



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 08, 2019 - 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 24, 2019

Action Items:

2. Sewer Service Charge Appeals - FY 2019/20
3. Mid-Year Budget Appropriation for North San Mateo County Sanitation District (NSMCSD) Capital Improvement Program

“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.”

Agenda – Sanitation District

Monday, July 08, 2019

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END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

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:

4. Board of Directors

5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 24, 2019

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on June 24, 2019, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Raymond Buenaventura at 6:59 p.m.

ROLL CALL:

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

Absent:

Staff Present: General Manager Shawna Maltbie, District Counsel Rose Zimmerman, Plant and Equipment Maintenance Manager Joshua Cosgrove, Chief of Operations Greg Krauss, Financial Services Manager Todd High, Senior Management Analyst Anthony Tofiga and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of May 13, 2019**
2. **Sewer Service Charge Appeals – FY 2018/19**
3. **Revenue and Expenditures Summary Report – April 2019**
4. **Adoption of Appropriations Limitation FY 2019/20**

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

NEW BUSINESS:

None.

REPORTS:

5. **Board of Directors**

None.

6. **Staff**

None

ADJOURNMENT:

At 7:01 p.m., call of adjournment of Regular Meeting by Chairman Raymond Buenaventura.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: July 8, 2019

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2019-20

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.

Westborough Water District

Westborough Professional Center
Account #WES0031

Ash Chopra
Account #CHO0097

Helen K. Lee
Account #LEE0247

Recommended Denial

Amy Mah
Account #MAH0006

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 "Todd High".

Todd High
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 FY 2019-20
BOARD MEETING 7/08/19
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.: WES0031
CUSTOMER NAME WESTBOROUGH PROFESSIONAL CENTER
SERVICE ADDRESS 2400 WESTBOROUGH BLVD., SOUTH SAN FRANCISCO

CREDIT BASED ON AVERAGE ANNUAL USAGE

WATER USAGE:

ACTUAL BASE PERIOD	340	AVERAGE USAGE	246
		2 MONTHS PRIOR	365
		4 MONTHS PRIOR	365
		6 MONTHS PRIOR	345
		8 MONTHS PRIOR	105
		10 MONTHS PRIOR	50
		ANNUAL USAGE BASED ON AVG.	1476
		BASE PERIOD ANNUALIZED	2040
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	564
		PERCENTAGE CHANGE (MUST BE OVER 10%)	38%
		ANNUAL CREDIT IN DOLLARS	<u><u>\$5,002.68</u></u>

WESTBOROUGH RATE PER UNIT \$8.87

REASON FOR APPEAL

DURING THE BASE PERIOD, AN IRRIGATION LEAK HAD BEEN FOUND.
WHEN REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL USAGE.



e-mail: wwd@westboroughwater.com

2263 westborough boulevard . p.o. box 2747 . south san francisco, ca 94083-2747 - 650-589-1435 - fax: 650-589-5167

June 19, 2019

City of Daly City
Department of Finance
Attn: Anthony Tofiga
333-90th Street
Daly City, CA 94015

Re: Request for **FY 2019-2020** Sewer Service Charge Adjustment,
Account No. WES0031 – Westborough Professional Center
2400 Westborough Boulevard, South San Francisco, CA 94080

Dear Anthony,

Enclosed is a copy of an appeal form dated April 1, 2019, from Bayside Realty Partners on behalf of the Westborough Professional Center, in which they are requesting a FY 2019-2020 sewer service charge adjustment due to irrigation lines leaks which occurred during the January-February 2019 meter reading period. Enclosed is also a copy of the Westborough Water District water usage record for the Westborough Professional Center's property which clearly reflects the increase in usage when the problem took place.

The Westborough Water District requests that your agency reviews Bayside Realty Partners' letter and their water usage record and provide us with a written report of your findings with respect to the requested sewer service charge adjustment.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Mairena", with a stylized flourish at the end.

