



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 - SANITATION DISTRICT

AGENDA

Monday, January 24, 2022 - 6:45 PM

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order 54953(e) *et seq.*, members of the Daly City Council and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream (City Council Meeting Livestream) at <https://bit.ly/dalycityjan24livestream> or on local Channel 27 (Comcast).

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) join 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 prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the City Council members following the public meeting. Comments are not read aloud into the record.

To speak at the meeting via Zoom, join at <https://bit.ly/dalycityjan24zoom>. Zoom will require an email address and name. The name entered will be visible online and will be used to notify you that it is your turn to speak. You may also join by visiting <https://zoom.us/join>. Enter meeting ID: 845 4927 5256, then enter email address and name. The January 24, 2022 Regular City Council meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). International numbers available: <https://us02web.zoom.us/j/84549275256>. Enter the meeting ID: 845 4927 5256, then press #.

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. Public comment is limited to two (2) minutes maximum, and speakers may only comment once per item. You must familiarize yourself with Zoom prior to joining the meeting. 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 <https://bit.ly/dalycityjan24livestream>.

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 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record 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 City Council. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the City Council. 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. Minutes of Regular Meeting of December 13, 2021

Action Items:

2. Sewer Service Charge Appeals - FY 2021/22

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

Speakers are limited to two minutes, unless modified by the Council. The Council cannot take action on any matter raised under this item.

NEW BUSINESS

REPORTS:

3. Board of Directors
4. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

December 13, 2021

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on December 13, 2021.

The meeting was called to order by Mayor Dr. Rod Daus-Magbual at 9:03 p.m.

ROLL CALL:

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

Absent: None

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

APPROVAL OF AGENDA:

REORGANIZATION OF BOARD OF DIRECTORS

A. Election of Chair

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

B. Election of Vice Chair

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 27, 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 9:09 p.m., call of adjournment of Regular Meeting by Chairman Dr. Rod Daus-Magbual.

Agenda Report



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: January 24, 2022

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

Chen, Winnie
003-080-120

Westborough Water District

Che, Henry
Account# CHE0249

Hivel, Matthew
Account# HIV0001

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 stylized flourish at the end.

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

PARCEL NO. 003-080-120 2021-22
CUSTOMER NAME Winnie Chen
SERVICE ADDRESS 441 San Diego Ave Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	67
		2 MONTHS PRIOR	67
2 MONTHS AFTER	35	4 MONTHS PRIOR	48
4 MONTHS AFTER	36	6 MONTHS PRIOR	36
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	17
		ACTUAL ANNUAL USAGE	250
		BASE PERIOD ANNUALIZED	402
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	152
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	61%
		ANNUAL CREDIT IN DOLLARS	\$1,257.04
		(N.S.M.C.S.D. \$8.27 per unit)	

REASON FOR APPEAL

Owner received bill and informed her tenants that the usage was extremely high during the base period. Reason for increase was not stated in letter. However, after the tenants received notification, usage decreased.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on actual annual usage.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. CHE0249
CUSTOMER NAME HENRY CHE
SERVICE ADDRESS 3924 RESTON CT, SSF 94080

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	31
2 MONTHS AFTER 8	2 MONTHS PRIOR	58
4 MONTHS AFTER 7	4 MONTHS PRIOR	2
	6 MONTHS PRIOR	10
	8 MONTHS PRIOR	17
	10 MONTHS PRIOR	17
ACTUAL ANNUAL USAGE		135
BASE PERIOD ANNUALIZED		186
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		51
PERCENTAGE CHANGE (MUST BE OVER 10%)		38%
ANNUAL CREDIT IN DOLLARS		<u>\$ 525.30</u>

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Customer had a toilet leak during the base period. Usage decreased after repairs were completed.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2021-22
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. HIV0001
CUSTOMER NAME MATTHEW HIVEL
SERVICE ADDRESS 382 Annopolis Ct., SSF CA 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	21
2 MONTHS AFTER	11	2 MONTHS PRIOR	19
4 MONTHS AFTER	12	4 MONTHS PRIOR	12
		6 MONTHS PRIOR	11
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	12
ACTUAL ANNUAL USAGE			87
BASE PERIOD ANNUALIZED			126
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)			39
PERCENTAGE CHANGE (MUST BE OVER 10%)			45%
ANNUAL CREDIT IN DOLLARS			\$ 401.70

(Westborough rate \$ 10.30 per unit)

REASON FOR APPEAL

Customer had a toilet leak during the base period. Usage decreased after repairs were completed.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.