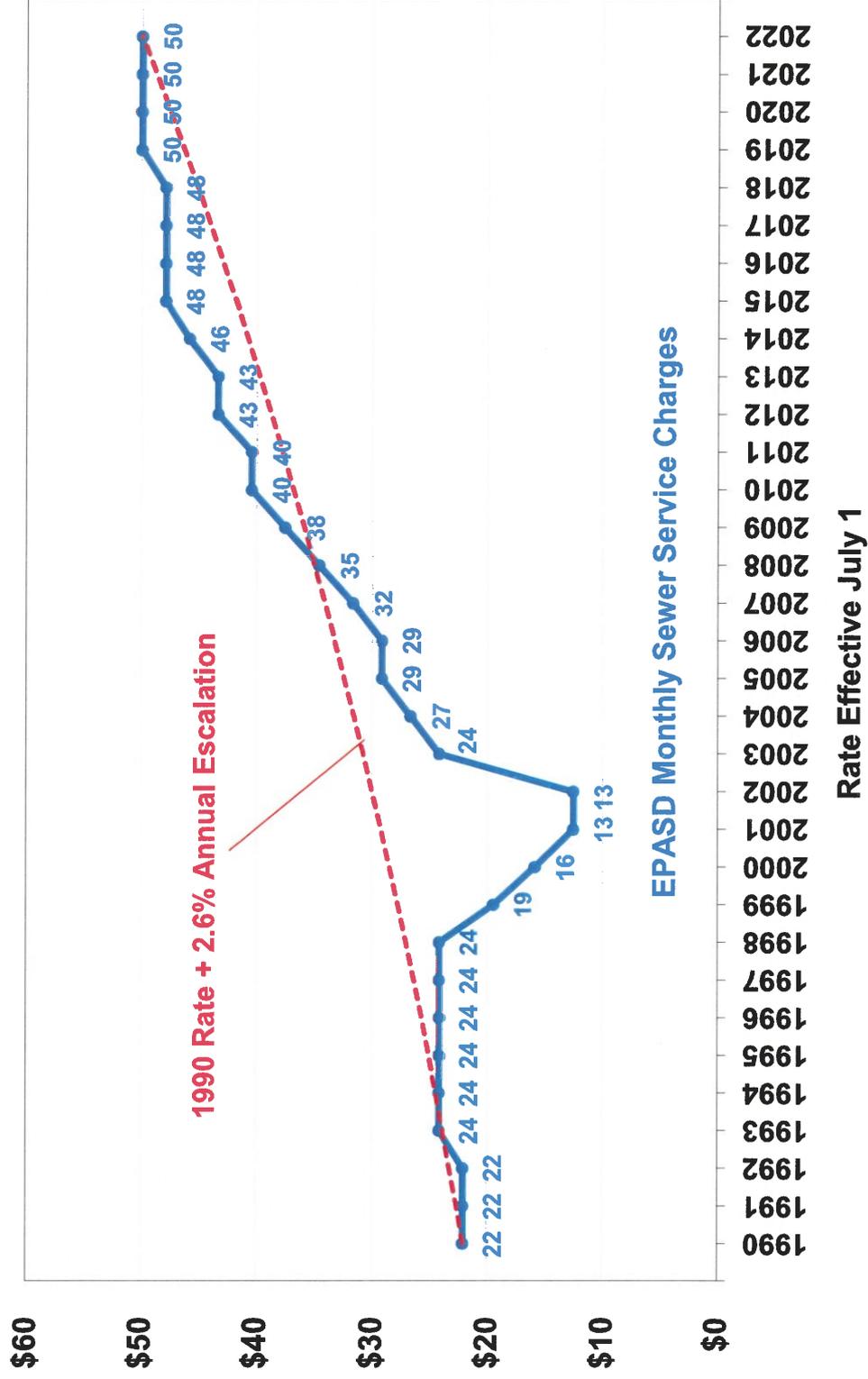


Table 2  
 East Palo Alto Sanitary District  
 Sewer Customers

	Accounts	% of Total	Dwelling Units
<b>RESIDENTIAL</b>			
Single Family Residential	3,360	81.5%	3,360
Multi-Family Residential	388	9.4%	3,567
Mobile Home	116	2.8%	116
Retirement	4	0.1%	7
Subtotal	3,868	93.8%	7,050
<b>COMMERCIAL/INDUSTRIAL</b>			
Offices & Churches	42	1.0%	
Schools/Educational Facilities	13	0.3%	
Motels/Hotels	2	0.0%	
Recreational	4	0.1%	
General Commercial	122	3.0%	
Industrial	20	0.5%	
Medical	2	0.0%	
Restaurants	12	0.3%	
Manual Billed	37	0.9%	
Subtotal	254	6.2%	
<b>TOTAL</b>	<b>4,122</b>		

Source: Sewer Service Charge billing summary for fiscal year 2022/23.

Table 3  
 East Palo Alto Sanitary District  
 Billed Sewer Service Charges

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>RESIDENTIAL</b>							
Single Family Residential	\$1,940,050	\$1,938,900	\$1,938,900	\$2,023,200	\$2,022,600	\$2,013,000	\$2,015,400
Multi-Family Residential	2,041,250	2,043,550	2,043,550	2,132,400	2,130,600	2,210,000	2,140,200
Mobile Home	-	-	-	-	-	-	69,600
Retirement	4,025	4,025	4,025	4,200	4,200	4,200	4,200
Subtotal	3,985,325	3,986,475	3,986,475	4,159,800	4,157,400	4,227,200	4,229,400
<b>COMMERCIAL/INDUSTRIAL</b>							
Offices & Churches	62,002	58,432	65,858	70,766	58,142	51,938	54,697
Schools/Educational Facilities	106,907	93,394	110,752	86,338	99,715	110,030	108,722
Motels/Hotels	73,217	94,559	102,945	97,600	82,301	18,259	35,613
Recreational	5,568	5,703	3,472	5,227	6,119	20,540	21,030
General Commercial	186,529	171,066	182,322	166,436	166,264	150,873	173,813
Industrial	23,519	24,828	24,710	22,210	22,996	23,857	23,758
Medical	9,889	6,774	8,497	9,326	7,461	7,826	7,053
Restaurants	55,089	54,272	66,014	76,523	56,256	61,519	68,390
Manual Billed	12,024	12,024	Est12,000	58,147	-	79,438	-
Subtotal	534,745	521,053	576,570	592,573	499,254	524,280	493,076
<b>TOTAL</b>	<b>4,520,070</b>	<b>4,507,528</b>	<b>4,563,045</b>	<b>4,752,373</b>	<b>4,656,654</b>	<b>4,751,480</b>	<b>4,722,476</b>

Source: Annual Sewer Service Charge billing summaries.

Table 4  
 East Palo Alto Sanitary District  
 RWQCP Invoices

	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
<b>Operating Payments*</b>								Projected
1st Quarter	331,934	380,417	415,426	453,398	482,954	459,180	437,236	450,966
2nd Quarter	338,105	380,417	415,425	453,399	482,953	459,180	437,236	450,966
3rd Quarter	338,104	380,417	415,426	453,398	482,953	459,180	375,736	450,966
4th Quarter	338,105	380,417	415,425	453,399	482,953	459,180	437,236	450,966
Prior Year Adjustment	<u>42,501</u>		<u>(105,876)</u>	<u>64,736</u>	<u>(143,602)</u>	<u>(326,941)</u>	<u>(211,264)</u>	<u>tbd</u>
Subtotal	1,388,749	1,521,668	1,555,826	1,878,330	1,788,211	1,509,779	1,476,180	1,803,864
<b>Debt Payments</b>	117,523	117,468	117,700	117,791	117,292	200,853	200,850	201,070
<b>Total</b>	<b>1,506,272</b>	<b>1,639,136</b>	<b>1,673,526</b>	<b>1,996,121</b>	<b>1,905,503</b>	<b>1,710,632</b>	<b>1,677,030</b>	<b>2,004,934</b>

Source: Quarterly Invoices for Palo Alto Regional Water Quality Control Plant.

\* Includes Pretreatment Program and Minor Capital.

Table 5

East Palo Alto Sanitary District  
RWQCP Projected Funding Requirements

Note: Compared to prior projections, substantial new debt service has been deferred until 2027/28

	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
<b>RWQCP PLANT TOTAL</b>										
Treatment O&M	27,139,000	28,415,000	28,773,000	29,317,000	29,818,000	30,474,000	31,138,000	31,862,000	32,512,000	33,408,000
Minor CIP Fund	3,471,000	3,572,000	3,676,000	3,783,000	3,893,000	4,006,000	4,122,000	4,242,000	4,365,000	4,491,000
Existing Debt Service	2,873,000	2,872,000	2,048,000	2,048,000	2,048,000	2,048,000	2,048,000	1,648,000	1,648,000	1,092,000
Planned Debt Service	0	1,175,000	1,916,000	1,916,000	1,916,000	<b>9,962,000</b>	<b>12,016,000</b>	12,016,000	12,016,000	12,016,000
<b>Total</b>	<b>33,483,000</b>	<b>36,034,000</b>	<b>36,413,000</b>	<b>37,064,000</b>	<b>37,675,000</b>	<b>46,490,000</b>	<b>49,324,000</b>	<b>49,768,000</b>	<b>50,541,000</b>	<b>51,007,000</b>
Annual Increase %		7.6%	1.1%	1.8%	1.6%	23.4%	6.1%	0.9%	1.6%	0.9%
<b>EPASD COST SHARE</b>										
Treatment O&M	\$1,669,000	\$1,748,000	\$1,770,000	\$1,803,000	\$1,834,000	\$1,874,000	\$1,915,000	\$1,959,000	\$1,999,000	\$2,055,000
Minor CIP Fund	213,000	220,000	226,000	233,000	239,000	246,000	254,000	261,000	268,000	276,000
Subtotal O&M	1,882,000	1,968,000	1,996,000	2,036,000	2,073,000	2,120,000	2,169,000	2,220,000	2,267,000	2,331,000
Existing Debt Service	201,000	201,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	83,000
Planned Debt Service	0	31,000	88,000	88,000	88,000	<b>703,000</b>	<b>860,000</b>	860,000	860,000	860,000
<b>Subtotal Debt</b>	<b>201,000</b>	<b>232,000</b>	<b>214,000</b>	<b>214,000</b>	<b>214,000</b>	<b>829,000</b>	<b>986,000</b>	<b>986,000</b>	<b>986,000</b>	<b>943,000</b>
<b>Total</b>	<b>2,083,000</b>	<b>2,200,000</b>	<b>2,210,000</b>	<b>2,250,000</b>	<b>2,287,000</b>	<b>2,949,000</b>	<b>3,155,000</b>	<b>3,206,000</b>	<b>3,253,000</b>	<b>3,274,000</b>
Annual Increase %		5.6%	0.5%	1.8%	1.6%	<b>28.9%</b>	<b>7.0%</b>	1.6%	1.5%	0.6%
<b>EPASD % SHARE OF TOTAL</b>										
Treatment O&M	6.15%	6.15%	6.15%	6.15%	6.15%	6.15%	6.15%	6.15%	6.15%	6.15%
Minor CIP Fund	6.14%	6.16%	6.15%	6.16%	6.14%	6.14%	6.16%	6.15%	6.14%	6.15%
Existing Debt Service	7.00%	7.00%	6.15%	6.15%	6.15%	6.15%	6.15%	7.65%	7.65%	7.60%
Planned Debt Service	-	2.64%	4.59%	4.59%	4.59%	7.06%	7.16%	7.16%	7.16%	7.16%
<b>Total</b>	<b>6.22%</b>	<b>6.11%</b>	<b>6.07%</b>	<b>6.07%</b>	<b>6.07%</b>	<b>6.34%</b>	<b>6.40%</b>	<b>6.44%</b>	<b>6.44%</b>	<b>6.42%</b>

Source: FY2023 - FY2032 RWQCP Wastewater Treatment Forecast, dated 5/11/2022, Revision 1.

Table 6  
 East Palo Alto Sanitary District  
 Outstanding Debt Service

Fiscal Year Ending June 30	EPASD Debt	EPASD Share of RWQCP Debt					Total
	2011 SRF Loan	1999 Bonds (1990 Refi) 11.90%	1999 Bonds (New \$) 7.64%	2009 SRF Loan 7.64%	2018 SRF Loan 7.64%	Subtotal	
2016	\$78,942	\$33,398	\$40,513	\$42,457	-	\$116,368	\$195,310
2017	78,942	33,127	40,730	42,457	-	116,314	195,256
2018	78,942	33,222	40,868	42,457	-	116,547	195,489
2019	78,942	33,254	40,927	42,457	-	116,638	195,580
2020	78,942	33,193	40,489	42,457	70,907	187,046	265,988
2021	78,942	33,067	40,455	42,457	81,505	197,484	276,426
2022	78,942	33,285	40,538	42,457	85,484	201,764	280,706
2023	78,942	33,418	40,623	42,457	85,484	201,982	280,924
2024	78,942	33,465	40,608	42,457	85,484	202,014	280,956
2025	78,942	-	-	42,457	85,484	127,941	206,883
2026	78,942	-	-	42,457	85,484	127,941	206,883
2027	78,942	-	-	42,457	85,484	127,941	206,883
2028	78,942	-	-	42,457	85,484	127,941	206,883
2029	78,942	-	-	42,457	85,484	127,941	206,883
2030	78,942	-	-	42,457	85,484	127,941	206,883
2031	78,942	-	-	42,457	85,484	127,941	206,883
2032	78,942	-	-	-	85,484	85,484	164,426
2033	78,942	-	-	-	85,484	85,484	164,426
2034	-	-	-	-	85,484	85,484	85,484
2035	-	-	-	-	85,484	85,484	85,484
2036	-	-	-	-	85,484	85,484	85,484
2037	-	-	-	-	85,484	85,484	85,484
2038	-	-	-	-	85,484	85,484	85,484
2039	-	-	-	-	85,484	85,484	85,484
2040	-	-	-	-	85,484	85,484	85,484
2041	-	-	-	-	85,484	85,484	85,484
2042	-	-	-	-	85,484	85,484	85,484
2043	-	-	-	-	85,484	85,484	85,484
2044	-	-	-	-	85,484	85,484	85,484
2045	-	-	-	-	85,484	85,484	85,484
2046	-	-	-	-	85,484	85,484	85,484
2047	-	-	-	-	85,484	85,484	85,484
2048	-	-	-	-	85,484	85,484	85,484
2049	-	-	-	-	85,484	85,484	85,484

**Table 7**  
**East Palo Alto Sanitary District**  
**Capital Improvements**

<b>Program Alternative</b>	<b>Linear Feet</b>	<b>Opinion of Estimated Cost (\$ Millions)</b>
<b>Structural Upgrades<sup>1</sup></b>	<b>77,000</b>	<b>\$53.2</b>
Includes Capacity Upgrades <sup>2</sup>	14,000	\$9.7
<b>Structural + Capacity Upgrades</b>	<b>92,000</b>	<b>\$65.5</b>
Includes Capacity Upgrades	26,000	\$22.0
Includes Capacity Only Upgrades <sup>3</sup>	12,000	\$12.3
<b>High Priority Program<sup>4</sup></b>	<b>26,000</b>	<b>\$21.5</b>
Includes Capacity Upgrades	17,000	\$14.1
Includes Capacity Only Upgrades	5,800	\$5.8

1. Structural Upgrades = Replacement of Pipelines with Substantial Structural Defects (may include Capacity Upgrades)

2. Capacity Upgrades = Replacement of Pipelines with Larger Capacity Pipelines per the Master Plan (independent of Structural condition)

3. Capacity Only Upgrades = Replacement of Pipelines that are Structurally Sound with Larger Capacity Pipelines per the Master Plan

4. High Priority Program = \$20M project to address High Priority pipelines considering both Structural and Capacity Upgrades

Table 7B  
 East Palo Alto Sanitary District  
 Capital Improvements

PRIOR VERSION  
 For Discussion Only

<b>CAPITAL IMPROVEMENT PROJECTS</b>	
<b>EPASD Near-Term Critical Capital Needs</b>	
Area 1 Pipeline Replacements <sup>1</sup>	\$13,567,000
Area 2 Pipeline Replacements <sup>2</sup>	<u>7,000,000</u>
Subtotal	20,567,000
<b>EPASD Longer-Term Capital Needs</b>	
Area 3 Pipeline Replacements	EPASD anticipates funding these projects over time on a pay-as-you-go basis. Annual funding is projected at \$1 to \$2 million per
Area 4 Pipeline Replacements	
<b>Pipeline Capacity Upsizings to Accommodate New Development</b>	
Master Plan Pipeline Upsizing <sup>3</sup>	\$26,556,000
Trunkline Improvements (New 18" Wet Weather Parallel Sewer Main) <sup>3</sup>	<u>8,600,000</u>
Subtotal (2021 \$)	35,156,000
With 10% Construction Cost Escalation	38,672,000
Less Overlap with Area Pipeline Replacements listed above <sup>4</sup>	(7,500,000)
Wastewater Treatment Plant 1 mgd Capacity Purchase <sup>5</sup>	<u>5,000,000</u>
Subtotal	36,172,000

1 Source: Area 1 CCTV Survey Evaluation and Pipeline Replacement Priorities; Sierra West Consultants, Inc., August 31, 2022.

2 Preliminary placeholder estimate; cost estimates will be refined based on conditions assessment and analysis of Area 2 pipelines which is currently underway.

3 Source: Addendum to March 2015 Master Plan Update, Table 17; Freyer & Laureta, Inc., April 28, 2021.

4 Preliminary placeholder estimate \_\_\_\_\_.

5 Source: Estimate provided by East Palo Alto Sanitary District.

Table  
 East Palo Alto Sanitary District  
 Debt Service Estimates

**TABLE NOT NEEDED**  
 Estimated Debt Service per \$10M  
 Assumes Level Annual Debt Service

		30-Year Bonds/COPs
<b>Project Funding</b>		<b>\$10,000,000</b>
<b>Costs of Issuance/Other</b>		
Underwriter's Discount	0.70%	70,000
Issuance Costs		170,000
Bond Insurance (tbd)	0.30%	60,000
Reserve Surety	tbd	tbd
Capitalized Interest	tbd	-
Other Costs/Contingency		20,000
Subtotal		320,000
<b>Total Issue Size</b>		<b>10,320,000</b>
<b>Level Annual Debt Service</b>		
Repayment Term (Years)		30
Avg Interest Rate	planning est	5.00%
<b>Annual Debt Service per \$10 Million</b>		<b>671,000</b>

Estimates shown for financial planning purposes, actual costs and rates may vary.  
 Debt projections assume level annual debt service payments.

Table 8  
East Palo Alto Sanitary District  
Historical Revenues & Expenses

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Estimated 2022/23
<b>REVENUES</b>								
Service Charges	4,532,749	4,512,412	4,498,735	4,584,087	4,774,075	4,821,925	4,837,146	Estimated 4,700,000
Property Taxes	382,922	410,167	491,665	522,015	588,095	581,013	605,915	600,000
ERAF Rebate/Former RDA	401,802	452,314	506,252	699,964	632,104	690,096	736,934	500,000
Capacity/Connection Fees	290,000	7,475	10,875	49,200	35,145	606,469	47,653	100,000
Interest Earnings	94,020	156,236	159,974	470,526	374,024	219,625	212,337	250,000
Rental Income/Other	48,179	53,720	127,421	123,311	233,091	174,968	79,441	100,000
<b>Total Revenues</b>	<b>5,749,672</b>	<b>5,592,324</b>	<b>5,794,922</b>	<b>6,449,102</b>	<b>6,636,534</b>	<b>7,094,096</b>	<b>6,519,425</b>	<b>6,250,000</b>
<b>EXPENSES</b>								
<b>Operating</b>								Estimated
EPASD Salaries & Benefits	1,538,600	925,384	833,570	733,457	826,552	711,877	765,880	858,000
Pension GASB 68 & OPEB Exps	215,440	12,253	0	161,350	71,507	43,559	1,400,000	100,000
EPASD Other Operating	653,709	756,411	1,181,312	1,413,404	1,256,629	1,065,610	1,476,004	1,425,000
RWQCP Wastewater Treatment	1,431,206	1,647,300	1,602,883	1,879,480	1,874,326	1,660,746	1,476,180	1,800,000
<b>Subtotal</b>	<b>3,838,955</b>	<b>3,341,349</b>	<b>3,617,765</b>	<b>4,187,691</b>	<b>4,029,013</b>	<b>3,481,792</b>	<b>5,118,064</b>	<b>4,183,000</b>
<b>Debt Service</b>								
2011 SRF Loan	78,942	78,942	78,942	78,942	78,942	78,942	78,942	79,000
EPASD Share of RWQCP Debt	116,368	116,314	116,547	117,791	117,292	200,853	200,850	202,000
<b>Subtotal</b>	<b>195,310</b>	<b>195,256</b>	<b>195,489</b>	<b>196,733</b>	<b>196,234</b>	<b>279,795</b>	<b>279,792</b>	<b>281,000</b>
<b>Capital Improvements/Other</b>								
Capital Projects/Equipment	123,503	456,622	1,487,526	88,527	180,000	591,622	53,224	???
<b>Subtotal</b>	<b>123,503</b>	<b>456,622</b>	<b>1,487,526</b>	<b>88,527</b>	<b>180,000</b>	<b>591,622</b>	<b>53,224</b>	<b>0</b>
<b>Total Expenses</b>	<b>4,157,768</b>	<b>3,993,227</b>	<b>5,300,780</b>	<b>4,472,951</b>	<b>4,405,247</b>	<b>4,353,209</b>	<b>5,451,080</b>	<b>4,464,000</b>

Source: EPASD Profit & Loss Statements, debt service based on repayment schedules for each debt issue.

**Table 9**

**East Palo Alto Sanitary District - Cash Flow Projections**

Working Draft

	1	2	3	4	5	6	7	8	9	10
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Rate per EDU	\$600	\$640	\$680	\$720	\$760	\$800	\$840	\$880	\$905	\$930
Annual Rate Adjustment \$	\$0	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$25	\$25
Rate Adjustment %	0.0%	6.7%	6.3%	5.9%	5.6%	5.3%	5.0%	4.8%	2.8%	2.8%
Growth (New EDUs)	10	10	10	10	10	10	10	10	10	10
Growth %	0.13%	0.13%	0.13%	0.13%	0.13%	0.13%	0.13%	0.13%	0.13%	0.13%
Interest Earnings Rate	0.75%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
<b>Beginning Cash Reserves (All Funds)</b>	<b>\$26,169,000</b>	<b>\$26,861,000</b>	<b>\$19,664,000</b>	<b>\$12,576,000</b>	<b>\$5,565,000</b>	<b>\$6,131,000</b>	<b>\$6,219,000</b>	<b>\$6,277,000</b>	<b>\$6,454,000</b>	<b>\$6,632,000</b>
<b>REVENUES</b>										
Service Charges	4,700,000	5,020,000	5,340,000	5,661,000	5,983,000	6,306,000	6,630,000	6,954,000	7,161,000	7,368,000
Property Taxes	600,000	615,000	633,000	652,000	672,000	692,000	713,000	734,000	756,000	779,000
ERAF Rebate/Former RDAF	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Connection/Capacity Charges	159,000	159,000	159,000	159,000	159,000	159,000	159,000	159,000	159,000	159,000
Interest Earnings	196,000	269,000	197,000	126,000	56,000	61,000	62,000	63,000	65,000	66,000
Rental Income/Other	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total Revenues	6,255,000	6,663,000	6,929,000	7,198,000	7,470,000	7,818,000	8,164,000	8,510,000	8,741,000	8,972,000
<b>EXPENSES</b>										
<b>Operating</b>										
EPASD Salaries & Benefits	858,000	892,000	928,000	965,000	1,004,000	1,044,000	1,086,000	1,129,000	1,174,000	1,221,000
Other Pension & OPEB Payments	100,000	104,000	108,000	112,000	116,000	121,000	126,000	131,000	136,000	141,000
EPASD Other Operating Expenses	1,425,000	1,482,000	1,541,000	1,603,000	1,667,000	1,734,000	1,803,000	1,875,000	1,950,000	2,028,000
RWQCP Wastewater Treatment	1,800,000	1,968,000	1,996,000	2,036,000	2,073,000	2,120,000	2,169,000	2,220,000	2,267,000	2,331,000
Subtotal	4,183,000	4,446,000	4,573,000	4,716,000	4,860,000	5,019,000	5,184,000	5,355,000	5,527,000	5,721,000
<b>Debt Service</b>										
EPASD 2011 SRF Loan	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000
Share of Existing RWQCP Debt	201,000	201,000	126,000	126,000	126,000	126,000	126,000	126,000	126,000	83,000
Share of Projected RWQCP Debt	0	31,000	88,000	88,000	88,000	703,000	860,000	860,000	860,000	860,000
Subtotal	280,000	311,000	293,000	293,000	293,000	908,000	1,065,000	1,065,000	1,065,000	1,022,000
<b>Capital/Other</b>										
High Priority Capital Projects	0	7,500,000	7,500,000	7,500,000	0	0	0	0	0	0
Annual Capital Project Funding	1,000,000	1,500,000	1,545,000	1,591,000	1,639,000	1,688,000	1,739,000	1,791,000	1,845,000	1,900,000
Vehicles/Equipment	100,000	103,000	106,000	109,000	112,000	115,000	118,000	122,000	126,000	130,000
Subtotal	1,100,000	9,103,000	9,151,000	9,200,000	1,751,000	1,803,000	1,857,000	1,913,000	1,971,000	2,030,000
Total Expenses	5,563,000	13,860,000	14,017,000	14,209,000	6,904,000	7,730,000	8,106,000	8,333,000	8,563,000	8,773,000
<b>Revenues Less Expenses</b>	692,000	(7,197,000)	(7,088,000)	(7,011,000)	566,000	88,000	58,000	177,000	178,000	199,000
<b>Ending Cash Reserves (All Funds)</b>	26,861,000	19,664,000	12,576,000	5,565,000	6,131,000	6,219,000	6,277,000	6,454,000	6,632,000	6,831,000
Debt Service Coverage (All Debt)	7.40	7.13	8.04	8.47	8.91	3.08	2.80	2.96	3.02	3.18

Table 10  
 East Palo Alto Sanitary District  
 Projected Rates

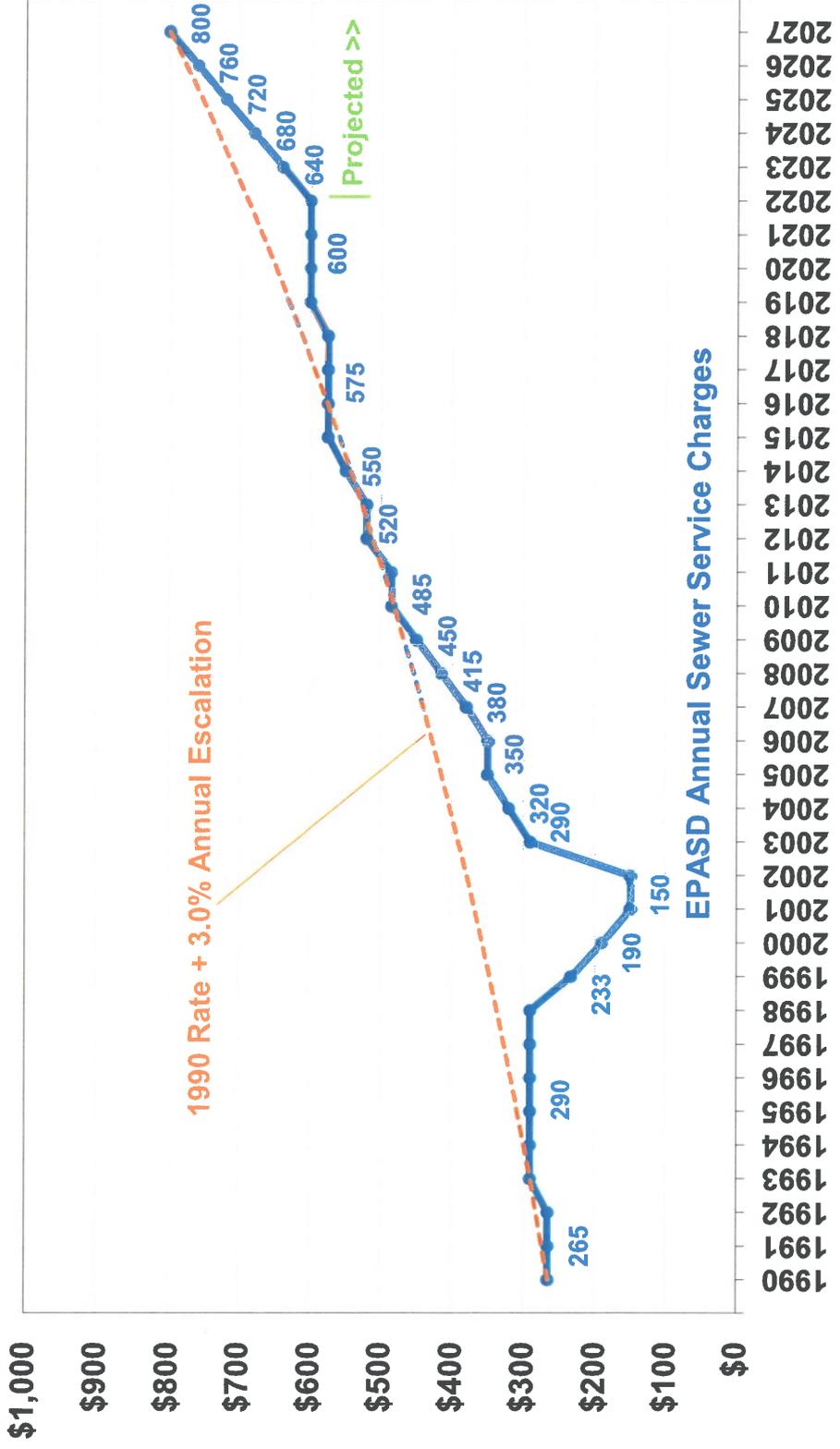
	Currently in Effect	Projected Rates Effective On or After				
		July 1 2023	July 1 2024	July 1 2025	July 1 2026	July 1 2027
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$600	\$640	\$680	\$720	\$760	\$800
<i>Monthly Equivalent</i>	50.00	53.33	56.67	60.00	63.33	66.67
<i>% Increase</i>		6.7%	6.3%	5.9%	5.6%	5.3%
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge (\$/hcf)</i>						
<b><u>Low Strength</u></b>						
Offices & Churches	\$4.6191	\$4.9270	\$5.2350	\$5.5429	\$5.8509	\$6.1588
Educational Facilities	4.6191	4.9270	5.2350	5.5429	5.8509	6.1588
<b><u>Standard Strength</u></b>						
General Commercial	4.9022	5.2290	5.5558	5.8826	6.2095	6.5363
Recreational	4.9022	5.2290	5.5558	5.8826	6.2095	6.5363
<b><u>Moderate Strength</u></b>						
Motels/Hotels	5.2940	5.6469	5.9999	6.3528	6.7057	7.0587
Medical	5.2940	5.6469	5.9999	6.3528	6.7057	7.0587
Industrial	5.2940	5.6469	5.9999	6.3528	6.7057	7.0587
<b><u>High Strength</u></b>						
Restaurants	8.5034	9.0703	9.6372	10.2041	10.7710	11.3379
<b>Minimum Annual Charge</b>	\$600	\$640	\$680	\$720	\$760	\$800

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

Note: The District's service charges are collected on the San Mateo County property tax rolls.

# East Palo Alto Sanitary District Annual Sewer Charge Per Residential Dwelling Unit



Rate Effective July 1

I. **NATURE OF ITEM**

**Consideration/Discussion/Approval:** Authorize General Manager to undertake a process to lower capacity fees from \$14,464 per equivalent dwelling unit to an amount between \$9,000 and \$10,000 per equivalent dwelling unit determined by consultant based on approved Capital Improvement Plan and authorize General Manager to propose a process for refunding developers that previously paid higher fees

II. **BACKGROUND**

This is required pursuant to advise from Special Counsel

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

I. **NATURE OF ITEM**

**Consideration/Discussion/Approval:** Authorize General Manager to undertake Article 13 Section 6 (Proposition 218) process to increase sewer rates commencing July 1, 2024 from \$600 per single family residence to a rate recommended in the Bartle Wells Rate Study

II. **BACKGROUND**

This is required pursuant to advise from Special Counsel

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

I. NATURE OF ITEM

Consideration/Discussion/Approval: Authorize special counsel to draft an Ordinance setting forth a process for negotiating and approving will serve letters and development agreements including consequences if the requirements of the ordinance are not met

II. BACKGROUND

This is required pursuant to advise from Special Counsel

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

I. **NATURE OF ITEM**

**Consideration/Discussion/Approval:** Committee Assignments

II. **BACKGROUND**

This is required to reassign Board Members to committees. The standing Board Members are indicated below

Listed below are the existing officers.

- A) President: Dennis Scherzer
- B) Vice President: Martha Stryker
- C) Secretary: Glenda Savage
- D) Engineering: Directors Bello and Scherzer
- E) Facilities: Directors Savage and Yañez
- F) Finance: Directors Scherzer and Savage
- G) Human Resources: Directors Savage and Bello
- H) Intergovernmental: Directors Stryker and Yañez
- I) Public Relations: Directors Yañez and Stryker
- J) Rate Advisory: Directors Scherzer and Yañez

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

I. **NATURE OF ITEM**

**Committee Reports and Approval of Meeting Minutes**

- A) LAFCO Adhoc
- B) Facility
- C) Engineering
- D) Finance
- E) Human Resource
- F) Intergovernmental
- G) Public Relations
- H) Rate Advisory
- I) Director's Reports on Attendance at Conferences/Trainings

II. **BACKGROUND**

This item is required for the Board to discuss what transpired in the most recent committee meetings. It is also required for the Board to approve the respective Committee Meeting Minutes.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

To be developed upon discussion.

V. **NEXT STEPS**

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS / RATE ADVISORY COMMITTEE  
SPECIAL BOARD MEETING MINUTES  
November 16, 2023**

**1. Call to Order**

A Rate Advisory Committee Special Board Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Thursday, November 16, 2023 at 6:15 p.m. The meeting was held virtually and in person, with the public participating in the meeting by logging online through the following Zoom address:  
<https://us02web.zoom.us/j/88016773772>.

**2. Roll Call**

Directors Present

Glenda Savage  
Dennis Scherzer  
Betsy Yañez

Committee Members Present

Elizabeth Jackson  
Niambi Lincoln  
Angah Miessi  
David Rages II  
Sean Ripley  
Gail Wilkerson

Staff Present

Akin Okupe – General Manager

**3. Agenda Amendments**

There were no agenda amendments.

**4. Review/Discussion: Alternative proposal regarding governance of the District**

General Manager Okupe reported on the District Special Counsel's presentation at the LAFCo hearing. He stated that LAFCo has endorsed the recommendation of the Executive Director to approve the City's application to make the District a subsidiary of the City of East Palo Alto. The District will now seek reconsideration of the decision. LAFCo has requested that the District submit an updated Capital Improvement Plan.

**5. Review/Discussion: Development Projects**

General Manager Okupe reported that the 965 Weeks Street project has broken ground and is now underway. In addition, he stated that he was approached by a developer who is interested in building a 400-unit structure, and has scheduled a meeting for next week to discuss payment of connection fees and receipt of a will-serve letter.

**6. Review/Discussion:** Report from Committee Members

There was nothing to report.

**7. Oral and Written Communication**

There was no oral or written communication.

**8. Future Agenda/Meetings**

The next meeting will be held on November 28, 2023 at 6:00 p.m.

**9. Adjournment**

There being no further business, the meeting adjourned at 7:02 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS / RATE ADVISORY COMMITTEE  
SPECIAL BOARD MEETING MINUTES  
November 28, 2023**

**1. Call to Order**

A Rate Advisory Committee Special Board Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Tuesday, November 28, 2023 at 6:04 p.m. The meeting was held virtually and in person, with the public participating in the meeting by logging online through the following Zoom address:  
<https://us02web.zoom.us/j/84114394944> .

**2. Roll Call**

Directors Present

Glenda Savage  
Dennis Scherzer  
Betsy Yañez

Committee Members Present

Edrick Haggans  
Elizabeth Jackson  
Angah Miessi  
Sean Ripley  
Sharifa Wilson

Staff Present

Akin Okupe – General Manager

**3. Agenda Amendments**

There were no agenda amendments.

**4. Review/Discussion: Alternative proposal regarding governance of the District**

General Manager Okupe reported that LAFCo has approved the proposal from the City of East Palo Alto. He added that the District will submit a proposal for reconsideration in mid-January. Committee members stated the imperative of receiving consultant assistance in creating unified talking points in order to engage with the community regarding the issues.

**5. Review/Discussion: Development Projects**

Director Scherzer inquired of community member Jeff Poetsch of the Ravenswood Shores Business District Association about scheduling a meeting with the Association. General Manager Okupe said that he would reach out to firm a date.

Director Yañez inquired of Committee member Sharifa Wilson regarding the outcome surrounding the Primary School project. Ms. Wilson stated that she would make inquiry.

**6. Review/Discussion: Report from Committee Members**

There was nothing to report.

**7. Oral and Written Communication**

There was no oral or written communication.

**8. Future Agenda/Meetings**

The next meeting will be held on December 12, 2023 at 6:00 p.m.

**9. Adjournment**

There being no further business, the meeting adjourned.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

I. NATURE OF ITEM

Oral & Written Communication

Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

II. BACKGROUND

Not Applicable.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 18  
Meeting Date 12/14/2023

I. NATURE OF ITEM

Future Agenda / Meetings

TBA

II. BACKGROUND

Not Applicable.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

**(xx) Additional Materials Attached**

**Agenda Item 19**  
**Meeting Date 12/14/2023**

**I. NATURE OF ITEM**

**Adjournment**

**II. BACKGROUND**

Not Applicable.

**III. STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

# EXHIBIT F

# **Article I. EAST PALO ALTO SANITARY DISTRICT**

## **Article II. BOARD OF DIRECTORS POLICY HANDBOOK**

**Section 1 – PURPOSE.** The East Palo Alto Sanitary District ("District") Board of Directors ("Board") are duly elected representatives responsible for exercising all district powers. This handbook has been created in order to assist the Board in its activities and to serve as a quick reference resource for determining the manner in which District business is to be conducted.

**Section 2 – LEGISLATIVE AUTHORITY.** The District was formed and is operated pursuant to the Sanitary District Act of 1923, found in California Health and Safety Code, Division 6, Part 1, section 6400 et seq.

**Section 3 – DISTRICT POWERS.** The District has only those powers specifically granted by law or necessarily implied by the grant of power. Powers which have been expressly granted include, but are not limited to, the following:

- A. To sue and be sued;
- B. Acquire, manage and operate sewer systems, garbage dump sites, garbage collection and disposal systems and water systems as appropriate;
- C. Acquire property by purchase, gift, devise, or eminent domain and dispose of same by sale or lease;
- D. Execute contracts, deeds and other legal documents;
- E. Employ individuals by contract or otherwise;
- F. Pay lawful claims and demands;
- G. Adopt rules and regulations related to carrying out the powers of the District; and
- H. Do any act necessary or proper to the complete exercise and effect of any of its powers, or for the purposes for which it is formed.

**Section 4 – BOARD OF DIRECTORS.** The Board is comprised of five members elected at large and serving staggered four year terms with elections being held on even-numbered years. The structural organization and various duties, obligations and responsibilities of members of the Board are as follows:

4.1. **Board Officers.** The officers of the Board shall include a President, Vice President and Secretary.

4.1.1 **Duties of the President.** The President of the Board shall serve as Chairperson at all Board meetings. S/he shall have the same rights as the other members of the

Board to vote, introduce motions, resolutions and ordinances, and to engage in any debate related thereto. Except as otherwise provided for in this Handbook, the President shall be responsible for signing all contracts, deeds, warrants, releases, receipts and documents in the name of the District unless the Board, by resolution, authorizes the General Manager or other district employees to sign the documents. The President of the Board is also responsible for interacting with and communicating Board directions to the General Manager and District Counsel in order to enable the Manager and Counsel to effectively and efficiently carry out Board directives.

4.1.2 Duties of the Vice President. The Vice President of the Board shall serve as Chairperson over all meetings of the Board in the absence of the President. If the President and Vice President of the Board are both absent, the remaining members present shall select one of remaining members of the Board to act as Chairperson of the meeting.

4.1.3 Duties of the Secretary. The Secretary of the Board shall countersign all contracts, deeds, warrants, releases, receipts and documents which have been signed by the President.

4.2 Attendance at Meetings. Members of the Board of Directors shall attend all properly noticed regular, special, and committee meetings unless excused for good cause. Absence from three or more meetings in a 6 month period without good cause may result in a vote of censure by the Board and/or loss of committee membership. "Good cause" is defined as good reason, such as illness, family emergency or vacation. In addition, a minimum of 24-hour notice shall be made by a Board member to the District staff and other Board members if the Board member cannot attend all properly noticed regular, special and committee meetings. The Board Secretary shall be responsible for reporting on the meeting absences for the prior month at the regular Board Meeting.

4.3 Board Vacancies. If, for any reason, a Board member's seat is legally vacated, the Board may, in its discretion and by majority vote, within 60 days of the vacancy, fill the vacancy by appointment. The appointee shall hold office until the next district general election that is scheduled 130 days or more after the effective date of the vacancy, unless an election is also held on the same date for the purpose of electing a director to serve the full term in the same office to which the person was appointed, in which event the person appointed shall fill the balance of the unexpired term of his/her predecessor. In lieu of appointment, the Board within the 60 days may call for an election on the next available election date that is 130 days or more after the vacancy occurs. Failure of the Board to act will forfeit the appointment or call for election to the city council, if the district is wholly within a single city, or the County Board of Supervisors.

4.4 Board Communication with General Manager. Although the President is responsible for relating Board actions to the General Manager, individual Board members are not precluded from communicating directly with the General Manager. Requests for information or research by individual Board members shall be directed to the General Manager and not to individual staff employees working for the General Manager. The General Manager is charged with administering the policies and directives of the Board. Any policy, procedure, direction, guideline, instruction, etc., approved by a majority of the members shall be deemed the policy of the Board for purposes of action by the General Manager. If the General Manager is unclear as

to the Board's directives or receives conflicting directions from individual members, it is the Manager's duty and responsibility to consult the Board President for clarification. It will be the responsibility of the President to address any conflicting direction from individual Board members or, if clarity remains an issue, to convene a meeting of the entire Board for resolution. The Board does not condone or tolerate the exercise of undue influence and pressure(s) upon the General Manager to act in any manner contrary to the directives of the Board or to take any action not specifically approved by the Board. The General Manager's reliance upon this policy will not result in retaliation nor jeopardize his/her continued employment.

4.5 Board Communication with District Counsel. Individual Board members are precluded from communicating directly with the District Counsel, without first seeking approval from the General Manager and/or President. Requests for information or research by individual Board members shall be directed to the General Manager and/or President and not directly to District Counsel without first seeking approval from the General Manager and/or President.

**Section 5 – MEETINGS.** The Board shall hold meetings where deemed convenient by the Board and all meetings shall be held in accordance with the Ralph M. Brown Act (Government Code §54950 *et seq.*).

5.1 Regular Meetings. Regular meeting dates have been established by the Board to be held on the first Thursday of each month commencing at 7:00 p.m.

5.2 Conduct of Meetings. Meeting shall be conducted in accordance with rules and procedures adopted by the Board.

**Section 6 – BOARD COMMITTEES.** The Board may, from time to time, create permanent standing committees or temporary ad hoc committees to assist the Board in the conduct of Board business.

6.1 Permanent Standing Committees. The Board may create permanent standing committees which may be assigned to review District functions and operations and make recommendations to the Board. The committees shall orally report or put their findings in writing to the Board. The following Committees have been created as permanent standing committees of the Board.

