



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 - SANITATION DISTRICT

AGENDA

Monday, July 11, 2022 - 6:45 PM

COVID-19 ANNOUNCEMENT - PUBLIC MEETINGS

Pursuant to Government Code section 54953(e) et seq., members of the NSMCSD Board and staff will participate in this meeting via a teleconference. Members of the public are encouraged to watch the meeting via livestream on the City's Youtube Channel at <https://www.youtube.com/DalyCityVideoMeetings>, the City's agenda website at <https://www.dalycity.org/agendas> or on local Channel 27 (Comcast).

Public Participation:

There are two ways to submit public comment: (1) send written comments by 4:00 pm on meeting day and (2) join to speak at the meeting via Zoom.

To submit a comment in writing to the Board Clerk, please email gchow@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 prior to the meeting. Those comments received after 4:00 pm will be added to the record and shared with the Board members following the public meeting. Comments are not read aloud into the record.

To speak at the meeting via Zoom, join at <https://bit.ly/dalycityjul11zoom>. Zoom will require an email address and name. The name entered will be visible online and will be used to notify you that it is your turn to speak. You may also join by visiting <https://zoom.us/join>. Enter meeting ID: 847 9745 9263, then enter email address and name. The July 11, 2022 Regular North San Mateo County Sanitation District board meeting may also be accessed via telephone by dialing +1 669 900 6833 (Local). Enter the meeting ID: 847 9745 9263, then press #.

When you would like to speak on an item during the public comment portion of the meeting, you will need to use the "raise hand" feature in Zoom. Public comment is limited to two (2) minutes maximum, and speakers may only comment once per item. You must familiarize yourself with Zoom prior to joining the meeting. The City will not be providing technical support.

If you do not wish to speak, the City requests that you watch the livestream of the meeting on the City's YouTube Channel at <https://www.youtube.com/DalyCityVideoMeetings>, the City's agenda website at <https://www.dalycity.org/agendas> or on local Channel 27 (Comcast).

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the Board Clerk at 991-8200 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record 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.

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 City Council. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the City Council. 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 27, 2022

Action Items:

2. Sewer Service Charge Appeals FY 22-23
3. Purchase of Coagulant Chemicals for the Wastewater Treatment Plant (WWTP)

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

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

NEW BUSINESS

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 27, 2022

The Board of Directors of the North San Mateo County Sanitation District convened in a virtual Regular Meeting on June 27, 2022.

The meeting was called to order by Chairman Dr. Rod Daus-Magbual at 7:00 p.m.

ROLL CALL:

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

Absent: None.

Staff Present: District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Assistant Director of Water and Wastewater Resources Joshua Cosgrove, Senior Management Analyst Anthony Tofiga, Director of Finance and Administrative Services Tim Nevin, Assistant City Manager Stephen Stolte, Assistant to the City Manager Leilani Ramos, and Administrative Assistant III Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of May 23, 2022**
2. **Sewer Service Charge Appeals – Fiscal Year 2021 & 2022-23**
3. **Adoption of Appropriations Limitation**
4. **Purchase of Mixer-Aerator Equipment for the Wastewater Treatment Plant (WWTP)**
5. **Accept \$69,181.24 Grant from the State Water Resources Control Board**

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

NEW BUSINESS:

None.

REPORTS:

6. **Board of Directors**

None.

7. **Staff**

None.

ADJOURNMENT:

At 7:03 p.m., call of adjournment of Regular Meeting by Chairman Dr. Rod Daus-Magbual.



North San Mateo County Sanitation District
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Meeting Date: July 11, 2022

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2022-23

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

Virgilio R and Jan E Fuentes
APN# 091-263-840

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

Respectfully submitted,

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

Timothy Nevin
Director of Finance and Administrative Services

Attachment: Sewer Service Charge Appeals

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. 091-263-840 2022-23
CUSTOMER NAME Virgilio R & Jan E Fuentes
SERVICE ADDRESS 566 Verducci Dr., Daly City, CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	105
		2 MONTHS PRIOR	13
2 MONTHS AFTER	16	4 MONTHS PRIOR	27
4 MONTHS AFTER		6 MONTHS PRIOR	10
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	15
		ACTUAL ANNUAL USAGE	182
		BASE PERIOD ANNUALIZED	630
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	448
		PERCENTAGE CHANGE (MUST BE OVER 10%)	246%
		ANNUAL CREDIT IN DOLLARS	\$4,040.96
		(N.S.M.C.S.D. \$9.02 per unit)	

REASON FOR APPEAL

Customer had toilet leak during base period. Usage decreased after repairs were completed. is requesting to use actual annual usage for TY2022-23 sewer fee calculation.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on actual annual usage.



Item # _____

Agenda Report

North San Mateo County Sanitation District

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Meeting Date: July 11, 2022

Subject: Purchase of Coagulant Chemicals for the Wastewater Treatment Plant (WWTP)

Recommended Action

Authorize staff to purchase coagulant chemicals for the WWTP in an amount not to exceed \$1,080,000.00.

Background/Discussion

The purchase of coagulant chemicals is a necessary component of treating wastewater and maintaining the WWTP's environmental permit. These chemicals help to bind and remove wastewater solids in several critical treatment processes such as the centrifuges, recycled water system, and air flotation system. Staff worked with different chemical manufacturers to determine which blends work most efficiently in our WWTP and the chemicals from Polydyne Inc. were shown to have the best performance. This company also had the best customer service while providing the chemicals within the required time.

This purchase will cover the coagulant chemical expenditures for the WWTP for Fiscal Year 2022-23 as projected by staff.

Fiscal Impact

Sufficient funds are available in the Sanitation Fund 87-381-372-4243 Operating Supplies.

Summary/Conclusion

Authorize staff to purchase coagulant chemicals for the WWTP in an amount not to exceed \$1,080,000.00.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Greg Krauss".

Greg Krauss
Chief of Operations

A handwritten signature in blue ink, appearing to read "Joshua Cosgrove".

Joshua Cosgrove
Assistant Director of Water and Wastewater Resources