Patricia Mairena
Assistant General Manager

PM/pm

Enclosures



RECEIVED

APR 4 2019

April 1, 2019

Darryl Barrow
WESTBOROUGH WATER DISTRICT
2263 Westborough Boulevard
So. San Francisco, CA 94080

RE: Acct # WES0031 - Westborough Professional Center
2400 Westborough Blvd., South San Francisco, CA 94080

Dear Mr. Barrow:

Per our telephone conversation on 3/28/2019, please accept this letter as our formal request to request an adjustment of the sewer charges for the above referenced property that we manage on behalf of the owner. This property experienced a significant increase in water usage starting around July, 2018 which lasted for several months. We suspect the increased water usage was related to a leak in the irrigation water lines for the property that we were not aware of for some time. The irrigation system was recently inspected and repairs have been made by our landscaping vendor. Your office was kind enough to inspect our recent water consumption and it appears our water meter readings are back to normal usage.

Thank you in advance for your time and consideration. Please feel free to contact me if you have any further questions at **(925) 260-2084**, or via email at RMartins@BaysideRP.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger Martins", with a stylized flourish at the end.

Roger Martins
Property Director
On Behalf of Westborough Professional Center

2400 Westborough Blvd.

File Messages Rolodex Direct Tools View Help

Water Usage Lookup

Customer ID: WES0031 Customer Name: WESTBOROUGH PROF. CENTER,

Months	2019	2018	2017	2016	2015
July	105	40	60	75	115
August	0	0	0	0	0
September	345	50	80	60	130
October	0	0	0	0	0
November	365	85	70	120	110
December	0	0	0	0	0
January	365	115	25	10	75
February	0	0	0	0	0
March (Jan-Feb)	340	65	15	30	80
April	0	0	0	0	0
May	35	50	55	30	85
June	0	0	0	0	0
Details-->	2019	2018	2017	2016	2015

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Base Period Annualized = 340 HCF X 6 periods = 2,040 HCF

Actual Annual Usage = 340 + 365 + 365 + 345 + 105 + 50 = 1,570 HCF

Irrigation
Leak

Annual
Credit = 470 HCF

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2019-2020
BOARD MEETING 7/8/19
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. CHO0097
CUSTOMER NAME ASH CHOPRA
SERVICE ADDRESS 10 MOONLIGHT CT., SOUTH SAN FRANCISCO

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	41
2 MONTHS AFTER 2	2 MONTHS PRIOR	13
	4 MONTHS PRIOR	13
	6 MONTHS PRIOR	19
	8 MONTHS PRIOR	20
	10 MONTHS PRIOR	27
ACTUAL ANNUAL USAGE		133
BASE PERIOD ANNUALIZED		246
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		113
PERCENTAGE CHANGE (MUST BE OVER 10%)		85%
ANNUAL CREDIT IN DOLLARS		<u>\$ 1,002.31</u>

(Westborough rate \$ 8.87 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. CHOPRA'S TENANTS HAD A
WATER LEAK. IT WAS REPAIRED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.



e-mail: wwd@westboroughwater.com

2263 westborough boulevard . p.o. box 2747 . south san francisco, ca 94083-2747 - 650-589-1435 - fax: 650-589-5167

June 19, 2019

City of Daly City
Department of Finance
Attn: Anthony Tofiga
333-90th Street
Daly City, CA 94015

Re: Request for **FY 2019-2020** Sewer Service Charge Adjustment,
Account No. CHO0097 – Ash Chopra (was FRO0001 and FRO0002 – Fromowitz)
10 Moonlight Court, South San Francisco, CA 94080

Dear Anthony,

Enclosed is a copy of an appeal form dated April 10, 2019, from Mr. Ash Chopra, in which he is requesting a FY 2019-2020 sewer service charge adjustment due to an undetected leak which occurred during the January-February 2019 meter reading period. Enclosed is also a copy of the Westborough Water District water usage record for Mr. Chopra's residence which clearly reflects the increase in usage when the problem took place.

The Westborough Water District requests that your agency reviews Mr. Chopra's letter and his water usage record and provide us with a written report of your findings with respect to the requested sewer service charge adjustment.

