



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, May 11, 2020 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Visit NORTH SAN MATEO COUNTY SANITATION DISTRICT virtual meeting website to watch the livestream of the meeting and submit comment on agenda items, all in one place online:

<https://bit.ly/dalycitymay11>

Please note, the virtual meeting website will only be available during the meeting on
Date: May 11, 2020

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Daly City Board and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream at <https://bit.ly/dalycityapril27> and to submit comments through the livestream website and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting.

To submit a comment in writing, please email cityclerk@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 4:00 pm will be emailed to the Board members and included as an "Add to Packet" on the City's website prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the Board members for the public meeting.

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:

"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."

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 April 27, 2020

Action Items:

2. Sewer Service Charge Appeals FY 2019/20
3. Resolution of Intent to Adopt Appropriations Limitation FY 2020/21

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

April 27, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on April 27, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 7:00 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: Assistant to the City Manager Stephen Stolte, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. Minutes of Regular Meeting of February 24, 2020
2. Approval of Amendment #5 to Professional Services Agreement with McMillen/Jacobs Associated for the Vista Grande Drainage Basin Improvement Project

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

NEW BUSINESS:

None.

REPORTS:

3. Board of Directors

None.

4. Staff

Director of Water and Wastewater Resources Thomas Piccolotti thanked the Board of Directors for their leadership during this pandemic.

ADJOURNMENT:

At 7:03 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: May 11, 2020

Subject: SEWER SERVICE CHARGE APPEAL - FISCAL YEAR 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

Susan Sullivan
004-392-290

Shi Lee
002-191-150

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

PARCEL NO.	004-392-290	2019-20
CUSTOMER NAME	Susan Sullivan	
SERVICE ADDRESS	86 Frankfort St. Daly City, CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	42
		2 MONTHS PRIOR	14
2 MONTHS AFTER	14	4 MONTHS PRIOR	11
4 MONTHS AFTER	6	6 MONTHS PRIOR	10
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	9
		ACTUAL ANNUAL USAGE	96
		BASE PERIOD ANNUALIZED	252
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	156
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	163%
		ANNUAL CREDIT IN DOLLARS	\$1,229.28

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

REASON FOR APPEAL

Customer had two toilets leaking during the base period. Receipts of replacement valves for toilets were provided to show repair was completed. Usage decreased in months after.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on actual annual consumption.

86 Frankfort Street
Daly City, CA 94014

February 24, 2020

North San Mateo County Sanitation District
333 90th Street
Daly City, CA 94015

ATTENTION: Sanitation District Board of Directors

Subject: Sanitation Charge for 86 Frankfort, Daly City, CA Tax Bill APN: 004392290

I am appealing my Sanitation Charge.

Upon receiving notice regarding the increase in my mortgage payment, I checked to see why there was an almost \$300/month increase. I discovered that my impound account had increased because of the increase in my sewer charge. The sewer charge shown on my current tax bill had increased from \$520.08 in 2018 to \$1,985.75 in 2019.

In early 2019, I was not aware, but my two toilets were leaking. I received a notice from the Daly City Water Department alerting me to a potential leak. The notice included blue tablets to test the toilets for leaks. Upon detecting the leaks, I purchased replacement valves for both toilets and replaced them myself. Please see the attached receipt for the replacement valves order.

Also, attached please see my current water bill. It clearly demonstrates the spike in my water bill because of the water leak, and since the replacement of the valves, the more typical water usage of 6-7 HCF Units.

Thank you for your consideration,



Susan Sullivan
415.279.4611

*Rec'd 2/24
J*

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE

PARCEL NO. 002-191-150 2019-20
CUSTOMER NAME SHI LEE
SERVICE ADDRESS 72 FAIRLAWN CT. DALY CITY CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	43
		2 MONTHS PRIOR	17
2 MONTHS AFTER	26	4 MONTHS PRIOR	7
4 MONTHS AFTER	13	6 MONTHS PRIOR	19
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	102
		BASE PERIOD ANNUALIZED	258
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	156
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	153%
		ANNUAL CREDIT IN DOLLARS	\$1,229.28
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Customer had a toilet leak during the base period which was repaired after it was found. Usage decreased in months afterwards.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on actual annual usage.

April 1, 2020

Sanitation Board of Directors
333 90th Street
Daly City, CA 94015

Dear Sanitation Board of Directors,

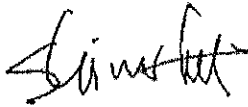
I am writing to kindly submit an appeal of the sewer fee that was applied to my 2019-2020 property tax bill. I was charged a sewer fee of \$2,033.04. My past sewer fees have been \$330.96.

During the month of March 2019, I had a leak that I was unaware of, and once I received my water bill from the City of Daly City, I noticed the significant increase in the consumption. I responded by calling a plumber who found the problem in the toilet and fixed the leak. I was able to resolve the problem, and my subsequent water bills reflect the decrease in the water consumption after the leak was fixed.

I hope you will be able to rule in favor of my appeal. I'm an 84-year-old widower living on a fixed income, and this has caused me financial hardship.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Shi Woo Lee', with a stylized, cursive script.

Shi Woo Lee

72 Fairlawn Court
Daly City, CA 94015
415-602-3306



NORTH SAN MATEO COUNTY SANITATION DISTRICT

Meeting Date: May 11, 2020

Subject: Resolution of Intent to Adopt Appropriations Limitation

Recommended Action

Approve Resolution of Intent to adopt the annual Appropriations Limitation (Gann Limit).

Background

As required by Article XIII B of the State Constitution (Proposition 111 or the Gann Amendment), the Agency Board of Directors is required to adopt an annual appropriations limitation for the Fiscal Year 2020-2021. This resolution establishes the Agency's intent to adopt the appropriations limitation.

Discussion

Adoption of the Appropriations Limitation will be requested at the meeting of June 22, 2020. At that time, the Department of Finance will provide the calculations of proceeds of taxes and the appropriations limit based on our estimates for the coming fiscal year. This information will be available for public inspection in the Department of Finance beginning Friday, June 12, 2020.

Appropriate notice will be posted regarding the availability of the documentation in the Department of Finance during normal business hours.

Staff is available to provide any additional information desired by the Board members.

Respectfully submitted,

A handwritten signature in blue ink that reads "Todd High".

Todd High
Director of Finance and Administrative Services

cc: City Attorney
City Manager
NSMCSD