



NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

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

(650) 991-8127



REGULAR MEETING – BOARD OF DIRECTORS

Monday, June 08, 2020 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Visit NORTH SAN MATEO COUNTY SANITATION DISTRICT virtual meeting website to watch the livestream of the meeting and submit comment on agenda items, all in one place online:

<https://bit.ly/dalycityjune8>

Please note, the virtual meeting website will only be available during the meeting on
Date: June 8, 2020

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Daly City Board and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream at <https://bit.ly/dalycityapril27> and to submit comments through the livestream website and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting.

To submit a comment in writing, please email cityclerk@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 4:00 pm will be emailed to the Board members and included as an "Add to Packet" on the City's website prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the Board members for the public meeting.

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:

"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."

CONSENT AGENDA

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

Minutes:

1. Regular Meeting of May 11, 2020

Action Items:

2. Sewer Service Charge Appeals FY 2020/21
3. Sewer Service Charges for FY 2020/21 - No Rate Increase
4. Contractual Sewer Service Charges of San Francisco Public Utilities Commission (SFPUC) and City of South San Francisco (SSF)

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.

REPORTS:

5. Board of Directors
6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

May 11, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on May 11, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 7:05 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: Assistant to the City Manager Stephen Stolte, 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, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Manalo/Daus-Magbual) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of April 27, 2020**
2. **Sewer Service Charge Appeals FY 2019/20**
3. **Resolution of Intent to Adopt Appropriations Limitation FY 2020/21**

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

NEW BUSINESS:

None.

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None

ADJOURNMENT:

At 7:07 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.



North San Mateo County Sanitation District
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Meeting Date: June 8, 2020

Subject: SEWER SERVICE CHARGE APPEAL - FISCAL YEAR 2020-21

Recommended Action

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

Daly City Water

Joe F. Fong
004-251-060

Shirley Puentes
002-191-150

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

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Melva Gutierrez".

Melva Gutierrez
Utility Billing Supervisor

A handwritten signature in blue ink, appearing to read "Todd High".

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

PARCEL NO. 004-142-130 2020-21
CUSTOMER NAME SHIRLEY PUENTES
SERVICE ADDRESS 733 CROCKER AVE. DALY CITY 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	62
		2 MONTHS PRIOR	21
2 MONTHS AFTER	37	4 MONTHS PRIOR	20
4 MONTHS AFTER		6 MONTHS PRIOR	18
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	18
		ACTUAL ANNUAL USAGE	154
		BASE PERIOD ANNUALIZED	372
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	218
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	142%
		ANNUAL CREDIT IN DOLLARS	\$1,717.84

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

REASON FOR APPEAL

Ms. Puentes is requesting to update her actual usage to rather than base period due to a leak they found end of February. She is aware that her sewer charge will be impacted so she's being proactive in requesting to adjust her usage prior to calculating sewer fee for 2020-21.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE

PARCEL NO.	004-251-060	2020-21
CUSTOMER NAME	JOE F. FONG	
SERVICE ADDRESS	5937 MISSION ST., DALY CITY CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	85
		2 MONTHS PRIOR	31
2 MONTHS AFTER	0	4 MONTHS PRIOR	0
4 MONTHS AFTER		6 MONTHS PRIOR	0
		8 MONTHS PRIOR	0
		10 MONTHS PRIOR	0
		ACTUAL ANNUAL USAGE	116
		BASE PERIOD ANNUALIZED	510
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	394
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	340%
		ANNUAL CREDIT IN DOLLARS	\$3,104.72
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Mr. Fong noticed a large spike in his water bill during the base period. He is requesting to adjust water usage prior to calculating sewer charge for 2020-21 tax year. He contacted several parties such as a plumber, meter and water technicians from the water department, however they found no leak or issues with the meter. No repair was needed, usage adjusted itself.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage.



North San Mateo County Sanitation District
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Meeting Date: June 8, 2020

Subject: Sewer Service Charges for Fiscal Year 2020/21 – No Rate Increase

Recommended Action

Adopt resolution prescribing and providing for the collection of sewer service charges for Fiscal Year 2020/21 on the San Mateo County Tax Roll.

Background/Discussion

Staff contracted with Hilton, Farnkopf, and Hobson (HF&H) in 2020 to perform financial analysis of the Sanitation District and propose a rate structure to fund activities. After the financial analysis was complete and staff reviewed the findings, it was determined that the current sewer service charges are adequate to fund the 2020/21 Sanitation District Operating and Capital Budgets.

Staff is proposing to continue the current sewer service charges for 2020/21 at \$7.88/CCF with a minimum charge of \$87.44. CCF represents 100 cubic feet of water or 748 gallons and the water usage amount is calculated using the winter billing period to prevent the addition of non-sewer water usage.

Fiscal Impact

The fiscal impact on a typical single-family residential customer using 15 ccf during the winter billing period will continue to be \$709.20 from sewer service charges.

Summary/Conclusion

The Board's action conforms with necessary procedural requirements associated with the sewer service charge. Under state statute, the District must provide its electronic roll to the County no later than August 1st for inclusion in the upcoming tax roll.

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

Respectfully submitted,

A blue ink signature of Thomas J. Piccolotti.

Thomas J. Piccolotti
Director of Water and Wastewater Resources



North San Mateo County Sanitation District

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Meeting Date: June 8, 2020

Subject: Contractual Sewer Service Charges of SFPUC and South San Francisco

Recommended Action

Authorize staff to transfer funds from the Sanitation Fund Balance in an amount not to exceed \$700,000 to make contractual payments to San Francisco Public Utilities Commission (PUC) and City of South San Francisco (SSF) for treatment of North San Mateo County Sanitation District (District) wastewater flows.

Background/Discussion

The District contracts with the San Francisco PUC and the City of SSF to treat wastewater from two zones of its service area that are unable to flow by gravity or pumping to the Wastewater Treatment Facility. The San Francisco PUC and City of SSF increased their sewer service charges at a rate greater than staff projected when developing the Fiscal Years 2019-20 Biennial Budget. These unanticipated increases created a deficit in the Sanitation Fund in the amount of \$700,000. The District is contractually obligated to make these payments and the Sanitation Fund Balance contains the necessary cash reserves. Staff has corrected for these previously unanticipated rate increases and for the 2020 increase in the Fiscal Year 2021 Budget.

Fiscal Impact

The Sanitation Fund Balance contains the necessary funds to provide for this action.

Summary/Conclusion

Authorize staff to transfer funds from the Sanitation Fund Balance in an amount not to exceed \$700,000 to make contractual payments to San Francisco PUC and City of SSF for treatment of District wastewater flows.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "T. Piccolotti".

Thomas J. Piccolotti
Director of Water and Wastewater Resources