- A. Engineering and Operations Committee shall review and formulate plans for arranging and achieving District goals and objectives and shall review proposed policies, ordinances and regulations except those related to human resources management.
- B. Finance and Audit Committee shall review the financial management of the District, including making recommendations regarding the annual budget and major District expenditures. The members of the Finance and Audit Committee shall be the President and Secretary of the Board of Directors. One member of the Finance and Audit Committee shall co-sign all warrants for District purchases of goods and services that exceed five hundred dollars (\$500) and all warrants issued to the same vendor within a thirty (30) day period that will cumulatively total \$500. The co-signing requirement set forth above shall apply regardless of

whether the relevant warrant is executed by the Board President, or by the General Manager or other district employee pursuant to a Board resolution authorizing the General Manager or other district employee to sign the warrant. Where the warrant is executed by the Board President, the warrant shall be co-signed by the Board Secretary. Where the warrant is executed by the General Manager or other district employee, the warrant may be co-signed by either the Board President or the Board Secretary.

- C. Human Resources Management and Organization Committee shall review and make recommendations regarding employer/employee relations, compensation and other staff matters.
- D. Public Information and Intergovernmental Affairs Committee shall review and make recommendations regarding the District's public relations assuring that the District's rules and regulations are adequately and effectively communicated to other governmental entities and the public generally.

6.2 Ad Hoc Committees. Ad hoc committees may be created by the President and approved by the Board as needed. The duties of ad hoc committees shall be set forth at the time of creation and the committees shall be dissolved when the committee's final report has been made to the Board.

6.3 Appointments to Committees. Appointments to standing committees shall be made no later than the Board's regular meeting in January of each year. With the exception of the Finance and Audit Committee, whose members shall be the President and Secretary of the Board, the Board President shall appoint the members and designate the chairperson of each committee, subject to Board approval. The chair of each committee shall be the more senior member of the Board.

6.4 Committee Meetings. In the event a committee member cannot attend a scheduled committee meeting, the committee member shall give notice of the cancellation to the other committee member and District staff, in advance, to the extent possible. Absence from three or more consecutive meetings without good cause as defined in Section 4.2 may result in a vote of censure by the Board and/or loss of committee membership. The subcommittee meeting shall be cancelled if a quorum cannot be established within thirty minutes of the scheduled time for the committee meeting to begin.

**Section 7 – COMPENSATION AND EXPENSES.** The maximum amount of compensation for Board members is set forth in District Ordinance No. 48 adopted July 19, 2001 pursuant to Health and Safety Code §6489(b).

7.1 Board Compensation. Pursuant to District Ordinance No. 48, the amount of compensation for each Board member is the maximum of two hundred seven dollars (\$207.00) per day, which amount shall be automatically increased by 5% (five percent) on January 1 of each year beginning January 1, 2003, for each day's attendance at meetings of the Board or for each day's service rendered as a director by request of the Board when the Board specifically approves payment of compensation. In the event the Board requests a member to

attend a meeting of another body, that meeting shall either require attendance by a Board member or have an item on the agenda that directly affects the District. If that meeting is cancelled, the Board member shall not receive compensation for a day of service. Directors shall have the option of reviewing compensation on an annual basis before the effective date of any increase. Compensation cannot exceed six days in any calendar month. Each day of attendance at conferences shall be considered a "day's service" within the meaning of this Section 7.1.

7.1.1 Compensation for Attendance at Committee Meetings. Notwithstanding the foregoing Section 7.1, compensation for attendance at committee meetings is one hundred fifty dollars (\$150.00) per meeting. If more than one meeting occurs on one day, compensation shall not exceed a day's service as provided for in Section 7.1. Should a committee meeting be attended by only one committee member, s/he shall receive compensation so long as service was rendered at the time scheduled for such meeting. Service shall include meeting with District staff to discuss the items on the agenda.

7.2 Reimbursement. Expenses incidental to the Board member's responsibilities may also be paid. Reimbursement for cell phone usage is governed by Resolution No. 801, enacted September 9, 2004. Reimbursement for travel expenses is governed by the Travel Policy approved on November 9, 1989.

7.3 Secretary's Compensation. The secretary to the Board may receive compensation in an amount set by the Board, provided that this compensation shall be in lieu of any other compensation to which a Board member might otherwise be entitled to by reason of attendance at meetings of the Board.

7.4 Timing of Payment. District shall issue payments to Board members for compensation and expenses to be paid every two weeks in accordance with the County of San Mateo/EPASD employee payday schedule.

7.5 Health Benefits. The District shall pay a monthly amount up to, and not exceeding, the employee only premium for a Board member's enrollment in either the lowest cost HMO health benefit plan or the lowest cost PPO health benefit plan offered for the Bay Area region made available pursuant to the Public Employees' Medical and Hospital Care Act ("PEMHCA"). Notwithstanding the preceding, it is not the intention of the District to provide retiree health benefits to Board members. Therefore, for purposes of determining eligibility to enroll in a health benefit plan made available pursuant to PEMHCA and the District's contributions thereto, the term "annuitant" as it is applied to Board members shall refer solely to any Board member who has retired within 120 days of his or her separation from employment with the District *and* who receives a retirement allowance from CalPERS in connection with such Board member's service on the Board.

7.6 Deferred Compensation Plan. Board members may enroll in and elect to contribute to the California Public Employees' Deferred Compensation Plan adopted by the District pursuant to Resolution 489 on May 4, 1995 ("Plan") subject to the terms and conditions set forth in the Plan. The District shall not make any contributions to the Plan on behalf of Board members other than in the form of salary reduction authorized by Board members.

**Section 8 - MEMBERSHIPS IN ASSOCIATIONS.** The Board may authorize its members to maintain memberships in the California Association of Sanitation Agencies and the California Special Districts Association and any other local, state, or national association which represents sanitary districts or the interests of sanitary districts. The costs of the memberships shall be a District expense.

**Section 9 – TRAINING AND EDUCATION.** It is policy of the Board to encourage Board members to enhance their performance through educational and training opportunities by reimbursing members of the Board for the costs of relevant educational and training courses. The Board shall approve a budgeted amount each year for education and training for Board members through attendance at training and/or educational workshops, seminars and conferences (“Annual Budgeted Education and Training”). Additionally, members of the Board shall be reimbursed for up to a maximum amount of \$2,500.00 per fiscal year for the costs of tuition, required textbooks, and registration, laboratory, and graduation fees for education courses approved by the Board and successfully completed at accredited colleges, universities, technical schools, adult education, and home study programs (“Annual Education Assistance”). For courses to be approved for reimbursement under the Annual Education Assistance program, they must directly improve a Board Member’s qualifications to serve the District as a Board Member. Excluded from this program are late fees and interest for delayed payment plans, institutions and programs of study not approved by the District, and audited courses.

9.1 **Arrangements For Attendance.** The District Board shall approve in advance all programs or courses to be attended by a member of the Board as part of Annual Budgeted Education and Training or Annual Education Assistance. Following approval of the Board for a member of the Board to attend any program considered Annual Budgeted Education and Training, District staff shall be responsible for making arrangements for travel, lodging, registration and per diem as needed for the member(s) of the Board to attend. Board Members shall be individually responsible for taking whatever actions are necessary to enroll in or attend courses considered Annual Education Assistance.

9.2 **Reporting Costs and Reimbursement.** Members of the Board shall report all expenses to the District incurred in connection with programs or courses considered Annual Budgeted Education and Training or Annual Education Assistance on forms provided by the District along with receipts as required. Necessary expenses for travel, registration and lodging for Annual Budgeted Education and Training or Annual Education Assistance may be paid in advance by the District as directed by the Board.

9.3 **Written Reports.** Upon return from programs attended as part of Annual Budgeted Education and Training or upon completion of courses attended as part of Annual Education Assistance, the attendee member(s) of the Board shall prepare a written report or make an oral presentation to the Board setting forth the salient points of the education and training received which are beneficial to the District. Any materials received at workshops, seminars and/or conferences attended as part of the Annual Budgeted Education and Training shall be provided to the District and placed in the District library for future reference.

**Section 10 – BOARD CODE OF ETHICS.** The Board is committed to providing excellence and vision in the legislative and policy leadership of the District that result in the

provision of the highest quality of services to its constituents. In order to govern the behavior between and among members of the Board and staff, the following rules have been established.

10.1 Board Responsibility. The primary responsibility of the Board is the formulation and evaluation of policy. Routine matters concerning operational aspects of the District are delegated to the General Manager who has the authority to assign tasks to the professional and support staff of the District.

10.2 Decorum and Conduct at Meetings. The dignity, lifestyle, values and opinions of each member of the Board shall be respected. Members shall be responsive and attentive while other Board members, the staff and the public are communicating. Interruptions of one member by another is discouraged. Board members shall conduct their personal interactions regarding District obligations as elected representatives with professional demeanor and shall avoid placing personal desires above their professional and elected responsibility as a member of the Board. Directors shall commit themselves to focusing on issues. The right to disagree with ideas and opinions of others should not justify becoming personally disagreeable. Once the Board takes action, members of the Board should commit to supporting the action and not create barriers to its implementation.

10.3 Communication Through The General Manager. The work of the District is a team effort. Therefore, it is crucial that the Board and General Manager work together in the collaborative process, assisting each other in conducting the affairs of the District. The General Manager is the chief administrative officer of the District and all District business must be channeled through the General Manager to assure coordinated and consistent continuity in District business. To effectuate the required coordination and continuity the Board shall conform to the following rules:

10.3.1 Informational Items. In seeking clarification on informational items, Directors may directly request of the General Manager, the information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. Professional, maintenance and support staff are not to be directly approached for information or assistance.

10.3.2 Constituent Complaints. Complaints from residents, businesses and property owners of the District, shall be referred to the General Manager for response.

10.3.3 Safety Concerns. Items related to safety, concerns for safety or hazards, shall be reported to the General Manager for appropriate response.

10.3.4 Clarification of Policy Issues. Policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finances, and programming shall be referred directly to the General Manager. The General Manager may refer such matters to District Counsel, as appropriate.

10.3.5 Inquiries by Staff. When Board members are approached by District staff concerning specific District policy or actions, Directors shall refer those inquiries directly to the General Manager.

10.4 Communication With The Public. Members of the Board shall respond to

public requests and concerns promptly, positively and courteously, by referring such questions and concerns to the General Manager. All inquiries or requests from the press shall be directed to the President and/or the General Manager, so that a coordinated response can be made by either the President or the General Manager. The President shall confer with the General Manager prior to responding to any inquiries or requests from the press. No Board member may contact or speak with the press on behalf of the Board or to represent the Board, other than the President.

10.5 Board to Act Together Rather Than Separately. Issues related to District business should be brought to the attention of the entire Board, rather than to individual members.

10.6 Monitoring District Goals And Objectives. Members of the Board are responsible for monitoring the District's progress in attaining its goals and objectives consistent with its mission.

10.7 Administrative Procedure Manual. The General Manager shall prepare and regularly update an Administrative Procedures Manual which shall be followed by District staff in performing the functions covered by the Manual. The Board shall review and approve the Manual and any amendments thereto.

10.8 Regulations For The Conduct Of Public Meetings. The Board has adopted regulations for the conduct of public meetings for the District. The Board will comply with those rules and shall update them, from time to time, as may be necessary.



# COUNTY OF SAN MATEO

## OFFICE OF THE COUNTY ATTORNEY

HALL OF JUSTICE AND RECORDS, 400 COUNTY CENTER, 6<sup>TH</sup> FLOOR • REDWOOD CITY, CA 94063-1662

TELEPHONE: (650) 363-4250 • FACSIMILE: (650) 363-4034

[www.smcgov.org/countyatorney](http://www.smcgov.org/countyatorney)

### COUNTY ATTORNEY

JOHN D. NIBBELIN

January 3, 2024

*Please respond to: (650) 363-4456*

*Via E-mail and U.S. Mail*

Iudis D. Sominskaia

**BURKE, WILLIAMS & SORENSON LLP**

1 California St., Suite 3050

San Francisco, CA 94111-5432

*Re: City of East Palo Alto Subsidiary District Proposal*

Dear Ms. Sominskaia:

We are in receipt of your letter dated December 22, 2023 but delivered via e-mail on December 27th.

We remain convinced that the District erred in failing to file a timely request for reconsideration with the requisite filing fee deposit. First, the argument that the resolution was not adopted until November 22, 2023 is unconvincing. As you know, the deadline imposed by Cal. Gov't Code § 56895(b) runs from the Commission's *adoption* of the resolution, not its transmittal or uploading to the website, and under no plausible reading of the California Government Code did adoption occur on November 22, 2023, when no meeting of the Commission took place. The District was present at the November 15, 2023 meeting of the LAFCo when the resolution was adopted by public vote; it cannot claim to have been confused whether the Resolution was adopted then. The District appears to be laboring under the mistaken impression that there is a "superseding resolution" under Section 56895(g); this is not the case. The Commission does not meet behind closed doors to adopt superseding resolutions between publicly noticed meetings. The only Resolution in this matter was adopted on November 15, 2023 at a public meeting of the LAFCo. We also believe that a filing of this type must occur in physical form, as described in my prior letter. Accordingly, the filing of the request for reconsideration was untimely. "[T]he deadlines set by this section are mandatory. . . . If no person or agency files a timely request, the commission shall not take any action pursuant to this section." Cal. Gov't Code § 56895(b).

Second, it is undisputed that the filing was unaccompanied by a filing fee deposit. As you know, a LAFCo filing unaccompanied by a filing fee deposit cannot be deemed filed. *See* Cal. Gov't Code § 56383. The dispute now centers on the question of whether the LAFCo has established a filing fee deposit for motions for reconsideration; we contend that it has, and that no plausible reading of the fee deposit schedule would convince a reader otherwise. If there were

any doubt about whether the fee deposit established for “Reconsideration” applied to the present matter, the District would have reached out to LAFCo staff for clarification; it did not. E-mailing a letter without inquiring about filing requirements was not a reasonable approach, given that the District delayed until the last possible day to attempt the filing.

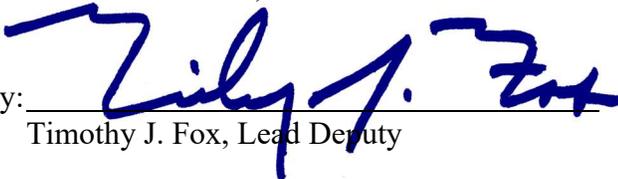
Finally, we note that your December 27<sup>th</sup> response essentially concedes that the District’s counsel is operating in this matter on instructions from its Board that have never been agendized for action in public session. Your letter makes the argument that Brown Act compliance is not the business of the LAFCo. Of course, Brown Act compliance is a matter of public concern, and we reject entirely any assertion that LAFCo should be unconcerned with the question of whether the District has acted with transparency to its constituents and ratepayers about how it operates.

Notwithstanding the above, the District’s actions in this matter, particularly its brinkmanship with jurisdictional deadlines for apparently dilatory purposes, has again put the LAFCo in the unfortunate position of operating under potentially conflicting mandatory duties. In particular, we are concerned with the potential that the public will be confused by the opening and closing of the protest period, and we wish to avoid any argument that a protest filed within a cancelled protest period is timely. The law contemplates that there will be one protest period, with a clear date for opening and a clear deadline. Because even a meritless detour to the Superior Court for writ practice would endanger the public’s right to a clear protest period, the Executive Officer intends to agendize the request for reconsideration for action by the Commission in February. The staff report will note both the dispute about timeliness and the fact that the District is proceeding without having conducted a Brown Act compliant public meeting on the question of reconsideration.

Finally, we note that the letter requesting an extended protest period was also unaccompanied by any agendized action by the District’s Board. Please be advised that the Executive Officer does not consider such a letter to be an effective request for an extended protest period, and that (for future reference) any such request delivered after the protest hearing has been noticed will be untimely, so you should proceed accordingly.

Very truly yours,

JOHN D. NIBBELIN, COUNTY ATTORNEY

By:   
Timothy J. Fox, Lead Deputy

cc: John Lê

JDN:TJF/tjf

January 9, 2024

John Le  
City Attorney  
City of East Palo Alto  
2415 University Avenue  
East Palo Alto, CA 94303  
jle@cityofepa.org

**Re: Your Public Records Acts Request to the East Palo Alto Sanitary District**

Dear Mr. Le:

We are in receipt of your Public Records Act request, making the following requests:

1. Current adopted budget of the EPASD; and
2. All records evidencing amounts already spent against the current budget of the EPASD; and
3. All records evidencing amounts remaining on the current adopted budget of the EPASD.

As you are surely aware, the District, as an independent special district, is subject to various reporting and approval requirements related to its spending. (See *e.g.*, Health and Saf. Code § 6794; see also [Special District Accounting and Reporting Procedures Manual](#).) Consistent with these obligations, the records you have requested are already available on the District's website. More specifically, the District's budgets and financial statements are available on the [District's Financial Information Page](#). Similarly, records evidencing amounts spent against the current budget, and amounts remaining, are publicly available in the form of various reconciliation reports, regularly published as part of the [District's Finance Committee Meeting Materials](#). Thank you and please let us know if you have any questions.

John Le  
January 9, 2024  
Page 2

Sincerely,

BURKE, WILLIAMS & SORENSEN, LLP



Ludis Sominskaia

IS:pmr

Cc: Akin Okupe, EPASD General Manager



# City of East Palo Alto

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## Office of the City Attorney

January 12, 2024

### **VIA EMAIL & U.S. MAIL**

J. Leah Castella, Esq.  
Deirdre Joan Cox, Esq.  
Dasha Sominskaia, Esq.  
Burke, Williams, & Sorensen, LLP  
1 California Street, Suite 3050  
San Francisco, CA 94111-5432  
[lcastella@bwlaw.com](mailto:lcastella@bwlaw.com)  
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**RE: Cure and Correct Letter Under the Brown Act**  
**District Mailer Sent to All Ratepayers**  
**Public Records Act Request, dated December 29, 2023**

Dear Ms. Castella:

I write in response to your 218-page letter, dated January 9, 2024. I honestly regret that my requests have led to such a lengthy response. Going forward, I am more than happy to speak about these issues over the phone, which I tried doing on January 8, 2024, in lieu of lengthy letters prepared at ratepayer expense.

At the outset, I want to address your apparent disappointment over the City's insistence that the public remain informed and engaged. We have tried to do this by ensuring inaccurate communications are retracted and insisting on the District's compliance with the Brown Act, Political Reform Act, and Public Records Act. The City therefore shares your goal of the public's full and fair consideration of the matter before San Mateo Local Area Formation Commission ("LAFCO"). But this laudable goal depends on the East Palo Alto Sanitary District ("District") working closely and expeditiously with the City on the issues raised in my emails and letters. I remain confident we can still work together on a smooth transition, and I sincerely hope you feel the same way. I do, however, want to address the points in your letter in greater detail.

### ***The City remains concerned about a Political Reform Act violation.***

Without a meaningful retraction, the City still believes a violation of the Political Reform Act remains. I appreciate your contention that the District allegedly did not intend to send the mailer to all ratepayers. Such a fact, even if true, is relevant, as you noted, if at all to the penalty level the Fair Political Practices Commission ("FPPC") could assess. It has no bearing on the issue of liability (or whether violation occurred in the first instance). The

fact remains that the District is still culpable because it has not, on the advice of legal counsel, heeded the Political Reform Act's prohibition on using public funds for campaign activity. The District's refusal to retract the mailer not only contravenes their alleged lack of "intent to deceive," one other factor in the Stipulation, Decision and Order (No. 16/19813), your letter does appear to recognize that the FPPC also considers "whether corrective amendments voluntarily were filed...". Your letter conveys the District's unwillingness to make corrective amendments. The letter your client sent, dated December 22, 2023, is not a retraction. It simply states to all ratepayers that they were not the intended audience of the original mailer.

On the issue of Political Reform Act compliance, the relevant question is whether the District by sending the mailer, engaged in "express advocacy" or urged a particular result. The District's mailer does both. It contains many of the hallmarks of "express advocacy". If the FPPC were to consider the mailer's text (e.g., "URGENT Help Us Keep Our Rates Low!!") and its "internal textual context" ("If the City takes over sewer rates will be increased substantially," whereas if the District retains control "sewer rates will increase modestly over time"), it is reasonable to conclude that the District advocates opposition to the City's application and the filing of a protest.<sup>1</sup> Even the legal authority you cite does not support your contention. The "tenor," or purport, of the message is to mount opposition because it argues that sewer rates of all ratepayers are at stake. Its timing shows it is a form of electioneering aimed at obtaining a particular result during the protest period. Finally, the style of writing is a jarring departure from how the District ordinarily communicates with its ratepayers.<sup>2</sup>

The fact that the District sent the mailer before commencement of the protest period is not dispositive of the issue either. The Attorney General has already opined that a community district could not spend money on strategizing how to form the broadest coalition for a bond measure *before* it qualified for the ballot.<sup>3</sup> Your citation to Monterey Peninsula Park District Advisory Letter is inaccurate and misleading. There, the FPPC found the fact that the mailer went out four months prior to the election was "problematic," and not as you suggest ("too far removed to be a violation of the PRA"). Thus, the FPPC found no violation *despite* (not because of) the timing issue, after reviewing the tone, tenor, timing and whether it entailed advocacy, which found it didn't.

Most significantly, perhaps, the District appears to have used public funds to push misinformation for campaign purposes. The District states that the City is proposing an increase in sewer rates to \$1,200, and you cite page 11 of the City's application in support. But page 11 contains only a reference to the City's proposal to increase the sewer rate to

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<sup>1</sup> Although not part of the mailer, Betsy Yanez's own press release where she expressly advocates for the filling of protests in opposition to the City's application, which can be found on the District's website and is paid for with District funds, provides further context that the FPPC may consider relevant on the issue of advocacy. See "EPASD vs. LAFCO Urgent Notice" (<https://www.epasd.com/home/showpublisheddocument/6313/638078191925170000>) (Last Accessed on 1/12/2024).

<sup>2</sup> See e.g., <https://www.epasd.com/home/showpublisheddocument/464/635664366091130000> (Last Accessed: 1/12/2024).

<sup>3</sup> 88 Ops. Cal. Att'y Gen. 46 (2005).

\$690 and a modest 5% every year thereafter (like the connection fee). Nowhere does the City state its desire to raise rates to \$1,200; and in fact, using the 5% escalator the City had proposed would take 12 years to get to \$1,200. I personally conveyed this to Joan Cox of Burke Williams & Sorensen in her “settlement” discussions to which she responded she would rectify the error. Your letter, however, appears to double down on this misinformation based on an erroneous reading of the administrative record.

As I noted earlier in my email to Ms. Sominskaia, in its “retraction” letter, dated December 22, 2023, the District inaccurately states that it has been in continuing talks with the City, which I am not aware of. We reiterate our request that this piece of misinformation be retracted, at a minimum.

***The District has failed to cure the Brown Act violation.***

The Brown Act violation noted in my letter, dated December 29, 2023, remains uncured. The broad language you cite in Resolution No. 1346 and Resolution No. 1349 do not grant the broad authority you assert. First, those resolutions could not have included reconsideration because the November 15, 2023 hearing had not yet occurred; indeed, the District neither agendized nor even discussed reconsideration at those meetings on December 8, 2022, and July 12, 2023. Second, the agenda language in each meeting only informed the public that the District was either considering an alternative proposal or opposing the City’s application.

The purpose of the Brown Act, and its mandate to provide a “brief general description,” is to “inform interested members of the public about the subject matter under consideration so that they can determine whether to monitor or participate in the meeting of the body”.<sup>4</sup> No one would be able to determine reconsideration, which is effectively an administrative appeal, was even under consideration from the following vague agenda descriptions you cite as support the public was properly informed:

8. **Consideration/Approval of Resolution NO. 1327** opposing the proposal submitted by the City Council of East Palo Alto regarding taking over of the District’s Governance.
6. **Consideration/Discussion/Approval of Resolution NO. 1346:** Resolution of Intention to File An Alternative Proposal to the Subsidiary District Proposal to the San Mateo Local Agency Formation Commission (LAFCo) filed by the City of East Palo Alto pursuant to Government Code Section 56861.
4. **Review/Discussion:** Alternative proposal regarding governance of the District.

The agenda reports provide no additional context either. Indeed, the public would likely have problems following when reconsideration was being discussed because the District discussed, but failed to agendize, reconsideration at both meetings of the both the Board and the Rate Advisory Committee. The public had a right to know and provide comment on the value of seeking reconsideration with ratepayer funds over proceeding directly to

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<sup>4</sup> The Brown Act: Open Meetings for Legislative Bodies (2003), at pg. 12  
(<https://oag.ca.gov/system/files/media/the-brown-act.pdf>) (Last accessed on 1/12/2024).

a protest hearing. The issue of reconsideration is as separate, discrete, and significant issue, and as such, constitutes a separate item of business to be transacted by the District. And, because the District failed to properly agendaize the decision to seek reconsideration, it had lacked authority under the Brown Act to discuss or take action in any of the meetings you cite. This is precisely the type of “secret decisionmaking” the Brown Act was designed to prevent.

The District Policy you cite also does not confer on Mr. Okupe, in his capacity as General Manager, the authority to file for reconsideration, a decision which resides with the District as a body. What is clear from the Policy is that core policy decisions, like reconsideration, are reserved for the District, and Mr. Okupe’s delegation is limited to “routine matters concerning operation aspects of the District.” This entire process before San Mateo LAFCO is far from routine. Nor does it relate to operations.

Thank you for confirming my suspicion that the direction to file for reconsideration came in closed session. But closed session is only appropriate to shield items from public consideration “when discussion in open session concerning those matters would prejudice the position of the local agency in the litigation.” See subd. (a) of Government Code § 54956.9. Here, it was not appropriate for the District to shroud a debate on reconsideration in closed session, thereby depriving the public of a robust discussion on the matter, when the District had already and voluntarily discussed the San Mateo LAFCO process, at length, in open session on numerous occasions. To further the apparent subterfuge, one day before the deadline for seeking reconsideration elapsed on December 14, 2023, the District considered four items to support its request for reconsideration without any context or explanation as to why:

11. **Consideration/Discussion/Approval:** Capital Improvement Project Plan
12. **Consideration/Discussion/Approval:** Authorize General Manager to undertake a process to lower capacity fees from \$14,464 per equivalent dwelling unit to an amount between \$9,000 and \$10,000 per equivalent dwelling unit determined by consultant based on approved Capital Improvement Plan and authorize General Manager to propose a process for refunding developers that previously paid higher fees
13. **Consideration/Discussion/Approval:** Authorize General Manager to undertake Article 13 Section 6 (Proposition 218) process to increase sewer rates commencing July 1, 2024 from \$600 per single family residence to a rate recommended in the Bartle Wells Rate Study
14. **Consideration/Discussion/Approval:** Authorize special counsel to draft an Ordinance setting forth a process for negotiating and approving will serve letters and development agreements including consequences if the requirements of the ordinance are not met.

December 14, 2023 would have been the last meaningful opportunity for the District, via a brief general description, to inform the public of its intention to file for reconsideration in a manner that allowed for public notice and engagement. It failed to do so.

***The District should supplement its response to the City’s Public Records request.***

I appreciate your efforts to respond to my request for a budget and any records on how much the District has spent against that budget. But it requires supplementation. I have requested records showing how much has been spent of the District’s most recently

To: J. Leah Castella, Esq.  
RE: Cure-and-Correct Letter, District Mailer, and PRA  
Page 5 of 5

adopted budget. Rather than produce a single record, you provided a link to all the agendas to the Finance Committee. Noticeably absent from your response is a trial balance, which is a common financial document used by local agencies like the District.

I therefore request that you either amend your response or provide the City with guidance on how to properly frame its request, as the Brown Act requires.

As always, I am happy to discuss this further.

**CITY OF EAST PALO ALTO**  
CITY ATTORNEY'S OFFICE



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John D. Lê  
City Attorney

cc: Melvin E. Gaines (email only)  
Tim Fox, Deputy County Counsel (email only)

January 16, 2024

**VIA FEDERAL EXPRESS**

Timothy J. Fox  
Lead Deputy County Attorney  
County of San Mateo  
400 County Center  
Redwood City, CA 94063  
tfox@smcgov.org

**Re: Brown Act and Public Reform Act Violations**

Dear Mr. Fox:

I am writing to address the concerns raised by the San Mateo Local Agency Formation Commission ("SMLAFCo") regarding the East Palo Alto Sanitary District's ("EPASD" or "District") recent request for an extension of the protest period in connection with the proposed reorganization.

SMLAFCo has contended that EPASD's request for a protest period extension was improper due to the lack of public discussion of this item by the District Board<sup>1</sup>. You have also noted in your follow-up email, that the District could not delegate the power to request an extension of the protest period to the General Manager ("GM") or Special Counsel. This position is unfounded. In fact, the relevant legislative framework allows for reasonable delegation of authority for specific tasks and decisions, including exercise of certain statutory powers.

You cite Health & Safety Code Section 6487 for the proposition that delegation is invalid. But Section 6487 explicitly permits delegation. Health & Safety Code Section 6543 does the same, as it states that "*powers and duties . . . conferred by those acts and supplementary acts...shall be exercised by the respective boards, officers, and agents of the district.*"

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<sup>1</sup> See Correspondence from SMLAFCo dated January 3, 2024, and January 5, 2024, attached hereto as Exhibit A.

Timothy Fox  
January 16, 2024  
Page 2

Moreover, as you are no doubt aware, delegation is not only lawful, it is necessary for efficient government<sup>2</sup>. (See *Golightly v. Molina*, 229 Cal. App. 4th 1501, 1515, 178 Cal. Rptr. 3d 168, 180 (2014) (“[D]elegation by legislative bodies is essential to the basic ability of government to function.”).) So long as the Board retains control over major policy decisions and/ or fundamental legislative functions, and does not delegate tasks to “avoid the intent of the Brown Act by subterfuge,” delegation is permissible. (*Id.*) And here, the Board had delegated authority to the GM both generally and specifically to carry out any tasks related to the alternative proposal, including those related to protest period extension and reconsideration.

The District Code, empowers the GM to administer tasks to effectuate policies of the Board. (See [District Code](#), § 104, 303.) The Board Policy Handbook confirms that the Board’s primary responsibility is formulation and evaluation of policy; operational matters, including legal, are delegated to the GM. (See [Board Policy Handbook](#), § 10.1, 10.3.4.) The Board has repeatedly made clear that its policy is to oppose the City’s Proposal and pursue its own Alternative Proposal, and has directed and authorized the actions necessary to carry out same.<sup>3</sup> The decision to pursue reconsideration and to seek a longer protest period fall squarely within those delegated authorities. Nor is it the case that the Board is using delegation of authority to evade the requirements of the Brown Act. The Board has regularly met in public to discuss and deliberate on these issues and has received regular updates from the GM and Special Counsel during open session.<sup>4</sup>

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<sup>2</sup> Of note, special districts regularly delegate tasks or areas of activity to district executives or other employees. (See e.g., Central Contra Costa Sanitary District Code [§ 4.116.110](#) (delegating employment matters to general manager).

<sup>3</sup> Resolution No. 1327 (objecting and opposing the City’s Proposal); Resolution No. 1346 (resolution of intention to file an alternative proposal, and “take all action that may be necessary or appropriate to carry out same”); Resolution No. 1349 (approving the submission of the alternative proposal, including authorizing officers of the District to “make any necessary amendments to the Alternative Proposal and ancillary documents as becomes necessary during the LAFCo process, and take all other actions as may be necessary or appropriate[.]”); Agenda for the December 14, 2023, District Board meeting (including *all* of the action items related to reconsideration, and a closed session item for one case).

<sup>4</sup> See e.g., [Board Minutes from August 3, 2023](#) (Special Counsel providing update on the schedule of submission of the District’s alternative proposal); Board Minutes from [August 16, 2023](#) (further updates from Special Counsel relating to the District’s alternative proposal); Board Minutes from [September 6, 2023](#) (further updates on the alternative proposal from Director Sherzer); Board Minutes from [September 7, 2023](#) (same); Board minutes from [September 13, 2023](#) (approving submission of the alternative proposal) and [Staff Report and Resolution No. 1349](#) relating to same); Board Minutes from [September 27, 2023](#); Board Minutes from October 5, 2023 (update from Special Counsel detailing the LAFCo process, *including that a reconsideration hearing after LAFCo makes its determinations is possible*);

Timothy Fox  
January 16, 2024  
Page 3

We also want to take the opportunity to clarify LAFCo procedure going forward. On January 3, 2024, you canceled the protest hearing, and stated the Commission's intention to agendaize a reconsideration hearing for February 21, 2024. We understand that you intend to release a staff report in this matter one week on or before February 14, 2024. We plan to present the District's request at the hearing, and will submit all additional materials to LAFCo no later than February 19, 2024. Whether or not the Commission approves or disapproves the request, and makes its previous determinations regarding File No. 22-09 final, we understand that, pursuant to Government Code Section 57000 et seq., SMLAFCo will open the protest period relating to this matter no later than 35 days after the Commission makes its final determination. To that end, and notwithstanding the District's disagreement with LAFCo's position that an extension request pursuant to Government Code Section 57002(b) needs to be agendaized for board discussion, the District will plan to agendaize a request for such an extension prior to the reconsideration hearing, in an effort to safely remain well within the statutorily prescribed timeframe. Please let us know if the Commission disagrees with this approach.

Sincerely,

BURKE, WILLIAMS & SORENSEN, LLP



Leah J. Castella

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Board Minutes from [November 2, 2023](#) (update on alternative proposal from General Manager); Board Minutes from [November 8, 2023](#) (update from Special Counsel, including *preview of the possibility of seeking reconsideration*); Board Minutes from [November 28, 2023](#) (update from General Manager, including that the District will submit a request for reconsideration); Board Minutes from [December 12, 2023](#) (update from General Manager, again stressing that the District plans to submit a request for reconsideration, and potentially pursue related writ litigation); [Agenda for January 11, 2024](#) Board meeting (including update on status of request for reconsideration transmitted at Board direction).

# EXHIBIT A



# COUNTY OF SAN MATEO

## OFFICE OF THE COUNTY ATTORNEY

HALL OF JUSTICE AND RECORDS, 400 COUNTY CENTER, 6<sup>TH</sup> FLOOR • REDWOOD CITY, CA 94063-1662

TELEPHONE: (650) 363-4250 • FACSIMILE: (650) 363-4034

[www.smcgov.org/countyatorney](http://www.smcgov.org/countyatorney)

### COUNTY ATTORNEY

JOHN D. NIBBELIN

January 3, 2024

*Please respond to: (650) 363-4456*

*Via E-mail and U.S. Mail*

Iudis D. Sominskaia

**BURKE, WILLIAMS & SORENSON LLP**

1 California St., Suite 3050

San Francisco, CA 94111-5432

*Re: City of East Palo Alto Subsidiary District Proposal*

Dear Ms. Sominskaia:

We are in receipt of your letter dated December 22, 2023 but delivered via e-mail on December 27th.

We remain convinced that the District erred in failing to file a timely request for reconsideration with the requisite filing fee deposit. First, the argument that the resolution was not adopted until November 22, 2023 is unconvincing. As you know, the deadline imposed by Cal. Gov't Code § 56895(b) runs from the Commission's *adoption* of the resolution, not its transmittal or uploading to the website, and under no plausible reading of the California Government Code did adoption occur on November 22, 2023, when no meeting of the Commission took place. The District was present at the November 15, 2023 meeting of the LAFCo when the resolution was adopted by public vote; it cannot claim to have been confused whether the Resolution was adopted then. The District appears to be laboring under the mistaken impression that there is a "superseding resolution" under Section 56895(g); this is not the case. The Commission does not meet behind closed doors to adopt superseding resolutions between publicly noticed meetings. The only Resolution in this matter was adopted on November 15, 2023 at a public meeting of the LAFCo. We also believe that a filing of this type must occur in physical form, as described in my prior letter. Accordingly, the filing of the request for reconsideration was untimely. "[T]he deadlines set by this section are mandatory. . . . If no person or agency files a timely request, the commission shall not take any action pursuant to this section." Cal. Gov't Code § 56895(b).

Second, it is undisputed that the filing was unaccompanied by a filing fee deposit. As you know, a LAFCo filing unaccompanied by a filing fee deposit cannot be deemed filed. *See* Cal. Gov't Code § 56383. The dispute now centers on the question of whether the LAFCo has established a filing fee deposit for motions for reconsideration; we contend that it has, and that no plausible reading of the fee deposit schedule would convince a reader otherwise. If there were

any doubt about whether the fee deposit established for “Reconsideration” applied to the present matter, the District would have reached out to LAFCo staff for clarification; it did not. E-mailing a letter without inquiring about filing requirements was not a reasonable approach, given that the District delayed until the last possible day to attempt the filing.

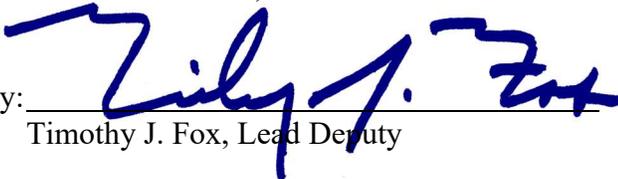
Finally, we note that your December 27<sup>th</sup> response essentially concedes that the District’s counsel is operating in this matter on instructions from its Board that have never been agendized for action in public session. Your letter makes the argument that Brown Act compliance is not the business of the LAFCo. Of course, Brown Act compliance is a matter of public concern, and we reject entirely any assertion that LAFCo should be unconcerned with the question of whether the District has acted with transparency to its constituents and ratepayers about how it operates.

Notwithstanding the above, the District’s actions in this matter, particularly its brinksmanship with jurisdictional deadlines for apparently dilatory purposes, has again put the LAFCo in the unfortunate position of operating under potentially conflicting mandatory duties. In particular, we are concerned with the potential that the public will be confused by the opening and closing of the protest period, and we wish to avoid any argument that a protest filed within a cancelled protest period is timely. The law contemplates that there will be one protest period, with a clear date for opening and a clear deadline. Because even a meritless detour to the Superior Court for writ practice would endanger the public’s right to a clear protest period, the Executive Officer intends to agendize the request for reconsideration for action by the Commission in February. The staff report will note both the dispute about timeliness and the fact that the District is proceeding without having conducted a Brown Act compliant public meeting on the question of reconsideration.

Finally, we note that the letter requesting an extended protest period was also unaccompanied by any agendized action by the District’s Board. Please be advised that the Executive Officer does not consider such a letter to be an effective request for an extended protest period, and that (for future reference) any such request delivered after the protest hearing has been noticed will be untimely, so you should proceed accordingly.

Very truly yours,

JOHN D. NIBBELIN, COUNTY ATTORNEY

By:   
Timothy J. Fox, Lead Deputy

cc: John Lê

JDN:TJF/tjf

**From:** Timothy Fox <[tfox@smcgov.org](mailto:tfox@smcgov.org)>  
**Sent:** Friday, January 5, 2024 12:25 PM  
**To:** Castella, J. Leah <[LCastella@bwsllaw.com](mailto:LCastella@bwsllaw.com)>  
**Cc:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>; Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>; Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Subject:** RE: Letter to Burke Williams & Sorensen re: reconsideration

**EXTERNAL**

---

My apologies: My second citation in the second paragraph below relating to the powers of a sanitary district board should be to the Health & Safety Code, not the Government Code.

Tim Fox

**From:** Timothy Fox  
**Sent:** Friday, January 5, 2024 12:14 PM  
**To:** Castella, J. Leah <[LCastella@bwsllaw.com](mailto:LCastella@bwsllaw.com)>  
**Cc:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>; Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>; Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>  
**Subject:** RE: Letter to Burke Williams & Sorensen re: reconsideration

With regard to your first question, I can confirm that the protest hearing for February 16, 2024 has been cancelled by action of the Executive Officer, and the matter of the reconsideration request will be placed on an agenda for action by the Commission at a special meeting on February 21, 2024.

With regard to your question about my assertion that a request to extend the protest period must be a Board action, the Cortese-Knox-Hertzberg Act says “Where the proceeding is for the establishment of a district as a subsidiary district of a city, upon the request of *the affected district*, the date of the hearing shall be at least 90 days, but no more than 135 days, from the date the notice is given.” Cal. Gov’t Code § 57002 (emphasis added). “The board is the governing power of the district, and *exercises all district powers*, except the making of an assessment roll in the first instance.” Cal. Gov’t Code § 6481 (emphasis added). The act in question, which is exercising a statutory right of the District, is not among the things delegable to the district manager or other district employees. *See* Cal. Health & Safety Code § 6487. We therefore do not believe that a District staff member or its lawyers can request extension of the protest period except by instruction from the Board, and there is no record of that instruction having been given.

Finally, the LAFCo has not acted unfairly toward the District. When the District has pointed out ambiguities in the controlling statutes and requested that those ambiguities be interpreted favorably to the District’s interest, the LAFCo and its Executive Officer has had to weigh whether doing so would operate to the detriment of others, including the City and the public. The LAFCo does not make procedural “arguments”; it makes procedural interpretations that attempt to account for the fact that it has mandatory duties with regard to the agencies and persons making proposals before it. I can assure you that the Commission will comply with its statutory obligations to evaluate the matters set before it, and that it has done so thus far.

Tim Fox

**From:** Castella, J. Leah <[LCastella@bwsllaw.com](mailto:LCastella@bwsllaw.com)>  
**Sent:** Wednesday, January 3, 2024 4:45 PM  
**To:** Timothy Fox <[tfox@smcgov.org](mailto:tfox@smcgov.org)>  
**Cc:** Sominskaia, Iudis Dasha <[ISominskaia@bwsllaw.com](mailto:ISominskaia@bwsllaw.com)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>

**Subject:** RE: Letter to Burke Williams & Sorensen re: reconsideration

**Importance:** High

**CAUTION:** This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

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Tim,

I just left you a vm but am following up via email given the urgency of the questions created by the unclear and inconsistent positions taken in your January 3, 2024 correspondence. Please note that, because I cannot tell who on your email are attorneys, I am just sending this to you. I would appreciate an answer to the questions posed below no later than January 5, 2024. I am also available to discuss these issues by phone either tomorrow or Friday.

In your letter, you state that the “Executive Officer intends to agendize the request for reconsideration for action by the Commission in February.” Please confirm that this means that LAFCo intends to schedule a Reconsideration Hearing pursuant to Government Code § 56895 on February 16, 2024.

Your letter also states that “[t]he law contemplates that there will be one protest period, with a clear date for opening and a clear deadline” and implies but does not confirm that LAFCo will be cancelling the February 16, 2024 Protest Hearing. Please confirm that LAFCo is, indeed, cancelling that hearing pursuant to the Executive Director’s obligation to take no further action upon receipt of a timely request for reconsideration under Government Code § 56895(c) and that, if LAFCo does not grant the District’s request for Reconsideration, it will re-notice a Protest Hearing in compliance with Government Code § 57002.

Your letter also claims that because the letter requesting an extended protest period was not accompanied by an agendized action by the District Board, the “Executive Officer does not consider such a letter to be an effective request for an extended protest period.” Under California Government Code § 57002, such a request can be made by the “district”. Please provide us with the authority for the proposition that this language mandates action by the Board at a public meeting, as I am unaware of any such requirement.

Your letter goes on to say, “any such request delivered after the protest hearing has been noticed will be untimely, so you should proceed accordingly.” This language is confusing. It is your position that the current Notice of Protest Hearing is effective? And are you saying that you will not entertain any request from the district for an extended protest period regardless of whether the District complies with your demand that such a request be approved by the Board in open session if LAFCo does not grant the District’s request for Reconsideration and re-notices a Protest Hearing in compliance with Government Code § 57002?

Finally, while the District disagrees with the legal assertions in your letter regarding the validity of its Request for Reconsideration, I do not want to rehash our respective positions on those issues. I do, however, want to address your suggestion that the District is engaging in “brinksmanship with jurisdictional deadlines for apparently dilatory purposes.” This assertion is simply untrue.