Sincerely,

A handwritten signature in cursive script, appearing to read "Patricia Mairena".

Patricia Mairena
Assistant General Manager

PM/pm

Enclosures

RECEIVED

WESTBOROUGH WATER DISTRICT
APPEAL FOR WATER BILLING ADJUSTMENT

APR 10 2019

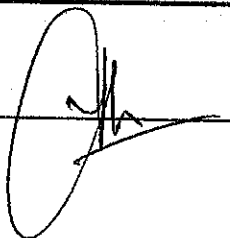
WESTBOROUGH WATER DISTRICT

Name ASH CHOPRA (OWNER)
Service Address 10 MOONLIGHT CT, SO. SAN FRANCISCO CA 94080
Daytime Telephone Number 650.450.9900 Acct. Number CH00097 (New)
Billing Period Jan-Feb. 2019 (03/15/19) Tenants Accounts were:
Date first became aware of leak 4/10/19. FRO 0001 & FRO 0002

Please explain what action was taken to correct the leak. Please attached copies of receipt(s) related to any repair work if available.

Requesting review of Sewer Charges for next fiscal yr. Due to possible leak in the home which the last tenants took care of before I took over property.

Signature



Date

4/15/19

Westborough Water District
P.O. Box 2747
South San Francisco, CA 94083
(650) 589-1435

10 Moonlight Ct.

File Messages Rotodex Direct Tools View Help

Water Usage Lookup

Customer ID: FRO0002 Customer Name: FROMOWITZ, LUKE

Months	2019
July	0
August	0
September	0
October	0
November	13
December	0
January	13
February	0
March (Jan-Feb)	41
April	2
May	0
June	0
Details-->	2019

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Base Period Annualized = 41 HCF X 6 Periods = 246 HCF

Actual Annual Usage = 41 + 13 + 13 + 19 + 20 + 27 = 133 HCF

Annual = 113 HCF
Credit

10 Moonlight Ct.

MQ-FM-CM 000-Customer Master

File Messages Rolodex Direct Tools View Help

Water Usage Lookup

Customer ID: FRO0001 Customer Name: FROMOWITZ, SCOTT

Months	2019	2018	2017	2016
July	20	24	12	0
August	0	0	0	0
September	19	25	19	0
October	0	0	0	0
November	0	20	35	0
December	0	0	0	0
January	0	17	19	0
February	0	0	0	0
March	0	18	42	6
April	0	0	0	0
May	0	27	17	11
June	0	0	0	0
Details-->	2019	2018	2017	2016

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NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2019-2020
BOARD MEETING 7/8/19
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. LEE0247
CUSTOMER NAME HELEN K. LEE
SERVICE ADDRESS 3845 ANNAPOLIS CT., SOUTH SAN FRANCISCO

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	7
2 MONTHS AFTER 4	2 MONTHS PRIOR	3
	4 MONTHS PRIOR	2
	6 MONTHS PRIOR	2
	8 MONTHS PRIOR	2
	10 MONTHS PRIOR	2
	ACTUAL ANNUAL USAGE	18
	BASE PERIOD ANNUALIZED	42
	ANNUAL CREDIT IN UNITS	
	(MUST BE OVER 15 UNITS)	24
	PERCENTAGE CHANGE	
	(MUST BE OVER 10%)	133%
	ANNUAL CREDIT IN DOLLARS	\$ 212.88

(Westborough rate \$ 8.87 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD MS. LEE HAD TOILET LEAKS WHICH, WHEN DISCOVERED, WERE REPAIRED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.



e-mail: wwd@westboroughwater.com

2263 westborough boulevard . p.o. box 2747 . south san francisco, ca 94083-2747 - 650-589-1435 - fax: 650-589-5167

June 19, 2019

City of Daly City
Department of Finance
Attn: Anthony Tofiga
333-90th Street
Daly City, CA 94015

Re: Request for **FY 2019-2020** Sewer Service Charge Adjustment,
Account No. LEE0247 – Helen K. Lee
3845 Annapolis Court, South San Francisco, CA 94080

Dear Anthony,

Enclosed is a copy of an appeal form dated March 28, 2019, from Ms. Helen K. Lee, in which she is requesting a FY 2019-2020 sewer service charge adjustment due to toilet leaks which occurred during the January-February 2019 meter reading period. Enclosed is also a copy of the Westborough Water District water usage record for Ms. Lee's residence which clearly reflects the increase in usage when the problem took place.

