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, December 09, 2019 - 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:

REORGANIZATION OF BOARD OF DIRECTORS:

A. Election of Chair

B. Election of Vice Chair

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. Special Meeting of November 12, 2019

Action Items:

"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."

2. Sewer Service Charge Appeals - FY 2019/2020

3. Presentation of FY 2019 Annual Financial Statements

4. Approval of Debt Management Policy and Disclosure Policies and Procedures for the North San Mateo County Sanitation District

5. Notice of Completion for Park Plaza, San Fernando, Southgate, Miriam Sewer Main Improvements

END OF CONSENT AGENDA

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.

NEW BUSINESS:

6. Open Joint Session with City Council:

A (City Council, Item #11): Proposed Resolutions Related to Financing For the Vista Grande Drainage Basin Improvement Project

Staff:
Piccolotti/Zimmerman
Recommended Action:
Adopt Resolution

B (North San Mateo County Sanitation District action - Item #6): Proposed Resolution Related to Financing for the Vista Grande Drainage Basin Improvement Project

Staff:
Piccolotti/Zimmerman
Recommended Action:
Adopt Resolution

END OF JOINT SESSION:

REPORTS:

7. Board of Directors

8. Staff

ADJOURNMENT:

SPECIAL MEETING - BOARD OF DIRECTORS

MINUTES

November 12, 2019

The Board of Directors of the North San Mateo County Sanitation District convened in a Special Meeting on November 12, 2019, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Raymond Buenaventura at 7:03 p.m.

ROLL CALL:

Present: DiGiovanni, Manalo, Daus-Magbual, Sylvester, Buenaventura
Absent:

Staff Present: General Manager Shawnna Maltbie, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Director of Finance and Administrative Services Todd High, Deputy Finance Director Tim Birch and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of October 14, 2019**
2. **Sewer Service Charge Appeals – FY 2019/20**

Motion was made, seconded (Manalo/Daus-Magbual, Sylvester) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

None.

ADJOURNMENT:

At 7:04 p.m., call of adjournment of Special Meeting by Chairman Raymond Buenaventura.

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: December 9, 2019

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2019-20

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 Water

Jeanie Tran
APN #009-584-390

Kipling Harris
APN #003-432-080

Qi Mou Yee
APN #004-091-040

Leroy W. Larsen
APN #006-151-050

Pearl L. Wong
APN #002-184-120

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

Respectfully submitted,

Melva Gutierrez
Utility Billing Supervisor

Todd High
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 11/25/19

PARCEL NO.	009-584-390	2019-20
CUSTOMER NAME	JEANIE TRAN	
SERVICE ADDRESS	1327 SKYLINE DRIVE	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	57
		2 MONTHS PRIOR	19
2 MONTHS AFTER	15	4 MONTHS PRIOR	18
4 MONTHS AFTER	16	6 MONTHS PRIOR	17
		8 MONTHS PRIOR	17
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	**144**
		BASE PERIOD ANNUALIZED	342
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**198**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**138%**
		ANNUAL CREDIT IN DOLLARS	**$1,560.24**

(N.S.M.C.S.D. $7.88 per unit)

REASON FOR APPEAL

HAD LEAK EARLIER THIS YEAR AND WATER HARDSHIP WAS APPROVED. USAGE DECREASED SIGNIFICANTLY AFTER REPAIR WAS COMPLETED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

November 8, 2019

Utility Billing Department
Sanitation Board of Directors
333 90th Street
Daly City, CA 94015

RE: Parcel Number: 009-584-390
Address: 1327 Skyline Drive, Daly City, CA 94015

To Whom It May Concern,

I am writing to request that the increase in sewer fee (~ $2,100), on my 2019-2020 property tax bill, be waived. We had a water leak earlier this year and had a hardship approved by the Utility Company. I'm hoping that you will be able to waive extra charge on the sewer fee since the water leak was unforeseen and we took corrective actions on it right away once we found out.

If you have any questions or require additional information, please do not hesitate to contact me.

Thank you in advance for your time and consideration.

Sincerely,

Jeanie Tran

415-335-8246

jeaniemtran@gmail.com

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Pay online or by phone 24/7 at:
WWW.DALYCITY.ORG
PHONE: (650) 991-8082

Account Summary

CUSTOMER NAME:	PHILIP SAN
ACCOUNT NUMBER:	07411360-22
SERVICE ADDRESS:	1327 SKYLINE DR
BILL DATE:	4/12/2019
BALANCE DUE BY:	5/14/2019

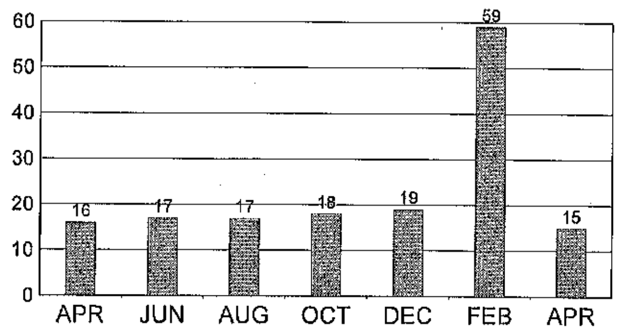
Usage Detail

Reading Period: 2/5/2019 To: 4/3/2019

Prior Read	Current Read	HCF Units*	Ave. Gals. Day
1046	1061	15	197

***HCF=** Hundred Cubic Feet **One HCF=** 748 Gallons of Water

Bi-Monthly Water Usage History



GARBAGE SERVICE DESCRIPTION
1 container - GARB 65-GAL DALY

Billing Detail

Svc Chg/Bal Forward:	$0.00
Current Charges	
Water Consumption Charge	$112.17
Garbage Charge	$112.42
Total Current Charges	$224.59
Total Amount Due	**$224.59**
Current charges are due by	**5/14/2019**

IMPORTANT INFORMATION

Please detach and return bottom portion with your payment, made payable to **CITY OF DALY CITY.**

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Garbage Service Questions (650) 756-1130
Billing Questions (650) 991-8082

DLY0412B AUTO MIXED AADC 926
7000003053 00.0011.0086 3046/1

PHILIP SAN
760 PRAGUE ST
SAN FRANCISCO CA 94112-4515

Payment Coupon

Service at:	1327 SKYLINE DR
Account Number	**07411360-22**
Due Date	**5/14/2019**
Total Amount Due	**$224.59**

Please ensure the address below is visible through the window of the return envelope.

CITY OF DALY CITY - UTILITY BILLING
PO BOX 840
DALY CITY CA 94017-0840

* 0 7 4 1 1 3 6 0 - 2 2 *

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Pay online or by phone 24/7 at:
WWW.DALYCITY.ORG
PHONE: (650) 991-8082

Account Summary

CUSTOMER NAME:	PHILIP SAN
ACCOUNT NUMBER:	07411360-22
SERVICE ADDRESS:	1327 SKYLINE DR
BILL DATE:	2/12/2019
BALANCE DUE BY:	3/12/2019

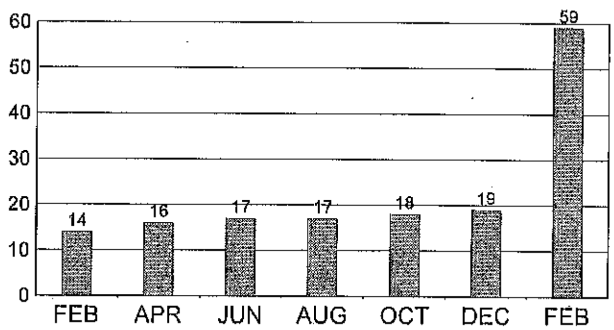
Usage Detail

Reading Period: 12/4/2018 To: 2/5/2019

Prior Read	Current Read	HCF Units*	Ave. Gals. Day
987	1046	59	1635

*HCF= Hundred Cubic Feet   **One HCF**= 748 Gallons of Water

Bi-Monthly Water Usage History



GARBAGE SERVICE DESCRIPTION
1 container - GARB 65-GAL DALY

Billing Detail

Svc Chg/Bal Forward:	$0.00
Current Charges	
Water Consumption Charge	$478.41
Garbage Charge	$112.42
Total Current Charges	$590.83
Total Amount Due	**$590.83**
Current charges are due by	**3/12/2019**

IMPORTANT INFORMATION
Adopt a free tree! The City has over 200 trees to giveaway to residents to plant anywhere on their property - front or backyard. Trees will be delivered in April 2019. To sign up, e-mail sstolte@dalycity.org or call (650) 991-8126. Don't pour used cooking oil/grease down the drain as it clogs your pipes. Pour cooled grease into a container and put in garbage or recycle it for free. Call 650-991-8208 for more info. The 27th Annual Daly City Black History month celebration will be held on 2/16/19 (noon - 3pm) at Café Doelger, 101 Lake Merced Blvd. Contact Leslie Dubridge (650) 991-8180 or e-mail lkdubridge@dalycity.org For GARBAGE service questions call 650-756-1130.

Please detach and return bottom portion with your payment, made payable to **CITY OF DALY CITY.**

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Garbage Service Questions (650) 756-1130
Billing Questions (650) 991-8082

DLY0212A AUTO MIXED AADC 926
7000003089 00.0011.0093 3081/1

PHILIP SAN
760 PRAGUE ST
SAN FRANCISCO CA 94112-4515

Payment Coupon

Service at:	1327 SKYLINE DR
Account Number	**07411360-22**
Due Date	**3/12/2019**
Total Amount Due	**$590.83**

Please ensure the address below is visible through the window of the return envelope.

CITY OF DALY CITY - UTILITY BILLING
PO BOX 840
DALY CITY CA 94017-0840

07411360-22

2019-2020 SAN MATEO COUNTY SECURED TAX BILL 2019-2020

FOR FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

PARCEL NUMBER	TAX RATE AREA	BILL NUMBER
009-584-390	05-041	2019-224729

87

LEGAL DESCRIPTION
LOT 23 BLK 183 WESTLAKE UNIT NO 12A RSM 64/47

SITUS: 1327 SKYLINE DR DALY CITY

ASSESSED TO:

ASSESSMENT INFORMATION	VALUES
Land	$313,416
Improvements	$313,416
Fixtures	$0
Personal Property	$0
Taxable Value	$626,832
Exemptions	$0
Value After Exemptions	$626,832
Tax Saved Due to Exemptions	$0.00

STATEMENT PORTION FOR YOUR RECORDS

TAXING AGENCY	RATE	AMOUNT
Countywide Tax (Secured)	1.00000000%	$6,268.32
Smccd Bond	0.02660000%	$166.73
Jefferson Esd Bond	0.06670000%	$418.09
Jefferson Uhsd Bond	0.08110000%	$508.36
General Tax Total	1.17440000%	$7,361.50
FEDCA&NPDES STORM FEE	650-363-4100	$7.22
NSMCSD SEWER FEE	650-991-8084	$2,694.96
SMC MOSQ ABATEMNT ASSMNT	800-273-5167	$18.68
JEFFERSON UHSD PRCEL TX	800-676-7516	$60.00
JEFFERSONESD PARCEL TAX	800-676-7516	$68.00
SFBRA MEASURE AA	888-508-8157	$12.00
JUHSD MEASURE Y TAX	800-676-7516	$58.00
JEFFERSON UHSD MAINT	800-273-5167	$10.00
CA STORM FEE-LOCAL	650-991-8084	$9.80

- * For Home banking- Use the Parcel Number 009-584-390 and pay the full installment due. Partial payments and overpayments will be returned.
- * Failure to pay the full amount due on time will result in penalties and costs.
- * Pay Online at https://tax.smcgov.org
- * TAX PAYER BILL COPY - A LENDER HAS REQUESTED TAX INFORMATION

Total Tax Payable $10,300.16

1 DUE NOVEMBER 1, 2019
AFTER DECEMBER 10, 2019 ADD 10% PENALTY TO YOUR PAYMENT
$5,150.08

2 DUE FEBRUARY 1, 2020
AFTER APRIL 10, 2020 ADD 10% PENALTY AND $40 COST TO YOUR PAYMENT
$5,150.08

Detach this stub and return with your payment

WRITE YOUR PARCEL NUMBER ON YOUR CHECK AND USE AN ENCLOSED ENVELOPE

IF PROPERTY HAS BEEN SOLD PLEASE FORWARD THIS BILL TO THE NEW OWNER

PAYABLE IN U.S.FUNDS ONLY

SECOND INSTALLMENT PAYMENT CANNOT BE ACCEPTED UNLESS FIRST INSTALLMENT IS PAID

MARK YOUR CALENDAR –
NO REMINDER NOTICES WILL BE MAILED!

