



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

Special Meeting - SANITATION DISTRICT

AGENDA

Tuesday, November 12, 2024 - 6:45 PM

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

1. To submit written comments by meeting day, please email dwwr@dalycity.org and include "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.

Please note: Any emailed comments received after 4:00 p.m. on the meeting date are not guaranteed to be received by the Board members prior to the meeting. Comments are not read aloud into the record.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chamber and submit it 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 (650) 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. Minutes of Regular Meeting September 23, 2024

Action Items:

2. Sewer Service Charge Appeals - Fiscal Year 2023-24/24-25
3. Dissolution Equipment Replacement Project with Valentine Corporation

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:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

September 23, 2024

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on September 23, 2024, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairperson Juslyn Manalo at 6:46 p.m.

ROLL CALL:

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

Absent: None

Staff Present: General Manager Thomas J. Piccolotti, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Joshua Cosgrove, Assistant to the Director of WWR Kaila DeFries, Chief of Operations Gregory Krauss, Senior Management Analyst Anthony Tofiga, Collection Systems Manager Louis Langi, Director of Finance and Administrative Services Tim Nevin, Assistant to the City Manager Leilani Ramos, Executive Administrative Assistant Angelica Zermenio, and Office Assistant II Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

CONSENT AGENDA:

1. Minutes of Regular Meeting of July 22, 2024
2. Sewer Service Charge Appeals – Fiscal Year 2023-24/2024-25
3. Approval of Amendment #8 to Professional Services Agreement with Delve Underground
4. Approval of Professional Services Agreement with Environmental Science Associates for the Vista Grande Drainage Basin Improvement Project
5. Engineering Design Services for the I-280 Sewer Crossing

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

NEW BUSINESS:

None.

REPORTS:

6. Board of Directors

None.

7. Staff

None.

ADJOURNMENT:

Motion was made, seconded (Sylvester/Daus-Magbual) and unanimously carried to adjourn the Regular Meeting at 6:48 p.m.



North San Mateo County Sanitation District

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Meeting Date: November 12, 2024

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2023-24/24-25

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

Xu, Ling Zhi & Feng, Tian Ching
APN# 003-122-060

Huang, Kun
APN# 003-362-200

Williams, Harry
APN# 090-040-610

Castillo, May & Ramil
APN# 091-455-310

Mashhoud, Minu
APN# 091-201-080

Rivera, Rita
APN# 091-313-140

Cal Water

Hasbun, Louella & Oscar
APN# 006-103-070

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 "T. 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.	003-122-060	2023-24
CUSTOMER NAME	Ling Zhi Xu and Tian Ching Feng	
SERVICE ADDRESS	66 Alp Ave., Daly City CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	90
		2 MONTHS PRIOR	12
2 MONTHS AFTER	13	4 MONTHS PRIOR	14
4 MONTHS AFTER	16	6 MONTHS PRIOR	19
		8 MONTHS PRIOR	17
		10 MONTHS PRIOR	18
ACTUAL ANNUAL USAGE			170
BASE PERIOD ANNUALIZED			540
ANNUAL CREDIT IN UNITS			
(MUST BE OVER 15 UNITS)			370
PERCENTAGE CHANGE			
(MUST BE OVER 10%)			218%
ANNUAL CREDIT IN DOLLARS			\$3,637.10
(N.S.M.C.S.D. \$9.83 per unit)			

REASON FOR APPEAL

Homeowners had a toilet leak during the base period. Once the leak was repaired, usage decreased back to their normal usage.

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. 003-362-200 2024-25
CUSTOMER NAME Kun Huang
SERVICE ADDRESS 62 Bismark St., Daly City CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	31
		2 MONTHS PRIOR	7
2 MONTHS AFTER	29	4 MONTHS PRIOR	6
4 MONTHS AFTER	5	6 MONTHS PRIOR	6
		8 MONTHS PRIOR	4
		10 MONTHS PRIOR	4
ACTUAL ANNUAL USAGE			58
BASE PERIOD ANNUALIZED			186
ANNUAL CREDIT IN UNITS			
(MUST BE OVER 15 UNITS)			128
PERCENTAGE CHANGE			
(MUST BE OVER 10%)			221%
ANNUAL CREDIT IN DOLLARS			\$1,258.24
(N.S.M.C.S.D. \$9.83 per unit)			

