



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 13, 2017 - 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 9, 2017

Action Items:

2. Sewer Service Charge Appeals - FY 2017/18

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. Accepting Completion of Secondary Clarifier #2 Coating Project

Staff:

Piccolotti/Krauss

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

October 9, 2017

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on October 9, 2017, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Glenn Sylvester at 6:47 p.m.

ROLL CALL:

Present: Guingona, Buenaventura, Manalo, Sylvester

Absent: Christensen

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Acting Director of Water and Wastewater Resources Thomas Piccolotti, Chief of Operations Greg Krauss, Project Development Coordinator Jeff Bastian, Assistant Director of PW/City Engineer Richard Chiu, Senior Civil Engineer Roland Yip, and Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 25, 2017**

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

NEW BUSINESS:

2. **Notice of Completion for Junipero Serra Boulevard, Bruno Avenue and Serramonte Boulevard Sewer Main Improvements**

Senior Civil Engineer Roland Yip recommended that the Board accept the improvements completed for the Junipero Serra Boulevard, Bruno Avenue, and Serramonte Boulevard Sewer Main Improvements. This project was successfully completed within the project budget. The existing vitrified clay pipe (VCP) sewer mains on Junipero Serra Boulevard, Bruno Avenue, and Serramonte Boulevard were old and undersized, resulting in higher than normal routine maintenance cost, groundwater infiltration through cracks and leaking joints and sewer backups due to insufficient pipe capacity and blockages from root intrusion or other causes. RMC Water and Environment performed a study of Daly City's sewer main system for capacity deficiencies. The sewer main improvements on these streets were recommendations as a result of RMC's study.

Motion was made, seconded (Guingona/ Manalo) and unanimously carried to adopt the Resolution 17-SD-12 for "Notice of Completion for Junipero Serra Boulevard, Bruno Avenue and Serramonte Boulevard Sewer Main Improvements".

3. **Notice of Completion for El Camino Real/D Street, First Avenue and Second Avenue Sewer Main Improvements**

Senior Civil Engineer Roland Yip recommended that the Board accept the improvements completed for the El Camino Real/D Street, First Avenue, and Second Avenue Sewer Main Improvements. The existing vitrified clay pipe (VCP) sewer mains on El Camino Real/D Street, First Avenue, and Second Avenue were old and undersized, resulting in higher than normal routine maintenance cost, groundwater infiltration through cracks and leaking joints and sewer backups due to insufficient pipe capacity and blockages from root intrusion or other causes. RMC Water and Environment performed a study of Daly City's sewer main system for capacity deficiencies. The sewer main improvements on these streets were recommendation as a result of RMC's study.

Motion was made, seconded (Guingona/Manalo) and unanimously carried to adopt the Resolution 17-SD-13 for "Notice of Completion for El Camino Real/D Street, First Avenue and Second Avenue Sewer Main Improvements".

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None

ADJOURNMENT:

At 6:58 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.

Agenda Report



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: November 13, 2017

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2017-2018

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

Julia Chan
Parcel 008-311-100

Katheryn Goheen
Parcel 006-264-310

Hani Kaileh
Parcel 006-485-080

Vincent Lui
Parcel 002-032-480

Joanne Navarro
Parcel 003-438-390

Anthony Santos
Parcel 091-464-570

Harris Zaw
Parcel 008-311-090

Westborough Water

Rudy Nurmin
NUR0001

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 "Anthony Tofiga".

Anthony Tofiga
Utility Billing Supervisor

A handwritten signature in black ink, appearing to read "Lawrence Chiu".

