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, June 26, 2017 - 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 May 22, 2017

Action Items:

2. Sewer Service Charge Appeals - FY 2016/17

3. Adoption of Appropriations Limitation

END OF CONSENT AGENDA

"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."

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

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

REPORTS:

4. Board of Directors

5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

May 22, 2017

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on May 22, 2017, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Sylvester at 6:46 p.m.

ROLL CALL:

Present: Christensen, Buenaventura, Manalo, Sylvester
Absent: Guingona

Staff Present: Acting General Manager Joseph Curran, District Counsel Rose Zimmerman, Plant & Equipment Maintenance Manager Joshua Cosgrove, Chief of Operations Greg Krauss, Accounting Services Manager Casey Clar, Office Assistant II Gillian Chow and Director of Water and Wastewater Resources Patrick Sweetland as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Manalo/Christensen) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of April 24, 2017**
2. **Resolution of Intent to Adopt Appropriations Limitation**

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

NEW BUSINESS:

3. **Authorization to Purchase Replacement for Grit Classifier at the Wastewater Treatment Plant**

Director of Water & Wastewater Resources Patrick Sweetland recommended that the Board authorize staff to purchase a WEMCO Hydrogritter Grit Concentrator from MuniQuip, LLC, of Roseville, CA, as a replacement for the Grit Classifier at the Wastewater Treatment Plant in an amount not to exceed $170,495. The existing grit classifier is beyond its useful life, requires a significant amount of maintenance and repairs, the type of unit used is no longer made and replacement parts are no longer available. Plant & Equipment Maintenance Manager Joshua Cosgrove described the metric used as to why the primary reasons the WEMCO is most appropriate are that it is compatible with the WEMCO type grit pumps that are part of the grit handling equipment, and the parts warehouse is very close geographically minimizing any equipment down time. Also, the configuration of the WEMCO unit was most compatible to the existing footprint which will save us in construction costs. Upon acceptance of staff's recommended action, delivery of the new equipment is expected within 10 to 14 weeks. The installation of the equipment under separate contract is anticipated to take four to five weeks.

Motion was made, seconded (Christensen/Buenaventura) and unanimously carried to adopt the Resolution No. 17-SD-06, "Authorization to Purchase Replacement for Grit Classifier at the Wastewater Treatment Plant'.

REPORTS:

4. **Board of Directors**

   None.

5. **Staff**

Director of Water & Wastewater Resources Patrick Sweetland introduced DWWR's new Office Assistant II Gillian Chow who will be taking over responsibility as the District's Recording Secretary. She previously worked for Berkeshire Hathaway, Next Labs and Legal Match. She holds degree from City College and San Francisco State University, and speaks fluent Cantonese.

ADJOURNMENT:

Motion was made, seconded (Sylvester) and unanimously carried to adjourn the Regular Meeting at 7:00 p.m.

North San Mateo County Sanitation District

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Meeting Date: June 26, 2017

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2016-2017

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

Nabil Khoury

Parcel #008-334-300

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

Respectfully submitted,

Anthony Tofiga
Utility Billing Supervisor

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 6/26/17

PARCEL NO. 008-334-300 2016-2017
CUSTOMER NAME NABIL KHOURY
SERVICE ADDRESS 1 SAN JUAN AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	31
		2 MONTHS PRIOR	27
2 MONTHS AFTER	41	4 MONTHS PRIOR	14
4 MONTHS AFTER	157	6 MONTHS PRIOR	17
6 MONTHS AFTER	42	8 MONTHS PRIOR	15
8 MONTHS AFTER	26	10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	**118**
		BASE PERIOD ANNUALIZED	186
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**68**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**58%**
		ANNUAL CREDIT IN DOLLARS	**$459.68**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. KHOURY HAD A LOSS OF WATER DUE TO UNKNOWN PERSONS. AFTER SOME TIME, THE USAGE RETURNED TO NORMAL.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

Item #_____

Agenda Report

NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

Meeting Date: June 26, 2017

Subject: Adoption of Appropriations Limitation

Recommended Action

Adopt a resolution establishing Appropriations Limitation for Fiscal Year 2017-2018.

Discussion

As required by Article XIIIB of the State Constitution, the Agency must adopt an appropriations limit for the following fiscal year. By resolution of May 22, 2017, the Board of Directors established its intent to adopt the appropriations limitation for FY 2017-2018.

The attached calculations establishing the proceeds of taxes and appropriations limit for FY 2017-2018 have been on file in the Finance Department since Friday, June 16, 2017, for public inspection and appropriate notice has been posted by the City Clerk.

Summary/Conclusion

Staff recommends that the Board of Directors adopt a Resolution establishing the Agency's Appropriations Limitation for FY 2017-2018.

Staff is available to provide any additional information desired by the Board members.

Respectfully submitted,

Lawrence Chiu
Director of Finance & Administrative Services

Attachment: Summary of Calculations

Cc: City Manager
City Attorney
NSMCSD

NORTH SAN MATEO COUNTY SANITATION DISTRICT

SUMMARY OF CALCULATIONS

GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017-2018

Change in California per Capita Personal Income	1.0369
Change in Population	1.0069
Change Factor (1.0369 x 1.0069)	1.0441
1978-79 Base Year Appropriations Limit	$251,694
Multiplied by Cumulative Change Factor (6.3852 x 1.0441)	6.6665
2017-2018 Appropriations Limit	$1,677,910

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APPLICATION OF GANN APPROPRIATIONS LIMIT

TO FISCAL YEAR 2017-2018

Total Gann Appropriations Limit	$1,677,910
Estimated Proceeds of Taxes	1,946,997
Estimated Proceeds of Taxes Over Limit by	(269,087)
Reduction in User Fees	269,087
Net Amount	$ 0