



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 22, 2018 - 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 11, 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. Authorization to Replace and Construct a New West Retaining Wall at the Wastewater Treatment Plant

Staff:

Cosgrove/Piccolotti

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

December 11, 2017

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on December 11, 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 7:35 p.m.

ROLL CALL:

Present: Christensen, Manalo, Buenaventura, Sylvester

Absent: Guingona

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Acting Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Director of Finance and Administrative Service Lawrence Chiu, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of November 13, 2017**
2. **Sewer Service Charge Appeals – FY 2017/18**
3. **Revenue and Expenditures Summary Report – June 2017**

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

REORGANIZATION OF BOARD OF DIRECTORS

4. Election of Chair

Motion was made, seconded (Buenaventura/Sylvester) and unanimously carried to elect Juslyn Manalo as Chair, with Christensen abstaining.

5. Election of Vice Chair

Motion was made, seconded (Sylvester/Manalo) and unanimously carried to elect Raymond Buenaventura as Vice Chair, with Christensen abstaining.

NEW BUSINESS:

6. Presentation of FY 2017 Annual Financial Statements

Director of Finance and Administrative Services Lawrence Chiu recommended that the Board accept the Fiscal Year 2017 Annual Financial Statements of the District. He presented the Board with Annual Financial Statements for the year ending June 30, 2017. He discussed the financial position, results of operations and changes in cash of the District.

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

REPORTS:

7. **Board of Directors**

None.

8. **Staff**

None

ADJOURNMENT:

At 7:40 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: January 22, 2018

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

Manuel Barbosa
Parcel 003-011-190

Harris Zaw
Parcel #008-311-090

Ted & Carol Chan
Parcel 002-031-120

Daniel Sun
Parcel #004-382-410

Shelley Soo-Li
Parcel 003-391-270

Robert Garrison
Parcel 006-204-090

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

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 1/22/18

PARCEL NO. 003-011-190 2017-18
CUSTOMER NAME MANUEL BARBOSA
SERVICE ADDRESS 133 SAN DIEGO AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	50
		2 MONTHS PRIOR	26
2 MONTHS AFTER	37	4 MONTHS PRIOR	23
4 MONTHS AFTER	23	6 MONTHS PRIOR	35
		8 MONTHS PRIOR	30
		10 MONTHS PRIOR	23
		ACTUAL ANNUAL USAGE	187
		BASE PERIOD ANNUALIZED	300
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	113
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	60%
		ANNUAL CREDIT IN DOLLARS	\$824.90

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

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. BARBOSA HAD A TOILET LEAK.
IT WAS REPLACED 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 1/22/18

PARCEL NO. 002-031-120 2017-18
CUSTOMER NAME TED & CAROL CHAN
SERVICE ADDRESS 166 WILSHIRE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	55
		2 MONTHS PRIOR	6
2 MONTHS AFTER	6	4 MONTHS PRIOR	5
4 MONTHS AFTER	9	6 MONTHS PRIOR	13
		8 MONTHS PRIOR	16
		10 MONTHS PRIOR	7
		ACTUAL ANNUAL USAGE	102
		BASE PERIOD ANNUALIZED	330
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	228
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	224%
		ANNUAL CREDIT IN DOLLARS	\$1,664.40

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

REASON FOR APPEAL

DURING THE BASE PERIOD, THE CHANS HAD A RUNNING TOILET WHILE OUT OF TOWN. IT WAS LATER 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 1/22/18

PARCEL NO. 003-391-270 2017-18
CUSTOMER NAME SHELLEY SOO-LI
SERVICE ADDRESS 71 LAUSANNE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	101
		2 MONTHS PRIOR	175
2 MONTHS AFTER	35	4 MONTHS PRIOR	68
4 MONTHS AFTER	36	6 MONTHS PRIOR	33
		8 MONTHS PRIOR	35
		10 MONTHS PRIOR	32
		ACTUAL ANNUAL USAGE	444
		BASE PERIOD ANNUALIZED	606
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	162
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	36%
		ANNUAL CREDIT IN DOLLARS	\$1,182.60

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

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. SOO-LI HAD A LEAK IN HER BUILDING.
IT WAS LATER DISCOVERED AND REPAIRED.

