



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, July 23, 2018 - 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 June 25, 2018

Action Items:

2. Sewer Service Charge Appeals - FY 2018/19

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

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 25, 2018

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on June 25, 2018, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Juslyn Manalo at 7:05 p.m.

ROLL CALL:

Present: Christensen, Guingona, Sylvester, Buenaventura, Manalo

Absent:

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Utility Billing Supervisor Anthony Tofiga, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Sylvester/ Christensen) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of May 14, 2018**
2. **Sewer Service Charge Appeals – FY 2017/18**
3. **Revenue and Expenditures Summary Report - April to May 2018**
4. **Adoption of Appropriations Limitation FY 2018/19**

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

NEW BUSINESS:

None.

REPORTS:

5. **Board of Directors**

None.

6. **Staff**

None

ADJOURNMENT:

At 7:07 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.



North San Mateo County Sanitation District
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Meeting Date: July 23, 2018

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2018-19

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

Cheuk Ming Ng
Parcel #008-492-270

Nelia Garcia
Parcel #003-080-450

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Anthony Tofiga".

Anthony Tofiga
Utility Billing Supervisor

A handwritten signature in cursive script, appearing to read "Lawrence Chiu".

Lawrence Chiu
Director of Finance and
Administrative Services

Attachment: Sewer Service Charge Appeal

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 7/9/18

PARCEL NO. 008-492-270 2018-19
CUSTOMER NAME CHEUK MING NG
SERVICE ADDRESS 894 SKYLINE DR., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	108
		2 MONTHS PRIOR	77
2 MONTHS AFTER	29	4 MONTHS PRIOR	59
4 MONTHS AFTER	14	6 MONTHS PRIOR	60
		8 MONTHS PRIOR	51
		10 MONTHS PRIOR	44
		ACTUAL ANNUAL USAGE	399
		BASE PERIOD ANNUALIZED	648
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	249
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	62%
		ANNUAL CREDIT IN DOLLARS	\$1,962.12

(N.S.M.C.S.D. \$7.88 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, THE NGS HAD A RUNNING TOILET IN THEIR SECOND I
WHEN IT WAS DISCOVERED, IT WAS REPAIRED AND 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 7/23/18

PARCEL NO. 003-080-450 2018-19
CUSTOMER NAME NELIA GARCIA
SERVICE ADDRESS 134 PARKVIEW AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	210
		2 MONTHS PRIOR	41
2 MONTHS AFTER	25	4 MONTHS PRIOR	111
4 MONTHS AFTER	23	6 MONTHS PRIOR	31
		8 MONTHS PRIOR	27
		10 MONTHS PRIOR	29
		ACTUAL ANNUAL USAGE	449
		BASE PERIOD ANNUALIZED	1260
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	811
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	181%
		ANNUAL CREDIT IN DOLLARS	\$6,390.68
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, THE GARCIAS HAD A LEAK THAT WAS LATER FIXED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.