PARCEL NUMBER
009-584-390
10/01/2019

ASSESSED TO:

2

PAY

DUE FEB 1, 2020 $5,150.08

AFTER APRIL 10, 2020 ADD 10% PENALTY AND $40.00 COST TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878
SAN FRANCISCO, CA 94145-0878

RETURN WITH 2ND OR BOTH PAYMENT(S)

C2009-584-39000000000002019-22472920041100000515008000005705088

Detach this stub and return with your payment

BEFORE PAYING THIS BILL MAKE SURE IT IS FOR YOUR PROPERTY

INCLUDE **BOTH** PAYMENT STUBS TO PAY TOTAL TAX OF
$10,300.16
BY DEC. 10, 2019
USE AN ENCLOSED ENVELOPE

PAYABLE IN U.S.FUNDS ONLY

SEE REVERSE SIDE AND INSERT FOR OTHER IMPORTANT INFORMATION

PARCEL NUMBER
009-584-390
10/01/2019

ASSESSED TO:

1

PAY

DUE NOV 1, 2019 $5,150.08

AFTER DEC 10, 2019 ADD 10% PENALTY TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878
SAN FRANCISCO, CA 94145-0878

RETURN WITH 1st OR BOTH PAYMENT(S)

C1009-584-39000000000002019-22472919121100000515008000005665080

2018-2019 SAN MATEO COUNTY SECURED TAX BILL 2018-2019

FOR FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

PARCEL NUMBER	TAX RATE AREA	BILL NUMBER
009-584-390	05-041	2018-224724

273

LEGAL DESCRIPTION
LOT 23 BLK 183 WESTLAKE UNIT NO 12A RSM 64/47

SITUS: 1327 SKYLINE DR DALY CITY

ASSESSED TO:

ASSESSMENT INFORMATION	VALUES
Land	$307,271
Improvements	$307,271
Fixtures	
Personal Property	
Taxable Value	$614,542
Exemptions	$0
Value After Exemptions	$614,542
Tax Saved Due to Exemptions	$0

TAXING AGENCY	RATE	AMOUNT
Countywide Tax (Secured)	1.00000000%	$6,145.42
JEFFERSON ELEM BO	0.05630000%	$345.98
JEFFERSON HI BD R	0.07390000%	$454.14
SM JR COLLEGE BD	0.01750000%	$107.54
General Tax Total	1.14770000%	$7,053.08
FEDCA&NPDES STORM FEE	650-363-4100	$7.10
NSMCSD SEWER FEE	650-991-8084	$661.92
SMC MOSQ ABATEMNT ASSMNT	800-273-5167	$18.68
JEFFERSON UHSD PRCEL TX	800-676-7516	$60.00
JEFFERSONESD PARCEL TAX	800-676-7516	$68.00
SFBRA MEASURE AA	888-508-8157	$12.00
JEFFERSON UHSD MAINT	800-273-5167	$10.00
CA STORM FEE-LOCAL	650-991-8084	$9.80

Total Tax Payable $7,900.58

STATEMENT PORTION FOR YOUR RECORDS

* For Home banking- Use the Parcel Number 009-584-390 and pay the full installment due. Partial payments and overpayments will be returned.
* Failure to pay the full amount due on time will result in penalties and costs.
* Pay Online at https://tax.smcgov.org
* 65 or older may qualify for a school parcel tax exemption on a primary residence in next fiscal year. Contact the District Office at 844-332-0549.
* TAX PAYER BILL COPY - A LENDER HAS REQUESTED TAX INFORMATION

1 DUE NOVEMBER 1, 2018
AFTER DECEMBER 10, 2018 ADD 10% PENALTY TO YOUR PAYMENT
$0.00

2 DUE FEBRUARY 1, 2019
AFTER APRIL 10, 2019 ADD 10% PENALTY AND $40 COST TO YOUR PAYMENT
$0.00

Detach this stub and return with your payment

WRITE YOUR PARCEL NUMBER ON YOUR CHECK AND USE AN ENCLOSED ENVELOPE

IF PROPERTY HAS BEEN SOLD PLEASE FORWARD THIS BILL TO THE NEW OWNER

PAYABLE IN U.S.FUNDS ONLY

SECOND INSTALLMENT PAYMENT CANNOT BE ACCEPTED UNLESS FIRST INSTALLMENT IS PAID

MARK YOUR CALENDAR –
NO REMINDER NOTICES WILL BE MAILED!

PARCEL NUMBER
009-584-390
10/01/2018

ASSESSED TO:

2

PAY

DUE FEB 1, 2019 Paid 04/05/2019

AFTER APRIL 10, 2019
ADD
10% PENALTY
AND $40.00 COST
TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

RETURN WITH 2ND OR BOTH PAYMENT(S)

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878
SAN FRANCISCO, CA 94145-0878

C2009-584-39000000000000002018-224724000000000000000000000000000000003

Detach this stub and return with your payment

BEFORE PAYING THIS BILL MAKE SURE IT IS FOR YOUR PROPERTY

INCLUDE **BOTH** PAYMENT STUBS TO PAY TOTAL TAX OF

BY DEC. 10, 2018
USE AN ENCLOSED ENVELOPE

PAYABLE IN U.S.FUNDS ONLY

SEE REVERSE SIDE AND INSERT FOR OTHER IMPORTANT INFORMATION

PARCEL NUMBER
009-584-390
10/01/2018

ASSESSED TO:

1

PAY

DUE NOV 1, 2018 Paid 11/26/2018

AFTER DEC 10, 2018
ADD
10% PENALTY
TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

RETURN WITH 1st OR BOTH PAYMENT(S)

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878
SAN FRANCISCO, CA 94145-0878

C1009-584-39000000000000002018-224724000000000000000000000000000000004

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2019 - 2020
BOARD MEETING 11/25/2019

PARCEL NO: 003 - 432 - 080
CUSTOMER NAME KIPLING HARRIS
SERVICE ADDRES 231 ABBOT AVE, DALY CITY CA 94014

CREDIT BASED ON **AVERAGE** ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	19	AVERAGE BIMONTHLY USA	13
		2 MONTHS PRIOR	36
		4 MONTHS PRIOR	13
		6 MONTHS PRIOR	8
		8 MONTHS PRIOR	4
2 MONTHS AFTER	6	10 MONTHS PRIOR	4
4 MONTHS AFTER	4		
		AVERAGE ANNUAL USAGE	78
		ACTUAL BASE PERIOD ANNUALIZED	114
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	36
		PERCENTAGE CHANGE (Must be over 10%)	32%
		ANNUAL CREDIT IN DOLLAR	$283.68

SANITATION CHARGE IS $ 7.88
PER UNIT

REASON FOR APPEAL

THE MAIN WATER PIPE ON HIS PROPERTY WAS DAMAGED
DURING THE WINTER MONTHS. AFTER IT WAS REPAIRED,
THERE WAS A SIGNIFICANT DECREASE IN USAGE.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

Kipling D. Harris
1265 Oakes Blvd.
San Leandro, CA 94577
510-230-6821
Kdharris1265@gmail.com

City Manager's Office
c/o Utility Billing Division
333 90th Street
Daly City, CA 94015
October 30, 2019

Dear Sirs/Madam:

The following information pertains to my residential property at 231 Abbot Ave., Daly City, CA 94014. A single family dwelling unit. Parcel number 003-432-080, Utility bill account number 15010660-39.

This year I received a property tax bill that was unusually higher than the previous year. I noticed the "NSMCSD Sewer Fee" on my property tax bill, parcel number 003-432-080, was abnormally high, in the amount of $898.32. In this case, I do not believe that the sewer service charge reasonably reflects the cost of providing sewer service to my property for the reasons of (1) the water system was ruptured which impacted the billing calculation, (2) the rupture caused the reported water flow for one or more of the months designated in Section III to be abnormally high, AND (3) I had repairs effected that corrected the rupture within a reasonable period of time. In reviewing the Public Works Document titled, *Administrative Regulations: Sewer Service Charge*, date *Approved August 2018*, I believe I am entitled to an **Equitable Adjustment** under section V.a.i., due to a main water line rupture that was repaired.

In the first week of March, 2019 I was notified by my tenant, Sam Hernandez, that the dirt area around the metered main water inlet at the sidewalk of my property at 231 Abbot Ave, Daly City, CA 94014, was "wet and soggy." I immediately dispatched ABC Plumbing to effect repairs (invoice herein). The plumbing technician noted that the main water pipe was cracked most likely due to an excessive amount of pressure placed on the ground over the pipe. When I arrived at the property, I noticed a long stream of wetness in the gutter originating at my property at 231 Abbot Ave and heading downhill for a few blocks. When I asked the tenant how long this leak had been going on, he said that he did not know, because we had rain for some time and that he and his family had never lost any water pressure in the house.

The San Mateo County property tax bill for 2019-2020, has been paid in full as of October 30, 2019. Please let me know if you need any further information.

Best Regards,

Kipling D. Harris

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Pay online or by phone 24/7 at:
WWW.DALYCITY.ORG
PHONE: (650) 991-8082

Account Summary

CUSTOMER NAME:	KIPLING HARRIS
ACCOUNT NUMBER:	15010660-39
SERVICE ADDRESS:	231 ABBOT AVE
BILL DATE:	7/11/2019
BALANCE DUE BY:	8/6/2019

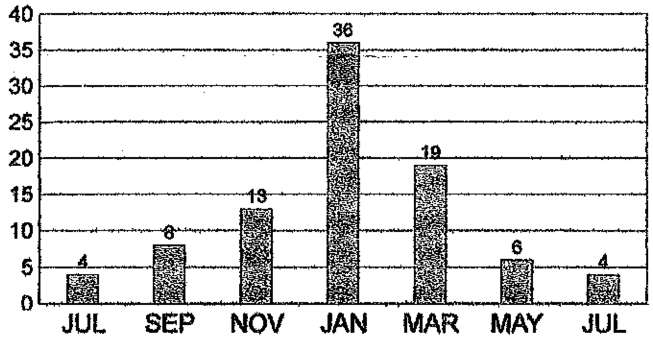
Usage Detail

Reading Period: 5/1/2019 To: 7/1/2019

Prior Read	Current Read	HCF Units*	Ave. Gals. Day
438	442	4	50

*HCF= Hundred Cubic Feet One HCF= 748 Gallons of Water

Bi-Monthly Water Usage History



GARBAGE SERVICE DESCRIPTION
1 container - GARB 32-GALLON D

Billing Detail

Svc Chg/Bal Forward:	$0.00
Current Charges	
Water Consumption Charge	$56.93
Garbage Charge	$56.22
Total Current Charges	$113.15
Total Amount Due	**$113.15**
Current charges are due by	**8/6/2019**

IMPORTANT INFORMATION
AMENDED WATER RATES EFFECTIVE JULY 1, 2019 PURSUANT TO CITY COUNCIL RESOLUTION 18-164 REFLECTING A 9.5% ADJUSTMENT IN WATER CHARGES. IMPACT VARIES BY WATER USE BUT HOUSEHOLDS USING AVERAGE BI-MONTHLY AMOUNT OF 12 HCF (1 HCF=748 GALLONS), WOULD SEE THEIR BI-MONTHLY WATER BILL INCREASE BY $9.00 OR $4.50 PER MONTH. For GARBAGE service questions call 650-756-1130.

Please detach and return bottom portion with your payment, made payable to **CITY OF DALY CITY.**

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Payment Coupon

Service at:	231 ABBOT AVE
Account Number	**15010660-39**
Due Date	**8/6/2019**
Total Amount Due	**$113.15**

Garbage Service Questions (650) 756-1130
Billing Questions (650) 991-8082

PAID 7/15/19

DLY0711A AUTO MIXED AADC 926
7000001993 00.0008.0098 1983/1

KIPLING HARRIS
1265 OAKES BLVD
SAN LEANDRO CA 94577-3043

Please ensure the address below is visible through the window of the return envelope.

CITY OF DALY CITY - UTILITY BILLING
PO BOX 840
DALY CITY CA 94017-0840

150106603900000113154

ACE Plumbing and Rooter, Inc.

945 Taraval Street #201
San Francisco, CA 94116
Billing: (415) 275-2718 Service: (415) 824-6333

PAY ONLINE at aceplumbingandrooter.com

PAID 03/08/19

Invoice

Date	Invoice #
3/7/19	LS94116

Bill To
Dave Harris 1265 Oakes Boulevard San Leandro, CA 94577

Rep
LS

Location:	Work Order:	Terms	Due Date
231 Abbot Avenue		COD	3/15/19

Description	Amount
Replaced connection to water meter and small section of galvanized pipe using all approved fittings and couplings. 1-year warranty *Pipe issue was due to excessive weight load or pressure applied to pipe.	1,200.00

Thank you for your payment!

Total	$1,200.00
Payments/Credits	-$1,200.00

2019-2020 SAN MATEO COUNTY SECURED TAX BILL 2019-2020

FOR FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

PARCEL NUMBER	TAX RATE AREA	BILL NUMBER
003-432-080	05-035	2019-205058

LEGAL DESCRIPTION

30 FT X 75 FT ON ELY LN OF ABBOT AVE COM 120 FT SLY FRM BISMARK ST PTN OF LOT 2 BLOCK 22 ABBEY HMSTD ASSN RSM B/43 CITY OF DALY CITY

SITUS: 231 ABBOT AVE DALY CITY

ASSESSED TO:

ASSESSMENT INFORMATION	VALUES
Land	$44,644
Improvements	$86,280
Fixtures	$0
Personal Property	$0
Taxable Value	$130,924
Exemptions	$0
Value After Exemptions	$130,924
Tax Saved Due to Exemptions	$0.00

TAXING AGENCY	RATE	AMOUNT
Countywide Tax (Secured)	1.00000000%	$1,309.24
Smccd Bond	0.02660000%	$34.82
Jefferson Esd Bond	0.06670000%	$87.33
Jefferson Uhsd Bond	0.08110000%	$106.17
General Tax Total	1.17440000%	$1,537.56
FEDCA&NPDES STORM FEE	650-363-4100	$7.22
NSMCSD SEWER FEE	650-991-8084	$898.32
SMC MOSQ ABATEMNT ASSMNT	800-273-5167	$18.68
JEFFERSON UHSD PRCEL TX	800-676-7516	$60.00
JEFFERSONESD PARCEL TAX	800-676-7516	$68.00
SFBRA MEASURE AA	888-508-8157	$12.00
JUHSD MEASURE Y TAX	800-676-7516	$58.00
JEFFERSON UHSD MAINT	800-273-5167	$10.00
CA STORM FEE-LOCAL	650-991-8084	$9.80
Total Tax Payable		$2,679.58

STATEMENT PORTION FOR YOUR RECORDS

* For Home banking- Use the Parcel Number 003-432-080 and pay the full installment due. Partial payments and overpayments will be returned.
* Failure to pay the full amount due on time will result in penalties and costs.
* Pay Online at https://tax.smcgov.org

1	DUE NOVEMBER 1, 2019 AFTER DECEMBER 10, 2019 ADD 10% PENALTY TO YOUR PAYMENT $0.00	2	DUE FEBRUARY 1, 2020 AFTER APRIL 10, 2020 ADD 10% PENALTY AND $40 COST TO YOUR PAYMENT $0.00

Detach this stub and return with your payment

WRITE YOUR PARCEL NUMBER ON YOUR CHECK AND USE AN ENCLOSED ENVELOPE

IF PROPERTY HAS BEEN SOLD PLEASE FORWARD THIS BILL TO THE NEW OWNER

PAYABLE IN U.S.FUNDS ONLY

SECOND INSTALLMENT PAYMENT CANNOT BE ACCEPTED UNLESS FIRST INSTALLMENT IS PAID

MARK YOUR CALENDAR –
NO REMINDER NOTICES WILL BE MAILED!

