



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, February 13, 2023 - 6:45 PM

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Public Participation:

There are two ways to submit public comment: (1) submit written comments by meeting day, and (2) attend the meeting in person.

1. To submit a comment in writing, please visit www.dalycity.org/agendas and complete the Public Comment form. In the comment field box, include the item number and/or title of the item as well as your comments. Public comments may also be emailed to gchow@dalycity.org by including "Public Comment" in the subject line. All comments received by 4:00 pm on meeting day will be provided to the Board members prior to the meeting. Comments are not read aloud into the record.

Please note: Any written comments received after 4:00 p.m. on the meeting date is not guaranteed to be received by the Board members prior to the meeting.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chambers and submit to a Staff Member as early in the meeting as possible.

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 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 January 9, 2023

Action Items:

2. Sewer Service Charge Appeals - Fiscal Year 2022-23
3. Biosolids Hauling and Disposal
4. Vista Grande Canal Overflow and John Muir Drive Repairs

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

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

REPORTS:

5. Board of Directors
6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

January 9, 2023

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on January 9, 2023, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Vice-Chairman Juslyn Manalo at 6:47 p.m.

ROLL CALL:

Present: Daus-Magbual, DiGiovanni, Sylvester, Manalo

Absent: Buenaventura

Staff Present: Interim General Manager Thomas Piccolotti, District Counsel Rose Zimmerman, Acting Director of Water and Wastewater Resources Joshua Cosgrove, Plant and Equipment Maintenance Manager Michael Patolo, Director of Finance and Administrative Services Tim Nevin, Director of Public Works Richard Chiu, Civil Engineer II Alex Yuen, Assistant to the City Manager Leilani Ramos, Administrative Assistant III Gillian Chow, and Office Assistant II Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (DiGiovanni/Daus-Magbual) and unanimously approved.

CONSENT AGENDA:

1. Minutes of Special Meeting of December 13, 2022
2. Sewer Service Charge Appeals – Fiscal Year 2022-2023
3. Acceptance of Sewer Easement from the Jefferson Union High School District – 699 Serramonte Boulevard

Motion was made, seconded (Daus-Magbual/DiGiovanni) and unanimously approved.

NEW BUSINESS:

None.

REPORTS:

4. Board of Directors

None.

5. Staff

None.

ADJOURNMENT:

At 6:49 p.m., call of adjournment of Regular Meeting by Vice-Chairman Juslyn Manalo.



North San Mateo County Sanitation District
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Meeting Date: February 13, 2023

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

Manilla, Gloria
APN #006-392-210

Wu, Jia Chao
APN #003-210-250

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. 006-392-210 2022-23
CUSTOMER NAME Gloria O. Manilla
SERVICE ADDRESS 325 1st Ave., Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	62
		2 MONTHS PRIOR	31
2 MONTHS AFTER	52	4 MONTHS PRIOR	15
4 MONTHS AFTER	3	6 MONTHS PRIOR	12
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	7
		ACTUAL ANNUAL USAGE	137
		BASE PERIOD ANNUALIZED	372
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	235
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	172%
		ANNUAL CREDIT IN DOLLARS	\$2,119.70
		(N.S.M.C.S.D. \$9.02 per unit)	

REASON FOR APPEAL

During the base period, customer had a leaking toilet. After repairs were completed, usage decreased back to their normal average. Customer also filed water hardship appeal, which was approved on 6/2022.

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. 003-210-250 2022-23
CUSTOMER NAME Jia Chao Wu
SERVICE ADDRESS 6347 Mission St, Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	38
		2 MONTHS PRIOR	1
2 MONTHS AFTER	2	4 MONTHS PRIOR	1
4 MONTHS AFTER	1	6 MONTHS PRIOR	2
		8 MONTHS PRIOR	1
		10 MONTHS PRIOR	0
		ACTUAL ANNUAL USAGE	43
		BASE PERIOD ANNUALIZED	228
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	185
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	430%
		ANNUAL CREDIT IN DOLLARS	\$1,668.70

(N.S.M.C.S.D. \$9.02 per unit)

REASON FOR APPEAL

During the base period, customer found a leak stemming from his toilet. After repairs were completed, usage decreased back to their normal average.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage



North San Mateo County Sanitation District

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Meeting Date: February 13, 2023

Subject: Biosolids Hauling and Disposal

Recommended Action

Authorize staff to enter into a two-year agreement, with an option for a one-year extension with Synagro Incorporated, for the purpose of hauling and disposal of biosolids produced at the Wastewater Treatment Facility not to exceed \$1,350,000.00. The annual estimate is \$450,000.00 and the not to exceed amount over three years is \$1,350,000.00.