The District's goal now and always has been to act in the best interests of the rate payers. To that end, after the LAFCo hearing on the City's Subsidiary District Proposal, the District engaged in extensive efforts to address the concerns expressed by the Commission. As detailed in the District's December 15, 2023 Request for Reconsideration, those efforts included adoption of a Capital Improvement Plan, re-evaluation of capacity fees, initiation of a Proposition 218 process to raise rates commencing July 1, 2024, and consideration of an ordinance establishing a streamlined and clear process for negotiating and approving will serve letters and development agreements. The District also met with the City of East Palo Alto to see if the two entities could come to an agreement that would best advance the interests of the rate payers. The District took these actions to address the factors that led the Commission to adopt the Subsidiary District Proposal because of its sincere belief that it, not the City via a contract with West County Sanitary District, is the agency best suited to provide service to ratepayers.

In response, LAFCo has treated the District with hostility and has, in the District's view, manufactured procedural arguments to avoid evaluating whether the actions taken by the District do, in fact, make the District the agency that can best provide service to ratepayers under Government Code § 56001. These recent actions by LAFCo—combined with its earlier attempt to preclude the District from submitting an Alternative Proposal—are gravely concerning, as it makes it seem that LAFCo is not complying with its statutorily proscribed responsibility to objectively evaluate the two proposals in front of it, and has, instead, pre-determined the result based on an unwarranted bias against the District and in favor of the City. The District hopes that is not the case and that, instead, LAFCo will: (1) schedule the Reconsideration Hearing; (2) cancel the Protest Hearing and withdraw the notice of same; and (3) issue an objective staff report that evaluates whether the actions taken by the District since the original hearing adequately address the concerns that led LAFCo to adopt the Subsidiary District Proposal and does not assert that the District's Request for Reconsideration was untimely based on procedural issues that, from the District's perspective, are plainly invalid. The District further hopes that the Commission meaningfully considers the District's Alternative Proposal based on the complete record before it.

Regards,

**J. Leah Castella | Partner**

Pronouns: she, her, hers

1999 Harrison Street, Suite 1650 | Oakland, CA 94612-3520

m - 415.640.8903 | t - 510.273.8780 | f - 510.839.9104

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**From:** Deborah Rosas <[drosas@smcgov.org](mailto:drosas@smcgov.org)>

**Sent:** Wednesday, January 3, 2024 3:14 PM

**To:** Sominskaia, Iudis Dasha <[ISominskaia@bwslaw.com](mailto:ISominskaia@bwslaw.com)>

**Cc:** Rob Bartoli <[RBartoli@smcgov.org](mailto:RBartoli@smcgov.org)>; Timothy Fox <[tfox@smcgov.org](mailto:tfox@smcgov.org)>; Raj Deol <[rdeol1@smcgov.org](mailto:rdeol1@smcgov.org)>; Sofia Recalde <[srecalde@smcgov.org](mailto:srecalde@smcgov.org)>; John Nibbelin <[jnibbelin@smcgov.org](mailto:jnibbelin@smcgov.org)>; Cox, Deirdre Joan <[DCox@bwsllaw.com](mailto:DCox@bwsllaw.com)>; Castella, J. Leah <[LCastella@bwsllaw.com](mailto:LCastella@bwsllaw.com)>; Annabelle Gaiser <[agaiser@smcgov.org](mailto:agaiser@smcgov.org)>; [aokupe@epasd.com](mailto:aokupe@epasd.com); [jle@cityofepa.org](mailto:jle@cityofepa.org)  
**Subject:** Letter to Burke Williams & Sorensen re: reconsideration

**EXTERNAL**

---

Good afternoon,

Attached please see Lead Deputy County Attorney Tim Fox's letter to Ms. Sominskaia dated 1/3/2024.

Thank you,

*Deborah Rosas*, Legal Secretary II (she/her/ella)

Office of the San Mateo County Attorney

400 County Center, Sixth Floor | Redwood City, CA 94063

Tel.: (650) 363-4614 | Fax: (650) 363-4034

Email: [drosas@smcgov.org](mailto:drosas@smcgov.org) | Website: <http://www.smcgov.org>



**COUNTY OF SAN MATEO**

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January 17, 2024

John D. Lé  
City Attorney  
City of East Palo Alto  
2415 University Avenue, 2<sup>nd</sup> FL  
East Palo Alto, CA 94303  
[cityattorney@cityofepa.org](mailto:cityattorney@cityofepa.org)

Re: Cure And Correct Letter Under the Brown Act  
District Mailer Sent to All Ratepayers  
Public Records Act Request, dated December 29, 2023

Dear John,

I write in response to your January 12, 2024, correspondence.

We continue to be unpersuaded by your assertion that the District violated the Political Reform Act. This argument appears to boil down to the claim that, by highlighting the rate increases proposed by the City's Subsidiary District Proposal ("City's Proposal"), the FAQs constitute "express advocacy." The FAQs state that the City's Proposal calls for substantial rate increases "*over the next decade*" and that those increases would take the annual sewer service charge to well over \$1200 per year. You are correct that one part of the City's Proposal indicates that it would take a little more than a decade for the rates to exceed \$1200. However, another part of the City's Proposal indicates that the City would need to charge rates close to that amount *sooner* than within the next decade, and possibly within the next five years.<sup>1</sup> The District's summary of the increases necessary to fund the City's Proposal hardly constitutes "using public

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<sup>1</sup> See, e.g., Freyer & Laretta's assertion that the City would have to go up to \$1,171 rate or similar "at some point in the future," such point being potentially within the next five years (the end date of the City's CIP/ financial planning cycle relating to the District's operations), or soon thereafter. ([Freyer & Laretta Memorandum included with the City's Proposal](#), p. 19.) Relatedly, the V.W. Housen peer report included in the [SMLAFCo's Staff Report](#) noted that the City's CIP did not provide a plan beyond five years after reorganization, putting in question the sufficiency of the City's funding plan beyond that timeframe, and potentially indicating that rates would need to be raised sooner than the City has maintained in its Proposal.

John D. Lé  
January 17, 2024  
Page 2

funds to push misinformation for campaign purposes.” The District would, however, be happy to clarify that the City’s Proposal calls, at a minimum, for increasing the annual sewer service charge from \$600 to \$1238 in the next twelve years instead of over the next decade. Please advise if that language is satisfactory.

Your assertion that the Board violated the Brown Act by not authorizing reconsideration in open session is equally unpersuasive. Regardless, to address the City’s concern, the District cured and corrected the issue by agendizing confirmation or rescission of prior board action on reconsideration. It is telling that, despite those efforts, the City continues to argue that its far-fetched Brown Act argument forever bars the District from seeking reconsideration. That is strong evidence that the City’s goal is preclusion of full consideration of the two proposals, not transparency.

Finally, my January 9, 2024, correspondence did not constitute a response to the City’s January 3, 2024 PRA Request. Mr. Okupe responded on the same day and informed the City that he would provide the requested documents by January 24.

The purpose of the LAFCo process is to ensure an objective, even-handed assessment of the two proposals. Instead of letting that process unfold in an orderly fashion, the City has chosen to wrongly accuse the District of wrongdoing. The District believes that preservation of the District as an independent special district is the best option for ratepayers but understands the City has a different view. So, the District, again, invites the City to work with it in a constructive fashion to identify a path forward acceptable to both entities.

Sincerely,

BURKE, WILLIAMS & SORENSEN, LLP



J. Leah Castella

JLC:as



# COUNTY OF SAN MATEO

## OFFICE OF THE COUNTY ATTORNEY

HALL OF JUSTICE AND RECORDS, 400 COUNTY CENTER, 6<sup>TH</sup> FLOOR • REDWOOD CITY, CA 94063-1662

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[www.smcgov.org/countyatorney](http://www.smcgov.org/countyatorney)

### COUNTY ATTORNEY

JOHN D. NIBBELIN

January 19, 2024

*Please respond to: (650) 363-4456*

*Via E-mail and U.S. Mail*

J. Leah Castella

**BURKE, WILLIAMS & SORENSON LLP**

1999 Harrison Street, Suite 1650

Oakland, CA 94612-3520

*Re: City of East Palo Alto Subsidiary District Proposal*

Dear Ms. Castella:

We are in receipt of your letter dated January 16, 2024.

Initially, we note that the subject line of your letter does not bear a correct relationship with our prior correspondence; we assume this was a cut-and-paste error from a different series of correspondence with the City. The LAFCo has not asserted anything with regard to the Political Reform Act, nor did it assert that a violation of the Brown Act has occurred.

Rather, LAFCo staff communicated its interpretation (which persists) that a request to extend the protest period requires an action by the Board, and that there is no record of the Board having taken that action yet. That is not a Brown Act violation, taking your word that the District's Board has in fact not yet discussed or taken action on the protest period. Your argument is that the General Manager's delegated authority to pursue the alternative proposal also vested the District's General Manager with the discretion to take statutory actions under the Cortese-Knox-Hertzberg Act to request extension of the protest period, and that he exercised independent judgment to request an extended protest period without any express direction from the Board. We simply do not agree that a staff member can be delegated the discretion to take this action without an agenda item that clearly communicates to the public that the General Manager might make such a request of the LAFCo. Since the protest period has not yet been opened, and there remains ample time for the Board to take the requisite action with appropriate notice to the public, we are grateful for your proposed solution of taking a Board action prior to the reconsideration hearing, so that the protest hearing notice can be timely published by LAFCo staff. That will resolve the issue from LAFCo staff's perspective.

Your letter speaks of a special meeting of the LAFCo to occur on February 21, 2024 for the purpose of hearing the District's reconsideration request. The Commission was unable to secure a quorum for that date, so it notified all parties, including the District, that the matter has instead been set for February 7, 2024. (Your draft letter to the ratepayers circulated to John Lê

January 19, 2024  
Page 2

yesterday incorporated the correct date.) The Commission does not have guidelines for submittal of materials in support of a reconsideration request, so there are no requirements surrounding such materials. If you wish to have supplementary materials considered in advance of the meeting by the Commission, the timeline you have proposed can be modified to reflect the hearing date (i.e., submittal of materials on the Monday prior to the February 7<sup>th</sup> hearing).

Very truly yours,

JOHN D. NIBBELIN, COUNTY ATTORNEY

By: \_\_\_\_\_

A handwritten signature in blue ink, appearing to read "Timothy J. Fox", written over a horizontal line.

Timothy J. Fox, Lead Deputy

cc: John Lê

JDN:TJF/tjf

**EAST PALO ALTO SANITARY DISTRICT**

**BOARD OF DIRECTORS**

Dennis Scherzer, President  
Martha Stryker, Vice President  
Glenda Savage, Secretary  
Bethzabe Yañez, Director  
Ofelia Bello, Director

901 Weeks Street  
East Palo Alto, CA 94303  
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Akin Okupe, M.B.A, P.E., General Manager

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING AGENDA  
February 1, 2024  
7:00 P.M.**

Notice is hereby given that the Regular Board meeting of the East Palo Alto Sanitary District will be held on **Thursday February 1st, 2024 at 7:00 p.m.** This meeting will be held virtually and in-person at the District Board Room located on 901 Weeks Street, East Palo Alto, CA 94303.

**Zoom Link:** <https://us02web.zoom.us/j/83984787173>

**Webinar ID:** 839 8478 7173

1. **Call to Order**
2. **Roll Call**
3. **Board Member Excused/Unexcused Absences**
4. **Public Comment**  
Any member of the public wishing to address the Board on a non-agenda item will be heard at this time. Persons wishing to speak on an item listed on the agenda will be called by the meeting Chair at the time the specific agenda item is heard.
5. **Agenda Amendments**
6. **Consideration/Approval:** Of January 11<sup>th</sup>,2024 Regular Board Meeting Minutes, and December 26,2023, Special Board Meeting Minutes
7. **Consideration/Approval:** Of **Resolution NO. 1355** Approving Withdrawals and Authorizing Payment of Bills

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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8. **Consideration/Discussion:** Of District Engineer and General Manager's Reports
  - A. Maintenance
  - B. Sewer Replacement Project
  - C. Transmittal of Letter to Ratepayers
9. **Consideration/Discussion/Approval:** Authorize the General Manager to enter into agreement with Rockridge Geotechnical for an amount not to exceed \$27,600 regarding Proposal for Geotechnical Investigation and Slope Stability Evaluation Proposed Sanitary Sewer Trunk Line
10. **Consideration /Discussion/Approval:** Appoint Namita Brown of F3 Law Firm as Interim General Counsel
11. **Closed Session:** Conference with Legal Counsel - Anticipated Litigation – (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9) – Initiation of litigation: (1case)
12. **Report Out of Closed Session**
13. **Consideration/Discussion/Approval:** Adopt Resolution suspending a portion (\$4,023 per equivalent dwelling unit) of the capacity charge adopted on August 18, 2022 based on approved Capital Improvement Plan and give direction to General Manager for implementation
14. **Consideration/Discussion/Approval:** Receive update from General Manager regarding the District's plan to continue to gradually increase its sewer rates (from \$600 to \$660 per equivalent dwelling unit effective July 1, 2024) as set forth in its May 8, 2019 Notice to Property Owners and Customers and June 27, 2019 Public Hearing adopting Proposed Sewer Rates and give direction to General Manager
15. **Consideration/Discussion/Approval:** Review and approve draft Ordinance setting forth process for negotiating and approving will serve letters and development agreements including consequences if requirements of ordinance are not met and give direction to General Manager
16. **Consideration/Discussion/Approval:** In the event SMLAFCo denies District's Request for Reconsideration (scheduled for hearing on February 7, 2024), authorize General Manager to seek extended protest period pursuant to Government Code Section 57002(b)

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17. **Consideration/Discussion/Approval:** Committee Assignments

18. **Committee Reports and Approval of Meeting Minutes**

- A) LAFCO Adhoc
- B) Facility
- C) Engineering
- D) Finance
- E) Human Resource
- F) Intergovernmental
- G) Public Relations
- H) Rate Advisory
- I) Director's Reports on Attendance at Conferences/Trainings

19. **Oral & Written Communication**

Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

20. **Future Agenda / Meetings**

To be determined

21. **Adjournment**

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**I. NATURE OF ITEM**

**1. Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

**2. Roll Call**

**Directors Present:**

**Directors Absent:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Staff Present:**

**Guests Present:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_

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I. NATURE OF ITEM

Board Member Excused/Unexcused Absences

II. BACKGROUND

Report from Board Secretary.

III. ACTION OPTIONS

IV. NEXT STEPS

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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**NATURE OF ITEM**

**4. Public Comment**

Any member of the public wishing to address the Board on a non-agenda item will be heard at this time. Persons wishing to speak on an item listed on the agenda will be called by the meeting Chair at the time the specific agenda item is heard.

Speaker # 1: \_\_\_\_\_

Speaker # 2: \_\_\_\_\_

Speaker # 3: \_\_\_\_\_

**5. Agenda Amendments**

Item# \_\_\_\_\_ moved to \_\_\_\_\_

Item# \_\_\_\_\_ moved to \_\_\_\_\_

Item# \_\_\_\_\_ tabled

Item# \_\_\_\_\_ tabled

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I. NATURE OF ITEM

Consideration/Approval: Of January 11<sup>th</sup>,2024 Regular Board Meeting Minutes, and December 26,2023, Special Board Meeting Minutes

II. BACKGROUND

Attached are the minutes for Board Approval.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
January 11, 2024**

**1. Call to Order**

A Regular Board meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Thursday, January 11, 2024 at 7:02 p.m. The meeting was held virtually and in person, with the public participating in the meeting by logging online through the following Zoom address: <https://us02web.zoom.us/j/82350906136>.

**2. Roll Call**

Directors Present

Ofelia Bello  
Glenda Savage  
Dennis Scherzer  
Bethzabe Yañez

Staff Present

Akin Okupe - General Manager  
Micheline Wegem – Accountant  
Joan Cox - Special Counsel

**3. Board Member Excused/Unexcused Absences**

Director Stryker's absence is excused.

**4. Public Comment**

There were no comments from the public.

**5. Agenda Amendments**

The Board agreed to discuss Item 18 prior to Item 6.

**6. Consideration/Approval of December 14, 2023 Regular Board Meeting Minutes and December 26, 2023 Special Board Meeting Minutes.**

**Motion:** Director Savage moved, seconded by Director Yañez, for approval of December 14, 2023 Regular Board Meeting Minutes and December 26, 2023 Special Board Meeting Minutes. Motion passed unanimously.

7. **Consideration/Approval** of Resolution No. **1353** Approving Withdrawals and Authorizing Payment of Bills.

**Motion:** Director Savage moved, seconded by Director Yañez for approval of Resolution No. 1353 approving withdrawals and authorizing the payment of bills. Motion passed unanimously.

8. **Consideration/Discussion** of District Engineer and General Manager's Reports.

A) Maintenance

There was one minor spill reported during the month of December which was brought under control by District staff.

B) Sewer Replacement Project

General Manager Okupe reported that the sewer replacement project is 10% complete. The contractor experienced an issue with the water line on Green Street due to groundwater flow. The Director of Public Works investigated and confirmed the existence of groundwater, but the pipe is intact and not at issue.

9. **Closed Session:** Conference with Legal Counsel – Anticipated Litigation – (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9) – Initiation of litigation: (1 case)

The Board entered into closed session, then reconvened at 8:47 p.m.

10. **Report Out of Closed Session**

There was no reportable action from the closed session.

11. **Consideration/Discussion/Approval:** Receive report on status and path forward of process to lower capacity fees from \$14,464 per equivalent dwelling unit to \$9,700 per equivalent dwelling unit based on approved Capital Improvement Plan and give direction to General Manager.

Special counsel Joan Cox reported that in order to accommodate the new capacity required by developments and the General Plan adopted by the City of East Palo Alto, it is necessary to expand the District's trunk line. The new proposed reduced capacity fee per equivalent dwelling unit is \$10,551.00 (adjusted for inflation), calculated by determining the unit cost of

trunk expansion. She stated that she would like to return next month for a public hearing to adopt the reduced capacity charge.

Upon request by a member of the community, General Manager Okupe stated that a staff report outlining the issues discussed will be included with the February Board meeting agenda.

**Motion:** Director Scherzer moved, seconded by Director Savage, to direct legal counsel to prepare an ordinance to reflect the reduction of the connection fee with the addition of inflation cost information. Motion passed unanimously.

**12. Consideration/Discussion/Approval:** Receive report on status and path forward of Article 13 Section 6 (Proposition 218) process to increase sewer rates commencing July 1, 2024 from \$600 per single family residence to the rate recommended in the Capital Improvement Project Plan previously approved by the District Board of Directors and give direction to General Manager.

Special counsel Joan Cox reported that in keeping with the Capital Improvement Project Plan previously approved by the District Board, she would like to hold a public hearing at the February Board meeting and ask to increase rates effective July 1, 2024 to \$660 per equivalent dwelling unit, up to a maximum of \$880 over a five-year period.

Members of the community requested that a staff report outlining the issues discussed be included with the next agenda. General Manager Okupe confirmed that the report will be added to the February Board meeting agenda.

**Motion:** Director Scherzer moved, seconded by Director Savage for approval to direct legal counsel to prepare two ordinances which will cover: 1) fiscal year 2024/2025; and 2) the five-year projected rate increase. Motion passed unanimously.

**13. Consideration/Discussion:** Receive report on status and path forward of draft Ordinance setting forth process for negotiating and approving will serve letters and development agreements including consequences if requirements of ordinance are not met and give direction to General Manager.

Legal counsel reported that she is currently in the process of drafting a will serve and development agreement ordinance that will require developers to provide the timeline for their project. The ordinance will establish the requirements to obtain a will serve letter, the timing of how long it will take to issue the will serve letter, and the deadline by which to carry out the

development once it is issued. The purpose of the ordinance is to make the process clearer to potential developers as well as give more information to the District in order to manage cash flow. She added that for some developments, the standard capacity fee is not adequate for various reasons. The development agreement ordinance will contain a process for addressing situations outside of the norm for typical development and describe what they are and the process for addressing incremental costs for building those projects.

14. **Consideration/Discussion/Approval:** Receive an update on the status of the Request for Reconsideration transmitted to SMLAFCo at Board direction and based on both rescheduled date for Reconsideration Hearing and postponement of scheduled Protest Hearing by SMLAFCo, consider whether to confirm or rescind prior Board direction.

Special counsel Joan Cox reported that pursuant to the District's request for reconsideration of LAFCo's decision to create a subsidiary district, the reconsideration hearing has been scheduled for February 21, 2024. If denied, the District will need to request an extended period of time for a protest hearing.

**Motion:** Director Savage moved, seconded by Director Yañez for approval to confirm the prior direction to special counsel to seek reconsideration of LAFCo's decision to form a subsidiary district to seek reconsideration of the District's Alternative Proposal now that the District has undertaken the actions to support that reconsideration, including adoption of the Capital Improvement Plan, direction to reduce capacity fees, direction to increase rates and direction to finalize the will serve and development agreement ordinance. Motion passed unanimously.

15. **Consideration/Discussion/Approval:** Authorize General Manager to amend the contract with BWS law firm for an amount not to exceed \$50,000 for legal services.

General Manager Okupe advised that the amendment to the BWS contract will cover services related to the District's request for reconsideration of LAFCo's decision to create a subsidiary district.

**Motion:** Director Yañez moved, seconded by Director Savage for approval to authorize General Manager to amend the contract with BWS law firm for an amount not to exceed \$50,000 for legal services. Motion passed unanimously.

- 16. Consideration/Discussion/Approval:** Authorize the transfer of \$2 million from fund 7541 (Construction Transfer) to fund 6732 (Legal Services).

General Manager Okupe advised that the \$2 million transfer will avoid the payment of legal fees from the general fund by accessing anticipated excess construction funds to cover future legal costs.

**Motion:** Director Yañez moved, seconded by Director Savage for approval to authorize the transfer of \$2 million from fund 7541 (Construction Transfer) to fund 6732 (Legal Services). Motion passed with one abstention by Director Bello.

- 17. Consideration/Discussion/Approval:** Committee Assignments

This item was tabled.

- 18. Consideration/Discussion:** Presentation by David Farnsworth, CPA regarding the auditing of the FY 2022/2023 District financial records.

David Farnsworth, CPA presented a financial report of the District for Fiscal Year 2022/2023. The report concluded that there were no audit findings, no indications or allegations of fraud, no difficulties with management, and no abuse or wasteful spending.

- 19. Committee Reports and Approval of Meeting Minutes**

- A) LAFCO Adhoc
- B) Facility
- C) Engineering
- D) Finance
- E) Human Resources
- F) Intergovernmental
- G) Public Relations
- H) Rate Advisory
- I) Director's Reports on Attendance at Conferences/Trainings

This item was tabled.

- 20. Oral & Written Communication**

There was no oral or written communication.

**21. Future Agenda/Meetings**

The next Regular Board meeting will be held on Tuesday February 13, 2024 at 7:00 p.m.

**22. Adjournment**

There being no further business, the meeting adjourned at 9:32 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING MINUTES  
December 26, 2023**

**1. Call to Order**

A Special Board meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Tuesday December 26, 2023 at 6:02 p.m. The meeting was held in person at the District office located at 901 Weeks Street, East Palo Alto, CA 94303, and electronically, with the public participating in the meeting by logging online through the following Zoom address: <https://us02web.zoom.us/j/88011105750>.

**2. Roll Call**

Directors Present

Ofelia Bello  
Glenda Savage  
Dennis Scherzer  
Martha Stryker

Staff Present

Akin Okupe - General Manager  
Micheline Wegem – District Accountant

**3. Board Member Excused/Unexcused Absences**

Director Yañez's absence is excused.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Public Comment**

There were no comments from the public.

**6. Closed Session: Conference with Legal Counsel – Anticipated Litigation – (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9 – Initiation of Litigation: (1 case)**

The Board entered into closed session and afterwards reconvened at 7:06 p.m.

**7. Report Out of Closed Session**

There was no reportable action taken in the closed session.

**8. Future Agenda/Meetings**

The next Regular Board meeting will be held on January 11, 2024 at 7:00 p.m.

**9. Adjournment**

There being no further business, the meeting adjourned at 7:06 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**I. NATURE OF ITEM**

**Consideration/Approval:** Of Resolution NO. 1355 Approving Withdrawals and Authorizing Payment of Bills

**II. BACKGROUND**

The Finance Committee reviewed and signed the Request Orders now being presented for approval.

**III. STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

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**RESOLUTION NO. 1355**

**RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE EAST PALO ALTO  
SANITARY DISTRICT APPROVING  
WITHDRAWALS AND AUTHORIZING  
PAYMENT OF BILL**

# RESOLUTION APPROVING WITHDRAWALS AND AUTHORIZING THE PAYMENT OF BILLS

EAST PALO ALTO SANITARY DISTRICT

RESOLUTION NO. 1355

## RESOLUTION APPROVING WITHDRAWALS AND AUTHORIZING THE PAYMENT OF BILLS

.....

**IT IS RESOLVED** by the District Board of East Palo Alto Sanitary District as follows:

The District Board of East Palo Alto Sanitary District hereby authorizes the payment of the following withdrawal orders, copies of which are attached as Exhibit A:

<b># 21-24</b>	<b>for</b>	<b>\$ 79,316.04</b>
<b># 22-24</b>	<b>for</b>	<b>\$ 294,604.34</b>
<b># 23-24</b>	<b>for</b>	<b>\$ 65,365.60</b>
<b># 24-24</b>	<b>for</b>	<b>\$ 426,295.40</b>

Passed and adopted by the District Board of the East Palo Alto Sanitary District at the Regular Board Meeting on the 1<sup>st</sup> day of February 2024 by the following vote:

Ayes:           Members:  
Noes:           Members:  
Abstain:       Members:  
Absent:        Members:

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Secretary of the District Board of  
the East Palo Alto Sanitary District of  
San Mateo County, State of California  
(SEAL)

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President of the District Board of  
the East Palo Alto Sanitary District  
of San Mateo County, State of  
California

**REQUEST ORDER #21-24**

984.04
1,549.00
585.09
603.21
219.97
6,700.00
605.60
2,178.62
795.00
219.97
505.00
1,014.21
5,950.00
815.00
10,130.00
32,832.62
949.70
540.00
917.50
4,189.00
1,000.00
277.56
72.00
690.46
1,316.18
219.97
399.81
177.70
132.00
200.00
735.78
1,161.40
649.65
<b>\$ 79,316.04</b>

**IN THE AMOUNT OF**

02545 EAST PALO ALTO SANITARY DISTRICT			REQUEST	#21-24
CODE			CHECK	NUMBER
NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	
5858	ADT COMMERCIAL PO BOX 219044 KANSAS CITY, MO 64121	PACKAGE DEFAULT ONLY; EQUIPMENT LEASE, EXTENDED SERVICES FOR 01/18/2024 - 02/17/2024 INV# 153264268 DT: 12/19/2023 I293	984.04	
5731	AKINTUNDE A. OKUPE  1765 MORELLA CIRCLE ROSEVILLE, CA 95747	CFA PROGRAM LEVEL I DIGITAL CURRICULUM AND STUDY TOOLS MAY 2024, CFA PROGRAM LEVEL I EXAM REGISTRATION MAY 2024; CFA PROGRAM PRACTICE PACK - LEVEL I MAY 2024 DT: 12/28/2023; DT: 12/30/2023 I294	1,549.00	
5858	AMBER JACKSON 1805 E BAYSHORE RD #5208 EAST PALO ALTO, CA 94303	OT SBM - 12/26/2023, HOLIDAY PAY - 01/01/2024, OT SRAC - 01/10/2024, HOLIDAY PAY - INV# 12 DT: 01/11/2024 I295	585.09	
5638	AT&T P.O. BOX 6463 CAROL STREAM, IL 60197-6463	MONTHLY PHONE SERVICE; ACCOUNT CHARGES ACCT# 287239974171 INV# 287239974171X01092024 DT: 01/01/2024 I296	603.21	
5721	BETSY YANEZ 748 CAMPHOR WAY EAST PALO ALTO, CA 94303	CASA 2024 WINTER CONFERENCE: PER DIEM/TRAVEL; JAN 24TH - JAN 26TH DT: 01/16/2024 I297	219.97	
5858	BRAZER COMMUNICATIONS  47 PARK AVE MILL VALLEY, CA 94941	FOR PROFESSIONAL SERVICES RENDERED ON NOVEMBER 18 - DECEMBER 8, 2023; MARA BRAZER, TAMI KELLY INV# 3 DT: 12/29/2023 I298	6,700.00	
5638	COMCAST BUSINESS  P.O. BOX 60533 CITY OF INDUSTRY, CA 91716-0533	COMCAST BUSINESS SERVICES FROM 01/01/2024 - 01/31/2024; OTHER CHARGES AND CREDITS INV# 8155 20 007 0165362 DT: 12/26/2023 I299	605.60	
5858	DARRIN YOUNG  897 BELL STREET EAST PALO ALTO, CA 94303	ON CALL FOR 12/11/2023 - 12/17/2023; 12/23/2023; HOLIDAY PAY - 12/25/2023; 12/25/2023 - 12/30/2023; 12/26/2023; 12/28/2023; HOLIDAY PAY - 01/01/2024; 01/01/2024 - 01/07/2024; DT: 12/04/2023; DT: 01/02/2024; DT: 01/08/2024; DT: 01/09/2024 I300	2,178.62	
5872	DAVID FARNSWORTH CPA 76 HEATH STREET MILPITAS, CA 95035	SPECIAL DISTRICT FINANCIAL TRANSACTION REPORT INV#0326 DT: 01/08/2024 I301	795.00	
5721	DENNIS SCHERZER 901 WEEKS ST EAST PALO ALTO, CA 94303	CASA 2024 WINTER CONFERENCE: PER DIEM/TRAVEL; JAN 24TH - JAN 26TH DT: 01/16/2024 I302	219.97	
5731	DKF SOLUTIONS GROUP, LLC  164 ROBLES WAY #274 VALLEJO, CA 94591-8039	DKF SOLUTIONS GROUP: LIVE ONLINE TRAINING; PREPARING AND SUBMITTING THE ANNUAL REPORT - DUE APRIL, OET: PROCESSING FEE INV# 21951 DT: 01/03/2024 I303	505.00	
	DOOLEY INSURANCE SERVICES  1567 EDMOND DR SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE: 4631 - (\$369.37) STAFF; 6731 - (\$639.84) BOARD; (\$5.00) ADMIN FEE FEBRUARY 2024 DT: 01/01/2024 I304	1,014.21	
5731	DU-ALL SAFETY, LLC  45950 HOTCHKISS ST. FREMONT, CA 94539	ATD TRAINING 12/11/2023; BLOODBORNE PATHOGENS TRAINING 12/11/2023; TRENCHING, SHORING & EXCAVATION TRAINING 12/18/2023. ON-SITE SAFETY INSPECTION 12/04/2023 INV# 24990 DT: 12/31/2023 I305	5,950.00	
6732	FAGEN FRIEDMAN & FULFROST LLP P.O. BOX 8445 PASADENA, CA 91109-8445	CURRENT FEES FOR SERVICES RENDERED THROUGH NOVEMBER 30, 2023 INV# 217324 DT: 12/21/2023 I306	815.00	
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT				
<b>TOTAL THIS PAGE:</b>			22,724.71	
<b>TOTAL THIS PERIOD:</b>			79,316.04	

PAGE 1 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 16TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#21-24 CHECK NUMBER
5858	GOLDEN TOUCH COMPUTER CONSULTANTS  4549 OAKDALE ST UNION CITY, CA 94587	01/01/2024 (\$600) NETWORK & MAINTENANCE CHARGE; (\$600) MEETING SUPPORT; (\$1,760) BITDEFENDER VIRUS SOFTWARE ANNUAL FEE; 01/01/2024 (\$2,420) POLYCOM TRIO C60 OR TRIO 8800 CONFERENCE ROOM PHONE WITH TWO EXPANSION SPEAKERS; 01/01/2024 (\$800) CONFERENCE ROOM SETUP AND CONFIGURATION; 01/08/2024 (\$3,950) MERAKI MX-75 WITH 3-YEAR ADVANCED SECURITY LICENSE INV# 21 DT: 01/01/2024; INV# 22 DT: 01/01/2024; INV# 23 DT: 01/08/2024 I307	10,130.00	
5858	INFINITY STAFFING  710 KIRKPATRICK DR. HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES FOR WEEK ENDING IN 12/17/2023 (\$14,432.76), 12/24/2023 (\$10,572.02) AND 12/31/2023 (\$7,827.84) INV# 45981 DT: 12/22/2023; INV# 46052 DT: 01/02/2024; INV# 46115 DT: 01/05/2024 I308	32,832.62	
5858	JESUS SEGURA  582 CULP AVE HAYWARD, CA 94544	HOLIDAY PAY - 12/25/2023; ON CALL 12/25/2023 - 12/31/2023, 12/26/2023, 12/28/2023, HOLIDAY PAY - 01/01/2024; HOLIDAY PAY - 01/15/2024 DT: 12/25/2023 DT: 01/02/2024 DT: 01/09/2024 I309	949.70	
5969	JOANN WRIGHT 971 RUNNYMEDE ST EAST PALO ALTO, CA 94303	CATERING SERVICES FOR RBM - 12/14/2023, SBM - 12/26/2023 DT: 12/14/2023 DT: 12/26/2023 I310	540.00	
5858	JS TRANSCRIPTION  110 PASEO GRANDE SAN LORENZO, CA 94580	JS TRANSCRIPTION SERVICES: SRAC - 12/12/2023, FCM - 12/13/2023, RBM - 12/14/2023, SRAC - 12/26/2023, FCM - 12/28/2023 MONTH OF DECEMBER DT: 12/29/2023 I311	917.50	
5341	LAFCO SAN MATEO COUNTY 455 COUNTY CENTER 2ND FLOOR REDWOOD CITY, CA 94063	RECONSIDERATION FEES FOR LAFCO DT: 01/04/2024 I312	4,189.00	
4631	LEWIS AND JOAN PLATT EPA FAMILY YMCA 550 BELL STREET EAST PALO ALTO, CA 94303	HEALTH CLUB ANNUAL MEMBERSHIP - BETSY YANEZ Jan-24 I313	1,000.00	
5858	MARISSA SILVA 1085 TRINITY DRIVE MENLO PARK CA, 94025	OT SRAC - 01/10/2024; HOLIDAY PAY - 01/15/2024 INV# 1 DT: 01/11/2024 I314	277.56	
5858	MARQUEE PEST MANAGEMENT, INC. 44170 OLD WARM SPRINGS BLVD. FREMONT, CA 94538-6144	45 R&M/ANTS/ROACH/GP INV# 0194338 DT: 01/05/2024 I315	72.00	
5858	MAURICE HANKS  2288 CLARKE ST EAST PALO ALTO, CA 94303	HOLIDAY PAY - 12/25/2023, COVERING ON CALL 12/31/2023, OT 12/31/2023, HOLIDAY PAY - 01/01/2024; HOLIDAY PAY - 01/15/2024 DT: 01/02/2024 DT: 01/09/2024 I316	690.46	
5858	NATAIEL PRESTON  1169 O'CONNOR ST EAST PALO ALTO, CA 94303	HOLIDAY PAY - 12/25/2023, HOLIDAY PAY - 01/01/2024; ON CALL 01/01/2024 - 01/07/2024, 01/04/2024, 01/05/2024, 01/07/2024, HOLIDAY PAY - 01/15/2024 DT: 01/02/2024 DT: 01/09/2024 I317	1,316.18	
5721	OFELIA BELLO 901 WEEKS ST EAST PALO ALTO, CA 94303	CASA 2024 WINTER CONFERENCE: PER DIEM/TRAVEL; JAN 24TH - JAN 26TH DT: 01/16/2024 I318	219.97	
5638	PG&E  P.O. BOX 997300 SACRAMENTO, CA 95899	CURRENT PG&E ELECTRIC MONTHLY CHARGES; PENINSULA CLEAN ENERGY ELECTRIC GENERATION CHARGES ACCT# 2164215266-0 DT: 12/29/2023 I319	399.81	
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT				
<b>TOTAL THIS PAGE:</b>			53,534.80	
<b>TOTAL THIS PERIOD:</b>			79,316.04	

PAGE 2 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 16TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 EAST PALO ALTO SANITARY DISTRICT		REQUEST	#21-24
CODE		AMOUNT	CHECK
NUMBER	PAYABLE TO:		NUMBER
5858	PROFESSIONAL COMMUNICATION SERVICES 14525 HIGHWAY 7-STE 315 MINNETONKA, MN 55345	ANSWERING SERVICE FOR NOVEMBER 22, 2023 - DECEMBER 19, 2023 INV# 4211PCS-122023 DT: 12/20/2023 I320	177.70
5638	RFC WIRELESS INC. 829 CORPORATE WAY FREMONT, CA 94539	MONTHLY REPEATER SERVICES INV# 32224 DT: 01/01/2024 I321	132.00
5969	SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION 375 BEALE STREET STE 510 SAN FRANCISCO, CA 94105	BCDC APPLICATION DT: 12/28/2023 I322	200.00
5858	UNIFIRST CORPORATION P.O. BOX 650481 DALLAS, TX 75265-0481	MAINTENANCE UNIFORMS AND SUPPLIES (X3) - INV# 2410035577 DT: 12/20/2023; INV# 2410036986 DT: 12/27/2023; INV# 2410038008 DT: 01/03/2024 I323	735.78
5858	VASHAWN SMITH  3181 26TH ST SAN FRANCISCO, CA 94110	ON CALL SERVICES FOR 12/18/2023 - 12/24/2023, 12/23/2023, HOLIDAY PAY - 12/25/2023; COVERING ON CALL 12/31/2023, OT 12/31/2023, HOLIDAY PAY - 01/01/2024; HOLIDAY PAY - 01/15/2024 DT: 12/25/2023 DT: 01/01/2024 DT: 01/09/2024 I324	1,161.40
5858	VERENICE CANO RODRIGUEZ  1943 EUCLID AVE APT #3 MENLO PARK, CA 94025	OT SBM- 12/26/2023; HOLIDAY PAY - 01/01/2024; OT SRAC - 01/10/2024; HOLIDAY PAY - 01/15/2024 INV# 29 DT: 01/11/2024 I325	649.65

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT:  
PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE:** 3,056.53  
**TOTAL THIS PERIOD:** 79,316.04

PAGE 3 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.  
SIGNED AND SEALED THIS 16TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**REQUEST ORDER #22-24**

3,214.96
276,298.88
8,036.25
7,054.25
<b>\$ 294,604.34</b>

**IN THE AMOUNT OF**

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#22-24 CHECK NUMBER
5861	EMC PLANNING GROUP INC. 601 ABREGO ST MONTEREY, CA 93940	EMC PLANNING GROUP INC. SEWER PARALLEL TRUNK LINE CEQA INV# 21-014-13 DT: 12/31/2023 I326	3,214.96	
5861	RANGER PIPELINES, INC. P.O. BOX 24109 SAN FRANCISCO, CA 94124	SSRP: BEECH ST, CLARKE AVE, & GREEN ST INV# NO. 01 DT: 12/11/2023 I327	276,298.88	
5861	ROCKRIDGE GEOTECHNICAL, INC. 1350 OCEAN AVE EMERYVILLE, CA 94608	PROFESSIONAL SERVICES THROUGH DECEMBER 17, 2023 INV# 23-2539-1 DT: 12/21/2023 I328	8,036.25	
5861	SIERRA WEST CONSULTANTS  4227 SUNRISE BLVD STE 220 FAIR OAKS, CA 95628	(\$5,113.75) SSRP: BEECH ST, CLARKE AVE, AND GREEN ST(\$356.50) DESIGN OF SEWER TRUNK LINE PROJECT; (\$1,584.00) CAPITAL IMPROVEMENT PLAN (CIP); INV# 2023-142 DT: 10/10/2023; INV# 2024-06 DT: 01/02/2024; INV# 2024-07 DT: 01/02/2024; INV# 2024-05 DT: 01/02/2024 I329	7,054.25	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 294,604.34  
TOTAL THIS PERIOD: 294,604.34

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 16TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**REQUEST ORDER #23-24**

400.00
194.00
202.50
1,475.63
18,687.55
548.21
319.25
396.96
699.77
20.00
100.00
100.00
25,504.78
9,673.27
577.35
100.00
202.50
962.12
200.00
808.41
197.76
667.01
100.00
100.00
100.00
491.35
545.00
305.22
225.00
1,461.96
<b>\$ 65,365.60</b>

**IN THE AMOUNT OF**

02545 EAST PALO ALTO SANITARY DISTRICT			REQUEST	#23-24
NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	CHECK NUMBER
5721	AKINTUNDE A. OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE - MONTH OF JANUARY 2024 DT: 1/30/2024 I330	400.00	
5193	AKINTUNDE A. OKUPE 901 WEEKS STREET EAST PALO ALTO, CA 94303	PETTY CASH REIMBT: THE HOME DEPOT (X3), OFFICE DEPOT, REIMBT. MAURICE - HOME DEPOT DT: 1/23/2024 I331	194.00	
5858	AMBER JACKSON 1805 E BAYSHORE APT 5208 EAST PALO ALTO, CA 94303	OT RBM - 01/11/2024 INV# 13 DT: 01/25/2024 I332	202.50	
6732	ATCHISON BARISONE & CONDOTTI P.O. BOX 481 SANTA CRUZ, CA 95061	PROFESSIONAL SERVICES RENDERED FROM 12/01/2023 - 12/31/2023 INV# 34406 DT: 01/17/2024 I333	1,475.63	
6732	BURKE, WILLIAMS & SORENSEN, LLP 444 SOUTH FLOWER ST. STE #2400 LOS ANGELES, CA 90071-2953	FOR PROFESSIONAL SERVICES RENDERED THROUGH DECEMBER 31, 2023; DISBURSEMENTS MADE THROUGH DECEMBER 31, 2023 INV# 314124 DT: 01/16/2024 I334	18,687.55	
5459	CALIFORNIA SERVICE TOOL, INC 3875 BAY CENTER PLACE HAYWARD, CAA 94545	KISIGO JACKET; KISIGO PANTS INV# S5733342.001 DT: 01/11/2024 I335	548.21	
5858	CALTRONICS 1801 W OLYMPIC BLVD PASADENA CA 91199-2388	CONTRACT BASE RATE CHARGE FOR 08/11/2023 - 09/10/2023, CONTRACT USAGE CHARGE FOR 07/11/2023 TO 08/10/2023; CONTRACT BASE RATE CHARGE FOR 01/11/2024 - 02/10/2024, CONTRACT USAGE CHARGE FOR 12/11/2023 TO 01/10/2024 INV# 3848405 DT: 08/11/2023 INV#3973271 DT: 01/11/2024 I336	319.25	
5638	COMCAST BUSINESS P.O. BOX 60533 CITY OF INDUSTRY, CA 91716-0533	COMCAST BUSINESS SERVICES RECURRING CHARGE INV# 191194420 DT: 01/01/2024 I337	396.96	
	DARRIN YOUNG 897 BELL STREET EAST PALO ALTO, CA 94303	5858 - ON CALL 01/08/2024 - 01/14/2024, 1/13/2024; 5193 - RED WING BOOTS DT: 01/16/2024 DT: 01/22/2024 I338	699.77	
5638	DENNIS SCHERZER 901 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBT MONTH OF JANUARY 2024 I339	20.00	
5969	ELIZABETH JACKSON 480 E O'KEEFE AVE #210 EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY COMMITTEE MEETING - 01/10/2024 INV# 20 DT: 01/10/2024 I340	100.00	
5969	GAIL GI GI WILKERSON 1609 WOODLAND AVE APT 4 EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY MEETING 01/10/2024 INV# 20 DT:01/10/2024 I341	100.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DR. HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES FOR WEEK ENDING IN 01/07/2024 (\$10,838.76), 01/14/2024 (\$14,666.02) INV# 46173 DT: 01/21/2024; INV# 46235 DT: 01/19/2024 I342	25,504.78	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP CPAS 150 EXECUTIVE PARK BLVD STE# 3780 SAN FRANCISCO, CA 94134	ACCOUNTING AND COSULTING SERVICES FOR JANUARY 2024 DT: 01/30/2024 I343	9,673.27	
5858	JESUS SEGURA 582 CULP AVE HAYWARD, CA 94544	5858 - ON CALL 01/08/2024 - 1/14/2024, 01/13/2024; 5193 - RED WING WORK BOOTS DT: 01/16/2024 DT: 01/22/2024 I344	577.35	
5969	MARIA TERESA FERNANDEZ 480 E O'KEEFE ST APT 211 EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY MEETING - 01/10/2024 INV# 5 DT: 01/10/2024 I345	100.00	
THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT				
<b>TOTAL THIS PAGE:</b>			58,999.27	
<b>TOTAL THIS PERIOD:</b>			65,365.60	

PAGE 1 OF 2

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED

AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 30TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 EAST PALO ALTO SANITARY DISTRICT			REQUEST	#23-24
NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	CHECK NUMBER
5858	MARISSA SILVA 1085 TRINITY DRIVE MENLO PARK CA, 94025	OT RBM - 01/11/2024 INV# 2 DT: 01/30/2024 I346	202.50	
5858	NATAIEL PRESTON 1169 O'CONNOR ST EAST PALO ALTO, CA 94303	ON CALL 01/15/2024 - 01/22/2024, 01/15/2024, 01/16/2024, 01/20/2024 (X2) DT: 01/22/2024 I347	962.12	
5858	NIGEL SPEARS 1158 CARLTON STREET MENLO PARK CA, 94025	VIDEO TAPING & DUBBING - RBM 01/11/2024 DT: 01/11/2024 I348	200.00	
5638	PG&E P.O. BOX 997300 SACRAMENTO, CA 95899	CURRENT GAS CHARGES ACCT# 2205881930-05 DT: 01/17/2024 I349	808.41	
5858	PROFESSIONAL COMMUNICATION SERVICES 14525 HIGHWAY 7-STE 315 MINNETONKA, MN 55345	ANSWERING SERVICE FOR DECEMBER 20 TO JANUARY 16 INV# 4211PCS-122023 DT: 12/20/2023 I350	197.76	
5638	RECOLOGY SAN MATEO COUNTY  PO BOX 848268 LOS ANGELES CA 90084 - 8268	COMML WASTE 2 YARD DEC, COMML ORGANICS 1 YD DEC, COMML KEY SERVICE DEC  ACT# 730936203 BILLING# 52099009 DT: 01/03/2024 I351	667.01	
5969	SEAN RIPLEY 631 MONTAGE CIR EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY MEETING - 01/10/2024 INV# 24 DT: 01/10/2024 I352	100.00	
5969	SHARIFA WILSON 2389 GLEN WAY EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY MEETING - 01/10/2024 INV# 21 DT: 01/10/2024 I353	100.00	
5969	THOMAS DWYER 343 WISTERIA DR. EAST PALO ALTO, CA 94303	SPECIAL RATE ADVISORY MEETING - 01/10/2024 INV# 2 DT: 01/10/2024 I354	100.00	
5858	UNIFIRST CORPORATION P.O. BOX 650481 DALLAS, TX 75265-0481	MAINTENANCE UNIFORMS AND SUPPLIES (X2) INV# 2410039302 DT: 01/10/2024; INV# 2410041736 DT: 01/24/2024 I355	491.35	
5858	VASHAWN SMITH 3181 26TH ST SAN FRANCISCO, CA 94110	ON CALL SERVICES FOR 01/15/2024 - 01/21/2024, 1/16/2024, 1/20/2024 (x2) DT: 01/22/2024 I356	545.00	
5638	VEOLIA WATER NORTH AMERICA P.O. BOX 102219 PASADENA CA 91189 2219	WATER USAGE CURRENT CHARGES: (\$241.52) ACCT# 385576 DT: 01/12/2024; (\$43.03) ACCT# 386303 DT: 01/12/2024; (\$20.67) ACCT# 415720 DT: 01/12/2024 I357	305.22	
5858	VERENICE CANO RODRIGUEZ 1943 EUCLID AVE APT #3 MENLO PARK CA, 94025	OT RBM - 01/11/2024 INV# 30 DT: 01/16/2024 I358	225.00	
5459	WECO INDUSTRIES, LLC 4971 ALLISON PARKWAY STE A VACAVILLE, CA 95688	DDP - GREASE RELEASE INV# 0052819-IN DT: 01/17/2024 I359	1,461.96	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE:** 6,366.33  
**TOTAL THIS PERIOD:** 65,365.60

PAGE 2 OF 2

**AKIN OKUPE M.B.A., P.E., GENERAL MANAGER** **DATE**

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.  
SIGNED AND SEALED THIS 30TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**REQUEST ORDER #24-24**

426,295.40

**IN THE AMOUNT OF**

**\$ 426,295.40**

02546 EAST PALO ALTO SANITARY DISTRICT

02546 CODE NUMBER	PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#24-24 CHECK NUMBER
5861	RANGER PIPELINES, INC. P.O. BOX 24109 SAN FRANCISCO, CA 94124	SSRP: BEECH ST, CLARKE AVE, & GREEN ST INV# NO. 02 DT: 01/12/2024 I360	426,295.40	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 426,295.40  
TOTAL THIS PERIOD: 426,295.40

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 30TH DAY OF JANUARY 2024 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

DENNIS SCHERZER, PRESIDENT

GLEND A SAVAGE, SECRETARY

**I. NATURE OF ITEM**

**Consideration/Discussion:** Of District Engineer and General Manager's Reports

- A) Maintenance
- B) Sewer Replacement Project
- C) Transmittal of Letter of Ratepayers

**II. BACKGROUND**

This item is required for the General Manager/District Engineer to update the Board regarding the status of District Projects and the State of the District.