PARCEL NUMBER
003-432-080
10/01/2019

ASSESSED TO:

2

PAY

DUE FEB 1, 2020	Paid 11/01/2019
AFTER APRIL 10, 2020 ADD 10% PENALTY AND $40.00 COST TO YOUR PAYMENT	
TOTAL DELINQUENT INSTALLMENT DUE	

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878 SAN FRANCISCO, CA 94145-0878

RETURN WITH 2ND OR BOTH PAYMENT(S)

C2003-432-0800000000000002019-2050580000000000000000000000000000001

Detach this stub and return with your payment

BEFORE PAYING THIS BILL MAKE SURE IT IS FOR YOUR PROPERTY

INCLUDE **BOTH** PAYMENT STUBS TO PAY TOTAL TAX OF

BY DEC. 10, 2019
USE AN ENCLOSED ENVELOPE

PAYABLE IN U.S.FUNDS ONLY

SEE REVERSE SIDE AND INSERT FOR OTHER IMPORTANT INFORMATION

PARCEL NUMBER
003-432-080
10/01/2019

ASSESSED TO:

1

PAY

DUE NOV 1, 2019	Paid 11/01/2019
AFTER DEC 10, 2019 ADD 10% PENALTY TO YOUR PAYMENT	
TOTAL DELINQUENT INSTALLMENT DUE	

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878 SAN FRANCISCO, CA 94145-0878

RETURN WITH 1st OR BOTH PAYMENT(S)

C1003-432-0800000000000002019-2050580000000000000000000000000000002

2018-2019 SAN MATEO COUNTY SECURED TAX BILL 2018-2019

FOR FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

PARCEL NUMBER	TAX RATE AREA	BILL NUMBER
003-432-080	05-035	2018-205055

LEGAL DESCRIPTION
30 FT X 75 FT ON ELY LN OF ABBOT AVE COM 120 FT SLY FRM BISMARK ST PTN OF LOT 2 BLOCK 22 ABBEY HMSTD ASSN RSM B/43 CITY OF DALY CITY

SITUS: 231 ABBOT AVE DALY CITY

ASSESSED TO:

ASSESSMENT INFORMATION	VALUES
Land	$43,769
Improvements	$84,589
Fixtures	
Personal Property	
Taxable Value	$128,358
Exemptions	$0
Value After Exemptions	$128,358
Tax Saved Due to Exemptions	$0

TAXING AGENCY	RATE	AMOUNT
Countywide Tax (Secured)	1.00000000%	$1,283.58
JEFFERSON ELEM BO	0.05630000%	$72.26
JEFFERSON HI BD R	0.07390000%	$94.86
SM JR COLLEGE BD	0.01750000%	$22.46
General Tax Total	1.14770000%	$1,473.16
FEDCA&NPDES STORM FEE	650-363-4100	$7.10
NSMCSD SEWER FEE	650-991-8084	$189.12
SMC MOSQ ABATEMNT ASSMNT	800-273-5167	$18.68
JEFFERSON UHSD PRCEL TX	800-676-7516	$60.00
JEFFERSONESD PARCEL TAX	800-676-7516	$68.00
SFBRA MEASURE AA	888-508-8157	$12.00
JEFFERSON UHSD MAINT	800-273-5167	$10.00
CA STORM FEE-LOCAL	650-991-8084	$9.80

Total Tax Payable $1,847.86

STATEMENT PORTION FOR YOUR RECORDS

* For Home banking- Use the Parcel Number 003-432-080 and pay the full installment due. Partial payments and overpayments will be returned.
* Failure to pay the full amount due on time will result in penalties and costs.
* Pay Online at https://tax.smcgov.org
* 65 or older may qualify for a school parcel tax exemption on a primary residence in next fiscal year. Contact the District Office at 844-332-0549.

1 DUE NOVEMBER 1, 2018
AFTER DECEMBER 10, 2018 ADD 10% PENALTY TO YOUR PAYMENT
$0.00

2 DUE FEBRUARY 1, 2019
AFTER APRIL 10, 2019 ADD 10% PENALTY AND $40 COST TO YOUR PAYMENT
$0.00

Detach this stub and return with your payment

WRITE YOUR PARCEL NUMBER ON YOUR CHECK AND USE AN ENCLOSED ENVELOPE

PARCEL NUMBER
003-432-080
10/01/2018

ASSESSED TO:

IF PROPERTY HAS BEEN SOLD PLEASE FORWARD THIS BILL TO THE NEW OWNER

PAYABLE IN U.S.FUNDS ONLY

SECOND INSTALLMENT PAYMENT CANNOT BE ACCEPTED UNLESS FIRST INSTALLMENT IS PAID

MARK YOUR CALENDAR –
NO REMINDER NOTICES WILL BE MAILED!

2

PAY

DUE FEB 1, 2019 Paid 10/18/2018

AFTER APRIL 10, 2019
ADD
10% PENALTY
AND $40.00 COST
TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878 SAN FRANCISCO, CA 94145-0878

RETURN WITH 2ND OR BOTH PAYMENT(S)

C2003-432-08000000000002018-20505500000000000000000000000000009

Detach this stub and return with your payment

BEFORE PAYING THIS BILL MAKE SURE IT IS FOR YOUR PROPERTY

PARCEL NUMBER
003-432-080
10/01/2018

ASSESSED TO:

INCLUDE **BOTH** PAYMENT STUBS TO PAY TOTAL TAX OF

BY DEC. 10, 2018
USE AN ENCLOSED ENVELOPE

PAYABLE IN U.S.FUNDS ONLY

SEE REVERSE SIDE AND INSERT FOR OTHER IMPORTANT INFORMATION

1

PAY

DUE NOV 1, 2018 Paid 10/18/2018

AFTER DEC 10, 2018
ADD
10% PENALTY
TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR
MAIL TO: P.O. BOX 45878 SAN FRANCISCO, CA 94145-0878

RETURN WITH 1st OR BOTH PAYMENT(S)

C1003-432-08000000000002018-2050550000000000000000000000000000

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/25/2019

PARCEL NO.	006-151-050	2019-20
CUSTOMER NAME	Leroy W. Larsen	
SERVICE ADDRESS	200 Garden Lane Daly City CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	25
		2 MONTHS PRIOR	8
2 MONTHS AFTER	30	4 MONTHS PRIOR	4
4 MONTHS AFTER	14	6 MONTHS PRIOR	7
		8 MONTHS PRIOR	6
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	**56**
		BASE PERIOD ANNUALIZED	150
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**94**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**168%**
		ANNUAL CREDIT IN DOLLARS	**$740.72**

(N.S.M.C.S.D. $7.88 per unit)

REASON FOR APPEAL

CUSTOMER HAD A LEAKING TOILET FOR TWO BILLING CYCLES. TOILETS WERE REPLACED AND USAGE DECREASED SIGNIFICANTLY.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

November 1, 2019

LeRoy W. Larsen
200 Garden Lane
Daly City, CA 94015

RE: 006-151-050 NSMCSD Assessment

To Whom it may concern:

I am writing on behalf of my father, Leroy W. Larsen. In paying his 2019-2020 property tax bill, I noted his sewer assessment charge for $1,182.00. Last year's sewer assessment was less than $150.00. Apparently, he wasn't aware he had a plumbing issue with his toilet until he received his water bill. We then replaced the toilets and his water usage went back within his normal range.

My father is on a fixed income and finds this assessment a burden. I have attached the Daly City water bills to show the history of his usage before and after the plumbing repairs. Any consideration you can offer to reduce this assessment would be greatly appreciated. Thank you, in advance, for your assistance.

Sincerely,

Niel E Larsen

Niels E. Larsen, Power of Attorney
niels.e.larsen@gmail.com
1816 Parkside Way
Roseville, CA 95747
916-622-2307

please note - I
was unable
to locate receipt
For toilet
purchase.
NL

Recording Requested by:

Mr. Leroy W. Larsen

and when recorded mail to:

Mr. Leroy W. Larsen
200 Garden Lane
Colma, CA 94015-1628

Space above this line for Recorder's use

DURABLE POWER OF ATTORNEY
(General)

I, LEROY W. LARSEN, on the date hereafter set forth do hereby appoint AIDA R. LARSEN as my attorney-in-fact under this Durable Power of Attorney. If she should, at any time, be unable or unwilling to act or to continue to act as my attorney-in-fact, then I appoint NIELS E. LARSEN as successor attorney-in-fact. If he should, at any time, be unable or unwilling to act or to continue to act as my attorney-in-fact, then I appoint PAULETTE LARSEN as successor attorney-in-fact. My attorney(s)-in-fact shall have the power to act in my place and my stead in any and all manners of transactions whatsoever; to exercise, do, or perform any act, right, power, duty, or obligation whatsoever that I now have or may acquire the legal right, power, or capacity to exercise, do, or perform in connection with, arising out of, or relating to any person, items, thing, transactions, business, property, real or personal, tangible or intangible, or any matter whatsoever and to transfer assets to the Trustee of any Revocable Living Trust of which I am the Trustor and Beneficiary.

This Power of Attorney shall not be affected by the subsequent incapacity of the principal.

Check one:

__X__ These powers will exist for an indefinite period of time.

_____ These powers will expire on ____________________ (date).

This instrument is to be construed as a general power of attorney and shall not limit or restrict the general powers granted to my attorney in fact.

WARNING TO PERSON EXECUTING THIS DOCUMENT

THIS IS AN IMPORTANT LEGAL DOCUMENT. IT CREATES A DURABLE POWER OF ATTORNEY. BEFORE EXECUTING THIS DOCUMENT, YOU SHOULD KNOW THESE IMPORTANT FACTS:

1. THIS DOCUMENT MAY PROVIDE THE PERSON YOU DESIGNATE AS YOUR ATTORNEY-IN-FACT WITH BROAD POWERS TO DISPOSE, SELL, CONVEY AND ENCUMBER YOUR REAL AND PERSONAL PROPERTY.

2. THESE POWERS WILL EXIST FOR AN INDEFINITE PERIOD OF TIME UNLESS YOU

LIMIT THEIR DURATION IN THIS DOCUMENT. THESE POWERS WILL CONTINUE TO EXIST NOTWITHSTANDING YOUR SUBSEQUENT DISABILITY OR INCAPACITY.

3. YOU HAVE THE RIGHT TO REVOKE OR TERMINATE THIS DURABLE POWER OF ATTORNEY AT ANY TIME.

I HAVE PERSONALLY EXECUTED THIS DOCUMENT ON FEBRUARY 17, 1994, at San Francisco, California.

LeRoy W Larsen

LEROY W. LARSEN

NOTE: Authority to act in real property transactions requires the written authorization to be notarized. The form for notarization of your signature is printed hereinbelow. The notary must witness the signing.

STATE OF CALIFORNIA)
)
COUNTY OF SAN FRANCISCO)

ON FEBRUARY 17, 1994, before me, DAVID EDWARD MILLER, a Notary Public, personally appeared LEROY W. LARSEN personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

WITNESS my hand and official seal.

Signature ____________________

My commission expires May 17, 1995

OFFICIAL SEAL
DAVID EDWARD MILLER
NOTARY PUBLIC-CALIFORNIA
City & County Of
San Francisco
MY COMM. EXP. MAY 17, 1995

2019-2020 SAN MATEO COUNTY SECURED TAX BILL 2019-2020

FOR FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

PARCEL NUMBER	TAX RATE AREA	BILL NUMBER
006-151-050	59-010	2019-210810

ASSESSMENT INFORMATION	VALUES
Land	19,780
Improvements	63,683
Fixtures	0
Personal Property	0
Taxable Value	83,463
Exemption	-7,000
Value after Exemption	76,463
Tax Saved Due To Exemption	82.20

.GAL DESCRIPTION

LOT 1 BLOCK 10 GARDEN VILLAGE SUB NO 4

SITUS: 200 GARDEN LN COLMA

TE21001A 7000004099 01.0014.0099 1997/1

LARSEN LEROY W & AIDA R TRS
200 GARDEN LN
COLMA CA 94015-1628

11 env postmarked
10/21/19
picked up 10/26/19

TAXING AGENCY	RATE	AMOUNT
Countywide Tax (Secured)	1.0000000	764.63
Smccd Bond	0.0266000	20.33
Jefferson Esd Bond	0.0667000	51.01
Jefferson Uhsd Bond	0.0811000	62.01
General Tax Total	1.1744000	897.98
FEDCA&NPDES STORM FEE	(650)363-4100	7.22
NSMCSD SEWER FEE	(650)991-8084 8082	1,182.00
SMC MOSQ ABATEMNT ASSMNT	(800)273-5167	18.68
JEFFERSON UHSD PRCEL TX	(800)676-7516	60.00
JEFFERSONESD PARCEL TAX	(800)676-7516	68.00
SFBRA MEASURE AA	(888)508-8157	12.00
JUHSD MEASURE Y TAX	(800)676-7516	58.00
BR'DM'R POLICE SP TX	(650)755-3840	438.00
JEFFERSON UHSD MAINT	(800)273-5167	10.00

PD 10/29/19
Check # 1027 $ 2751.88

* For Home Banking - Use the Account Number 006-151-050 as the Home Banking Account Number.
* Pay online at https://tax.smcgov.org
* When mailing, please do not fold, staple, tape or mutilate the attached coupons.

