



## NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

333 – 90<sup>TH</sup> STREET, DALY CITY, CALIFORNIA 94015-1895

(650) 991-8127



### REGULAR MEETING – BOARD OF DIRECTORS

Monday, November 23, 2020 - 6:45 PM  
City Hall Council Chambers – 2<sup>nd</sup> Floor  
333 – 90<sup>th</sup> 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:

<https://bit.ly/dalycitynov23>

Please note, the virtual meeting website will only be available during the meeting on  
Date: November 23, 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/dalycitynov23> and to submit comments through the livestream website and/or submit public comments via email to [cityclerk@dalycity.org](mailto:cityclerk@dalycity.org) prior to the public meeting.

To submit a comment in writing, please email [cityclerk@dalycity.org](mailto: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 90<sup>th</sup> 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 November 9, 2020

Action Items:

2. Sewer Service Charge Appeals - FY2020/21
3. Construct an Air Filtering and Conditioning System for the Administration Building at the Wastewater Treatment Facility
4. Replace the Administration Building Roof at the Wastewater Treatment Facility
5. Cured In Pipe Place (CIPP) Rehabilitation of Sanitary Sewer Mainlines

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:

6. Board of Directors
7. Staff

ADJOURNMENT:

## **REGULAR MEETING - BOARD OF DIRECTORS**

### **MINUTES**

**November 9, 2020**

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on November 9, 2020.

The meeting was called to order by Chairman Glenn Sylvester at 8:08 p.m.

#### **ROLL CALL:**

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

Absent: None.

Staff Present: Assistant City Manager Stephen Stolte, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Director of Finance and Administrative Services Tim Nevin and Office Assistant II Gillian Chow as Recording Secretary.

#### **APPROVAL OF AGENDA:**

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

#### **CONSENT AGENDA:**

1. **Minutes of Regular Meeting of September 28, 2020**
2. **Sewer Service Charge Appeals FY 2020/21**

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

#### **NEW BUSINESS:**

None.

#### **REPORTS:**

3. **Board of Directors**

None.

4. **Staff**

None

#### **ADJOURNMENT:**

At 8:10 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: November 23, 2020

**Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2020-21**

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

Lien My Luong  
APN #002-262-220

Pamela Roberts  
APN #006-445-390

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

Respectfully submitted,

  
Melva Gutierrez  
Utility Billing Supervisor

  
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 11/23/2020

PARCEL NO. 002-262-220 2020-21  
CUSTOMER NAME LIEN MY LOUNG  
SERVICE ADDRESS 208 LOS BANOS AVE., DALY CITY, CA94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

|                |    |                                 |                 |
|----------------|----|---------------------------------|-----------------|
|                |    | BASE PERIOD                     | 44              |
|                |    | 2 MONTHS PRIOR                  | 35              |
| 2 MONTHS AFTER | 43 | 4 MONTHS PRIOR                  | 31              |
| 4 MONTHS AFTER | 39 | 6 MONTHS PRIOR                  | 26              |
|                |    | 8 MONTHS PRIOR                  | 20              |
|                |    | 10 MONTHS PRIOR                 | 21              |
|                |    |                                 | <hr/>           |
|                |    | <b>ACTUAL ANNUAL USAGE</b>      | <b>177</b>      |
|                |    |                                 |                 |
|                |    | BASE PERIOD ANNUALIZED          | 264             |
|                |    |                                 | <hr/>           |
|                |    | <b>ANNUAL CREDIT IN UNITS</b>   |                 |
|                |    | <b>(MUST BE OVER 15 UNITS)</b>  | <b>87</b>       |
|                |    |                                 | <hr/>           |
|                |    | <b>PERCENTAGE CHANGE</b>        |                 |
|                |    | <b>(MUST BE OVER 10%)</b>       | <b>49%</b>      |
|                |    |                                 |                 |
|                |    | <b>ANNUAL CREDIT IN DOLLARS</b> | <b>\$685.56</b> |
|                |    |                                 | <hr/> <hr/>     |

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

REASON FOR APPEAL

CUSTOMER HAD A LEAK DURING THE BASE PERIOD. REPAIRS WERE DONE AND USAGE SLOWLY DECREASED AFTERWARDS.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL USAGE

NORTH SAN MATEO COUNTY SANITATION DISTRICT  
SEWER SERVICE CHARGE APPEAL  
BOARD MEETING DATE 11/23/2020

PARCEL NO. 006-445-390 2020-21  
CUSTOMER NAME PAMELA ROBERTS  
SERVICE ADDRESS 27 ROYCE WAY DALY CITY, CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

|                |   |                                 |                         |
|----------------|---|---------------------------------|-------------------------|
|                |   | BASE PERIOD                     | 78                      |
|                |   | 2 MONTHS PRIOR                  | 0                       |
| 2 MONTHS AFTER | 1 | 4 MONTHS PRIOR                  | 0                       |
| 4 MONTHS AFTER | 2 | 6 MONTHS PRIOR                  | 0                       |
|                |   | 8 MONTHS PRIOR                  | 0                       |
|                |   | 10 MONTHS PRIOR                 | 0                       |
|                |   |                                 | <hr/>                   |
|                |   | <b>ACTUAL ANNUAL USAGE</b>      | <b>78</b>               |
|                |   |                                 |                         |
|                |   | BASE PERIOD ANNUALIZED          | <hr/> 468               |
|                |   |                                 |                         |
|                |   | <b>ANNUAL CREDIT IN UNITS</b>   |                         |
|                |   | <b>(MUST BE OVER 15 UNITS)</b>  | <hr/> <b>390</b>        |
|                |   |                                 |                         |
|                |   | <b>PERCENTAGE CHANGE</b>        |                         |
|                |   | <b>(MUST BE OVER 10%)</b>       | <b>500%</b>             |
|                |   |                                 |                         |
|                |   | <b>ANNUAL CREDIT IN DOLLARS</b> | <hr/> <b>\$3,073.20</b> |
|                |   |                                 |                         |
|                |   | (N.S.M.C.S.D. \$7.88 per unit)  |                         |

REASON FOR APPEAL

Customer had a leak during the base period, she had it repaired and the usage decreased afterwards.