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**A. Maintenance**

There was a minor spill on January 19,2024 on Okeefe Street.

**B. Sewer Replacement Project**

The project is under construction

**C. Transmittal of Letter of Ratepayers**

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District website ([WWW.EPASD.COM](http://WWW.EPASD.COM))

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

**I. NATURE OF ITEM**

**Consideration/Discussion/Approval:** Authorize the General Manager to enter into agreement with Rockridge Geotechnical for an amount not to exceed \$27,600 regarding Proposal for Geotechnical Investigation and Slope Stability Evaluation Proposed Sanitary Sewer Trunk Line

**II. BACKGROUND**

This is required to evaluate the impact of the construction of the parallel trunk line on the stability of the existing line.

**III. STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District website ([WWW.EPASD.COM](http://WWW.EPASD.COM)) Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

November 2, 2023

Mr. Jeff Bensch  
Principal Engineer  
Sierra West Consultants, Inc.  
4227 Sunrise Boulevard, Suite 220  
Fair Oaks, California 95628

**Subject: Proposal for Geotechnical Investigation and Slope Stability Evaluation  
Proposed Sanitary Sewer Trunk Line  
East Palo Alto, California**

Dear Mr. Bensch:

Rockridge Geotechnical, Inc. (Rockridge) is pleased to present this proposal to perform a geotechnical investigation for the proposed sanitary sewer trunk line expansion to be constructed in East Palo Alto, California. Our proposal is based on discussions with you, review of the civil drawings prepared by you and dated October 3, 2023, and our experience with subsurface conditions in the site vicinity.

The proposed sanitary sewer trunk line is located near the Baylands Golf Links in East Palo Alto. The planned extension is about one mile long and begins near the entrance to the Palo Alto Airport and wraps about the airport along the Baylands Golf Links, terminating at the northwestern edge of the golf course. We understand the sections of concern for this investigation, referred to as SS-10 and SS-13, are about 325 feet and 170 feet long, respectively, and are at the northern end of the golf course. Proposed total excavation depths of the trunk line in these sections are between 6 and 12 feet below existing grades. The San Francisquito Creek Path is immediately adjacent to the proposed trunk line and is at the top of a small berm running parallel to the proposed excavation.

## **SCOPE OF SERVICES**

### **Task 1 – Geotechnical Investigation**

The purpose of our investigation will be to evaluate the subsurface conditions at the site and develop recommendations for the geotechnical aspects of the project, including slope stability of the San Francisquito Creek Trail during construction. To explore subsurface conditions at the site, we propose to perform five cone penetration tests to a depth of 45 feet below existing grades and drill two test borings to depths of 25 to 30 feet below existing grades within the proposed trunk line improvement areas for sections SS-10 and SS-13. We will also perform five shallow borings to depths of 10 to 15 feet below existing grades within the airport portion of the trunk line improvements between SS-5 and SS-9, depending on access constraints. We anticipate the drilling will take two days to complete.

Mr. Jeff Bensch  
Sierra West Consultants, Inc.  
November 2, 2023  
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Prior to performing our field investigation, we will notify Underground Service Alert (USA) to check for the presence of underground utilities, as required by law. We will also retain a private utility clearance subcontractor to check for buried utilities at the CPT and boring locations to reduce the potential for encountering utilities during our work. We request that any available utility plans be provided to us at least one week prior to the field investigation start date. Based on access constraints, we will likely need to perform our work for sections SS-10 and SS-13 at or close to the San Francisquito Creek Trail so access to the trail may be limited during our investigation dates.

The CPTs will be performed by pushing a 1.7-inch-diameter cone-tipped probe into the ground with a 25-ton capacity truck or track rig. Electrical strain gauges within the cone measure soil parameters continuously during the entire depth of the probing. Soil data are recorded in the field with a computer during each test. Accumulated data are then processed by computer to provide engineering information, such as the types of soil and liquefaction potential of the soil encountered. The CPT holes will be backfilled with neat cement grout upon completion.

The borings will be drilled with a truck- or track-mounted drill rig equipped with hollow-stem flight augers under the direction of our field engineer, who will log the soil encountered and obtain samples at appropriate intervals for laboratory testing. The boreholes will be backfilled with cement grout. If acceptable to you, we will leave the soil cuttings from the borings near the drilling locations for sections SS-10 and SS-13. If this is not acceptable, we will place the soil cuttings in 55-gallon drums, which will be stored on-site for a period of about three to four weeks. We will not assume the role of the generator and sign any manifests; however, we will contact you to discuss disposal options. We will place all the cuttings from the airport borings in 55-gallon drums.

In the laboratory, selected samples from the test borings will be tested to determine moisture content, dry density, gradation, plasticity (Atterberg Limits), strength, and compressibility, as appropriate.

On the basis of the field investigation, laboratory test results, and our engineering analyses, we will provide information about the soil and groundwater conditions at the site and our conclusions and recommendations regarding:

- site seismicity and seismic hazards, including the potential for liquefaction and liquefaction-induced ground failure
- design groundwater table
- evaluation of slope stability during installation of the pipeline

Mr. Jeff Bensch  
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- measures to mitigate slope stability issues, if warranted
- site grading and excavation, including criteria for fill quality and compaction
- temporary shoring design parameters
- dewatering considerations
- 2022 California Building Code (ASCE 7-16) site class and design spectral response acceleration parameters
- construction considerations

Upon completion of our investigation, the results will be presented in a report. A draft report will be issued electronically for the project team to review and comment on before issuing the final report.

## **FEE AND SCHEDULE**

### **Task 1 – Geotechnical Investigation**

We propose to perform the services described under Task 1 in accordance with the attached 2023 Schedule of Charges and Conditions for a lump-sum fee of **\$26,000**. This fee assumes the soil cuttings can be left on-site. If the soil cuttings need to be disposed of off-site, our fee will increase by **\$1,600** (total of **\$27,600**). We will send an invoice for half of our fees at the completion of our fieldwork; the remainder will be billed upon submission of our report.

We anticipate we can complete the field investigation within 3 to 4 weeks of receiving authorization, depending on the availability of the CPT and drilling subcontractors. We will submit our geotechnical report about four weeks after completing the fieldwork.

## **CLOSURE**

Our 2023 Schedule of Charges and Conditions is attached to this proposal and incorporated herein by reference. Please read the attachment carefully, as it contains important provisions which will govern our legal relationship in the event you decide to enter into an agreement with us. Please sign in the space below and return one executed copy of this proposal to the undersigned at the address presented on the first page of the proposal.

Mr. Jeff Bensch  
Sierra West Consultants, Inc.  
November 2, 2023  
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We appreciate the opportunity to provide our services to you on this project. Should you have any questions, please call.

Sincerely,  
ROCKRIDGE GEOTECHNICAL, INC.



Craig S. Shields, P.E., G.E.  
Principal Engineer

Attachment: 2023 Schedule of Charges and Conditions

**EXECUTION OF AGREEMENT AND AUTHORIZATION TO PROCEED**

The attached 2023 Schedule of Charges and Conditions includes conditions pertaining to liability and terms of payment. The undersigned hereby authorizes the services described herein and explicitly acknowledges the conditions of the consulting agreement.

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Signature

---

Name

Title

Date

**ROCKRIDGE GEOTECHNICAL, INC.  
2023 Schedule of Charges and Conditions**

This Schedule of Charges and Conditions ("Schedule") is hereby attached and made a part of the Proposal to Sierra West Consultants, Inc. \_\_\_\_\_ ("Client"), with an address of 4227 Sunrise Boulevard, Suite 220, Fair Oaks, California 95628 \_\_\_\_\_ and Rockridge Geotechnical, Inc. ("Consultant"), with an address of 1350 Ocean Avenue, Emeryville, CA 94608.

This Schedule applies to all services provided by and/or through Rockridge Geotechnical, Inc. Charges for our services are divided into three categories: Personnel, Outside Services and Equipment Rental, Vehicle and Mileage Charges. A new schedule of charges is issued at the beginning of each year. The schedule of charges may also be revised during the year, as conditions require. Changes will not be made within a calendar year on a project in progress without prior authorization.

**PERSONNEL**

Personnel charges are for technical work, including technical typing and graphics, in the preparation of reports and correspondence, and for the time associated with production of such documents. Direct charges are not made for secretarial service, office management, accounting, and maintenance because these items are included in overhead. Personnel category charge rates for 2023 are as follows:

Personnel Category	Hourly Rate (\$)
Technical Typing & Editing	95
Graphics	115
Field Technician	130-150*
Staff Engineer/Geologist	130-150*
Senior Staff Engineer/Geologist	130-150*
Geotechnical Construction Manager	140-160*
Project Engineer/Geologist	140-160*
Senior Project Engineer/Geologist	145-165
Senior Engineer/Geologist	150-170
Associate Engineer/Geologist	165-200
Principal Engineer/Geologist	180-315

\*Field hours subject to prevailing wages will be billed at an hourly rate of \$175.

Time spent travelling in the interest of the client will be charged at hourly rates except that no more than 8 hours of travel time will be charged in any day. When it is necessary for an employee to be away from the office overnight, actual costs of, or a negotiated rate for, living expenses will be charged. A multiplier of 1.10 will be applied to such personnel expenses.

Field coverage for weekend or night work will be charged at 1.5 times the hourly rates listed above. A 4-hour minimum will be applied for all weekend work and an 8-hour minimum will be applied for all night work.

Preparation for and participation in depositions will be charged at an hourly rate of \$420.



Source: Google Earth 2020, San Mateo County GIS 2019, Santa Clara County GIS 2018

Figure 2  
Aerial Photograph

Sanitary Sewer Parallel Trunk Line (Manhole T-0 to T-32) Initial Study



- Parallel Trunk Line
- Existing Sewer Line



I. NATURE OF ITEM

Consideration /Discussion/Approval: Appoint Namita Brown of F3 Law Firm as Interim General Counsel

II. BACKGROUND

This is required to hire a new General Counsel as the current General Counsel is about to retire.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District website (WWW.EPASD.COM) Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services; may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

I. NATURE OF ITEM

**Closed Session:** Conference with Legal Counsel - Anticipated Litigation – (Paragraph (4) of subdivision (d) of Gov. Code § 54956.9) – Initiation of litigation: (1 case)

II. BACKGROUND

This is required to discuss a potential case regarding governance of the District.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

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I. NATURE OF ITEM

Report Out of Closed Session

II. BACKGROUND

This is required to report to the general public any decision taken in closed session

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

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**I. NATURE OF ITEM**

**Consideration/Discussion/Approval:** Adopt Resolution suspending a portion (\$4,023 per equivalent dwelling unit) of the capacity charge adopted on August 18, 2022 based on approved Capital Improvement Plan and give direction to General Manager for implementation

**II. BACKGROUND**

(This report was prepared by Special Counsel Joan Cox of BWS LAW)

The District levies sewer development impact fees on new or expanded connections to the District's sewer system. These charges are levied as a condition of development or change in use, and are designed to recover the cost of capacity in infrastructure and assets benefitting new development. This report refers to the District's sewer development impact fees as "capacity charges", in line with terminology used in California Government Code.

Capacity charges are one-time fees, paid up-front as a condition of new development or expansion. Capacity charges are separate from the District's rates for wastewater service. New connections begin paying the District's wastewater rates after they have paid their capacity charge and become ongoing customers.

Accordingly, the goals when developing appropriate capacity charges are:

- Recover the full costs of wastewater system infrastructure and assets that benefit new or expanded development to help ensure that growth pays its own way;
- Equitably recover costs based on the new or increased capacity needs of new development or redevelopment;
- Are consistent with industry-standard practices and methodologies;
- Comply with Government Code.

**District's Existing Capacity Charges**

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On August 18, 2022, at a Public Hearing, the District Board of Directors adopted a proposed increase in Sewer Connection Fees for all new connections or expanded connections in the District. The connection fee adopted was \$14,464 per unit. Further, the District Board of Directors adopted a plan to adjust the connection fees annually, on July 1 of each year, by the Annual Percentage Change of the Engineering News Record Construction Cost Index for San Francisco.

The adopted connection fee increase was based on the Sewer Connection Fee Study dated July 26, 2022 prepared by Hildebrand Consulting, LLC (the "Fee Study") and reviewed by the Board of Directors at its July 27, 2022 Special Board Meeting.

### Government Code

Section 66013 of the Government Code specifically governs wastewater capacity charges. This section of the Code defines a "capacity charge" to mean "a charge for public facilities in existence at the time a charge is imposed or charges for new public facilities to be acquired or constructed in the future that are of proportional benefit to the person or property being charged." The Code distinguishes "capacity charges" from "connection fees," which are defined as fees for the physical facilities necessary to make a sewer connection, such as costs related to installation of meters and pipelines from a new building to a water or sewer main.

According to Section 66013, a wastewater capacity charge "shall not exceed the estimated reasonable cost of providing the service for which the fee or charge is imposed" unless approved by a two-thirds vote. As such, the capacity charges calculated in the July, 2022 Hildebrand report represent the maximum charges that the District can levy.

Section 66013 does not detail any specific methodology for calculating capacity charges.

Section 66016 of the Code identifies the procedural requirements for adopting or increasing wastewater capacity charges and Section 66022 summarizes the general process by which the charges can be legally challenged.

### District's Proposed Reduced Capacity Charges

#### **\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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Since the adoption of the connection fee in August, 2022, the District has compiled additional data including the following:

1. Sierra West CCTV Survey Evaluation dated October 31, 2022 (attached as Exhibit A)
2. Sierra West Capital Improvement Plan prepared in December, 2023 and adopted by the Board of Directors on December 14, 2023 (attached as Exhibit B)

As depicted by the below chart from the Sierra West CCTV Survey Evaluation, Sierra West evaluated both the cost of structural upgrades that would be required if there were no new development and the cost of capacity upgrades necessary to accommodate proposed new development.

Program Alternative	Linear Feet	Opinion of Probable Cost (millions)
Structural Upgrades <sup>1</sup>	76,000	\$53.0
Includes Capacity Upgrades <sup>2</sup>	13,000	\$9.1
Structural + Capacity Upgrades	90,000	\$64.7
Includes Capacity Upgrades	25,000	\$22.0
Includes Capacity Only Upgrades <sup>3</sup>	13,000	\$12.9
High Priority Program <sup>4</sup>	25,500	\$20.9
Includes Capacity Upgrades	17,500	\$14.3
Includes Capacity Only Upgrades	4,900	\$4.9

1. Structural Upgrades = Replacement of Pipelines with Substantial Structural Defects (may include Capacity Upgrades)
2. Capacity Upgrades = Replacement of Pipelines with Larger Capacity Pipelines per the Master Plan Update (independent of Structural condition)
3. Capacity Only Upgrades = Replacement of Pipelines that are Structurally Sound with Larger Capacity Pipelines per the Master Plan Update
4. High Priority Program = \$20M project to address High Priority pipelines considering both Structural and Capacity Upgrades

The Total Scores, GIS figures, and the opinion of probable costs can be used together to evaluate other project alternatives in terms of adding or eliminating pipelines to work within available resources. Further evaluations and secondary priority listings may be useful in developing or updating EPASD's current Capital Improvement Plan (CIP).

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Similarly, the Capital Improvement Plan provided data distinguishing between structural upgrades required due to structural defects and capacity upgrades entailing replacement of pipelines that are structurally sound with larger capacity pipelines (at Table 7). In addition, the Capital Improvement Plan provided data (at Table 7B) regarding near-term and longer-term capital needs and pipeline capacity upsizings to accommodate new development. After evaluating the District's historical revenues and expenses (at Table 8), the Capital Improvement Plan provided (at Table 9) cash flow projections required to accommodate structural upgrades and capacity upgrades.

Factoring into account an updated attribution of the appropriate share of pipe replacement costs allocated to new development based on the outcome of the CCTV Survey, together with an updated District engineering assessment of the remaining useful life of existing pipes, the District has developed an updated capacity charge model attached hereto as Exhibit C.

Exhibit C reflects District estimates that a) approximately 70% of the costs are for replacement of existing facilities, some of which are reaching the end of their useful lives, and b) approximately 30% of the costs are for upgrades and/or expansions to existing facilities. Some of these upgrades/expansions include upsizing or improvements when an existing asset is replaced. The capacity charges calculated are sized to recover costs for system upgrades/expansion, but do not include cost recovery for rehabilitation/replacements to ensure no double counting of existing facilities and their replacement and to exclude costs of replacements that will be funded by water customers in upcoming years.

Exhibit C reflects a revised total capacity charge per EDU of \$10,621. The recommended revised capacity charge is based on an average cost approach under which new or expanded connections would fund their proportionate share of costs (in current dollars) for capacity needed in existing and planned wastewater system facilities and assets.

Accordingly, it is recommended that the District Board of Directors adopt the attached Resolution suspending a \$3,843 portion of the \$14,464 capacity charge approved in August, 2022 and henceforward assess a capacity charge per EDU of \$10,621. Such suspension shall remain in effect for five years or until such time as the District Board of Directors deems it fiscally prudent to adjust the capacity charges collected.

### **III. STAFF COMMENTS/ RECOMMENDATIONS**

#### **\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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As directed by Board.

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

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**EAST PALO ALTO DISTRICT**

**RESOLUTION NO. 1356**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO  
SANITARY DISTRICT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
SUSPENDING PORTION OF CAPACITY CHARGE ADOPTED IN 2022**

**WHEREAS**, pursuant to Government Code section 66013, the East Palo Alto Sanitary District (the "District") is authorized to impose fees for capacity charges for public facilities in existence at the time the charge is imposed or for new facilities to be acquired or constructed in the future that are of proportional benefit to the person or properly being charged; and

**WHEREAS**, the District's Capacity Charges (referred to hereafter for consistency with local usage as "Capacity Charges") are imposed on any property or any person requesting a new, additional, or larger connection to the District's water and wastewater system;

**WHEREAS**, an analysis of the District's appropriate Capacity Charges was prepared by Hildebrand Consulting dated August 22, 2022, entitled "Capacity Charge Study" ("Report"), a copy of which is on file in the Office of the District's General Manager, and is hereby incorporated by reference; and

**WHEREAS**, the Report established that the amount of the Capacity Charges proposed at that time were no more than necessary to cover the reasonable costs of the District services provided, and that the manner in which those costs are allocated to a Capacity Charge payor bear a fair or reasonable relationship to the payor's burden on, or benefits received from, the District's services; and

**WHEREAS**, the District desires to implement Capacity Charges that will keep pace with the annual rate of inflation while reducing the administrative burden of an annual modification; and

**WHEREAS**, since the adoption of the connection fee in August, 2022, the District has compiled additional data including the following:

1. Sierra West CCTV Survey Evaluation dated October 31, 2022; and
2. Sierra West Capital Improvement Plan prepared in December, 2023 and adopted by the Board of Directors on December 14, 2023,

both of which are on file in the Office of the District's General Manager, and are hereby incorporated by reference; and

**WHEREAS**, both the Sierra West CCTV Survey Evaluation and the Sierra West Capital Improvement Plan evaluated both the cost of structural upgrades that would be required if there were no new development and the cost of capacity upgrades necessary to accommodate proposed new development; and

**WHEREAS**, factoring into account an updated attribution of the appropriate share of pipe replacement costs allocated to new development based on the outcome of the CCTV Survey, together with an updated District engineering assessment of the remaining useful life of existing pipes based on the updated Capital Improvement Plan, the District has developed an updated capacity charge model that was presented to the Board of Directors on January 11, 2024 and February 1, 2024, a copy of which is on file in the Office of the District's General Manager, and are hereby incorporated by reference; and

**WHEREAS**, the updated capacity charge model reflects a revised total capacity charge per EDU of \$10,621, which is based on an average cost approach under which new or expanded connections would fund their proportionate share of costs (in current dollars) for capacity needed in existing and planned wastewater system facilities and assets; and

**WHEREAS**, the District is obligated to account for its capacity charges so that they are collected and used only for their authorized purposes, including, when appropriate, refund(s) to those developers who have installed capacity that is used by others; and

**WHEREAS**, the Board of Directors does find that capacity charges, once collected, must be committed to capacity expansion, to funding capacity already installed, and to funding reimbursement of developers in accordance with outstanding fee credit and reimbursement agreements; and therefore, said fees once collected cannot be made subject to refund should a developer or builder later choose to delay or suspend its project; and that the interests of the District and its customers are best served by providing a credit for the fees previously paid; and

**WHEREAS**, the Board of Directors must establish and impose Capacity Charges by resolution; and

**WHEREAS**, said Capacity Charges, are not "taxes" as defined in Section 1, paragraph (e) of Article IIIC of the California Constitution, because said fees are imposed for a specific service provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable cost to the District of providing the service; and/or the fee is imposed for a specific government service provided directly to the payor that is not provided to those not charges, and which does not exceed the reasonable cost to the District of providing the service; and

**WHEREAS**, the California Environmental Quality Act (CEQA), Government Code Section 15273, states that CEQA does not apply to the establishment, modification, structuring, restructuring, or approval of rates, tolls, fares, or other charges by public agencies which the public agency finds are for the purpose of obtaining funds for capital projects, necessary to maintain service within existing service areas; meeting operating expenses; meeting financial reserve needs and requirements, and similar activities.

**NOW, THEREFORE, BE IT RESOLVED:**

1. The Board of Directors of the District finds and determines that the foregoing Recitals are true and correct, and hereby incorporates the Recitals herein.

2. The Board of Directors hereby adopts the updated capacity charge model presented on January 11, 2024 and February 1, 2024.
3. The Capacity Fees, set forth below, are reasonable and rationally related to the demand for system capacity and facilities generated by new connections.
4. The revenue derived from the Capacity Fees shall be used respectively for the exclusive purpose of providing facilities for treatment, transmission, disposal, and storage capacity of the Wastewater System. Such revenues shall not be used to replace existing components of either the Wastewater System except to the extent that such replacement provides additional capacity to the Wastewater System. Said revenues shall be maintained in separate funds and are not to be considered as or commingled with any other funds of the utilities system including, but not limited to, revenues derived from operation of the utilities system.
5. For the reasons enunciated in the Recitals, a portion of the Capacity Charge adopted in August, 2022 shall be suspended and the Capacity Charge imposed henceforth shall be \$10,621 per equivalent dwelling unit ("EDU"). Such suspension shall remain in effect for five years or until such time as the District Board of Directors deems it fiscally prudent to adjust the capacity charges collected.
6. For non-residential EDUs the Fees shall be established according to the following formula:  $.894 \text{ multiplied by Flow}/240 \text{ gpd (gallons per day)}$ , plus  $0.05 \text{ multiplied by BOD (biochemical oxygen demand)}/200 \text{ mg/l}$  plus  $0.056 \text{ multiplied by SS (total suspended solids)}/200 \text{ MGL}$ . This non-residential fee shall also be adjusted for inflation annually, in accordance with Recital paragraph 5, above.
7. For the reasons enunciated in the Recitals, the capacity charges hereby established are hereby conditioned to provide that, once paid, capacity charges will not be refundable other than by allowance of a credit against charges at connections.
8. Capacity charges shall be accounted for in accordance with the provisions of Section 60013 of the Government Code of the State of California and shall be retained by the District, expended for construction, or reimbursed to other Developers under authorized agreements.
9. Customers paying a capacity charge shall continue to own a credit equal to the amount of said fee, which credit shall remain on the books of the District, and shall not be transferable but shall run with the parcels for which it was paid, without interest, and such credit shall be applied to the capacity charges then existing at such time as the connection is made, with the balance due and payable at the time that connection is made.
10. Credits on the books of the District in accordance herewith shall remain active for a period of ten (10) years, at which time they shall revert to the District, unless a request for extension is made by the owner and approved by the District.
11. District staff are hereby directed to prepare a formal policy, subject to review and approval of the Board, that will address "Under Scaled" projects. A Project shall be

defined as Under Scaled if the projected Local Collection Capacity Charge revenue is less than 50 percent of the cost of the required pipeline expansion project (including soft costs).

12. If any section, subsection, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.
13. Previously approved capacity charges are rescinded upon adoption of this Resolution.
14. The Board authorizes District staff to complete any action in furtherance of the terms of this Resolution.

This Resolution shall be effective immediately upon adoption and shall remain in effect until such time as modified, repealed, or superseded by further resolution of the Board.

**PASSED AND ADOPTED on February 1, 2024, by the following vote:**

**AYES:** Dennis Scherzer , Glenda Savage , Martha Stryker , Betsy Yanez

**NOES:**

**ABSTAIN:**

**ABSENT:** Ofelia Bello

\_\_\_\_\_  
President of the Board of Directors

\_\_\_\_\_  
Secretary to the Board of Directors

## East Palo Alto Sanitary District

### Trunk Incremental Cost Per Unit of Capacity

Estimated cost of Trunk expansion <sup>1</sup> :	\$13,000,000
Projected interest expense <sup>2</sup> :	\$12,370,060
Proposed additional Trunk System capacity <sup>3</sup> :	1,080,000
Cost recovery percent for fee calculation <sup>4</sup> :	100%
Trunk Unit cost (\$/gpd):	\$23.49

Source: Akin email 7.1.22

Use ADWF per Akin

Source: Akin email 7.22.22

<sup>1</sup> Source: Amended 2015 Sewer Master Plan

<sup>2</sup> Assumes 5 percent interest and 30 year repayment period

<sup>3</sup> Source: Amended 2015 Sewer Master Plan

<sup>4</sup> The Trunk expansion consists of adding a second trunk, which is entirely to serve growth.

### Local Collection System Incremental Cost Per Unit of Capacity

Estimated cost of Local Collection System expansion <sup>1</sup> :	\$22,156,000
Projected interest expense <sup>2</sup> :	\$21,082,388
Proposed additional Local Collection System capacity <sup>3</sup> :	1,080,000
Cost recovery percent for fee calculation <sup>4</sup> :	30%
Local Collection Unit cost (\$/gpd):	

<sup>1</sup> Source: Amended 2015 Sewer Master Plan (total cost less Trunk cost)

<sup>2</sup> Assumes 5 percent interest and 30 year repayment period

<sup>3</sup> Source: Amended 2015 Sewer Master Plan

<sup>4</sup> District policy based on estimated rehabilitation value of replacing existing pipeline

Source: Addendum to the March 2015 East Palo Alto Sanitary District Master Plan Update, dated April 28, 2021, Table 17

Use ADWF per Akin

### Cost of Purchasing Additional Regional Water Quality Control Plant Capacity

Cost of Capacity Rights in the PARWQCP: \$5,000,000		Interest Expense: \$4,758,000	
Cost recovery percent for fee calculation <sup>2</sup> :		100%	
<b>Cost Allocation</b>	<b>Flow</b>	<b>BOD</b>	<b>SS</b>
Cost Allocation (%):	34.0%	33.0%	33.0%
Cost Allocation (\$):	\$3,317,720	\$3,220,140	\$3,220,140
Wastewater Strength at PARWQCP <sup>2</sup> :	250	225	225
	mg/L	mg/L	mg/L
EPASD Buildout Capacity at PARWQCP:	1,000,000	761,518	685,367
	gpd	lbs/year	lbs/year
<b>Unit Cost:</b>	<b>\$3.318</b>	<b>\$4.229</b>	<b>\$4.698</b>
	per gpd	per lb	per lb

From 2018 Capacity Charge study. Need to confirm

From 2018 Capacity Charge study. Need to confirm

<sup>1</sup> Source: 2018 Capacity Charge Study and based on historical influent wastewater strength at the wastewater treatment plant.

<sup>2</sup> The purchase of additional capacity at the treatment plant is entirely to serve new growth.

	Flow	BOD	SS
<b>Equivalent Dwelling Unit (EDU) Loadings<sup>1</sup></b>	240 gpd	200 mg/l	200 mg/l
		0.4006 lbs/day	0.4006 lbs/day
<b>Cost Recovery Components</b>			
Trunk Expansion:	\$23.49	-	-
Local Collection System Expansion:	\$3,318	\$4,229	\$4,698
PARWQCP Buy-In Cost:	#VALUE!	\$4,229	\$4,698
Subtotal:	per gpd	per lb	per lb
<b>Capacity Charge per EDU</b>			
Trunk Cost Recovery:	\$5,637.79	-	-
Local Collection Cost Recovery:	#VALUE!		
Treatment Plant Cost Recovery:	\$796.25	\$618.69	\$687.43
Total Cost Recovery:	#VALUE!	\$618.69	\$687.43
Percent of Total:	89.4%	5.0%	5.6%
		Trunk Capacity Charge (per EDU):	\$5,637
		Local Collection Capacity Charge (per EDU):	#VALUE!
		Treatment Plant Capacity Charge (per EDU):	\$2,102
		Total Capacity Charge (per EDU):	#VALUE!

<sup>1</sup> Based on 2018 Capacity Charge study, which used current engineering design estimates and SWRCB standards

**EDU Formula for Non-Residential Connections**

Number of EDUs =  $0.894 \times \text{Flow} / 240 \text{ gpd} + 0.05 \times \text{BOD} / 200 \text{ mg/l} + 0.056 \times \text{SS} / 200 \text{ mg/l}$

**Conversions**

3.78541 liters per gallon
453592 mg per lb

I. NATURE OF ITEM

Consideration/Discussion/Approval: Receive update from General Manager regarding the District's plan to continue to gradually increase its sewer rates (from \$600 to \$660 per equivalent dwelling unit effective July 1, 2024) as set forth in its May 8, 2019 Notice to Property Owners and Customers and June 27, 2019 Public Hearing adopting Proposed Sewer Rates and give direction to General Manager

II. BACKGROUND

(This report was prepared by Special Counsel Joan Cox of BWS LAW)

The District provides wastewater service to customers in the City of East Palo Alto, and adjacent areas in Menlo Park and San Mateo County. In order to provide this service, the District owns and operates a wastewater collection system. The District funds its services through imposition of sewer service charges. In 2019, the District retained Bartle Wells Associates, an independent financial consultant, to conduct a comprehensive cost of service analysis and rate study ("Study").

Based on the Study, the District Board on June 27, 2019 adopted Resolution No. 1247 authorizing increases to the sewer service charges. The June 27, 2019 public hearing was conducted in accordance with the requirements of article XIII D, section 6 of the California Constitution ("Proposition 218"). Prior to 2019, the District had previously adopted rate increases four years earlier. With the adoption of increased rates in 2019, District rates continued to be among the lowest in San Mateo County.

Description of the District's Sewer System and Increased Costs

The District's sewer system consists of approximately 35 miles of pipelines and related infrastructure. Sewage is conveyed by the District to a regional wastewater treatment plant operated by the City of Palo Alto where it is treated to meet strict environmental requirements.

The Bartle Wells Study relied upon by the District in 2019 determined that rate increases are necessary to address the following financial goals and challenges:

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District website ([WWW.EPASD.COM](http://WWW.EPASD.COM)) Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

- **Rehabilitate the Regional Wastewater Treatment Plant:** The District is required to fund its share of capital improvements to the regional wastewater treatment plant. A Long Range Facilities Plan developed for the regional treatment plant identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. The District anticipates it will be responsible for funding approximately 7.65% of these costs. The District's share of expenses for the regional treatment plant are outside the District's control and account for almost 40% of the District's total annual expenses.
- **Repair & Replace Aging Sewer System Pipelines:** In order to keep the sewer system in good operating condition, the District will need to continue repairing and replacing its aging and deteriorating sewer pipelines and infrastructure. Many of the District's sewer pipelines are over 60 years old and will require repair, replacement, or rehabilitation in upcoming years.
- **Fund the District's Operating & Maintenance Expenses:** Rate adjustments are needed to keep revenues in line with operating and maintenance expenses. In recent years, the District increased preventive maintenance in order to comply with state regulatory requirements.

### Adopted Five-Year Rate Structure

The District has two customer classes – residential, and commercial/industrial. Customer classes are determined based on shared characteristics relating to strength and flow of discharge. The residential rate structure includes a flat annual charge per dwelling unit. The commercial/industrial rates are determined based on hundred cubic feet of annual metered water use, and are subject to a minimum annual charge equal to the flat residential rate for the applicable year. Commercial/industrial customers are further divided based on the strength of the wastewater discharged, with low strength customers (including offices, churches, and educational facilities), standard strength customers (including general commercial and recreational), moderate strength customers (including hotels, motels, medical, and industrial), and high strength customers (including restaurants).

The rate schedule adopted by the District Board in June, 2019 contemplated phased rate increases over a five year period, commencing July 1, 2019 with increases scheduled each July 1 thereafter through and including July 1, 2023, as set forth in the table below.

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Multi-year rates are authorized under article XIII D, section 6 of the California Constitution, as well as Government Code section 53750, part of the Proposition 218 Omnibus Implementation Act). Section 53750(h) defines the term "increase" for purposes of determining whether an agency must first comply with the procedural requirements of Proposition 218:

"A tax, fee, or charge is not deemed to be "increased" by an agency action that ... [a]djusts the amount of a tax, fee, or charge in accordance with a schedule of adjustments, including a clearly defined formula for inflation adjustment that was adopted by the agency prior to November 6, 1996."

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Rates adopted in 2019 are listed below:

Proposed Sewer Rates						
	Current Sewer Rates	Proposed Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b>Low Strength</b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Offices & Churches	\$4.3338					
Educational Facilities	4.6142					
<b>Standard Strength</b>		4.9022	5.1473	5.3924	5.6375	5.8826
General Commercial	4.7891					
Recreational	4.7879					
<b>Moderate Strength</b>		5.2940	5.5587	5.8234	6.0881	6.3528
Motels/Hotels	4.7879					
Medical	5.3397					
Industrial	5.1341					
<b>High Strength</b>		8.5034	8.9286	9.3538	9.7790	10.2042
Restaurants	8.3394					
<b>Minimum Annual Charge</b>	<b>\$575</b>	<b>\$600</b>	<b>\$630</b>	<b>\$660</b>	<b>\$690</b>	<b>\$720</b>

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

Notification of Rate Increase

Although Resolution No. 1247 authorized District staff to automatically increase sewer service charges at the beginning of each of the following five fiscal years, following the rate increase to \$600 effective July 1, 2019, the Board chose not to move forward with any further rate increases between then and the present date.

Since August, 2022, the District has compiled additional data including the following:

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1. Sierra West CCTV Survey Evaluation dated October 31, 2022 (attached as Exhibit A)
2. Sierra West Capital Improvement Plan prepared in December, 2023 and adopted by the Board of Directors on December 14, 2023 (attached as Exhibit B)

In addition, District staff has been advised that new costs will be coming on line from the Regional Wastewater Treatment Plant, with those costs gradually increasing over time.

Accordingly, effective July 1, 2024, the District General Manager intends to increase the current sewer rate from \$600 to \$660 per equivalent dwelling unit as set forth in its May 8, 2019 Notice to Property Owners and Customers and authorized by Resolution No. 1247 adopted at the Board's June 27, 2019 Public Hearing.

District staff will give notice to ratepayers of the implementation of this small incremental rate increase by way of an advisory included in their monthly invoices.

Even with the implementation of this next phase of previously-approved sewer rate increases, District rates remain among the lowest in the entire area. District staff is pleased that they were able to defer rate increases as long as possible, passing along savings realized to the ratepayers.

District staff will continue to carefully evaluate the need for further rate increases, including those previously approved, and will continue to undertake a process for phasing in such increases to the extent feasible.

### III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

### IV. ACTION OPTIONS

To be developed upon discussion.

### V. NEXT STEPS

#### **\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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**I. NATURE OF ITEM**

**Consideration/Discussion/Approval:** Review and approve draft Ordinance setting forth process for negotiating and approving will serve letters and development agreements including consequences if requirements of ordinance are not met and give direction to General Manager

**II. BACKGROUND**

(This report was prepared by Special Counsel Joan Cox of BWS LAW)

Various developers and agencies have inquired regarding the District's process for negotiating and approving will serve letters and development agreements. Further, it is important that the District review and compile certain relevant information in order to accurately evaluate each request for a will serve letter and in order to negotiate an appropriate development agreement for proposed development.

Accordingly, District staff has prepared the attached draft Ordinance for consideration by the Board of Directors setting forth the District's process for negotiating and approving will serve letters and development agreements.

**III. STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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**EAST PALO ALTO DISTRICT**

**ORDINANCE NO. 1357**

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO  
SANITARY DISTRICT, COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
SETTING FORTH THE DISTRICT'S WILL SERVE LETTER POLICY AND  
DEVELOPMENT AGREEMENT POLICY  
(Adopted by the Board of Directors on February 1, 2024)**

**ARTICLE I. BACKGROUND**

East Palo Alto Sanitary District (the "District") provides wastewater collection and treatment services within the District's Service Boundary in San Mateo County, California. Periodically, the District receives from property owners a request for the District to provide to a developer a "Will Serve Letter." A Will Serve Letter provides notification to the regulatory agency and the applicant that the District has sufficient wastewater collection facilities available to serve and that the District will serve the real property owned by the applicant subject to this policy and conditions contained in the Will Serve Letter.

The District's Will Serve policies are intended to provide information on available trunk sewer and treatment plant capacities for proposed development projects within the District's service area. This important information is provided in the form of the Will Serve letter.

Issuance of a Will Serve letter does not constitute a guarantee of wastewater service. It states the District's intent to provide this service up to the levels that are legally permitted. In order for the District to conform to the requirements of the Federal Clean Air Act (CAA), the design capacities of the District's wastewater collection and treatment facilities are based on the regional growth forecast adopted by the Association of Bay Area Governments (ABAG). Specific policies included in the development of the ABAG regional growth forecast are incorporated into clean air plans, which are prepared by applicable Air Quality Management Districts in order to improve air quality in the Bay Area as mandated by the CAA. All expansions of the District's facilities must be sized and their service phased in a manner that will be consistent with the ABAG regional growth forecast. The available capacity of the District's collection and treatment facilities will, therefore, be limited to levels associated with the approved growth identified by ABAG.

Will Serve Letters will be considered by the District upon receipt of a complete application and will describe the location, type of service and the specific conditions under which the District will provide service. Residential Developments of four (4) or fewer parcels may be approved by the District Manager. Subdivision and Commercial Developments must be approved by the Board of Directors. This Ordinance adopted by the Board of Directors of the District sets forth the policies of the District with respect to the issuance of Will Serve Letters.

The District Manager will report on any Will Serve Letters issued by the District at the next regularly scheduled Board of Directors meeting.

