



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, August 14, 2023 - 6:45 PM

To watch the live telecast or livestream:

Comcast Channel 27, <https://www.youtube.com/DalyCityVideoMeetings> or
<https://www.dalycity.org/agendas>

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 dwwr@dalycity.org by including "Public Comment" in the subject line. All written 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 June 26, 2023

Action Items:

2. Sewer Service Charge Appeals FY 2023-24
3. Purchase of Disinfection Chemicals for the Wastewater Treatment Facility
4. Purchase of Coagulant Chemicals for the Wastewater Treatment Facility

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

5. Award of Contract for the Construction of the Dissolution Equipment Replacement Project

REPORTS:

6. Board of Directors
7. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 26, 2023

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on June 26, 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 6:49 p.m.

ROLL CALL:

Present: Daus-Magbual, Sylvester, Manalo

Absent: DiGiovanni, Buenaventura

Staff Present: General Manager Thomas Piccolotti, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Joshua Cosgrove, Acting Assistant Director/Senior Management Analyst Anthony Tofiga, Chief of Operations Greg Krauss, Director of Finance and Administrative Services Tim Nevin, Assistant to the City Manager Leilani Ramos, and Office Assistant II Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of May 22, 2023**
2. **Adoption of Appropriations Limitation**
3. **Resolution Adopting Operating and Capital Budget for Fiscal Year 2024 for the North San Mateo County Sanitation District**
4. **Sewer Service Charge Appeals – Fiscal Year 2023-2024**

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

NEW BUSINESS:

None.

REPORTS:

5. **Board of Directors**

None.

6. **Staff**

None.

ADJOURNMENT:

At 6:51 p.m., call of adjournment of Regular Meeting by Vice-Chairman Juslyn Manalo.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: August 14, 2023

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2023-24

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

NSMCSD/City of Daly City, Lessee
APN# 002-150-330

Liang, Guo Huan
APN# 003-052-180

Ma, Adrian
APN# 003-439-040

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. 002-150-330 2023-24
CUSTOMER NAME NSMCSD/ City of Daly City, Lessee
SERVICE ADDRESS 153 Lake Merced Blvd., Daly City, CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	6047
		2 MONTHS PRIOR	3126
2 MONTHS AFTER	4690	4 MONTHS PRIOR	3685
4 MONTHS AFTER	4053	6 MONTHS PRIOR	3288
		8 MONTHS PRIOR	3400
		10 MONTHS PRIOR	3435
		ACTUAL ANNUAL USAGE	22981
		BASE PERIOD ANNUALIZED	36282
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	13301
		PERCENTAGE CHANGE (MUST BE OVER 10%)	58%
		ANNUAL CREDIT IN DOLLARS	\$130,748.83
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, usage increased due to storm damage. Usage began to decrease the next billing cycles. Requesting to adjust the sewer fee for TY 2023-24

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. 003-052-180 2023-24
CUSTOMER NAME Guo Huan Liang
SERVICE ADDRESS 139 Hillcrest Dr., Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	44
		2 MONTHS PRIOR	67
2 MONTHS AFTER	9	4 MONTHS PRIOR	46
4 MONTHS AFTER	8	6 MONTHS PRIOR	26
		8 MONTHS PRIOR	19
		10 MONTHS PRIOR	9
		ACTUAL ANNUAL USAGE	211
		BASE PERIOD ANNUALIZED	264
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	53
		PERCENTAGE CHANGE (MUST BE OVER 10%)	25%
		ANNUAL CREDIT IN DOLLARS	\$520.99
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

Customer had a toilet leak before and through the base period. They repaired it immediately after being aware of the leak. Usage decreased the next billing cycle. Requesting to adjust the sewer fee for TY 2023-24.

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. 003-439-040 2022-23
CUSTOMER NAME Adrian Ma
SERVICE ADDRESS 718 Hillside Blvd., Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	38
		2 MONTHS PRIOR	6
2 MONTHS AFTER	24	4 MONTHS PRIOR	13
4 MONTHS AFTER	15	6 MONTHS PRIOR	13
		8 MONTHS PRIOR	17
		10 MONTHS PRIOR	21
		ACTUAL ANNUAL USAGE	108
		BASE PERIOD ANNUALIZED	228
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	120
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	111%
		ANNUAL CREDIT IN DOLLARS	\$1,179.60
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, the customer found a leak stemming from his toilet. He didn't realize until the next billing cycle. Usage decreased after repairs were completed.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: August 14, 2023

Subject: Purchase of Disinfection Chemicals for the Wastewater Treatment Facility (WWTF)

Recommended Action

Authorize staff to purchase disinfection chemicals for the WWTF in an amount not to exceed \$425,000.00 for Fiscal Year 2023-24.

