



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, October 28, 2013 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

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:

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 October 14, 2013

Action Items:

2. Sewer Service Charge Appeals - FY 2013/14

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

***“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.”*

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

NEW BUSINESS:

3. Mid-Year Budget Appropriation for Sanitation District Capital Program

Staff:

Sweetland

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

October 14, 2013

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on October 14, 2013, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chair Buenaventura at 6:55 p.m.

ROLL CALL:

Present: Guingona, Canepa, Klatt, Torres, Buenaventura

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Patrick Sweetland, and Office Assistant II Angelica Zermeno as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Canepa/Guingona) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 9, 2013**
2. **Revenue and Expenditure Summary Reports – June, July and August 2013**

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

NEW BUSINESS:

3. **Acceptance of Bids for Roof Replacements for AFT Building, Final Effluent Building and Maintenance Building #1**

Director of Water and Wastewater Resources Patrick Sweetland requested the Board to accept all bids, waive any minor inconsistencies, and authorize staff to execute a construction contract with the lowest responsible bidder, Pioneer Contractors of San Francisco, California, for the roof replacements for the AFT Building, the Final Effluent Building and Maintenance Building #1 using District supplied materials in the amount of \$115,000. Due to leakage, all three roofs will need to be replaced as they house critical facilities the treatment plant. In 2011, staff has performed spot repairs on the roofs, however, the roofs have all exceeded their useful life. Pioneer Contractors has worked with DWR in the past and the District intends to purchase the roofing materials from the Garland Company who submitted a quote for \$112,737 for all the materials necessary to complete all three roofs. Total cost for the replacement of all three roofs, including materials, will be \$227,737.

Motion was made, seconded (Torres/Canepa) and unanimously carried on a roll call vote to adopt Resolution No.13-SD-21, "Acceptance of Bids for Roof Replacements for AFT Building, Final Effluent Building and Maintenance Building #1".

4. **Authorization for a Professional Services Agreement to Install Upgrades to Present SCADA System by HSQ Technology**

Director of Water and Wastewater Resources Patrick Sweetland requested the Board to authorize staff to award HSQ Technology a professional service agreement to install improvements and upgrades to the present Supervisory Control And Data Acquisition system in the amount of \$148,910. HSQ originally installed SCADA in 1986 for the Operations Division in DWW. SCADA allows staff to monitor and control various points in the wastewater treatment plant, water pump stations and sewage lift stations throughout the district at one central location viewed on computer screens. Staff has concluded that the present system does not meet the needs to monitor all the points required to ensure regulatory compliance and has reached its memory limits with the addition of increased treatment systems to the facilities and replacement parts are out of production. Upgrading the SCADA system will provide staff with the capability to monitor all systems with increased data points and improving response time to system changes or problems because of monitoring screens. There will also be an additional work station installed to the senior office along with a monitor to the front office.

Motion was made, seconded (Klatt/Torres) and unanimously carried on a roll call vote to adopt Resolution No.13-SD-22, "Authorization For A Professional Service Agreement To Install Upgrades To Present SCADA System By HSQ Technology".

5. **Professional Services Agreement for John Daly Boulevard Streetscape Improvements**

Staff recommends the Board authorize the General Manager to execute an agreement with Callander Associates of San Mateo, California, to provide professional design services, prepare contract documents, and provide construction support for the John Daly Boulevard Streetscape Improvements project. Callander Associates was the most responsive in meeting the City's needs and requirements. Being familiar with the John Daly Boulevard Streetscape Improvements project and goals, staff requested Callander Associates to submit a proposal for design services, preparation of construction contract documents and also to provide construction support services for the John Daly Streetscape project. The project is a "Complete Streets" project that will reconfigure curb lines, install bicycle lanes, and transform the underutilized median areas by constructing a network of new pedestrian facilities and providing bioswales with new trees and planting in order to "Green" this segment of John Daly Boulevard. The project will also provide for Low Impact Development (LID) improvements as bioswales help to reduce the water volume and velocity while naturally treating the storm water runoff from John Daly Boulevard.

Motion was made, seconded (Canepa/Klatt) and unanimously carried on a roll call vote to adopt Resolution No.13-SD-23, "Professional Services Agreement for John Daly Boulevard Streetscape Improvements".

REPORTS:

6. **Board of Directors**

None.

7. **Staff**

a. **2013 Coastal Cleanup**

Director of Water and Wastewater Resources Patrick Sweetland announced the results of the September 21st Annual California Coastal Clean-Up Day coordinated by Mr. Dave Sondergeld of the Bay Area Paragliders Association and held at Thornton Beach. Approximately 100 volunteers braved the bad weather and joined the efforts with many students from Ben Franklin Middle School, Fernando Rivera Middle School, Westmoor High School and Jefferson High School. It was the first time in the 23 year history of the cleanup that it rained, was windy and cold. Volunteers picked up about 100 pounds of litter and 80 pounds of recyclables. Approximately two miles of beach and three miles of coastal trails were cleaned up by the volunteers.