Additionally, the District Manager will provide a report annually on the status of all issued and unexpired Will Serve Letters during the planning process for the upcoming fiscal year.

## **ARTICLE II. WILL SERVE LETTERS**

- A. District Will Serve Letters are issued to applicants consistent with this policy and to provide an indication of the District's willingness and ability to provide wastewater collection services to real property within the District's Service Boundary or to real property within the District's Sphere of Influence Boundary which is to be annexed into the District's Service Boundary. A Will Serve Letter outlines the general conditions under which the District will provide such wastewater collection services. It is the District's conditional commitment to provide wastewater collection services to new customers.
  - 1. The District will not issue a Will Serve Letter for real property which is not within the District's Sphere of Influence Boundary at the time of the request for the Will Serve Letter.
  - 2. The District will suspend the issuance of Will Serve Letters when the sum total of the estimated yearly usage of all outstanding Will Serve Letters and the estimated yearly usage of current District customers reaches one hundred percent (100%) of the District's available wastewater collection capacity.
  
- B. Eligibility & Criteria
  - 1. Applications for Will Serve Letters requesting wastewater collection and treatment service outside of the District's then existing Service Boundary will only be processed upon an affirmative showing or agreement by the applicant that any Will Serve Letter will be conditioned expressly upon approval of an annexation of the affected real property by the District's Board of Directors and completion at the applicant's sole cost and expense of the annexation of the real property into the District's Service Boundary through the San Mateo County Local Agency Formation Commission.
  - 2. A Will Serve Letter issued by the District to an applicant shall terminate at the sooner to occur of one (1) year after the date of the Will Serve Letter or unless connection to the District wastewater collection system has been made prior to the termination or expiration of any use permit, tentative map or parcel division approval, or upon the termination or expiration of any building permit issued to the applicant for construction of improvements on the real property which is the subject of the Will Serve Letter.
  - 3. Upon the expiration of such period, the applicant may request renewal of such commitment. Such request shall be in the form of a new application for a Will Serve Letter. The application shall be treated the same as any other new application for a Will Serve Letter. For instance, it will be subject to the availability of sewage treatment capacity at the time of the application,

and shall otherwise be subject to District ordinances, rules and regulations then in effect. However, with respect to capacity fees, the applicant shall pay the difference between the capacity fees in effect at the time of the new Will Serve Letter application and the fees already paid.

4. Connection of wastewater collection services as provided in a Will Serve Letter shall be contingent upon the District, at the time of request for connection, having sufficient treatment and delivery capacity to comply with all laws and regulations concerning the collection and treatment of wastewater.
  5. Sewer Service Availability Letter. The District Manager, using such procedures and forms as the Manager determines are appropriate, is authorized to issue a letter in the name of the District (i) indicating that sewer service capacity will be reserved for the applicant for a period of one year from the date of the issuance of such letter (Sewer Service Availability Letter). The Sewer Service Availability Letter provided by the District shall be subject to all conditions and limitations as stated therein.
  6. Time Limit on Permits. If work under a permit is not commenced within six (6) months from the date of issuance, or, if after partial completion, the work is discontinued for a period of one (1) year, the permit shall become void and no further work shall be done until a new permit is issued. All fees shall be paid upon the issuance of said new permit, except when this requirement is waived by the Board.
- C. Timing of Issuance of Will Serve Letters. Will Serve Letters will typically be issued within sixty (60) days after receipt of a complete Application with all required information and documentation attached.
- D. Will-Serve Letters are not released until all permit requirements have been met. Steps typically require:
1. A field inspection to confirm existing facilities meet current District Standards.
  2. That supply and capacity issues are fully understood and identified.
  3. All District requirements are met prior to issuance of permits.

### **ARTICLE III. DISTRICT FEES AND COSTS**

- A. Applicants for Will Serve Letters shall be responsible for payment or reimbursement to the District as provided in this policy of all District fees and costs in existence on the date that a request by the applicant for connection to the District's wastewater collection system is made. Connections to the District's

wastewater collection system will be made only to real property which have, at the time of the request for connection, a valid building permit.

- B. The District establishes and periodically updates fees, charges and cost reimbursements which are applicable to annexation into the District, and connection of wastewater collection services to real property being developed in the District. The fees established by the District which are applicable to a Will Serve Letter and connection of wastewater collection and treatment services to the District and for which an applicant will be responsible are as set forth on Exhibit "A" attached hereto.
- C. District fees and costs are normally updated not more frequently than annually although additional fees and costs may be implemented by the District by ordinance at any time. An applicant for a Will Serve Letter shall be responsible at the time that such fees are to be collected to pay to or reimburse the District for all fees and costs in existence on the date of the request for connection.
- D. Capacity charges will be collected for each proposed development. These funds are to be used by the District to provide additional wastewater collection and treatment services to provide for the projected growth of the community served by the District.

#### **ARTICLE IV. APPLICATION FOR WILL SERVE LETTER – FORM**

A. Any person or entity requesting a Will Serve Letter from the District shall fully complete and submit to the District an "Application for Will Serve Letter" in the form attached hereto as Exhibit "B". The application will not be considered received by the District until such time as all information required thereon has been provided and the form has been duly executed as provided in the form.

B. An applicant will be required to pay at the time of the submission of the Application for the Will Serve Letter those District administrative fees then in effect for the submissions of an Application for Will Serve Letter together with any deposits required for engineering fees and attorneys' fees, all as provided on **Exhibit "A"** hereto.

C. Following receipt by the District of a complete Application for Will Serve Letter, together with any fees or costs required at the time of the filing of the application, the District will have up to 21 days to review the request. During the review process the District may require the applicant to furnish the District with such other and further information as the District deems pertinent to review and process the application. If during the District's initial review of the application, the District determines that there are additional fees or costs which are required to evaluate and process the application, the District will provide an estimate of these additional fees and costs in writing to the applicant. The District requires collection of all fees and costs at the times provided in **Exhibit "A"** hereto.

D. The District will not provide wastewater collection and treatment services to any property in the event of non-payment of any applicable fees or costs.

**ARTICLE V. DEVELOPMENT AGREEMENT**

A. Applicants who request a Will Serve Letter from the District to supply wastewater collection and treatment services to a proposed development which requires the construction of new or additional District wastewater collection system improvements in order to provide the wastewater services requested, will be required to enter into a Development Agreement between the applicant and the District.

B. The Development Agreement will set forth all terms and conditions of wastewater collection services for the applicant by the District and will describe in detail the responsibilities of the applicant and the District with respect to the construction of and payment for any required District wastewater distribution system improvements.

C. In the event a Development Agreement is required for the applicant's proposed development, the applicant will be responsible to execute and deliver the Development Agreement prior to approval of project improvement plans by the District Manager and to pay or to reimburse the District for fees and expenses incurred by the District for its District engineer and attorney in the preparation of the Development Agreement.

**ARTICLE VI. MISCELLANEOUS**

A. Separability. If any section, sub-section, sentence, clause or phrase of this ordinance or the application thereof to any person or circumstance is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this ordinance or the application of such provision to other persons or circumstances. The Board hereby declares that it would have passed this ordinance or any section, sub-section, sentence, clause or phrase hereof irrespective to the fact that any one or more sections, sub-sections, sentences, clauses or phrases be declared to be unconstitutional.

B. Effective Date and Publication. This Ordinance shall take effect on February 1, 2024. The District Clerk shall post copies of this Ordinance at two public places in the District.

PASSED AND ADOPTED on February 1, 2024, by the following vote:

AYES: Dennis Scherzer, Martha Stryker, Glenda Savage, Betsy Yanez

NOES:

ABSTAIN:

ABSENT: Ofelia Bello

\_\_\_\_\_  
President of the Board of Directors

\_\_\_\_\_  
Secretary to the Board of Directors

The undersigned, an applicant for a Will Serve Letter from the East Palo Alto Sanitary District acknowledges receipt of the Will Serve Policy this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant's Signature

**EAST PALO ALTO SANITARY DISTRICT**

**EXHIBIT "A"**

**WILL SERVE LETTER FEE SCHEDULE**

**February 1, 2024**

**Administrative Fees**

Administrative Fees are to be paid at the time an application for a will serve letter or application for connection to the District is received, whichever first occurs.

- (a) District Administrative Overhead Filing & Research (Residential and Commercial/Industrial) ..... \$ 50.00
- (b) Development Projects requiring a Development Agreement between the District and the Applicant .....\$ 150.00

(The Development Agreement Fee includes (3) hours of staff time.

District staff time incurred, in excess of the initial (3) hours will be billed on a monthly basis at the following rate).....\$ 65.00/hr.

**Engineering and Attorney Fees**

A deposit of \$500.00 each for engineering and attorney's fees is to be collected at the time the District receives an application, which will require review by the District's Engineer and/or Attorney. After the District's receipt of a complete application, applicants will be provided with an estimate of all District Engineering and Attorney fees to be incurred. Estimated Engineering and Attorney fees in excess of the initial deposit are to be paid upon receipt of the estimate. Engineering and Attorney fees in excess of the deposits will be billed to the applicant by the District upon receipt of the bills thereafter, and are payable immediately. Deposits in excess of final billing will be refunded to the applicant.

**Connection Fees**

Capacity charges are to be paid at the time the real property is connected to the District water system. As of February 1, 2024, capacity charges are as follows: \$10,621 per equivalent dwelling unit ("EDU").

For non-residential EDUs, capacity charges shall be established according to the following formula: .894 multiplied by Flow/240 gpd (gallons per day), plus 0.05 multiplied by BOD (biochemical oxygen demand)/200 mg/l plus 0.056 multiplied by SS (total suspended solids) / 200 MGL.

**EXHIBIT "B"**

***APPLICATION FOR WILL SERVE LETTER***

Date: \_\_\_\_\_

***APPLICANT INFORMATION***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

***PROPERTY INFORMATION***

Location of Property(s): \_\_\_\_\_

Legal Description: \_\_\_\_\_

(Include Section, Township and Range)

Assessor's Parcel Number (APN) of lot(s) to be served: \_\_\_\_\_

Service address of parcel(s) served: \_\_\_\_\_

Planning Department Development Number: \_\_\_\_\_

Type of Use:

- |  |                              |                              |
|--|------------------------------|------------------------------|
| a) Single Family Residence   | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| b) Multi Family Residence  | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| c) Residential Development<br>(Including Residential Subdivisions) | <input type="checkbox"/> Yes | <input type="checkbox"/> No  |
| d) Commercial/Industrial   | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |

Number of Units: \_\_\_\_\_

Type: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE SUBMITTED**

1. Notarized "Request for Will Serve Letter" Form.
2. Multi-Family, Residential and Commercial/Industrial Developments must supply blueprints.
3. Construction Schedule including approval of entitlements and issuance of building permit by City of East Palo Alto
4. Check payable to the East Palo Alto Sanitary District for all fees associated with the Request for Will Serve Letter Form.
5. Please Note: Payment for Will Serve Letter fees and the Request Form will not be accepted until all required items have been submitted.

**WILL SERVE LETTER ADDRESSEE INFORMATION**

This Will Serve Letter needs to be sent to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Property Owner(s) Name, Address and Phone Number:

Name:

Address:

Phone #:

\_\_\_\_\_  
\_\_\_\_\_

I (We) the undersigned applicant(s) do hereby request a Will Serve Letter from East Palo Alto Sanitary District for the real property(s) described in this application. The undersigned certifies under penalty of perjury that I (we) have provided correct information as required by this form. I (we) understand and agree that I (we) will be responsible for and will pay all fees and costs associated with the Will Serve Letter as provided for in the District Ordinance Setting Forth Will Serve Letter Policy and Development Agreement Policy adopted by the Board of Directors on February 1, 2024.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



I. NATURE OF ITEM

Consideration/Discussion/Approval: In the event SMLAFCo denies District's Request for Reconsideration (scheduled for hearing on February 7, 2024), authorize General Manager to seek extended protest period pursuant to Government Code Section 57002(b)

II. BACKGROUND

(This report was prepared by Special Counsel Joan Cox of BWS LAW)

Pursuant to direction from the Board of Directors, and as reported by the General Manager to this Board on November 28, 2023, and to the Rate Advisory Committee on December 12, 2023, outside special counsel transmitted a Request for Reconsideration to SMLAFCo on December 15, 2023.

The Request for Reconsideration is scheduled for hearing on February 7, 2024. If the District's Request for Reconsideration is denied by SMLAFCo, the next step in the process is the scheduling of a Protest Hearing.

Under Gov. Code section 57002(b), where an independent district is proposed to be made a subsidiary district of another agency, the affected district may file a request for an extended protest period. (Gov. Code § 57002(b).) The request must be made in advance of the scheduling of a Protest Hearing by SMLAFCo.

Accordingly, in the event SMLAFCo denies the District's Request for Reconsideration, the Board is requested to authorize the District General Manager to immediately transmit a request on behalf of the Board for an extended protest period of between 90-135 days after Notice of SMLAFCo's Resolution of Determination.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

## V. NEXT STEPS

### **\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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I. NATURE OF ITEM

Consideration/Discussion/Approval: Committee Assignments

II. BACKGROUND

This is required to reassign Board Members to committees. The standing Board Members are indicated below

Listed below are the existing officers.

- A) President: Dennis Scherzer
- B) Vice President: Martha Stryker
- C) Secretary: Glenda Savage
- D) Engineering: Directors Bello and Scherzer
- E) Facilities: Directors Savage and Yañez
- F) Finance: Directors Scherzer and Savage
- G) Human Resources: Directors Savage and Bello
- H) Intergovernmental: Directors Stryker and Yañez
- I) Public Relations: Directors Yañez and Stryker
- J) Rate Advisory: Directors Scherzer and Yañez

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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**I. NATURE OF ITEM**

**Committee Reports and Approval of Meeting Minutes**

- A) LAFCO Adhoc
- B) Facility
- C) Engineering
- D) Finance
- E) Human Resource
- F) Intergovernmental
- G) Public Relations
- H) Rate Advisory
- I) Director's Reports on Attendance at Conferences/Trainings

**II. BACKGROUND**

This item is required for the Board to discuss what transpired in the most recent committee meetings. It is also required for the Board to approve the respective Committee Meeting Minutes.

**III. STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

**IV. ACTION OPTIONS**

To be developed upon discussion.

**V. NEXT STEPS**

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**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS / RATE ADVISORY COMMITTEE  
SPECIAL BOARD MEETING MINUTES  
January 10, 2023**

**1. Call to Order**

A Rate Advisory Committee Special Board Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Wednesday, January 10, 2024 at 6:00 p.m. The meeting was held virtually and in person, with the public participating in the meeting by logging online through the following Zoom address:  
<https://us02web.zoom.us/j/84507798763>.

**2. Roll Call**

Directors Present

Glenda Savage  
Dennis Scherzer  
Betsy Yañez

Committee Members Present

Elizabeth Jackson  
Sean Ripley  
Gail Wilkerson  
Sharifa Wilson

Staff Present

Akin Okupe – General Manager

**3. Agenda Amendments**

There were no agenda amendments.

**4. Review/Discussion: Alternative proposal regarding governance of the District**

General Manager Okupe reported that the reconsideration hearing was postponed at the request of the District and the hearing date has been rescheduled for Feb 21, 2024. General Manager Okupe added that he will forward the LAFCo letter confirming the rescheduled date to the members of the Rate Advisory Committee.

**5. Review/Discussion: Development Projects**

General Manager Okupe reported that the District has received a proposal along with \$10,000 for a hydraulic assessment from the developer of a 500 unit project located at 2160 Euclid Avenue.

**6. Review/Discussion: Report from Committee Members**

There was nothing to report.

**7. Oral and Written Communication**

There was no oral or written communication.

**8. Future Agenda/Meetings**

The next meeting will be announced.

**9. Adjournment**

There being no further business, the meeting adjourned at 6:28 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING MINUTES  
January 16, 2024**

**1. Call to Order**

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Tuesday January 16, 2024 at 10:15 a.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

**2. Roll Call**

Directors Present  
Glenda Savage

Staff Present  
Micheline Wegem – District Accountant

Director Scherzer was absent.

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of December 28, 2023 Finance Committee Minutes**

The minutes from the December 28, 2023 meeting were reviewed and approved.

**6. Review/Approval of Withdrawal Orders and Authorizing Payment of Bills**

After recessing to review the withdrawal orders, Request Order Nos.21-24 in the amount of \$79,316.04 and 22-24 in the amount of \$294,604.34 were approved.

**7. Review/Approval of Bank Reconciliation**

The bank reconciliation was approved.

**8. Oral & Written Communication**

There was no oral or written communication.

**9. Future Agenda**

The next meeting will be held on January 30, 2024 at 10:15 a.m.

**10. Adjournment**

There being no further business, the meeting was adjourned at 10:52 a.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING MINUTES  
January 30, 2024**

**1. Call to Order**

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Tuesday, January 30, 2024 at 10:18 a.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

**2. Roll Call**

Directors Present  
Glenda Savage  
Dennis Scherzer

Staff Present  
Micheline Wegem – District Accountant

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of January 16, 2024 Finance Committee Minutes**

The Committee approved the minutes of the January 16, 2024 Finance Committee meeting.

**6. Review/Approval of Withdrawal Orders and Authorizing Payment of Bills**

The Committee recessed at 10:22 a.m. to review the withdrawal orders and reconvened at 10:35 a.m. after approving Request Order Nos. 23-24 in the amount of \$65,365.60 and 24-24 in the amount of \$426,295.40.

**7. Oral & Written Communication**

There was no oral or written communication.

**8. Future Agenda**

The next meeting will be held on February 15th, 2024 at 10:15 a.m.

**9. Adjournment**

There being no further business, the meeting was adjourned at 10:36 a.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

I. NATURE OF ITEM

Oral & Written Communication

Brief reports may be presented by the Manager and Staff pertaining to items not listed on the agenda; however, no discussion or action can be taken.

II. BACKGROUND

Not Applicable.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

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I. NATURE OF ITEM

Future Agenda / Meetings

To be determined

II. BACKGROUND

Not Applicable.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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I. NATURE OF ITEM

Adjournment

II. BACKGROUND

Not Applicable.

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

To be developed upon discussion.

V. NEXT STEPS

**\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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## Sominskaia, Iudis Dasha

---

**From:** Castella, J. Leah  
**Sent:** Monday, February 5, 2024 5:20 PM  
**To:** John Le  
**Cc:** Sominskaia, Iudis Dasha; Cox, Deirdre Joan  
**Subject:** Re: Rate Payer Letter

John,

I'm not going to waste my time responding to the many, many inaccurate statements in your email. The record speaks for itself. Most notably, the record shows that the City would rather make factually false assertions and legal threats then defend its proposal.

The District is and has always been focused on ensuring that developers pay their fair share of the costs of upsizing the sewer system to accommodate new development so that the burden of those costs do not fall disproportionately on the ratepayers. It truly is unfortunate that the City has consistently refused to constructively engage with the District on that fundamental and important issue, which is at the heart of this LAFCo proceeding.

Regards,

Leah Castella

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---

**From:** John Le <jle@cityofepa.org>  
**Sent:** Monday, February 5, 2024 4:30:50 PM  
**To:** Castella, J. Leah <LCastella@bwslaw.com>  
**Cc:** Sominskaia, Iudis Dasha <ISominskaia@bwslaw.com>; Cox, Deirdre Joan <DCox@bwslaw.com>  
**Subject:** RE: Rate Payer Letter

**[EXTERNAL]**

---

Leah,

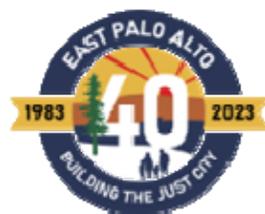
I cannot control how sensitive the District is to perceived threats. But I want to be clear: no one at the City is threatening the District. You don't agree with the City's perspective and should simply so state, rather than framing it as the City issuing threats. That would be the fair thing to do. That would be the constructive thing to do.

Your client, on advice of counsel, has misrepresented the record at the November 15 hearing to San Mateo LAFCo (which your firm has indirectly argued is a "tribunal"). When informed about it, your colleague (Ms. Cox) agreed that correcting the record was in order, if what was stated was inaccurate. You've already acknowledged in writing that it is not accurate to state that the City will

increase rates to \$1,200, and admitted it is false or at a minimum misleading, which is exacerbated by the fact that the City even if given control over the District could not simply wave a wand and make it so (as it requires a Prop 218 process). In my opinion, your refusal to correct the record in a subsequent letter to ratepayers, despite showing a willingness to do so earlier and later reversing course, is a dereliction of that duty. So, I challenge you to correct the record at the reconsideration hearing. Please note: San Mateo LAFCo's staff report contradicts your conclusion on this very point.

I know your firm has used the word "preposterous," but to me what would be preposterous, is to suggest that your client stuffed **thousands** of letters to ratepayers because they intended to send it to the press. How many thousands of press outlets did they think would be interested in this matter of local governance? I cannot believe you are still sticking by that explanation, especially since you've already explained you're not their general counsel. It simply strains credulity and thereby collapses under its own weight.

When your client fails to disclose the entire truth and/or issues misleading statements, the City has called on rectify it and you have refused to meet the challenge. That is not misinformation. It simply shows that the District is not serious about ensuring a fair process by furnishing the ratepayers/electorate the best information possible to make an informed decision. That goes beyond zealous advocacy, Leah. Well beyond it.



**John D. Lê**

City Attorney

Phone (650) 853-5901

Email [jle@cityofepa.org](mailto:jle@cityofepa.org)

Web [www.cityofepa.org](http://www.cityofepa.org)

2415 University Avenue, 2<sup>nd</sup> Fl.  
East Palo Alto, CA 94303

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**From:** Castella, J. Leah <LCastella@bwslaw.com>

**Sent:** Monday, February 5, 2024 3:12 PM

**To:** John Le <jle@cityofepa.org>

**Cc:** Sominskaia, Ludis Dasha <LSominskaia@bwslaw.com>; Cox, Deirdre Joan <DCox@bwslaw.com>

**Subject:** RE: Rate Payer Letter

John,

As we discussed on the phone and as I have communicated to you in writing, the District has been proceeding in a fully transparent matter with respect to its opposition to the City's subsidiary district proposal and its own alternative proposal. The District has fully complied with the Brown Act and while the FAQ document that you have taken issue with was meant for the press, it was factual and accurate.

If anyone is engaging in misinformation, it is the City. Take for example the suggestion below that the District has claimed that the City has "unilateral control over rate-setting." The District has said no such thing. Instead, it has pointed out that the City's Proposal assumes that ratepayers, not developers, will bear much of the cost of the sewer upgrades necessary to accommodate the new development called for in the City's General Plan, which will necessitate

sharp rate increases. In contrast, the City seems to actively want to suggest to ratepayers that, despite the conclusions of its own consultants, the City's Proposal will have little to no impact on rates, which is false.

I am also unclear about what you mean about my firm's "duty of candor" to the tribunal. I certainly hope you are not suggesting that I and my colleagues are engaging in unethical conduct, which is a baseless accusation, patently inaccurate, and borderline defamatory.

If the City's Proposal is in the best interests of the ratepayers, the City should stop lobbying unfounded attacks at the District and defend the proposal—including the fact that, it calls for reducing connection fees for new development projects and increasing sewer service charges for ratepayers. It is telling that, instead of taking that route (and despite the District's repeated attempts to engage the City constructively) the City's response has been to make aggressive threats to the District (and now to the District's lawyers) based on specious legal arguments and factually inaccurate accusations.

Regards,

**J. Leah Castella | Partner**

Pronouns: she, her, hers

1999 Harrison Street, Suite 1650 | Oakland, CA 94612-3520

m - 415.640.8903 | t - 510.273.8780 | f - 510.839.9104

[lcastella@bwslaw.com](mailto:lcastella@bwslaw.com) | [bwslaw.com](http://bwslaw.com)



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---

**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>

**Sent:** Monday, February 5, 2024 1:59 PM

**To:** Castella, J. Leah <[LCastella@bwslaw.com](mailto:LCastella@bwslaw.com)>

**Cc:** Sominskaia, Iudis Dasha <[Sominskaia@bwslaw.com](mailto:Sominskaia@bwslaw.com)>; Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>

**Subject:** RE: Rate Payer Letter

**[EXTERNAL]**

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Leah,

This is disappointing that facts don't work for the District, especially since the issues raised go beyond the upcoming hearing. It's about the entire process. Your refusal to correct the record—that the City does not have unilateral control over rate setting given Prop 218—speaks volumes to the District's lack of commitment to combatting misinformation. This is striking as the District has taken the position in the past that the hearing is quasi-adjudicatory (to grease the wheels for closed session discussions), which would seem to mean your firm has a duty of candor to the "tribunal," one it doesn't appear it is taking seriously at this juncture.

We hope that the District is actually committed to a fair process and reverses course before it causes prejudice to the City.



**John D. Lê**  
City Attorney

Phone (650) 853-5901  
Email [jle@cityofepa.org](mailto:jle@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)

2415 University Avenue, 2<sup>nd</sup> Fl.  
East Palo Alto, CA 94303

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---

**From:** Castella, J. Leah <[LCastella@bwslaw.com](mailto:LCastella@bwslaw.com)>  
**Sent:** Monday, February 5, 2024 12:10 PM  
**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Cc:** Sominskaia, Iudis Dasha <[Sominskaia@bwslaw.com](mailto:Sominskaia@bwslaw.com)>; Cox, Deirdre Joan <[DCox@bwslaw.com](mailto:DCox@bwslaw.com)>  
**Subject:** RE: Rate Payer Letter

John,

These changes do not work for the District and given the timing of this latest revision; it is too late to get notice out of the upcoming hearing to ratepayers. To that end, the District will not be sending any updated letter to ratepayers.

Regards,

**J. Leah Castella | Partner**  
Pronouns: she, her, hers  
1999 Harrison Street, Suite 1650 | Oakland, CA 94612-3520  
m - 415.640.8903 | t - 510.273.8780 | f - 510.839.9104  
[jle@bwslaw.com](mailto:jle@bwslaw.com) | [bwslaw.com](http://bwslaw.com)

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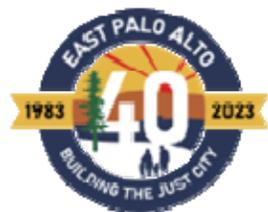
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**From:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Sent:** Friday, February 2, 2024 2:22 PM  
**To:** Castella, J. Leah <[LCastella@bwslaw.com](mailto:LCastella@bwslaw.com)>  
**Cc:** Sominskaia, Iudis Dasha <[Sominskaia@bwslaw.com](mailto:Sominskaia@bwslaw.com)>; Joan Cox <[jcox@centralsan.org](mailto:jcox@centralsan.org)>  
**Subject:** RE: Rate Payer Letter

**[EXTERNAL]**

---

Here you go.



**John D. Lê**  
City Attorney

Phone (650) 853-5901  
Email [jle@cityofepa.org](mailto:jle@cityofepa.org)  
Web [www.cityofepa.org](http://www.cityofepa.org)

2415 University Avenue, 2<sup>nd</sup> Fl.  
East Palo Alto, CA 94303

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**From:** Castella, J. Leah <[LCastella@bwsllaw.com](mailto:LCastella@bwsllaw.com)>  
**Sent:** Wednesday, January 31, 2024 6:25 PM  
**To:** John Le <[jle@cityofepa.org](mailto:jle@cityofepa.org)>  
**Cc:** Sominskaia, Iudis Dasha <[Sominskaia@bwsllaw.com](mailto:Sominskaia@bwsllaw.com)>; Joan Cox <[jcox@centralsan.org](mailto:jcox@centralsan.org)>  
**Subject:** Rate Payer Letter

John,

I just want to confirm that you indicated on our call that the attached letter (which is the same as the one I sent to you yesterday) is acceptable to the City.

Regards,

**J. Leah Castella | Partner**

Pronouns: she, her, hers

1999 Harrison Street, Suite 1650 | Oakland, CA 94612-3520

m - 415.640.8903 | t - 510.273.8780 | f - 510.839.9104

[jle@cityofepa.org](mailto:jle@cityofepa.org) | [lcastella@bwsllaw.com](mailto:lcastella@bwsllaw.com) | [bwsllaw.com](http://bwsllaw.com)

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## EAST PALO ALTO SANITARY DISTRICT

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Joan Sykes-Miessi, Vice President  
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Goro Mitchell, Director  
Dennis Scherzer, Director

901 Weeks Street  
East Palo Alto, CA 94303  
Phone: (650) 325-9021  
Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)

**Akin Okupe, M.B.A, P.E., General Manager**

May 8, 2019

Dear Property Owner or Customer,

The East Palo Alto Sanitary District (EPASD) provides wastewater service to customers in the City of East Palo Alto and adjacent areas of Menlo Park and San Mateo County. EPASD owns and operates a wastewater collection system consisting of approximately 35 miles of sewer pipelines. The District's sewage is conveyed to a regional wastewater treatment plant operated by the City of Palo Alto where it is treated to meet strict environmental requirements.

EPASD relies primarily on revenues generated from sewer service charges to fund its operations and pay for EPASD's share of costs for the regional wastewater treatment plant. To meet the annual funding needs of EPASD and the regional treatment plant, EPASD is proposing to gradually increase its sewer rates over the next five years. EPASD last adopted sewer rate increases in 2015, almost four years ago. *With the proposed rate increases, EPASD's rates will remain among the lowest in San Mateo County.*

### **NOTICE OF A PUBLIC HEARING ON PROPOSED SEWER RATE INCREASES**

This notice is being sent to inform you that the East Palo Alto Sanitary District will hold a Public Hearing on proposed rate increases for sewer service charges on **Thursday, June 27, 2019 beginning at 7:00 p.m.** at EPASD's office located at 901 Weeks Street, East Palo Alto, California, 94303. Property owners, customers and members of the community are invited to attend the Public Hearing and provide public comment.

### **WHY ARE SEWER RATE INCREASES NEEDED?**

The proposed rate increases are needed to fund projected operating expenses, help fund high priority improvements to EPASD's aging sewer collection system, pay for EPASD's share of operating and capital improvement costs for the regional wastewater treatment plant, and support safe and reliable service. The proposed rates are needed to:

- **Rehabilitate the Regional Wastewater Treatment Plant** – In addition to facing cost increases for treatment plant operations, EPASD will also be required to fund its share of capital improvements to the regional wastewater treatment plant. A *Long Range Facilities Plan* developed for the regional treatment plant identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. EPASD anticipates that it will be responsible for funding approximately 7.65% of these costs. EPASD’s share of expenses for the regional treatment plant are outside the District’s control and account for almost 40% of EPASD’s total annual expenses.
- **Repair & Replace Aging Sewer System Pipelines** – In order to keep the sewer system in good operating condition, EPASD will need to continue repairing and replacing its aging and deteriorating sewer pipelines and infrastructure. Many of the District’s sewer pipelines are over 60 years old and will require repair, replacement, or rehabilitation in upcoming years.
- **Fund EPASD’s Operating & Maintenance Expenses** – Small gradual rate adjustments are needed to keep revenues in line with operating and maintenance expenses. In recent years, EPASD increased preventive maintenance in order to comply with state regulatory requirements.

## PROPOSED SEWER RATES

EPASD is proposing to phase in a series of gradual sewer rate increases as shown on the table below. The proposed rates are designed to fairly and equitably recover the costs of providing service to all customers. Residential customers pay a fixed annual sewer service charge per dwelling unit. Commercial and industrial customers pay usage-based charges that are subject to a minimum annual charge. Commercial/Industrial charges are calculated based on a) the rate applicable to each customer class multiplied by b) metered water consumption from the prior year as measured in hundred cubic feet, subject to c) a minimum annual charge. EPASD incurs a substantial amount of fixed costs regardless of how much wastewater is discharged, and the minimum annual charge ensures customers with low levels of use pay their proportional share of fixed costs. The minimum annual charge only applies when the sewer charge based on metered water consumption from the prior year is less than the minimum annual charge listed in the table below. Commercial and industrial rates vary by customer type with higher rates charged to customers with higher strength wastewater.

The proposed sewer rate increases are in line with EPASD’s strategy of adopting smaller gradual rate adjustments to keep rates in line with the cost of providing service. Impacts to commercial and industrial customers vary the first year due to proposed rate structure modifications designed to simplify EPASD’s commercial rate structure and realign rates with the cost of providing service. Sewer service charges are rounded to the nearest cent.

<b>Proposed Sewer Rates</b>						
	Current Sewer Rates	Proposed Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b><u>Low Strength</u></b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Offices & Churches	\$4.3338					
Educational Facilities	4.6142					
<b><u>Standard Strength</u></b>		4.9022	5.1473	5.3924	5.6375	5.8826
General Commercial	4.7891					
Recreational	4.7879					
<b><u>Moderate Strength</u></b>		5.2940	5.5587	5.8234	6.0881	6.3528
Motels/Hotels	4.7879					
Medical	5.3397					
Industrial	5.1341					
<b><u>High Strength</u></b>		8.5034	8.9286	9.3538	9.7790	10.2042
Restaurants	8.3394					
<b>Minimum Annual Charge</b>	\$575	\$600	\$630	\$660	\$690	\$720

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

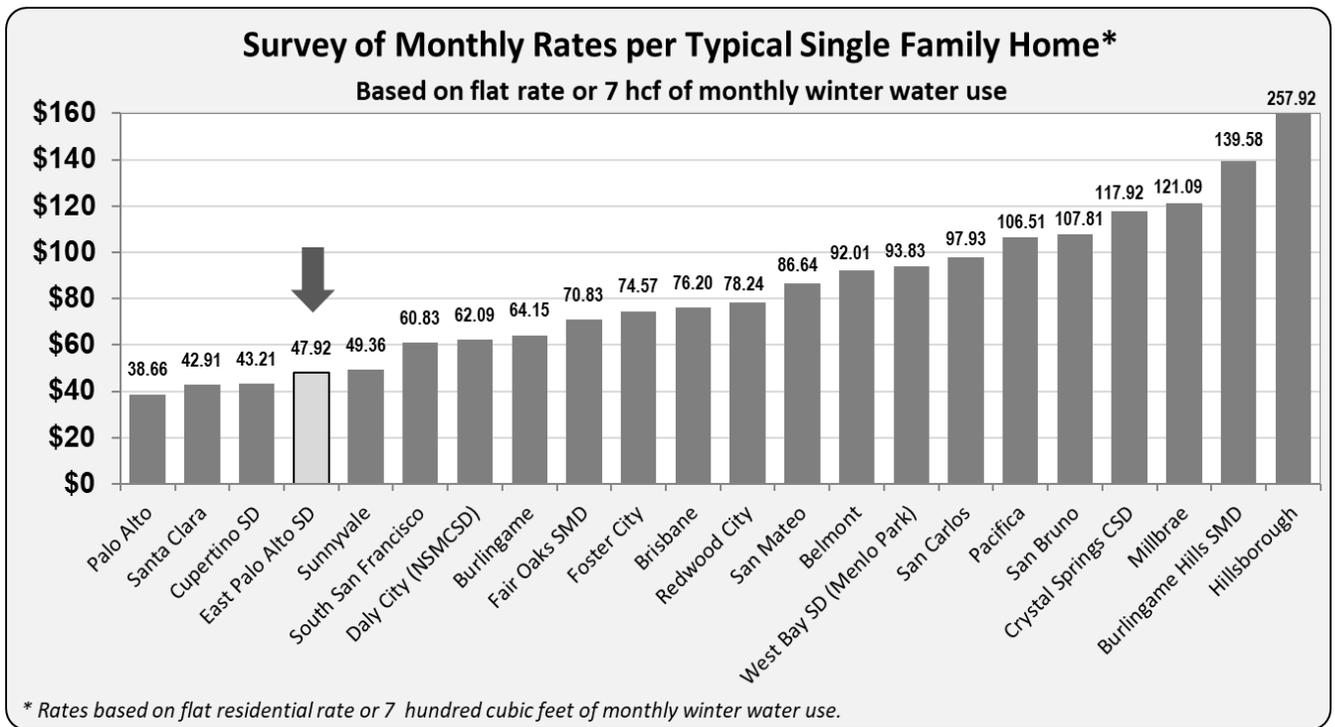
**COMMUNITY INPUT & WRITTEN PROTEST PROCEDURES**

Members of the community, property owners and customers are invited to attend the Public Hearing. Property owners or customers impacted by the proposed rate increases may submit written protests against the proposed sewer rates. Each protest must (1) be in writing; (2) identify the property for which the protest is being submitted, such as by assessor’s parcel number or street address; and (3) include the name and original signature of the property owner or customer of record submitting the protest. Written protests may be submitted by mail or delivered to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, California 94303. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. Only one protest will be counted per parcel. Written protests must be received by EPASD prior to the conclusion of the Public Hearing.

After the conclusion of the Public Hearing, EPASD’s Board of Directors will consider adoption of the proposed sewer rates. If written protests are received from less than a majority of affected parcels, EPASD may consider adoption of sewer rates at or below the levels proposed in this notice. *EPASD remains committed to operating as efficiently as possible and will only increase rates as needed to fund its costs for providing safe and reliable sewer service.*

**EPASD’S SEWER RATES WILL REMAIN LOW COMPARED TO OTHER REGIONAL AGENCIES**

The following chart shows a comparison of regional monthly sewer service charges for a typical single-family home. As shown on the chart, EPASD’s sewer rates are currently significantly below the regional average and are among the lowest compared to other San Mateo County agencies. With the proposed rate increases, EPASD’s rates are projected to remain among the lowest compared to other regional agencies.



For more information, please visit EPASD’s website at [www.epasd.com](http://www.epasd.com) or call us at (650) 325-9021

# East Palo Alto Sanitary District



## 2019 Sewer Rate Study

April 17, 2019



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

# East Palo Alto Sanitary District

## 2019 Sewer Rate Study

April 17, 2019

Prepared by:



Bartle Wells Associates  
1889 Alcatraz Avenue  
Berkeley, CA 94703  
Tel: 510.653.3399  
[www.bartlewells.com](http://www.bartlewells.com)



**BARTLE WELLS ASSOCIATES**  
INDEPENDENT PUBLIC FINANCE ADVISORS

1889 Alcatraz Avenue  
Berkeley, CA 94703  
Tel: 510 653 3399  
www.bartlewells.com

April 17, 2019

East Palo Alto Sanitary District  
901 Weeks Street  
East Palo Alto , CA 94303

Re: 2019 Sewer Rate Study

Bartle Wells Associates is pleased to submit the attached *2019 Sewer Rate Study*. The study develops sewer rate recommendations for the next five fiscal years. The proposed rates are designed to fund the District's projected costs of providing wastewater service and equitably recover costs from all customers.

The proposed rate increases are phased in over the next five years to keep revenues in line with projected funding needs and minimize the annual impact on ratepayers. With the proposed rate increases, the District's sewer rates are projected to remain in the lower range compared to other regional agencies.

I enjoyed working with the District on this assignment and appreciate the input and assistance provided by the District during development of the study. Please contact me anytime if you have questions about this report or other issues regarding utility rates and finances.

Sincerely,

BARTLE WELLS ASSOCIATES

Alex T. Handlers, CIPMA  
Principal/Vice-President

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# 1 BACKGROUND & OBJECTIVES

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## 1.1 Background

The East Palo Alto Sanitary District (EPASD or the District) is a community-governed special district that provides wastewater service to residents and businesses in portions of the cities of East Palo Alto and adjacent areas of Menlo Park and San Mateo County. EPASD was established in 1939 and is governed by a 5-member board of directors elected at large from its service area.

EPASD owns and operates a wastewater collection system that includes roughly 35 miles of sanitary sewer pipelines. Many of the District's pipelines are over 50 years old and will need to be replaced and/or upsized in upcoming years. The District plans to fund capital improvements to its sewer system over time on a pay-as-you-go basis.

The District's sewage is conveyed to the Palo Alto Regional Water Quality Control Plant (RWQCP) for treatment and disposal. The RWQCP is a regional wastewater treatment plant owned and operated by the City of Palo Alto that treats wastewater for the Cities of Palo Alto, Mountain View, Sunnyvale, Los Altos, and Los Altos Hills as well as EPASD and Stanford University. A *Long Range Facilities Plan* developed for the RWQCP identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. EPASD is contractually obligated to fund approximately 7.65% of capital improvements to the RWQCP.

EPASD's wastewater utility is accounted for as a financially self-supporting enterprise. Revenues are derived primarily from sewer service charges. As such, EPASD's sewer rates must be set at adequate levels to fund:

- EPASD's costs for operating and maintaining its sewer collection system;
- EPASD's share of operating costs for the RWQCP's wastewater treatment facilities;
- EPASD's share of costs for financing RWQCP capital improvements to rehabilitate and upgrade the regional wastewater treatment plant; and
- Replacement and/or upsizing of EPASD's aging sewer collection system.

EPASD last increased its sewer rates effective July 1, 2015, almost four years ago. Prior rate increases implemented by EPASD have substantially strengthened the District's financial condition. However, gradual future rate increases are needed to meet the District's projected future funding. EPASD's sewer rates are currently among the lowest in the region and are projected to remain among the lowest in future years.

## 1.2 Goals & Objectives

In 2018, the District retained Bartle Wells Associates (BWA) to develop a financial plan and rate study for the sewer enterprise. Key goals and objectives of the study include:

1. Develop a 10-year financial plan for EPASD's sewer enterprise that:
  - a. supports the District's projected sewer system operating and maintenance expenses
  - b. funds the District's allocated share of RWQCP wastewater treatment operations
  - c. funds the District's contractual share of financing costs for rehabilitating and upgrading the RWQCP's wastewater treatment facilities
  - d. provides an ongoing funding stream for the repair, replacement, and/or upsizing of the District's aging sewer collection system infrastructure
  - e. maintains the long-term financial sustainability of EPASD
2. Develop sewer rate recommendations that:
  - a. recover the District's costs of providing sewer service
  - b. are fair and equitable to all customer classes
  - c. are easy to understand and implement
  - d. comply with the substantive requirements of Article 13D, Section 6 of California Constitution, established by Proposition 218, and other legal requirements.
3. Aim for steady, gradual annual rate increases, to the extent possible, to help minimize the annual impact on customers.

BWA worked closely with District staff in development of financial and rate projections and final recommendations. This report summarizes key findings and recommendations for sewer rates over the next 5 years.

## 1.3 Summary of Sewer Rate Recommendations

The table on the following page shows a summary of proposed sewer rates. Rate increases are gradually phased in over the next 5 years to minimize the annual impact on customers. The proposed rates include both a) overall rate increases, and b) some rate structure modifications designed to simplify the District's Commercial/Industrial customer classes and realign rates with the cost of providing wastewater service to each customer class. The rate structure modifications are incorporated in the first year of proposed rates effective July 1, 2019. Rate increases in subsequent years are effective on an across-the-board basis with the same percentage rate increases to each customer class.

The proposed sewer rate increases are in line with the EPASD's strategy of adopting smaller gradual rate adjustments to keep rates in line with the cost of providing service. The proposed rate increases range from 4.3% to 5.0% per year for residential customers. Impacts to commercial and industrial customers vary due to the rate structure modifications and realignment of rates with updated projected costs of providing service. The proposed rate structure further groups non-residential customers into four customer classes, ranging from Low Strength to High Strength, based on shared characteristics relating to strength and flow contributed to the wastewater system. After the first year adjustments, commercial and industrial rate increases also range from 4.3% to 5.0% per year.

Residential customers pay a fixed annual sewer service charge per dwelling unit. Commercial and industrial customers are billed usage-based charges subject to a minimum annual charge. Commercial/Industrial charges are calculated based on a) the rate applicable to each customer class multiplied by b) metered water consumption from the prior year as measured in hundred cubic feet, subject to c) a minimum annual charge designed to ensure all customers fund a proportionate share of the District's fixed costs incurred providing capacity to serve each account. Commercial and industrial rates vary by customer type with higher rates charged to customers with higher strength wastewater.