TAX PAYABLE 2,751.88

1 DUE NOVEMBER 1, 2019 AFTER DECEMBER 10, 2019 ADD 10% PENALTY TO YOUR PAYMENT $ 1,375.94

2 DUE FEBRUARY 1, 2020 AFTER APRIL 10, 2020 ADD 10% PENALTY + $40.00 COST TO YOUR PAYMENT $ 1,375.94

STATEMENT PORTION FOR YOUR RECORDS

Detach this stub and return with your payment

WRITE YOUR PARCEL NUMBER ON YOUR CHECK AND USE AN ENCLOSED ENVELOPE

PARCEL NUMBER
006-151-050
10/01/2019

IF PROPERTY HAS BEEN SOLD PLEASE FORWARD THIS BILL TO THE NEW OWNER

PAYABLE IN U.S. FUNDS ONLY

SECOND INSTALLMENT PAYMENT CANNOT BE ACCEPTED UNLESS FIRST INSTALLMENT IS PAID

MARK YOUR CALENDAR -
NO REMINDER NOTICES WILL BE MAILED!

ASSESSED TO:
LARSEN LEROY W & AIDA R TRS
200 GARDEN LN
COLMA CA 94015-1628

2

PAY

DUE FEB 1, 2020 $ 1,375.94

AFTER APRIL 10, 2020 ADD 10% PENALTY AND $40.00 COST TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR

MAIL TO: P.O. BOX 45878 SAN FRANCISCO, CA 94145-0878

RETURN WITH 2ND OR BOTH PAYMENTS

C2006-151-05000000000002019-21081020041100000137594000001553538

Detach this stub and return with your payment

BEFORE PAYING THIS BILL MAKE SURE IT IS FOR YOUR PROPERTY

PARCEL NUMBER
006-151-050
10/01/2019

INCLUDE BOTH PAYMENT STUBS TO PAY TOTAL TAX OF
$ 2,751.88
BY DEC. 10, 2019
USE AN ENCLOSED ENVELOPE

PAYABLE IN U.S. FUNDS ONLY

SEE REVERSE SIDE AND INSERT FOR OTHER IMPORTANT INFORMATION

ASSESSED TO:

LARSEN LEROY W & AIDA R TRS
200 GARDEN LN
COLMA CA 94015-1628

1

PAY

DUE NOV 1, 2019 $ 1,375.94

AFTER DEC 10, 2019 ADD 10% PENALTY TO YOUR PAYMENT

TOTAL DELINQUENT INSTALLMENT DUE

MAKE CHECKS PAYABLE TO: SANDIE ARNOTT, SAN MATEO COUNTY TAX COLLECTOR

MAIL TO: P.O. BOX 45878 SAN FRANCISCO, CA 94145-0878

C1006-151-05000000000002019-21081019121100000137594000001513538

winny

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Pay online or by phone 24/7 at:
WWW.DALYCITY.ORG
PHONE: (650) 991-8082

Account Summary

CUSTOMER NAME:	LE ROY W LARSEN
ACCOUNT NUMBER:	14113500-16
SERVICE ADDRESS:	200 GARDEN LN
BILL DATE:	8/29/2019
BALANCE DUE BY:	9/24/2019

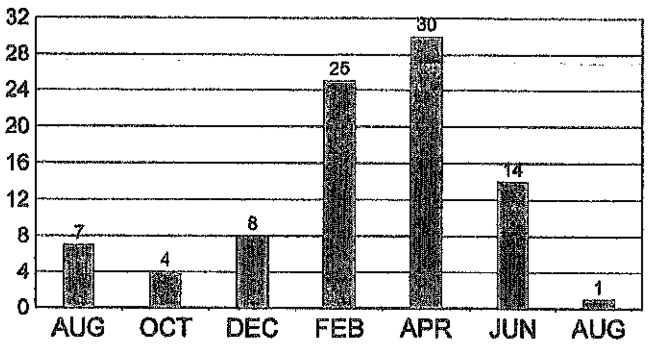
Usage Detail

Reading Period: 6/26/2019 To: 8/27/2019

Prior Read	Current Read	HCF Units*	Ave. Gals. Day
105	106	1	187

*HCF= Hundred Cubic Feet One HCF= 748 Gallons of Water

Bi-Monthly Water Usage History



GARBAGE SERVICE DESCRIPTION
1 container - GARB 32-GALLON D

Billing Detail

Svc Chg/Bal Forward:	$0.00
Current Charges	
Water Consumption Charge	$46.38
Garbage Charge	$56.22
Total Current Charges	$102.60

PAID 9/20/19
Check # 1014
$102.60

Total Amount Due	**$102.60**
Current charges are due by	**9/24/2019**

IMPORTANT INFORMATION
AMENDED WATER RATES EFFECTIVE JULY 1, 2019 PURSUANT TO CITY COUNCIL RESOLUTION 18-164 REFLECTING A 9.5% ADJUSTMENT IN WATER CHARGES. IMPACT VARIES BY WATER USE BUT HOUSEHOLDS USING AVERAGE BI-MONTHLY AMOUNT OF 12 HCF (1 HCF=748 GALLONS), WOULD SEE THEIR BI-MONTHLY WATER BILL INCREASE BY $9.00 OR $4.50 PER MONTH. For GARBAGE service questions call 650-756-1130.

Please detach and return bottom portion with your payment, made payable to **CITY OF DALY CITY.**

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/25/2019

PARCEL NO.	004-091-040	2019-20
CUSTOMER NAME	QI MOU YEE	
SERVICE ADDRESS	375 IRVINGTON ST.	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	150
		2 MONTHS PRIOR	48
2 MONTHS AFTER	2	4 MONTHS PRIOR	46
4 MONTHS AFTER	62	6 MONTHS PRIOR	48
		8 MONTHS PRIOR	36
		10 MONTHS PRIOR	32
		ACTUAL ANNUAL USAGE	**360**
		BASE PERIOD ANNUALIZED	900
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**540**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**150%**
		ANNUAL CREDIT IN DOLLARS	**$4,255.20**

(N.S.M.C.S.D. $7.88 per unit)

REASON FOR APPEAL

CUSTOMER HAD A LEAKING TOILETS FOR TWO BILLING CYCLES. TOILETS WERE BC
REPAIRED AND USAGE DECREASED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

November 3, 2019

Department of Public Works
Attn: Sanitation Appeal
Daly City City Hall
333 90th street
Daly City, CA 94015

RE: 2019-2020 Secured Tax Bill for 375 Irvington St, Daly City
NSMCSD Sewer Fee - Sanitation Appeal

Dear Dept. of Public Works,

I am mailing this letter to request a refund for the NSMCSD Sewer Fee on my 2019-2020 secured tax bill for my property located at 375 Irvington St, Daly City. The bill indicates I owe $7,092.00 for the NSMCSD Sewer Fee, which is $5,200.80 more than the amount billed to me for 2018-2019. (I was billed $1,891.20 on the 2018-2019 secured tax bill for the same fee.)

I called the number listed on the tax bill and was told the fee was calculated based on Dec18-Feb19 months. There were multiple leaks at the property during those months, which caused uncharacteristically high consumption during that period (Exhibit-1). When I realized there were leaks, I had them fixed right away and submitted a letter to the Daly City Utility Billing Division requesting an adjusted bill (Exhibit-2*). The representative on the phone directed me to submit this letter along with the two attachments to request a refund for the NSMCSD Sewer Fee. I hope you will consider providing a refund for the Sewer Fee as it was calculated not on actual consumption but rather on a period of untimely leaks.

Thank you in advance for your consideration. Please let me know if you have any questions or need any additional information.

Sincerely,

[signature]

Yim Fong Wong, owner
(415) 307-3765

* Please excuse the typo in the date of this letter. The letter was written on February 26, 2019. The body of the letter indicates the reading period was for 12/11/2018-2/13/2019.

004-091-040

EXHIBIT - 1

Account Summary

CUSTOMER NAME:	QI MOU YEE
ACCOUNT NUMBER:	10110860-72
SERVICE ADDRESS:	375 IRVINGTON ST
BILL DATE:	2/15/2019
BALANCE DUE BY:	3/19/2019

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Pay online or by phone 24/7 at:
WWW.DALYCITY.ORG
PHONE: (650) 991-8082

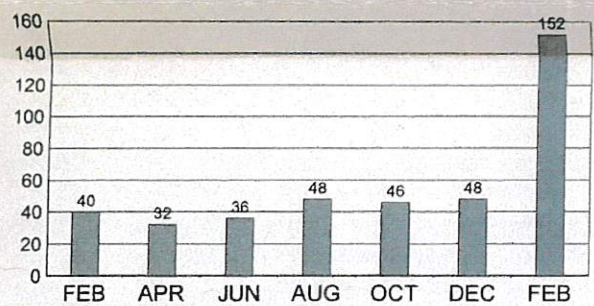
Usage Detail

Reading Period: 12/11/2018 To: 2/13/2019

Prior Read	Current Read	HCF Units*	Ave. Gals. Day
2585	2737	152	5685

*HCF= Hundred Cubic Feet   One HCF= 748 Gallons of Water

Bi-Monthly Water Usage History



GARBAGE SERVICE DESCRIPTION
1 container - GARB 32-GALLON D
1 container - GARB 32-GALLON D

Billing Detail

Svc Chg/Bal Forward:	$0.00
Current Charges	
Water Consumption Charge	$1,290.34
Garbage Charge	$112.44
Total Current Charges	$1,402.78
Total Amount Due	**$1,402.78**
Current charges are due by	**3/19/2019**

IMPORTANT INFORMATION
Adopt a free tree! The City has over 200 trees to giveaway to residents to plant anywhere on their property - front or backyard. Trees will be delivered in April 2019. To sign up, e-mail sstolte@dalycity.org or call (650) 991-8126. Don't pour used cooking oil/grease down the drain as it clogs your pipes. Pour cooled grease into a container and put in garbage or recycle it for free. Call 650-991-8208 for more info. The 27th Annual Daly City Black History month celebration will be held on 2/16/19 (noon - 3pm) at Café Doelger, 101 Lake Merced Blvd. Contact Leslie Dubridge (650) 991-8180 or e-mail lkdubridge@dalycity.org For GARBAGE service questions call 650-756-1130.

Please detach and return bottom portion with your payment, made payable to **CITY OF DALY CITY.**

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Garbage Service Questions (650) 756-1130
Billing Questions (650) 991-8082

DLY0215A AUTO ALL FOR AADC 940
7000001967 00.0006.0151 1953/1

QI MOU YEE
547 25TH AVE
SAN FRANCISCO CA 94121-2916

Payment Coupon

Service at:	375 IRVINGTON ST
Account Number	**10110860-72**
Due Date	**3/19/2019**
Total Amount Due	**$1,402.78**

Please ensure the address below is visible through the window of the return envelope.

CITY OF DALY CITY - UTILITY BILLING
PO BOX 840
DALY CITY CA 94017-0840

* 1 0 1 1 0 8 6 0 - 7 2 *

EXHIBIT-2

February 26, 2018

Utility Billing Division
Daly City City Hall
333 90th Avenue, 2nd Floor
Daly City, CA 94015

RE: Utility Bill for Account Number 10110860-72; Address 375 Irvington St, Daly City

Dear Utility Billing Division,

I am mailing this letter in regards to the water bill I received for reading period 12/11/2018-2/13/2019 for account number 10110860-72, address 375 Irvington St, Daly City. The water consumption charge is unusually high. I called the Utility Billing Division who informed me a leak test kit was left in the mailbox at the above referenced address. Our tenant living in the home was not aware of the test kit so I requested for a second test kit. The second test kit was used and it turns out multiple toilets had leaks. We immediately purchased new toilet fill valves to repair the leaks. I've provided a copy of the receipt for reference.

I called on Monday and was told to submit this letter and a receipt of the materials used to fix the leak and to wait for the Utility Billing Division to provide an adjusted bill. Please let me know if you have any questions.