STAFF RECOMMENDATION TO BOARD

Recommend approval - based on actual usage

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: November 23, 2020****Subject: Construct an Air Filtering and Conditioning System for the Administration Building at the Wastewater Treatment Facility**Recommended Action

Authorize staff to contract with ABM to construct an air filtering and conditioning system for the Administration Building at the Wastewater Treatment Facility in an amount not to exceed \$198,947.00.

Background/Discussion

The Administration Building is located at the Wastewater Treatment Facility and is subject to the corrosive nature of sewer gases. The building was never constructed with an air filtering or conditioning system when first built and administrative staff constantly deals with very noxious and sometimes hazardous odors. The corrosive sewer gases also cause accelerated deterioration of computer equipment and instrumentation used by administrative staff. This creates a difficult work environment and the new system will help to alleviate these problems. Staff requested informal bids from three qualified contractors under the California Uniform Public Construction Cost Accounting Act (CUPCCAA). The three bids are presented below:

| Contractor              | Cost      |
|-------------------------|-----------|
| ABM                     | \$198,947 |
| Legacy Mechanical       | \$245,746 |
| ACCO Mechanical Systems | No bid    |

Staff recommends awarding the contract to the lowest responsible bid of ABM for \$198,947.00.

Fiscal Impact

Sufficient funds are available from Capital Project 87-920-994-4536 to provide for this action.

Summary/Conclusion

Authorize staff to contract with ABM to construct an air filtering and conditioning system for the Administration Building at the Wastewater Treatment Facility in an amount not to exceed \$198,947.00.

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 J. Piccolotti".

Thomas J. Piccolotti  
Director of Water & Wastewater Resources

**North San Mateo County Sanitation District***a subsidiary of the City of Daly City***Meeting Date: November 23, 2020****Subject: Replace the Administration Building Roof at the Wastewater Treatment Facility**Recommended Action

Authorize staff to contract with Stronger Building Services to replace the roof of the Administration Building at the Wastewater Treatment Facility in an amount not to exceed \$180,000.00.

Background/Discussion

The roof of the Administration Building is beyond its useful life and requires constant maintenance to prevent and correct leaks. The building is located at the Wastewater Treatment Facility and is subject to the corrosive nature of sewer gases which causes the accelerated deterioration of the existing structures. The new roof will provide protection for the administrative staff from the sewer gases and surrounding environment. Staff requested informal bids from three qualified minority owned contractors under the California Uniform Public Construction Cost Accounting Act (CUPCAA). The three bids are presented below:

| Contractor                 | Cost      |
|----------------------------|-----------|
| Stronger Building Services | \$159,300 |
| Pioneer Contractors, Inc.  | \$194,400 |
| SF Roofing Services        | \$209,000 |

Staff recommends awarding the contract to the lowest responsible bid of Stronger Building Services for \$159,300 and including a contingency amount of approximately 15% for a total of \$180,000 in funding authority.

Fiscal Impact

Sufficient funds are available from Capital Project 87-920-994-4536 to provide for this action.

Summary/Conclusion

Authorize staff to contract with Stronger Builder Services to replace the roof of the Administration Building at the Wastewater Treatment Facility in an amount not to exceed \$180,000.00.

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 J. Piccolotti".

Thomas J. Piccolotti  
Director of Water & Wastewater Resources



## **North San Mateo County Sanitation District**

*a subsidiary of the City of Daly City*

**Meeting Date: November 23, 2020**

**Subject: Cured In Place Pipe (CIPP) Rehabilitation of Sanitary Sewer Mainlines**

### Recommended Action

Authorize staff to contract with SAK Construction for CIPP rehabilitation of eight sanitary sewer mainlines in an amount not to exceed \$297,668.00.

### Background

Staff identified through closed-circuit television (CCTV) inspection and review of maintenance records eight pipe segments needing rehabilitation due to age, defects, poor pipe installation methods when originally installed and increased staff time performing maintenance. All pipe segments are over 50 years old and have exceeded their service life. The CIPP rehabilitation process will create a new pipe inside the existing and will ensure continued, uninterrupted flow of wastewater. The pipe segments are located on Templeton Ave, Hill St., Allred Ln., Miriam St. and North Mayfair Ave.

### Discussion

The contractor SAK Construction was obtained through the Omnia Partners Program, a purchasing organization for public and private sector procurement, of which, this contractor is a member in good standing. The Omnia Partners Program provides competitively solicited and publicly awarded contracts with national suppliers. The total cost of this bid by SAK Construction is \$297,668.00.

### Fiscal Impact

Sufficient funds are available from Capital Project 87-920-832-4536, Sewer Main Repair/Replacement to provide for this action.

### Recommended Action

Authorize staff to contract with SAK Construction for CIPP rehabilitation of eight sanitary sewer mainlines in an amount not to exceed \$297,668.00.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin McCarthy".

Kevin McCarthy  
Collection System Manager

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

Thomas J. Piccolotti  
Director of Water and Wastewater Resources