



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, June 26, 2023 - 6:45 PM

To watch the live telecast or livestream:

Comcast Channel 27, <https://www.youtube.com/DalyCityVideoMeetings> or
<https://www.dalycity.org/agendas>

Public Participation:

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public Comments may also be emailed to dwwr@dalycity.org by including "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the Board members prior to the meeting. Comments are not read aloud into the record.

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.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the Board Clerk at 991-8200 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 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 22, 2023

Action Items:

2. Adoption of Appropriations Limitation
3. Resolution Adopting Operating and Capital Budget for Fiscal Year 2024 for the North San Mateo County Sanitation District
4. Sewer Service Charge Appeals FY 2023-24

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:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

May 22, 2023

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on May 22, 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 6:47 p.m.

ROLL CALL:

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

Absent: None

Staff Present: District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Joshua Cosgrove, Acting Assistant Director of Water and Wastewater Resources Michael Patolo, Chief of Operations Gregory Krauss, Collection System Manager Kevin McCarthy, Senior Management Analyst Anthony Tofiga, Safety and Training Compliance Officer Kaila DeFries, Collection System Field Supervisor Anthony Smith, Collection Maintenance Worker Derek Emanuel, Water/Wastewater Operator in Training Jonathan Salvador, Plant Maintenance Worker/Mechanic Joseph Thompson, Collection System Operator Matangi Tonga, Distribution System Operator Toamalama Tufono, Plant & Equipment Mechanic Caden Young, Director of Finance and Administrative Services Tim Nevin, Assistant to the City Manager Leilani Ramos, Executive Administrative Assistant Angelica Zermeno, and Office Assistant II Ester Cabral as Recording Secretary.

PRESENTATION:

1. **Proclamation Declaring May 2023 as Water Awareness Month**

Proclamation was read by Vice-Chairman Juslyn Manalo and presented to Joshua Cosgrove, Director of the Department of Water and Wastewater Resources

APPROVAL OF AGENDA:

CONSENT AGENDA:

2. **Minutes of Regular Meeting of April 24, 2023**
3. **Sewer Service Charge Appeals FY 2023-24**
4. **Resolution of Intent to Adopt Appropriations Limitation (Gann Limit)**

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

NEW BUSINESS:

None.

REPORTS:

1. **Board of Directors**

None.

2. **Staff**

None.

ADJOURNMENT:

At 7:02 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: June 26, 2023

Subject: Adoption of Appropriations Limitation

Recommended Action

Adopt a resolution establishing Appropriations Limitation for Fiscal Year 2024.

Discussion

As required by Article XIII B of the State Constitution, the District must adopt an appropriations limit for the following fiscal year. By resolution of May 22, 2023, the Board of Directors established its intent to adopt the appropriations limitation for FY 2024.

The attached calculations establishing the proceeds of taxes and appropriations limit for FY 2024 have been on file in the Finance Department since Friday, June 9, 2023, 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 District's Appropriations Limitation for Fiscal Year 2024.

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

Respectfully submitted,

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

Timothy J Nevin

Director of Finance & Administrative Services

Attachment: FY 2024 Summary of Calculations

North San Mateo County Sanitation District
Adjusted Summary of Calculations
Gann Appropriation Limit for 2023-2024

Change in California Per Capita Personal Income	1.0444
Change in Population*	0.9957
Change Factor (1.0444 x 0.9957)	1.0399
1978-79 Base Year Appropriation Limit	\$ 251,694
'Multiplied by Cumulative Change Factor (8.4307 x 1.0399)	<u>8.7671</u>
2023-2024 Appropriation Limit	<u>\$ 2,206,630</u>

Application of Gann Appropriation Limit
To Fiscal Year 2023-2024

Total Gann Appropriation Limit	\$ 2,206,630
Estimated Proceeds of Taxes	<u>2,929,021</u>
Estimated Proceeds of Taxes Over Limit by	(722,392)
Amount to be used for Capital Expenditures	<u>722,392</u>
Net Amount	<u>\$ -</u>

* The population change for San Mateo County
was used because it was higher than the change for Daly City.
This was done to get higher appropriation limits.
(per recommendation by auditors Maze & Associates)

**North San Mateo County Sanitation District***A subsidiary of the City of Daly City***Meeting Date: June 26, 2023**

Subject: Resolution Adopting Operating and Capital Budget for Fiscal Year 2024 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 2024.

