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 09, 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 January 22, 2018

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. Accept as Complete the New West Retaining Wall at the Wastewater Treatment Plant

   Staff:
   Piccolotti/Cosgrove
   Recommended Action:
   Adopt Resolution

4. Accept as Complete the New Hydrogritter Grit Concentrator at the Wastewater Treatment Plant

   Staff:
   Piccolotti/Cosgrove
   Recommended Action:
   Adopt Resolution

REPORTS:

5. Board of Directors

6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

January 22, 2018

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on January 22, 2018, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Juslyn Manalo at 6:55 p.m.

ROLL CALL:

Present: Christensen, Guingona, Buenaventura, Sylvester, Manalo
Absent: None

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, Utility Billing Supervisor Anthony Tofiga, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of December 11, 2017**
2. **Sewer Service Charge Appeals – FY 2017/18**

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

NEW BUSINESS:

3. **Authorization to Replace and Construct a New West Retaining Wall at the Wastewater Treatment Plant**

Plant and Equipment Maintenance Manager Joshua Cosgrove recommended that the Board 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 in an amount not to exceed $204,396. 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. After the hillside was temporarily secured, Podesta Engineering designed a permanent replacement retaining wall. 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. Sufficient funds in the amount of $204,396 are available from Sanitation Fund Balance in order to complete this work.

Motion was made, seconded (Christensen/Sylvester) and unanimously carried to adopt the Resolution 18-SD-01 for "Authorization to Replace and Construct a New West Retaining Wall at the Wastewater Treatment Plant".

REPORTS:

4. **Board of Directors**

   None.

5. **Staff**

   None

ADJOURNMENT:

At 7:05 p.m., call of adjournment of Regular Meeting by Chairman Juslyn Manalo.

North San Mateo County Sanitation District

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Meeting Date: April 9, 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

Artur Puchalski
Parcel 006-172-010

Emily Valeros
Parcel 003-080-270

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

Respectfully submitted,

Anthony Tofiga
Utility Billing Supervisor

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 3/26/18

PARCEL NO.	006-172-010	2017-18
CUSTOMER NAME	ARTUR PUCHALSKI	
SERVICE ADDRESS	1871 SWEETWOOD DR., BROADMOOR	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	29
		2 MONTHS PRIOR	19
2 MONTHS AFTER	18	4 MONTHS PRIOR	21
4 MONTHS AFTER	19	6 MONTHS PRIOR	16
		8 MONTHS PRIOR	13
		10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	**112**
		BASE PERIOD ANNUALIZED	174
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**62**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**55%**
		ANNUAL CREDIT IN DOLLARS	**$452.60**

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

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. PUCHALSKI HAD A LEAKING TOILET. WHEN IT WAS FIXED, THE WATER 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 4/9/18

PARCEL NO. 003-080-270 2017-18
CUSTOMER NAME EMILY VALEROS
SERVICE ADDRESS 116 MIRIAM ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	29
		2 MONTHS PRIOR	27
2 MONTHS AFTER	16	4 MONTHS PRIOR	23
4 MONTHS AFTER	13	6 MONTHS PRIOR	21
		8 MONTHS PRIOR	21
		10 MONTHS PRIOR	19
		ACTUAL ANNUAL USAGE	**140**
		BASE PERIOD ANNUALIZED	174
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**34**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**24%**
		ANNUAL CREDIT IN DOLLARS	**$248.20**

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

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. VALEROS WAS IN ILL HEALTH.
THE WATER USAGE DROPPED AFTER HIS PASSING IN MARCH.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

Item # 3

Agenda Report

North San Mateo County Sanitation District

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Meeting Date: April 9, 2018

Subject: **Accept as Complete the New West Retaining Wall at the Wastewater Treatment Plant**

Recommended Action

Accept as complete all work associated with the design and installation of the permanent replacement of the Wastewater Treatment Plant (Plant) retaining wall at the west side of the facility and authorize the issuance of the Notice of Completion.

Background

The retaining wall that protects the west side of the Plant failed last year and critical equipment and structures in that area were at risk of damage from the hillside falling. Under authorization from the North San Mateo County Sanitation Board (Board), staff contracted with Grand Industries to design and construct a new retaining wall.

Discussion

The new retaining wall was constructed to engineered specifications that include ten inches of concrete reinforced with steel rebar in a "T" type form, six feet of wall above ground, and three feet below ground. The project began January 23rd after the Board meeting and all major work was completed by March 16th by the contractor. The work was completed without change orders and within the budget.

Fiscal Impact

Sufficient funds are available in the District's Capital Improvement Fund, Sanitation Fund 87-920-807-4536, Plant Structures.

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

Respectfully submitted,

Joshua Cosgrove
Plant and Equipment Maintenance Manager

Thomas Piccolotti
Acting Director of Water and Wastewater Resources

Item # 4

Agenda Report

North San Mateo County Sanitation District

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Meeting Date: April 9, 2018

Subject: **Accept as Complete the New Hydrogritter Grit Concentrator at the Wastewater Treatment Plant**

Recommended Action

Accept as complete all work associated with the purchase of the WEMCO type Hydrogritter Grit Concentrator from MuniQuip, LLC and authorize the issuance of the Notice of Completion.

Background

A grit classifier is used at the Wastewater Treatment Plant (Plant) to remove grit and other small particles from the influent wastewater. The existing unit is beyond its useful life and staff located and presented to the North San Mateo County Sanitation District Board (Board) a replacement unit sold by MunicQuip and manufactured by WEMCO, named the Hydrogritter. The Board authorized staff to purchase this unit at the April 24, 2017 regular meeting.

Discussion

The Hydrogritter was successfully delivered to the Plant on March 27th and is located in a temporary spot until the existing unit is removed and the supporting structure is rehabilitated. The unit was manufactured to the correct specifications and passed all inspections by staff. No change orders were issued for this project and the equipment was purchased at the agreed upon price.

Fiscal Impact

Sufficient funds are available in the District's Capital Improvement Fund, Sanitation Fund 87-920-806-4536, Plant Process Improvements.

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

Respectfully submitted,

Joshua Cosgrove
Plant and Equipment Maintenance Manager

Thomas Piccolotti
Acting Director of Water and Wastewater Resources