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, May 22, 2023 - 6:45 PM

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   Please note: Any written comments received after 4:00 p.m. on the meeting date is not guaranteed to be received by the Board members prior to the meeting.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

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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:

PRESENTATIONS:

1. Proclamation Declaring May 2023 as Water Awareness Month - Joshua Cosgrove

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:

2. Regular Meeting of April 24, 2023

Action Items:

3. Sewer Service Charge Appeals FY 2023-24

4. Resolution of Intent to Adopt Appropriations Limitation (Gann Limit)

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

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

REPORTS:

5. Board of Directors

6. Staff

ADJOURNMENT:

P R O C L A M A T I O N

WATER AWARENESS MONTH

WHEREAS, Water is a precious resource essential for all aspects of life, including human health, ecosystem sustainability, agriculture, and economic development; and

WHEREAS, Clean and accessible water is not only crucial for our community's well-being but also plays a vital role in preserving our natural environment; and

WHEREAS, Sustainable water management practices, including conservation and efficient use of water resources, are necessary to ensure a reliable and adequate water supply for present and future generations; and

WHEREAS, The North San Mateo County Sanitation District produces and delivers over 200 million gallons of recycled water to residents and businesses every year; and

WHEREAS, Raising awareness about water-related issues, such as water scarcity, pollution, and the importance of water conservation, can inspire individuals, businesses, and organizations to take action towards protecting and preserving our water resources; and

WHEREAS, Educating our community members about the value of water and encouraging responsible water usage can help reduce water waste, lower utility costs, and contribute to a healthier and more sustainable future; and

WHEREAS, The North San Mateo County Sanitation District recognizes the significance of promoting water awareness and fostering a sense of responsibility among its residents, businesses, and institutions to protect and conserve our local water resources; and

WHEREAS, During Water Awareness Month, the North San Mateo County Sanitation District encourages all residents, businesses, schools, and community organizations to actively participate in activities and initiatives that promote water conservation, such as:

1. Organizing educational workshops, seminars, and public events to raise awareness about water-related issues and sustainable water management practices.
2. Distributing educational materials and resources to residents and businesses that provide tips and guidance on water conservation techniques.
3. Collaborating with local water utilities, environmental organizations, and educational institutions to develop and implement water conservation programs and initiatives.

4. Encouraging the use of water-efficient appliances, fixtures, and landscaping practices through incentives, rebates, or educational campaigns.

5. Engaging in community cleanup events to prevent water pollution and protect our local water bodies.

6. Encouraging schools and educational institutions to incorporate water conservation and sustainability into their curricula and activities.

NOW THEREFORE, I, Raymond A. Buenaventura, Chair, and members of the Board of Directors, hereby proclaim May 2023 as **"WATER AWARENESS MONTH"** in the North San Mateo County Sanitation District and call upon all community members to join hands in preserving and protecting our precious water resources, and to make a conscious effort to adopt water-saving practices in their daily lives.

Signed and sealed by the Chair and Board of Directors of the North San Mateo County Sanitation District, this 22nd day of May 2023.

_____
Raymond A. Buenaventura, Chair

_____
Juslyn C. Manalo, Vice Chair

_____
Dr. Roderick Daus-Magbual, Board Member

_____
Pamela DiGiovanni, Board Member

_____
Glenn R. Sylvester, Board Member

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

April 24, 2023

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on April 24, 2023, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Ray Buenaventura at 6:45 p.m.

ROLL CALL:

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

Staff Present: General Manager Thomas J. Piccolotti, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Joshua Cosgrove, Acting Assistant Director of Water and Wastewater Resources Greg Krauss, Safety and Training Compliance Officer Kaila DeFries, Director of Finance Tim Nevin, Assistant to the City Manager Leilani Ramos, and Office Assistant II Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of April 10, 2023**

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

NEW BUSINESS:

2. **Wastewater Treatment Facility Master Plan**

Director of Water & Wastewater Resources Joshua Cosgrove recommended that the Board authorize the General Manager to enter into a Professional Services Agreement with Hazen and Sawyer to perform a Master Plan for the Wastewater Treatment Facility in an amount not to exceed $816,820. Under the leadership of General Manager Thomas J. Piccolotti, the director at that time, the Department has emphasized master planning the replacement of the infrastructure. From 2020 to 2022 master plans were created for the sanitary sewer collection system and water distribution system. The next phase of the project is to have a master plan for the wastewater treatment facility (WWTF). The North San Mateo County Sanitation District (District) WWTF was first constructed and put into operation in 1955 and had undergone upgrades and expansions, the last of which was back in 2004. Many of the structures and equipment at the Facility are either at the end of their useful life or require significant maintenance to extend the useful life. Replacement and/or rehabilitation of much of the structures are needed to continue the proper operation and treatment of wastewater and to continue to meet the National Pollutant Discharge Elimination System permit requirements.

Staff requested proposals from eight experienced and qualified engineering firms to perform a Master Plan. Two firms responded, Hazen and Sawyer and Carollo Engineers. Their proposals were thoroughly reviewed, and the firms were interviewed. Hazen and Sawyer has the experience and qualifications that most closely meet the needs of the District. Staff recommend that the General Manager move forward with Hazen and Sawyer and enter a professional services agreement with the firm.

Hazen and Sawyer did a power point presentation which included their experience, their three-step approach in developing the Master Plan, and the local offices that will be working with the District.

Motion was made, seconded (Manalo/DiGiovanni) and unanimously carried to adopt the Resolution No. 23-SD-05 "Wastewater Treatment Facility Master Plan".

REPORTS:

3. **Board of Directors**

   None.

4. **Staff**

   None.

ADJOURNMENT:

At 7:05 p.m., call of adjournment of Regular Meeting by Chairman Ray Buenaventura.

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: May 22, 2023

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2023-24

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

Bayol Trust
Gregory & Marta Bayol, TTEES
APN #102-540-070

Gleason Trust
Richard & Mely Gleason TTEES
APN #006-021-050

Narag, Terry & Revelina
APN #003-361-480

Panaligan Trust
Rafael & Irean Panaligan TTEES
APN #004-050-490

Cal Water

Wilke, Thomas & Renate
APN #006-186-120

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

Respectfully submitted,

Timothy Nevin
Director of Finance and Administrative Services

Attachment: Sewer Service Charge Appeals

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.	102-540-070	2023-24
CUSTOMER NAME	Bayol Trust, Gregory & Marta Bayol TTEES	
SERVICE ADDRESS	480 Pointe Pacific Dr. Apt 3, Daly City CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	33
		2 MONTHS PRIOR	22
2 MONTHS AFTER	17	4 MONTHS PRIOR	12
4 MONTHS AFTER		6 MONTHS PRIOR	8
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	10
		ACTUAL ANNUAL USAGE	**93**
		BASE PERIOD ANNUALIZED	198
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**105**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**113%**
		ANNUAL CREDIT IN DOLLARS	**$1,032.15**

(N.S.M.C.S.D. $9.83 per unit)

REASON FOR APPEAL

Customer had a pipe leak in their condo unit. Repairs were completed and a decrease in water usage was reflected on the next statement. Requesting to adjust sewer fee for TY 2023-24.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2023-24
BOARD MEETING

PARCEL NO: 006-021-050
CUSTOMER NAME: Gleason Trust, Richard & Mely Gleason TTEES
SERVICE ADDRESS: 72 Skyline Dr., Daly City, CA 94015

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	34	AVERAGE BIMONTHLY USAGE	
		2 MONTHS PRIOR	2
		4 MONTHS PRIOR	2
		6 MONTHS PRIOR	2
		8 MONTHS PRIOR	2
2 MONTHS AFTER		10 MONTHS PRIOR	2
4 MONTHS AFTER			
		AVERAGE ANNUAL USAGE	10
		ACTUAL BASE PERIOD ANNUALIZED	204
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	194
		PERCENTAGE CHANGE (Must be over 10%)	95%
		ANNUAL CREDIT IN DOLLARS	$1,907.02

SANITATION CHARGE IS $ 9.83
PER UNIT

REASON FOR APPEAL

After weeks of searching, a leak was found from the underground pipeline connection to the house. The customers were finally able to repair it, however it still impacts the usage during the base period. Customers are requesting to adjust the sewer fee for TY 2023-24.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION. Will charge minimum sewer fee $109.08.