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 2024, 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 June 12th 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,

A handwritten signature in black ink that reads "Anthony Tofiga".

Anthony Tofiga
Senior Management Analyst

A handwritten signature in blue ink that reads "Joshua Cosgrove".

Joshua Cosgrove
Director of Water and Wastewater Resources

Attachment "A": Fiscal Year 2024 Sanitation District Operating and Capital Budget

CITY OF DALY CITY Annual Budget 2023-2024	Fund:	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RES.	380
	Program:	WWR ADMIN	370

	2020-2021	2021-2022	2022-2023	2023-2024
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	2,045	47,888	-	-
Miscellaneous Revenues	173	1,051	-	-
Operating Transfers In	801,443	825,486	1,553,805	1,615,750
Total Revenues	<u>\$ 803,661</u>	<u>\$ 874,425</u>	<u>\$ 1,553,805</u>	<u>\$ 1,615,750</u>
Expenditures	2020-2021	2021-2022	2022-2023	2023-2024
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	2,566,239	566,278	3,045,908	3,158,923
Services and Supplies	88,100	42,961	522,833	280,000
Other Charges	7,747	8,522	28,475	10,479
Fixed Charges	274,289	280,805	179,429	344,868
Operating Transfers Out	150,802	156,863	216,636	223,273
Total Expenditures	<u>\$ 3,087,176</u>	<u>\$ 1,055,429</u>	<u>\$ 3,993,281</u>	<u>\$ 4,017,543</u>

CITY OF DALY CITY Annual Budget 2023-2024	Fund:	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RES.	381
	Program:	WWR OPERATIONS	372

	2020-2021	2021-2022	2022-2023	2023-2024
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	248	98,012	-	-
Miscellaneous Revenues	400	2,240	-	1,000
Operating Transfers In	-	77,321	-	-
Total Revenues	<u>\$ 648</u>	<u>\$ 177,573</u>	<u>\$ -</u>	<u>\$ 1,000</u>
Expenditures	Actual	Actual	Adjusted	Approved
Salaries and Benefits	3,428,284	1,046,797	3,496,247	3,708,107
Services and Supplies	7,809,337	8,786,864	8,880,598	9,087,057
Other Charges	155,764	121,192	381,375	(55,117)
Fixed Charges	431,496	444,441	669,126	653,589
Operating Transfers Out	340,493	346,574	251,771	261,842
Total Expenditures	<u>\$ 12,165,373</u>	<u>\$ 10,745,868</u>	<u>\$ 13,679,117</u>	<u>\$ 13,655,478</u>

CITY OF DALY CITY Annual Budget 2023-2024	Fund:	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RES.	381
	Program:	LABORATORY	374

	2020-2021	2021-2022	2022-2023	2023-2024
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	-	19,951	-	-
Operating Transfers In	246,098	253,481	463,134	495,151
Total Revenues	<u>\$ 246,098</u>	<u>\$ 273,432</u>	<u>\$ 463,134</u>	<u>\$ 495,151</u>
Expenditures	2020-2021	2021-2022	2022-2023	2023-2024
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	662,430	121,838	673,748	704,531
Services and Supplies	363,549	439,895	588,157	596,447
Other Charges	5,940	4,677	11,915	(6,396)
Fixed Charges	43,004	44,294	48,260	58,736
Operating Transfers Out	39,091	40,264	41,430	43,087
Total Expenditures	<u>\$ 1,114,014</u>	<u>\$ 650,969</u>	<u>\$ 1,363,510</u>	<u>\$ 1,396,405</u>

