



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, January 27, 2020 - 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 December 9, 2019

Action Items:

2. Sewer Service Charge Appeals - FYs 2018/19 and 2019/20

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

December 9, 2019

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on December 9, 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 7:20 p.m.

ROLL CALL:

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

Absent: None

Staff Present: General Manager Shawna Maltbie, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Chief of Operations Greg Krauss, Director of Finance and Administrative Services Todd High, Deputy Finance Director Tim Birch, City Clerk Annette Hipona, City Clerk Office Assistant I Vivian Leung and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

REORGANIZATION OF BOARD OF DIRECTORS

A. Election of Chair

Motion was made, seconded (Buenaventura/Manalo) and unanimously carried to elect Glenn Sylvester as Chair.

B. Election of Vice Chair

Motion was made, seconded (Buenaventura/Sylvester) and unanimously carried to elect Justyn Manalo as Vice Chair.

CONSENT AGENDA:

1. **Minutes of Special Meeting of November 12, 2019**
2. **Sewer Service Charge Appeals – FY 2019/2020**
3. **Presentation of FY 2019 Annual Financial Statements**
4. **Approval of Debt Management Policy and Disclosure Policies and Procedures for the North San Mateo County Sanitation District**
5. **Notice of Completion for Park Plaza, San Fernando, Southgate, Miriam Sewer Main Improvements**

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

NEW BUSINESS:

6. **Open Joint Session with City Council**
 - a. **(City Council, Item #11): Proposed Resolutions Related to Financing for the Vista Grande Drainage Basin Improvement Project**

Director of Water and Wastewater Resources Thomas Piccolotti began by congratulating Mayor Sylvester and Vice Mayor Manalo and thanking Mayor Buenaventura for his leadership for the past year. Director of Water and Wastewater Resources Thomas Piccolotti then gave the following reports summarized below.

Director of Water and Wastewater Resources Thomas Piccolotti recommended the Board the Adoption of proposed resolutions to apply for financing for the Vista Grande Drainage Basin Improvement Project and comply with federal tax law. Three of the four resolutions are required to apply to the State Water Resources Control Board for Clean Water State Revolving Fund financing (SRF Resolutions). The fourth resolution enables the City to comply with federal law if the City needs to finance a portion of the Vista Grande Drainage Improvement Project with publicly offered or placed bonds or other forms of obligations. The Vista Grande Drainage Basin Improvement Project is designed to address storm-related flooding in the Vista Grande Drainage Basin, improve the conveyance of effluent from the Treatment Facility, and provide the benefit of augmenting the water level of Lake Merced. The four resolutions do not commit the City to obtain financing from the SRF Program or obligate the City to expend any funds.

Motion was made, seconded (Manalo/Daus-Magbual) and unanimously approved.

b. (North San Mateo County Sanitation District action – Item #6): Proposed Resolution Related to Financing for the Vista Grande Drainage Basin Improvement Project

Director of Water and Wastewater Resources Thomas Piccolotti recommended the Board the Adoption of a resolution (the “SRF Resolution”) to apply for funding to the State Water Resources Control Board for Clean Water State Revolving Fund financing for the Vista Grande Drainage Basin Improvement Project. It is important for the City to apply to the SRF Program to ensure that the Project funding will be available when needed. In order for the City to apply to the SRF Program, the State Water Board requires that the District to adopt the Resolution in order to identify the anticipated source of funds for the repayment of any SRF Program financing. The Resolution describes one source of District funds: net revenues of the Sanitation District Fund, constituting gross revenues (including sewer system charges and property taxes) of the Sanitation District Fund less the costs of operating and maintaining the sanitary sewer enterprise. The Resolution does not commit the District to obtain financing from the SRF Program or obligate the District to expend any funds.

Motion was made, seconded (Manalo/DiGiovanni) and unanimously carried to adopt the Resolution 19-SD-17 for “Declaring the Intent to Designate Certain Revenues For Clean Water State Revolving Fund Finances”.

Motion was made, seconded (Daus-Magbual/DiGiovanni) and unanimously approved to adjourn the City Council Meeting for Item #11 until later this evening.

End of Joint Session.

REPORTS:

7. Board of Directors

General Manager Shawna Maltbie commended Director of Water and Wastewater Resources Thomas Piccolotti for the progress of the Vista Grande Drainage Basin Improvement Project. The long-complicated project has been going on for 15 years and was inherited from the previous Director.

8. Staff

None

ADJOURNMENT:

At 7:33 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.



