



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, November 14, 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 October 10, 2016

Action Items:

2. Sewer Service Charge Appeals - FY 2016/17

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. Authorization to Purchase Replacement Final Effluent Pump

Staff:

Sweetland/Cosgrove

Recommended Action:

Adopt Resolution

4. Authorization to Purchase Replacement Closed Circuit Television Equipment for Sanitation Response Truck

Staff:

Sweetland/Piccolotti

Recommended Action:

Adopt Resolution

REPORTS:

5. Board of Directors
6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

October 10, 2016

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on October 10, 2016, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Vice-Chairman David Canepa at 6:45 p.m.

ROLL CALL:

Present: Christensen, Guingona, Canepa

Absent: Torres, Buenaventura

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Assistant City Manager Julie Thuy Underwood, Director of Water and Wastewater Resources Patrick Sweetland, Acting Chief of Operations Gregory Krauss, and Emelyn Ponce as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 12, 2016**

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

NEW BUSINESS:

2. **Authorization to Secure Sole Source Procurement of Replacement Disinfection System Skid Pumps at the Wastewater Treatment Plant**

Directory of Water & Wastewater Resources Patrick Sweetland recommended that the Board award a sole source procurement to Hopkins Technical Products of Brentwood, California, in the amount not to exceed \$119,426 for the subject project and authorize the General Manager to execute the contract. Sufficient funds are available from Sanitation Fund Balance, in consultation with the Finance Department. The Wastewater Treatment Plant's sodium hypochlorite and sodium bisulfite chemical treatment systems are reaching the end of their useful life and when system breakdowns the ability to obtain replacement parts is becoming challenging due to the age of units. The current skid mounted disinfection system involves the use of Prominent Pumps and Hopkins Technical Products is the only authorized manufacturer dealer. The replacement pump system being proposed has undergone extensive internal review among Operations and Plant & Equipment Maintenance staff. The current skid system consists of two pumps and staff recommends a three-pump system to improve upon system reliability.

Motion was made, seconded (Christensen/Guingona) and unanimously carried to adopt the Resolution No. 16-SD-12, "Authorization to Secure Sole Source Procurement of Replacement Disinfection System skid Pumps at the Wastewater Treatment Plant".

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

A. Update on Vista Grande Basin Draft EIR/EIS

Vice-Chairman Canepa inquired about the status of work associated with the Vista Grande Drainage Basin Improvement Project. Director Patrick Sweetland provided the Board an update on the Vista Grande Basin Draft EIR/EIS process. Additional action on the final EIR/EIS is anticipated to come back to the Board at the end of 2016.

ADJOURNMENT:

Motion was made, seconded (Christensen/Guingona) and unanimously carried to adjourn the Regular Meeting at 6:51 p.m.



North San Mateo County Sanitation District

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Meeting Date: November 14, 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.

Daly City

Rita Rivera

Parcel #091-313-140

Yun Liu

Parcel #003-052-350

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

Respectfully submitted,

A handwritten signature in black ink that reads "Anthony Tofiga".

Anthony Tofiga
Utility Billing Supervisor

A handwritten signature in black ink that reads "Lawrence Chiu".

Lawrence Chiu
Director of Finance and
Administrative Services

Attachment: Sewer Service Charge Appeal

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/14/16

PARCEL NO.	091-313-140	2016-17
CUSTOMER NAME	RITA RIVERA	
SERVICE ADDRESS	54 PENHURST AVE., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	23
		2 MONTHS PRIOR	19
2 MONTHS AFTER	19	4 MONTHS PRIOR	13
4 MONTHS AFTER	15	6 MONTHS PRIOR	13
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	99
		BASE PERIOD ANNUALIZED	138
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	39
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	39%
		ANNUAL CREDIT IN DOLLARS	\$263.64
		(N.S.M.C. \$6.76 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. RIVERA NEEDS TO CLEAR THE MAIN DRAIN ON HER BLOCK. THE USAGE THEN DROPS.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/14/15

PARCEL NO. 003-052-350 2016-17
CUSTOMER NAME YUN LIU
SERVICE ADDRESS 150 LOS OLIVOS AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	28
		2 MONTHS PRIOR	24
2 MONTHS AFTER	17	4 MONTHS PRIOR	27
4 MONTHS AFTER	17	6 MONTHS PRIOR	25
		8 MONTHS PRIOR	21
		10 MONTHS PRIOR	20
		ACTUAL ANNUAL USAGE	145
		BASE PERIOD ANNUALIZED	168
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	23
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	16%
		ANNUAL CREDIT IN DOLLARS	\$155.48

(N.S.M.C.S.D. \$6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, CUSTOMER LIU HAD A TOILET LEAK. WHEN THE TOILET WAS REPLACED THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.



