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 14, 2021 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

View the agenda and supporting documents in our website

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 http://bit.ly/dalycityjun14 and to register to speak at the zoom meeting and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting.

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) register to speak at the meeting via Zoom.

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 City Council 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 City Council members for the public meeting. Comments are not read aloud into the record.

To speak at the meeting, you must register to join via Zoom. The City requests that you complete your registration by 5:00 pm on the meeting date. After registering, you will receive a confirmation email containing instructions on how to join the meeting, including a unique link. Your address and email will not be disclosed to the public. Public comment is limited to two minutes maximum.

To register to speak at the meeting via Zoom, visit http://bit.ly/jun14zoomreg. You must familiarize yourself with Zoom prior to joining the meeting. When you would like to speak on an item during the public comment portion of the meeting, you will need to use the "raise hand" feature in Zoom. The City will not be providing technical support.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's virtual meeting website at http://bit.ly/dalycityjun14.

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.*

> ***"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."***

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

CONSENT AGENDA

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

Minutes:

1. Regular Meeting of May 24, 2021

Action Items:

2. Resolution Adopting Operating and Capital Budget for FY 2022 for the North San Mateo County Sanitation District

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:

3. Board of Directors

4. Staff

A Citizens' Advisory Committee FY 2021/22

Staff:
Cosgrove
Recommended Action:
Information Only (oral report)

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

May 24, 2021

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on May 24, 2021.

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

ROLL CALL:

Present: DiGiovanni, Buenaventura, Sylvester, Daus-Magbual, Manalo
Absent: None.

Staff Present: General Manager Shawnna Maltbie, Assistant City Manager Stephen Stolte, Assistant to the City Manager Leilani Ramos, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Senior Management Analyst Anthony Tofiga, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of May 10, 2021**
2. **Sewer Service Charge Appeals FY 2021/22**

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

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

   None.

4. **Staff**

   None.

ADJOURNMENT:

At 6:48 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.

Item # _____

Agenda Report

North San Mateo County Sanitation District

A subsidiary of the City of Daly City

Meeting Date: June 14, 2021

Subject: Resolution Adopting Operating and Capital Budget for Fiscal Year 2022 for the North San Mateo County Sanitation District

Recommended Action

Staff recommends the Board adopt the North San Mateo County Sanitation District's ("District") Operating and Capital Budget for the Fiscal Year 2022.

Discussion

Formal budgetary authorization as stated in the District Code is required by the Board to adopt the Operating and Capital Budgets for Fiscal Year 2022, as incorporated in Attachment "A". The budget presented for your consideration and adoption was reviewed by the Board of Directors during the Daly City Finance Department's budget presentation and subsequent Council approval at the May 24th City Council Meeting.

The District is required to adopt the Budget under California law. Among other things, a budget appropriates public funds, thereby providing the legal authorization from the governing body to expend these funds.

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

Respectfully submitted,

Anthony Tofiga
Senior Management Analyst

Thomas J. Piccolotti
Director of Water and Wastewater Resources

Attachment "A": Fiscal Year 2022 Sanitation District Operating and Capital Budget

cc: City Manager
City Attorney
NSMCSD

CITY OF DALY CITY	FUND:	SANITATION DISTRICT
BUDGET	DEPARTMENT:	WATER & WASTEWATER RESOURCES
FISCAL YEAR 2022	PROGRAM:	SUMMARY

Revenues	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Budget	FY 2022 Requested
MISCELLANOUS REVENUE	97,816	100,199	49,866	51,074
TAXES	2,172,460	2,254,032	2,305,790	2,374,964
RENTS AND INTEREST	810,741	976,732	350,000	375,000
CHARGES AND FEES	22,712,582	22,679,619	23,012,323	23,702,693
OPERATING TRANSFERS IN	1,617,030	1,617,030	1,665,541	1,715,507
TOTAL REVENUES	**$27,410,629**	**$27,627,612**	**$27,383,520**	**$28,219,238**

Expenditures				
SALARY & BENEFITS	10,463,567	9,867,566	11,647,448	13,701,488
SERVICES AND SUPPLIES	8,251,242	9,629,837	11,191,971	11,644,568
OTHER CHARGES	301,581	237,598	412,149	423,041
FIXED CHARGES	1,399,100	1,430,674	1,473,431	1,517,634
CAPITAL OUTLAY	127,256	149,004	211,850	217,639
OPERATING TRANSFERS OUT	1,556,382	1,180,292	1,201,987	1,231,352
DEBT SERVICE	42,311	36,147	33,552	27,169
DEPRECIATION	2,563,489	2,492,465	2,743,415	2,825,717
TOTAL EXPENDITURES	**$24,704,928**	**$25,023,583**	**$28,915,804**	**$31,588,608**

CITY OF DALY CITY	FUND:	SANITATION DISTRICT	87
BUDGET	DEPARTMENT:	WATER & WASTEWATER RESOURCES	380
FISCAL YEAR 2022	PROGRAM:	WATER & WASTEWATER ADMIN	370

