



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, December 14, 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/dalycitydec14>

Please note, the virtual meeting website will only be available during the meeting on
Date: December 14, 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/dalycitydec14> 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."

REORGANIZATION OF BOARD OF DIRECTORS

- A. Election of Chair
- B. Election of Vice Chair

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 November 23, 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

November 23, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on November 23, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 6:48 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, Plant and Equipment Maintenance Manager Joshua Cosgrove, Collection System Manager Kevin McCarthy, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

CONSENT AGENDA:

1. **Minutes of Regular Meeting of November 9, 2020**
2. **Sewer Service Charge Appeals FY 2020/21**
3. **Construct an Air Filtering and Conditioning System for the Administration Building at the Wastewater Treatment Facility**
4. **Replace the Administration Building Roof at the Wastewater Treatment Facility**
5. **Cured In Pipe Place (CIPP) Rehabilitation of Sanitary Sewer Mainlines**

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

NEW BUSINESS:

None.

REPORTS:

6. **Board of Directors**

None.

7. **Staff**

None

ADJOURNMENT:

At 6:50 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.



North San Mateo County Sanitation District

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Meeting Date: December 14, 2020

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

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.

Daly City Water

Constance Amer
APN #006-265-270

Chun Cheng Pan
APN #008-044-150

Angel Hon
APN #100-620-240

Eisa Azar
APN #004-060-430

Zhi Jian Tan Trust
APN # 004-232-210

Helen Chapel
APN #006-037-140

Michael B. Palma (Paradise Brazil Imports)
APN #003-131-200

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

Respectfully submitted,

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 12/14/2020

PARCEL NO. 006-265-270 2020-21
CUSTOMER NAME CONSTANCE AMER
SERVICE ADDRESS 3 CRESTVIEW AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	33
		2 MONTHS PRIOR	4
2 MONTHS AFTER	29	4 MONTHS PRIOR	4
4 MONTHS AFTER	6	6 MONTHS PRIOR	6
6 MONTHS AFTER	6	8 MONTHS PRIOR	7
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	60
		BASE PERIOD ANNUALIZED	198
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	138
		PERCENTAGE CHANGE (MUST BE OVER 10%)	230%
		ANNUAL CREDIT IN DOLLARS	\$1,087.44
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

A LEAK OCCURRED DURING THE BASE PERIOD. WHEN IT WAS IDENTIFIED AND REPAIRED, THE USAGE RETURNED TO NORMAL.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT BASED ON ACTUAL ANNUAL USAGE.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/14/2020

PARCEL NO. 100-620-240 2020-21
CUSTOMER NAME ANGEL HON
SERVICE ADDRESS 330 INNISFREE DR., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	76
		2 MONTHS PRIOR	68
2 MONTHS AFTER	78	4 MONTHS PRIOR	59
4 MONTHS AFTER	74	6 MONTHS PRIOR	56
		8 MONTHS PRIOR	44
		10 MONTHS PRIOR	34
		ACTUAL ANNUAL USAGE	337
$\$937.72 / 4 \text{ Condo Units} = \234.43		BASE PERIOD ANNUALIZED	456
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	119
		PERCENTAGE CHANGE (MUST BE OVER 10%)	35%
		ANNUAL CREDIT IN DOLLARS	<u><u>\$937.72</u></u>
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, HIGHER THAN NORMAL USAGE WAS RECORDED.
THE USAGE DECREASED AND MS. HON IS REQUESTING RE-CALCULATION
OF THE SEWER FEE.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/14/2020

PARCEL NO. 004-232-210 2020-21
CUSTOMER NAME ZHI JIAN TAN TRUST
SERVICE ADDRESS 736 TEMPLETON AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	39
		2 MONTHS PRIOR	19
2 MONTHS AFTER	85	4 MONTHS PRIOR	8
4 MONTHS AFTER	106	6 MONTHS PRIOR	22
6 MONTHS AFTER	109	8 MONTHS PRIOR	22
8 MONTHS AFTER	63	10 MONTHS PRIOR	5
		ACTUAL ANNUAL USAGE	115
		BASE PERIOD ANNUALIZED	234
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	119
		PERCENTAGE CHANGE (MUST BE OVER 10%)	103%
		ANNUAL CREDIT IN DOLLARS	\$937.72
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. KUANG'S TENANT HAD A BATHROOM LEAK. ALTHOUGH THE LEAK HAS BEEN RESOLVED, THE USAGE HAS NOT DROPPED SIGNIFICANTLY.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET REQUIREMENTS

