



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, October 14, 2019 - 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 September 23, 2019

Action Items:

2. Sewer Service Charge Appeals - FY 2019/20
3. Approval of Amendment #4 to Professional Services Agreement with McMillen Jacobs for the Vista Grande Drainage Basin Improvement Project

“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.”

Agenda – Sanitation District

Monday, October 14, 2019

Page 2

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

NOTE: Speakers are limited to two minutes, unless modified by the Chair. The District cannot take action on any matter raised under this item.

REPORTS:

4. Board of Directors

5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

September 23, 2019

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on September 23, 2019, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Raymond Buenaventura at 7:40 p.m.

ROLL CALL:

Present: DiGiovanni, Manalo, Daus-Magbual, Sylvester, Buenaventura

Absent:

Staff Present: 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 Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 9, 2019**
2. **North San Mateo County Sanitation District (NSMCSD) 10-Year Wastewater System Master Plan**
3. **Vista Grande Project Financing Management**

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

NEW BUSINESS:

None.

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None.

ADJOURNMENT:

At 7:41 p.m., call of adjournment of Regular Meeting by Chairman Raymond Buenaventura.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: October 14, 2019

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2019-20

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

Kathleen Plessas
APN# 006-271-560

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

Respectfully submitted,

A handwritten signature in purple ink, appearing to read "Melva Gutierrez".

Melva Gutierrez
Utility Billing Supervisor

A handwritten signature in blue ink, appearing to read "Todd High".

Todd High
Acting 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 10/14/19

PARCEL NO. 006-271-560 2019-20
CUSTOMER NAME KATHLEEN PLESSAS
SERVICE ADDRESS 3 AVALON DR., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	24
		2 MONTHS PRIOR	20
2 MONTHS AFTER	10	4 MONTHS PRIOR	15
4 MONTHS AFTER	8	6 MONTHS PRIOR	15
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	100
		BASE PERIOD ANNUALIZED	144
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	44
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	44%
		ANNUAL CREDIT IN DOLLARS	\$346.72

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

REASON FOR APPEAL

DURING THE BASE PERIOD, MRS. PLESSAS HAD A TOILET LEAK. WHEN IT WAS REPAIRED, THE WATER USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

8/6/19

Sanitation Appeals Board
333 90th St.
Daly City CA 94015-1895

006-271-560

DEAR BOARD

I WAS told recently that I CAN send a letter of Appeal regarding my water bill in MARCH, 2019. We were UNAWARE that we had a toilet leak and since the MARCH bill affects OUR house taxes I AM writing to Appeal.

We HAVE lived at 3 Avalon DR for over 50 years and never missed a payment.

When I recieved the March bill I called the water Dept. and was told there was nothing I could do about the bill and they sent me a kit to see if I had a toilet leak. I did have a leak in our downstairs toilet and had it fixed immediately (see bill enclosed).

I began to worry about the effect on my taxes and recently called the water dept. again where a very helpful employee told me I could write this letter. I hope you will be able to help me regarding the report to my taxes Thank you Sincerely
Kathleen Plessas, 3 Avalon DR. 9926324 650

JM PLUMBING

408-710-6394

Date: April 10, 2019

Invoice # 1943

To: Steve & Kathy Plessas
3 Avalon Dr.
Daly City Ca. 94015

Qty	Item #	Description	Unit Price	Discount	Line Total
1.00		T&M to remove and replace (2) toilets in hall and garage			\$530.00

Total Discount

Subtotal \$530.00
Sales Tax
Total \$530.00

Make all checks payable to Joe Giovannoni
Thank you for your business!

15143 Yosemite Way, Morgan Hill, CA 95037

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: October 14, 2019**

Subject: Approval of Amendment #4 to Professional Services Agreement with McMillen Jacobs Associates for the Vista Grande Drainage Basin Improvement Project

Recommended Action

Authorize the execution of Amendment #4 to the existing Professional Services Agreement with McMillen Jacobs Associates of Walnut Creek, CA in the amount of \$543,148 to address increased work scope and projected budget needs to complete project permitting and environmental planning for the Vista Grande Drainage Basin Improvement Project.

Background/Discussion

The Vista Grande Project is entering the final design, permitting, and financing phases. The funding authority outlined in this Amendment #4 (Attachment A) will allow the consultants to complete these project components:

Basin Plan Amendment (Task 2.13)	\$	253,438
Financial Assistance (Task 2.14)	\$	67,000
Lake Management Plan (Task 2.0)	\$	55,008
Additional Permit Support (Task 2.2)	\$	167,702
Total Request	\$	543,148

These activities were unanticipated in the early stages of the project because some of the specific design, permitting, and financing components were not yet identified or developed. As various regulatory agencies are providing guidance and requirements, these activities became necessary project components and the funding needs from the Sanitation District were established.

Fiscal Impact

Sufficient funds are available from Sanitation District Fund Balance to process this Amendment #4 request.