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

Meeting Date: January 27, 2020

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2018-19 & 2019-20

Recommended Action

Based on staff review, we 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

Sam De Long
090-052-270

Eleanor Lasola
102-241-040

Gary Cahalan
091-782-020

Cecilia Soriano
004-262-160

Denny Lee
006-262-120

Charles A. Hill
004-060-480

Charles Berry
008-052-610

Tax Year 2018 - 2019

Anieta Clayton
091-203-050

Denied

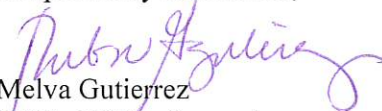
Joseph Gois
101-950-240

Cal Water

Angelita Apolinario
006-133-210

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

Respectfully submitted,


Melva Gutierrez
Utility Billing Supervisor



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
BOARD MEETING DATE 01/27/2020

PARCEL NO.	090-052-270	2019-20
CUSTOMER NAME	Sam DeLong	
SERVICE ADDRESS	120 Alta Vista Way, Daly City	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	11
		2 MONTHS PRIOR	7
2 MONTHS AFTER	5	4 MONTHS PRIOR	5
4 MONTHS AFTER	7	6 MONTHS PRIOR	8
		8 MONTHS PRIOR	7
		10 MONTHS PRIOR	5
		ACTUAL ANNUAL USAGE	43
		BASE PERIOD ANNUALIZED	66
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	23
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	53%
		ANNUAL CREDIT IN DOLLARS	\$181.24
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Mr. DeLong had a toilet leak during the based period. His water usage decreased after it was repaired.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - based on acutal annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 01/27/2020

PARCEL NO.	102-241-040	2019-20
CUSTOMER NAME	Eleanor Lasola	
SERVICE ADDRESS	1003 San Antonio Circle Unit 202, Daly City	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	22
		2 MONTHS PRIOR	10
2 MONTHS AFTER	15	4 MONTHS PRIOR	6
4 MONTHS AFTER	5	6 MONTHS PRIOR	5
		8 MONTHS PRIOR	17
		10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	74
		BASE PERIOD ANNUALIZED	132
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	58
		PERCENTAGE CHANGE (MUST BE OVER 10%)	78%
		ANNUAL CREDIT IN DOLLARS	<u>\$457.04</u>
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Ms. Lasola had a leaking toilet during the base period. After the toilet was repaired, the water usage decreased.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 01/27/2020

PARCEL NO.	091-782-020	2019-20
CUSTOMER NAME	GARY CAHALAN	
SERVICE ADDRESS	535 VERDUCCI DRIVE, DALY CITY CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	32
		2 MONTHS PRIOR	12
2 MONTHS AFTER	15	4 MONTHS PRIOR	14
4 MONTHS AFTER	18	6 MONTHS PRIOR	13
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	13
		ACTUAL ANNUAL USAGE	99
		BASE PERIOD ANNUALIZED	192
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	93
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	94%
		ANNUAL CREDIT IN DOLLARS	\$732.84
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. CAHALAN HAD A LEAKING TOILET. AFTER 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 01/27/2020

PARCEL NO. 004-262-160
CUSTOMER NAME Cecilia Soriano
SERVICE ADDRESS 825 Brunswick St.

2019-20

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	46
		2 MONTHS PRIOR	17
2 MONTHS AFTER	19	4 MONTHS PRIOR	14
4 MONTHS AFTER	15	6 MONTHS PRIOR	10
		8 MONTHS PRIOR	9
		10 MONTHS PRIOR	9
		ACTUAL ANNUAL USAGE	105
		BASE PERIOD ANNUALIZED	276
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	171
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	163%
		ANNUAL CREDIT IN DOLLARS	\$1,347.48
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Ms. Soriano had a leaking toilet during the base period. After it was repaired, the usage decreased significantly.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 01/27/2020

PARCEL NO.	006-262-120	2019-20
CUSTOMER NAME	DENNY LEE	
SERVICE ADDRESS	230 WESTRIDGE AVE. DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	60
		2 MONTHS PRIOR	34
2 MONTHS AFTER	33	4 MONTHS PRIOR	32
4 MONTHS AFTER	17	6 MONTHS PRIOR	20
		8 MONTHS PRIOR	4
		10 MONTHS PRIOR	22
		ACTUAL ANNUAL USAGE	172
		BASE PERIOD ANNUALIZED	360
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	188
		PERCENTAGE CHANGE (MUST BE OVER 10%)	109%
		ANNUAL CREDIT IN DOLLARS	<u>\$1,481.44</u>
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

During the base period, Mr. Lee's tenants advised him of a toilet leak. It was repaired soon after it was discovered and usage dropped afterwards.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2019 - 2020
BOARD MEETING 01/27/2020

PARCEL NO: 004-060-480
CUSTOMER NAME: Top of the Hill Clean Laundromat, Charles A. Hill
SERVICE ADDRESS: 6115 Mission St. Daly City

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	1049	AVERAGE BIMONTHLY USAGE	881
		2 MONTHS PRIOR	782
		4 MONTHS PRIOR	979
		6 MONTHS PRIOR	94
		8 MONTHS PRIOR	881
2 MONTHS AFTER	1022	10 MONTHS PRIOR	769
4 MONTHS AFTER	937		
		AVERAGE	
		ANNUAL USAGE	4386
		ACTUAL BASE PERIOD	
		ANNUALIZED	6294
		ANNUAL CREDIT IN UNITS	
		(Must be over 15 units)	1908
		PERCENTAGE CHANGE	
		(Must be over 10%)	30%
		ANNUAL CREDIT IN DOLLARS	<u>\$15,035.04</u>

