



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, September 10, 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 July 23, 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

July 23, 2018

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on July 23, 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 7:02 p.m.

ROLL CALL:

Present: Christensen, Guingona, Sylvester, Buenaventura, Manalo

Absent:

Staff Present: Interim City Manager Shawna Maltbie, 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/ Buenaventura) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 25, 2018**
2. **Sewer Service Charge Appeals – FY 2018/19**

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

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

None

ADJOURNMENT:

At 7:03 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.

Agenda Report

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City*

Meeting Date: September 10, 2018

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

Westborough Water

Carmen Ausejo
Account # AUF0001

Kang Hoon Ko
Account # KO 0004

Carlo A. Calderoni
Account # CAL0001

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
Utility Billing Supervisor

A handwritten signature in black ink that reads "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 2018-19
BOARD MEETING 8/13/18
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. AUF0001
CUSTOMER NAME CARMEN AUSEJO
SERVICE ADDRESS 3601 GILBERT CT., SSF

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	13
2 MONTHS AFTER 5	2 MONTHS PRIOR	14
4 MONTHS AFTER 7	4 MONTHS PRIOR	7
	6 MONTHS PRIOR	9
	8 MONTHS PRIOR	9
	10 MONTHS PRIOR	<u>12</u>
ACTUAL ANNUAL USAGE		64
BASE PERIOD ANNUALIZED		<u>78</u>
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		14
PERCENTAGE CHANGE (MUST BE OVER 10%)		22%
ANNUAL CREDIT IN DOLLARS		<u>\$ 124.18</u>

(Westborough rate \$ 8.87 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. AUSEJO HAD SOME LEAKS IN HER BATHROOM. WHEN 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 2018-19
BOARD MEETING 8/13/18
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. KO 0004
CUSTOMER NAME KANG HOON KO
SERVICE ADDRESS 2420 ARDEE LN., SSF

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	50
2 MONTHS AFTER 24	2 MONTHS PRIOR	62
4 MONTHS AFTER 23	4 MONTHS PRIOR	28
	6 MONTHS PRIOR	23
	8 MONTHS PRIOR	43
	10 MONTHS PRIOR	31
ACTUAL ANNUAL USAGE		237
BASE PERIOD ANNUALIZED		300
ANNUAL CREDIT IN UNITS		
(MUST BE OVER 15 UNITS)		63
PERCENTAGE CHANGE		
(MUST BE OVER 10%)		27%
ANNUAL CREDIT IN DOLLARS		\$ 558.81

(Westborough rate \$ 8.87 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. KO HAD A TOILET LEAK.
WHEN DISCOVERED AND 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 FY 2018-19
BOARD MEETING 8/13/18
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.: CAL0001
CUSTOMER NAME CARLO A. CALDERONI
SERVICE ADDRESS 2671 STAMFORD ROW, SSF

CREDIT BASED ON AVERAGE ANNUAL USAGE

WATER USAGE:

ACTUAL BASE PERIOD	16	AVERAGE USAGE	8
		2 MONTHS PRIOR	20
		4 MONTHS PRIOR	6
		6 MONTHS PRIOR	4
		8 MONTHS PRIOR	4
		10 MONTHS PRIOR	4
		ANNUAL USAGE BASED ON AVG.	46
		BASE PERIOD ANNUALIZED	96
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	50
		PERCENTAGE CHANGE (MUST BE OVER 10%)	109%
		ANNUAL CREDIT IN DOLLARS	\$443.50

WESTBOROUGH RATE PER UNIT \$8.87

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. CALDERONI HAD A BROKEN PIPE UNDERNEATH HIS HOUSE. IT WAS REPAIRED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL USAGE.