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 11/13/17

PARCEL NO. 008-311-100 2017-18
CUSTOMER NAME JULIA CHAN
SERVICE ADDRESS 1379 SOUTHGATE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	58
		2 MONTHS PRIOR	40
2 MONTHS AFTER	86	4 MONTHS PRIOR	30
4 MONTHS AFTER	33	6 MONTHS PRIOR	33
		8 MONTHS PRIOR	28
		10 MONTHS PRIOR	24
		ACTUAL ANNUAL USAGE	213
		BASE PERIOD ANNUALIZED	348
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	135
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	63%
		ANNUAL CREDIT IN DOLLARS	\$985.50

(N.S.M.C.S.D. \$7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. CHAN'S TENANTS HAD A PLUMBING ISSUE.
WHEN IT WAS DISCOVERED AND 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 11/13/17

PARCEL NO. 006-264-310 2017-18
CUSTOMER NAME KATHERYN GOHEEN
SERVICE ADDRESS 32 CRESTVIEW AVE, DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	36
		2 MONTHS PRIOR	15
2 MONTHS AFTER	27	4 MONTHS PRIOR	13
4 MONTHS AFTER	13	6 MONTHS PRIOR	10
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	14
ACTUAL ANNUAL USAGE			100
BASE PERIOD ANNUALIZED			216
ANNUAL CREDIT IN UNITS			
(MUST BE OVER 15 UNITS)			116
PERCENTAGE CHANGE			
(MUST BE OVER 10%)			116%
ANNUAL CREDIT IN DOLLARS			\$846.80
(N.S.M.C.S.D. \$7.30 per unit)			

REASON FOR APPEAL

MRS. GOHEEN'S TENANT'S HAD A LEAKY TOILET. WHEN IT WAS DISCOVERED, THE TOILET WAS 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 11/13/17

PARCEL NO. 006-485-080 2017-18
CUSTOMER NAME HANI KAILEH
SERVICE ADDRESS 660 SYLVAN ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	78
		2 MONTHS PRIOR	33
2 MONTHS AFTER	46	4 MONTHS PRIOR	48
4 MONTHS AFTER	41	6 MONTHS PRIOR	45
		8 MONTHS PRIOR	38
		10 MONTHS PRIOR	41
		ACTUAL ANNUAL USAGE	283
		BASE PERIOD ANNUALIZED	468
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	185
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	65%
		ANNUAL CREDIT IN DOLLARS	\$1,350.50

(N.S.M.C.S.D. \$7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. KAILEH'S TENANT HAD A LEAK.
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 11/13/17

PARCEL NO. 002-032-480 2017-18
CUSTOMER NAME VINCENT LUI
SERVICE ADDRESS 42 WESTDALE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	23
		2 MONTHS PRIOR	24
2 MONTHS AFTER	14	4 MONTHS PRIOR	14
4 MONTHS AFTER	8	6 MONTHS PRIOR	15
		8 MONTHS PRIOR	16
		10 MONTHS PRIOR	8
		ACTUAL ANNUAL USAGE	100
		BASE PERIOD ANNUALIZED	138
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	38
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	38%
		ANNUAL CREDIT IN DOLLARS	\$277.40

(N.S.M.C.S.D. \$7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. LUI'S TENANT HAD A LEAKING TOILET. IT WAS LATER DISCOVERED AND 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 11/13/17

PARCEL NO. 003-438-390 2017-18
CUSTOMER NAME JOANNE NAVARRO
SERVICE ADDRESS 751 HILLSIDE BLVD., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	111
		2 MONTHS PRIOR	90
2 MONTHS AFTER	77	4 MONTHS PRIOR	61
4 MONTHS AFTER	41	6 MONTHS PRIOR	60
		8 MONTHS PRIOR	62
		10 MONTHS PRIOR	60
		ACTUAL ANNUAL USAGE	444
		BASE PERIOD ANNUALIZED	666
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	222
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	50%
		ANNUAL CREDIT IN DOLLARS	\$1,620.60

(N.S.M.C.S.D. \$7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, A TENANT OF MS. NAVARRO HAD A
RUNNING TOILET. WHEN IT WAS REPAIRED, 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 11/13/17

PARCEL NO. 091-464-570 2017-18
CUSTOMER NAME ANTHONY SANTOS
SERVICE ADDRESS 601 GELLERT BLVD, DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	37
		2 MONTHS PRIOR	8
2 MONTHS AFTER	6	4 MONTHS PRIOR	7
4 MONTHS AFTER	5	6 MONTHS PRIOR	6
		8 MONTHS PRIOR	5
		10 MONTHS PRIOR	7
		ACTUAL ANNUAL USAGE	70
		BASE PERIOD ANNUALIZED	222
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	152
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	217%
		ANNUAL CREDIT IN DOLLARS	\$1,109.60
		(N.S.M.C.S.D. \$7.30 per unit)	