CITY OF DALY CITY Annual Budget 2023-2024	Fund:	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RES.	382
	Program:	COLLECTION SYS	376

	2020-2021	2021-2022	2022-2023	2023-2024
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	5,035	70,520	-	-
Miscellaneous Revenues	104,286	83,251	90,000	100,000
Total Revenues	\$ 109,321	\$ 153,771	\$ 90,000	\$ 100,000
Expenditures	2020-2021	2021-2022	2022-2023	2023-2024
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	2,104,579	640,944	2,247,321	2,362,411
Services and Supplies	257,266	246,880	417,341	447,713
Other Charges	14,085	10,873	29,263	11,759
Fixed Charges	468,065	482,107	829,664	988,166
Capital Outlay	29,315	44,475	36,925	37,000
Operating Transfers Out	182,549	467,550	132,941	138,259
Total Expenditures	\$ 3,055,858	\$ 1,892,829	\$ 3,693,454	\$ 3,985,307

CITY OF DALY CITY Annual Budget 2023-2024	Fund:	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RES.	383
	Program:	P&E MAINTENANCE	373

	2020-2021	2021-2022	2022-2023	2023-2024
Revenues	Actual	Actual	Adjusted	Approved
From Other Agencies	97,367	110,039	-	-
Miscellaneous Revenues	1,852	5,944	2,909	3,000
Operating Transfers In	618,000	636,540	1,090,361	1,242,408
Total Revenues	<u>\$ 717,219</u>	<u>\$ 752,523</u>	<u>\$ 1,093,270</u>	<u>\$ 1,245,408</u>
Expenditures	2020-2021	2021-2022	2022-2023	2023-2024
	Actual	Actual	Adjusted	Approved
Salaries and Benefits	3,498,618	1,027,430	4,098,875	4,449,631
Services and Supplies	1,087,817	1,253,907	1,036,578	1,068,645
Other Charges	13,433	32,626	38,500	(5,110)
Fixed Charges	255,891	262,620	467,642	502,568
Capital Outlay	179,913	168,526	189,337	191,000
Operating Transfers Out	282,328	291,822	248,449	256,780
Total Expenditures	<u>\$ 5,318,000</u>	<u>\$ 3,036,930</u>	<u>\$ 6,079,381</u>	<u>\$ 6,463,513</u>

CITY OF DALY CITY Annual Budget 2023-2024	Fund:	SANITATION DISTRICT	87
	Department:	WATER & WASTEWATER RES.	920
	Program:	SANITATION DIST	105

	2020-2021	2021-2022	2022-2023	2023-2024
Revenues	Actual	Actual	Adjusted	Approved
Taxes	2,335,680	2,415,701	2,445,958	2,542,771
Rents and Interest	(23,297)	(724,319)	386,250	386,250
Charges and Fees	23,364,665	23,674,276	25,650,172	26,524,796
Total Revenues	<u>\$ 25,677,049</u>	<u>\$ 25,365,658</u>	<u>\$ 28,482,381</u>	<u>\$ 29,453,817</u>
Expenditures	2020-2021	2021-2022	2022-2023	2023-2024
	Actual	Actual	Adjusted	Approved
Services and Supplies	805,632	743,962	823,784	768,207
Other Charges	69,326	71,205	260,514	140,295
Fixed Charges	3,270	3,368	136	152
Debt Service	29,828	23,352	27,169	13,920
Depreciation	2,468,562	2,433,940	2,825,717	2,900,000
Operating Transfers Out	206,725	212,927	245,417	255,234
Total Expenditures	<u>\$ 3,583,343</u>	<u>\$ 3,488,754</u>	<u>\$ 4,182,738</u>	<u>\$ 4,077,808</u>