The Westborough Water District requests that your agency reviews Ms. Lee's letter and her water usage record and provide us with a written report of your findings with respect to the requested sewer service charge adjustment.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia Mairena", with a stylized flourish at the end.

Patricia Mairena
Assistant General Manager

PM/pm

Enclosures

WESTBOROUGH WATER DISTRICT
APPEAL FOR WATER BILLING ADJUSTMENT

DEC 1 2018

MAR 28 2019

Name Helen K Lee
Service Address 3845 Annapolis Court
Daytime Telephone Number 415 794 7713 Acct. Number LEE0247
Billing Period 3/15/19
Date first became aware of leak ~~3/15/19~~ 3/22/2019

Please explain what action was taken to correct the leak. Please attached copies of receipt(s) related to any repair work if available.

The leak was discovered by the test strip from Water Dist.
The leak was repaired on 3/24/2019 by a
repairman; parts \$30 labor \$70 - total \$90 -

The leak was due to parts in the toilet was tank.

Signature Helen K Lee Date 3/28/19

Westborough Water District
P.O. Box 2747
South San Francisco, CA 94083
(650) 589-1435

3845 Annapolis Ct

MQ-FM-CM 000-Customer Master

File Messages Rolodex Direct Tools View Help

Water Usage Lookup

Customer ID: LEE0247 Customer Name: LEE, HELEN K.

Months	2019	2018	2017	2016	2015
July	2	2	2	1	2
August	0	0	0	0	0
September	2	2	3	3	6
October	0	0	0	0	0
November	2	4	2	3	9
December	0	0	0	0	0
January	3	3	1	3	2
February	0	0	0	0	0
March (Jan-feb)	7	2	2	2	3
April	0	0	0	0	0
May	4	2	3	3	2
June	0	0	0	0	0
Details-->	2019	2018	2017	2016	2015

Base Period Annualized = 7 MCF X 6 periods = 42 MCF

Actual Annual Usage = 7 + 3 + 2 + 2 + 2 + 2 = 18 MCF

Annual = 24 MCF
Credit

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2019-2020
BOARD MEETING 7/8/19
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. MAH0006
CUSTOMER NAME AMY MAH
SERVICE ADDRESS 3784 FAIRFAX WAY, SOUTH SAN FRANCISCO

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	7
2 MONTHS AFTER 2	2 MONTHS PRIOR	8
	4 MONTHS PRIOR	3
	6 MONTHS PRIOR	3
	8 MONTHS PRIOR	4
	10 MONTHS PRIOR	3
	ACTUAL ANNUAL USAGE	28
	BASE PERIOD ANNUALIZED	42
	ANNUAL CREDIT IN UNITS	
	(MUST BE OVER 15 UNITS)	14
	PERCENTAGE CHANGE	
	(MUST BE OVER 10%)	50%
	ANNUAL CREDIT IN DOLLARS	\$ 124.18

(Westborough rate \$ 8.87 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD MS. MAH HAD TOILET LEAKS WHICH, WHEN DISCOVERED, WERE REPAIRED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET MINIMUM REQUIREMENTS

June 19, 2019

City of Daly City
Department of Finance
Attn: Anthony Tofiga
333-90th Street
Daly City, CA 94015

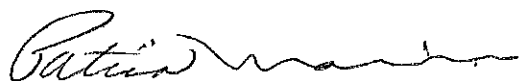
Re: Request for **FY 2019-2020** Sewer Service Charge Adjustment,
Account No. MAH0006 – Amy Mah
3784 Fairfax Way, South San Francisco, CA 94080

Dear Anthony,

Enclosed is a copy of an appeal form dated January 24, 2019, from Ms. Amy Mah, in which she is requesting a FY 2019-2020 sewer service charge adjustment due to toilet leaks which occurred during the January-February 2019 meter reading period. Enclosed is also a copy of the Westborough Water District water usage record for Ms. Mah's residence which clearly reflects the increase in usage when the problem took place.