ADJOURNMENT:

Motion was made, seconded (Torres/Guingona) and unanimously carried to adjourn the Regular Meeting at 7:02 p.m.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: October 28, 2013

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 2013-14

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

Connie Tam

Parcel #002-063-010

Reynaldo L. Mijares

Parcel #004-060-340

Recommended Denial

John A. DuMont

Parcel #006-331-020

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 "Michael Wilson", with a long horizontal line extending to the right.

Michael Wilson
Acting 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 10/28/13

PARCEL NO. 002-063-010 2013-14
CUSTOMER NAME CONNIE TAM
SERVICE ADDRESS 107 LAKE VISTA AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	32
		2 MONTHS PRIOR	17
2 MONTHS AFTER	14	4 MONTHS PRIOR	18
4 MONTHS AFTER	16	6 MONTHS PRIOR	15
		8 MONTHS PRIOR	16
		10 MONTHS PRIOR	11
		ACTUAL ANNUAL USAGE	109
		BASE PERIOD ANNUALIZED	192
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	83
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	76%
		ANNUAL CREDIT IN DOLLARS	\$436.58
		(N.S.M.C.S.D. \$5.26 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MRS. TAM HAD A LEAKING TOILET.
WHEN IT WAS FIXED, 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 10/28/13

PARCEL NO. 004-060-340 2013-14
CUSTOMER NAME REYNALDO L. MIJARES
SERVICE ADDRESS 346 IRVINGTON ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	55
		2 MONTHS PRIOR	26
2 MONTHS AFTER	28	4 MONTHS PRIOR	24
4 MONTHS AFTER	25	6 MONTHS PRIOR	29
		8 MONTHS PRIOR	30
		10 MONTHS PRIOR	29
		ACTUAL ANNUAL USAGE	193
		BASE PERIOD ANNUALIZED	330
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	137
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	71%
		ANNUAL CREDIT IN DOLLARS	\$720.62
		(N.S.M.C.S.D. \$5.26 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, THERE WAS A TOILET LEAK AT THE MIJARES HOUSEHOLD. WHEN IT WAS FIXED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2013-2014
BOARD MEETING 10/28/13

PARCEL NO: 006-331-020
CUSTOMER NAME: JOHN A. DUMONT
SERVICE ADDRESS: 1763 LOUVAIN DR., BROADMOOR

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	19	AVERAGE BIMONTHLY USAGE	20
		2 MONTHS PRIOR	14
		4 MONTHS PRIOR	22
		6 MONTHS PRIOR	18
		8 MONTHS PRIOR	33
		10 MONTHS PRIOR	12
2 MONTHS AFTER	26		
4 MONTHS AFTER	27		
6 MONTHS AFTER	18		
		AVERAGE ANNUAL USAGE	119
		ACTUAL BASE PERIOD ANNUALIZED	114
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	-5
		PERCENTAGE CHANGE (Must be over 10%)	-4%
		ANNUAL CREDIT IN DOLLARS	<u>(\$26.30)</u>

SANITATION CHARGE IS \$ 5.26
PER UNIT

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. DUMONT HAD A STUCK IRRIGATION VALVE. IT WAS LATER REPLACED.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET REQUIREMENTS.



North San Mateo County Sanitation District

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Meeting Date: October 28, 2013

Subject: Mid-Year Budget Appropriation for Sanitation District Capital Program

Recommended Action

That the Board of Directors appropriate \$1,844,100 from Sanitation Fund Balance to finance four capital projects.

Background

Mid-year FY 2013/14 adjustments to the approved biennial Sanitation District Capital Program as reviewed as part of three-year Sewer Service Charge rate increase.

Discussion

Four capital projects were identified as part of the mid-year FY 2013/14 budget review are requiring additional funds in the amount of \$1,844,100 to complete. The four projects are:

#806, Annual Plant Process Improvements an additional \$25,000;

#850, Marine Outfall Replacement an additional \$170,500;

New, MRP Trash Collector Project an additional \$1,618,600; and,

New, Wastewater Treatment Plant Stairway Rehabilitation an additional \$30,000.

Fiscal Impact

Sufficient funds are available from Sanitation Fund Balance in the amount of \$1,844,100 leaving an estimated Fund Reserve of \$5,093,860 at the end of Fiscal Year 2013/14.

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 black ink, appearing to read "Patrick Sweetland".

Patrick Sweetland

Director of Water and Wastewater Resources