REASON FOR APPEAL

Customer had a leak during the base period and was unaware until the following statement cycle. Once aware, he was able to get repairs done and usage has gone down 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.	090-040-610	2023-24
CUSTOMER NAME	Harry Williams	
SERVICE ADDRESS	2 Dalerose Ct., Daly City CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	73
		2 MONTHS PRIOR	55
2 MONTHS AFTER	22	4 MONTHS PRIOR	20
4 MONTHS AFTER	14	6 MONTHS PRIOR	18
		8 MONTHS PRIOR	13
		10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	193
		BASE PERIOD ANNUALIZED	438
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	245
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	127%
		ANNUAL CREDIT IN DOLLARS	\$2,408.35
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, customer found a leak in the bathroom. 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
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE

PARCEL NO.	091-455-310	2024-25
CUSTOMER NAME	May and Ramil Castillo	
SERVICE ADDRESS	160 Marbly Ave., Daly City CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	84
2 MONTHS AFTER	8	2 MONTHS PRIOR	48
4 MONTHS AFTER	7	4 MONTHS PRIOR	12
		6 MONTHS PRIOR	9
		8 MONTHS PRIOR	9
		10 MONTHS PRIOR	8
		ACTUAL ANNUAL USAGE	170
		BASE PERIOD ANNUALIZED	504
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	334
		PERCENTAGE CHANGE (MUST BE OVER 10%)	196%
		ANNUAL CREDIT IN DOLLARS	<u>\$3,283.22</u>
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

There was a leak at the pipe behind the wall. It took homeowners 4 months to find the leak. Once the plumber repaired the leak, usage decreased back to their normal usage.

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. 091-201-080 2024-25
CUSTOMER NAME Minu Mashhoud
SERVICE ADDRESS 266 Shipley Ave., Daly City CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	39
		2 MONTHS PRIOR	8
2 MONTHS AFTER	14	4 MONTHS PRIOR	13
4 MONTHS AFTER	8	6 MONTHS PRIOR	11
		8 MONTHS PRIOR	12
		10 MONTHS PRIOR	10
ACTUAL ANNUAL USAGE			93
BASE PERIOD ANNUALIZED			234
ANNUAL CREDIT IN UNITS			
(MUST BE OVER 15 UNITS)			141
PERCENTAGE CHANGE			
(MUST BE OVER 10%)			152%
ANNUAL CREDIT IN DOLLARS			\$1,386.03
(N.S.M.C.S.D. \$9.83 per unit)			

REASON FOR APPEAL

Customer had a leak during the base period and he repaired the leak once he found the high usage from the water bill. After repairs were done, usage has gone down 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.	006-103-070	2024-25
CUSTOMER NAME	Louella and Oscar Hasbun	
SERVICE ADDRESS	843 Thornhill Dr., Broadmoor, CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	62
		2 MONTHS PRIOR	9
2 MONTHS AFTER	-	4 MONTHS PRIOR	11
4 MONTHS AFTER	-	6 MONTHS PRIOR	10
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	8
		ACTUAL ANNUAL USAGE	110
		BASE PERIOD ANNUALIZED	372
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	262
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	238%
		ANNUAL CREDIT IN DOLLARS	\$2,575.46
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, 60 units of water usage were from Jan. The house was rented out so the customers were not sure what has happened. However, the tenants have fixed the issue immediately and Feb usage went down to 2 units.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage



North San Mateo County Sanitation District

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Meeting Date: November 12, 2024

Subject: Dissolution Equipment Replacement Project with Valentine Corporation

Recommended Action

Authorize staff to execute change orders increasing the not-to-exceed amount for the Dissolution Equipment Replacement Project with Valentine Corporation by \$70,728.00, increasing the overall project cost to \$2,627,428.85.

Background/Discussion

The NSMCSD Board approved the Dissolution Equipment Replacement Project with Valentine Corporation at the Wastewater Treatment Facility's Biological Reactor Tanks in August 2023 with construction started in August of 2024. The Board authorized the Project with a not-to-exceed amount of \$ 2,556,701.85. The Project is near complete and on schedule, but additional work was needed. During construction and when the Biological Reactor Tanks were emptied of sewage and taken out of service, the interior concrete was identified as requiring rehabilitation. This was unanticipated as part of the design and staff was required to perform this work when the tanks were empty of sewage and out of service. The additional work increases the total project cost by \$70,728.00 to \$2,627,429.85. This is the final construction work required and all other work has been completed and the Project is ready for final inspection and potential formal completion by the Board.

Fiscal Impact

Sufficient funds are available in the Sanitation Fund Balance for this action.

Summary/Conclusion

Authorize staff to execute change orders increasing the not-to-exceed amount for the Dissolution Equipment Replacement Project with Valentine Corporation by \$70,728.00 and increasing the overall project cost to \$2,627,429.85.

Staff is available to answer any questions by the Chair or members of the Board.

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