



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, November 09, 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/dalycitynov9>

Please note, the virtual meeting website will only be available during the meeting on
Date: November 9, 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/dalycitynov9> 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 September 28, 2020

Action Items:

2. Sewer Service Charge Appeals 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:

3. Board of Directors
4. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

September 28, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on September 28, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 7:38 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: General Manager Shawna Maltbie, Assistant City Manager Stephen Stolte, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 14, 2020**
2. **Water Infrastructure Finance and Innovation Act (WIFIA) Application Fee as Part of the Vista Grande 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**

None

ADJOURNMENT:

At 7:40 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.



North San Mateo County Sanitation District
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Meeting Date: November 9, 2020

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2020-21

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

Benson Hong
APN #004-313-160

Aris Vellis
APN #103-240-030

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

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Melva Gutierrez".

Melva Gutierrez
Utility Billing Supervisor

A handwritten signature in black ink, appearing to read "Timothy Nevin".

Timothy Nevin
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 11/9/20

PARCEL NO. 004-313-160 2020-21
CUSTOMER NAME BENSON HONG
SERVICE ADDRESS 389 BELLEVUE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	202
		2 MONTHS PRIOR	39
2 MONTHS AFTER	50	4 MONTHS PRIOR	32
4 MONTHS AFTER	12	6 MONTHS PRIOR	23
6 MONTHS AFTER	11	8 MONTHS PRIOR	34
		10 MONTHS PRIOR	20
		ACTUAL ANNUAL USAGE	350
		BASE PERIOD ANNUALIZED	1212
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	862
		PERCENTAGE CHANGE (MUST BE OVER 10%)	246%
		ANNUAL CREDIT IN DOLLARS	\$6,792.56
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. HONG'S TENANT HAD A TOILET LEAK. WHEN THE TOILET 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 11/9/20

PARCEL NO. 103-240-030 2020-21
CUSTOMER NAME ARIS VELLIS
SERVICE ADDRESS 1021 SAN LUIS CIR. #614, DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	55
		2 MONTHS PRIOR	8
2 MONTHS AFTER	22	4 MONTHS PRIOR	2
4 MONTHS AFTER	5	6 MONTHS PRIOR	1
6 MONTHS AFTER	7	8 MONTHS PRIOR	4
		10 MONTHS PRIOR	2
ACTUAL ANNUAL USAGE			72
BASE PERIOD ANNUALIZED			330
ANNUAL CREDIT IN UNITS			
(MUST BE OVER 15 UNITS)			258
PERCENTAGE CHANGE			
(MUST BE OVER 10%)			358%
ANNUAL CREDIT IN DOLLARS			\$2,033.04
(N.S.M.C.S.D. \$7.88 per unit)			

REASON FOR APPEAL

DURING THE BASE PERIOD MS. VELLIS HAD A WATER LEAK IN HER CONDOMINIUM.
THE LEAK HAS BEEN FIXED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.