



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



SPECIAL MEETING – BOARD OF DIRECTORS

Tuesday, November 12, 2013 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

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:

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 October 28, 2013

Action Items:

2. Sewer Service Charge Appeals - FY 2013/14

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

***“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.”*

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 SLWA Program Roll-Out

Staff:

Sweetland

Recommended Action:

Information Only (Oral Report)

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

October 28, 2013

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on October 28, 2013, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Vice Chair Canepa at 6:45 p.m.

ROLL CALL:

Present: Guingona, Canepa, Klatt

Absent: Torres, Buenaventura

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Patrick Sweetland, and Office Assistant II Angelica Zermeno as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Guingona/Klatt) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of October 14, 2013**
2. **Sewer Service Charge Appeals – FY 2013/14**

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

NEW BUSINESS:

3. **Mid-Year Budget Appropriation for Sanitation District Capital Program**

Director of Water and Wastewater Resources Patrick Sweetland requested the Board appropriate \$1,844,100 from Sanitation Fund Balance to finance four capital projects identified as part of the mid-year FY 2013-14 budget review. Additional funds are required to cover the costs of four capital projects, which include Annual Plant Process Improvements for an additional \$25,000; Marine Outfall Replacement for an additional \$170,500; New, MRP Trash Collector Project for an additional \$1,618,600; and New Wastewater Treatment Plant Stairway Rehabilitation for an additional \$30,000. It is estimated that there will be a Fund Reserve of \$5,093,860 at the end of a Fiscal Year 2013/14 after the projects have been completed.

Motion was made, seconded (Guingona/Klatt) and unanimously carried on a roll call vote to adopt Resolution No.13-SD-24, "Mid-Year Budget Appropriation for Sanitation District Capital Program".

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None.

ADJOURNMENT:

Motion was made, seconded (Klatt/Guingona) and unanimously carried to adjourn the Regular Meeting at 6:49 p.m.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: November 12, 2013

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 2013-14

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

William McClure

Parcel #004-191-160

Cindy Pan

Parcel #003-031-170

Joyce Okada

Parcel #091-313-340

Tim Anderson

Parcel #004-154-320

Recommended Denial

Jayson Yambao

Parcel #006-235-080

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 "Michael Wilson", with a long horizontal line extending to the right.

Michael Wilson
Acting Director of Finance and
Administrative Services

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 11/12/13

PARCEL NO. 004-154-320 2013-14
CUSTOMER NAME TIM ANDERSON
SERVICE ADDRESS 6053/6055 MISSION ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	76
		2 MONTHS PRIOR	58
2 MONTHS AFTER	61	4 MONTHS PRIOR	59
4 MONTHS AFTER	53	6 MONTHS PRIOR	56
		8 MONTHS PRIOR	70
		10 MONTHS PRIOR	64
		ACTUAL ANNUAL USAGE	383
		BASE PERIOD ANNUALIZED	456
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	73
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	19%
		ANNUAL CREDIT IN DOLLARS	\$383.98

(N.S.M.C.S.D. \$5.26 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. ANDERSON'S TENANT HAD A HIGH USAGE OF WATER. THEN WATER CONSUMPTION LATER DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/12/13

PARCEL NO. 003-031-170 2013-14
CUSTOMER NAME CINDY PAN
SERVICE ADDRESS 142 BEPLER ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	52
		2 MONTHS PRIOR	43
2 MONTHS AFTER	32	4 MONTHS PRIOR	40
		6 MONTHS PRIOR	46
		8 MONTHS PRIOR	42
		10 MONTHS PRIOR	38
		ACTUAL ANNUAL USAGE	261
		BASE PERIOD ANNUALIZED	312
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	51
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	20%
		ANNUAL CREDIT IN DOLLARS	\$268.26

(N.S.M.C.S.D. \$5.26 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD MS. PAN HAD A LEAKING TOILET.
WHEN IT WAS REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/12/13

PARCEL NO. 091-313-340 2013-14
CUSTOMER NAME JOYCE OKADA
SERVICE ADDRESS 87 MORTON DR., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	55
		2 MONTHS PRIOR	20
2 MONTHS AFTER	22	4 MONTHS PRIOR	16
4 MONTHS AFTER	14	6 MONTHS PRIOR	16
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	13
		ACTUAL ANNUAL USAGE	132
		BASE PERIOD ANNUALIZED	330
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	198
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	150%
		ANNUAL CREDIT IN DOLLARS	\$1,041.48

(N.S.M.C.S.D. \$5.26 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD MS. OKADA HAD A WATER LEAK. WHEN IT WAS REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/12/13

PARCEL NO. 004-191-160 2013-14
CUSTOMER NAME WILLIAM MCCLURE
SERVICE ADDRESS 998 HANOVER ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	42
		2 MONTHS PRIOR	29
2 MONTHS AFTER	32	4 MONTHS PRIOR	26
4 MONTHS AFTER	23	6 MONTHS PRIOR	29
		8 MONTHS PRIOR	31
		10 MONTHS PRIOR	27
		ACTUAL ANNUAL USAGE	184
		BASE PERIOD ANNUALIZED	252
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	68
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	37%
		ANNUAL CREDIT IN DOLLARS	\$357.68

(N.S.M.C.S.D. \$5.26 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. MCCLURE'S TENANT HAD A RUNNING TOILET WHICH WAS STOPPED UPON HIS RETURN FROM VACATION.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/12/13

PARCEL NO. 006-235-080 2013-14
CUSTOMER NAME JAYSON YAMBAO
SERVICE ADDRESS 57 3RD AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	54
		2 MONTHS PRIOR	107
2 MONTHS AFTER	30	4 MONTHS PRIOR	47
4 MONTHS AFTER	21	6 MONTHS PRIOR	38
		8 MONTHS PRIOR	40
		10 MONTHS PRIOR	36
		ACTUAL ANNUAL USAGE	322
		BASE PERIOD ANNUALIZED	324
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	2
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	1%
		ANNUAL CREDIT IN DOLLARS	\$10.52

(N.S.M.C.S.D. \$5.26 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. YAMBAO HAD A TOILET LEAK. WHEN THE TOILET WAS REPLACED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET REQUIREMENTS.