Background/Discussion

The purchase of chemicals for the WWTF's disinfection process is a necessary component of maintaining the Facility's environmental permit. Sodium Hypochlorite is used to disinfect the effluent as the final process and Sodium Bisulfite is used to neutralize the Sodium Hypochlorite prior to discharging into the Pacific Ocean. Both chemicals are part of the bid process by the Bay Area Chemical Consortium, in Which the District is a member. The Consortium ensures that its members receive the lowest price on the chemicals associated with the Consortium. This company also had the most responsive customer service while providing the chemicals within the required time.

This purchase will cover these chemical expenditures for the WWTF for Fiscal Year 2023-24.

Fiscal Impact

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

Summary/Conclusion

Authorize staff to purchase disinfection chemicals for the WWTF in an amount not to exceed \$425,000.00 for Fiscal Year 2023-24.

Respectfully submitted,

A handwritten signature in blue ink that reads "Joshua Cosgrove".

Joshua Cosgrove
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

a subsidiary of the City of Daly City

Meeting Date: August 14, 2023

Subject: Purchase of Coagulant Chemicals for the Wastewater Treatment Facility (WWTF)

Recommended Action

Authorize staff to purchase coagulant chemicals for the WWTF in an amount not to exceed \$1,000,000.00 for Fiscal Year 2023-24.

Background/Discussion

The purchase of coagulant chemicals is a necessary component of treating wastewater and maintaining the WWTF'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 WWTF and the chemicals from Polydyne Inc. were shown to have the best performance. This company also had the most responsive customer service while providing the chemicals within the required time.

This purchase will cover the coagulant chemical expenditures for the WWTF for Fiscal Year 2023-24 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 \$1,000,000.00.

Respectfully submitted,

A handwritten signature in blue ink that reads "Joshua Cosgrove".

Joshua Cosgrove
Director of Water and Wastewater Resources

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

Gregory Krauss
Chief of Operations



City Council Meeting Agenda Report

Item # _____

Meeting Date: August 14, 2023.

Subject: Award of Contract for the Construction of the Dissolution Equipment Replacement Project with Valentine Corporation

Recommended Action

Board of Directors accept all bids received, waive any minor inconsistencies, and authorize staff to contract with Valentine Corporation for the installation and replacement of dissolution equipment for the bid cost of \$2,223,219.00 and a 15% contingency amount. Total not to exceed amount would be \$2,556,701.00.

Background

The biological reactors are a critical component of the Wastewater Treatment Facility (WWTF) and consist of concrete tanks with mixer-aerator equipment inside that are fixed at the top liquid level. The mixer-aerators are used for the dissolution of oxygen with incoming wastewater and to mix the liquid in the entire reactor. Microorganisms maintained in the liquid consume the oxygen and pathogenic organisms in the wastewater providing the required level of treatment. The equipment in this critical process is at the end of its useful life and are not operating at peak efficiency. Staff purchased new Mixer Aerator equipment which is estimated to arrive in April of 2024 and this project involves the construction and installation of that equipment. Staff worked with the engineering firm Hazen and Sawyer to design the construction bid documents which were put out to bid earlier this year.

Discussion

On June 29, 2023, three sealed bid proposals were opened, with Valentine Corporation providing the lowest responsible bid.

Construction Company	Bid Cost
Valentine Corporation	\$2,223,219.00
GSW Construction	\$2,255,000.00
Anvil Builders	\$2,642,000.00

Staff recommends selecting the lowest responsible bid from Valentine Corporation. This company has successfully performed similar complex wastewater construction work in the San Francisco Bay Area.

Fiscal Impact

Sufficient funds are available in Fund 87-920-942-4536 Plant Aeration Mixer Upgrade to provide for this action.

Summary/Conclusion

Board of Directors accept all bids received, waive any minor inconsistencies, and authorize staff to contract with Valentine Corporation for the installation and replacement of dissolution equipment for the bid cost of \$2,223,219.00 and a 15% contingency amount. Total not to exceed amount would be \$2,556,701.00.

