



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, January 12, 2015 - 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 December 8, 2014

Action Items:

2. Sewer Service Charge Appeals - FY 2014/15

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 Chair. The District cannot take action on any matter raised under this item.

NEW BUSINESS:

3. Acceptance as Complete for Roof Replacement for Maintenance Building #2

Staff:

Sweetland

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors

5. Staff

- A Tertiary Recycled Water Deliveries

Staff:

Sweetland

Recommended Action:

Information Only

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

December 8, 2014

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on December 8, 2014, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chair Canepa at 6:50 p.m.

ROLL CALL:

Present: Buenaventura, Christensen, Torres, Canepa

Absent: Guingona

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

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of the Regular Meeting of October 13, 2014**
2. **Sewer Service Charge Appeals – FY 2014/15**
3. **Revenue and Expenditures Summary Report – July, August, September and October 2014**

Motion was made, seconded (Torres, Buenaventura) and unanimously carried to adopt the Consent Agenda.

REORGANIZATION OF BOARD OF DIRECTORS

4 . Election of Chair

Motion was made, seconded (Torres/Canepa) and unanimously carried to elect Ray Buenaventura as Chair.

5 . Election of Vice Chair

Motion was made, seconded (Canepa/Buenaventura) and unanimously carried to elect Sal Torres as Vice Chair.

NEW BUSINESS:

6. Presentation of FY 2013/14 Annual Financial Statements

Director of Finance Lawrence Chiu presented the Board with Annual Financial Statements for the year ending June 30, 2014, which included the financial position, results of operations and changes in cash of the District.

Note: Director Guingona arrived at meeting during Mr. Chiu's presentation

Motion was made, seconded (Torres/Christensen) and unanimously carried to accept the District's Annual Financial Statements.

7. Authorization to Execute Change Order with Jacobs and Associates for the Vista Grande Stormwater Basin Improvement Project

Director of Water and Wastewater Resources Patrick Sweetland requested the Board authorize the General Manager to execute a change order in the amount of \$237,662 with Jacobs Associates to cover amended project scope and associated professional services regarding anticipated regulatory actions with the Vista Grande Stormwater Basin Improvement Project. The change order proposal will cover the scope and services by EOA, Inc., which is the project team's lead water quality and regulatory compliance consultant. The scope will intend to cover additional technical services to respond to the Regional Board's comments in advance of the release of the project's environmental document in March 2015, with an additional to anticipated efforts toward addressing regulatory impacts on Lake Merced's 303 (d) Impaired Water Quality Listing, efforts to prepare a Basin Plan Amendment addressing impairment issues, assistance with a constructed wetlands management plan and technical assistance on water quality issues related to the release of the project's environmental document. There will be six tasks to be completed over the next 12 to 18 months.

Motion was made, seconded (Canepa/Torres) and unanimously carried on a roll call vote to adopt Resolution No. 14-SD-17, "Authorization to Execute Change Order with Jacobs and Associates for the Vista Grande Stormwater Basin Improvement Project".

REPORTS:

8. Board of Directors

None

9. Staff

None

ADJOURNMENT:

Motion was made, seconded (Canepa/Torres) and unanimously carried to adjourn the Regular Meeting at 6:59 p.m.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: January 12, 2015

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 2014-15

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

Raymond Fong

Parcel #091-793-140

Dean Cimino

Parcel #006-481-350

Dale Edwards

Parcel #008-263-410

California Water

Cary Limsico

Parcel #006-353-120

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lawrence Chiu".

Lawrence Chiu
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 1/12/15

PARCEL NO. 091-793-140 2014-15
CUSTOMER NAME RAYMOND FONG
SERVICE ADDRESS 992 GELLERT BLVD., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	53
		2 MONTHS PRIOR	0
2 MONTHS AFTER	10	4 MONTHS PRIOR	16
4 MONTHS AFTER	7	6 MONTHS PRIOR	11
		8 MONTHS PRIOR	14
		10 MONTHS PRIOR	11
		ACTUAL ANNUAL USAGE	105
		BASE PERIOD ANNUALIZED	318
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	213
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	203%
		ANNUAL CREDIT IN DOLLARS	\$1,222.62
		(N.S.M.C.S.D. \$5.74 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. FONG'S TENANT MAY HAVE LEFT THE WATER RUNNING. THIS PRACTICE HAS STOPPED, AND 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 1/12/15