Revenues	**FY 2019 Actuals**	**FY 2020 Actuals**	**FY 2021 Budget**	**FY 2022 Requested**
MISCELLANEOUS REVENUES	0	0	250	0
OPERATING TRANSFERS IN	778,100	778,100	801,443	825,486
TOTAL REVENUES	**$778,100**	**$778,100**	**$801,693**	**$825,486**

Expenditures	**2019 Actuals**	**2020 Actuals**	**2021 Budget**	**2022 Requested**
SALARIES AND BENEFITS	2,724,590	1,643,544	2,359,727	3,205,923
SERVICES AND SUPPLIES	62,147	68,882	490,453	437,001
OTHER CHARGES	15,542	15,140	26,608	27,300
FIXED CHARGES	264,155	264,685	272,626	280,805
OPERATING TRANSFERS OUT	145,991	147,882	150,802	155,326
TOTAL EXPENDITURES	**$3,212,425**	**$2,140,134**	**$3,300,216**	**$4,106,354**

CITY OF DALY CITY	FUND:	SANITATION DISTRICT	87
BUDGET	DEPARTMENT:	WATER & WASTEWATER RESOURCES	381
FISCAL YEAR 2022	PROGRAM:	WASTEWATER OPERATIONS	372

Revenues	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Budget	FY 2022 Requested
MISCELLANEOUS REVENUES	0	957	0	0
TOTAL REVENUES	**$0**	**$957**	**$0**	**$0**

Expenditures				
SALARIES AND BENEFITS	2,531,484	2,859,030	3,060,154	3,626,517
SERVICES AND SUPPLIES	6,293,979	7,454,211	7,981,165	8,415,765
OTHER CHARGES	135,499	109,046	214,800	220,975
FIXED CHARGES	403,934	418,928	431,496	444,441
CAPITAL OUTLAY	(28,246)	(25,370)	0	0
OPERATING TRANSFERS OUT	701,694	332,257	340,493	344,012
DEPRECIATION	10,095	0	0	0
TOTAL EXPENDITURES	**$10,048,438**	**$11,148,102**	**$12,028,108**	**$13,051,710**

CITY OF DALY CITY	FUND:	SANITATION DISTRICT	87
BUDGET	DEPARTMENT:	WATER & WASTEWATER RESOURCES	381
FISCAL YEAR 2022	PROGRAM:	LABORATORY	374

Revenues	**FY 2019 Actuals**	**FY 2020 Actuals**	**FY 2021 Budget**	**FY 2022 Requested**
MISCELLANEOUS REVENUES	214	-	-	-
OPERATING TRANSFERS IN	238,930	238,930	246,098	253,481
TOTAL REVENUES	**$239,145**	**$238,930**	**$246,098**	**$253,481**

Expenditures				
SALARIES AND BENEFITS	440,289	554,851	581,487	610,182
SERVICES AND SUPPLIES	323,146	346,153	561,343	582,431
OTHER CHARGES	3,669	3,988	11,938	12,180
FIXED CHARGES	40,280	41,751	43,004	44,294
OPERATING TRANSFERS OUT	37,764	37,953	39,091	40,264
TOTAL EXPENDITURES	**$845,148**	**$984,696**	**$1,236,864**	**$1,289,351**

CITY OF DALY CITY	FUND:	SANITATION DISTRICT	87
BUDGET	DEPARTMENT:	WATER & WASTEWATER RESOURCES	382
FISCAL YEAR 2022	PROGRAM:	COLLECTIONS SYSTEMS	376

Revenues	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Budget	FY 2022 Requested
MISCELLANEOUS REVENUES	83,389	98,095	46,762	48,165
TOTAL REVENUES	**$83,389**	**$98,095**	**$46,762**	**$48,165**

Expenditures				
SALARIES AND BENEFITS	1,730,693	1,854,519	2,143,989	2,339,742
SERVICES AND SUPPLIES	257,811	303,747	384,740	392,414
OTHER CHARGES	26,330	11,231	28,160	29,005
FIXED CHARGES	445,091	454,432	468,065	482,107
CAPITAL OUTLAY	39,670	39,116	36,400	36,925
OPERATING TRANSFERS OUT	198,487	177,432	182,549	188,026
TOTAL EXPENDITURES	**$2,698,082**	**$2,840,477**	**$3,243,903**	**$3,468,218**

CITY OF DALY CITY	FUND:	SANITATION DISTRICT	87
BUDGET	DEPARTMENT:	WATER & WASTEWATER RESOURCES	383
FISCAL YEAR 2022	PROGRAM:	PLANT & EQUIPMENT MAINTENANCE	373

Revenues	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Budget	FY 2022 Requested
MISCELLANEOUS REVENUES	14,213	1,146	2,854	2,909
OPERATING TRANSFERS IN	600,000	600,000	618,000	636,540
TOTAL REVENUES	**$614,213**	**$601,146**	**$620,854**	**$639,449**

