



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 24, 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/dalycitymay24> 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/may24zoomreg>. 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/dalycitymay24>.

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 May 10, 2021

Action Items:

2. Sewer Service Charge Appeals FY 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.

REPORTS:

3. Board of Directors
4. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

May 10, 2021

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on May 10, 2021.

The meeting was called to order by Chairman Juslyn Manalo at 7:30 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: General Manager Shawna Maltbie, Assistant City Manager Stephen Stolte, Assistant to the City Manager Leilani Ramos, District Counsel Rose Zimmerman, Plant and Equipment Maintenance Manager Joshua Cosgrove, Senior Management Analyst Anthony Tofiga, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (DiGiovanni/Daus-Magbual) and unanimously approved.

CONSENT AGENDA:

1. Minutes of Regular Meeting of April 26, 2021
2. Sewer Service Charge Appeals FY 2020/21
3. Presentation of FY 2020 Annual Financial Statements
4. Setting Time and Place of Public Hearing for Sewer Service Charge Report FYs 2021-22, 2022-23, 2023-24

Motion was made, seconded (Sylvester/DiGiovanni) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

None.

REPORTS:

5. Board of Directors

None.

6. Staff

None.

ADJOURNMENT:

At 7:32 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.



North San Mateo County Sanitation District
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Meeting Date: May 24, 2021

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 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

Edna Dea

APN# 091-181-320

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

Tim 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 2021-2022
BOARD MEETING

PARCEL NO: 091-181-320
CUSTOMER NAME: Edna Dea
SERVICE ADDRESS: 154 Morton Dr., Daly City CA 94015

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	18	AVERAGE BIMONTHLY USAGE	
		2 MONTHS PRIOR	18
		4 MONTHS PRIOR	14
		6 MONTHS PRIOR	10
		8 MONTHS PRIOR	3
2 MONTHS AFTER		10 MONTHS PRIOR	2
4 MONTHS AFTER			<u>0</u>
		AVERAGE	
		ANNUAL USAGE	47
		ACTUAL BASE PERIOD	
		ANNUALIZED	<u>108</u>
		ANNUAL CREDIT IN UNITS	
		(Must be over 15 units)	61
		PERCENTAGE CHANGE	
		(Must be over 10%)	56%
		ANNUAL CREDIT IN DOLLARS	<u><u>\$480.68</u></u>

SANITATION CHARGE IS \$7.88
PER UNIT

REASON FOR APPEAL

Ms. Dea is requesting to adjust her usage during the base period. There was an underground leak at her property which caused usage to increase. Repairs were completed and usage decreased afterwards.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.