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

Respectfully submitted,

A blue ink signature of Thomas J. Piccolotti, written in a cursive style.

Thomas J. Piccolotti
Director of Water and Wastewater Resources

NORTH SAN MATEO COUNTY SANITATION DISTRICT
VISTA GRANDE DRAINAGE BASIN IMPROVEMENTS PROJECT
AMENDMENT #4 SCOPE OF WORK

McMillen/Jacobs Associates (MJA) has been the lead engineering firm associated with the Vista Grande Drainage Basin Improvement Project since the Board's original authorization of work June 27, 2011. MJA has assembled a project team consisting of Brown and Caldwell (B&C), Environmental Science Associates (ESA), and Eisenberg, Olivieri and Associates (EOA, Inc.) to address the myriad of permitting requirements and environmental compliance associated with the project. On January 14, 2019, the Board authorized MJA to proceed with 100% final design and bidding assistance scheduled for later this year and in Spring 2020. Total contract cost to date is \$10,356,486.

Phase 2 of the Vista Grande Drainage Basin Improvement Project identified fifteen environmental, permitting and associated project tasks previously approved at a cost of \$3,256,553. Amendment #4 address four items identified by the project team and reviewed by staff to complete the tasks set forth under this work phase.

1. Completion of Basin Plan Amendment

Consistent with the approved regulatory approach between Daly City and the San Francisco Bay Regional Water Quality Control Board (Regional Board) Daly City and the San Francisco Public Utilities Commission (SFPUC) will implement an enforceable Lake Management Plan governing stormwater and non-stormwater discharge into Lake Merced, and coordinate with Regional Board staff on the development and implementation of a Basin Plan Amendment supporting the de-listing of water quality 303(d) impairments of pH and DO (dissolved oxygen) within the lake itself following project acceptance.

The work plan (attached) developed by EOA Inc. of Oakland, CA builds upon the strategies identified through joint efforts of the City team and Regional Board. The strategies are believed to be relatively straight forward but extensive given that there are precedents for the proposed pH and DO regulatory changes based upon approaches adopted by other states and approved by the United States Environmental Protection Agency. To ensure attainment of pH and DO standards, the Regional Board, Daly City and SFPUC have agreed that site specific implementation provisions should be developed and incorporated into a Basin Plan Amendment that addresses alternative regulatory approaches to assess water quality objectives in stratified lakes consistent with the unique conditions found at Lake Merced. Four tasks have been identified by EOA Inc. at a cost of \$241,370, the total request of \$253,438 includes 5% mark-up (\$12,068) by ESA as EOA Inc. is their sub-consultant.

2. Financial Application Assistance

Original Phase 2 task work provided \$35,610 to assist with the submittal of a Proposition 1, Round 1 stormwater grant application to the State Water Resources Control Board. The Board will recall the City received notification that it was eligible to receive the maximum grant award of \$10 million, but that award was later rescinded to finance other "shovel ready" projects under the available funding. Subsequent financial assistance was authorized to assist the City with its Clean Water State Revolving Fund (CWSRF) application to the State Board, and with the City's Letter of Interest to USEPA under its Water Infrastructure Finance Innovation Act (WIFIA) program in the amount of

\$158,031 over the original authorization. To complete other anticipated work tasks associated with the submittal for Proposition 1, Round 2 stormwater funding, re-submittal on the next round of CWSRF, and anticipation of receipt of an invitation to apply under WIFIA, the project team is requesting an additional \$67,000 for an additional project task total of \$225,031.

3. Lake Management Plan

Original Phase 2 work for the Lake Management Plan, an integral part of the regulatory approval with the Regional Board, was budgeted at \$229,940. The Lake Management Plan developed under Phase 2 is an attachment to the approved EIR/EIS for the Vista Grande Drainage Basin Improvement Project, and is intended to serve as a model for an anticipated enforceable agreement between Daly City and SFPUC when managing diversions of stormwater to increase water levels at Lake Merced. Additional funding in the amount of \$70,000 is being requested by MJA (\$16,622) and ESA (\$53,378) to complete the tasks associated with assistance in developing an enforceable Lake Management Plan agreement. Presently, \$14,992 remains in this Phase 2 task budget as an offset to the funds requested for a total project increase of \$55,008.

4. Additional Permitting Support

Task 2 Permitting Support was budgeted at \$243,820 with costs to date of \$299,370, an increase of \$55,550. An additional \$150,000 is being requested by MJA (\$18,801) and ESA (\$131,199) to address increased level of scope addressing State Lands Commission and California Coastal Commission permit applications being submitted this fall. The total requested budget change of \$167,702 accounts for \$281,668 in saving from other Phase 2 task elements already completed.

Summary of Amendment #4 to Phase 2 Tasks.

Basin Plan Amendment (Task 2.13)	\$253,438
Financial Assistance (Task 2.14)	67,000
Lake Management Plan (Task 2.0)	55,008
Additional Permit Support (Task 2.2)	167,702
Total Request	\$543,148