Background/Discussion

As landfill sites become scarce, finding hauling and disposal services have become increasingly difficult. Synagro Inc. is the largest sludge hauler in Northern California with access to the land fill sites for disposing of non-compost biosolids. Several attempts were made to acquire a competitive quote from another hauler, S & S Trucking, but the company was unresponsive and unable to provide a quote.

Synagro Inc. is a responsible and experienced contractor that has been hauling and disposing biosolids from the North San Mateo County Sanitation District's Wastewater Treatment Facility for the last 15 years. They have access to most land fill sites and contract with many of the surrounding wastewater treatment facilities.

Fiscal Impact

Estimated annual sludge hauling costs are approximately \$450,000.00. Sufficient funds are available to provide for this action in the Sanitation District's FY 2022-23, FY2023-24, and FY 2024-25 Operating Budgets 87-381-372-4220 (Contractual Services).

Summary/Conclusion

Authorize staff to enter into a two-year agreement, with an option for a one-year extension with Synagro Incorporated, for the purpose of hauling and disposal of biosolids produced at the Wastewater Treatment Facility not to exceed \$1,350,000.00. The annual estimate is \$450,000.00 and the not to exceed amount over three years is \$1,350,000.00.

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 that reads "Joshua Cosgrove".

Joshua Cosgrove
Acting Director of Water and Wastewater Resources

A handwritten signature in black ink that reads "Gregory Krauss".

Gregory Krauss
Chief of Operations



North San Mateo County Sanitation District

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Meeting Date: February 13, 2023

Subject: Vista Grande Canal Overflow and John Muir Drive Repairs

Recommended Action

Authorize staff to approve the emergency repairs to John Muir Drive damaged during the December 31, 2022, storm event and the resulting Vista Grande Canal Overflow by Grand Industries, Inc. and process the company's invoice for payment in an amount not to exceed \$100,000.00.

Background/Discussion

On December 31, 2022, a significant storm event passed through the San Francisco Bay Area delivering almost six inches of water in Daly City. Unfortunately, the subsequent drainage water from this storm event flowed through the Vista Grande Basin and into the Vista Grande Canal overwhelming the capacity of both the Canal and Tunnel. The Vista Grande Canal overtopped and overflowed at multiple locations along John Muir Drive and caused significant damage at one east side location of this street adjacent to the Lake Merced shore. This damage undermined the sidewalk and threatened the north lane of John Muir Drive along with the wastewater effluent facilities of the North San Mateo County Sanitation District (NSMCSD). The NSMCSD is a responsible agency for the Vista Grande Drainage Basin Improvement Project which, when complete, will increase the capacity of these facilities preventing flooding like this in the future. Because of prior agreement between the NSMCSD and the City of San Francisco, the owner of John Muir Drive, the NSMCSD is responsible for making repairs when the damage is caused by drainage water from the Vista Grande Canal and Tunnel. These repairs were needed immediately because both John Muir Drive and the wastewater effluent line were at risk of failure with substantial storm events forecasted in January.

When the damage occurred, staff worked with the City of San Francisco to secure emergency permits to begin repairs immediately before the damage worsened. Grand Industries, Inc. was mobilized and under contract performing similar concrete and retaining wall work at the Wastewater Treatment Facility. The company was able to move equipment and materials to the job site on John Muir Drive and the Vista Grande Canal and complete the repairs ahead of major storms that would have further eroded the soil under the street.

Fiscal Impact

Funding is available for this action in the Vista Grande Drainage Basin Improvement Project capital account 87-920-842-4220.

Summary/Conclusion

Authorize staff to approve the emergency repairs to John Muir Drive damaged during the December 31, 2022, storm event and the resulting Vista Grande Canal Overflow by Grand Industries, Inc. and process the company's invoice for payment in an amount not to exceed \$100,000.00.

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 that reads "Joshua Cosgrove".

Joshua Cosgrove
Acting Director of Water and Wastewater Resources

A handwritten signature in blue ink that reads "Kaila DeFries".

Kaila DeFries
Acting Assistant Director of Water and Wastewater Resources