



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, April 12, 2021 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

[View the agenda and supporting documents in our website](#)

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 <http://bit.ly/dalycityapr12> and to register to speak at the zoom meeting and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting.

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) register to speak at the meeting via Zoom.

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 City Council 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 City Council members for the public meeting. Comments are not read aloud into the record.

To speak at the meeting, you must register to join via Zoom. The City requests that you complete your registration by 5:00 pm on the meeting date. After registering, you will receive a confirmation email containing instructions on how to join the meeting, including a unique link. Your address and email will not be disclosed to the public. Public comment is limited to two minutes maximum.

To register to speak at the meeting via Zoom, visit <http://bit.ly/apr12zoomreg>. You must familiarize yourself with Zoom prior to joining the meeting. When you would like to speak on an item during the public comment portion of the meeting, you will need to use the "raise hand" feature in Zoom. The City will not be providing technical support.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's virtual meeting website at <http://bit.ly/dalycityapr12>.

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.*

"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."

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 March 22, 2021

Action Items:

2. Sewer Service Charge Appeals FYs 2020/21 and 2021/22

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.

NEW BUSINESS:

3. Setting Time and Place of Public Hearing for Sewer Service Charge Report Fiscal Years 2021/22, 2022/23, 2023/24

Staff:

Tofiga

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

March 22, 2021

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on March 22, 2021.

The meeting was called to order by Chairman Juslyn Manalo at 6:58 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: General Manager Shawwna Maltbie, Assistant City Manager Stephen Stolte, Assistant to the City Manager Leilani Ramos, 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:

CONSENT AGENDA:

1. **Minutes of Regular Meeting of March 8, 2021**
2. **Sewer Service Charge Appeals FY 2021/22**

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

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

None.

ADJOURNMENT:

At 6:59 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.



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

Meeting Date: April 12, 2021

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2020-21 & 2021-2022

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

Hla Win Chan
APN# 008-356-160

Juanita Phillips
APN# 004-171-140

Westborough Water District

KokKimOei
Account# OEIO001

Gary and Margie De Renzi
Account# RAM0004

IssamDabit
Account# DAB0018

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

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 APR 12 2021

PARCEL NO. 008-356-160 2020-21
CUSTOMER NAME Hla Win U Chan
SERVICE ADDRESS 80 Portola Ave., Daly City CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	49
		2 MONTHS PRIOR	22
2 MONTHS AFTER	37	4 MONTHS PRIOR	18
4 MONTHS AFTER	29	6 MONTHS PRIOR	13
		8 MONTHS PRIOR	14
		10 MONTHS PRIOR	12
		ACTUAL ANNUAL USAGE	128
		BASE PERIOD ANNUALIZED	294
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	166
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	130%
		ANNUAL CREDIT IN DOLLARS	\$1,308.08
(N.S.M.C.S.D. \$7.88 per unit)			

REASON FOR APPEAL

Customer had a leaking sink during the base period. Once the leak was repaired, their usage started to decrease.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Recommend approval based on actual usage.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE APR 12 2021

PARCEL NO. 004-171-140 2020-21
CUSTOMER NAME Juanita Phillips
SERVICE ADDRESS 551 Templeton Ave., Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	35
		2 MONTHS PRIOR	9
2 MONTHS AFTER	19	4 MONTHS PRIOR	7
4 MONTHS AFTER	1	6 MONTHS PRIOR	10
		8 MONTHS PRIOR	11
		10 MONTHS PRIOR	10
		ACTUAL ANNUAL USAGE	82
		BASE PERIOD ANNUALIZED	210
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	128
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	156%
		ANNUAL CREDIT IN DOLLARS	\$1,008.64

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

REASON FOR APPEAL

Customer had a leak in her toilet during the base period. She thinks it may have happened after she had people over for the holidays. She had it repaired and usage started to decrease afterwards.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Recommend approval based on actual usage.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020 - 2021
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.	OEI0001
CUSTOMER NAME	Kok Kim Oei
SERVICE ADDRESS	18 Vista Court, S. San Francisco

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	22
2 MONTHS AFTER	24	2 MONTHS PRIOR	20
4 MONTHS AFTER	27	4 MONTHS PRIOR	10
		6 MONTHS PRIOR	10
		8 MONTHS PRIOR	11
		10 MONTHS PRIOR	9
		ACTUAL ANNUAL USAGE	82
		BASE PERIOD ANNUALIZED	132
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	50
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	61%
		ANNUAL CREDIT IN DOLLARS	\$ 493.50

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

During the base period, the customer had a silent toilet leak which occurred during the base period and lasted for few months afterwards. Two repairs were done and usage decreased afterwards.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020 - 2021
BOARD MEETING

