



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 11, 2016 - 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 February 22, 2016

Action Items:

2. Sewer Service Charge Appeals - FY 2015/2016

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. Award of Construction Contract for Citrus Avenue Sewer Main Improvements

Staff:

Sweetland/Yip

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors

5. Staff

- A Legislative Support Letters

Staff:

Sweetland

Recommended Action:

Information Only (Oral Report)

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

February 22, 2016

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on February 22, 2016, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Sal Torres at 6:49 p.m.

ROLL CALL:

Present: Christensen, Canepa, Guingona, Buenaventura & Torres

Absent: none

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Assistant City Manager Julie Thuy Underwood, Director of Water and Wastewater Resources Patrick Sweetland, Assistant City Clerk Gail Intendencia, Civil Engineering Associate Roland Yip, and Emelyn Ponce as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of December 14, 2015**
2. **Sewer Service Charge Appeals –FY 2015/16**

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

NEW BUSINESS:

3. **Award of Construction Contract for Junipero Serra Boulevard, Bruno Avenue and Serramonte Boulevard Sewer Main Improvements**

Civil Engineering Associate Roland Yip recommended that the Board accepts all bids, award a construction contract to EPS, Inc. of San Mateo, California, in the amount of \$985,792 for the subject project and authorize the General Manager to execute the contract. Staff further recommended that the Board authorize the General Manager to award the contract to the second lowest responsible bidder, Cratus, Inc., without further action by the Board if EPS, Inc. fails to execute the contract within the time limit specified in the bid documents. Mr. Yip also advised the Board to affirm the California Environmental Quality Act (CEQA) determination of a Categorical Exemption and approve the design documents. The project's general design is to replace the old and undersized VCP pipes with pipes made of polyvinyl chloride (PVC) or High-density polyethylene (HDPE), in compliance with current standards.

Motion was made, seconded (Guingona/Christensen) and unanimously carried to adopt the Resolution No. 16-SD-01, "Award of Construction Contract for Junipero Serra Boulevard, Bruno Avenue and Serramonte Boulevard Sewer Main Improvements".

4. **Award of Construction Contract for El Camino Real/D Street, First Avenue, and Second Avenue Sewer Main Improvements**

Civil Engineering Associate Roland Yip recommended that the Board accepts all bids, award a construction contract to Cratus, Inc. of San Francisco, California, in the amount of \$804,382 for the subject project and authorize the General Manager to execute the contract. Staff further recommended that the Board authorize the General Manager to award the contract to the second lowest responsible bidder, KJ Woods Construction, Inc., without further action by the Board if Cratus, Inc. fails to execute the contract within the time limit specified in the bid documents. Mr. Yip also advised the Board to affirm the California Environmental Quality Act (CEQA) determination of a Categorical Exemption and approve the design documents. The project's general design is to replace the old and undersized VCP pipes with pipes made of polyvinyl chloride (PVC) or High-density polyethylene (HDPE), in compliance with current standards.

Motion was made, seconded (Christensen/Guingona) and unanimously carried to adopt the Resolution No. 16-SD-02, "Award of Construction Contract for El Camino Real/D Street, First Avenue and Second Avenue Sewer Main Improvements".

REPORTS:

5. **Board of Directors**

None.

6. **Staff**

None.

ADJOURNMENT:

Motion was made, seconded (Christensen/Torres) and unanimously carried to adjourn the Regular Meeting at 7:01 p.m.



North San Mateo County Sanitation District

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Meeting Date: April 11, 2016

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2016-17

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.

Recommended Denial

Elsa Bessner

Parcel #091-171-030

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

Respectfully submitted,

Handwritten signature of Anthony Tofiga in cursive.

Anthony Tofiga
Utility Billing Supervisor

Handwritten signature of Lawrence Chiu in cursive.

Lawrence Chiu
Director of Finance and
Administrative Services

Attachment: Sewer Service Charge Appeal

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 4/11/16

PARCEL NO. 091-171-030 2016-17
CUSTOMER NAME ELSA BESSNER
SERVICE ADDRESS 277 CANTERBURY AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

	BASE PERIOD	3
	2 MONTHS PRIOR	88
2 MONTHS AFTER	4 MONTHS PRIOR	3
4 MONTHS AFTER	6 MONTHS PRIOR	3
	8 MONTHS PRIOR	2
	10 MONTHS PRIOR	1
	ACTUAL ANNUAL USAGE	100
	BASE PERIOD ANNUALIZED	18
	ANNUAL CREDIT IN UNITS	
	(MUST BE OVER 15 UNITS)	-82
	PERCENTAGE CHANGE	
	(MUST BE OVER 10%)	-82%
	ANNUAL CREDIT IN DOLLARS	(\$470.68)

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

REASON FOR APPEAL

BEFORE THE BASE PERIOD, MS. BESSNER HAD A TOILET LEAK. IT WAS REPAIRED, BUT DID NOT AFFECT HER SEWER FEE.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET REQUIREMENTS.