PARCEL NO. 006-481-350 2014-15
CUSTOMER NAME DEAN CIMINO
SERVICE ADDRESS 575 SYLVAN ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	48
		2 MONTHS PRIOR	45
2 MONTHS AFTER	43	4 MONTHS PRIOR	43
4 MONTHS AFTER	47	6 MONTHS PRIOR	41
		8 MONTHS PRIOR	44
		10 MONTHS PRIOR	39
		ACTUAL ANNUAL USAGE	260
		BASE PERIOD ANNUALIZED	288
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	28
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	11%
		ANNUAL CREDIT IN DOLLARS	\$160.72

(N.S.M.C.S.D. \$5.74 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. CIMINO'S TENANT HAD WATER LEAKS.
WHEN THEY WERE NOTICED, THE LEAKS WERE REPAIRED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 1/12/15

PARCEL NO. 008-263-410 2014-15
CUSTOMER NAME DALE EDWARDS
SERVICE ADDRESS 23 SOUTHDAL AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	223
		2 MONTHS PRIOR	29
2 MONTHS AFTER	42	4 MONTHS PRIOR	27
4 MONTHS AFTER	31	6 MONTHS PRIOR	31
		8 MONTHS PRIOR	29
		10 MONTHS PRIOR	27
		ACTUAL ANNUAL USAGE	366
		BASE PERIOD ANNUALIZED	1338
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	972
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	266%
		ANNUAL CREDIT IN DOLLARS	\$5,579.28

(N.S.M.C.S.D. \$5.74 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. EDWARDS' TENANT HAD A TOILET LEAK.
THE TOILET WAS THEN REPAIRED AND 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 1/12/15

PARCEL NO. 006-353-120 2014-15
CUSTOMER NAME CARY LIMSICO
SERVICE ADDRESS 1510 BRIGGS ST., BROADMOOR

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	426
		2 MONTHS PRIOR	329
2 MONTHS AFTER	182	4 MONTHS PRIOR	250
		6 MONTHS PRIOR	216
		8 MONTHS PRIOR	204
		10 MONTHS PRIOR	191
		ACTUAL ANNUAL USAGE	1616
		BASE PERIOD ANNUALIZED	2556
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	940
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	58%
		ANNUAL CREDIT IN DOLLARS	\$5,395.60
		(N.S.M.C.S.D. \$5.74 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. LIMSICO'S TENANTS HAD WATER LEAK.
WHEN FIXED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION



Item # 3

Agenda Report

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

Meeting Date: January 12, 2015

Subject: Acceptance as Complete for Roof Replacement for Maintenance Building #2

Recommended Action

Accept as complete all work performed by Stronger Building Services of Hayward, for the roof replacement for Maintenance Building #2, in the amount of \$76,549.50 using District supplied materials.

Background

The roof had exceeded its expected years of service and has begun to leak. Staff performed spot repairs in 2011 to stop leaks into the upper floor of the warehouse in Maintenance Building #2, but a new roof is needed, and award of bid was approved by the Board at its September 22, 2014 meeting.

Discussion

Maintenance Building #2 houses the D.W.W.R. Central Warehouse, the Plant & Equipment Maintenance welding/fabrication room and garage space for 6 D.W.W.R. vehicles and an electric forklift.

Stronger Building Services possesses a requisite CSLB license #955618, in good standing, and have been in business since 2010. The contractor performed all work consistent with the bid specifications to the satisfaction of staff.

The District directly purchased the roofing materials from the Garland Company who submitted a quote of \$40,019 for all the materials necessary to complete the roof. The Garland Company is a member of the U.S. Communities Government Purchasing Alliance. U.S. Communities is a nationwide purchasing cooperative that allows public agencies to pool their purchasing power through nationally solicited contracts that have been competitively bid in keeping with the national and regional requirements of participating agencies.

Fiscal Impact

Total original cost for the replacement of the roof, including District-supplied materials, was \$114,019, and a single change order in the amount of \$2,549.50 for installation of additional tack boards by Stronger Building Services was approved by staff for a final contract cost of \$116,568.50.

Sufficient funds are available in Sanitation Fund Capital 87-920-991, Maintenance Building #2 Roof Replacement.

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 cursive script, appearing to read "Patrick Sweetland".

Patrick Sweetland
Director of Water and Wastewater Resources