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/14/2020

PARCEL NO.	003-131-200	2020-21
CUSTOMER NAME	MICHAEL B. BALMA (PARADISE BRAZIL IMPORTS)	
SERVICE ADDRESS	6564 MISSION ST., DALY CITY CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	45
		2 MONTHS PRIOR	38
2 MONTHS AFTER	29	4 MONTHS PRIOR	39
4 MONTHS AFTER	10	6 MONTHS PRIOR	22
		8 MONTHS PRIOR	25
		10 MONTHS PRIOR	41
		ACTUAL ANNUAL USAGE	210
		BASE PERIOD ANNUALIZED	270
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	60
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	29%
		ANNUAL CREDIT IN DOLLARS	\$472.80
		(N.S.M.C.S \$7.88 per unit)	

REASON FOR APPEAL

OWNER WAS NOT NOTIFIED OF LEAK DURING THE BASE PERIOD. AFTER THE REPAIR, USAGE DECREASED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL USAGE

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/14/2020

PARCEL NO. 008-044-150 2020-21
CUSTOMER NAME CHUN CHENG PAN
SERVICE ADDRESS 40 MAYWOOD AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	60
		2 MONTHS PRIOR	3
2 MONTHS AFTER	176	4 MONTHS PRIOR	9
4 MONTHS AFTER	62	6 MONTHS PRIOR	19
6 MONTHS AFTER	10	8 MONTHS PRIOR	15
		10 MONTHS PRIOR	13
		ACTUAL ANNUAL USAGE	119
		BASE PERIOD ANNUALIZED	360
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	241
		PERCENTAGE CHANGE (MUST BE OVER 10%)	203%
		ANNUAL CREDIT IN DOLLARS	\$1,899.08
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD MR. PAN'S TENANT HAD A BROKEN TOILET. THE TENANT REPAIRED THE TOILET AFTER SOME TIME AND 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 12/14/2020

PARCEL NO. 004-060-430 2020-21
CUSTOMER NAME EISA AZAR
SERVICE ADDRESS 384 IRVINGTON ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	37
		2 MONTHS PRIOR	23
2 MONTHS AFTER	40	4 MONTHS PRIOR	7
4 MONTHS AFTER	27	6 MONTHS PRIOR	9
6 MONTHS AFTER	7	8 MONTHS PRIOR	7
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	89
		BASE PERIOD ANNUALIZED	222
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	133
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	149%
		ANNUAL CREDIT IN DOLLARS	\$1,048.04
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. AZAR HAD A LEAKY TOILET. WHEN IT WAS DISCOVERED REPAIRS WERE MADE AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020-21
BOARD MEETING 12/14/20

PARCEL NO: 006-037-140
CUSTOMER NAME: HELEN CHAPEL
SERVICE ADDRESS: 40 PINEHAVEN DR., DALY CITY

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	29	AVERAGE BIMONTHLY USAGE	20
		2 MONTHS PRIOR	27
		4 MONTHS PRIOR	28
		6 MONTHS PRIOR	19
		8 MONTHS PRIOR	18
2 MONTHS AFTER	30	10 MONTHS PRIOR	10
4 MONTHS AFTER	7		
		AVERAGE ANNUAL USAGE	122
		ACTUAL BASE PERIOD ANNUALIZED	174
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	52
		PERCENTAGE CHANGE (Must be over 10%)	30%
		ANNUAL CREDIT IN DOLLARS	<u>\$409.76</u>

SANITATION CHARGE IS \$ 7.88
PER UNIT

REASON FOR APPEAL

DURING THE BASE PERIOD, MRS. CHAPEL HAD A LEAK IN HER GARDEN. WHEN IT WAS BROUGHT TO HER ATTENTION, REPAIRS WERE MADE AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.