Thank you,

Yim Fong Wong, owner
(415) 307-3765

COUNTY OF SAN MATEO TAX COLLECTOR

Need assistance? Click here to start a live chat with Tax Collector staff

Property Tax Account at 375 IRVINGTON ST

Account 004-091-040

See all bills for Current Owner

2019 Secured Annual Bill #2019-205751

Pay Bill

View Bill

Bill Information

Bill #: 2019-205751
Assessment Year: 2019
Tax Year: 2019
Account Number: 004-091-040
Tax Rate Area: 05-001
Total: **$15,185.04**

Property

Address
375 IRVINGTON ST
DALY CITY,

Legal Description
LOT 34 BLOCK 6 CROCKER EST TR SUB NO 1 RSM 6/16 CITY OF DALY CITY

Installments

Installment 1
Amount: $7,592.52

✔ Paid
Paid on 11/06/2019

Installment 2
Amount: $7,592.52

Unpaid
Delinquent After 04/10/2020

Ad Valorem Taxes

Taxing Authority	Rate	Assessed	Exemptions	Taxable	Tax
Countywide Tax (Secured)	1.00000000%	$668,371	$0	$668,371	$6,683.71
Smccd Bond	0.02660000%	$668,371	$0	$668,371	$177.78

Taxing Authority	Rate	Assessed	Exemptions	Taxable	Tax
Jefferson Esd Bond	0.06670000%	$668,371	$0	$668,371	$445.81
Jefferson Uhsd Bond	0.08110000%	$668,371	$0	$668,371	$542.04

Special Assessments and Direct Charges

Levying Authority	Tax
FEDCA&NPDES STORM FEE	$7.22
NSMCSD SEWER FEE	$7,092.00
SMC MOSQ ABATEMNT ASSMNT	$18.68
JEFFERSON UHSD PRCEL TX	$60.00
JEFFERSONESD PARCEL TAX	$68.00
SFBRA MEASURE AA	$12.00
JUHSD MEASURE Y TAX	$58.00
JEFFERSON UHSD MAINT	$10.00
CA STORM FEE-LOCAL	$9.80

Total: $15,185.04

Combined taxes and assessments: **$15,185.04**

Pay Bill ▾

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NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/25/2019

PARCEL NO.	002-184-120	2019-20
CUSTOMER NAME	Pearl L. Wong	
SERVICE ADDRESS	30 Fairway Dr., Daly City, CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	67
		2 MONTHS PRIOR	19
2 MONTHS AFTER	13	4 MONTHS PRIOR	20
4 MONTHS AFTER	20	6 MONTHS PRIOR	22
		8 MONTHS PRIOR	18
		10 MONTHS PRIOR	11
		ACTUAL ANNUAL USAGE	**157**
		BASE PERIOD ANNUALIZED	402
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**245**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**156%**
		ANNUAL CREDIT IN DOLLARS	**$1,930.60**

(N.S.M.C.S.D. $7.88 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD MS. WONG HAD A RUNNING TOILET WHICH CAUSED AN INCREASE IN USAGE. AFTER REPLACING THE TOILET THEIR USAGE DECREASED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

002 - 184 - 120

City of Daly City
Utility Billing Division
333 90th Street
Daly City, Ca. 94015

Oct. 28, 2019

Dear Sir:

Re: account Number 15410320-23
30 Fairway Drive, Daly City, 94015

I just received my property tax bill which to my amazed that it increased $2,670.00 this year. I called the tax collector and they advice me to write you and appeal this.

On February –March I had a toilet leak with a consumption charge of $537.24. I had This problem resolved immediately.
On my 2018-2019 tax bill NSMCSD Sewer fee was 756.48 .
My Sewer fee this year is 3,167.76. Can you please have this corrected and please let me know if you will replace another tax bill for me.

Last year tax total $5,492.30, this year $8,162.30

I will look forward to hearing from you asap.
Thank you,

Yours truly,
Pearl L. Wong
Encl.

CITY OF DALY CITY
UTILITY BILLING DIVISION
333 - 90TH STREET
DALY CITY, CA 94015-1895

Pay online or by phone 24/7 at:
WWW.DALYCITY.ORG
PHONE: (650) 991-8082

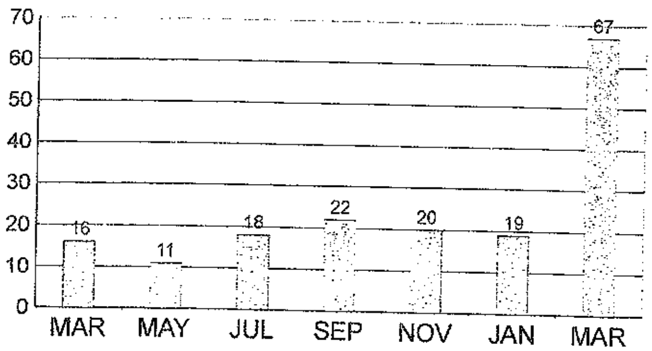
CUSTOMER NAME:	PEARL WONG
ACCOUNT NUMBER:	15410320-23
SERVICE ADDRESS:	30 FAIRWAY DR
BILL DATE:	3/8/2019
BALANCE DUE BY:	4/2/2019

Reading Period: 1/3/2019 To: 3/4/2019

Prior Read	Current Read	HCF Units*	Ave. Gals. Day
1029	1096	67	835

*HCF= Hundred Cubic Feet   One HCF= 748 Gallons of Water

Bi-Monthly Water Usage History



GARBAGE SERVICE DESCRIPTION
1 container - GARB 32-GALLON D

Svc Chg/Bal Forward:	$0.00
Current Charges	
Water Consumption Charge	$537.24
Garbage Charge	$56.22
Total Current Charges	$593.46

Total Amount Due	**$593.46**
Current charges are due by	**4/2/2019**

IMPORTANT INFORMATION
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Please detach and return bottom portion with your payment, made payable to **CITY OF DALY CITY**.

COUNTY OF SAN MATEO
TAX COLLECTOR

Need assistance? Click here to start a live chat with Tax Collector staff

Property Tax Account at 30 FAIRWAY DR

Account 002-184-120

See all bills for Current Owner

2019 Secured Annual Bill #2019-201942

Pay Bill

View Bill

Bill Information

Bill #: 2019-201942
Assessment Year: 2019
Tax Year: 2019
Account Number: 002-184-120
Tax Rate Area: 05-001
Total: $8,162.30

Installments

Installment 1
Amount: $4,081.15

✔ Paid
Paid on 11/12/2019

Installment 2
Amount: $4,081.15

Unpaid
Delinquent After 04/10/2020

Property

Address
30 FAIRWAY DR
DALY CITY,

Legal Description
LOT 21 BLOCK 27 WESTLAKE SUB NO 3 RSM 31/17 18 19 CITY OF DALY CITY

Ad Valorem Taxes

Taxing Authority	Rate	Assessed	Exemptions	Taxable	Tax
Countywide Tax (Secured)	1.00000000%	$411,534	$7,000	$404,534	$4,045.34
Smccd Bond	0.02660000%	$411,534	$7,000	$404,534	$107.60

Taxing Authority	Rate	Assessed	Exemptions	Taxable	Tax
Jefferson Esd Bond	0.06670000%	$411,534	$7,000	$404,534	$269.83
Jefferson Uhsd Bond	0.08110000%	$411,534	$7,000	$404,534	$328.07

Special Assessments and Direct Charges

Levying Authority	Tax
FEDCA&NPDES STORM FEE	$7.22
NSMCSD SEWER FEE	$3,167.76
SMC MOSQ ABATEMNT ASSMNT	$18.68
JEFFERSON UHSD PRCEL TX	$60.00
JEFFERSONESD PARCEL TAX	$68.00
SFBRA MEASURE AA	$12.00
JUHSD MEASURE Y TAX	$58.00
JEFFERSON UHSD MAINT	$10.00
CA STORM FEE-LOCAL	$9.80

Total: $8,162.30

Combined taxes and assessments: **$8,162.30**

Pay Bill ▾

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Item # _____

Agenda Report

North San Mateo County Sanitation District

A subsidiary of the City of Daly City

Meeting Date: December 9, 2019

Subject: Presentation of Fiscal Year 2019 Annual Financial Statements

Recommended Action

Acceptance, by motion, of the Fiscal Year 2019 Annual Financial Statements of the North San Mateo County Sanitation District.

Discussion

Attached is an excerpt from the City of Daly City's Comprehensive Annual Financial Report showing the financial position, results of operations, and cash flows for the District for the fiscal years ended June 30, 2019 and June 30, 2018.

The District is considered a component unit of the City, and complete footnote disclosure and other information is included in the City's Comprehensive Annual Financial Report.

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

Respectfully submitted,

Todd High

Todd High
Director of Finance and Administrative Services

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

CITY OF DALY CITY
NORTH SAN MATEO COUNTY SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF NET POSITION
JUNE 30, 2019 AND 2018

	2019	2018
ASSETS		
Current Assets		
Cash and investments	$30,404,130	$30,078,561
Accounts receivable	$1,487,651	$1,869,806
Inventories	1,538,527	1,478,425
Prepaid expenses	4,789	4,955
Total Current Assets	33,435,097	33,431,747
Capital Assets		
Land	233,547	233,547
Buildings	893,519	
Sewage facilities	58,958,085	58,958,085
Subsurface treatment lines	25,390,267	25,390,267
Equipment	9,465,766	9,102,719
Furniture and fixtures	114,174	114,174
Construction in progress	6,056,918	2,670,843
Total Capital Assets	101,112,276	96,469,635
Accumulated depreciation	(58,083,892)	(55,520,402)
Net Capital Assets	43,028,384	40,949,233
Advances to other funds	2,510,167	
Total Noncurrent Assets	45,538,551	40,949,233
Gain (loss) from disposal of capital assets		
Total Assets	78,973,648	74,380,980
DEFERRED OUTFLOW OF RESOURCES		
Related to pension	2,323,727	2,153,464
Related to OPEB	325,106	408,214
Total Deferred Outflow of Resources	2,648,833	2,561,678
LIABILITIES		
Current Liabilities		
Accounts payable	$1,116,408	$880,384
Retentions payable	71,503	
Accrued payroll	9,370	5,149
Interest payable	23,205	26,749
Compensated absences due within one year	555,502	545,265
Beg Loans payable due within one year	249,099	243,023
Total Current Liabilities	2,025,087	1,700,570
Noncurrent Liabilities		
Compensated absences due in more than one year	859,630	778,208
Loans payable due in more than one year	1,342,080	1,591,179
Net Pension liability	13,527,342	8,017,957
Net OPEB liability	4,893,274	4,620,311
Total Noncurrent Liabilities	20,622,326	15,007,655
Total Liabilities	22,647,413	16,708,225
DEFERRED INFLOWS OF RESOURCES		
Related to pension	1,119,935	201,990
Related to OPEB	4,060	5,839
Total Deferred Inflows of Resources	1,123,995	207,829
NET POSITION		
Net investment in capital assets	41,407,205	40,008,550
Unrestricted	16,413,868	20,911,573
Total Net Position	$57,821,073	$60,920,123

CITY OF DALY CITY
NORTH SAN MATEO COUNTY SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
FOR THE FISCAL YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
OPERATING REVENUES		
Sewer service charges	$22,381,756	$20,598,225
Water sales	84,191	151,278
Connection charges	246,635	757,820
Other revenues	96,531	246,716
Total Operating Revenues	22,809,113	21,754,039
OPERATING EXPENSES		
Salaries and benefits	10,463,567	8,878,019
Services and supplies	7,838,294	7,646,688
Utilities	1,353,131	1,301,124
Insurance	635,187	493,861
Depreciation	2,563,489	2,512,241
Other charges	1,156,860	921,514
Total Operating Expenses	24,010,528	21,753,447
Operating Income (Loss)	(1,201,415)	592
NONOPERATING REVENUES (EXPENSES)		
Property taxes	2,172,460	1,957,737
Gain (loss) from disposal of capital assets	(18,306)	
Interest and other income	810,741	248,495
Interest expense	(42,311)	(48,325)
Net Nonoperating Revenues	2,922,584	2,157,907
Income Before Operating Transfers	1,721,169	2,158,499
OPERATING TRANSFERS		
Operating transfers in	1,932,030	1,802,030
Operating transfers out	(1,556,380)	(1,221,777)
Net Transfers	375,650	580,253
Change in Net Position	2,096,819	2,738,752
Beginning Net Position, As restated for Pension adjustment	55,754,254	58,181,371
Total Net Position	$57,851,073	$60,920,123

CITY OF DALY CITY
NORTH SAN MATEO COUNTY SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	$23,191,268	$21,260,973
Payments to suppliers	(10,734,831)	(10,641,995)
Payments to employees	(8,922,197)	(8,209,200)
Cash Flows from Operating Activities	3,534,240	2,409,778
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property taxes	2,172,460	1,957,737
Advances to other funds	(2,510,167)	
Transfers in	1,932,030	1,802,030
Transfers out	(1,556,380)	(1,221,777)
Cash Flows from Noncapital Financing Activities	37,943	2,537,990
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of capital assets	(3,768,711)	(3,875,522)
Proceeds from sales of assets	1,284	
Principal paid on capital debt	(243,023)	(237,096)
Interest paid on capital debt	(46,905)	(52,832)
Cash Flows from (Used for) Capital and Gair and Related Financing Activities	(4,057,355)	(4,165,450)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest and other income	810,741	248,495
NET CASH FLOWS	325,569	1,030,813
Cash and investments at beginning of year	30,078,561	29,047,748
CASH AND INVESTMENTS AT END OF YEAR	$30,404,130	$30,078,561

Item # 4

Agenda Report

North San Mateo County Sanitation District

A subsidiary of the City of Daly City

Meeting Date: December 9, 2019

Subject: APPROVAL OF DEBT MANAGEMENT POLICY AND DISCLOSURE POLICIES AND PROCEDURES FOR THE NORTH SAN MATEO COUNTY SANITATION DISTRICT

Recommended Action

Consider adoption of a resolution approving a debt management policy and disclosure policies and procedures for the North San Mateo County Sanitation District (the "District").

Background

Debt Management Policy. Pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that include all of the following:

(A) The purposes for which the debt proceeds may be used.

(B) The types of debt that may be issued.

(C) The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.

(D) Policy goals related to the issuer's planning goals and objectives.

(E) The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

Disclosure Policies and Procedures. The Securities and Exchange Commission (the "SEC"), the federal government agency with regulatory power over the municipal bond market, recommends that issuers of municipal bonds adopt policies and procedures to govern compliance and implement training with respect to their initial disclosure and continuing disclosure undertakings.

