



NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

333 – 90TH STREET, DALY CITY, CALIFORNIA 94015-1895

(650) 991-8127



REGULAR MEETING – BOARD OF DIRECTORS

Monday, April 25, 2016 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078. *We will need **FIVE (5) WORKING DAYS BEFORE ANY FUTURE MEETINGS** to make any necessary accommodations.*

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine and may be approved by one roll call vote of the Board of Directors. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the Board. If discussion is required, that item will be removed from the Consent Agenda and will be considered separately at the end of the Agenda.

Minutes:

1. Regular Meeting of April 11, 2016

Action Items:

2. Sewer Service Charge Appeals - FY 2015/16

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

***“AVAILABILITY OF PUBLIC RECORDS.** All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk’s Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.”*

NOTE: Speakers are limited to two minutes, unless modified by the Chair. The District cannot take action on any matter raised under this item.

NEW BUSINESS:

3. Setting Time and Place of Public Hearing for Sewer Service Charge Report FY 2016/17, 2017/18 and 2018/19

Staff:

Sweetland

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

April 11, 2016

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on April 11, 2016, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Vice Chairman David Canepa at 6:45 p.m.

ROLL CALL:

Present: Canepa, Guingona, Buenaventura

Absent: Christensen, Torres

Staff Present: District Counsel Rose Zimmerman, Assistant City Manager Julie Thuy Underwood, Director of Water and Wastewater Resources Patrick Sweetland, Director of Public Works John Fuller, Utility Billing Supervisor Anthony Tofiga, Civil Engineering Associate Roland Yip, and Emelyn Ponce as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Buenaventura/Guingona) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of February 22, 2016**
2. **Sewer Service Charge Appeals –FY 2015/16**

Motion was made, seconded (Guingona/Buenaventura) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

3. **Award of Construction Contract for Citrus Avenue Sewer Main Improvements**

Civil Engineering Associate Roland Yip recommended that the Board accepts all bids, award a construction contract to Precision Engineering, Inc. of San Francisco, California, in the amount of \$492,182 for the subject project and authorize the General Manager to execute the contract. Staff further recommended that the Board authorize the General Manager to award the contract to the second lowest responsible bidder, EPS, Inc., without further action by the Board if Precision Engineering, Inc. fails to execute the contract within the time limit specified in the bid documents. Mr. Yip also advised the Board to affirm the California Environmental Quality Act (CEQA) determination of a Categorical Exemption and approve the design documents. The project's general design is to replace the old and undersized VCP pipes with pipes made of polyvinyl chloride (PVC), in compliance with current standards.

Motion was made, seconded (Buenaventura/Guingona) and unanimously carried to adopt the Resolution No. 16-SD-03, "Award of Construction Contract for Citrus Avenue Sewer Main Improvements".

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

A. Legislative Support Letters

Director Patrick Sweetland presented the Board letter that was sent to Representative Jackie Speier requesting her to work with her colleagues to provide a minimum of \$2 billion in fiscal year 2017 to support the US Environmental Protection Agency's Clean Water State Revolving Fund Program (CWSRF). In addition, letters were also sent to Senators Hueso, Wieckowski, Hill and Assemblymembers Mullin and Ting urging them to support SB 1213, which would appropriate \$20 million to create an ongoing program at the California Energy Commission (CEC) to fund biosolids to energy projects throughout the state. The Board commended Mr. Sweetland for all his efforts for these projects.

ADJOURNMENT:

Motion was made, seconded (Guingona/Buenaventura) and unanimously carried to adjourn the Regular Meeting at 6:55 p.m.



North San Mateo County Sanitation District
a subsidiary of the City of Daly City

Meeting Date: April 25, 2016

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2015-16

Recommended Action

Based on staff review, I recommend that the sewer service charge be revised and based on annual water consumption or average yearly consumption excluding the base period.

Daly City

David Mao

Parcel #002-054-250

Staff is available to provide any additional information desired by the Chair or Board Members.

Respectfully submitted,

A handwritten signature in black ink that reads "Anthony Tofiga".

Anthony Tofiga
Utility Billing Supervisor

A handwritten signature in black ink that reads "Lawrence Chiu".

Lawrence Chiu
Director of Finance and
Administrative Services

Attachment: Sewer Service Charge Appeal

cc: District General Manager
City Attorney
Department of Water and Wastewater Resources

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 4/25/16

PARCEL NO. 002-054-250 2015-16
CUSTOMER NAME DAVID MAO
SERVICE ADDRESS 38 LAKE FOREST DR., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	28
		2 MONTHS PRIOR	13
2 MONTHS AFTER	8	4 MONTHS PRIOR	20
4 MONTHS AFTER	7	6 MONTHS PRIOR	13
		8 MONTHS PRIOR	7
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	87
		BASE PERIOD ANNUALIZED	168
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	81
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	93%
		ANNUAL CREDIT IN DOLLARS	\$507.06

(N.S.M.C.S.D. \$6.26 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. MAO HAD A PLUMBING LEAK. WHEN IT WAS DISCOVERED AND REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: April 25, 2016

**Subject: Setting Time and Place of Public Hearing for Sewer Service Charge Report
FYs 2016/17, 2017/18 & 2018/19**

Recommended Action

That the Board sets time and place of Public Hearing for 2016/17, 2017/18 and 2018/19 Sewer Service Charge Report for 6:45 p.m., Monday, June 13, 2016.

