



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, September 14, 2020 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Visit NORTH SAN MATEO COUNTY SANITATION DISTRICT virtual meeting website to watch the livestream of the meeting and submit comment on agenda items, all in one place online:

<http://bit.ly/dalycitysept14>

Please note, the virtual meeting website will only be available during the meeting on
Date: September 14, 2020

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Governor Newsom's Executive Order N-25-20, members of the Daly City Board and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via Livestream at <https://bit.ly/dalycitysept14> and to submit comments through the livestream website and/or submit public comments via email to cityclerk@dalycity.org prior to the public meeting.

To submit a comment in writing, please email cityclerk@dalycity.org and write "Public Comment" in the subject line. In the body of the email, include the item number and/or title of the item as well as your comments. All comments received by 4:00 pm will be emailed to the Board members and included as an "Add to Packet" on the City's website prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the Board members for the public meeting.

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:

"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."

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 June 22, 2020

Action Items:

2. Sewer Service Charge Appeals - FYs 2019/20 and 2020/21
3. Purchase New Centrifuge Rotating Assembly
4. Specialized Maintenance of Concrete Structures at the Wastewater Treatment Plant

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:

5. Board of Directors
6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 22, 2020

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on June 22, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 7:24 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: General Manager Shawna Maltbie, Assistant to the City Manager Stephen Stolte, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 8, 2020**
2. **Sewer Service Charge Appeals FY 2020/21**
3. **Adoption of Appropriations Limitation**

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

NEW BUSINESS:

None.

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None

ADJOURNMENT:

At 7:27 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.



North San Mateo County Sanitation District *a subsidiary of the City of Daly City*

Meeting Date: September 14, 2020

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2019-20-21

Recommended Action

Based on staff review, we 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

Kaan Chin
 APN #003-071-050

Ivy Lo
 APN #003-223-130

Terrence Murphy
 APN #006-252-150

Flan Murray
 APN #006-062-080

Westborough Water District

Salim and Salwa Batshon
 BAT0025

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

Respectfully submitted,

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

Melva Gutierrez
 Utility Billing Supervisor

A handwritten signature in black ink, appearing to read "Timothy Nevin".

Timothy Nevin
 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

PARCEL NO.	003-071-050	2020 - 21
CUSTOMER NAME	KAAN CHIN	
SERVICE ADDRESS	100 LOS OLIVOS AVE	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	35
		2 MONTHS PRIOR	34
2 MONTHS AFTER	22	4 MONTHS PRIOR	33
4 MONTHS AFTER	24	6 MONTHS PRIOR	30
		8 MONTHS PRIOR	32
		10 MONTHS PRIOR	25
		ACTUAL ANNUAL USAGE	189
		BASE PERIOD ANNUALIZED	210
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	21
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	11%
		ANNUAL CREDIT IN DOLLARS	\$165.48

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

REASON FOR APPEAL

Requesting to adjust sewer charge prior to processing property tax.
Customer had increased usage due to family gatherings during the base period and holiday season.
Usage decreased back to their normal range after the base period.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on actual annual usage

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE

PARCEL NO. 006-252-150 2019-20
CUSTOMER NAME TERRENCE MURPHY
SERVICE ADDRESS 146 AND 148 2ND AVE DALY CITY CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	24
		2 MONTHS PRIOR	24
2 MONTHS AFTER	16	4 MONTHS PRIOR	20
4 MONTHS AFTER	16	6 MONTHS PRIOR	17
		8 MONTHS PRIOR	15
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	116
		BASE PERIOD ANNUALIZED	144
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	28
		PERCENTAGE CHANGE (MUST BE OVER 10%)	24%
		ANNUAL CREDIT IN DOLLARS	\$220.64

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

REASON FOR APPEAL

Customer had multiple leaking toilets during the base period and he was not informed by the tenants until later. He had the toilets repaired and usage continued to decrease since then.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE

PARCEL NO.	006-062-0880	2020-21
CUSTOMER NAME	FLAN MURRAY	
SERVICE ADDRESS	92 OAKMONT DR., DALY CITY 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	132
		2 MONTHS PRIOR	2
2 MONTHS AFTER	36	4 MONTHS PRIOR	4
4 MONTHS AFTER	4	6 MONTHS PRIOR	7
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	2
		ACTUAL ANNUAL USAGE	155
		BASE PERIOD ANNUALIZED	792
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	637
		PERCENTAGE CHANGE (MUST BE OVER 10%)	411%
		ANNUAL CREDIT IN DOLLARS	\$5,019.56
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

MR. MURRAY HAD A LEAK DURING THE BASE PERIOD. HE WAS APPROVED A HARDSHIP CREDIT IN MAY 2020 FOR THAT LEAK. AFTER THE LEAK WAS REPAIRED, HIS USAGE DECREASED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 9/14/2020