Discussion

Debt Management Policy. Staff has prepared a debt management policy for the District, which complies with SB 1029 and is consistent with best practices for public agencies.

Adoption of a debt management policy is required for the District to undertake financings, but staff also believes the policy will ensure sound management practices with respect to debt.

Disclosure Policies and Procedures. Staff has prepared disclosure policies and procedures for the District, which is consistent with best practices for public agencies.

Fiscal Impact

There will be no current cost incurred by the District as a result of the adoption of the two policies.

Summary/Conclusion

Staff recommends that the Board of Directors adopt (1) a debt management policy for the District and (2) disclosure policies and procedures for the District.

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

Respectfully submitted,

Todd High
Director of Finance and
Administrative Services

Rose Zimmerman
District Counsel

Attachments: Draft Resolution
Draft Policy
Draft Disclosure

RESOLUTION NO:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH SAN MATEO COUNTY SANITATION DISTRICT APPROVING A DEBT MANAGEMENT POLICY AND DISCLOSURE POLICIES AND PROCEDURES

WHEREAS, pursuant to Senate Bill 1029 ("SB 1029"), which was signed by the California Governor on September 12, 2016, California public agencies that issue debt must adopt debt management policies that meet certain criteria; and

WHEREAS, in response to SB 1029 and in order to adhere to sound financial management practices, the Board of Directors of the North San Mateo County Sanitation District (the "District") wishes to adopt and maintain a debt management policy; and

WHEREAS, there has been presented to this meeting a proposed form of debt management policy (the "Debt Management Policy"), which is attached hereto as Exhibit B; and

WHEREAS, the Securities and Exchange Commission (the "SEC") recommends that issuers of municipal bonds adopt policies and procedures to govern compliance and implement training with respect to their initial disclosure and continuing disclosure undertakings; and

WHEREAS, in response to the SEC's recommendations and in order to better monitor compliance with its disclosure undertakings, the District wishes to adopt and maintain disclosure policies and procedures; and

WHEREAS, there has been presented to this meeting a proposed form of disclosure policies and procedures (the "Disclosure Policies and Procedures"), which is attached hereto as Exhibit B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the North San Mateo County Sanitation District as follows:

<u>Section 1</u>. The Board of Directors hereby approves and adopts the Debt Management Policy as the debt management policy for the District.

<u>Section 2</u>. The Board of Directors hereby approves and adopts the Disclosure Policies and Procedures as the disclosure policies and procedures for the District.

<u>Section 3</u>. This resolution shall take effect immediately upon its adoption.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Board of Directors of the North San Mateo County Sanitation District, California, at a regular meeting thereof held on the 9th day of December, 2019,by the following vote of the members thereof:

AYES, and in favor thereof, Members:______________________________________

____

____

NOES, Members:____

ABSENT, Members:____

____

SECRETARY
NORTH SAN MATEO COUNTY SANITATION DISTRICT

APPROVED:

____

CHAIR
NORTH SAN MATEO COUNTY SANITATION DISTRICT

DRAFT

EXHIBIT A

DEBT MANAGEMENT POLICY

DRAFT

EXHIBIT B

DISCLOSURE POLICIES AND PROCEDURES

DRAFT

NORTH SAN MATEO COUNTY

SANITATION DISTRICT

DEBT MANAGEMENT POLICY

This Debt Management Policy is intended to comply with Government Code Section 8855(i), effective on January 1, 2017, and shall govern all debt undertaken by the North San Mateo County Sanitation District (the "Sanitation District").

The Debt Management Policy may be amended by the Board of Directors as it deems appropriate from time to time in the prudent management of the debt of the Sanitation District. Any approval of debt by the Board of Directors that is not consistent with this Debt Management Policy shall constitute a waiver of this Debt Management Policy.

For purposes of this Debt Management Policy, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations, but the use of such term in this Debt Management Policy shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt within the meaning of any statutory or constitutional debt limitation where the substance and terms of the obligation comport with exceptions thereto.

A. Capital Financing; Relationship to Capital Improvement Program and Budget

The Sanitation District is committed to long-term capital planning. The Sanitation District intends to issue debt for the purposes stated in this Debt Management Policy and to implement policy decisions incorporated in the Sanitation District's capital budget and the capital improvement plan.

The Sanitation District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The Sanitation District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The Sanitation District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the Sanitation District's public purposes.

The Sanitation District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

1. The Sanitation District will consider the use of debt financing only for one-time capital improvement projects and only under the following circumstances:
a. When the project's useful life will exceed the term of the financing.
b. When project revenues or specific resources will be sufficient to service the long-term debt.

2. Debt financing will not be considered appropriate for any recurring purpose such as meeting or reducing current operating and maintenance expenditures.

3. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented at levels sufficient to ensure that any new development pays its fair share of the cost of constructing necessary community facilities.

4. The Sanitation District will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

Factors Favoring Pay-As-You-Go Financing
a. Current revenues and adequate fund balances are available or project phasing can be accomplished.
b. Existing debt levels would adversely affect the Sanitation District's credit rating.
c. Market conditions are unstable or present difficulties in marketing.

Factors Favoring Long Term Financing
d. Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
e. The project securing the financing is of the type that will support an investment grade credit rating (although there are financings, such as land-secured financings, where ratings may not be available or they may be below investment grade).
f. Market conditions present favorable interest rates and demand for City financings.
g. A project is mandated by state or federal requirements, and existing resources are insufficient or unavailable.
h. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
i. The life of the project or asset to be financed is 15 years or longer.

Short-Term Cash Flow Financing.
Short-term debt may be issued to provide financing for the Sanitation District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the Sanitation District may undertake lease-purchase financing for equipment.

B. Types of Debt

The following types of debt are allowable under this Debt Management Policy:

• lease revenue bonds, certificates of participation and lease-purchase transactions
• enterprise revenue bonds and certificates of participation
• tax and revenue anticipation notes
• bond or grant anticipation notes
• any bonds authorized by applicable law

The Sanitation District may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Management Policy.

C. Debt Management; Internal Control Procedures

1. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations.
This analysis will also address the reliability of revenues to support debt service.
2. The Sanitation District will generally attempt to conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
3. The Sanitation District will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.
4. The Sanitation District will monitor all forms of debt annually coincident with the Sanitation District's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Board of Directors.
5. Board of Directors will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
6. Board of Directors will maintain good, ongoing communications with bond rating agencies about its financial condition. Board of Directors will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).
7. Board of Directors will comply with its continuing disclosure undertakings under Securities and Exchange Commission ("SEC") Rule 15c2-12.
8. It is the policy of Board of Directors to ensure that proceeds of debt are spent only on lawful and intended uses. Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and Board of

Directors will submit written requisitions for such proceeds. Board of Directors will submit a requisition only after obtaining the signature of the Director of Water and Wastewater Resources. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Director of Water and Wastewater Resources shall retain records of all expenditures of proceeds through the final payment date for the debt.

D. Enterprise Fund Debt Capacity

Board of Directors will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of Board of Directors' rate review and setting process.

E. Independent Disclosure Counsel

Board of Directors will retain independent disclosure counsel on all public financings, who may also act as Board of Directors' bond counsel.

F. **Refinancings**

1. ***General Guidelines.*** Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. A refinancing will be considered (within federal tax law constraints) under the following conditions:

a. There is a net economic benefit.
b. It is needed to modernize covenants that are or could adversely affecting Board of Directors' financial position or operations.
c. Board of Directors wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.

2. ***Standards for Economic Savings*****.** In general, refinancings for economic savings will be undertaken whenever net present value savings of at least five percent (5%) of the refunded debt can be achieved.

a. Refinancings that produce net present value savings of less than five percent will be considered on a case-by-case basis, provided that the present value savings are at least three percent (3%) of the refunded debt.
b. Refinancings with savings of less than three percent (3%), or with negative savings, will not be considered unless there is a compelling public policy.

G. **Policy Goals Related to Planning Goals and Objectives**

Board of Directors is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. Board of Directors intends to issue debt for the purposes stated in this Debt Management Policy and to implement policy decisions incorporated in Board of Directors' annual operations budget.

It is a policy goal of Board of Directors to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

Board of Directors will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

NORTH SAN MATEO COUNTY SANITATION DISTRICT

Disclosure Policies and Procedures

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Article I
General

These Disclosure Policies and Procedures (the "**Disclosure Procedures**") of the North San Mateo County Sanitation District (the "**District**") are intended to ensure that the District is in compliance with all applicable federal and state securities laws.

Article II
Disclosure Coordinator

The chief financial officer of the District shall be the disclosure coordinator of the District (the "**Disclosure Coordinator**").

Article III
Review and Approval of Official Statements

The Disclosure Coordinator of the District shall review any Official Statement prepared in connection with any debt issuance by the District in order to ensure there are no misstatements or omissions of material information in any sections that contain descriptions of information prepared by the District.

In connection with its review of the Official Statement, the Disclosure Coordinator shall consult with third parties, including outside professionals assisting the District, and all members of City staff, to the extent that the Disclosure Coordinator concludes they should be consulted so that the Official Statement will include all "material" information (as defined for purposes of federal securities law).

As part of the review process, the Disclosure Coordinator shall submit all Official Statements to the Board of Directors for approval. The cover letter used by the Disclosure Coordinator to submit the Official Statements shall be in substantially the form of Exhibit A.

The approval of an Official Statement by the Board of Directors shall be docketed as a new business matter and shall not be approved as a consent item. The Board of Directors shall undertake such review as deemed necessary by the Board of Directors, following consultation with the Disclosure Coordinator, to fulfill the Board of Directors' responsibilities under applicable federal and state securities laws. In this regard, the Disclosure Coordinator shall consult with the District's disclosure counsel to the extent the Disclosure Coordinator considers appropriate.

Article IV
Continuing Disclosure Filings

Under the continuing disclosure undertakings that the District has entered into in connection with its debt offerings, the District is required each year to file annual reports with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("**EMMA**") system in accordance with such undertakings. Such annual reports are required to include certain updated financial and operating information, and the District's audited financial statements.

The District is also required under its continuing disclosure undertakings to file notices of certain events with EMMA.

The Disclosure Coordinator is responsible for establishing a system (which may involve the retention or one or more consultants) by which:

(i) the District will make the annual filings required by its continuing disclosure undertakings on a complete and timely basis, and

(ii) the District will file notices of enumerated events on a timely basis.

Article V
Public Statements Regarding Financial Information

Whenever the District makes statements or releases information relating to its finances to the public that are reasonably expected to reach investors and the trading markets, the District is obligated to ensure that such statements and information are complete, true, and accurate in all material respects.

Article VI
Training

The Disclosure Coordinator shall ensure that the members of the District staff involved in the initial or continuing disclosure process and the Board of Directors are properly trained to understand and perform their responsibilities.

The Disclosure Coordinator shall arrange for disclosure training sessions conducted by the District's disclosure counsel. Such training sessions shall include education on these Disclosure Procedures, the District's disclosure obligations under applicable federal and state securities laws and the disclosure responsibilities and potential liabilities of members of the District's staff and members of the Board of Directors. Such training sessions may be conducted using a recorded presentation.

EXHIBIT A

Form of Staff Report

To: Members of the Board of Directors

From:

Date: __________________

This Staff Report relates to the proposed issuance of ______ (the "Obligations") by the District. The Board of Directors is asked to approve issuance of the Obligations and all related documents. The near-final versions of these documents are attached.

The attached Preliminary Official Statement has been reviewed and approved for transmittal to the Board of Directors by the District's financing team. The distribution of the Preliminary Official Statement by the District is subject to federal securities laws, including the Securities Act of 1933 and the Securities Exchange Act of 1934. These laws require the Preliminary Official Statement to include all facts that would be material to an investor in the Obligations. Material information is information that there is a substantial likelihood would have actual significance in the deliberations of the reasonable investor when deciding whether to buy or sell the Obligations. If the Board of Directors concludes that the Preliminary Official Statement includes all facts that would be material to an investor in the Obligations, it must adopt a resolution that authorizes staff to execute a certificate to the effect that the Preliminary Official Statement has been "deemed final."

The Securities and Exchange Commission (the "SEC"), the agency with regulatory authority over the District's compliance with the federal securities laws, has issued guidance as to the duties of the Board of Directors with respect to its approval of the Preliminary Official Statement. In it's "Report of Investigation in the Matter of County of Orange, California as it Relates to the Conduct of the Members of the Board of Supervisors" (Release No. 36761 / January 24, 1996) (the "Release"), the SEC indicated that, if a member of the Board of Directors has knowledge of any facts or circumstances that an investor would want to know about prior to investing in the Obligations, whether relating to their repayment, tax-exempt status, undisclosed conflicts of interest with interested parties, or otherwise, he or she should endeavor to discover whether such facts are adequately disclosed in the Preliminary Official Statement. In the Release, the SEC indicated that the steps that a member of the Board of Directors could take include becoming familiar with the Preliminary Official Statement and questioning staff and consultants about the disclosure of such facts.

Set forth below is a summary of the financing, including cross-references to specific sections of the Preliminary Official Statement.

Section 1. *Purpose of Financing*.

Section 2. *Documents for Approval*; *Security for the Obligations*.

Section 3. *Risks Relating to Repayment and Tax-Exempt Status of the Obligations*.

Section 4. *Requested Approvals.*

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Item # 5

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: December 9, 2019

Subject: Notice of Completion for Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sanitary Sewer Main Rehabilitation Project

Recommended Action

Staff recommends the Board accept the improvements completed and authorize the filing of the Notice of Completion for the Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sanitary Sewer Main Rehabilitation Project.