**Table 1. Proposed Sewer Rates**

<b>Proposed Sewer Rates</b>						
	Current Sewer Rates	Proposed Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b><u>Low Strength</u></b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Offices & Churches	\$4.3338					
Educational Facilities	4.6142					
<b><u>Standard Strength</u></b>		4.9022	5.1473	5.3924	5.6375	5.8826
General Commercial	4.7891					
Recreational	4.7879					
<b><u>Moderate Strength</u></b>		5.2940	5.5587	5.8234	6.0881	6.3528
Motels/Hotels	4.7879					
Medical	5.3397					
Industrial	5.1341					
<b><u>High Strength</u></b>		8.5034	8.9286	9.3538	9.7790	10.2042
Restaurants	8.3394					
<b><i>Minimum Annual Charge</i></b>	<b>\$575</b>	<b>\$600</b>	<b>\$630</b>	<b>\$660</b>	<b>\$690</b>	<b>\$720</b>

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

## 2 SEWER FINANCIAL PLAN & RATE PROJECTIONS

### 2.1 Sewer Rates

Table 1 shows the District’s sewer rates since 2010. EPASD last increased its sewer rates effective July 1, 2015, almost four years ago. Most customers have historically been billed via the San Mateo County property tax rolls, and the District intends to continue doing so subject to applicable legal requirements.

**Table 2. Historical Sewer Rates**

	July 1 2010	July 1 2013	July 1 2014	July 1 2015
<b>RESIDENTIAL</b>				
<i>Fixed annual charge per residential dwelling unit</i>				
Charge per dwelling unit <sup>1</sup>	\$485	\$520	\$550	\$575
<i>Monthly equivalent</i>	40.42	43.33	45.83	47.92
<b>COMMERCIAL/INDUSTRIAL</b>				
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>				
<b>COMMERCIAL/INDUSTRIAL</b>				
Offices & Churches	\$3.6555	\$3.9193	\$4.1454	\$4.3338
Educational Facilities	3.8920	4.1729	4.4136	4.6142
Motels/Hotels	4.0385	4.3299	4.5797	4.7879
Recreational	4.0385	4.3299	4.5797	4.7879
General Commercial	4.0395	4.3310	4.5809	4.7891
Industrial	4.3305	4.6430	4.9109	5.1341
Medical	4.5039	4.8289	5.1075	5.3397
Restaurants	7.0341	7.5417	7.9768	8.3394
<i>Minimum annual charge</i>	<i>\$485</i>	<i>\$520</i>	<i>\$550</i>	<i>\$575</i>

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

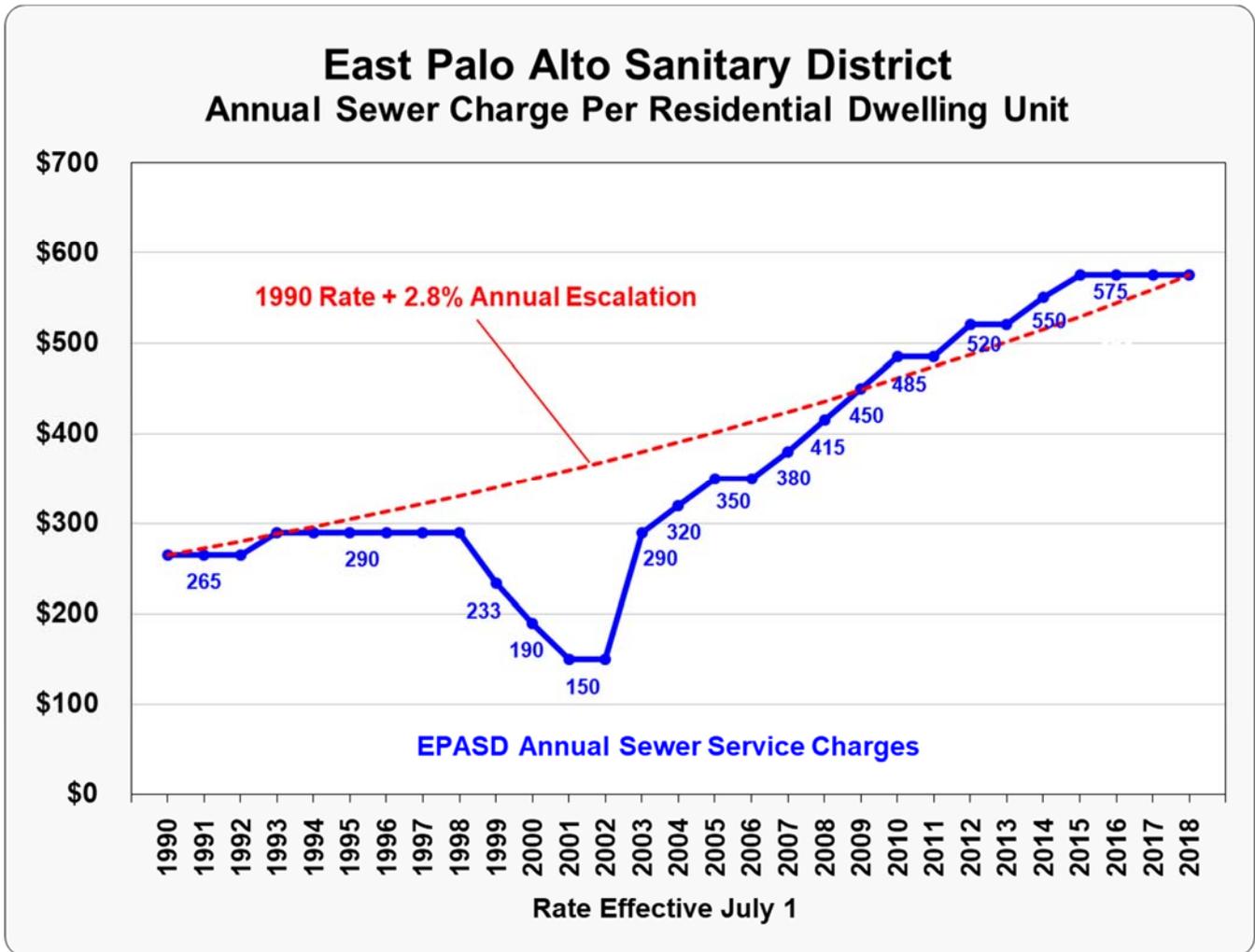
EPASD’s sewer rates vary by customer class. Residential customers pay a fixed annual charge per dwelling unit. These fixed charges reflect the cost of providing system capacity for serving a typical residential unit. The District incurs a substantial amount of fixed costs ensuring that sewer system capacity is available at all times to meet customer needs on demand. Residential dwelling units currently pay a fixed monthly charge of \$575 per year, which equates to a charge of \$47.92 per month, and \$1.58 per day.

Commercial and industrial customers are billed usage-based charges subject to a minimum annual charge. Commercial/Industrial charges are calculated based on a) the rate applicable to each customer class multiplied by b) metered water consumption from the prior year as measured in hundred cubic feet, subject to c) a minimum annual charge. Customer classes are determined based on shared characteristics of wastewater discharged to the system, including strength – measured in terms of Biological Oxygen Demand (BOD) and Suspended Solids (SS) present in the wastewater – and flow. Customer classes determined to contribute higher strength wastewater pay higher rates reflecting the higher costs of wastewater treatment. Current commercial rates range from \$4.3338 to \$8.3394 per hcf, which equates to a range of \$0.58 to \$1.11 per hundred gallons.

The District incurs a substantial amount of fixed costs providing system infrastructure capacity and operational capacity to be able to serve customers on demand. These fixed costs include expenses for staffing, administration, facility maintenance, wastewater system infrastructure and debt service. These expenses are incurred on behalf of the District's customer base regardless of the volume of wastewater actually discharged by each customer. The minimum annual charge ensures that each Commercial/Industrial customer helps fund its share of the District's fixed costs of service incurred for serving all accounts, even when the volume of billable use is low. The minimum charge only applies in cases where usage-based charges would result in a charge lower than the minimum annual charge.

The following chart shows a longer-term history of residential sewer rates. From 1990 to present, the District's sewer rates increased by an average of 2.8% per year.

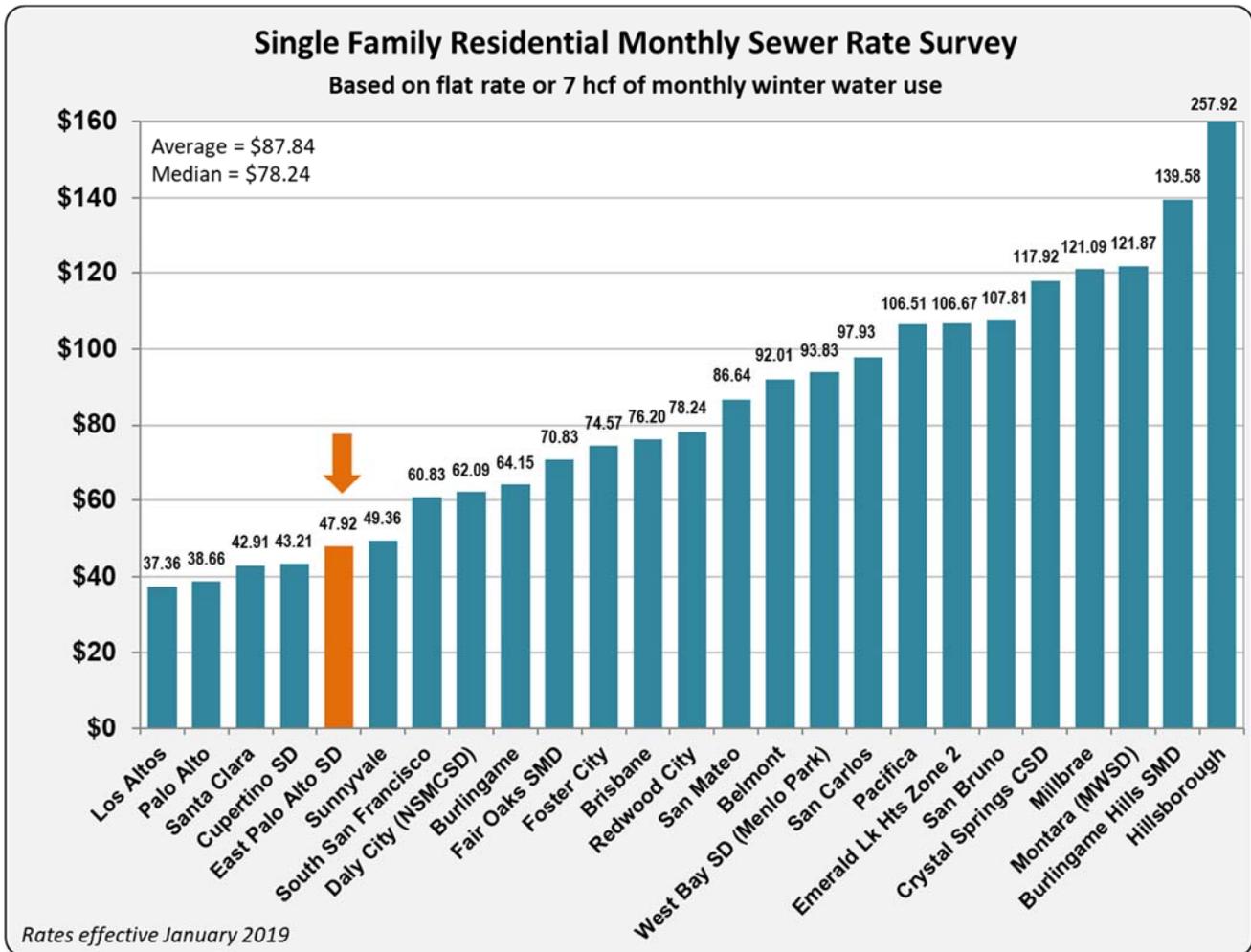
Figure 1 –Historical Sewer Rates



## 2.2 Regional Sewer Rate Survey

The following chart compares the District’s current residential sewer rates to those of other regional agencies. Rates can vary widely from agency to agency due to a range of factors. The District’s residential sewer are currently in the lower range compared to other regional agencies and are expected to remain in the lower range with the proposed rate increases. A number of other regional agencies have already adopted multi-year rate increases or are anticipating raising rates in upcoming years.

Figure 2 –Sewer Rate Survey



## 2.3 Sewer Finances & Financial Challenges

EPASD has provided proactive financial management by increasing sewer rates in 10 of the last 15 years. These rate increases initially restored the District's financial health and subsequently help put the District in a strong financial position. However, the District faces some manageable financial challenges in upcoming years that will increase the District's annual funding needs. Proposed rate increases are needed to fund projected operating expenses, help fund high priority improvements to the District's aging sewer collection system, pay for the District's share of operating and capital improvement costs for the regional wastewater treatment plant, and support safe and reliable service. Key drivers of future rate increases are summarized as follows:

### 2.3.1 Rehabilitation of the Regional Wastewater Treatment Plant

EPASD is contractually required to fund its share of both operating and capital expenses for the regional wastewater treatment plant. A *Long Range Facilities Plan* developed for the RWQCP identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. EPASD anticipates that it will be responsible for funding approximately 7.65% of these costs, in line with its contractual share of the RWQCP's capital funding requirements. Pursuant to such contractual obligations, EPASD will be billed for its share of costs, and as such, EPASD's share of expenses for the regional treatment plant are outside EPASD's control and account for almost 40% of EPASD's total annual expenses.

**Table 3 – RWQCP Cost Projections**

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
<b>RWQCP PLANT TOTAL</b>										
Treatment O&M	27,487,000	28,638,000	29,701,000	30,744,000	31,708,000	32,741,000	33,693,000	34,496,000	35,556,000	36,655,000
Minor CIP Fund	3,022,000	3,102,000	3,185,000	3,269,000	3,356,000	3,445,000	3,536,000	3,630,000	3,726,000	3,825,000
Existing Debt Service	1,777,000	1,780,000	1,779,000	1,781,000	1,780,000	956,000	956,000	956,000	956,000	956,000
Planned Debt Service	0	487,000	3,554,000	3,554,000	3,554,000	5,657,000	6,769,000	6,768,000	6,764,000	6,766,000
Total	32,286,000	34,007,000	38,219,000	39,348,000	40,398,000	42,799,000	44,954,000	45,850,000	47,002,000	48,202,000
Annual Increase %	3.6%	5.3%	12.4%	3.0%	2.7%	5.9%	5.0%	2.0%	2.5%	2.6%
<b>EPASD COST SHARE</b>										
Treatment O&M	\$1,968,000	\$2,050,000	\$2,127,000	\$2,201,000	\$2,270,000	\$2,344,000	\$2,412,000	\$2,470,000	\$2,546,000	\$2,624,000
Minor CIP Fund	216,000	222,000	228,000	234,000	240,000	247,000	253,000	260,000	267,000	274,000
Existing Debt Service	188,000	199,000	203,000	203,000	203,000	128,000	128,000	128,000	128,000	128,000
Planned Debt Service	0	37,000	272,000	272,000	272,000	432,000	517,000	517,000	517,000	517,000
Total	2,372,000	2,508,000	2,830,000	2,910,000	2,985,000	3,151,000	3,310,000	3,375,000	3,458,000	3,543,000
Annual Increase %	9.9%	5.7%	12.8%	2.8%	2.6%	5.6%	5.0%	2.0%	2.5%	2.5%
<b>EPASD % SHARE OF TOTAL</b>										
Treatment O&M	7.16%	7.16%	7.16%	7.16%	7.16%	7.16%	7.16%	7.16%	7.16%	7.16%
Minor CIP Fund	7.15%	7.16%	7.16%	7.16%	7.15%	7.17%	7.15%	7.16%	7.17%	7.16%
Existing Debt Service	10.58%	11.18%	11.41%	11.40%	11.40%	13.39%	13.39%	13.39%	13.39%	13.39%
Planned Debt Service	-	7.60%	7.65%	7.65%	7.65%	7.64%	7.64%	7.64%	7.64%	7.64%
Total	7.35%	7.37%	7.40%	7.40%	7.39%	7.36%	7.36%	7.36%	7.36%	7.35%

Source: City of Palo Alto, revised Wastewater Treatment Plant Financial Planning projections provided in March 2019.

### 2.3.2 Repair & Replacement of Aging Sewer System Pipelines

In order to keep the sewer system in good operating condition, EPASD will need to continue repairing and replacing its aging and deteriorating sewer pipelines and infrastructure. Many of the District’s sewer pipelines are over 60 years old and will require repair, replacement, or rehabilitation in upcoming years. In addition, many of the older pipelines are undersized for current and/or projected demands and will need to be upsized when they are replaced to reduce bottlenecks and reduce the potential for sanitary sewer overflows. Financial projections include \$900,000 per year of funding for District capital improvements based on the District’ projected funding needs and escalate at the annual rate of 3% to account for a reasonable estimate of future construction cost inflation. An annual rate of 3% reflects the average annual increase in construction costs over the last 5 years as measured by the Engineering News-Record Construction Cost Index (20-Cities Average), a widely used measure of construction cost inflation.

### 2.3.3 Ongoing Operating Cost Inflation

EPASD faces ongoing operating cost inflation due to annual increases in a range of expenses at the District and the RWQCP including costs for staffing, utilities, insurance, supplies, etc. Gradual rate adjustments are needed to keep revenues in line with operating and maintenance expenses. Water and sewer cost inflation has historically been higher than the Consumer Price Index (CPI) for consumer goods and services.

## 2.4 Sewer Enterprise Financial Projections

BWA developed 10-year cash flow projections to evaluate future funding needs and determine future sewer rate increases. The financial projections incorporate the latest information available, input from District staff, and a number of reasonable assumptions used for planning purposes. Key assumptions include:

### Revenue Assumptions

- Sewer rate revenues are based on sewer service charges billed for the current fiscal year on the San Mateo County property tax rolls and escalate to account for projected rate increases and growth under a low-growth scenario.
- Future investment earnings are projected at 2% of beginning annual fund reserves.
- Property tax revenues are projected to increase at the annual rate of 3%. Additional property tax revenues from the Education Revenue Augmentation Fund (ERAF) and the former Redevelopment Agency are projected at \$300,000 per year as an estimate of future average annual revenues. These supplemental property tax revenues may vary significantly from year to year.
- Other revenues are projected as shown on the table.

### Expense Assumptions

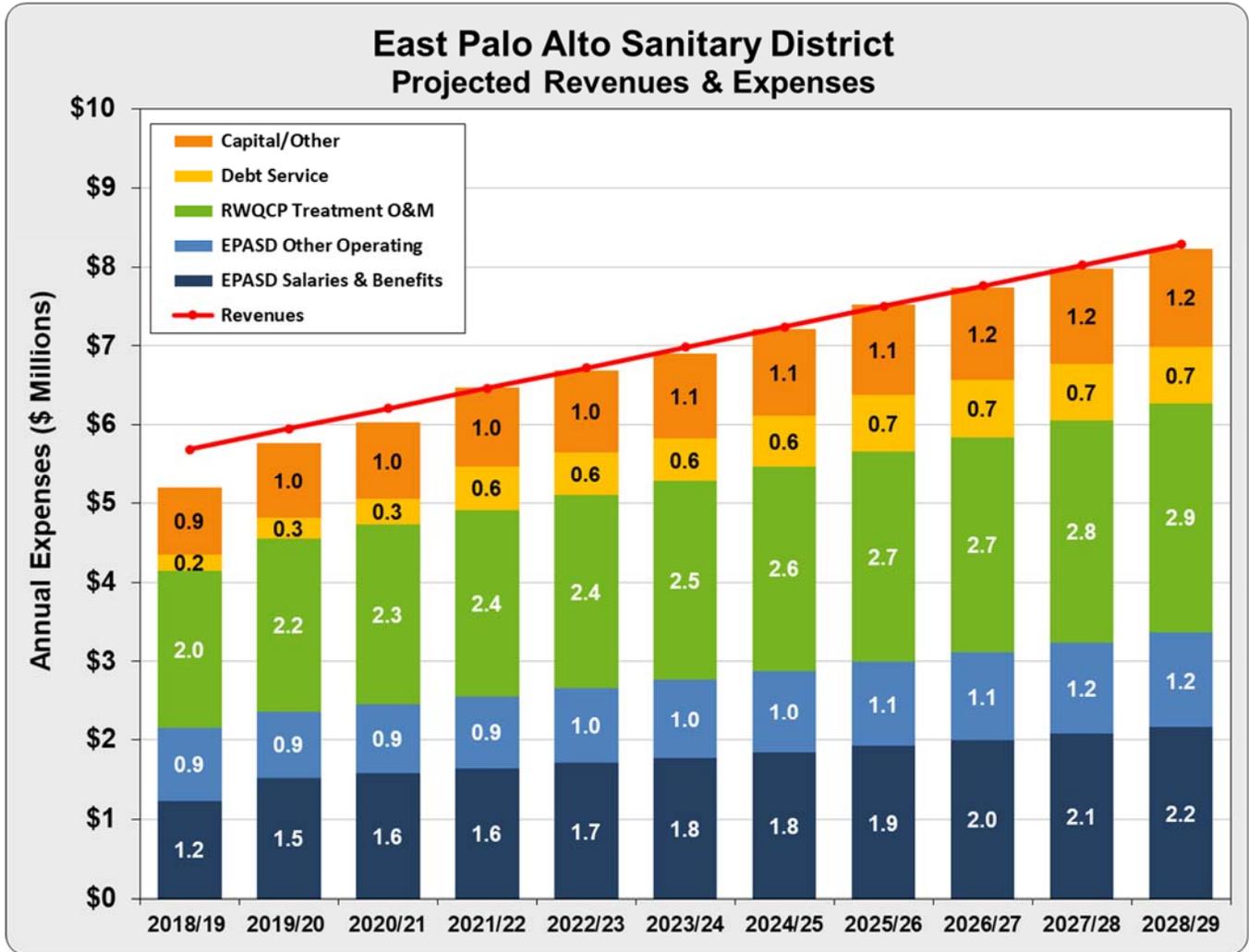
- Future EPASD expenses for salaries and benefits assume full, in-house staffing and escalate at the annual rate of 4%. In recent years, the District has both had some partial-year vacancies and has relied on contractual employee services to meet the District's operating and maintenance needs.
- Other EPASD operating expenses are based on the fiscal year 2018/19 Budget with an anticipated \$100,000 reduction in fiscal year 2019/20 due to replacement of some contractual services with in-house staff. These expenses are projected to escalate at the annual rate of 4%.
- EPASD's share of RWQCP expenses are based on a) actual year-to-date billings for the current fiscal year and b) recent RWQCP projections (provided in March 2019) for future years. The RWQCP anticipates a) issuing 2 series of revenue bonds over the next 2 years to fund approximately \$70 million of treatment plant upgrades, and b) obtaining an additional roughly \$40 million of low-interest rate financing from the Clean Water State Revolving Fund (SRF) financing program with debt repayment starting in roughly 6 years.
- EPASD sewer collection system capital improvement costs are projected at \$900,000 per year and escalate at the annual rate of 3% to account for construction cost inflation.

Table 4 - 10-Year Sewer Cash Flow Projections

EPASD Cash Flow Projections										Revised 03/18/19	
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Rate per EDU	\$575	\$600	\$630	\$660	\$690	\$720	\$750	\$780	\$810	\$840	\$870
Growth (New EDUs)	-	5	5	5	5	5	5	5	5	5	5
EPASD O&M Cost Escalation	-	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Capital Cost Escalation	-	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Interest Earnings Rate	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<b>Beginning Cash Reserves (All Funds)</b>	\$16,445,000	\$16,939,000	\$17,121,000	\$17,301,000	\$17,291,000	\$17,323,000	\$17,400,000	\$17,428,000	\$17,409,000	\$17,430,000	\$17,470,000
<b>REVENUES</b>											
Service Charges	4,551,000	4,752,000	4,993,000	5,234,000	5,475,000	5,717,000	5,959,000	6,201,000	6,444,000	6,687,000	6,930,000
Connection Fees	20,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Property Taxes	468,000	477,000	491,000	506,000	521,000	537,000	553,000	570,000	587,000	605,000	623,000
Interest Earnings	300,000	339,000	342,000	346,000	346,000	346,000	348,000	349,000	348,000	349,000	349,000
ERAF Rebate/Former RDAF	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
Rental Income/Other	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>Total Revenues</b>	<b>5,689,000</b>	<b>5,948,000</b>	<b>6,206,000</b>	<b>6,466,000</b>	<b>6,722,000</b>	<b>6,980,000</b>	<b>7,240,000</b>	<b>7,500,000</b>	<b>7,759,000</b>	<b>8,021,000</b>	<b>8,282,000</b>
<b>EXPENSES</b>											
<b>Operating</b>											
EPASD Salaries & Benefits	1,235,000	1,515,000	1,576,000	1,639,000	1,705,000	1,773,000	1,844,000	1,918,000	1,995,000	2,075,000	2,158,000
EPASD Other Operating	917,000	850,000	884,000	919,000	956,000	994,000	1,034,000	1,075,000	1,118,000	1,163,000	1,210,000
RWQCP Wastewater Treatment	1,996,000	2,184,000	2,272,000	2,355,000	2,435,000	2,510,000	2,591,000	2,665,000	2,730,000	2,813,000	2,898,000
Subtotal	4,148,000	4,549,000	4,732,000	4,913,000	5,096,000	5,277,000	5,469,000	5,658,000	5,843,000	6,051,000	6,266,000
<b>Debt Service</b>											
EPASD 2011 SRF Loan	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000	79,000
Share of Existing RWQCP Debt	118,000	188,000	199,000	203,000	203,000	203,000	128,000	128,000	128,000	128,000	128,000
Share of Projected RWQCP Debt	0	0	37,000	272,000	272,000	272,000	432,000	517,000	517,000	517,000	517,000
Subtotal	197,000	267,000	315,000	554,000	554,000	554,000	639,000	724,000	724,000	724,000	724,000
<b>Capital/Other</b>											
Equipment	100,000	50,000	52,000	54,000	56,000	58,000	60,000	62,000	64,000	66,000	68,000
Capital Improvement Projects	750,000	900,000	927,000	955,000	984,000	1,014,000	1,044,000	1,075,000	1,107,000	1,140,000	1,174,000
Subtotal	850,000	950,000	979,000	1,009,000	1,040,000	1,072,000	1,104,000	1,137,000	1,171,000	1,206,000	1,242,000
<b>Total Expenses</b>	<b>5,195,000</b>	<b>5,766,000</b>	<b>6,026,000</b>	<b>6,476,000</b>	<b>6,690,000</b>	<b>6,903,000</b>	<b>7,212,000</b>	<b>7,519,000</b>	<b>7,738,000</b>	<b>7,981,000</b>	<b>8,232,000</b>
<b>Revenues Less Expenses</b>	<b>494,000</b>	<b>182,000</b>	<b>180,000</b>	<b>(10,000)</b>	<b>32,000</b>	<b>77,000</b>	<b>28,000</b>	<b>(19,000)</b>	<b>21,000</b>	<b>40,000</b>	<b>50,000</b>
<b>Ending Cash Reserves (All Funds)</b>	<b>16,939,000</b>	<b>17,121,000</b>	<b>17,301,000</b>	<b>17,291,000</b>	<b>17,323,000</b>	<b>17,400,000</b>	<b>17,428,000</b>	<b>17,409,000</b>	<b>17,430,000</b>	<b>17,470,000</b>	<b>17,520,000</b>
Debt Service Coverage (All Debt)	7.82	5.24	4.68	2.80	2.94	3.07	2.77	2.54	2.65	2.72	2.78

The following chart shows a 10-year breakdown of projected sewer enterprise expenses.

Figure 3 – Projected Revenues & Expenses



## 2.5 Sewer Rate Increases

The cash flow projections indicate the need for sewer rate increases over the next 5 years as shown on the following table. Residential rates increase by \$25 per year in fiscal year 2019/20 and by \$30 annually in subsequent years. This equates to residential rate increases in the 4.35% to 5.00% range as shown on the table. Note that actual rate impacts will vary by customer class the first year due to modifications and cost-of-service rate realignment proposed to the rate structure discussed later in this report. After the initial year rate structure adjustments, future rate increases will apply on an across-the-board basis with the same percentage increases to the rates for all customer classes.

**Table 5 – Projected Sewer Rate Increases**

	Current	Projected				
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Annual Residential Charge	\$575	\$600	\$630	\$660	\$690	\$720
Annual Rate Increase \$		\$25	\$30	\$30	\$30	\$30
Rate Increase %		4.35%	5.00%	4.76%	4.55%	4.35%

In future years, EPASD can re-evaluate its finances and revenue requirements and potentially adjust rates as needed based on updated projections. However, while the District always has the flexibility to implement rate adjustments that are lower than adopted pursuant to Proposition 218, future rates cannot exceed adopted increases without going through the Proposition 218 process again.

### 3 SEWER RATE DERIVATION & PROPOSED RATES

#### 3.1 Sewer Customers

EPASD provides wastewater service to approximately 3,970 customer accounts in portions of East Palo Alto and adjacent areas of Menlo Park and San Mateo County. The District’s customer base is predominantly residential with residential customers accounting for slightly more than 94% of total accounts and roughly 88% of total sewer rate revenues. Commercial customers account for a little under 6% of total accounts and roughly 12% of total sewer rate revenues. Commercial accounts currently classified into 9 rate classes corresponding predominantly with specific types of businesses. A number of commercial classes only include few customers and a number of classes have sewer rates that are the same or very similar to other classes.

**Table 6 – Sewer Customers**

	Accounts	Dwelling Units	% of Total Accts
<b>RESIDENTIAL</b>			
Single Family Residential	3,372	3,375	
Multi-Family Residential	369	3,554	
Retirement	4	7	
Subtotal	3,745	6,936	94.3%
<b>COMMERCIAL/INDUSTRIAL</b>			
Offices & Churches	44		
Schools/Educational Facilities	16		
Motels/Hotels	2		
Recreational	2		
General Commercial	120		
Industrial	19		
Medical	3		
Restaurants	12		
Manual Billed	7		
Subtotal	225		5.7%
<b>TOTAL</b>	3,970		100.0%

The following table shows a 3-year history of sewer service charges and billed sewer units based on the amount of charges billed predominantly on the County property tax rolls.

**Table 7 – Sewer Service Charges & Billed Units**

	Sewer Service Charges			Billed Units		
	2016/17	2017/18	2018/19	2016/17	2017/18	2018/19
<b>RESIDENTIAL</b>				<u>Billed Dwelling Units</u>		
Single Family Residential	\$1,940,050	\$1,938,900	\$1,938,900	3,377	3,375	3,375
Multi-Family Residential	2,041,250	2,043,550	2,043,550	3,550	3,554	3,554
Retirement	4,025	4,025	4,025	7	7	7
Subtotal	3,985,325	3,986,475	3,986,475	6,934	6,936	6,936
<b>COMMERCIAL/INDUSTRIAL</b>				<u>Billed Usage (Hundred Cubic Feet)</u>		
Offices & Churches	62,002	58,432	65,858	12,020	11,104	12,504
Schools/Educational Facilities	106,907	93,394	110,752	22,952	19,839	23,661
Motels/Hotels	73,217	94,559	102,945	15,292	19,758	21,501
Recreational	5,568	5,703	3,472	1,163	1,170	605
General Commercial	186,529	171,066	182,322	30,813	26,906	28,872
Industrial	23,519	24,828	24,710	3,375	3,606	3,522
Medical	9,889	6,774	8,497	1,852	1,161	1,449
Restaurants	55,089	54,272	66,014	6,550	6,471	7,778
Manual Billed	12,024	12,024	Est 12,000	n/a	n/a	n/a
Subtotal	534,745	521,053	576,570	94,017	90,015	99,892
Total Billed	4,520,070	4,507,528	4,563,045			
Service Charge Revenues	4,512,412	4,498,735	4,553,919			
Unrecovered Factor	-0.17%	-0.20%	-0.20%			

Note: The Unrecovered Factor represents the percentage difference between total estimated sewer charges billed and total service charge revenues recovered each year.

### 3.2 Sewer Rate Structure Modifications

BWA recommends that the District simplify its current commercial and industrial customer classes and transition from the current classes, which are based on specific business types, to four more-general customer classes based on wastewater strength. The following table shows a list of current customer classes and the corresponding proposed customer class that most accurately represents the wastewater strength of each type of customer based on industry standards. The District can assign the most appropriate customer class to other future types of non-residential customers based on the wastewater strength class that best matches the customer’s wastewater discharge.

**Table 8 – Proposed Commercial Customer Classes**

Current Commercial Class Based on Specific Customer Types		Proposed Commercial Class Based on Wastewater Strength Categories
Offices & Churches Schools/Educational Facilities	➔	Low Strength
General Commercial Recreational Manual Billed	➔	Standard Strength
Motels/Hotels Industrial Medical	➔	Moderate Strength
Restaurants	➔	High Strength

### 3.3 Cost-of-Service Rate Derivation

The tables in this section derive adjusted sewer rates for the current fiscal year 2018/19 accounting for the proposed revisions to non-residential sewer rate customer classes and a realignment of rates with the cost of service. Rates for future years are adjusted on an across-the-board basis with the same percentage rate increases to all customer classes in order to maintain the proportionality between rates of the various customer classes.

### 3.3.1 Overview of Rate Methodology

Rates are calculated to reflect the cost of providing service to each customer class based on the following rate-setting methodology.



- 1) **Identify Future Annual Sewer Rate Revenue Requirements** – BWA worked with the District to identify future funding needs and develop financial projections to determine annual sewer rate revenue requirements needed to fund the cost of providing wastewater service.
- 2) **Allocate Costs of Service for Recovery from Wastewater Flow and Strength** – The costs of providing wastewater service are allocated for recovery from wastewater flow and strength, as measured by Biological Oxygen Demand (BOD) and Suspended Solids (SS), two widely used measures of wastewater strength.
- 3) **Derive Unit Costs for Wastewater Flow & Strength** – Unit costs for wastewater flow, BOD and SS are calculated by dividing the costs allocated to each parameter by the total loadings for each parameter. For example, costs related to wastewater flow are divided by the total estimated volume of billable sewer use resulting in a unit cost per unit of wastewater flow.
- 4) **Apply Unit Costs to the Wastewater Characteristics of Each Customer Class** – Unit costs for wastewater flow and strength are applied to the wastewater flows and strength loadings of each customer class resulting in total cost allocations to each class. The total costs allocated to each class are subsequently divided by the number of billable units for each class resulting in rates that reflect the costs of providing service to each class. Costs allocated to the Residential customer class are divided by the number of residential dwelling units to determine a cost per dwelling unit. Costs allocated to each Commercial/Industrial class are divided by the volume of metered water use applicable to each class resulting in a cost per hundred cubic feet (hcf) of water consumption.

### 3.3.2 Cost-of-Service Recovery Allocations

The following table allocates the District’s costs of service for recovery from wastewater flow and strength, as measured by Biological Oxygen Demand (BOD) and Suspended Solids (SS). The cost allocations are based on average annual expenses projected over the next 5 fiscal years, coinciding with the period for which the rate projections are developed. The annual expense projections are developed on Table 4. Expenses are allocated for recovery from flow, BOD and SS based on a cost of service methodology designed to reasonably reflect the share of costs for each line item associated with wastewater flow, BOD and SS.

**Table 9 – Cost Recovery Allocations**

	Annual Expenses						Cost Allocation %			Cost Allocation \$		
	2019/20	2020/21	2021/22	2022/23	2023/24	5-Yr Avg	Flow	BOD	SS	Flow	BOD	SS
<b>Operating &amp; Maintenance</b>												
EPASD Operating Expenses	2,365,000	2,460,000	2,558,000	2,661,000	2,767,000	2,562,200	80.0%	10.0%	10.0%	2,049,760	256,220	256,220
RWQCP Operating Expenses	2,184,000	2,272,000	2,355,000	2,435,000	2,510,000	2,351,200	40.0%	30.0%	30.0%	940,480	705,360	705,360
Subtotal	4,549,000	4,732,000	4,913,000	5,096,000	5,277,000	4,913,400	60.9%	19.6%	19.6%	2,990,240	961,580	961,580
<b>Debt Service</b>												
EPASD Debt Service	79,000	79,000	79,000	79,000	79,000	79,000	100.0%	0.0%	0.0%	79,000	0	0
RWQCP Debt Service	188,000	236,000	475,000	475,000	475,000	369,800	40.0%	30.0%	30.0%	147,920	110,940	110,940
Subtotal	267,000	315,000	554,000	554,000	554,000	448,800	50.6%	24.7%	24.7%	226,920	110,940	110,940
<b>Capital/Other</b>												
EPASD Capital & Equipment	950,000	979,000	1,009,000	1,040,000	1,072,000	1,010,000	100.0%	0.0%	0.0%	1,010,000	0	0
Subtotal	950,000	979,000	1,009,000	1,040,000	1,072,000	1,010,000	100.0%	0.0%	0.0%	1,010,000	0	0
<b>Total</b>	5,766,000	6,026,000	6,476,000	6,690,000	6,903,000	6,372,200	66.3%	16.8%	16.8%	4,227,160	1,072,520	1,072,520
Rounded							66.3%	16.8%	16.8%			

### 3.3.3 Wastewater Flow & Strength Loadings

The following table shows a summary of sewer rate billing units by customer class including the number of residential dwelling units and the quantity of billed usage for EPASD’s commercial customer classes. Residential customers pay flat sewer service charges per dwelling unit. Commercial/Industrial customer pay volumetric sewer rates based on metered water consumption, subject to a minimum annual charge designed to ensure all customers help fund the District’s fixed costs of operations regardless of the volume of wastewater discharge. Projected billing units are based on recent historical data, particularly data used for current fiscal year bills submitted for collection via San Mateo’s property tax rolls.

**Table 10 - Sewer Rate Billing Units**

	Billed Units			
	2016/17	2017/18	2018/19	Projected
<b>RESIDENTIAL</b>	<u>Number of Residential Dwelling Units</u>			
Single Residential	3,377	3,375	3,375	3,375
Multi-Residential	3,550	3,554	3,554	3,554
Retirement	7	7	7	7
Subtotal	6,934	6,936	6,936	6,936
<b>COMMERCIAL/INDUSTRIAL</b>	<u>Hundred Cubic Feet of Billed Usage</u>			
Offices & Churches	12,020	11,104	12,504	12,200
Schools/Educational Facilities	22,952	19,839	23,661	22,600
Motels/Hotels	15,292	19,758	21,501	20,500
Recreational	1,163	1,170	605	800
General Commercial	30,813	26,906	28,872	29,000
Industrial	3,375	3,606	3,522	3,500
Medical	1,852	1,161	1,449	1,400
Restaurants	6,550	6,471	7,778	7,500
Manual Billed (est)	2,500	2,500	2,500	2,500
Subtotal	96,517	92,515	102,392	100,000

The following table calculates total wastewater flow and strength loadings generated by the District's customer base based on a) the estimated wastewater flow from each customer class as projected on Table 10, and b) the estimated wastewater strength concentrations of each class.

**Table 11 – Wastewater Flow & Strength Loadings**

	Dwelling		Water Use		Wastewater Flow			Strength (mg/l)		Loadings (lbs)	
	Accounts	Units	Water hcf	% to Sewer	hcf	mg	gpd	BOD	SS	BOD	SS
<b>RESIDENTIAL</b>											
Single Family	3,372	3,375									
Multi-Family	369	3,554									
Retirement	4	7									
Subtotal	3,745	6,936			665,856	498.09	1,364,640	240	240	996,984	996,984
<b>COMMERCIAL</b>											
<u>Low Strength</u>											
Offices & Churches	44		12,200	90%	10,980	8.21	22,503	130	100	8,905	6,850
Schools/Educational Facilities	16		22,600	90%	20,340	15.22	41,686	130	100	16,496	12,690
<u>Standard Strength</u>											
General Commercial	120		29,000	90%	26,100	19.52	53,491	150	150	24,425	24,425
Recreational	2		800	90%	720	0.54	1,476	150	150	674	674
Manual Billed	7		2,500	90%	2,250	1.68	4,611	150	150	2,106	2,106
<u>Moderate Strength</u>											
Motels/Hotels	2		20,500	90%	18,450	13.80	37,812	275	125	31,654	14,388
Industrial	19		3,500	90%	3,150	2.36	6,456	275	125	5,404	2,457
Medical	3		1,400	90%	1,260	0.94	2,582	275	125	2,162	983
<u>High Strength</u>											
Restaurants	12		7,500	90%	6,750	5.05	13,834	700	500	29,478	21,056
<b>TOTAL</b>	<b>3,970</b>		<b>100,000</b>		<b>755,856</b>	<b>565.42</b>	<b>1,549,091</b>	<b>237</b>	<b>230</b>	<b>1,118,288</b>	<b>1,082,611</b>

### 3.3.4 Derivation of Unit Costs

The table below calculates unit charges for wastewater flow and strength based on a) the costs of service allocated for recovery from flow, BOD and SS on Table 9 by b) the total wastewater flow and strength loadings generated from the District’s customer base shown on Table 11, resulting in c) unit costs for flow, BOD, and SS. These unit costs are subsequently uniformly applied to the wastewater characteristics of each customer class to ensure the rates developed for each class equitably and proportionately reflect the underlying costs of providing service to each customer class.

**Table 12 – Unit Charges for Flow, BOD & SS**

	Flow	BOD	SS
<b>2018/19 SEWER SERVICE CHARGES</b>			\$4,551,000
Less Incremental Revenue from Minimum Charges			(68,000)
<b>Net Funding Requirement from Rates</b>			<u>4,483,000</u>
<b>SEWER RATE RECOVERY</b>			
Cost Allocation %	66.3%	16.8%	16.8%
Cost Allocation \$	\$2,972,229	\$753,144	\$753,144
Total Loadings	755,856	1,118,288	1,082,611
	hcf	lbs	lbs
Unit Rate	\$3.932	\$0.673	\$0.696
	per hcf	per lb	per lb

### 3.3.5 Cost of Service Allocations to Customer Classes

On Table 13, the underlying unit costs developed in Table 12 are applied to the wastewater characteristics of each customer class shown on Table 11, resulting in total revenue requirements from each customer class. The total revenue requirements allocated to each customer class reflect each customer classes' proportional share of the total cost of providing service.

**Table 13 – Sewer Rate Revenue Requirements by Customer Class**

	Wastewater Flow		Wastewater Strength (mg/l)		Unit Costs			Total Cost Recovery
	hcf	mg	BOD	SS	Flow (\$/hcf) \$3.932	BOD (\$/lb) \$0.673	SS (\$/lb) \$0.696	
<b>RESIDENTIAL</b>	665,856	498,094	240	240	\$2,618,325	\$671,449	\$693,576	\$3,983,349
<b>COMMERCIAL</b>								
Low Strength	31,320	23,429	130	100	123,159	17,107	13,593	153,859
Standard Strength	29,070	21,746	150	150	114,311	18,321	18,925	151,558
Moderate Strength	22,860	17,100	275	125	89,892	26,414	12,402	128,707
High Strength	6,750	5,049	700	500	26,543	19,853	14,648	61,044
Subtotal	90,000				353,904	81,695	59,568	495,168
<b>TOTAL</b>	845,856				3,326,133	834,839	812,712	4,478,517

### **3.3.6 Residential Cost of Service Rate Recovery**

Residential customers are a homogenous customer class with similar wastewater strength and demand characteristics and have similar sewer system infrastructure capacity needs per residential dwelling unit. Costs of service allocated to the residential customer class are divided by the total number of residential dwelling units served by the District resulting in a fixed annual charge per dwelling unit.

The District incurs a substantial amount of fixed costs providing system infrastructure capacity and operational capacity to be able to serve customers on demand. These fixed costs include expenses for staffing, administration, facility maintenance, wastewater system infrastructure and debt service. These expenses are incurred on behalf of the District's customer base regardless of the volume of wastewater actually discharged by each customer.

The District's fixed residential sewer charges are designed to recover costs in proportion to the capacity needs for serving each residential dwelling unit. Approximately 65% to 75% of California agencies levy fixed residential sewer service charges.