PARCEL NO. 003-223-130 2019-20
CUSTOMER NAME IVY LO
SERVICE ADDRESS 125 HILLSIDE BLVD., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	47
		2 MONTHS PRIOR	32
2 MONTHS AFTER	25	4 MONTHS PRIOR	21
4 MONTHS AFTER	6	6 MONTHS PRIOR	26
		8 MONTHS PRIOR	13
		10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	153
		BASE PERIOD ANNUALIZED	282
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	129
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	84%
		ANNUAL CREDIT IN DOLLARS	\$1,016.52
		(N.S.M.C.S.D. \$7.88 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, IVY LO HAD A TOILET LEAK. WHEN THE LEAK WAS FIXED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2020 - 2021
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. BAT0025
CUSTOMER NAME SALIM & SALWA BATSHON
SERVICE ADDRESS 2271 KENRY WAY, SOUTH SAN FRANCISCO, CA 94080

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	90
2 MONTHS AFTER 42	2 MONTHS PRIOR	27
4 MONTHS AFTER	4 MONTHS PRIOR	16
	6 MONTHS PRIOR	20
	8 MONTHS PRIOR	18
	10 MONTHS PRIOR	19
ACTUAL ANNUAL USAGE		190
BASE PERIOD ANNUALIZED		540
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		350
PERCENTAGE CHANGE (MUST BE OVER 10%)		184%
ANNUAL CREDIT IN DOLLARS		<u>\$ 3,454.50</u>

(Westborough rate \$ 9.87 per unit)

REASON FOR APPEAL

During the base period, the Batshons had a toilet leak which occurred during the base period. Please note that the the customers have been staying home due to COVID-19, so it took them a while to realize what was happening at their residence.

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: September 14, 2020

Subject: Purchase New Centrifuge Rotating Assembly

Recommended Action

Authorize staff to purchase a new rotating assembly and associated equipment for the Centrisys centrifuge at the Wastewater Treatment Plant (WWTP) in an amount not to exceed \$240,000 (includes a 10% contingency).

Background/Discussion

The centrifuges are a critical component of the solids removal process at the WWTP and are used to separate liquid from solids. There are two centrifuges at the Plant, a Centrisys that was purchased more than 15 years ago and an Andritz model that was purchased 9 years ago. This project will replace the internal mechanism of the Centrisys, its hydraulic drive, and other associated equipment. This will allow staff to replace the essential components of the centrifuge and restart the life of the unit. Having this equipment at the WWTP ready to install when needed provides for the uninterrupted operation of the solids removal process. Staff is requesting to sole source the purchase of this equipment because it is proprietary to the manufacturer Centrisys.

Fiscal Impact

This project is part of the Sanitation District's Capital Improvement Project FY 20/21 Budget and sufficient funds are available to provide for this action.

Summary/Conclusion

Authorize staff to purchase a new rotating assembly and associated equipment for the Centrisys type centrifuge at the WWTP for an amount not to exceed \$240,000 (includes a 10% contingency).

Staff is available to provide any additional information desired by the Chair or 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 Piccolotti".

Thomas Piccolotti
Director of Water and Wastewater Resources



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: September 14, 2020

Subject: Specialized Maintenance of Concrete Structures at the Wastewater Treatment Plant

Recommended Action

Authorize staff to contract with Grand Industries Inc. for specialized maintenance of concrete structures at the Wastewater Treatment Plant (WWTP) in an amount not to exceed \$212,000.

Background/Discussion

Staff identified various concrete structures at the WWTP in need of maintenance due to age and the corrosive atmosphere from the treatment of raw sewage. Some of the structures are part of the biological treatment process and air scrubber system and specialized concrete maintenance will be required because the processes cannot be taken out of service. Staff sought proposals for this work from three qualified contractors that are available to work during this pandemic. Below is a table with the cost of each proposal:

Contractor	Proposal Cost
Grand Industries Inc.	\$212,000
Lewis M. Menlo Inc.	\$220,000
Almer Corporation	\$240,000

Grand Industries Inc. is a responsible and experienced contractor that has successfully performed similar projects for the North San Mateo County Sanitation District at the WWTP.

Fiscal Impact

Sufficient funds are available to provide for this action in the Sanitation District's Capital Improvement Project FY 20/21 Budget 87-920-807 Plant Structures and 87-920-847 Treatment Plant Air Scrubbers.

Summary/Conclusion

Authorize staff to contract with Grand Industries Inc. for specialized maintenance of concrete structures at the WWTP in an amount not to exceed \$212,000.

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

Respectfully submitted,

A handwritten signature in blue ink, reading "Joshua Cosgrove".

Joshua Cosgrove
P&E Maintenance Manager

A handwritten signature in blue ink, reading "Thomas Piccolotti".

Thomas Piccolotti
Director of Water and Wastewater Resources