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 1/22/2018

PARCEL NO: 006-204-090
CUSTOMER NAME: ROBERT GARRISON
SERVICE ADDRESS: 86 88TH STREET, DALY CITY

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	163	AVERAGE BIMONTHLY USAGE	12
		2 MONTHS PRIOR	48
		4 MONTHS PRIOR	5
		6 MONTHS PRIOR	2
		8 MONTHS PRIOR	2
2 MONTHS AFTER	7	10 MONTHS PRIOR	1
4 MONTHS AFTER	4		
		AVERAGE ANNUAL USAGE	70
		ACTUAL BASE PERIOD ANNUALIZED	978
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	908
		PERCENTAGE CHANGE (Must be over 10%)	93%
		ANNUAL CREDIT IN DOLLARS	<u>\$6,628.40</u>

SANITATION CHARGE IS \$ 7.30
PER UNIT

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. GARRISON HAD A LEAK UNDERNEATH HIS BUILDING. AFTER DISCOVERY AND REPAIR, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 1/22/18

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 HAD A TOILET LEAK. WHEN IT WAS DISCOVERED AND 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 1/22/18

PARCEL NO. 004-382-410 2017-18
CUSTOMER NAME DANIEL SUN
SERVICE ADDRESS 167 FRANKFORT ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	70
		2 MONTHS PRIOR	41
2 MONTHS AFTER	36	4 MONTHS PRIOR	35
4 MONTHS AFTER	19	6 MONTHS PRIOR	44
		8 MONTHS PRIOR	37
		10 MONTHS PRIOR	31
		ACTUAL ANNUAL USAGE	258
		BASE PERIOD ANNUALIZED	420
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	162
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	63%
		ANNUAL CREDIT IN DOLLARS	\$1,182.60

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

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. SUN HAD LEAKING TOILETS.
WHEN FIXED, THE WATER USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: January 22, 2018****Subject: Authorization to Replace and Construct a New West Retaining Wall at the Wastewater Treatment Plant**Recommended Action

Authorize staff to contract with Grand Industries Inc. for all emergency work and permanent replacement of the retaining wall on the west side of the Wastewater Treatment Plant (Plant) in an amount not to exceed \$204,396.

Background

The hillside west of the Plant and adjacent to Lake Merced Blvd has a very steep slope. The retaining wall that holds back the hillside and protects Plant equipment and structures on this part of the facility failed, creating an immediate hazard. Grand Industries Inc. was performing work for the City of Daly City on another project, and because of the immediate and critical nature of the retaining wall risk, they were contracted to provide a temporary repair to the hillside.

Discussion

After the hillside was temporarily secured, Podesta Engineering designed a permanent replacement retaining wall. Staff solicited bids for the construction of a new retaining wall. Below is a table showing the costs of each proposal:

<u>Company Name</u>	<u>Proposal Amount</u>
Grand Industries, Inc.	\$156,000
Balistreri Development	\$162,500
Truline Design	\$178,500

Grand Industries is prepared to begin work on the permanent structure perform the work once it is authorized by the Board.

Fiscal Impact

Due to the unanticipated nature of this project, it was unaccounted for in our Fiscal Year 2017-18 Capital Budget. Staff is requesting a transfer from the Sanitation Fund Balance to the Sanitation Capital Budget account 87-920-807-4536 Plant Structures, the cost of emergency repairs, engineering design, permanent construction, and a 10% contingency provision. The total Fund Balance transfer is \$204,396. This includes the \$32,795.34 spent on the emergency repairs and engineering design and the \$15,600.66 for contingency. Sufficient funds in the amount of \$204,396 are available from Sanitation Fund Balance in order to complete this work.

Staff is available to answer any questions or to provide additional information as desired by the Chair and Members of the Board of Directors.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joshua Cosgrove".

Joshua Cosgrove
P&E Maintenance Manager

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

Thomas J. Piccolotti
Acting Director of Water and Wastewater Resources