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

Respectfully submitted,

Joshua Cosgrove
Director of Water and Wastewater Resources

Gregory Krauss
Chief of Operations

City Council Agenda Report

Subject: Award of Contract for the Construction of the Dissolution Equipment Replacement Project with Valentine Corporation

Meeting Date: August 14, 2023.

Page 2 of 2

SECTION 00300

BID SCHEDULE

(To Accompany Bid)

To:

Department of Water and Wastewater Resources
City of Daly City
153 Lake Merced Boulevard
Daly City, California 94015

Name of Bidder Valentine Corporation, Inc.

Business Address 111 Pelican Way San Rafael, CA 94901

The undersigned as Bidder declares that it has carefully examined the location of the proposed work, the Contract Documents, and the Plans and Specifications therein referred to, and the Bidder proposes and agrees if this Proposal is accepted, that it will contract with Daly City to provide all labor, materials, necessary machinery, tools, apparatus, and other means of construction and services, and do all the Work specified in the Contract in the manner and time hereinafter set forth required for the construction of the Work involved in the improvements designated as:

Dissolution Equipment Replacement

ADDENDUM RECEIPT: The receipt of the following Addenda to the Contract Documents is acknowledged:

Addendum No. 1

Dated 04/13/23 *ROV*

Addendum No. 2

Dated 06/19/23 *ROV*

Addendum No. _____

Dated _____

Addendum No. _____

Dated _____

The Bidder proposes and agrees to contract with Daly City to perform all the above Work, including subsidiary obligations as defined in said Specifications for the following Bid Schedule:

BID SCHEDULE

Bid items 1 through 9 include all work set forth under this contract. Bid prices shall include everything necessary for the completion of the work including, but not limited to, providing the materials, equipment, tools, plant and other facilities, and the management, superintendence, labor and services. Bid prices shall include allowance for federal, state and local taxes. Bid items are further described in Section 01 01 00 – Special Provisions.

Abbreviations used in the Bidding Schedule are defined as follows:

LS – lump sum

Item No.	Estimated Quantity	Description	Quantity	Bid Item Amount
1	1 LS	Mobilization / Demobilization	Lump Sum	\$ <u>\$50,000⁰⁰</u>
2	1 LS	Demolition	Lump Sum	\$ <u>\$90,000⁰⁰</u>
3	1 LS	Install New Mixer-Aerators and Associated Equipment	Lump Sum	\$ <u>\$135,000⁰⁰</u>
4	1 LS	Install New Access Hatches	Lump Sum	\$ <u>\$31,000⁰⁰</u>
5	1 LS	Electrical and Controls	Lump Sum	\$ <u>\$510,219⁰⁰</u>
6	1 LS	Testing and Startup	Lump Sum	\$ <u>\$35,000⁰⁰</u>
7	1 LS	All Other Work	Lump Sum	\$ <u>\$136,000⁰⁰</u>
8	1 LS	Partial MIC Coating	Lump Sum	\$ <u>\$1,126,000⁰⁰</u>
9	1 LS	Nosing	Lump Sum	\$ <u>\$110,000⁰⁰</u>

Total Bid Amount for Dissolution Equipment Replacement – Base Bid, the summation of Bid

Items 1 through 9: Two Million Two Hundred Twenty-Three Thousand Two Hundred dollars
(amount in words) \$ \$2,223,219⁰⁰ (amount in numbers). and Nineteen dollars and No/100

In submitting its Bid, the undersigned Bidder understands and agrees to the following:

- A) Each Bid Item above must be filled in and completed.
- B) The total Bid Amount is determined by the sum total of all Bid Item Extended Amounts in the Bid Schedule. The Bid Item Extended Amount is the product of the Quantity times the Unit Price.
- C) If award is made, it will be based on the lowest responsive, responsible Bid whose Total Bid Amount, yields the lowest total Contract Price. Only one Contract will be awarded. No Bid Items will be excluded from the awarded Contract.

- D) Where lump sum prices are in the Bidding Schedule, they shall include all labor, materials and equipment necessary to produce a complete and finished job.
- E) When no specific item is listed in the Bidding Schedule for work required, the cost of such work shall be included in the price bid for the item which most appropriately covers the work.