REASON FOR APPEAL

MR. SANTOS HAD A LEAKY TOILET. WHEN IT WAS DISCOVERED,
THE TOILET WAS 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 11/13/17

PARCEL NO. 008-311-090 2017-18
CUSTOMER NAME HARRIS ZAW
SERVICE ADDRESS 1381 SOUTHGATE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	32
		2 MONTHS PRIOR	29
2 MONTHS AFTER	17	4 MONTHS PRIOR	34
4 MONTHS AFTER	14	6 MONTHS PRIOR	26
		8 MONTHS PRIOR	20
		10 MONTHS PRIOR	28
		ACTUAL ANNUAL USAGE	169
		BASE PERIOD ANNUALIZED	192
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	23
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	14%
		ANNUAL CREDIT IN DOLLARS	\$167.90

(N.S.M.C.S.D. \$7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. ZAW'S TENANT HAD A TOILET LEAK. IT WAS LATER FIXED 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 2017-18
BOARD MEETING 11/13/17
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. NUR0001
CUSTOMER NAME RUDY NURMIN
SERVICE ADDRESS 2360 DUBLIN DR, SOUTH SAN FRANCISCO

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	73
2 MONTHS AFTER	68	2 MONTHS PRIOR	63
4 MONTHS AFTER	10	4 MONTHS PRIOR	43
		6 MONTHS PRIOR	32
		8 MONTHS PRIOR	20
		10 MONTHS PRIOR	18

ACTUAL ANNUAL USAGE **249**

BASE PERIOD ANNUALIZED 438

ANNUAL CREDIT IN UNITS
(MUST BE OVER 15 UNITS) **189**

PERCENTAGE CHANGE
(MUST BE OVER 10%) **76%**

ANNUAL CREDIT IN DOLLARS **\$ 1,676.43**

(Westborough rate \$ 8.87 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. NURMIN HAD A PIPE LEAK. WHEN IT WAS DISCOVERED, THE LEAK WAS REPAIRED AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACUTAL ANNUAL CONSUMPTION.

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: November 13, 2017****Subject: Accepting Completion of Secondary Clarifier #2 Coating Project****Recommended Action**

Accept as complete all work performed by Jeffco Painting and Coating Inc. of Vallejo, California in the amount of \$189,000 when applying Endura-Flex 1988 Coating System to the walls of Secondary Clarifier #2.

Background

As part of the Biennial Capital Budget, DWR staff recommended a three year project to annually coat the walls of the second of the three secondary clarifiers at the wastewater treatment plant with Endura-Flex 1988 to address concrete spaulding and exposure of structural rebar. Endura-Flex 1988 Coating Systems has been successfully used at a number of treatment plant locations to include Headworks #1, Gravity Thickener #1, the Final Effluent Sump, and Primary Clarifiers 3, 4, 5 and 6. There are only two Northern California vendors, Redwood Painting and Jeffco, authorized to apply Endura-Flex System 1988. Jeffco submitted the lowest responsible bid in the amount of \$189,000.

Discussion

The contract scope of work was for Jeffco to clean sandblast and coat 18 feet of all 4 interior walls which surround the perimeter of Secondary Clarifier #2 including four feet above the normal water line to address issues of spaulding concrete and exposed rebar. Work commenced in late August with Operations staff draining the tank and turning it over to Jeffco. Jeffco applied an initial 200 ml coat of Endura-Flex followed by a 50 ml finish top coat. All work has been inspected to the satisfaction of staff, with Secondary Clarifier #2 being returned to service on October 12, 2017.

Staff is available to answer any questions or to provide additional information to the members of the NSMCSD Board.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Greg Krauss".

Greg Krauss
Chief of Operations

A handwritten signature in blue ink, appearing to read "Thomas Piccolotti".

Thomas Piccolotti
Acting Director of Water and Wastewater Resources