



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 22, 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/dalycityjune22>

Please note, the virtual meeting website will only be available during the meeting on
Date: June 22, 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 June 8, 2020

Action Items:

2. Sewer Service Charge Appeals FY 2020/21
3. Adoption of Appropriations Limitation

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:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 8, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on June 8, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 7:45 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: General Manager Shawna Maltbie, 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 May 11, 2020**
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)**

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

NEW BUSINESS:

None.

REPORTS:

5. **Board of Directors**

None.

6. **Staff**

None

ADJOURNMENT:

At 7:47 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: June 22, 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.

Westborough Water District

Jose A. Criseno
CRI0003

Gloria A. Borja
BOR0012

Roman Tioseco
TIO0008

Chan Wa Lui
LUI0013

Edie Clark
CLA0012

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

Respectfully submitted,

A handwritten signature in blue 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 2020-21
BOARD MEETING 06/22/2020
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. CRI0003
CUSTOMER NAME Jose A. Criseno
SERVICE ADDRESS 113 Valleyview way, S. San Francisco

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	45
2 MONTHS AFTER 10	2 MONTHS PRIOR	34
4 MONTHS AFTER	4 MONTHS PRIOR	24
	6 MONTHS PRIOR	19
	8 MONTHS PRIOR	14
	10 MONTHS PRIOR	13
ACTUAL ANNUAL USAGE		149
BASE PERIOD ANNUALIZED		270
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		121
PERCENTAGE CHANGE (MUST BE OVER 10%)		81%
ANNUAL CREDIT IN DOLLARS		<u>\$ 1,194.27</u>

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

Mr. Criseno is requesting a FY2020-21 sewer service reading adjustment due to an underground leak which occurred during the January-February 2020 meter reading period. Usage decreased after repairs were completed.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020-21
BOARD MEETING 06/22/2020
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. BOR0011
CUSTOMER NAME Gloria A. Borja
SERVICE ADDRESS 3914 Geddes Court, S. San Francisco

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	29
2 MONTHS AFTER 18	2 MONTHS PRIOR	13
4 MONTHS AFTER	4 MONTHS PRIOR	18
	6 MONTHS PRIOR	14
	8 MONTHS PRIOR	1
	10 MONTHS PRIOR	11
ACTUAL ANNUAL USAGE		86
BASE PERIOD ANNUALIZED		174
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		88
PERCENTAGE CHANGE (MUST BE OVER 10%)		102%
ANNUAL CREDIT IN DOLLARS		<u>\$ 868.56</u>

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

Ms. Borja is requesting a FY2020-21 sewer service reading adjustment due to a toilet leak which occurred during the January-February 2020 meter reading period. Usage decreased after the toilet was repaired.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020-21
BOARD MEETING 06/22/2020
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. TIO0008
CUSTOMER NAME Roman Tioseco
SERVICE ADDRESS 2437 Wren Court

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	43
2 MONTHS AFTER 34	2 MONTHS PRIOR	29
4 MONTHS AFTER	4 MONTHS PRIOR	18
	6 MONTHS PRIOR	16
	8 MONTHS PRIOR	15
	10 MONTHS PRIOR	15
ACTUAL ANNUAL USAGE		136
BASE PERIOD ANNUALIZED		258
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		122
PERCENTAGE CHANGE (MUST BE OVER 10%)		90%
ANNUAL CREDIT IN DOLLARS		<u>\$ 1,204.14</u>

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

Mr. Tioseco is requesting a FY2020-21 sewer service reading adjustment due to a toilet leak which occurred during the January-February 2020 meter reading period. Usage slowly decreasing.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020-21
BOARD MEETING 06/22/2020
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. LUI0013
CUSTOMER NAME Chan Wa Lui
SERVICE ADDRESS 2604 Leix Way, S. San Francisco

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	17
2 MONTHS AFTER 39	2 MONTHS PRIOR	15
4 MONTHS AFTER 14	4 MONTHS PRIOR	14
	6 MONTHS PRIOR	14
	8 MONTHS PRIOR	14
	10 MONTHS PRIOR	12
ACTUAL ANNUAL USAGE		86
BASE PERIOD ANNUALIZED		102
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		16
PERCENTAGE CHANGE (MUST BE OVER 10%)		19%
ANNUAL CREDIT IN DOLLARS		\$ 157.92

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

Mr. Lui is requesting a FY2020-21 sewer service reading adjustment due a toilet leak which occurred during the January-February 2020 meter reading period. Usage eventually decreased after the toilet was repaired.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020-21
BOARD MEETING 06/22/2020
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. CLA0012
CUSTOMER NAME Edie Clark
SERVICE ADDRESS 2206 Shannon Dr., S. San Francisco

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	14
2 MONTHS AFTER 50	2 MONTHS PRIOR	11
4 MONTHS AFTER 13	4 MONTHS PRIOR	10
	6 MONTHS PRIOR	10
	8 MONTHS PRIOR	11
	10 MONTHS PRIOR	11
ACTUAL ANNUAL USAGE		67
BASE PERIOD ANNUALIZED		84
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		17
PERCENTAGE CHANGE (MUST BE OVER 10%)		25%
ANNUAL CREDIT IN DOLLARS		\$ 167.79

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

Ms. Clark is requesting a FY2020-21 sewer service reading adjustment due a toilet leak which occurred during the January-February 2020 meter reading period. Usage eventually decreased after the toilet was repaired.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.



Item # _____

Agenda Report

NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

Meeting Date: June 22, 2020

Subject: Adoption of Appropriations Limitation

Recommended Action

Adopt a resolution establishing Appropriations Limitation for Fiscal Year 2020-2021.

Discussion

As required by Article XIII B of the State Constitution, the Agency must adopt an appropriations limit for the following fiscal year. By resolution of May 11, 2020, the Board of Directors established its intent to adopt the appropriations limitation for FY 2020-2021.

The attached calculations establishing the proceeds of taxes and appropriations limit for FY 2020-2021 have been on file in the Finance Department since Friday, June 12, 2020, for public inspection and appropriate notice has been posted by the City Clerk.

Summary/Conclusion

Staff recommends that the Board of Directors adopt a Resolution establishing the Agency's Appropriations Limitation for FY 2020-2021.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Todd High".

Todd High
Director of Finance & Administrative Services

Attachment: Summary of Calculations

cc: City Manager
City Attorney
NSMCSD

NORTH SAN MATEO COUNTY SANITATION DISTRICT

SUMMARY OF CALCULATIONS

GANN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020-2021

Change in California per Capita Personal Income	1.0373
Change in Population	0.9987
Change Factor (1.0373 x 0.9987)	1.0360
1978-79 Base Year Appropriations Limit	\$251,694
Multiplied by Cumulative Change Factor (6.9464 x 1.0414)	<u>7.4941</u>
2020-2021 Appropriations Limit	<u>\$1,886,216</u>

APPLICATION OF GANN APPROPRIATIONS LIMIT

TO FISCAL YEAR 2020-2021

Total Gann Appropriations Limit	\$1,886,216
Estimated Proceeds of Taxes	<u>2,345,450</u>
Estimated Proceeds of Taxes Over Limit by	(459,235)
Amount to be used for Capital Expenditures	<u>459,235</u>
Net Amount	<u>\$ 0</u>