The undersigned has filled in all information required in this Bid Schedule and understands that failure to do so is grounds for rejecting the Bid by the City.

The Authority reserves the right to change, delete or add new work to the Contract as per the terms of the General Conditions of the Contract Documents.

The undersigned has checked carefully all the above figures and understands that the City will not be responsible for any errors or omissions on the part of the undersigned in making up this Proposal.

The undersigned understands that the Authority reserves the sole right to reject any or all Bids and to waive any informality in Bids received. Award will be made to the lowest responsible bidder as determined by the governing Commission of Authority.

This Proposal shall not be withdrawn within a period of seventy (70) days after the date set for the opening of bids.

Enclosed herewith is a (certified check, cashier's check, **Proposal Guarantee Bond**) for the sum of _____ dollars (\$ _____), being not less than ten (10) percent of the total amount of this Proposal and the undersigned agrees that, in case of its default in executing the Contract and providing the necessary bonds and insurance after award and due notice thereof, the said check or bond and the money payable thereon shall become and remain the property of the City as liquidated damages without proof of loss within ten (10) days of notice of such default by the Authority. In the event Bidder provides the City with a Proposal Guaranty Bond, said Proposal Guaranty Bond shall be on the form provided in Section 00410, PROPOSAL GUARANTY BOND, and shall be issued by a corporate Surety authorized to conduct business in California. At its discretion, the City may request that a certified copy of the Certificate of Authority of the Surety issued by the Insurance Commissioner of the State of California be submitted by the Surety to the Authority. Likewise the Authority may also require the Surety to provide copies of its most recent annual statement and quarterly statement filed with the Department of Insurance pursuant to Article 10 (commencing with Section 900) of Chapter 1 of Part 2 of Division 1 of the California Insurance Code. The Bond and the corporate Surety will be reviewed and subject to the approval of Authority's legal counsel.

In accordance with the Contract Documents, the undersigned further agrees to plan and prosecute the Work of the Project with such diligence that said Work shall be commenced within ten (10) days after the date established in the Notice to Proceed and shall be completed within the time specified in Section 00800-1.1, TIME ALLOWED FOR COMPLETION.

The undersigned agrees, if awarded the Contract, that said Bidder and all of said Bidder's subcontractors, shall pay to all laborers, workers and mechanics employed in the execution of the Contract not less than the general prevailing rate of per diem wages and rates for overtime and legal holidays in the locality in which the Work is to be performed, as determined by the Director of Industrial Relations in accordance with California Labor Code Section 1770, which schedule shall be available for review at City's principal office.

The Project is a public work. Therefore, the prime contractor and all subcontractors for the Project must be registered with the California Department of Industrial Relations pursuant to the provisions of Labor Code Section 1725.5 in order to be qualified to bid on, be listed in a bid proposal, or engage in the performance of any work under the Contract for the Project. A bid shall not be accepted nor any contract or subcontract be entered into without proof of the contractor or subcontractor's current registration to perform public work pursuant to Labor Code Section 1725.5. The undersigned Bidder hereby certifies that she/he/it is registered pursuant to that Section.

Pursuant to Labor Code Section 1771.4, the Project is subject to compliance monitoring and enforcement by the Department of Industrial Relations. The prime contractor shall post jobsite notices as prescribed by regulation and the prime contractor and each subcontractor shall furnish the records specified in Labor Code Section 1776 directly to the Labor Commissioner as specified in said Section 1771.4. Pursuant to Labor Code Section 1773.3, the City shall provide notice to the Department of Industrial Relations of the award of the contract for the Project within five days of the award.

The representations made herein, including the Bidder's licensing and registration information hereinafter furnished, are made under penalty of perjury. The undersigned understands that any bid not containing said licensing and registration information, or containing any information which is subsequently proven false, may be considered non-responsive, and may be rejected by Daly City.

Contractor: Robert O. Valentine - President
(Print or Type Contractor's Legal Name)

Signature: 

Title: President

Date: June 29, 2023

Contractor's License No. 229225

License Classification: A, B, Haz

Expiration Date: 1/31/2024

Registration No. 1000003272

Address 111 Pelican Way San Rafael, CA 94901

Telephone Number: 415-453-3732

Fax Number: 415-457-5820

**** END OF SECTION ****