Sanitation Projects for Fiscal Year 2024

Category	Project Name	Funding Source	FY 2024 Requested
Sanitation Projects	SCADA System Upgrades	Sanitation Fund	100,000
	Sewer Lift Station Rehab/Replacement	Sanitation Fund	150,000
	Vehicle Upgrades	Sanitation Fund	40,000
	Plant Process Improvements	Sanitation Fund	500,000
	Plant Structure Improvements	Sanitation Fund	350,000
	Treatment Plant Air Scrubbers	Sanitation Fund	100,000
	Plant Electrical/Instrumentation Upgrade	Sanitation Fund	250,000
	Sewer Main Rehab/Improvements	Sanitation Fund	200,000
	Street Resurfacing Sanitation Mains	Sanitation Fund	100,000
	SSMP/Master Plan - System Improvements	Sanitation Fund	200,000
	I-280 Crossing Sewer Main Improvements	Sanitation Fund	150,000
Total			2,140,000

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: June 26, 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

Lee, Thomas & Shirley

APN# 008-241-050

Lim, Rodney S. & Boon Leong

APN# 008-301-050

73 Lausanne, LLC.

APN# 003-391-260

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 Nevin".

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.	008-301-050	2023-24
CUSTOMER NAME	Rodney S. & Boon leong Lim, c/o Bee York Tan	
SERVICE ADDRESS	324 St. Francis Blvd., Daly City CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	91
		2 MONTHS PRIOR	17
2 MONTHS AFTER	33	4 MONTHS PRIOR	14
4 MONTHS AFTER		6 MONTHS PRIOR	17
		8 MONTHS PRIOR	20
		10 MONTHS PRIOR	20
		ACTUAL ANNUAL USAGE	179
		BASE PERIOD ANNUALIZED	546
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	367
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	205%
		ANNUAL CREDIT IN DOLLARS	\$3,607.61
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

Residents received a courtesy call regarding high usage during the base period, which indicates a possible leak. They found a broken toilet on the bottom floor and repaired it immediately. Latest bill shows a decrease in usage. 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
BOARD MEETING DATE

PARCEL NO.	008-241-050	2023-24
CUSTOMER NAME	Thomas Lee and Shirley Lee	
SERVICE ADDRESS	12 Larkspur Ave., Daly City, CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	213
		2 MONTHS PRIOR	41
2 MONTHS AFTER	21	4 MONTHS PRIOR	10
4 MONTHS AFTER		6 MONTHS PRIOR	1
		8 MONTHS PRIOR	0
		10 MONTHS PRIOR	0
		ACTUAL ANNUAL USAGE	265
		BASE PERIOD ANNUALIZED	1278
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	1013
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	382%
		ANNUAL CREDIT IN DOLLARS	\$9,957.79
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, there were back to back leaks; one in the toilet and the other in the kitchen sink. After both repairs were completed, usage began to decrease. Request 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: 003-391-260
CUSTOMER NAME: 73 Lausanne Ave., LLC.
SERVICE ADDRESS: 73 Lausanne Ave., Daly City, CA 94014

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	225	AVERAGE BIMONTHLY USAGE	
		2 MONTHS PRIOR	
		4 MONTHS PRIOR	43
		6 MONTHS PRIOR	45
		8 MONTHS PRIOR	45
2 MONTHS AFTER	35	10 MONTHS PRIOR	<u>38</u>
4 MONTHS AFTER			
		AVERAGE	
		ANNUAL USAGE	171
		ACTUAL BASE PERIOD	
		ANNUALIZED	<u>1350</u>
		ANNUAL CREDIT IN UNITS	
		(Must be over 15 units)	1179
		PERCENTAGE CHANGE	
		(Must be over 10%)	87%
		ANNUAL CREDIT IN DOLLARS	<u>\$11,589.57</u>

SANITATION CHARGE IS \$ 9.83
PER UNIT

REASON FOR APPEAL

During the base period, there was a leak in the water line from the house meter to the shut off valve. After all repairs were completed, usage decreased back to normal by the next billing cycle. Customer is requesting to adjust the sewer fee for TY 2023-24.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.