SANITATION CHARGE IS \$ 7.88
PER UNIT

REASON FOR APPEAL

Customer had an increase in usage during January and February of 2019. He could not pinpoint the cause as launder usage was about the same during that time. A few months later he states the waterline outside his building was repaired due to damage, which he was made aware by the City of Daly City. The usage decreased and continued to drop after the repair was completed.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2019 - 2020
BOARD MEETING 01/27/2020

PARCEL NO: 008-052-610
CUSTOMER NAME: Charles Berry
SERVICE ADDRESS: 207 Avalon Dr.

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	71	AVERAGE BIMONTHLY USAGE	1
		2 MONTHS PRIOR	3
		4 MONTHS PRIOR	0
		6 MONTHS PRIOR	2
		8 MONTHS PRIOR	0
2 MONTHS AFTER	6	10 MONTHS PRIOR	0
4 MONTHS AFTER	4		
		AVERAGE ANNUAL USAGE	6
		ACTUAL BASE PERIOD ANNUALIZED	426
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	420
		PERCENTAGE CHANGE (Must be over 10%)	99%
		ANNUAL CREDIT IN DOLLARS	<u>\$3,309.60</u>

SANITATION CHARGE IS \$ 7.88
PER UNIT

REASON FOR APPEAL

Mr. Berry had a leak underground which he was unaware of until May 2019. The water main from the meter to the house was repaired and the usage decreased significantly afterwards.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 01/27/2020

PARCEL NO. 091-203-050
CUSTOMER NAME Anieta Clayton
SERVICE ADDRESS 183 Shipley Ave, Daly City

2018-19

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	80
		2 MONTHS PRIOR	8
2 MONTHS AFTER	40	4 MONTHS PRIOR	20
4 MONTHS AFTER	26	6 MONTHS PRIOR	18
		8 MONTHS PRIOR	17
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	159
		BASE PERIOD ANNUALIZED	480
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	321
		PERCENTAGE CHANGE (MUST BE OVER 10%)	202%
		ANNUAL CREDIT IN DOLLARS	\$2,529.48
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

For 2018-2019 Tax year - Ms. Clayton's tenants advised her of a toilet leak which caused an increase in usage during the base period. There was a significant decrease in usage after the toilet was repaired. Daughter is assisting her with taxes this year and noticed the high charge from tx year 18/19.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 01/27/2020

PARCEL NO. 101-950-240
CUSTOMER NAME Joseph Gois
SERVICE ADDRESS 1551 Southgate Ave. Apt 324

2019-20

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

ENTIRE COMPLEX

BASE PERIOD	2594
2 MONTHS PRIOR	2775
4 MONTHS PRIOR	2970
6 MONTHS PRIOR	2220
8 MONTHS PRIOR	2153
10 MONTHS PRIOR	1677
ACTUAL ANNUAL USAGE	14389
BASE PERIOD ANNUALIZED	15564
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	1175
PERCENTAGE CHANGE (MUST BE OVER 10%)	8%
ANNUAL CREDIT IN DOLLARS	<u>\$9,259.00</u>
(N.S.M.C.S.D \$7.88 per unit)	

BASE PERIOD	2594	INDIVIDUAL
2 MONTHS PRIOR	2775	2775
4 MONTHS PRIOR	2970	2970
6 MONTHS PRIOR	2220	2220
8 MONTHS PRIOR	2153	2153
10 MONTHS PRIOR	1677	1677
Actual Usage (1 of 224 apt units)	64.237	
Base Period Annualized (1 of 224 apt units)	69.482	
Annual Credit in Units (Must be over 15 units)	5.2455	
Percentage Change (Must be over 10%)	8%	
Annual credit in Dollars	\$41.33	

REASON FOR APPEAL

Mr. Gois lives in a condominium complex of 224 units where the sewer charges are divided equally. He and his wife are having financial issues and requesting credit from sewer charge. No mention of leak in letter.

STAFF RECOMMENDATION TO BOARD

Deny - Based on individual calculation, does not meet minimum percentage and unit requirements.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 01/27/2020

PARCEL NO. 006-133-210 2019-20
CUSTOMER NAME ANGELITA APOLINARIO
SERVICE ADDRESS 1047 NIMITZ DRIVE DALY CITY CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	13
		2 MONTHS PRIOR	7
2 MONTHS AFTER	6	4 MONTHS PRIOR	9
4 MONTHS AFTER	6	6 MONTHS PRIOR	10
		8 MONTHS PRIOR	14
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	59
		BASE PERIOD ANNUALIZED	78
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	19
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	32%
		ANNUAL CREDIT IN DOLLARS	\$149.72
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Ms. Apolinario (Cal Water) had extra company over during the base period which impacted her sewer charge this year. Usage decreased during the months after.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.