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

PARCEL NO.	003-361-480	2023-24
CUSTOMER NAME	Terry D. Narag & Revelina Q. Narag	
SERVICE ADDRESS	53 E Moltke St., Daly City CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	95
		2 MONTHS PRIOR	57
2 MONTHS AFTER	5	4 MONTHS PRIOR	36
4 MONTHS AFTER		6 MONTHS PRIOR	28
		8 MONTHS PRIOR	25
		10 MONTHS PRIOR	27
		ACTUAL ANNUAL USAGE	**268**
		BASE PERIOD ANNUALIZED	570
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**302**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**113%**
		ANNUAL CREDIT IN DOLLARS	**$2,968.66**

(N.S.M.C.S.D. $9.83 per unit)

REASON FOR APPEAL

During the base period, the customer had two leaking toilets. After repairs were completed on both, water usage began to decrease. Requesting to adjust the sewer fee for TY 2023-24.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

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

PARCEL NO.	004-050-490	2023-24
CUSTOMER NAME	Panaligan Trust, Rafael & Irean Panaligan TTEES	
SERVICE ADDRESS	496 Irvington St., Daly City, CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	157
		2 MONTHS PRIOR	11
2 MONTHS AFTER	12	4 MONTHS PRIOR	10
4 MONTHS AFTER		6 MONTHS PRIOR	9
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	12
		ACTUAL ANNUAL USAGE	**209**
		BASE PERIOD ANNUALIZED	942
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**733**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**351%**
		ANNUAL CREDIT IN DOLLARS	**$7,205.39**

(N.S.M.C.S.D. $9.83 per unit)

REASON FOR APPEAL

During the base period, customers had a leaking toilet. After repairs were completed, water usage started to decrease. Requesting to adjust the sewer fee for TY 2023-24.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

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

PARCEL NO.	006-186-120	2023-24
CUSTOMER NAME	Thomas M. Wilkie & Renate H. Wilkie	
SERVICE ADDRESS	808 Washington Ave.,Colma, CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

	BASE PERIOD	24
	2 MONTHS PRIOR	15
2 MONTHS AFTER	4 MONTHS PRIOR	8
4 MONTHS AFTER	6 MONTHS PRIOR	4
	8 MONTHS PRIOR	9
	10 MONTHS PRIOR	9
	ACTUAL ANNUAL USAGE	**69**
	BASE PERIOD ANNUALIZED	144
	ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**75**
	PERCENTAGE CHANGE (MUST BE OVER 10%)	**109%**
	ANNUAL CREDIT IN DOLLARS	**$737.25**

(N.S.M.C.S.D. $9.83 per unit)

REASON FOR APPEAL

Cal Water customer was informed by their tenants of high water usage on their Dec 2022 and Jan 2023 statements. They found it was a toilet leak and repaired it immediately. Repairs were completed and usage decreased back down on their Feb statement. Request to adjust sewer fee for TY 2023-24.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

Item #_____

Agenda Report

NORTH SAN MATEO COUNTY SANITATION DISTRICT

Meeting Date: May 22, 2023

Subject: Resolution of Intent to Adopt Appropriations Limitation (Gann Limit)

Recommended Action

Approve Resolution of Intent to adopt the annual Appropriations Limitation (Gann Limit).

Background

As required by Article XIIIB of the State Constitution (Proposition 111, or the Gann Amendment), the Sanitation District Board of Directors is required to adopt an annual appropriations limitation. This resolution establishes the Agency's intent to adopt the Appropriations Limitation for Fiscal Year 2023-24.

Discussion

Adoption of the Appropriations Limitation will be requested at the Sanitation District meeting of June 26, 2023. At that time, the Department of Finance and Administrative Services will provide the calculations of proceeds of taxes and the appropriations limit based on our estimates for the upcoming FY. This information will be available for public inspection beginning Friday, June 9th, 2023 on the City's website at www.dalycity.org.

Appropriate notice will be posted by the Department of Finance and Administrative Services regarding the availability of the documentation.

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

Respectfully submitted,

Timothy J. Nevin
Director of Finance and Administrative Services