### **3.3.7 Non-Residential Cost of Service Rate Recovery**

Non-residential customers encompass a diverse mix of users with a wide range of wastewater strengths and discharge volumes. As such, the District levies volumetric rates for non-residential sewer use. Costs of service allocated to each non-residential customer class are divided by the projected volume of water usage for each class resulting in a volumetric rate per unit of metered water consumption for each customer class. These usage-based rates are designed to recover costs of service in proportion to each customer's proportional share of wastewater flow and loadings discharged into the sewer system. The rates for each non-residential customer class vary based on wastewater strength, with higher rates for customers with higher-strength wastewater discharge that costs more to process and treat.

As previously noted, the District incurs a substantial amount of fixed costs providing capacity to be able to serve customers on demand, regardless of the volume of wastewater actually discharged by each customer. However, volumetric rates levied on non-residential customers with low levels of use do not adequately fund the District's fixed costs incurred providing capacity to serve each customer. Hence, the District levies a minimum annual charge. The minimum monthly charge is not charged in addition to the volumetric rates levied on non-residential usage, it only applies in cases where the District's non-residential usage-based rates would result in

charges lower than the minimum monthly charge. To maintain equity between residential and non-residential customer classes, the minimum charge is set at the same level as the annual charge per residential dwelling unit. The minimum annual charge ensures that all customers help fund District’s fixed costs of providing capacity to serve all customers, even when the volume of billable use is low.

### 3.3.8 Base Year Sewer Rates

The following table calculates the sewer rate for each customer class in the current, base fiscal year 2018/19 by dividing a) the annual revenue requirement for each class shown on Table 13, by b) the number of billing units applicable to each class shown on Table 11, resulting in c) rates designed to meet current year rate revenue requirements that are also aligned with the updated cost of service allocations based on future projected expenses over the next 5 years.

**Table 14 – Base Year Sewer Rate Derivation**

	<b>Total Cost Recovery</b>	<b>Billable Units for Rate Recovery</b>	<b>Base Year Cost of Service Sewer Rates</b>
<b>RESIDENTIAL</b> <i>Fixed charge per dwelling unit</i>	\$3,983,349	<u>Dwelling Units</u> 6,936	\$574.30
<b>COMMERCIAL</b> <i>Volumetric rate per hcf of water use</i>		<u>Water Use (hcf)</u>	
<u>Low Strength</u> Offices & Churches Schools/Educational Facilities	\$153,859	34,800	4.4212
<u>Standard Strength</u> General Commercial Recreational Manual Billed	\$151,558	32,300.00	4.6922
<u>Moderate Strength</u> Motels/Hotels Industrial Medical	\$128,707	25,400	5.0672
<u>High Strength</u> Restaurants	\$61,044	7,500	8.1391

The rates calculated on Table 14 reflect what rates would be in the current year based on the updated cost of service rate derivations for future year expenses. As such, the difference between these rates and the District's current rates do not imply that the District's current rates are out of alignment with the cost of providing service. Instead, they show the impact of rate structure modifications recommended to align future rates with the future costs of providing service without the additional impacts of overall proposed rate increases.

### **3.4 Proposed Sewer Rates**

The following table shows a 5-year schedule of proposed sewer rates incorporating a) the overall rate increases needed to fund projected future annual revenue requirements, b) proposed rate structure modifications, and c) updated cost allocations designed to reflect the cost of providing service to each customer class. The rate structure modifications and cost-of-service rate realignment are projected to become effective starting next fiscal year 2019/20, with future year rate increases applied on an across-the-board basis with the same percentage increases to the rates for all customer classes. Proposed sewer rates are scheduled to become effective July 1 at the beginning of each of the next 5 fiscal years.

**Table 15 – Proposed Sewer Rates**

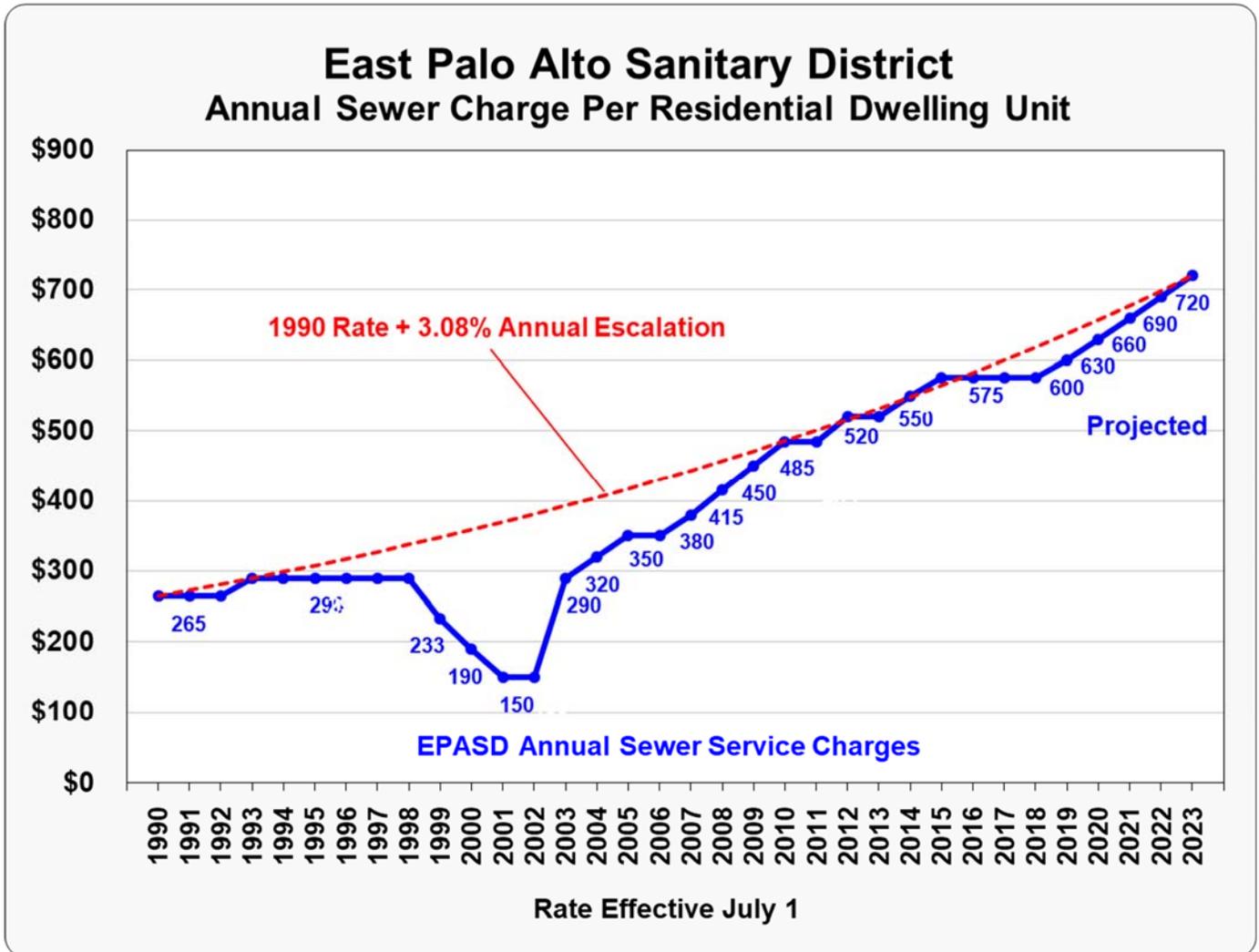
	Base Year Cost of Service Rates	Proposed Rates Effective				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$574.30	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.86	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b>Low Strength</b> Offices & Churches Educational Facilities	\$4.4212	\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
<b>Standard Strength</b> General Commercial Recreational	4.6922	4.9022	5.1473	5.3924	5.6375	5.8826
<b>Moderate Strength</b> Motels/Hotels Medical Industrial	5.0672	5.2940	5.5587	5.8234	6.0881	6.3528
<b>High Strength</b> Restaurants	8.1391	8.5034	8.9286	9.3538	9.7790	10.2042
<b>Minimum Annual Charge</b>		\$600	\$630	\$660	\$690	\$720

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

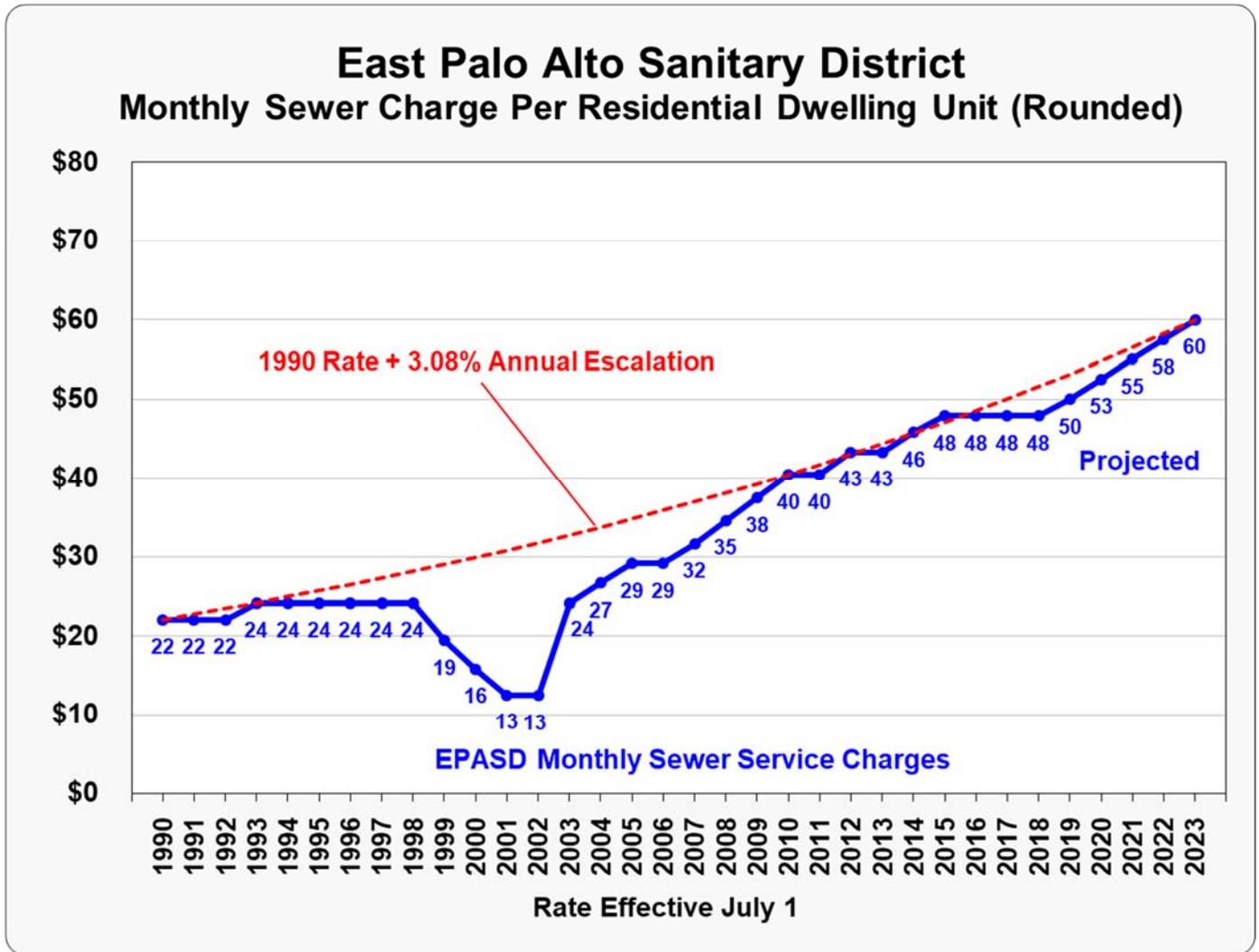
The following chart shows historical and projected annual sewer rates per residential dwelling unit. With full phase in of the proposed rates over the next 5 fiscal years, the District’s sewer rates will have increased by an average of a little over 3% per year on average from July 1, 1990 to July 1, 2023.

Figure 4 – Historical & Projected Annual Residential Sewer Rates



The following chart shows historical and projected monthly equivalent sewer charges per residential dwelling unit, rounded to the nearest dollar.

Figure 5 – Historical & Projected Monthly Residential Sewer Rates



# **APPENDIX A**

## **Additional Sewer Rate Study Tables**

Table A-1  
 East Palo Alto Sanitary District  
 RWQCP Invoices

	2015/16	2016/17	2017/18	2018/19
<b>Operating Payments*</b>				<u>Projected</u>
1st Quarter	331,934	380,417	415,426	453,398
2nd Quarter	338,105	380,417	415,425	453,399
3rd Quarter	338,104	380,417	415,426	453,398
4th Quarter	<u>338,105</u>	<u>380,417</u>	<u>415,425</u>	<u>453,399</u>
Subtotal	1,346,248	1,521,668	1,661,702	1,813,594
<b>Prior Year Adjustment</b>	42,501		(105,876)	64,736
<b>Debt Payments</b>	117,523	117,468	117,700	117,791
<b>Total</b>	<b>1,506,272</b>	<b>1,639,136</b>	<b>1,673,526</b>	<b>1,996,121</b>

\* Includes Pretreatment Program and Minor Capital.

Table A-2  
 East Palo Alto Sanitary District  
 Outstanding Debt Service

Fiscal Year Ending June 30	EPASD Debt	EPASD Share of RWQCP Debt					Total
	2011 SRF Loan	1999 Bonds (1990 Refi) 11.90%	1999 Bonds (New \$) 7.64%	2009 SRF Loan 7.64%	2018 SRF Loan 7.64%	Subtotal	
2016	78,942	33,398	40,513	42,457	-	116,368	195,310
2017	78,942	33,127	40,730	42,457	-	116,314	195,256
2018	78,942	33,222	40,868	42,457	-	116,547	195,489
2019	78,942	33,254	40,927	42,457	-	116,638	195,580
2020	78,942	33,193	40,489	42,457	70,907	187,046	265,988
2021	78,942	33,067	40,455	42,457	81,505	197,484	276,426
2022	78,942	33,285	40,538	42,457	85,484	201,764	280,706
2023	78,942	33,418	40,623	42,457	85,484	201,982	280,924
2024	78,942	33,465	40,608	42,457	85,484	202,014	280,956
2025	78,942	-	-	42,457	85,484	127,941	206,883
2026	78,942	-	-	42,457	85,484	127,941	206,883
2027	78,942	-	-	42,457	85,484	127,941	206,883
2028	78,942	-	-	42,457	85,484	127,941	206,883
2029	78,942	-	-	42,457	85,484	127,941	206,883
2030	78,942	-	-	42,457	85,484	127,941	206,883
2031	78,942	-	-	42,457	85,484	127,941	206,883
2032	78,942	-	-	-	85,484	85,484	164,426
2033	78,942	-	-	-	85,484	85,484	164,426
2034	-	-	-	-	85,484	85,484	85,484
2035	-	-	-	-	85,484	85,484	85,484
2036	-	-	-	-	85,484	85,484	85,484
2037	-	-	-	-	85,484	85,484	85,484
2038	-	-	-	-	85,484	85,484	85,484
2039	-	-	-	-	85,484	85,484	85,484
2040	-	-	-	-	85,484	85,484	85,484
2041	-	-	-	-	85,484	85,484	85,484
2042	-	-	-	-	85,484	85,484	85,484
2043	-	-	-	-	85,484	85,484	85,484
2044	-	-	-	-	85,484	85,484	85,484
2045	-	-	-	-	85,484	85,484	85,484
2046	-	-	-	-	85,484	85,484	85,484
2047	-	-	-	-	85,484	85,484	85,484
2048	-	-	-	-	85,484	85,484	85,484
2049	-	-	-	-	85,484	85,484	85,484

Table A-3  
 East Palo Alto Sanitary District  
 Historical Revenues & Expenses

	Actual 2015/16	Actual 2016/17	Actual 2017/18
<b>REVENUES<sup>1</sup></b>			
Service Charges	4,532,749	4,512,412	4,498,735
Connection Fees	290,000	7,475	10,875
Property Taxes	382,922	410,167	491,665
Interest Earnings	94,020	156,236	159,974
Rental Income/Other	48,179	53,720	127,421
ERAF Rebate/Former RDA	401,802	452,314	506,252
Total Revenues	<u>5,749,672</u>	<u>5,592,324</u>	<u>5,794,922</u>
<b>EXPENSES</b>			
<b>Operating<sup>1</sup></b>			
EPASD Salaries & Benefits	1,754,040	937,637	833,570
EPASD Other Operating	653,709	756,411	1,181,312
RWQCP Wastewater Treatment	1,431,206	1,647,300	1,602,883
Subtotal	<u>3,838,955</u>	<u>3,341,349</u>	<u>3,617,765</u>
<b>Debt Service<sup>2</sup></b>			
2011 SRF Loan	78,942	78,942	78,942
EPASD Share of RWQCP Debt	116,368	116,314	116,547
Subtotal	<u>195,310</u>	<u>195,256</u>	<u>195,489</u>
<b>Capital Improvements/Other<sup>3</sup></b>			
Capital Projects/Equipment	123,503	456,622	1,487,526
Subtotal	<u>123,503</u>	<u>456,622</u>	<u>1,487,526</u>
Total Expenses	<u>4,157,768</u>	<u>3,993,227</u>	<u>5,300,780</u>

1 Source: EPASD Profit & Loss Statements

2 Source: Debt Service Schedules (includes principal + interest)

3 Source: Fixed Asset Depreciation Schedules

# **APPENDIX B**

## **Proposition 218 Notice**



## EAST PALO ALTO SANITARY DISTRICT

Dear Property Owner or Customer,

The East Palo Alto Sanitary District (EPASD) provides wastewater service to customers in the City of East Palo Alto and adjacent areas of Menlo Park and San Mateo County. EPASD owns and operates a wastewater collection system consisting of approximately 35 miles of sewer pipelines. The District's sewage is conveyed to a regional wastewater treatment plant operated by the City of Palo Alto where it is treated to meet strict environmental requirements.

EPASD relies primarily on revenues generated from sewer service charges to fund its operations and pay for EPASD's share of costs for the regional wastewater treatment plant. To meet the annual funding needs of EPASD and the regional treatment plant, EPASD is proposing to gradually increase its sewer rates over the next five years. EPASD last adopted sewer rate increases in 2015, almost four years ago. *With the proposed rate increases, EPASD's rates will remain among the lowest in San Mateo County.*

### **NOTICE OF A PUBLIC HEARING ON PROPOSED SEWER RATE INCREASES**

This notice is being sent to inform you that the East Palo Alto Sanitary District will hold a Public Hearing on proposed rate increases for sewer service charges on \_\_\_\_\_, 2019 beginning at 7:00 p.m. at EPASD's office located at 901 Weeks Street, East Palo Alto, California, 94303. Property owners, customers and members of the community are invited to attend the Public Hearing and provide public comment.

### **WHY ARE SEWER RATE INCREASES NEEDED?**

The proposed rate increases are needed to fund projected operating expenses, help fund high priority improvements to EPASD's aging sewer collection system, pay for EPASD's share of operating and capital improvement costs for the regional wastewater treatment plant, and support safe and reliable service. The proposed rates are needed to:

- **Rehabilitate the Regional Wastewater Treatment Plant** – In addition to facing cost increases for treatment plant operations, EPASD will also be required to fund its share of capital improvements to the regional wastewater treatment plant. A *Long Range Facilities Plan* developed for the regional treatment plant identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. EPASD anticipates that it will be responsible for funding approximately 7.65% of these costs. EPASD's share of expenses for the regional treatment plant are outside the District's control and account for almost 40% of EPASD's total annual expenses.
- **Repair & Replace Aging Sewer System Pipelines** – In order to keep the sewer system in good operating condition, EPASD will need to continue repairing and replacing its aging and deteriorating sewer pipelines and infrastructure. Many of the District's sewer pipelines are over 60 years old and will require repair, replacement, or rehabilitation in upcoming years.
- **Fund EPASD's Operating & Maintenance Expenses** – Small gradual rate adjustments are needed to keep revenues in line with operating and maintenance expenses. In recent years, EPASD increased preventive maintenance in order to comply with state regulatory requirements.

## PROPOSED SEWER RATES

EPASD is proposing to phase in a series of gradual sewer rate increases as shown on the table below. The proposed rates are designed to fairly and equitably recover the costs of providing service to all customers. Residential customers pay a fixed annual sewer service charge per dwelling unit. Commercial and industrial customers pay usage-based charges that are subject to a minimum annual charge. Commercial/Industrial charges are calculated based on a) the rate applicable to each customer class multiplied by b) metered water consumption from the prior year as measured in hundred cubic feet, subject to c) a minimum annual charge. EPASD incurs a substantial amount of fixed costs regardless of how much wastewater is discharged, and the minimum annual charge ensures customers with low levels of use pay their proportional share of fixed costs. The minimum annual charge only applies when the sewer charge based on metered water consumption from the prior year is less than the minimum annual charge listed in the table below. Commercial and industrial rates vary by customer type with higher rates charged to customers with higher strength wastewater.

The proposed sewer rate increases are in line with EPASD’s strategy of adopting smaller gradual rate adjustments to keep rates in line with the cost of providing service. Impacts to commercial and industrial customers vary the first year due to proposed rate structure modifications designed to simplify EPASD’s commercial rate structure and realign rates with the cost of providing service. Sewer service charges are rounded to the nearest cent.

Proposed Sewer Rates						
	Current Sewer Rates	Proposed Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b>Low Strength</b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Offices & Churches	\$4.3338					
Educational Facilities	4.6142					
<b>Standard Strength</b>		4.9022	5.1473	5.3924	5.6375	5.8826
General Commercial	4.7891					
Recreational	4.7879					
<b>Moderate Strength</b>		5.2940	5.5587	5.8234	6.0881	6.3528
Motels/Hotels	4.7879					
Medical	5.3397					
Industrial	5.1341					
<b>High Strength</b>		8.5034	8.9286	9.3538	9.7790	10.2042
Restaurants	8.3394					
<b>Minimum Annual Charge</b>	\$575	\$600	\$630	\$660	\$690	\$720

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

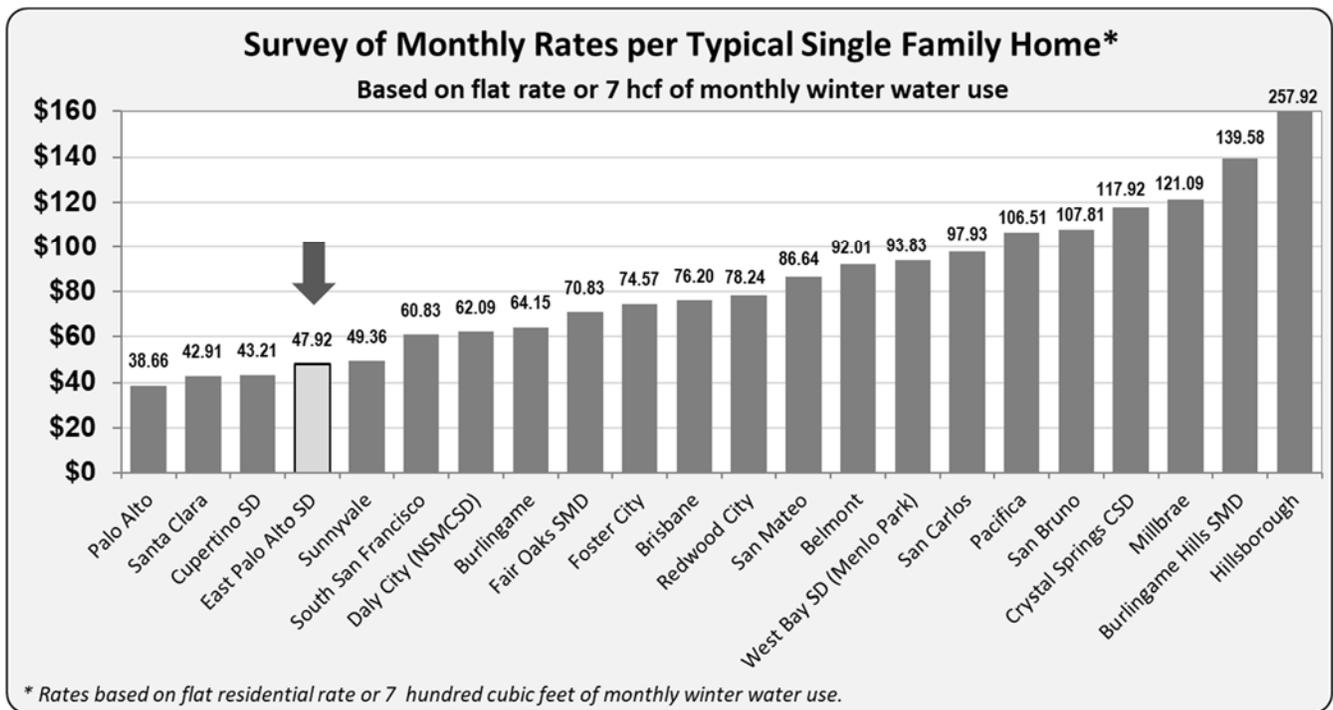
**COMMUNITY INPUT & WRITTEN PROTEST PROCEDURES**

Members of the community, property owners and customers are invited to attend the Public Hearing. Property owners or customers impacted by the proposed rate increases may submit written protests against the proposed sewer rates. Each protest must (1) be in writing; (2) identify the property for which the protest is being submitted, such as by assessor’s parcel number or street address; and (3) include the name and original signature of the property owner or customer of record submitting the protest. Written protests may be submitted by mail or delivered to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, California 94303. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. Only one protest will be counted per parcel. Written protests must be received by EPASD prior to the conclusion of the Public Hearing.

After the conclusion of the Public Hearing, EPASD’s Board of Directors will consider adoption of the proposed sewer rates. If written protests are received from less than a majority of affected parcels, EPASD may consider adoption of sewer rates at or below the levels proposed in this notice. *EPASD remains committed to operating as efficiently as possible and will only increase rates as needed to fund its costs for providing safe and reliable sewer service.*

**EPASD’S SEWER RATES WILL REMAIN LOW COMPARED TO OTHER REGIONAL AGENCIES**

The following chart shows a comparison of regional monthly sewer service charges for a typical single family home. As shown on the chart, EPASD’s sewer rates are currently significantly below the regional average and are among the lowest compared to other San Mateo County agencies. With the proposed rate increases, EPASD’s rates are projected to remain among the lowest compared to other regional agencies.



For more information, please visit EPASD’s website at [www.epasd.com](http://www.epasd.com) or call us at (650) 325-9021.

# **APPENDIX B**

## **Sewer Rate Study Presentation**

# East Palo Alto Sanitary District



## Sewer Rate Study Findings & Recommendations



BARTLE WELLS ASSOCIATES  
INDEPENDENT PUBLIC FINANCE ADVISORS

## Background

- ▶ EPASD is a self-supporting utility
- ▶ Governed by elected community members
- ▶ Sewer service charges are District's main source of revenue
- ▶ EPASD owns & operates a wastewater collection system
- ▶ Wastewater is conveyed to the Palo Alto Regional Water Quality Control Plant for treatment and effluent disposal
- ▶ Rates must be adequate to fund long-term operating, maintenance, & capital needs of EPASD & regional wastewater treatment plant



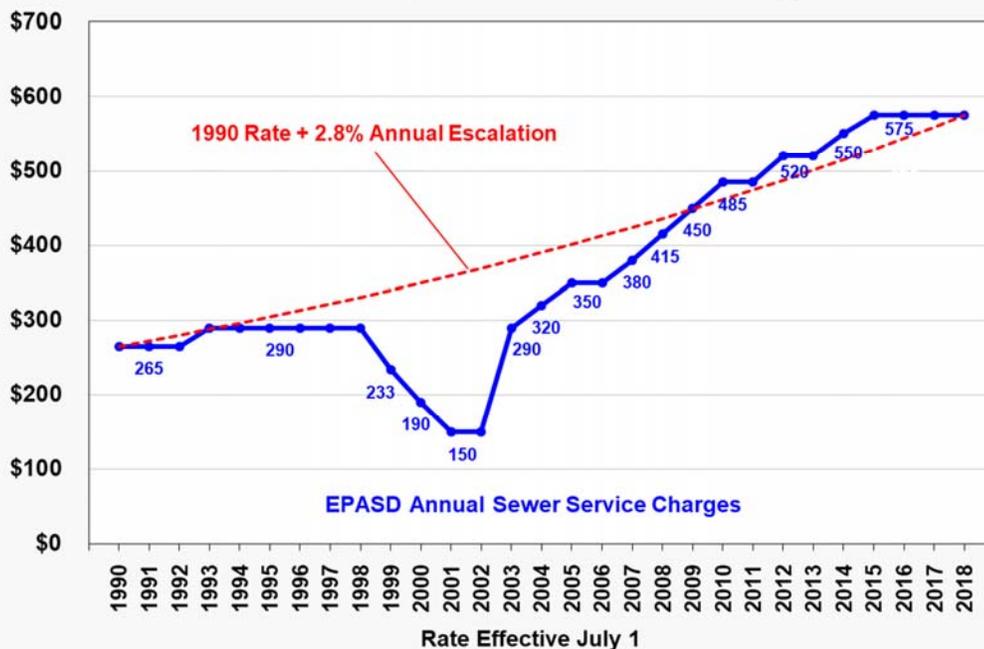
# EPASD Financial Overview

- ▶ EPASD has provided strong financial stewardship
  - Raised rates in 10 of past 17 years to fund projected expenses
  - Rate increases restored financial health & put EPASD in good position for addressing annual funding needs
  - Healthy level of fund reserves
  - Low levels of debt
  - Financial stewardship underpins ability to provide safe & reliable service
- ▶ Rates were last increased effective July 1, 2015...almost 4 years ago
- ▶ EPASD's sewer rates are in the lower range of regional agencies and one of the lowest in San Mateo County
- ▶ EPASD is facing manageable financial challenges in upcoming years
- ▶ Projections indicate need for small, gradual rate increases to address future funding needs of both EPASD and the regional treatment plant

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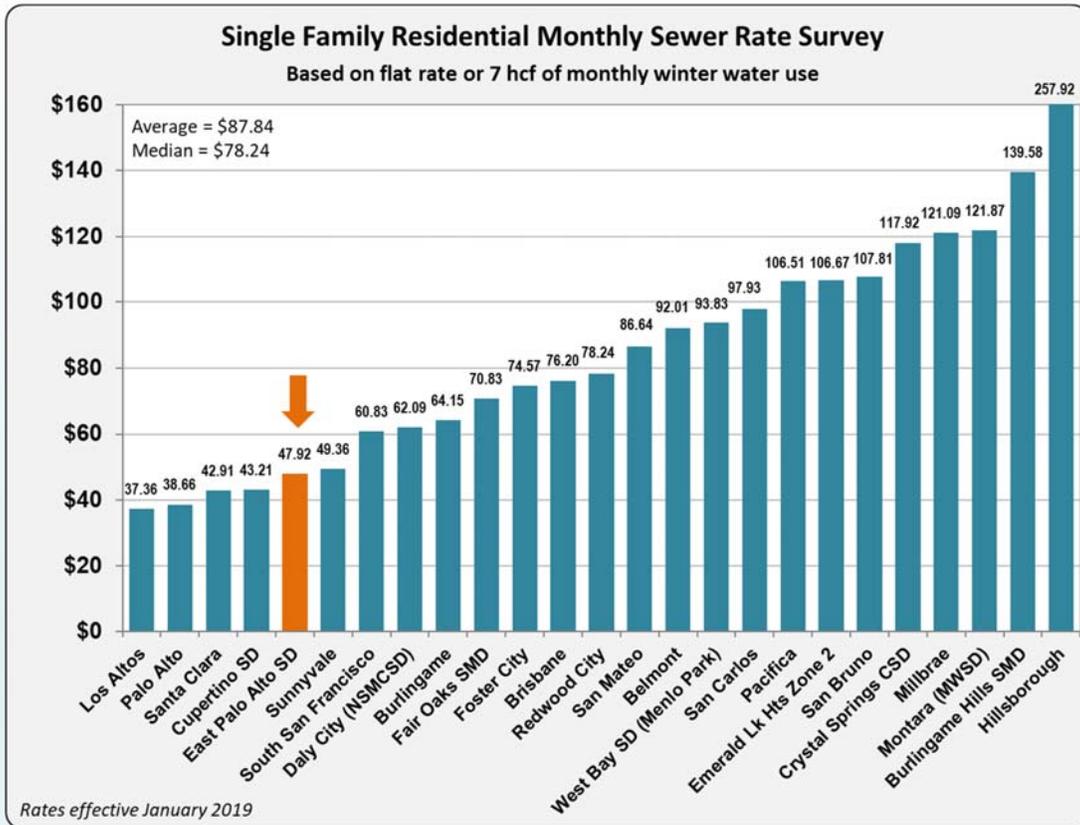


**East Palo Alto Sanitary District  
Annual Sewer Charge Per Residential Dwelling Unit**



4





5

## Financial Challenges

### ► RWQCP Long Range Facilities Plan

- Identifies \$300 - \$400 million of long-term treatment plant improvements
- EPASD's share of projects estimated at 7.65% of total
- RWQCP planning to issue 2 series of revenue bonds in near-term to fund roughly \$70 million of capital improvements (debt starts in next 2 years)
- RWQCP anticipates an additional \$40 million SRF Loan (debt starts 2024/25)
- Program rolled out a little slower than initially anticipated, but is moving forward

### ► EPASD collection system capital needs

- Aging sewer collection system
- Ongoing pipeline rehab, replacements, upgrades



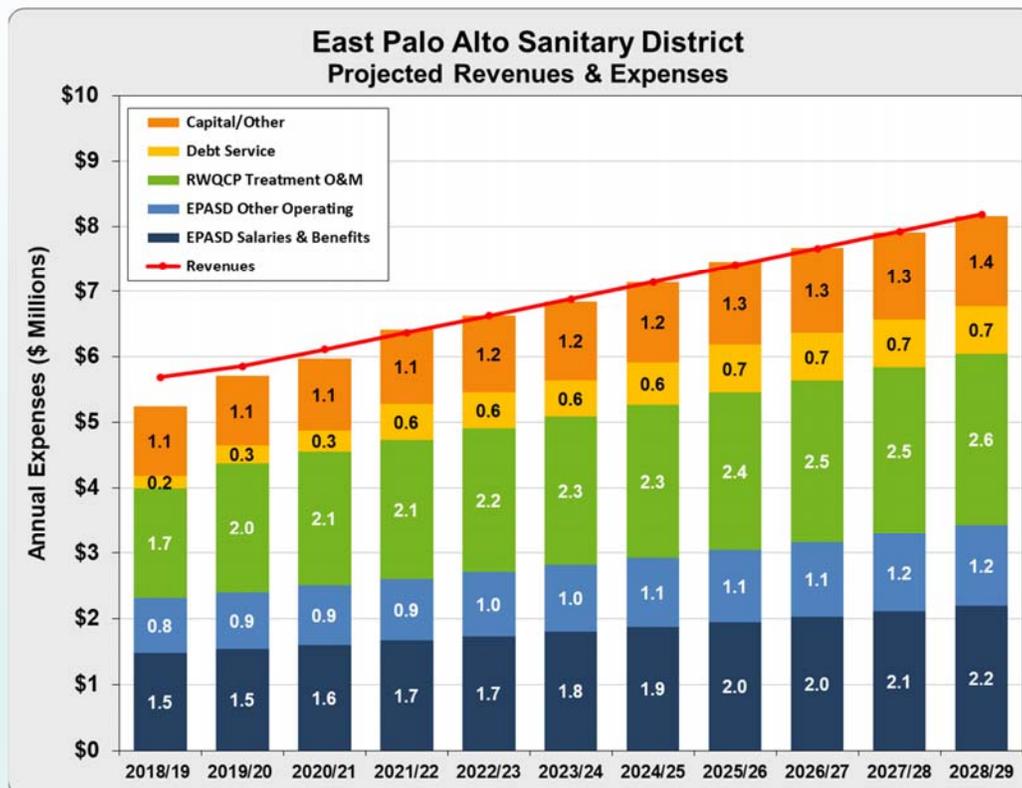
### ► Operating cost inflation

- Both at EPASD and RWQCP

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# 10-Year Financial Plan

- ▶ BWA developed 10-year projections to evaluate rate increases
- ▶ Incorporates updated info & slightly conservative assumptions
  - Revenues based on current year billings & increase due to future rate projections
  - Growth projected at 5 EDUs per year in future years (low growth scenario)
  - EPASD operating costs based on current year budget and escalate at the annual rate of 4%
  - EPASD capital improvement funding projected \$9
  - 00,000 per year escalating at the annual rate of 3%
  - RWQCP funding requirements based on recent RWQCP 10-year projections and incorporate planned debt financing



# Sewer Rate Projections

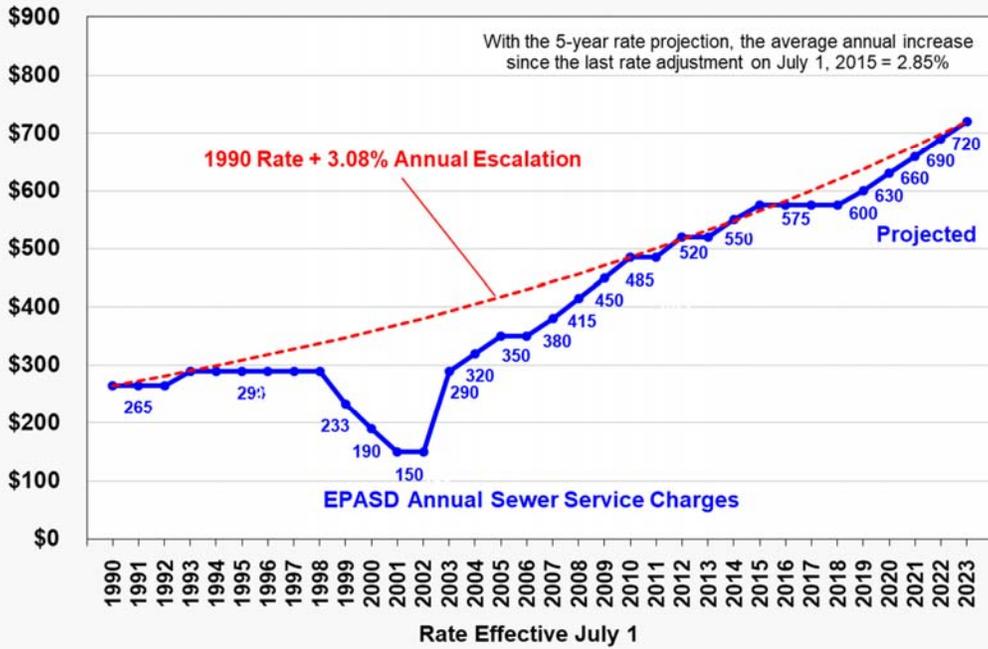
- ▶ Recommendation: Phase in small, gradual rate increases to keep revenues in line with future funding needs and maintain financial health
- ▶ Overall rate increases projected in 4% to 5% range in upcoming years; equal to increases of \$25 to \$30 per year for residential customers
- ▶ BWA also updated the rate structure based on a cost-of-service approach
  - Small adjustments to rates for various classes due to cost-of-service realignment
  - Recommend simplification of commercial rate classes based on wastewater strength
- ▶ Rates will remain in the lower range compared to other regional agencies and will remain one of the lowest in San Mateo County



## Proposed Sewer Rates

	Current Rates	Adjusted Rates	Proposed Sewer Rates				
			July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
OVERALL RATE INCREASE			4.47%	5.00%	4.76%	4.55%	4.35%
<b>RESIDENTIAL</b>							
Charge per dwelling unit	\$575	\$574.30	\$600	\$630	\$660	\$690	\$720
Monthly equivalent	47.92	47.86	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>							
<i>Rate per hundred cubic feet of metered water use from prior year (\$/hcf), subject to a minimum charge</i>							
<b>Low Strength</b>							
Offices & Churches	\$4.3338	4.4212	4.6191	4.8501	5.0811	5.3121	5.5431
Educational Facilities	4.6142						
<b>Standard Strength</b>							
General Commercial	4.7891	4.6922	4.9022	5.1473	5.3924	5.6375	5.8826
Recreational	4.7879						
<b>Moderate Strength</b>							
Motels/Hotels	4.7879	5.0672	5.2940	5.5587	5.8234	6.0881	6.3528
Medical	5.3397						
Industrial	5.1341						
<b>High Strength</b>							
Restaurants	8.3394	8.1391	8.5034	8.9286	9.3538	9.7790	10.2042
<b>10</b> Minimum annual charge	\$575	\$574	\$600	\$630	\$660	\$690	\$720

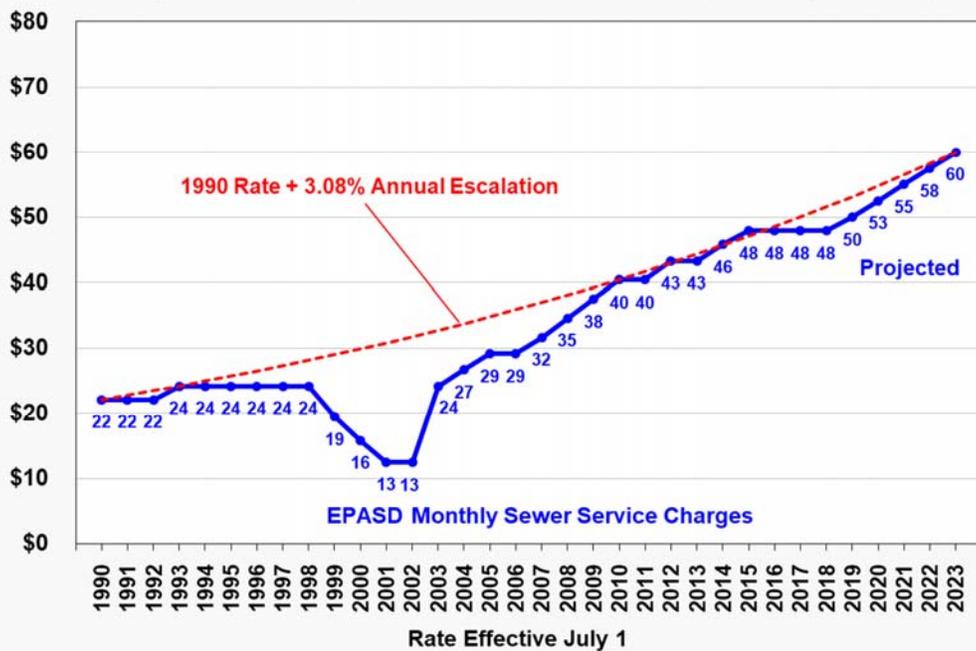
## East Palo Alto Sanitary District Annual Sewer Charge Per Residential Dwelling Unit



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## East Palo Alto Sanitary District Monthly Sewer Charge Per Residential Dwelling Unit (Rounded)



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# Proposition 218 Process

## ▶ Proposition 218 rate increase process

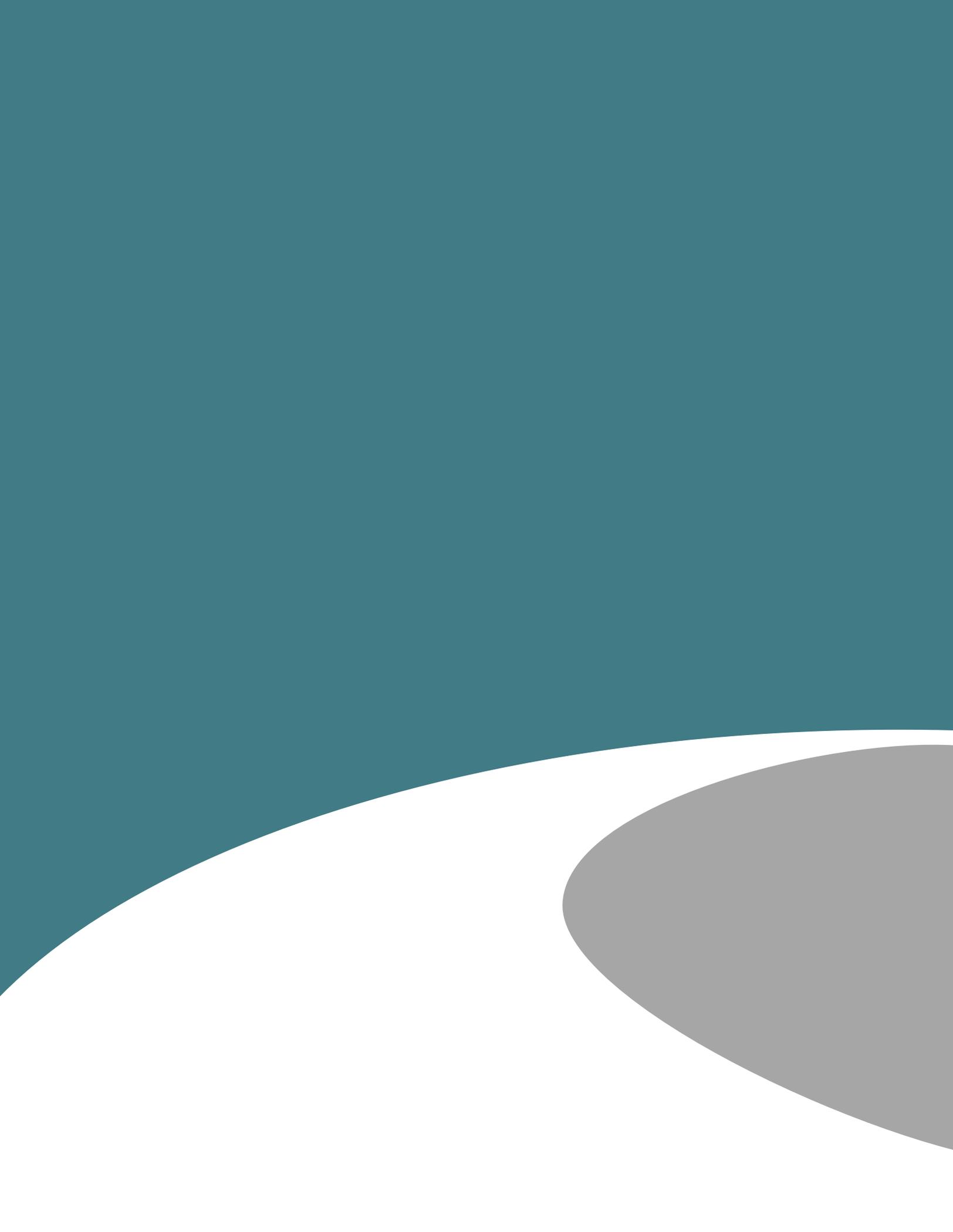
- Mail notice of proposed rates to affected property owners at least 45 days prior to a required Public Hearing
- Hold a Public Hearing, proposed rates subject to “majority protest”
- If no “majority protest”, Board can consider adopting new rates
- Rates cannot exceed the level included on the Prop 218 Notice

## ▶ District can re-evaluate rates and finances in future years



## Questions & Discussion







## **EAST PALO ALTO SANITARY DISTRICT**

### **BOARD OF DIRECTORS**

Glenda Savage, President  
Joan Sykes-Miessi, Vice President  
Bethzabe Yañez, Secretary  
Goro Mitchell, Director  
Dennis Scherzer, Director

901 Weeks Street  
East Palo Alto, CA 94303  
Phone: (650) 325-9021  
Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)

**Akin Okupe, M.B.A, P.E., General Manager**

## **EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS SPECIAL BOARD MEETING AGENDA June 27, 2019 7:00 P.M.**

Notice is hereby given that the Regular Board meeting of the East Palo Alto Sanitary District will be held on **Thursday, June 27, 2019 at 7:00 p.m.** The meeting will take place at the East Palo Alto Sanitary District office located at 901 Weeks Street, East Palo Alto, California 94303

1. **Call to Order**
2. **Roll Call**
3. **Board Member Excused/Unexcused Absences**
4. **Communications from The Public**  
Members of the public are invited to address the board regarding non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.
5. **Agenda Amendments**
6. **Consideration/Approval** of New and/or Increased Sewer Service Charges
  - a.) Open Public Hearing
  - b.) Close Public Hearing, and Determine if Majority Protest Exists
  - c.) If No Majority Protest, Consider Resolution **No. 1247** Adopting Increases to the Rates for Sewer Service Charges and Taking Other Actions Related Thereto
7. **Consideration/Approval** Authorized General Manager to enter into agreement with One East Palo Alto not to exceed \$5,500 for the Summer 2019 Sponsorship Employment Program

### **\*PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District located at 901 Weeks Street, East Palo Alto, CA 94303.  
Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

8. **Oral & Written Communication** Brief reports may be presented by the Manger and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.
9. **Future Agenda /Meetings**  
July 11, 2019, Regular Board Meeting
10. **Adjournment**

Additional Materials Attached (xx)

Agenda Item 1&2  
Meeting Date 06/27/2019

I. NATURE OF ITEM

Call to Order

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

2. Roll Call

Directors Present:

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Directors Absent:

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Staff Present:

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Guests Present:

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(xx) Additional Materials Attached

Agenda Item 3  
Meeting Date 06/27/2019

I. NATURE OF ITEM

Board Member Excused/Unexcused Absences

II. BACKGROUND

Report from Board Secretary

III. ACTION OPTIONS

IV. NEXT STEPS

**Additional Materials Attached (xx)**

**Agenda Item** 4&5  
**Meeting Date** 06/27/2019

**4. NATURE OF ITEM**

**Communication from the Public** - Members of the public are invited to address the Board regarding agenda items and non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.