North San Mateo County Sanitation District

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Meeting Date: November 14, 2016

Subject: Authorization to Purchase Replacement Final Effluent Pump

Recommended Action

Authorize staff to purchase a replacement 250 HP final effluent pump from Dahl-Beck Electric in an amount not to exceed \$116,213.

Background

The North San Mateo County Sanitation District operates and maintains a final effluent pump station at the wastewater treatment plant that assures critical hydraulic storage pumpage during wet-weather events. The station consists of six vertical turbine pumps of varying horsepower (HP), four of which have been replaced in the last few years with the two remaining original 250 HP pumps that are almost 40 years old.

Discussion

Due to the age of the original two pumps in service and the critical nature of this station to direct treated wastewater away from the Vista Grande Tunnel during storm events, staff is requesting the authority to purchase one replacement 250 HP pump this fiscal year. This will provide needed equipment redundancy and the ability to replace a failed pump if needed to ensure the hydraulic capacity of the wastewater treatment plant. Staff has standardized the vertical turbine pumps of this station to the Pentair/Fairbanks Morse type and Dahl-Beck Electric is the only authorized Northern California vendor for these type pumps. Staff has received a quote from Dahl-Beck Electric in the amount of \$116,212.20 which includes tax and estimated shipping, with an expected delivery date no later than June 5, 2017.

Fiscal Impact

Sufficient funds are available in Sanitation Capital Project 87-920-806, Plant Process Improvements as well as Wastewater Operating Capital 87-381-372, and Plant and Equipment Operating Capital 87-383-373.

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 blue ink that reads "Joshua Cosgrove".

Joshua Cosgrove
P&E Maintenance Manager

A handwritten signature in black ink that reads "Patrick Sweetland".

Patrick Sweetland
Director of Water and Wastewater Resources



North San Mateo County Sanitation District

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Meeting Date: November 14, 2016

Subject: Authorization to Purchase Closed Circuit Inspection Equipment for Sanitation Response Truck

Recommended Action

Authorize the General Manager to execute a purchase agreement with WECO Industries Inc. for the purchase of new Closed Circuit Television (CCTV) Inspection Equipment in the amount of \$225,000.

Background

The existing CCTV equipment was purchased in 2008. It has outlived its useful life and it has become difficult to replace worn out or defective parts. Technologically, it has become difficult to affect the necessary upgrades to the computer and operating systems. In 2011, the Sanitation response truck housing the CCTV equipment was replaced. The new equipment will be installed into the existing truck, which is not due for replacement until 2020. CCTV is a critical operation function in identifying pipe defects throughout the Sanitary and Storm Collection systems. As part of the District's Sanitary Sewer Management Program, the District has identified at least 60,000 linear feet per year to be inspected toward the goal of eliminating the sanitary sewer overflow incidents.

Discussion

After reviewing a number of available models and manufacturers, staff is recommending the purchase of CUES, Closed Circuit Video Inspection Equipment. CUES is one of the world's leading manufacturer of CCTV inspection, rehabilitation, pipe profiling equipment and asset inspection/decision support software for sanitary and storm sewers, and has a long track record within the Water/Wastewater industry in providing innovative pipeline inspection technology and solutions to enable accurate condition assessment and proactive maintenance programs for buried infrastructure. The selected equipment being proposed is consistent with the City's Asset Management Program now underway with Lucity.

WECO Industries is the selected vendor due to its prequalification with Houston Galveston Area Group (HGAC) of which the District is a member. Membership in the nationwide HGAC Purchasing Consortium among public agencies allows the District to take advantage of prequalified vendors, equipment and lower responsible pricing when securing needed goods and materials.

Fiscal Impact

Sufficient funds in the amount of \$225,000 are available from the approved Sanitation District Capital Improvement Fund 87-920-834, CCTV Replacement Equipment and Software.

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 "Tom Piccolotti".

Tom Piccolotti
C&D Systems Manager

A handwritten signature in black ink, appearing to read "Patrick Sweetland".

Patrick Sweetland
Director of Water and Wastewater Resources