Expenditures	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Budget	FY 2022 Requested
SALARIES AND BENEFITS	3,036,511	2,955,622	3,502,090	3,919,125
SERVICES AND SUPPLIES	771,978	906,628	943,005	973,543
OTHER CHARGES	27,969	18,262	38,700	38,880
FIXED CHARGES	242,473	247,702	254,971	262,620
CAPITAL OUTLAY	115,832	135,259	175,450	180,714
OPERATING TRANSFERS OUT	272,741	284,065	282,328	290,798
TOTAL EXPENDITURES	**$4,467,505**	**$4,547,538**	**$5,196,544**	**$5,665,680**

CITY OF DALY CITY	FUND:	SANITATION DISTRICT	87
BUDGET	DEPARTMENT:	SANITATION DISTRICT	920
FISCAL YEAR 2022	PROGRAM:	SANITATION DISTRICT	105

Revenues	**FY 2019 Actuals**	**FY 2020 Actuals**	**FY 2021 Budget**	**FY 2022 Requested**
TAXES	2,172,460	2,254,032	2,305,790	2,374,964
RENTS AND INTEREST	810,741	976,732	350,000	375,000
CHARGES AND FEES	22,712,582	22,679,619	23,012,323	23,702,693
TOTAL REVENUES	**$25,695,784**	**$25,910,383**	**$25,668,113**	**$26,452,657**

Expenditures				
SERVICES AND SUPPLIES	542,181	550,216	831,265	843,414
OTHER CHARGES	92,573	79,930	91,943	94,701
FIXED CHARGES	3,167	3,174	3,270	3,368
OPERATING TRANSFERS OUT	199,705	200,704	206,725	212,927
DEBT SERVICE	42,311	36,147	33,552	27,169
DEPRECIATION	2,553,394	2,492,465	2,743,415	2,825,717
TOTAL EXPENDITURES	**$3,433,331**	**$3,362,635**	**$3,910,170**	**$4,007,295**

CIP PROJECTS SUMMARY FY 2022

Project	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total
766 SCADA System Upgrades	**250,000**	250,000	-	-	-	-	-	-	-	$ 500,000
800 Wastewater Treatment Facility Master Plan	**300,000**	-	-	-	-	-	-	-	-	$ 300,000
801 - Sewer Main Rehabilitation/Improvements	**200,000**	200,000	-	-	-	-	-	-	-	$ 400,000
802 Sewer Lift Station Rehab/Replacement	**120,000**	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	$ 1,080,000
803 Vehicle Upgrades	**40,000**	40,000	40,000	40,000	40,000	-	-	-	-	$ 200,000
806 Plant Process Improvements	**200,000**	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	$ 1,800,000
807 Plant Structure Improvements	**100,000**	100,000	100,000	100,000	80,000	80,000	80,000	80,000	80,000	$ 800,000
847 Treatment Plant Air Scrubbers	**625,000**	625,000	-	-	-	-	-	-	-	$ 1,250,000
857 Secondary Clarifier 3 Coating	**250,000**	-	-	-	-	-	-	-	-	$ 250,000
858 Plant Electrical/Instrumentation Upgrade	**250,000**	250,000	-	-	-	-	-	-	-	$ 500,000
947 Digester 2 Cleaning	**-**	600,000	-	-	-	-	-	-	-	$ 600,000
948 Digester Gas Scrubbing System	**350,000**	-	-	-	-	-	-	-	-	$ 350,000
953 - Rehabilitation of 27" Final Effluent Force Main	**300,000**	300,000	-	-	-	-	-	-	-	$ 600,000
994 OPS Roof Improvements	**700,000**	-	-	-	-	-	-	-	-	$ 700,000
DWWR Fuel Dispenser and Pump Replacement	**-**	50,000	-	-	-	-	-	-	-	$ 50,000
FUT - 950 Plant Compressor Replacement	**-**	-	-	500,000	-	-	-	-	-	$ 500,000
FUT - North Mayfair Sewer Main Improvements - Wilshire to Cliffside	**-**	-	3,700,000	3,700,000	-	-	-	-	-	$ 7,400,000
I-280 Crossing Sewer Main Improvements - Southgate to Junipero Serra	**-**	4,000,000	-	-	-	-	-	-	-	$ 4,000,000
Plant Aeration Mixer Upgrade	**1,000,000**	-	-	-	-	-	-	-	-	$ 1,000,000
SSMP/Master Plan - System Improvements	**2,500,000**	2,500,000	2,500,000	2,500,000	2,500,000	-	-	-	-	$ 12,500,000
Street Resurfacing Sanitation Mains (617)	**50,000**	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	$ 450,000
Vista Grande Drainage Basin Improvement Project	-	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	3,500,000	$ 28,000,000
WASTEWATER FACILITY FENCE REPLACEMENT	**200,000**	-	-	-	-	-	-	-	-	$ 200,000
Total	**$ 7,435,000**	$ 12,785,000	$ 10,210,000	$ 10,710,000	$ 6,490,000	$ 3,950,000	$ 3,950,000	$ 3,950,000	$ 3,950,000	$ 63,430,000