North San Mateo County Sanitation District

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Meeting Date: April 11, 2016

Subject: Award of Construction Contract for Citrus Avenue Sewer Main Improvements

Recommended Action

Staff recommends that the Board accept all bids, award a construction contract to Precision Engineering, Inc. of San Francisco, California, in the amount of \$492,182 for the subject project, and authorize the General Manager to execute the contract. Staff further recommends that the Board authorize the General Manager to award the contract to the second lowest responsible bidder, EPS, Inc., without further action by the Board if Precision Engineering, Inc. fails to execute the contract within the time limit specified in the bid documents. Staff further recommends the Board affirm the California Environmental Quality Act (CEQA) determination of a Categorical Exemption and approve the design documents.

Background

There are parallel vitrified clay pipe (VCP) sewer mains on Citrus Avenue, one on the north side and one on the south side of the street. The liner inserted along the southern sewer main has failed and is causing higher than normal routine maintenance. The project's general design installs a 10-inch polyvinyl chloride (PVC) sewer main in the middle of Citrus Avenue, in compliance with current standards. The southern sewer main will be abandoned in place and services from the abandoned main will be transferred to the new 10-inch PVC sewer main. The upstream flow east of Mission Street will be transferred from the northern 8-inch sewer main to the new 10-inch PVC sewer main.

The Citrus Avenue Sewer Main Improvements project includes the installation of approximately 60 feet of 8-inch PVC sewer main and 1,200 feet of 10-inch PVC sewer main, and the replacement of approximately 20 feet of existing 8-inch VCP sewer main with 10-inch PVC sewer main in Citrus Avenue. The existing sewer services from Niantic Avenue to Woodrow Street will be transferred to the new main and the southern sewer main located within or behind the sidewalk will be abandoned. The existing sewer services from Woodrow Street to Mission Street will remain connected to the existing southern sewer main.

Manholes within the project limits will be replaced or have the base and walls rehabilitated.

The work also includes pavement restoration including a standard trench cap over the roadway excavation, asphalt concrete paving, ramp installation, residential driveway restoration, concrete restoration, utility box cover adjustment, and pavement striping and marking.

Discussion

On March 15, 2016, seven (7) bids were received for this project with total bids ranging from \$492,000 to \$1,382,000. The following table summarizes the three lowest responsible bid results and the Engineer's Estimate:

Bidder	Total Bid	Comment on Bidder
1. Precision Engineering, Inc.	\$492,182.00	Responsive Bid
2. EPS, Inc.	\$507,524.00	Responsive Bid
3. Trinet Construction, Inc.	\$645,082.00	Responsive Bid
Engineer's Estimate	\$492,182.00	

North San Mateo County Sanitation District Agenda Report

Subject: Award of Construction Contract for Citrus Avenue Sewer Main Improvements

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The lowest responsible bidder Precision Engineering, Inc. of San Francisco, California, has been in business since 2007. This bidder holds the required Class A contractor's license, which is current and in good standing. The bidder's references indicate acceptable work for City of Menlo Park and City of San Jose.

EPS Inc. of San Mateo, California, has been in business since 1987 and holds the required Class A contractor's license, which is current and in good standing. The bidder's references indicate acceptable work for City of Belmont, City of Berkeley, Town of Hillsborough, and Town of Los Altos Hills.

With contract award, construction is anticipated to commence in May 2016 and be substantially completed in July 2016.

Fiscal Impact

The project budget includes a ten percent (10%) contingency, a five percent (5%) construction administration budget, and a two percent (2%) pavement inspection on the award amount for a total project budget of \$575,900.

Budget breakdown:

Award Amount	\$492,182
(10%) contingency	\$49,218
(5%) construction administration budget	\$24,650
(2%) pavement inspection	\$9,850
Total	\$575,900

Sufficient funds are available for the project in the FY 2015-16 Sanitation Fund Project Account 87-920-824, and 87-920-832.

Summary/Conclusion

Staff recommends that the Board accept all bids, award a construction contract to Precision Engineering, Inc. of San Francisco, California, in the amount of \$492,182 for the subject project, and authorize the General Manager to execute the contract. Staff further recommends that the Board authorize the General Manager to award the contract to the second lowest responsible bidder, EPS, Inc., without further action by the Board if Precision Engineering, Inc. fails to execute the contract within the time limit specified in the bid documents. Staff further recommends the Board affirm the CEQA determination of a Categorical Exemption and approve the design documents.

Staff is available to answer any questions of the Chair or Members of the Board of Directors.

Respectfully submitted,



Roland Yip
Civil Engineering Associate



Patrick Sweetland
Director of Water and Wastewater Resources

Attachment: Location Map

CITY OF DALY CITY
SAN MATEO COUNTY, CALIFORNIA

PROJECT LOCATION MAP

CITRUS AVENUE SEWER MAIN IMPROVEMENTS