PARCEL NO: DAB0018
CUSTOMER NAME: Issam Dabit
SERVICE ADDRESS: 2940 Shannon Dr., S. San Francisco

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	19	AVERAGE BIMONTHLY USAGE	
		2 MONTHS PRIOR	20
		4 MONTHS PRIOR	19
		6 MONTHS PRIOR	15
		8 MONTHS PRIOR	12
2 MONTHS AFTER	30	10 MONTHS PRIOR	13
4 MONTHS AFTER	29		
		AVERAGE ANNUAL USAGE	79
		ACTUAL BASE PERIOD ANNUALIZED	114
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	35
		PERCENTAGE CHANGE (Must be over 10%)	31%
		ANNUAL CREDIT IN DOLLARS	\$345.45

SANITATION CHARGE IS \$9.87
PER UNIT

REASON FOR APPEAL

Mr. Dabit was unaware of a pipe leak under the concrete at his property until August 2020. In reviewing his usage, it started around the sanitation base period. After the repair was completed, his usage finally started to decrease.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020 - 2021
BOARD MEETING

PARCEL NO: RAM0004
CUSTOMER NAME: Gary and Margie De Renzi
SERVICE ADDRESS: 2268 Kenry Way, S. San Francisco

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	19	AVERAGE BIMONTHLY USAGE	
		2 MONTHS PRIOR	11
		4 MONTHS PRIOR	10
		6 MONTHS PRIOR	9
		8 MONTHS PRIOR	10
2 MONTHS AFTER	10	10 MONTHS PRIOR	8
4 MONTHS AFTER	9		
		AVERAGE	
		ANNUAL USAGE	48
		ACTUAL BASE PERIOD	
		ANNUALIZED	114
		ANNUAL CREDIT IN UNITS	
		(Must be over 15 units)	66
		PERCENTAGE CHANGE	
		(Must be over 10%)	58%
		ANNUAL CREDIT IN DOLLARS	\$651.42

SANITATION CHARGE IS \$9.87
PER UNIT

REASON FOR APPEAL

During the base period, the customer had a pipe leak under their house and could not get it repaired immediately due to the Covid-19 lockdown. They repaired the leak once the lockdown was temporarily lifted and usage started to decrease afterwards.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: April 12, 2021****Subject: Setting Time and Place of Public Hearing for Sewer Service Charge Report Fiscal Years 2021-22, 2022-23, and 2023-24****Recommended Action**

That the North San Mateo County Sanitation District (NSMCSD) Board sets time and place of Public Hearing for Fiscal Years 2021-22, 2022-23, and 2023-24 Sewer Service Charge Report for 6:45 p.m., Monday, June 14, 2021.

Background

NSMCSD Ordinance No. 95, adopted by the Board July 22, 2019, prescribes a Sewer Service Charge for Fiscal Years 2019-20 and 2020-21. The Board did not increase the charges in either of those fiscal years but maintained the existing rate. The last increase was in July of 2018. Sewer Service Charges are calculated on the basis of water consumed during the winter months (January, February) billing cycle, and a rate is determined that provides sufficient revenues to operate, maintain, and improve the sanitary sewer system during the coming year. Adjustments to the Sewer Service Charge require amending NSMCSD Ordinance No. 95.

Discussion

Earlier this year, staff and financial consultants Hilton, Farnkopf, and Hobson (HF&H) prepared a NSMCSD Rate Study and Financial Model that estimated future revenues and expenditures based on the most current financial information to develop a rate structure that would fund the next three years. This was presented to the Water Committee and City Manager on March 31st and staff updated the Rate Study and Financial Model with their comments for tonight's presentation. The recommended changes to the Sewer Service Charge for Fiscal Years 2021-22, 2022-23, and 2023-24 reflect a 5% increase on July 1, 2021, a 9% increase on July 1, 2022, and a 9% increase on July 1, 2023. The 2021-22 Sewer Service Charge Report will be made available for public review in the Department of Finance.

The Board's action conforms with necessary procedural requirements associated with the Sewer Service Charge set forth under the Health and Safety Code and 45-day advance notice as set forth under Proposition 218. Under state statute, the NSMCSD must provide its electronic copy to the County no later than August 10th for inclusion in the tax roll.

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

Respectfully submitted,

A handwritten signature in blue ink that reads "Anthony Tofiga".

Anthony Tofiga
Senior Management Analyst

A handwritten signature in blue ink that reads "Thomas J. Piccolotti".

Thomas J. Piccolotti
Director of Water and Wastewater Resources