



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, February 22, 2021 - 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/dalycityfeb22>

Please note, the virtual meeting website will only be available during the meeting on
Date: February 22, 2021

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/dalycityfeb22> 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 on December 14, 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

December 14, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on December 14, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 7:17 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, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

REORGANIZATION OF BOARD OF DIRECTORS

A. Election of Chair

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

B. Election of Vice Chair

Motion was made, seconded (Buenaventura/Sylvester) and unanimously carried to elect Dr. Rod Daus-Magbual as Vice Chair.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of November 23, 2020**
2. **Sewer Service Charge Appeals – FY 2020/21**

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

NEW BUSINESS:

None.

REPORTS:

3. Board of Directors

None.

4. Staff

None.

ADJOURNMENT:

At 7:24 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.

Agenda Report



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: February 22, 2021

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

Carmelia Untatlan
APN# 004-382-010

Raymond Zhang
APN# 090-013-100

Nini Swe
APN# 002-064-280

Harris Zaw
008-331-910

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", with a long horizontal stroke extending to the right.

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 02/22/21

PARCEL NO.	004-382-010	2020-21
CUSTOMER NAME	Carmelita Untatlan	
SERVICE ADDRESS	199 Frankfort St., Daly City, CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	98
		2 MONTHS PRIOR	20
2 MONTHS AFTER	57	4 MONTHS PRIOR	10
4 MONTHS AFTER	11	6 MONTHS PRIOR	9
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	163
		BASE PERIOD ANNUALIZED	588
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	425
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	261%
		ANNUAL CREDIT IN DOLLARS	\$3,349.00
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Customer had a leaking pipe during the base period. After repair was completed, usage decre

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual usage.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 02/22/21

PARCEL NO. 002-064-280 2020-21
CUSTOMER NAME NINI SWE
SERVICE ADDRESS 146 N. MAYFAIR AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	21
		2 MONTHS PRIOR	13
2 MONTHS AFTER	33	4 MONTHS PRIOR	19
4 MONTHS AFTER	18	6 MONTHS PRIOR	22
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	15
		ACTUAL ANNUAL USAGE	105
		BASE PERIOD ANNUALIZED	126
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	21
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	20%
		ANNUAL CREDIT IN DOLLARS	\$165.48
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

CUSTOMER SWE WOULD LIKE TO HAVE THE SEWER FEE BASED ON ANNUAL USAGE THAN THE HIGHER WINTER BASE PERIOD.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL USAGE.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 02/22/21

PARCEL NO. 090-013-100 2020-21
CUSTOMER NAME RAYMOND ZHANG
SERVICE ADDRESS 267 POLARIS WAY, DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	125
		2 MONTHS PRIOR	90
2 MONTHS AFTER	95	4 MONTHS PRIOR	76
4 MONTHS AFTER	84	6 MONTHS PRIOR	66
		8 MONTHS PRIOR	80
		10 MONTHS PRIOR	73
		ACTUAL ANNUAL USAGE	510
		BASE PERIOD ANNUALIZED	750
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	240
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	47%
		ANNUAL CREDIT IN DOLLARS	\$1,891.20
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD MR. ZHANG HAD BROKEN TOILETS. WHEN THEY WERE REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT BASED ON ACTUAL ANNUAL USAGE.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 02/22/21

PARCEL NO. 008-311-910 2020-21
CUSTOMER NAME Harris Zaw
SERVICE ADDRESS 1381 Southgate Ave., Daly City

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	15
		2 MONTHS PRIOR	18
2 MONTHS AFTER	16	4 MONTHS PRIOR	16
4 MONTHS AFTER	13	6 MONTHS PRIOR	16
		8 MONTHS PRIOR	14
		10 MONTHS PRIOR	18
		ACTUAL ANNUAL USAGE	97
		BASE PERIOD ANNUALIZED	90
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	-7
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	-7%
		ANNUAL CREDIT IN DOLLARS	<u>(\$55.16)</u>
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

Mr. Zaw claims to have had a dirty toilet tank valve that was repaired.

STAFF RECOMMENDATION TO BOARD

Deny Appeal - Actual usage is greater than base period calculation.