



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 - SANITATION DISTRICT

AGENDA

Monday, February 14, 2022 - 6:45 PM

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Government Code section 54953(e) *et seq.*, members of the Daly City Council and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream (City Council Meeting Livestream) at <https://bit.ly/dalycityfeb14livestream> or on local Channel 27 (Comcast).

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) join 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 prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the City Council members following the public meeting. Comments are not read aloud into the record.

To speak at the meeting via Zoom, join at <https://bit.ly/dalycityfeb14zoom>. Zoom will require an email address and name. The name entered will be visible online and will be used to notify you that it is your turn to speak. You may also join by visiting <https://zoom.us/join>. Enter meeting ID: 881 8396 8399, then enter email address and name. The February 14, 2022 Regular City Council meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). International numbers available: <https://us02web.zoom.us/j/88183968399>. Enter the meeting ID: 881 8396 8399, then press #.

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. Public comment is limited to two (2) minutes maximum, and speakers may only comment once per item. You must familiarize yourself with Zoom prior to joining the meeting. 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 <https://bit.ly/dalycityfeb14livestream>.

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 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record 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 City Council. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the City Council. 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. Minutes of Regular Meeting of January 24, 2022

Action Items:

2. Presentation of Fiscal Year 2021 Annual Comprehensive Financial Report

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

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

NEW BUSINESS

REPORTS:

3. Board of Directors
4. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

January 24, 2022

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on January 24, 2022.

The meeting was called to order by Chairman Dr. Rod Daus-Magbual at 6:47 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: General Manager Shawna Maltbie, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Assistant Director of Water and Wastewater Resources Joshua Cosgrove, Director of Finance and Administrative Services Tim Nevin, Assistant City Manager Stephen Stolte, Assistant to the City Manager Leilani Ramos, and Office Assistant III Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of December 13, 2021**
2. **Sewer Service Charge Appeals – FY 2021/22**

Motion was made, unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

None.

ADJOURNMENT:

At 6:49 p.m., call of adjournment of Regular Meeting by Chairman Dr. Rod Daus-Magbual.



North San Mateo County Sanitation District
A subsidiary of the City of Daly City

Meeting Date: February 14, 2022

Subject: Presentation of Fiscal Year 2021 Annual Comprehensive Financial Report

Recommended Action

Acceptance, by motion, of the Fiscal Year 2021 Annual Financial Statements of the North San Mateo County Sanitation District.

Discussion

Attached is an excerpt from the City of Daly City's Annual Comprehensive Financial Report showing the financial position, results of operations, and cash flows for the District for the fiscal years ended June 30, 2021 and June 30, 2020.

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,

A handwritten signature in black ink, appearing to read "Timothy J. Nevin".

Timothy J Nevin
Director of Finance and Administrative Services

Attachment: NSMCSD FY 2021 Annual Financial Statements

CITY OF DALY CITY
NORTH SAN MATEO COUNTY SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF NET POSITION
JUNE 30, 2021 AND JUNE 30, 2020

	2021	2020
ASSETS		
Current Assets		
Cash and investments	\$28,779,079	\$29,137,184
Accounts receivable	\$1,417,995	\$1,393,114
Inventories	1,551,344	1,534,053
Prepaid expenses	3,974	
Total Current Assets	31,752,392	32,064,351
Capital Assets		
Land	233,547	233,547
Buildings	893,519	893,519
Sewage facilities	59,021,605	59,021,605
Subsurface treatment lines	26,871,004	26,871,004
Equipment	9,799,624	9,565,068
Furniture and fixtures	114,174	114,174
Construction in progress	8,361,079	7,019,425
Total Capital Assets	105,294,551	103,718,342
Accumulated depreciation	(63,044,918)	(60,576,356)
Net Capital Assets	42,249,633	43,141,986
Advances to other funds	5,097,520	5,080,754
Total Noncurrent Assets	47,347,153	48,222,740
Gain (loss) from disposal of capital assets		
Total Assets	79,099,546	80,287,091
DEFERRED OUTFLOW OF RESOURCES		
Related to pension	2,676,474	2,316,150
Related to OPEB	547,413	541,626
Total Deferred Outflow of Resources	3,223,887	2,857,776
LIABILITIES		
Current Liabilities		
Accounts payable	\$1,370,658	\$2,150,096
Retentions payable		
Accrued payroll	78,601	50,952
Interest payable	15,848	19,572
Compensated absences due within one year	562,385	542,351
Loans payable due within one year	261,709	255,326
Total Current Liabilities	2,289,201	3,018,297
Noncurrent Liabilities		
Compensated absences due in more than one year	1,416,740	1,179,020
Loans payable due in more than one year	825,045	1,086,754
Net Pension liability	17,021,520	14,593,049
Net OPEB liability	4,188,722	4,184,541
Total Noncurrent Liabilities	23,452,027	21,043,364
Total Liabilities	25,741,228	24,061,661
DEFERRED INFLOWS OF RESOURCES		
Related to pension		477,150
Related to OPEB	375,107	404,322
Total Deferred Inflows of Resources	375,107	881,472
NET POSITION		
Net investment in capital assets	41,162,880	41,799,906
Unrestricted	15,044,218	16,401,828
Total Net Position	\$56,207,098	\$58,201,734