Speaker # 1: \_\_\_\_\_

Speaker # 2: \_\_\_\_\_

Speaker # 3: \_\_\_\_\_

**5. Agenda Amendments**

Item# \_\_\_\_\_ moved to \_\_\_\_\_

Item# \_\_\_\_\_ moved to \_\_\_\_\_

Item# \_\_\_\_\_ tabled

Item# \_\_\_\_\_ tabled

**(xx) Additional Materials Attached**

**Agenda Item 6**  
**Meeting Date 06/27/2019**

**I. NATURE OF ITEM**

**Consideration/Approval of New and/or Increased Sewer Service Charges**

- a.) Open Public Hearing
- b.) Close Public Hearing, and Determine if Majority Protest Exists
- c.) If No Majority Protest, Consider Resolution **No. 1247** Adopting Increases to the Rates for Sewer Service Charges and Taking Other Actions Related Thereto

**II. BACKGROUND**

The District provides wastewater service to customers in the City of East Palo Alto, and adjacent areas in Menlo Park and San Mateo County. In order to provide this service, the District owns and operates a wastewater collection system. The District funds its services through imposition of sewer service charges. The District retained Bartle Wells Associates, an independent financial consultant, to conduct a comprehensive cost of service analysis and rate study ("Study").

Based on the Study, District staff is recommending that the Board consider increases to the sewer service charges. Tonight's public hearing is being conducted in accordance with the requirements of article XIII D, section 6 of the California Constitution ("Proposition 218").

The District last adopted rate increases four years ago. If no majority protest is filed by affected property owners or customers of record, and the Board determines to adopt the rates for the sewer service fees and charges as recommended by Staff, the District will continue to be among the lowest in San Mateo County.

**Description of the District's Sewer System and Increased Costs**

The District's sewer system consists of approximately 35 miles of pipelines and related infrastructure. Sewage is conveyed by the District to a regional wastewater treatment plant operated by the City of Palo Alto where it is treated to meet strict environmental requirements.

The District has not increased its rates for four years. As such, over the course of the last year, the District has worked closely with Bartle Wells to determine whether rate increases are necessary, and the recommended amounts and structure for the proposed rates. The Study, which has been on file with the Secretary of the District and available for public inspection for the last several

months, determined that rate increases are necessary to address the following financial goals and challenges:

#### *Rehabilitate the Regional Wastewater Treatment Plant*

The District is required to fund its share of capital improvements to the regional wastewater treatment plant. A Long Range Facilities Plan developed for the regional treatment plant identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. The District anticipates it will be responsible for funding approximately 7.65% of these costs. The District's share of expenses for the regional treatment plant are outside the District's control and account for almost 40% of the District's total annual expenses.

#### *Repair & Replace Aging Sewer System Pipelines*

In order to keep the sewer system in good operating condition, the District will need to continue repairing and replacing its aging and deteriorating sewer pipelines and infrastructure. Many of the District's sewer pipelines are over 60 years old and will require repair, replacement, or rehabilitation in upcoming years.

#### *Fund the District's Operating & Maintenance Expenses*

Rate adjustments are needed to keep revenues in line with operating and maintenance expenses. In recent years, the District increased preventive maintenance in order to comply with state regulatory requirements.

Overall, District revenue requirements including the costs of the above-mentioned projects are projected to increase to \$7,212,000 in the fiscal year commencing July 1, 2024, from \$5,195,000 in the fiscal year commencing July 1, 2018. Without a rate increase, the District will not generate sufficient revenue to meet these expenses. Detailed information relating to projected revenue and revenue requirements are included in the Study.

### **Proposed Five-Year Rate Structure**

The proposed rate schedule phases in rate increases over a five year period, commencing July 1, 2019 with increases scheduled each July 1 thereafter through and including July 1, 2023. The District has two customer classes – residential, and commercial/industrial. Customer classes are determined based on shared characteristics relating to strength and flow of discharge.

The residential rate structure includes a flat annual charge per dwelling unit. The commercial/industrial rates are determined based on hundred cubic feet of annual metered water use, and are subject to a minimum annual charge equal to

the flat residential rate for the applicable year. Commercial/industrial customers are further divided based on the strength of the wastewater discharged, with low strength customers (including offices, churches, and educational facilities), standard strength customers (including general commercial and recreational), moderate strength customers (including hotels, motels, medical, and industrial), and high strength customers (including restaurants).

If adopted, the proposed rates will take effect on July 1, 2019, and will increase automatically each July 1 thereafter through and including July 1, 2023, as set forth in the table below. Multi-year rates provide flexibility and financial stability for public agencies when budgeting capital projects and ongoing expenses in the future. Additionally, multi-year rates reduce administrative costs associated with adopting new rates annually. Multi-year rates are authorized under article XIII D, section 6 of the California Constitution, as well as Government Code section 53750, part of the Proposition 218 Omnibus Implementation Act). Section 53750(h) defines the term “increase” for purposes of determining whether an agency must first comply with the procedural requirements of Proposition 218 (discussed in more detail below):

“A tax, fee, or charge is not deemed to be “increased” by an agency action that ... [a]djusts the amount of a tax, fee, or charge in accordance with a schedule of adjustments, including a clearly defined formula for inflation adjustment that was adopted by the agency prior to November 6, 1996.”

The current and proposed rates are set forth below:

<b>Proposed Sewer Rates</b>						
	Current Sewer Rates	Proposed Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b><u>Low Strength</u></b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Offices & Churches	\$4.3338					
Educational Facilities	4.6142					
<b><u>Standard Strength</u></b>		4.9022	5.1473	5.3924	5.6375	5.8826
General Commercial	4.7891					
Recreational	4.7879					
<b><u>Moderate Strength</u></b>		5.2940	5.5587	5.8234	6.0881	6.3528
Motels/Hotels	4.7879					
Medical	5.3397					
Industrial	5.1341					
<b><u>High Strength</u></b>		8.5034	8.9286	9.3538	9.7790	10.2042
Restaurants	8.3394					
<b>Minimum Annual Charge</b>	\$575	\$600	\$630	\$660	\$690	\$720

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

## **Compliance with Procedural and Substantive Requirements of Proposition 218**

Property-related fees, including the sewer service fees and charges, are subject to the procedural and substantive requirements set forth in article XIII D of the California Constitution. Article XIII D was added as a part of Proposition 218 in 1996.

### *Procedural Requirements*

Article XIII D, section 6(a) sets forth a number of procedural requirements for adoption of new or increased property-related fees.

- First, the District must identify all parcels upon which the sewer service fee will be imposed (i.e. any parcel which receives sewer service from the District);
- Second, the District must calculate the amount of the fee on each parcel;
- Third, the District must mail written notice to each property owner of an affected parcel, or tenant directly liable to the District for payment of sewer service fees and charges, including the amount of the fee, the basis upon which it was calculated, the reason for the rate increase, and the date, time, and location of the public hearing;
- Fourth, at the noticed date, time, and location, the District must hold a public hearing. If protests have been filed by a majority of owners or customers of record of separate parcels, the District may not adopt the proposed rate increase.

The District complied with the first three procedural requirements, and the fourth will be met after holding the public hearing. Notice with all of the required information was mailed to property owners on or around May 8, 2019 written protests must be filed in order to constitute a majority protest.

### *Substantive Requirements*

In addition, the proposed rate increase must meet the substantive requirements of Proposition 218, set forth in article XIII D, section 6(b), which provide as follows:

- Revenues derived from the fee or charge shall not exceed the funds required to provide the property related service.

- Revenues derived from the fee or charge shall not be used for any purpose other than that for which the fee or charge was imposed.
- The amount of a fee or charge imposed upon any parcel or person as an incident of property ownership shall not exceed the proportional cost of the service attributable to the parcel.
- No fee or charge may be imposed for a service unless that service is actually used by, or immediately available to, the owner of the property in question.
- No fee or charge may be imposed for general governmental services including, but not limited to, police, fire, ambulance or library services, where the service is available to the public at large in substantially the same manner as it is to property owners.

In order to ensure compliance with the substantive requirements set forth above, the District retained Bartle Wells, an independent financial consultant, to prepare the Study. The Study provides the documentation and evidence demonstrating compliance with the substantive requirements set forth above, and has been available for inspection at the offices of the District Secretary since the date the notice of public hearing was mailed to property owners and customers of record.

**III. STAFF COMMENTS**

Staff recommends that the Board of Directors hold the public hearing and, if no majority protest exists, adopt the attached resolution adopting new or increased sewer service charges. In order to ensure that the fees and charges may be adopted on the property tax roll, the proposed resolution must be adopted by at least two-thirds of the Directors.

**IV. ACTION OPTIONS**

The Board may determine not to adopt the new or increased rates for the sewer service charges. However, if the increases are not adopted, the District may not be able to meet its revenue requirement in the coming years.

**V. NEXT STEPS**

If adopted, staff further recommends that the Board take action to collect the sewer service charges on the property tax roll pursuant to the below process, which must be repeated annually:

- A report detailing each parcel subject to the sewer service charges for the fiscal year commencing July 1, 2019, and the amount of the fee thereon, must be prepared and filed with the secretary;

- Notice must be published in a newspaper of general circulation, stating that such a report has been filed and setting forth a time and place for a public hearing on whether to collect the sewer service fees on the property tax roll;
- Notice must be published once a week for two weeks (with five days between each publication) prior to the date of the public hearing;
- If no majority protest exists at the public hearing, the Board (by resolution or ordinance adopted by at least two thirds of the Directors) may direct collection of the sewer service charges on the property tax roll.

# **RESOLUTION NO. 1247**

**A RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE EAST PALO  
ALTO SANITARY DISTRICT  
ADOPTING INCREASES TO THE  
RATES FOR SEWER SERVICE  
CHARGES AND TAKING OTHER  
ACTIONS RELATED THERETO**

## EAST PALO ALTO SANITARY DISTRICT

### RESOLUTION NO. 1247

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE EAST PALO ALTO SANITARY DISTRICT ADOPTING INCREASES TO THE RATES FOR SEWER SERVICE CHARGES AND TAKING OTHER ACTIONS RELATED THERETO

**WHEREAS**, the East Palo Alto Sanitary District (the "District") is authorized to provide sewer service to properties within its service area, and to impose sewer service charges for the costs of providing such services, pursuant to the Sanitary District Act of 1923, and Health and Safety Code section 5470 *et seq.*; and

**WHEREAS**, costs for providing sewer service and operating the sewer system have increased, and the District retained Bartle Wells Associates, an independent rate consultant, to perform a cost of service analysis and rate study (the "Study") to determine whether a rate increase is necessary at this time; and

**WHEREAS**, the Study found that increases and adjustments to the District's sewer service charges are necessary to meet increased costs of providing service and operating the system; and

**WHEREAS**, based on this analysis, the District is proposing to increase its sewer service charges to the amounts and on the dates set forth in Exhibit A hereto; and

**WHEREAS**, the proposed structure for the sewer service charges includes two customer classes: residential, and commercial/industrial. The commercial/industrial class is further broken down into low strength customers (including offices, churches, and educational facilities), standard strength customers (including general commercial and recreational customers), moderate strength customers (including motels/hotels, medical, and industrial customers), and high strength customers (including restaurants); and

**WHEREAS**, rates for residential customers include a fixed annual charge, determined based on the number of dwelling units on the parcel; and

**WHEREAS**, the sewer service charges for commercial/industrial customers are determined based on the total amount of annual metered water use (measured in hundred cubic feet), with actual rates determined based on the strength categorization of the commercial/industrial customer, subject to a minimum annual charge to ensure sufficient revenue is generated from such customers to cover their proportional share of District fixed costs; and

**WHEREAS**, the revenues derived from the sewer service charges will not exceed the funds required to provide the services for which the sewer service charges are imposed, and will be used exclusively for the operation and maintenance of the District's sewer systems; and

**WHEREAS**, the sewer service charges are equitable to all customer classes; and

**WHEREAS**, the amount of the sewer service charges will not exceed the proportional cost of the service attributable to each parcel upon which they are proposed for imposition; and

**WHEREAS**, the sewer service charges will not be imposed on a parcel unless the service for which such charge is imposed, is actually used by, or immediately available to, the owner of the parcel; and

**WHEREAS**, article XIII D, section 6 of the California Constitution (“Article XIII D”) requires that prior to imposing any increase to the Charges, the City shall provide written notice (the “Notice”) by mail of the new or increased sewer service charges to the record owner of each parcel upon which the Charges are proposed for imposition and any tenant directly liable for payment of the sewer service charges, the amount of the sewer service charges proposed to be imposed on each parcel, the basis upon which the sewer service charges were calculated, the reason for the sewer service charges, and the date time and location of a public hearing (the “Hearing”) on the proposed sewer service charges; and

**WHEREAS**, pursuant to Article XIII D such Notice is required to be provided to the affected property owners and any tenant directly liable for the payment of the sewer service charges not less than forty-five days prior to the Hearing on the proposed sewer service charges; and

**WHEREAS**, on June 27, 2019, the Board of Directors held a duly noticed Hearing on the proposed sewer service charges contained in this resolution, and at that time invited oral and written comments from the public; and

**WHEREAS**, at the time of this writing the District did receive [REDACTED] written protests to the proposed annual increase to the various annual sewer service charges , and during the Hearing additional protest numbering [REDACTED] were received; and

**WHEREAS**, the Board of Directors now desires to establish rates for sewer service charges effective July 1, 2019, and adjusted each July 1 thereafter through and including July 1, 2023, all as set forth in Exhibit A hereto..

**NOW, THEREFORE, BE IT RESOLVED by the District Board of East Palo Alto Sanitary District as follows:**

Section 1. Incorporation of Recitals. The matters set forth in the recitals to this Resolution are true and correct statements.

Section 2. No Majority Protest. Written protests against the proposed rates and charges were not presented by a majority of owners.

Section 3. Adoption of Rates. The wastewater rates set forth in the attached Exhibit A are hereby approved and adopted in the amounts and on the dates set forth in Exhibit A.

Section 4. CEQA. In accordance with the California Environmental Quality Act (“CEQA”), Public Resources Code §21000 et seq., and the regulations promulgated pursuant to CEQA (“The State Guidelines”) the District Board finds that this Ordinance establishes rates and charges for the purposes of meeting operating expenses of the District, meeting financial reserve needs and requirements of the District and obtaining funds for capital projects which are necessary to maintain service within existing service areas in the District. (State Guidelines § 15273).

Section 5. Inconsistencies. To the extent the sewer service charges conflict with any other fee or charge previously adopted by the District, whether by resolution or ordinance, it is the express intent of the Board of Directors that the provisions of this ordinance shall control. Future amendments to the sewer service charges may be made by resolution or ordinance.

Section 6. Further Actions. The General Manager, or his or her designee, is hereby authorized and directed to take all actions necessary to collect the sewer service charges on the property tax roll in accordance with Health and Safety Code section 5473 *et seq.*

Section 7. Effective Dates. This Resolution shall be effective as of the date of adoption. The increased rates for the sewer service charges set forth herein shall become effective as authorized herein.

Section 8. Severability. If any section, subsection, subdivision, sentence, clause, or phrase in this Resolution or any part thereof is for any reason held to be unconstitutional, invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Resolution or any part thereof. The Board hereby declares that it would have adopted each section irrespective of the fact that any one or more subsections, subdivisions, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective.

Passed and adopted by the District Board of the East Palo Alto Sanitary District at a Regular Board Meeting thereof held on the 27th day of June, 2019 by the following vote:

Ayes:           Members:

Noes:           Members:

Abstain:       Members:

Absent:        Members:

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President of the District Board of the  
East Palo Alto Sanitary District of  
San Mateo County, State of California

Attest:

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Secretary of the District Board of the  
East Palo Alto Sanitary District of  
San Mateo County, State of California

(SEAL)

# Exhibit A

## Sewer Service Charges

<b>Sewer Rates</b>						
		Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>		\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>		50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b><u>Low Strength</u></b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
<b><u>Standard Strength</u></b>		4.9022	5.1473	5.3924	5.6375	5.8826
<b><u>Moderate Strength</u></b>		5.2940	5.5587	5.8234	6.0881	6.3528
<b><u>High Strength</u></b>		8.5034	8.9286	9.3538	9.7790	10.2042
<b><i>Minimum Annual Charge</i></b>		\$600	\$630	\$660	\$690	\$720

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.



## **EAST PALO ALTO SANITARY DISTRICT**

Dear Property Owner or Customer,

The East Palo Alto Sanitary District (EPASD) provides wastewater service to customers in the City of East Palo Alto and adjacent areas of Menlo Park and San Mateo County. EPASD owns and operates a wastewater collection system consisting of approximately 35 miles of sewer pipelines. The District's sewage is conveyed to a regional wastewater treatment plant operated by the City of Palo Alto where it is treated to meet strict environmental requirements.

EPASD relies primarily on revenues generated from sewer service charges to fund its operations and pay for EPASD's share of costs for the regional wastewater treatment plant. To meet the annual funding needs of EPASD and the regional treatment plant, EPASD is proposing to gradually increase its sewer rates over the next five years. EPASD last adopted sewer rate increases in 2015, almost four years ago. *With the proposed rate increases, EPASD's rates will remain among the lowest in San Mateo County.*

### **NOTICE OF A PUBLIC HEARING ON PROPOSED SEWER RATE INCREASES**

This notice is being sent to inform you that the East Palo Alto Sanitary District will hold a Public Hearing on proposed rate increases for sewer service charges on June 27<sup>th</sup>, 2019 beginning at 7:00 p.m. at EPASD's office located at 901 Weeks Street, East Palo Alto, California, 94303. Property owners, customers and members of the community are invited to attend the Public Hearing and provide public comment.

### **WHY ARE SEWER RATE INCREASES NEEDED?**

The proposed rate increases are needed to fund projected operating expenses, help fund high priority improvements to EPASD's aging sewer collection system, pay for EPASD's share of operating and capital improvement costs for the regional wastewater treatment plant, and support safe and reliable service. The proposed rates are needed to:

- **Rehabilitate the Regional Wastewater Treatment Plant** – In addition to facing cost increases for treatment plant operations, EPASD will also be required to fund its share of capital improvements to the regional wastewater treatment plant. A *Long Range Facilities Plan* developed for the regional treatment plant identifies over \$300 million of improvements needed to replace, rehabilitate, and upgrade aging infrastructure, address deficiencies, and meet regulatory requirements. These projects will be phased in over time. EPASD anticipates that it will be responsible for funding approximately 7.65% of these costs. EPASD's share of expenses for the regional treatment plant are outside the District's control and account for almost 40% of EPASD's total annual expenses.
- **Repair & Replace Aging Sewer System Pipelines** – In order to keep the sewer system in good operating condition, EPASD will need to continue repairing and replacing its aging and deteriorating sewer pipelines and infrastructure. Many of the District's sewer pipelines are over 60 years old and will require repair, replacement, or rehabilitation in upcoming years.
- **Fund EPASD's Operating & Maintenance Expenses** – Small gradual rate adjustments are needed to keep revenues in line with operating and maintenance expenses. In recent years, EPASD increased preventive maintenance in order to comply with state regulatory requirements.

## PROPOSED SEWER RATES

EPASD is proposing to phase in a series of gradual sewer rate increases as shown on the table below. The proposed rates are designed to fairly and equitably recover the costs of providing service to all customers. Residential customers pay a fixed annual sewer service charge per dwelling unit. Commercial and industrial customers pay usage-based charges that are subject to a minimum annual charge. Commercial/Industrial charges are calculated based on a) the rate applicable to each customer class multiplied by b) metered water consumption from the prior year as measured in hundred cubic feet, subject to c) a minimum annual charge. EPASD incurs a substantial amount of fixed costs regardless of how much wastewater is discharged, and the minimum annual charge ensures customers with low levels of use pay their proportional share of fixed costs. The minimum annual charge only applies when the sewer charge based on metered water consumption from the prior year is less than the minimum annual charge listed in the table below. Commercial and industrial rates vary by customer type with higher rates charged to customers with higher strength wastewater.

The proposed sewer rate increases are in line with EPASD's strategy of adopting smaller gradual rate adjustments to keep rates in line with the cost of providing service. Impacts to commercial and industrial customers vary the first year due to proposed rate structure modifications designed to simplify EPASD's commercial rate structure and realign rates with the cost of providing service. Sewer service charges are rounded to the nearest cent.

Proposed Sewer Rates						
	Current Sewer Rates	Proposed Rates Effective On or After				
		July 1 2019	July 1 2020	July 1 2021	July 1 2022	July 1 2023
<b>RESIDENTIAL</b>						
<i>Fixed annual charge per residential dwelling unit</i>						
<b>Charge per Dwelling Unit<sup>1</sup></b>	\$575	\$600	\$630	\$660	\$690	\$720
<i>Monthly Equivalent</i>	47.92	50.00	52.50	55.00	57.50	60.00
<b>COMMERCIAL/INDUSTRIAL</b>						
<i>Rate per hundred cubic feet of annual metered water use, subject to a minimum annual charge</i>						
<b><u>Low Strength</u></b>		\$4.6191	\$4.8501	\$5.0811	\$5.3121	\$5.5431
Offices & Churches	\$4.3338					
Educational Facilities	4.6142					
<b><u>Standard Strength</u></b>		4.9022	5.1473	5.3924	5.6375	5.8826
General Commercial	4.7891					
Recreational	4.7879					
<b><u>Moderate Strength</u></b>		5.2940	5.5587	5.8234	6.0881	6.3528
Motels/Hotels	4.7879					
Medical	5.3397					
Industrial	5.1341					
<b><u>High Strength</u></b>		8.5034	8.9286	9.3538	9.7790	10.2042
Restaurants	8.3394					
<b><i>Minimum Annual Charge</i></b>	<i>\$575</i>	<i>\$600</i>	<i>\$630</i>	<i>\$660</i>	<i>\$690</i>	<i>\$720</i>

1 Applies to each dwelling unit per single family residence, duplex, triplex, apartment, multi-family, auto court, rooming house, trailer park, mobile home, cottage, or flat.

Note: One hundred cubic feet (hcf) equals approximately 748 gallons.

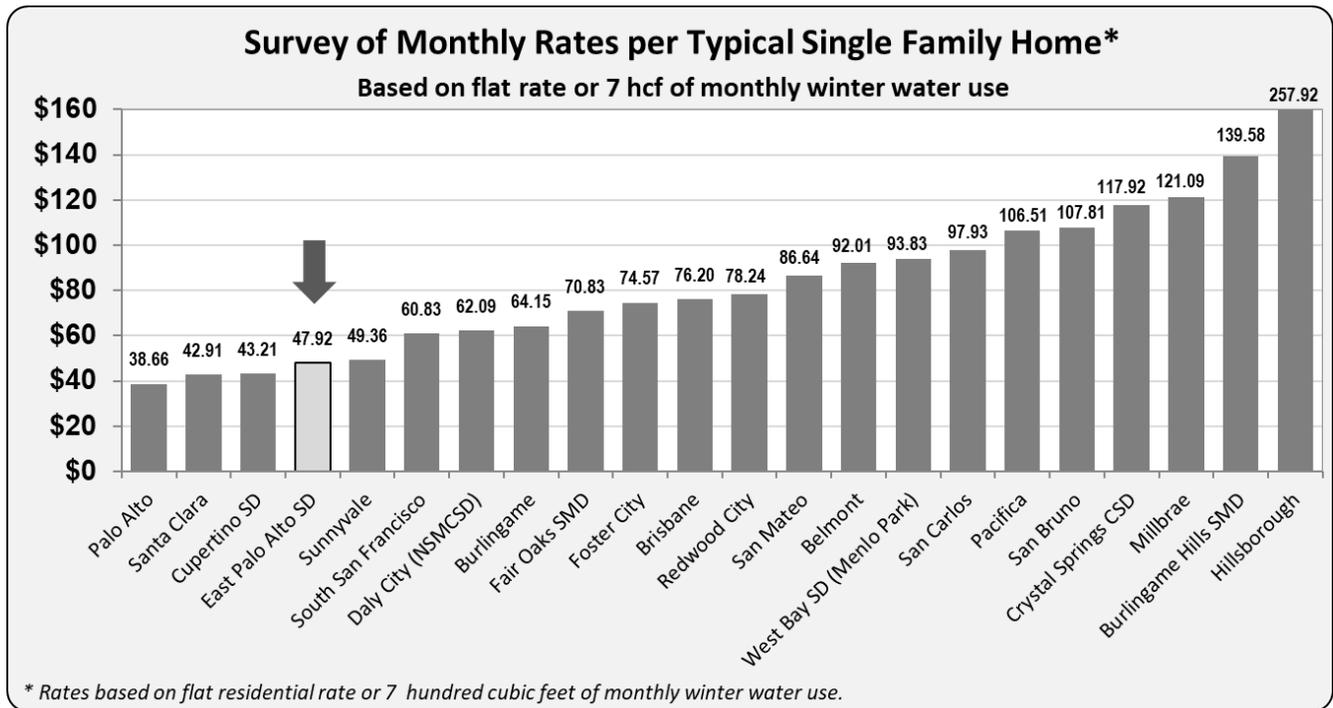
**COMMUNITY INPUT & WRITTEN PROTEST PROCEDURES**

Members of the community, property owners and customers are invited to attend the Public Hearing. Property owners or customers impacted by the proposed rate increases may submit written protests against the proposed sewer rates. Each protest must (1) be in writing; (2) identify the property for which the protest is being submitted, such as by assessor’s parcel number or street address; and (3) include the name and original signature of the property owner or customer of record submitting the protest. Written protests may be submitted by mail or delivered to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, California 94303. Protests submitted by e-mail, facsimile, or other electronic means will not be accepted. Only one protest will be counted per parcel. Written protests must be received by EPASD prior to the conclusion of the Public Hearing.

After the conclusion of the Public Hearing, EPASD’s Board of Directors will consider adoption of the proposed sewer rates. If written protests are received from less than a majority of affected parcels, EPASD may consider adoption of sewer rates at or below the levels proposed in this notice. *EPASD remains committed to operating as efficiently as possible and will only increase rates as needed to fund its costs for providing safe and reliable sewer service.*

**EPASD’S SEWER RATES WILL REMAIN LOW COMPARED TO OTHER REGIONAL AGENCIES**

The following chart shows a comparison of regional monthly sewer service charges for a typical single family home. As shown on the chart, EPASD’s sewer rates are currently significantly below the regional average and are among the lowest compared to other San Mateo County agencies. With the proposed rate increases, EPASD’s rates are projected to remain among the lowest compared to other regional agencies.



For more information, please visit EPASD’s website at [www.epasd.com](http://www.epasd.com) or call us at (650) 325-9021.



Please Wait

[\(Back to Page\)](#)

<b>Company Detail</b>	
Company Name	DIRECT MAIL CENTER
Address	1099 MARIPOSA ST SAN FRANCISCO, CA 94107-2519
Contact Name	RAY LEUNG
Phone Number	(415)252-1600
Profit Indicator	P
<b>PS Form 3607R - Mailing Transaction Receipt</b>	
Account Holder Account Number	874020
Account Holder Permit Number	19665
Account Holder Permit Type	MT
Account Holder CRID	3306607
Post Office of Permit	SAN FRAN CA 94120-7836
Post Office of Mailing	SAN FRAN CA 94120-7836
Post Office of Permit Cost Center	056786-0011
Post Office of Mailing Cost Center	056786-0011
Mailing Agent Name	DIRECT MAIL CENTER
Mailing Agent CRID	3306607
Mail Owner Name	EAST PALO ALTO SANITARY DISTRICT
Mail Owner CRID	3795207
JOB ID	J102926
Customer Reference ID	
CAPS Transaction Number	N/A
Class of Mail	USPS Marketing Mail
Processing Category	Letters
Postage Statement ID	340500872
Mailing Group ID	240220534
Mailer's Mailing Date	05/08/2019
Mailer Declared Total Pieces	7,223 pcs.
Mailer Declared Total Weight	406.6549 lbs.
Mailer Declared Weight of a single-piece	0.0563 lbs.
USPS Determined Total Pieces	7,223 pcs.
USPS Determined Total Weight	406.6549 lbs.

USPS Determined Weight of a single-piece	0.0563 lbs.
Total Number of Containers	40
Additional Postage for Postage Affixed Mailings	\$ 61.03
Account Number of Additional Postage for Postage Affixed Mailings	1054399
Permit Type of Additional Postage for Postage Affixed Mailings	PI
Permit Number of Additional Postage for Postage Affixed Mailings	925 in finance number 056786
Total Adjusted Postage	\$ 1,686.21
Payment Date and Time	05/08/2019 18:01
Payment Transaction Number	201912820015212M1
Adjustment Transaction Number	201912820015213A
Mailer Figures Adjusted?	No
Person authorizing adjustment	
Name	
Phone Number	
Acceptance Site Mailer ID	
Clerk Initials	JMW
Mail Arrival Date and Time	05/08/2019 17:47

**(xx) Additional Materials Attached**

**Agenda Item** 7  
**Meeting Date** 06/27/2019

**I. NATURE OF ITEM**

**Consideration/Approval** Authorized General Manager to enter into agreement with One East Palo Alto not to exceed \$5,500 for the Summer 2019 Sponsorship Employment Program

**II. BACKGROUND**

The District has been a partner on this program that is aimed at strengthening youth and families by providing summer employment, community connections and relationship building for the youths in East Palo Alto

**III. STAFF COMMENTS**

As directed by Board

**IV. ACTION OPTIONS**

To be developed upon discussion

**V. NEXT STEPS**



## Summer 2019 Sponsored Employment Program (SEP) Memorandum of Understanding

Between:

One East Palo Alto (OEPA), SEP Employer of Record, and East Palo  
Alto Sanitary District (EPASD), SEP Employer-Sponsor

June 9, 2019

### **PURPOSE**

The parties to this Memorandum of Understanding (“MOU”) are “OEPA” and “EPASD”. OEPA is a California nonprofit public benefit corporation, tax-exempt pursuant to Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. EPASD is an SEP Employer-Sponsor. The parties enter into this MOU in furtherance of their shared purpose of offering substantive job opportunities and training for East Palo Alto (EPA) youth.

### **DURATION**

This MOU shall commence on June 26, 2019 and shall terminate upon completion of graduation on August 09, 2019. The program shall be completed when all reports and documents have been received.

### **PROJECT DESCRIPTION**

The program will strengthen youth and families in EPA by providing summer employment, community connectedness and relationship-building opportunities with caring adults for youth who face multiple barriers in life.

### **GOAL**

The program will serve a core group of EPA youth ages 14-24. OEPA and the Employer-Sponsors constitute the employment component of SEP. This agreement seeks to establish the responsibilities of each party for the benefit of EPA youth.

### **RESPONSIBILITIES**

- I. OEPA shall do the following:
  - A. Serve as the fiscal agent and distribute salary/stipend funds to SEP youth for job assignments at a rate of \$14 per hour based on a work schedule of 30 hours per week for six (6) weeks [NOTE: An additional cost of 14% of earnings is required for employer taxes and related payroll expenses (\$353 per person)].
  - B. Provide pre-employment support in the form of job readiness workshops and on the job training through workshops scheduled throughout the employment period.
  - C. Provide support to both participants and Employer-Sponsors to solve problems that might arise at the workplace.
  - D. Collect all documents necessary in the employment of youth in this program.
  - E. Conduct employee hiring and orientation paperwork and communication.
  - F. Process three (3) payrolls for SEP participants assigned to work at EPASD on July 11, 2019, July 25, 2019 & August 09, 2019 .
  - G. Monitor SEP participant’s job performance and communicate with them about same.
  - H. Submit an invoice of \$4,000 to the Employer-Sponsor for payment of costs for one (1) SEP participant.



**II.** EPASD shall do the following:

- A. Provide a safe and nurturing workplace that complies with the goals of this program
- B. Maintain communication with the SEP Program Coordinator, Rev. Teirrah McNair at OEPA, regarding any issues of importance to the youth assigned to your site, including but not limited to the following:
  - 1. Injuries sustained on the job;
  - 2. Complaints of discrimination made by or about the youth;
  - 3. Comments made by the youth regarding safety issues related to that youth outside of the workplace;
  - 4. Absences or dismissals from the workplace.
- C. Assist youth in keeping a timesheet provided by OEPA, and submitting it in a timely fashion. This timesheet will be signed by a supervising adult from your organization and must be delivered in person to OEPA no later than 5:00 p.m. on the due dates. **Faxed timesheets will not be accepted.** Participants may only work for 30 hours a week.
- D. Allow each SEP youth to participate in two (2) Pay Day workshops, beginning at 4:00 PM on Thursday, July 11, 2019 and Thursday, July 25, 2019.
- E. Submit Employer-Sponsor payment of \$4,000 to OEPA upon receipt of invoice, covering cost of one (1) SEP participant assigned to work at EPASD. This payment represents a cost of \$4,000 per participant and includes the following: a salary/stipend per participant of \$2,520; taxes and related payroll expenses of \$353 per participant and related services costs of \$1,127 per participant for training, Peer Mentor oversight, Community Career Mentor support, incentives and special events including a graduation celebration.

**III. EQUAL OPPORTUNITY AND NONDISCRIMINATION OBLIGATIONS**

**Nondiscrimination Clause**

The partners in this MOU agree that they will not discriminate in employment practices or services on the basis of gender, age, race, color, creed, religion, national origin, disability or veteran’s status, or on the basis of any other classification protected under state or federal law.

\_\_\_\_\_  
Sponsored Employment Program Coordinator, OEPA Date: \_\_\_\_\_

\_\_\_\_\_  
Employer-Sponsor, East Palo Alto Sanitary District Date: \_\_\_\_\_

\_\_\_\_\_  
Executive Director, One East Palo Alto Date: \_\_\_\_\_

**(xx) Additional Materials Attached**

**Agenda Item 8**  
**Meeting Date 06/27/2019**

**I. NATURE OF ITEM**

**Oral & Written Communication** - Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

**II. BACKGROUND**

The General Manager will present the Background as part of the report.

**III. STAFF COMMENTS**

As directed by Board

**IV. ACTION OPTIONS**

To be developed upon discussion

**V. NEXT STEPS**

**(xx) Additional Materials Attached**

**Agenda Item 9**  
**Meeting Date 06/27/2019**

**I. NATURE OF ITEM**

**Future Agenda/Meetings**

July 11, 2019, Regular Board Meeting

**II. BACKGROUND**

The item is required for Board members to recommend Agenda items for future meetings

**III. STAFF COMMENTS**

As directed by Board

**IV. ACTION OPTIONS**

To be developed upon discussion

**V. NEXT STEPS**

(xx) Additional Materials Attached

Agenda Item 10  
Meeting Date 06/27/2019

I. NATURE OF ITEM

Adjournment

II. BACKGROUND

Not Applicable

III. STAFF COMMENTS

As directed by Board

IV. ACTION OPTIONS

V. NEXT STEPS

**EAST PALO ALTO SANITARY DISTRICT  
SPECIAL BOARD MEETING MINUTES  
June 27, 2019**

**1. Call to Order**

A Regular Board meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, June 27, 2019 at 7:02 p.m. The meeting was held at the East Palo Alto Sanitary District office located at 901 Weeks Street, East Palo Alto, California 94303.

**2. Roll Call**

Directors Present

Goro Mitchell  
Glenda Savage  
Dennis Scherzer  
Bethzabe Yanez

Staff Present

Akin Okupe - General Manager  
Micheline Wegem - Accountant  
Ethan Walsh – District Counsel  
Kendrick Hagens – East Palo Alto Resident  
Florence Findlay – East Palo Alto Resident  
Mr. Smith – East Palo Alto Resident  
Mrs. Stevenson – East Palo Alto Resident  
Tracy Kubler – East Palo Alto Resident

The Board recessed at 7:03 p.m. and resumed at 7:13 p.m. upon the arrival of Director Sykes-Miessi.

**3. Board Member Excused/Unexcused Absences**

There were no excused or unexcused absences.

**4. Communications from The Public**

There were no communications from the public.

**5. Agenda Amendments**

There were no agenda amendments.

**6. Consideration/Approval of New and/or Increased Sewer Service Charges**

a.) Open Public Hearing

**Motion:** Director Mitchell moved, seconded by Director Sykes-Miessi, to open the public hearing. Motion passed unanimously, whereupon the hearing was open for comment at 7:30 p.m.

b.) Close Public Hearing, and Determine if Majority Protest Exists

**Motion:** No majority protest existing, Director Mitchell moved, seconded by Director Yanez, to close the public hearing. Motion passed unanimously, whereupon the hearing was closed at 8:27 p.m.

The Board then recessed briefly and resumed at 8:32 p.m.

c.) If No Majority Protest, Consider Resolution No. 1247 Adopting Increases to the Rates for Sewer Service Charges and Taking Other Actions Related Thereto

Director Scherzer objected to the resolution on the grounds that the District did not advise each rate payer of the amount to be charged in accordance with the Constitution. Director Savage countered that such a mandate is not included in the language of Proposition 218.

**Motion:** Director Sykes-Miessi moved, seconded by Director Yanez, to approve Resolution No. 1247 adopting increases to the rates for sewer service charges and taking other actions related thereto. Motion passed by roll call vote:

Directors Mitchell, Sykes-Miessi, Savage and Yanez: Aye  
Director Scherzer: Nay

7. **Consideration/Approval:** To Authorized General Manager to enter into agreement with One East Palo Alto not to exceed \$5,500 for the Summer 2019 Sponsorship Employment Program

Mr. Okupe advised that a summer intern has been hired to work with the District through the City of East Palo Alto's Sponsorship Employment Program.

**Motion:** Director Sykes-Miessi moved, seconded by Director Yanez, to enter into agreement with One East Palo Alto not to exceed \$5,500 for the Summer 2019 Sponsorship Employment Program. Motion passed unanimously.

8. **Oral & Written Communication**

Director Scherzer commented on a letter received from the District's accountant and expressed concern as to the method of transmission of the letter to the Board.

**9. Future Agenda /Meetings**

The next Regular Board meeting will be held on July 11, 2019 at 7:00 p.m.

**Motion:** Director Scherzer moved to agendize for the next Board meeting the letter received from the District's accountant, and to address performance evaluation issues raised in the letter. Motion died for lack of a second.

**10. Adjournment**

There being no further business, the meeting adjourned at 8:43 p.m.

APPROVED:

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Board President

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Board Secretary