Background

On November 26, 2018, the Board approved the award of a construction contract for the Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sewer Main Rehabilitation Project to D'Arcy & Harty Construction, Inc. of San Francisco, California.

The Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sewer Main Rehabilitation Project included the following replacements and installations:

- Replacement of 720 feet of existing 8-inch VCP sewer main with 12-inch HDPE sewer main along Park Plaza Drive from South Mayfair Avenue to Bel Mar Avenue.
- Replacement of 661 feet of existing 10-inch VCP sewer main with 16-inch PVC sewer main along Southgate Avenue from Escuela Drive to Cerro Drive.
- Replacement of 671 feet of existing 10-inch VCP sewer main with 10-inch HDPE along San Fernando Way from Alta Loma Avenue to Santa Paula Drive.
- Replacement of 1021 feet of existing 6-inch VCP sewer main with 6-inch HDPE along Miriam Street from Westlake Avenue to Parkview Avenue.

Manholes within the project limits were replaced or rehabilitated. All the sewer laterals were reconnected to the new sewer main.

The work also included pavement restoration including a standard trench cap over the roadway excavation, asphalt concrete (AC) paving, concrete restoration, utility box cover adjustment, and pavement striping and marking.

Discussion

D'Arcy & Harty Construction, Inc. of San Francisco, California, has completed all improvements required by the construction contract documents for a total amount of $1,429,699.00 including a balancing change order credit to the City of $3,531.00. The original contract amount was for $1,433,230.00. The decrease in price of 0.25% between the original and final contract amounts were due to final quantity adjustments.

Fiscal Impact

The contract was completed in the total amount of $1,429,699.00 with funds available in the Fiscal Year 2018-19 Sanitation Fund Capital Improvement Project Account 87-920-836.

Summary/Conclusion

Staff recommends the Board accept the improvements completed and authorize the filing of the Notice of Completion for the Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sanitary Sewer Main Rehabilitation Project.

Staff is available to answer any questions of the Chair or Members of the Board of Directors.

Respectfully submitted,

Roland Yip

Roland Yip
Senior Civil Engineer

Tom Piccolotti
Director of Water and Wastewater Resources

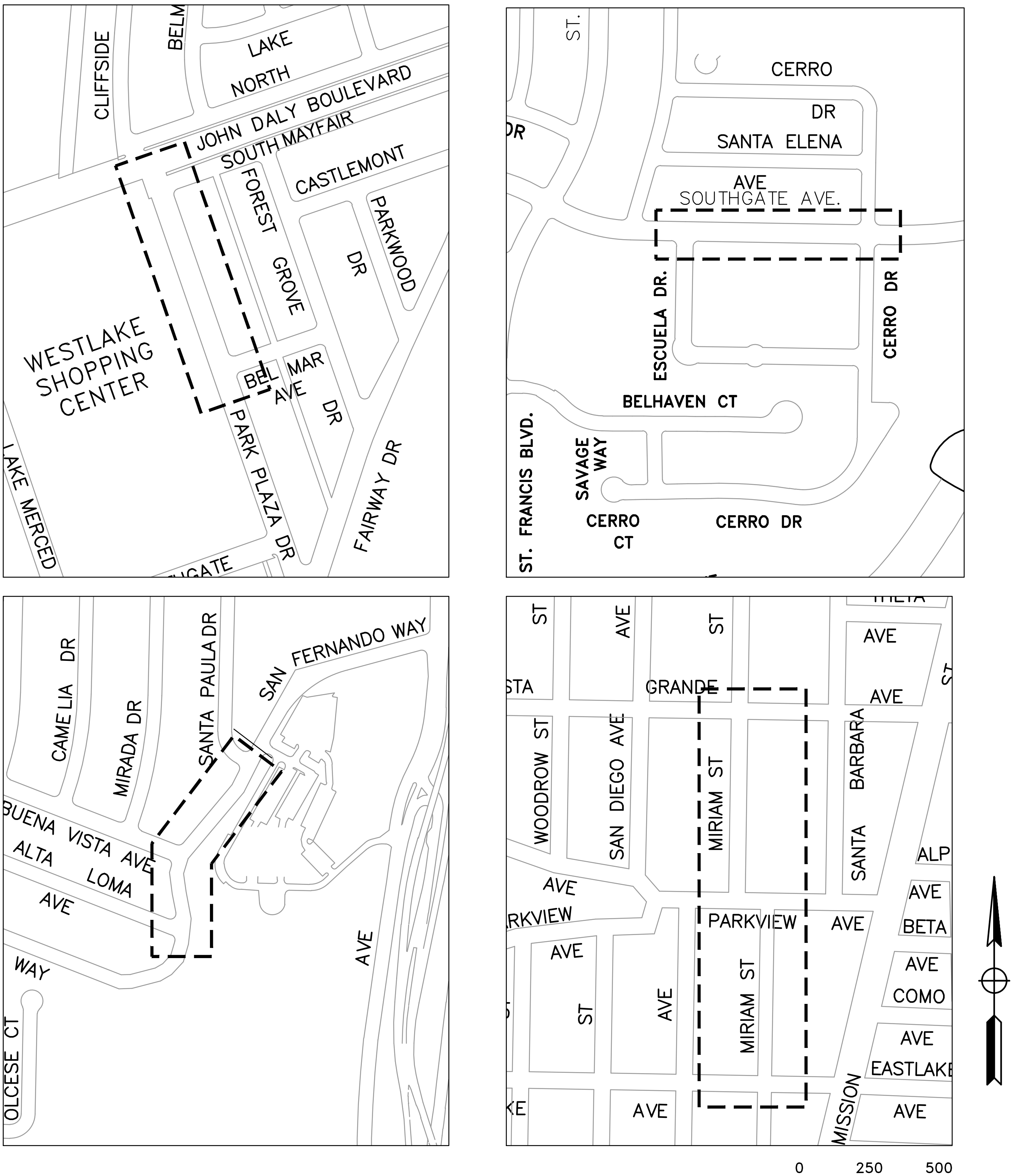
Attachment: Project Location Map

CITY OF DALY CITY

SAN MATEO COUNTY, CALIFORNIA

PROJECT LOCATION MAP

PARK PLAZA DRIVE, SOUTHGATE AVENUE, SAN FERNANDO WAY, AND MIRIAM STREET SEWER MAIN IMPROVEMENTS



City Council Meeting Agenda Report

Item # 11

Meeting Date: December 9, 2019

Subject: **PROPOSED RESOLUTIONS RELATED TO FINANCING FOR THE VISTA GRANDE DRAINAGE BASIN IMPROVEMENT PROJECT**

Recommended Action

Adoption of proposed resolutions to apply for financing for the Vista Grande Drainage Basin Improvement Project (Vista Grande Project) and comply with federal tax law.

Three of the four resolutions are required to apply to the State Water Resources Control Board for Clean Water State Revolving Fund financing for the Vista Grande Drainage Basin Improvement Project (together the "SRF Resolutions") are attached below:

1. SRF Intent Resolution: A Resolution of the City Council of the City of Daly City Authorizing and Directing Officials to Apply for Clean Water State Revolving Fund Financings and Authorizing and Directing Other Related Actions

2. SRF Reimbursement Resolution: A Resolution of the City Council of the City of Daly City Declaring the Intent to Reimburse Expenditures from the Proceeds of Clean Water State Revolving Fund Financings from the State Water Resources Control Board

3. SRF Intent to Designate Revenue Resolution: A Resolution of the City Council of the City of Daly City Declaring the Intent to Designate Certain Revenues for Clean Water State Revolving Fund Financings

The fourth resolution enables the City to comply with federal law if the City needs to finance a portion of the Vista Grande Drainage Basin Improvement Project with publicly offered or placed bonds or other forms of obligations; the resolution is attached: A Resolution of the City Council of the City of Daly City Declaring the Intent to Reimburse Expenditures from the Proceeds of Tax-Exempt Obligations ("Bond Reimbursement Resolution").

Background

The Vista Grande Drainage Basin Improvement Project (Project) is designed to address storm-related flooding in the Vista Grande Drainage Basin, improve the conveyance of effluent from the Treatment Facility, and provide the benefit of augmenting the water level of Lake Merced. The City Council approved the Project, and nearly 100% design of the Vista Grande Drainage Basin. The Vista Grande storm drain system drains the northwestern portion of Daly City and an unincorporated portion of San Mateo County – areas originally within the watershed of Lake Merced.

Staff and the City's financial consultants propose applying for the California Clean Water State Revolving Fund (SRF) loan and a Federal EPA Water Infrastructure Financing and Innovation Act (WIFIA) loan to fund most of the Project. In 2018, the City applied for an SRF loan for the full Project cost, but just the missed the cut-off score for acceptance. The City is invited to reapply for the SRF, with the required proposed Resolutions to improve its loan rating and submit by the deadline of December 20, 2019 for the next round of SRF loans.

Discussion

The City is undertaking the Vista Grande Drainage Basin Improvement Project (the "Project") and wishes to re-apply for financing for the Project from the State Water Resources Control Board (the "State Water Board") through its Clean Water Revolving Fund financing program.

Staff has been evaluating a number of options for financing the Project, including (1) issuance of revenue bonds or other obligations, (2) financing from the Environmental Protection Agency's Water Infrastructure Finance and Innovation Act of 2014 program ("WIFIA Program"), (3) financing from the California State Water Resource Control Board's Clean Water State Revolving Fund program ("SRF Program") and (4) financing from the California Infrastructure and Economic Development Bank's Infrastructure State Revolving Fund program ("ISRF Program").

As part of the proposed financing program, the City expects other public agencies who benefit from the Project to contribute to the cost of the Project, and staff expects to recommend that the City form a joint exercise of powers authority (a "JPA") pursuant to a joint exercise of powers agreement (a "JPA Agreement") with some or all of such other public agencies.
In the short term, however, it is important for the City to apply to the SRF Program to ensure that Project funding will be available when needed. In order to apply to the SRF Program, the State Water Board requires that the City Council adopt the three SRF Resolutions:

- The SRF Authorizing Resolution will authorize and direct the City Manager or her designee to take all actions required in order to apply for and obtain financing from the SRF Program.
- The SRF Reimbursement Resolution is needed to preserve the City's ability to reimburse itself from SRF Program financing proceeds for expenditures incurred by the City prior to obtaining financing.
- The State Water Board requires the City Council to adopt the SRF Intent to Designate Revenue Resolution in order to identify the anticipated source of funds for the repayment of any SRF Program financing; at a later date, if the City wishes to proceed with an SRF Program financing, the City Council will adopt another resolution approving the terms and conditions of the SRF Program financing, authorizing execution of an SRF Program financing agreement and pledging specific revenues.

The SRF Intent to Designate Revenue Resolution describes two sources of funds: (1) funds provided by other public agencies that contribute to the financing through the JPA and (2) specific enterprise funds of the City (stormwater management revenues) and the North San Mateo County Sanitation District (net revenues of the sanitary sewer enterprise). The North San Mateo County Sanitation District will consider a similar resolution tonight.

The SRF Resolutions do not commit the City to obtain financing from the SRF Program or obligate the City to expend any funds, but they are necessary to initiate the SRF Program application process.

Similar to the SRF Reimbursement Resolution, the Bond Reimbursement Resolution enables the City to incur and then recover costs associated with the Project from a future issuance of tax-exempt bonds or other obligations.

Fiscal Impact

There will be no fiscal impact incurred by the City as a result of the adoption of these resolutions related to possible financing for the Project. The City will have an opportunity to evaluate any financing obligation agreement, should the City obtain an SRF loan.

Recommendation/Conclusion

In order to apply for Project financing from the SRF Program, staff recommends that the City Council consider adoption of the three SRF Resolutions. In order to comply with federal tax law, staff recommends that the City Council consider adoption of the Bond Reimbursement Resolution.

The four resolutions do not commit the City to obtain financing from the SRF Program or obligate the City to expend any funds.

Staff is available to provide any additional information desired by the Mayor or Councilmembers.

Respectfully submitted,

Thomas J. Piccolotti
Director of Water and Wastewater Resources

Rose Zimmerman
City Attorney

Attachments:

1. SRF Intent Resolution: Resolution of the City Council of the City of Daly City Authorizing and Directing Officials to Apply for Clean Water State Revolving Fund Financings and Authorizing and Directing Other Related Actions

2. SRF Reimbursement Resolution: Resolution of the City Council of the City of Daly City Declaring the Intent to Reimburse Expenditures from the Proceeds of Clean Water State Revolving Fund Financings from the State Water Resources Control Board

3. SRF Intent to Designate Revenue Resolution: Resolution of the City Council of the City of Daly City Declaring the Intent to Designate Certain Revenues for Clean Water State Revolving Fund Financings

4. Bond Reimbursement Resolution: Resolution of the City Council of the City of Daly City Declaring the Intent to Reimburse Expenditures from the Proceeds of Tax-Exempt Obligations

RESOLUTION NO:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY AUTHORIZING AND DIRECTING OFFICIALS TO APPLY FOR CLEAN WATER STATE REVOLVING FUND FINANCINGS AND AUTHORIZING AND DIRECTING OTHER RELATED ACTIONS

WHEREAS, the City of Daly City desires to finance the costs of acquiring, constructing and/or reconstructing certain public facilities and improvements to maintain and enhance water quality, manage non-point source pollution, protect drinking water sources, and manage stormwater and related impacts to City and regional water and wastewater systems, including certain treatment facilities, pipelines and other infrastructure, which project is commonly referred to as the Vista Grande Drainage Basin Improvement Project (Project #8502) (the "Project"); and

WHEREAS, the City intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys provided by the State of California, acting by and through the State Water Resources Control Board ("State Water Board"); and

WHEREAS, the City wishes to delegate to certain authorized representatives the authority to take certain actions with respect to the proposed financing.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City as follows:

Section 1. The City Manager or a written designee of the City Manager (the "Authorized Representative") is hereby authorized and directed to sign and file, for and on behalf of the City, a Financial Assistance Application for a financing agreement from the State Water Board for the planning, design, and construction of the Project.