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, 2021 AND JUNE 30, 2020

	<u>2021</u>	<u>2020</u>
OPERATING REVENUES		
Sewer service charges	\$22,793,044	\$22,192,624
Water sales	57,689	89,960
Connection charges	513,933	397,036
Other revenues	<u>226,347</u>	<u>99,052</u>
Total Operating Revenues	<u>23,591,013</u>	<u>22,778,672</u>
OPERATING EXPENSES		
Salaries and benefits	12,260,146	9,867,567
Services and supplies	9,929,351	9,185,180
Utilities	1,754,758	1,528,092
Insurance	680,412	660,595
Depreciation	2,468,562	2,492,465
Other charges	<u>1,240,381</u>	<u>2,326,613</u>
Total Operating Expenses	<u>28,333,610</u>	<u>26,060,512</u>
Operating Income (Loss)	<u>(4,742,597)</u>	<u>(3,281,840)</u>
NONOPERATING REVENUES (EXPENSES)		
Property taxes	2,335,681	2,254,033
Gain (loss) from disposal of capital assets	1,852	1,146
Interest and other income	(23,298)	976,732
Interest expense	<u>(29,828)</u>	<u>(36,147)</u>
Net Nonoperating Revenues	<u>2,284,407</u>	<u>3,195,764</u>
Income Before Operating Transfers	<u>(2,458,190)</u>	<u>(86,076)</u>
OPERATING TRANSFERS		
Operating transfers in	1,665,541	1,617,030
Operating transfers out	<u>(1,201,987)</u>	<u>(1,180,293)</u>
Net Transfers	<u>463,554</u>	<u>436,737</u>
Change in Net Position	(1,994,636)	350,661
Beginning Net Position, As restated for Pension adjustment	<u>58,201,734</u>	<u>57,851,073</u>
Total Net Position	<u><u>\$56,207,098</u></u>	<u><u>\$58,201,734</u></u>

CITY OF DALY CITY
NORTH SAN MATEO COUNTY SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEARS ENDED JUNE 30, 2021 AND JUNE 30, 2020

	<u>2021</u>	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	\$23,566,132	\$22,873,209
Payments to suppliers	(14,405,605)	(12,727,982)
Payments to employees	<u>(10,414,567)</u>	<u>(9,614,238)</u>
Cash Flows from Operating Activities	<u>(1,254,040)</u>	<u>530,989</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property taxes	2,335,681	2,254,033
Advances to other funds	(16,766)	(2,570,587)
Transfers in	1,665,541	1,617,030
Transfers out	<u>(1,201,987)</u>	<u>(1,180,293)</u>
Cash Flows from Noncapital Financing Activities	<u>2,782,469</u>	<u>120,183</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of capital assets	(1,576,210)	(2,772,097)
Proceeds from sales of assets	1,852	167,176
Principal paid on capital debt	(255,326)	(249,099)
Interest paid on capital debt	<u>(33,552)</u>	<u>(40,830)</u>
Cash Flows from (Used for) Capital and Gain and Related Financing Activities	<u>(1,863,236)</u>	<u>(2,894,850)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest and other income	<u>(23,298)</u>	<u>976,732</u>
NET CASH FLOWS	(358,105)	(1,266,946)
Cash and investments at beginning of year	<u>29,137,184</u>	<u>30,404,130</u>
CASH AND INVESTMENTS AT END OF YEAR	<u><u>\$28,779,079</u></u>	<u><u>\$29,137,184</u></u>