The Westborough Water District requests that your agency reviews Ms. Mah's letter and her water usage record and provide us with a written report of your findings with respect to the requested sewer service charge adjustment.

Sincerely,



Patricia Mairena
Assistant General Manager

PM/pm

Enclosures

RECEIVED

WESTBOROUGH WATER DISTRICT
APPEAL FOR WATER BILLING ADJUSTMENT

JAN 24 2019

WESTBOROUGH WATER DISTRICT

Name AMY MAH

Service Address 3784 Fairfax Way, SSF

Daytime Telephone Number 650 834-6537 Acct. Number MAH0006

Billing Period January 15, 2019 Bill - March 15 2019

Date first became aware of leak read letter and tested toilet on 1/20/19

Please explain what action was taken to correct the leak. Please attached copies of receipt(s) related to any repair work if available.

I adjusted the rubber inside the toilet tank and stopped the leak.

A lot of water used on 1/14/19 by painters for power washing the building.

I couldn't hear or see the leak until the tank top was removed.

Signature 

Date 1/24/19

Westborough Water District
P.O. Box 2747
South San Francisco, CA 94083
(650) 589-1435

3784 Fairfax Way

MQ-FM-CM 000-Customer Master

File Messages Rolodex Direct Tools View Help

Water Usage Lookup

Customer ID: MAH0006 Customer Name: MAH, AMY

Months	2019	2018	2017	2016	2015
July	4	4	3	3	3
August	0	0	0	0	0
September	3	5	4	3	4
October	0	0	0	0	0
November	3	4	4	2	3
December	0	0	0	0	0
January	8	3	3	3	5
February	0	0	0	0	0
March (Jan-Feb)	7	3	4	3	4
April	0	0	0	0	0
May	2	3	3	3	3
June	0	0	0	0	0
Details-->	2019	2018	2017	2016	2015

Base Period Annualized = 7 HCF X 6 periods = 42 HCF

Actual Annual Usage = 7 + 8 + 3 + 3 + 4 + 3 = 28 HCF

Annual Credit 14 HCF



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: July 8, 2019

Subject: Mid-Year Budget Appropriation for North San Mateo County Sanitation District (NSMCSD) Capital Improvement Program

Recommended Action

That the Board of Directors appropriate \$625,000 from Sanitation Fund Balance to finance one additional capital project (Treatment Plant Air Scrubbers) to the Fiscal Year 2020 Capital Improvement Program.

Background/Discussion

This action is a Fiscal Year 2019-20 adjustment to the approved biennial Sanitation District Capital Improvement Program. During the budget development process in 2018, the Finance Department directed Wastewater staff to reduce expenditures by deferring this project. Unfortunately, there has been an increase in the amount of odor complaints from the community near the treatment plant and staff is requesting to move this capital project back to Fiscal Year 2019-20 where it was originally planned. The Treatment Plant Air Scrubbers project (87-920-847-4536) will allow staff to rehabilitate the existing odor scrubber units located throughout the treatment plant and fund new units and ductwork.

Fiscal Impact

Sufficient funds are available from Sanitation Fund Balance to provide for this action.

Summary/Conclusion

Staff recommends that the Board of Directors appropriate \$625,000 from Sanitation Fund Balance to finance one additional capital project (Treatment Plant Air Scrubbers) to the Fiscal Year 2020 Capital Improvement Program.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joshua Cosgrove".

Joshua Cosgrove
P&E Maintenance Manager

A handwritten signature in blue ink, appearing to read "Thomas J. Piccolotti".

Thomas J. Piccolotti
Director of Water and Wastewater Resources