Background

District Ordinance No. 93, adopted by the Board July 22, 2013, prescribes Sewer Service charges for 2013/14, 2014/15, 2015/16. Sewer Service charges are calculated on the basis of water consumed during the winter months (January, February) billing cycle, and a rate is determined that provides sufficient revenues to operate, maintain, and improve the sanitary sewer system during the coming year. Changes to the sewer service charge require amending District Ordinance No. 93.

Discussion

District budget presentations have incorporated projected revenues at the authorized base rates. Staff is recommending changes to the Sewer Service Charge for Fiscal Years 2016/17, 2017/18 and 2018/19 reflecting a 8% increase for each year. The 2016/17 Sewer Service Charge Report will be made available for public review in the Department of Finance.

Board's action conforms with necessary procedural requirements associated with the sewer service charge set forth under the Health and Safety Code and 45-day advance notice as set forth under Proposition 218. Under state statute, District must provide its electronic copy to the County no later than August 10th for inclusion in the tax roll.

Staff is available to provide any additional information desired by the Chair or Members of the Board of Directors.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Patrick Sweetland".

Patrick Sweetland
Director of Water and Wastewater Resources



**NOTICE OF PUBLIC HEARING
REGARDING PROPOSED SEWER SERVICE RATE INCREASE**

Dear Property Owner:

NOTICE IS HEREBY GIVEN that the North San Mateo County Sanitation District, a subsidiary of the City of Daly City ("City") will conduct a Public Hearing on **June 13, 2016 at 6:45 in the City Council Chambers located at 333 90th Street, Daly City, CA 94015** to consider the adoption of increases to the rates for its sewer service to the parcel for which you are shown as the record owner of record. The proposed sewer rate increase is for the Fiscal Years 2016/17, 2017/18, and 2018/19, and would take effect on Fiscal Year 2016/17 and subsequent year's Property Tax Roll and would be reflected on your December and April property tax installment bills.

In compliance with Proposition 218, the purpose of the hearing is to consider all written protests against the proposed rate increases to the District's sewer service. If the identified parcel has more than one record owner only one protest per parcel will be counted. Consistent with the guidelines established under Proposition 218, you have the opportunity to object to the proposed sewer service rate increase. Please submit your comments in writing, even if you plan on attending this Public Hearing. If written objections are submitted by a majority of the affected property owners, the proposed rate changes would not be imposed.

All written protests must be received prior to the close of the June 13, 2016 Public Hearing. Written objections (e-mails and faxes will not be accepted) must include a description of the parcel (Assessor's Parcel Number) or property address.

Comments or Protests must be mailed or delivered to:

District Recording Secretary
153 Lake Merced Boulevard
Daly City, CA 94015
Re: Sewer Service Rate Proposal

How will the new rates impact you?

The proposed rate change involves a combined 8% annual increase on the basic sewer service charge. This estimated increase is calculated by using the winter's (January/February water bills) bi-monthly usage of water units (748 gallons of wastewater per unit) applied over six bi-monthly billing cycles to determine individual users' proportionate share of cost to collect and treat wastewater.

As with any proposed rate increase, there are multiple factors associated with the need to adjust sewer service rates. These include a number of fixed costs associated with operating the public wastewater collection system and treatment plant that have risen over the years including energy, chemicals, regulatory permitting compliance, expanded laboratory testing and needed capital project maintenance. As noted on the chart on the back of this Notice, an average user with 15 units of wastewater will see an increase of \$45.00 to their annual property tax bill in the first year, or an increase of \$3.75 per month. A complete listing of charges by affected property type is available for review at the City of Daly City Department of Finance.

For more information regarding this Public Hearing and proposed sewer service rate increase, please visit the City's website at www.dalycity.org or call (650) 991-8200.

Sincerely,

Patricia E. Martel,
General Manager

TYPICAL SEWER SERVICE CHARGE IMPACT

Bi-Monthly Winter Water Usage	Current Annual Charge \$6.26/unit	Proposed Annual Charge 2016/17 \$6.76/unit	Proposed Annual Charge 2017/18 \$7.30/unit	Proposed Annual Charge 2018/19 \$7.88/unit
Minimum charge	\$69.42	\$74.96	\$80.96	\$87.44
up to 2 units*	\$75.12	\$81.12	\$87.60	\$94.56
up to 4 units	\$150.24	\$162.24	\$175.20	\$189.12
up to 6 units	\$225.36	\$243.36	\$262.80	\$283.68
up to 10 units	\$375.60	\$405.60	\$438.00	\$472.80
@15 units	\$563.40	\$608.40	\$657.00	\$709.20
@20 units	\$751.20	\$811.20	\$876.00	\$954.60
@30 units	\$1,126.80	\$1,216.80	\$1,314.00	\$1,418.40

*Units = 748 gallons of metered water

Rate Calculation:

Bi-monthly winter water use x 6 (billing cycles) x \$ rate in place = Annual Charge

Example: Bi-monthly winter water use (10 units) x 6 (billing cycles) x \$6.76/unit = \$405.60 annual charge