



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 26, 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. Special Meeting of November 13, 2018

Action Items:

2. Sewer Service Charge Appeals - FY 2018/19

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 Park Plaza Drive, Southgate Avenue, San Fernando Way and Miriam Street Sanitary Sewer Main Rehabilitation Project

Staff:

Piccolotti/Yip

Recommended Action:

Adopt Resolution

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

November 13, 2018

The Board of Directors of the North San Mateo County Sanitation District convened in a Special Meeting on November 13, 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 8:43 p.m.

ROLL CALL:

Present: Christensen, Guingona, Sylvester, Buenaventura, Manalo

Absent:

Staff Present: Interim General Manager Shawna Maltbie, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Chief of Operations Greg Krauss, Plant and Equipment Maintenance Manager Joshua Cosgrove, and City Clerk Annette Hipona as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of October 22, 2018**
2. **Cooperative Loan Funding Agreement Between City of Daly City and the North San Mateo County Sanitation District**

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

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

None

ADJOURNMENT:

At 8:44 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: November 26, 2018

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2018-19

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

Horacio Lopez
Parcel #003-210-080

Rose Martin
Parcel #004-372-290

Joseph O'Connor
Parcel #006-033-020

Frank San Filippo
Parcel #090-061-420

Jeffrey Porter
Parcel #006-403-350

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Anthony Tofiga".

Anthony Tofiga
Utility Billing Supervisor

A handwritten signature in cursive script, 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 11/26/18

PARCEL NO. 003-210-080
CUSTOMER NAME HORACIO LOPEZ
SERVICE ADDRESS 6395 MISSION ST., DALY CITY

2018-19

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	44
		2 MONTHS PRIOR	26
2 MONTHS AFTER	30	4 MONTHS PRIOR	25
4 MONTHS AFTER	35	6 MONTHS PRIOR	22
		8 MONTHS PRIOR	20
		10 MONTHS PRIOR	23
		ACTUAL ANNUAL USAGE	160
		BASE PERIOD ANNUALIZED	264
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	104
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	65%
		ANNUAL CREDIT IN DOLLARS	\$819.52

(N.S.M.C.S.D. \$7.88 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. LOPEZ HAD AN INCREASE IN WATER
THAT HAS SINCE STOPPED AND THE USAGE HAS RETURNED TO NORMAL.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/26/18

PARCEL NO. 004-372-290
CUSTOMER NAME ROSE MARTIN
SERVICE ADDRESS 330 BELLEVUE AVE., DALY CITY

2018-19

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	24
		2 MONTHS PRIOR	19
2 MONTHS AFTER	18	4 MONTHS PRIOR	17
4 MONTHS AFTER	17	6 MONTHS PRIOR	14
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	12
		ACTUAL ANNUAL USAGE	98
		BASE PERIOD ANNUALIZED	144
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	46
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	47%
		ANNUAL CREDIT IN DOLLARS	\$362.48

(N.S.M.C.S.D. \$7.88 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. MARTIN HAD A RUNNING TOILET
THAT HAS SINCE BEEN 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 11/26/18

PARCEL NO. 006-033-020 2018-19
CUSTOMER NAME JOSEPH O'CONNOR
SERVICE ADDRESS 4 OAKMONT DR., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	41
		2 MONTHS PRIOR	32
2 MONTHS AFTER	36	4 MONTHS PRIOR	36
4 MONTHS AFTER	34	6 MONTHS PRIOR	37
		8 MONTHS PRIOR	33
		10 MONTHS PRIOR	29
		ACTUAL ANNUAL USAGE	208
		BASE PERIOD ANNUALIZED	246
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	38
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	18%
		ANNUAL CREDIT IN DOLLARS	\$299.44

(N.S.M.C.S.D. \$7.88 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. O'CONNOR HAD AN INCREASE
IN WATER USAGE THAT HAS SINCE STOPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 11/26/18