The Authorized Representative is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative is designated to represent the City in carrying out the City's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Section 2. All of the recitals in this resolution are true and correct and the City so finds, determines and represents.

Section 3. This resolution shall take effect immediately upon its adoption.

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I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the 9th day of December, 2019, by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:______________________________

____

____

NOES, Councilmembers:____

ABSENT, Councilmembers:____

____
CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

____
MAYOR OF THE CITY OF DALY CITY

DRAFT

RESOLUTION NO:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY DECLARING THE INTENT TO REIMBURSE EXPENDITURES FROM THE PROCEEDS OF CLEAN WATER STATE RESOLVING FUND FINANCINGS FROM THE STATE WATER RESOURCES BOARD

WHEREAS, the City of Daly City (the "City") desires to finance the costs of acquiring, constructing and/or reconstructing certain public facilities and improvements to maintain and enhance water quality, manage non-point source pollution, protect drinking water sources, and manage stormwater and related impacts to City and regional water and wastewater systems including certain treatment facilities, pipelines and other infrastructure, which project is commonly referred to as the Vista Grande Drainage Basin Improvement Project (the "Project"); and

WHEREAS, the City intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board ("State Water Board"); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the City; and

WHEREAS, the City has determined that those moneys to be advanced by the City to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City as follows:

<u>Section 1</u>. The City hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

<u>Section 2</u>. The reasonably expected maximum principal amount of the Project funded by the Clean Water State Revolving Fund is $60,000.00.

<u>Section 3</u>. This resolution is being adopted no later than 60 days after the date on which the City will expend moneys for the construction portion of the Project costs to be reimbursed

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with Project Funds.

Section 4. Each Expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

Section 5. To the best of our knowledge, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

Section 6. This resolution is adopted as official intent of the City in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

Section 7. All of the recitals in this resolution are true and correct and the City so finds, determines and represents.

Section 8. This resolution shall take effect immediately upon its adoption.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the 9th day of December, 2019,by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:____________________________________

____

____

NOES, Councilmembers:____

ABSENT, Councilmembers:____

____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

____

MAYOR OF THE CITY OF DALY CITY

DRAFT

RESOLUTION NO:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY DECLARING THE INTENT TO DESIGNATE CERTAIN REVENUES FOR CLEAN WATER STATE REVOLVING FUND FINANCINGS

WHEREAS, the City of Daly City ("City") provides water services and storm drain services under enterprise fund systems, with user fees covering the cost of providing the services; and

WHEREAS, the City provides sanitary sewer services through the North San Mateo County Sanitation District, a subsidiary district of the City;

WHEREAS, the City desires to finance the costs of acquiring, constructing and/or reconstructing certain public facilities and improvements to maintain and enhance water quality, manage non-point source pollution, protect drinking water sources, and manage stormwater and related impacts to City and regional water and wastewater systems including certain treatment facilities, pipelines and other infrastructure, which project is commonly referred to as the Vista Grande Drainage Basin Improvement Project (Project #8502) (the "Project"); and

WHEREAS, the City wishes to apply to the State of California, acting by and through the State Water Resources Control Board ("State Water Board"), for Clean Water State Revolving Fund financing for the construction and/or reconstruction of the Project or portions of the Project; and

WHEREAS, the City intends to form a joint exercise of powers authority (the "Authority") pursuant to a joint exercise of powers agreement (the "Authority Agreement") with other public agencies who benefit from the Project to enter into or more financing agreements with the State Water Board to finance the Project; and

WHEREAS, the State Water Board requires each financing recipient to establish one or more dedicated sources of revenue for repayment of assistance other than grants; and

WHEREAS, the City will form the Authority with other project beneficiaries to enable multiple dedicated sources of revenue to finance the Project; and

WHEREAS, the City Council wishes to declare its intent to designate dedicated sources of revenue to finance the Project if it decides to obtain Clean Water State Revolving Fund financing for the Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City as follows:

Section 1. The City shall document through the Authority the sources of contributions or pledged revenues to payment of any and all Clean Water State Revolving Fund financing for the Project.

Section 2. The Authority Agreement will obligate the City and the other beneficiaries of the Project to collect or contribute designated revenues and maintain designated funds throughout the term of any proposed financing and until the Authority has satisfied its repayment obligation under any financing agreements with the State Water Board unless modification or change is approved in writing by the State Water Board.

Section3. The City hereby declares the intent to designate the City's stormwater revenues as a source of payment for its portion of any and all Clean Water State Revolving Fund financing for the Project.

Section 4. All of the recitals in this resolution are true and correct and the City so finds, determines and represents.

Section 5. This resolution shall take effect immediately upon its adoption.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the 9th day of December 2019,by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:____________________

____

____

NOES, Councilmembers:____________________________

ABSENT, Councilmembers:__________________________

____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

____

MAYOR OF THE CITY OF DALY CITY

DRAFT

RESOLUTION NO:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DALY CITY DECLARING THE INTENT TO REIMBURSE EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT OBLIGATIONS

WHEREAS, the City of Daly City (the "City") desires to finance the costs of acquiring, constructing and/or reconstructing certain public facilities and improvements to maintain and enhance water quality, manage non-point source pollution, protect drinking water sources, and manage stormwater and related impacts to City and regional water and wastewater systems, including certain treatment facilities, pipelines and other infrastructure, which project is commonly referred to as the Vista Grande Drainage Basin Improvement Project (the "Project"); and

WHEREAS, the City intends to finance the Project with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to the issuance of the Obligations, the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the City; and

WHEREAS, the City has determined that those moneys intended to be advanced by the City to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Daly City as follows:

Section 1. The City hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations.

Section 2. The reasonably expected maximum principal amount of the Obligations is $130,000,000.

Section 3. This resolution is being adopted no later than 60 days after the date on which the City will expend moneys for the construction portion of the Project costs to be reimbursed with proceeds of the Obligations.

Section 4. Each Expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

Section 5. To the best of our knowledge, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

Section 6. This resolution is adopted as official intent of the City in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

Section 7. All of the recitals in this resolution are true and correct and the City so finds, determines and represents.

Section 8. This resolution shall take effect immediately upon its adoption.

I hereby certify the foregoing to be a true copy of a Resolution adopted by the City Council of Daly City, California, at a regular meeting thereof held on the 9th day of December, 2019,by the following vote of the members thereof:

AYES, and in favor thereof, Councilmembers:______________________________

____

____

NOES, Councilmembers:____

ABSENT, Councilmembers:____

____

CITY CLERK OF THE CITY OF DALY CITY

APPROVED:

____

MAYOR OF THE CITY OF DALY CITY

Item # 6B

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: December 9, 2019

Subject: PROPOSED RESOLUTION RELATED TO FINANCING FOR THE VISTA GRANDE DRAINAGE BASIN IMPROVEMENT PROJECT

Recommended Action

Adoption of a resolution (the "SRF Resolution") to apply for funding to the State Water Resources Control Board for Clean Water State Revolving Fund financing for the Vista Grande Drainage Basin Improvement Project:

> Resolution of the Board of Directors of the North San Mateo County Sanitation District Declaring the Intent to Designate Certain Revenues for Clean Water State Revolving Fund Financings (Resolution Attached):

Background

The City of Daly City (the "City") and the North San Mateo County Sanitation District (the "District") are undertaking the Vista Grande Drainage Basin Improvement Project (the "Project") and wish to apply for financing for the Project from the State Water Resources Control Board (the "State Water Board") through its Clean Water Revolving Fund financing program.

In order to apply for financing, the District must adopt a resolution in which it declares the intent to designate certain revenues to repay any financing.

Discussion

The City and the District have been evaluating a number of options for financing the Project, including (1) issuance of revenue bonds or other obligations, (2) financing from the Environmental Protection Agency's Water Infrastructure Finance and Innovation Act of 2014 program ("WIFIA Program"), (3) financing from the California State Water Resource Control Board's Clean Water State Revolving Fund program ("SRF Program") and (4) financing from the California Infrastructure and Economic Development Bank's Infrastructure State Revolving Fund program ("ISRF Program").

As part of the proposed financing program, the City and the District expect other public agencies who benefit from the Project to contribute to the cost of the Project, and staff expects to recommend that the City and the District form a joint exercise of powers authority (a "JPA") pursuant to a joint exercise of powers agreement (a "JPA Agreement") with some or all of such other public agencies. In the short term, however, it is important for the City to apply to the SRF Program to ensure that Project funding will be available when needed. In order for the City to apply to the SRF Program, the State Water Board requires that the District to adopt the Resolution in order to identify the anticipated source of funds for the repayment of any SRF Program financing; at a later date, if the District wishes to proceed with an SRF Program financing, the Board of Directors will adopt another resolution approving the terms and conditions of the SRF Program financing, authorizing execution of an SRF

Program financing agreement and pledging specific revenues. The Resolution describes one source of District funds: net revenues of the Sanitation District Fund, constituting gross revenues (including sewer system charges and property taxes) of the Sanitation District Fund less the costs of operating and maintaining the sanitary sewer enterprise.

The City Council will consider a similar resolution in which it will declare its intent to designate stormwater revenues to pay its share of any SRF Program financing.

The Resolution does not commit the District to obtain financing from the SRF Program or obligate the District to expend any funds, but it is necessary to initiate the SRF Program application process.

Fiscal Impact

There will be no fiscal impact incurred by the District as a result of the adoption of the Resolution related to possible financing for the Project.

Summary/Conclusion

In order for the City to apply for Project financing from the SRF Program, staff recommends that the Board of Directors consider adoption of the Resolution. The Resolution does not commit the District to obtain financing from the SRF Program or obligate the District to expend any funds.

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

Respectfully submitted,

Thomas J. Piccolotti
Director of Water and Wastewater Resources

Rose Zimmerman
District Counsel

Attachment:

1. Resolution of the Board of Directors of the North San Mateo County Sanitation District Declaring the Intent to Designate Certain Revenues for Clean Water State Revolving Fund Financings

RESOLUTION NO:

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH SAN MATEO COUNTY SANITATION DISTRICT DECLARING THE INTENT TO DESIGNATE CERTAIN REVENUES FOR CLEAN WATER STATE REVOLVING FUND FINANCINGS

WHEREAS, the City of Daly City ("City") provides water services and storm drain services under enterprise fund systems, with user fees covering the cost of providing the services; and

WHEREAS, the City provides sanitary sewer services through the North San Mateo County Sanitation District (the "Sanitation District"), a subsidiary district of the City;

WHEREAS, the City and the District desire to finance the costs of acquiring, constructing and/or reconstructing certain public facilities and improvements to maintain and enhance water quality, manage non-point source pollution, protect drinking water sources, and manage stormwater and related impacts to City, District and regional water and wastewater systems including certain treatment facilities, pipelines and other infrastructure, which project is commonly referred to as the Vista Grande Drainage Basin Improvement Project (Project #8502) (the "Project"); and

WHEREAS, the City and the District wish to apply to the State of California, acting by and through the State Water Resources Control Board ("State Water Board"), for Clean Water State Revolving Fund financing for the construction and/or reconstruction of the Project or portions of the Project; and

WHEREAS, the City and the District intend to form a joint exercise of powers authority (the "Authority") pursuant to a joint exercise of powers agreement (the "Authority Agreement") with other public agencies who benefit from the Project to enter into or more financing agreements with the State Water Board to finance the Project; and

WHEREAS, the State Water Board requires each financing recipient to establish one or more dedicated sources of revenue for repayment of assistance other than grants; and

WHEREAS, the City and the District will form the Authority with other project beneficiaries to enable multiple dedicated sources of revenue to finance the Project; and

WHEREAS, the Board of Directors wishes to declare its intent to designate dedicated sources of revenue to finance the Project if it decides to obtain Clean Water State Revolving Fund financing for the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the North San Mateo County Sanitation District as follows:

Section 1. The City and the District shall document through the Authority the sources of contributions or pledged revenues to payment of any and all Clean Water State Revolving Fund financing for the Project.

Section 2. The Authority Agreement will obligate the City, the District and the other beneficiaries of the Project to collect or contribute designated revenues and maintain designated funds throughout the term of any proposed financing and until the Authority has satisfied its repayment obligation under any financing agreements with the State Water Board unless modification or change is approved in writing by the State Water Board.

Section3. The District hereby declares the intent to designate as a source of payment for its portion of any and all Clean Water State Revolving Fund financing for the Project the net revenues of the Sanitation District Fund, constituting gross revenues (including sewer system charges and property taxes) of the Sanitation District Fund less the costs of operating and maintaining the sanitary sewer enterprise.

Section 4. All of the recitals in this resolution are true and correct and the District so finds, determines and represents.

Section 5. This resolution shall take effect immediately upon its adoption.

DRAFT

I hereby certify the foregoing to be a true copy of a Resolution adopted by the Board of Directors of the North San Mateo County Sanitation District, California, at a regular meeting thereof held on the 9th day of December 2019,by the following vote of the members thereof:

AYES, and in favor thereof, Members:____

____

____

NOES, Members:____

ABSENT, Members:____________________________________

____
SECRETARY
NORTH SAN MATEO COUNTY SANITATION DISTRICT

APPROVED:

____
CHAIRMAN
NORTH SAN MATEO COUNTY SANITATION DISTRICT

DRAFT