PARCEL NO. 090-061-420
CUSTOMER NAME FRANK SAN FILIPPO
SERVICE ADDRESS 23 ARDEN CT., DALY CITY

2018-19

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	94
		2 MONTHS PRIOR	6
2 MONTHS AFTER	19	4 MONTHS PRIOR	8
4 MONTHS AFTER	18	6 MONTHS PRIOR	5
		8 MONTHS PRIOR	6
		10 MONTHS PRIOR	8
		ACTUAL ANNUAL USAGE	127
		BASE PERIOD ANNUALIZED	564
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	437
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	344%
		ANNUAL CREDIT IN DOLLARS	\$3,443.56
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. SAN FILIPPO HAD A LEAK WHICH
WAS THEN 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 11/26/18

PARCEL NO. 006-403-350
CUSTOMER NAME JEFFREY PORTER
SERVICE ADDRESS 240 2ND AVE., DALY CITY

2018-19

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	22
		2 MONTHS PRIOR	11
2 MONTHS AFTER	10	4 MONTHS PRIOR	12
4 MONTHS AFTER	14	6 MONTHS PRIOR	14
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	15
ACTUAL ANNUAL USAGE			89
BASE PERIOD ANNUALIZED			132
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)			43
PERCENTAGE CHANGE (MUST BE OVER 10%)			48%
ANNUAL CREDIT IN DOLLARS			\$338.84
(N.S.M.C.S.D. \$7.88 per unit)			

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. PORTER HAD A LEAK WHICH
WAS THEN REPAIRED AND THE 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: November 26, 2018

Subject: Award of Construction Contract for Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sanitary Sewer Main Rehabilitation Project

Recommended Action

Staff recommends that the Board accept all responsive bids, award a construction contract to D'Arcy & Harty Construction, Inc. of San Francisco, California, in the amount of \$1,433,230 for the subject project, and authorize the General Manager to execute the contract. Staff further recommends the Board approve the plans and specification, and affirm the California Environmental Quality Act (CEQA) determination of Categorical Exemption.

Background

On March 27, 2017, the Board authorized agreements with Wilsey Ham to provide professional design services, prepare contract documents, and provide construction support for the project. Wilsey Ham prepared plans, specifications, and a construction cost estimate (PS&E) for the project.

The existing vitrified clay pipe (VCP) sewer mains on Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street are old and undersized, which can cause 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. The project's general design is to replace the VCP pipes with pipes made of polyvinyl chloride (PVC) and High-density polyethylene (HDPE).

The Park Plaza Drive, Southgate Avenue, San Fernando Way, and Miriam Street Sanitary Sewer Main Rehabilitation project includes the following improvements:

- Replacement of 688 feet of the existing 8-inch VCP sewer main with 12-inch HDPE sewer main along Park Plaza Drive from South Mayfair Avenue to Bel Mar Avenue.
- Replacement of 661 feet of existing 10-inch VCP sewer main with 16-inch HDPE sewer main along Southgate Avenue from Escuela Drive to Cerro Drive.
- Replacement of 671 feet of existing 10-inch VCP sewer main with 10-inch HDPE along San Fernando Way from Alta Loma Avenue to Santa Paula Drive.
- Replacement of 1020 feet of existing 6-inch VCP sewer main with 6-inch PVC along Miriam Street from Westlake Avenue to Parkview Avenue.

Manholes within the project limits will be replaced or have the base and walls rehabilitated. All the sewer laterals will be reconnected to the new sewer main.

The work also includes pavement restoration including a standard trench cap over the roadway excavation, asphalt concrete (AC) paving, concrete restoration, utility box cover adjustment, and pavement striping and marking.

Discussion

North San Mateo County Sanitation District Agenda Report
Subject: Award of Construction Contract for Park Plaza Drive,
Southgate Avenue, San Fernando Way, and Miriam Street
Sanitary Sewer Main Rehabilitation
Meeting Date: November 26, 2018
Page 2

On August 28, 2018, five (5) bids were received for this project with total bids ranging from \$1,433,230.00 to \$1,960,530.00. The following table summarizes the three lowest bid results and the Engineer's Estimate:

Bidder	Base Bid	Comments
1. D'Arcy & Harty Construction Inc.	\$1,433,230.00	Responsive Bid
2. Pacific Trenchless Inc.	\$1,677,345.00	Responsive Bid
3. Cratus, Inc.	\$1,840,290.00	Responsive Bid
Engineer's Estimate	\$1,898,930.00	

The apparent low bidder D'Arcy & Harty Construction Inc. of San Francisco, California, has been in business since 1994 and holds the required Class A contractor's license, which is current and in good standing. The bidder's references indicate acceptable work for San Mateo County and City of San Francisco.

If the contract is awarded, construction is anticipated to commence in January 2019 and be substantially completed in July 2019.

Fiscal Impact

The total estimated cost for this project is \$1,720,000, including the contract award of \$1,433,230, a ten percent (10%) contingency (\$143,324), a five percent (5%) contract administration cost (\$71,723), and a five percent (5%) construction inspection (\$71,723).

Sufficient funds are available for the project in the FY 2018-19 Sanitation Fund Project Accounts 87-920-836 and 87-920-841.

Summary/Conclusion

Staff recommends that the Board accept all bids, award a construction contract to D'Arcy & Harty Construction, Inc. of San Francisco, California, in the amount of \$1,433,230 for the subject project, and authorize the General Manager to execute the contract. Staff further recommends the Board approve the plans and specification, and affirm the California Environmental Quality Act (CEQA) determination of a Categorical Exemption.

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

Respectfully submitted,



Roland Yip
Senior Civil Engineer



Tom Piccolotti
Director of Water and Wastewater Resources

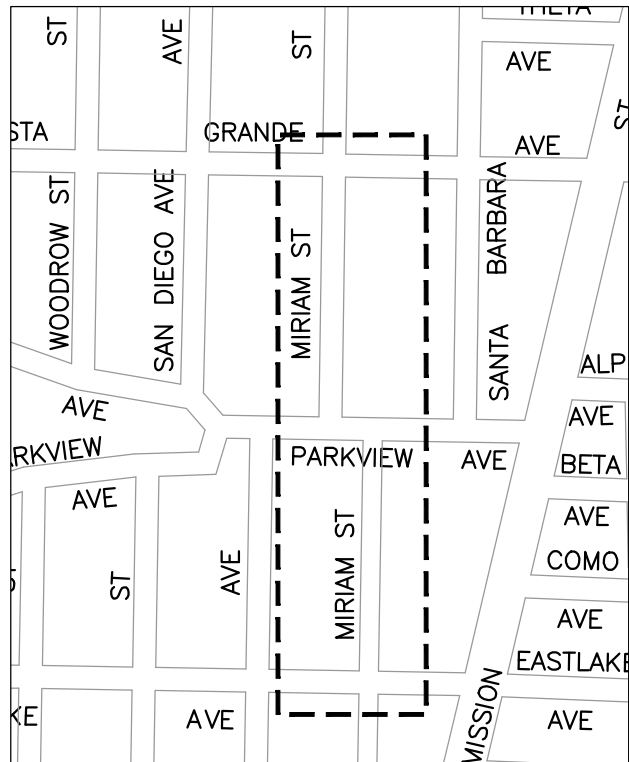
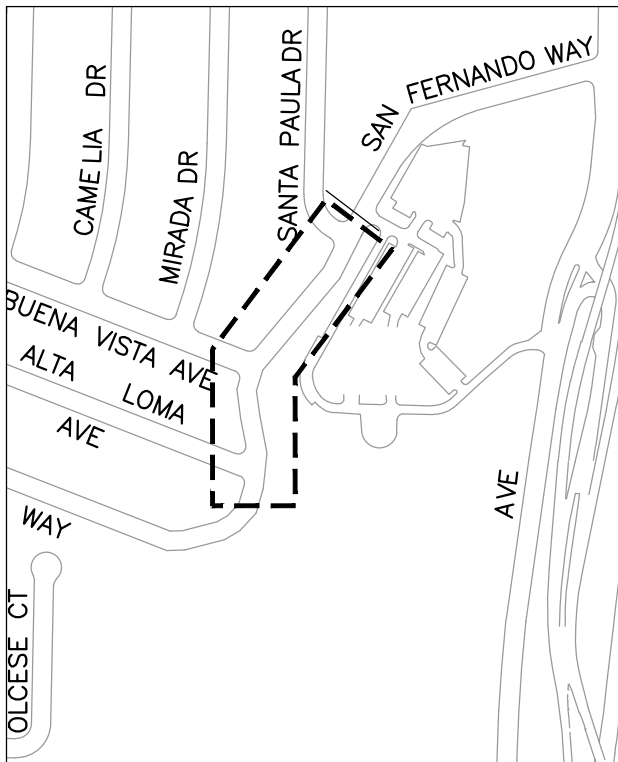
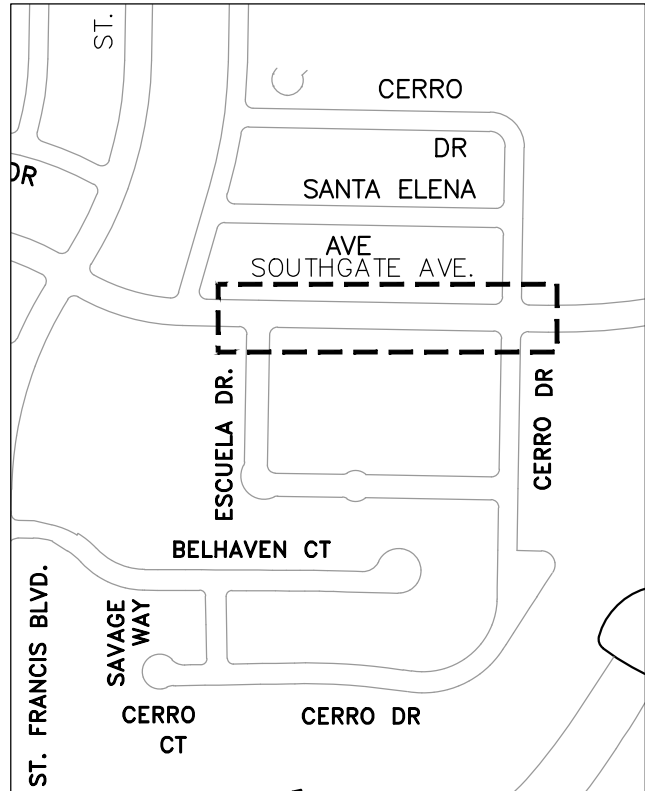
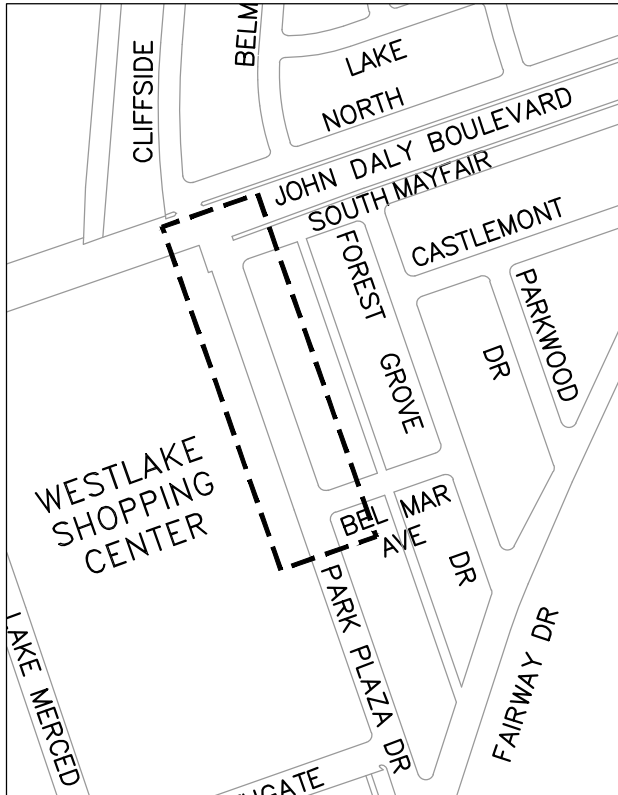
Attachment: Location Map

CITY OF DALY CITY

SAN MATEO COUNTY, CALIFORNIA

PROJECT LOCATION MAP

PARK PLAZA DRIVE, SOUTHGATE AVENUE, SAN FERNANDO WAY, AND MIRIAM STREET SEWER MAIN IMPROVEMENTS



0 250 500

