



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, January 13, 2025 - 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:

REORGANIZATION OF BOARD OF DIRECTORS

1. A. Election of Chair
 B. Election of Vice Chair

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:

2. Minutes of Special Meeting November 12, 2024

Action Items:

3. Sewer Service Charge Appeals - Fiscal Year 2023 - 24/25
4. Wastewater Treatment Plant Roof Replacement Phase II

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:

SPECIAL MEETING - BOARD OF DIRECTORS

MINUTES

November 12, 2024

The Board of Directors of the North San Mateo County Sanitation District convened in a Special Meeting on November 12, 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 7:06 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 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 (DiGiovanni, Proaño) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of September 23, 2024**
2. **Sewer Service Charge Appeals – FY 2023-24/24-25**
3. **Dissolution Equipment Replacement Project with Valentine Corporation**

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

NEW BUSINESS:

None.

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None.

ADJOURNMENT:

Motion was made, seconded (Manalo/Daus-Magbual) and unanimously carried to adjourn the Special Meeting at 7:07 pm.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: January 13, 2025

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2023 – 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

Ibrahim, Lafy & Hanan
APN# 091-283-040

Schoenfeld, Robert
APN# 003-041-080

Lee, Victor
APN# 090-073-010

Aileen R. Matasci Rev Trust
Paul R Klahn, TTEE
APN# 003-244-060

Westborough Water District

Contreras, David
CON0010

Chang, Wesley
MCC0013

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 "Amanda Halbur".

Amanda Halbur
Assistant Director of Finance and Administrative Services
City of Daly City

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.	091-283-040	2023-24
CUSTOMER NAME	Lafy & Hanan Ibrahim	
SERVICE ADDRESS	127 Lycett Cir., Daly City CA 94015	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	56
		2 MONTHS PRIOR	15
2 MONTHS AFTER	1	4 MONTHS PRIOR	9
4 MONTHS AFTER	7	6 MONTHS PRIOR	14
		8 MONTHS PRIOR	17
		10 MONTHS PRIOR	18
		ACTUAL ANNUAL USAGE	129
		BASE PERIOD ANNUALIZED	336
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	207
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	160%
		ANNUAL CREDIT IN DOLLARS	\$2,034.81
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

Homeowner had repairs done due to plumbing issues during the base period in 2023. Unaware of the sewer appeal process until this year. Usage has decreased and has been back to normal 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. 090-073-010 2024-25
CUSTOMER NAME Victor Lee
SERVICE ADDRESS 299 Alta Vista Way., Daly City, CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	47
		2 MONTHS PRIOR	27
2 MONTHS AFTER	22	4 MONTHS PRIOR	18
4 MONTHS AFTER	16	6 MONTHS PRIOR	20
		8 MONTHS PRIOR	21
		10 MONTHS PRIOR	26
		ACTUAL ANNUAL USAGE	159
		BASE PERIOD ANNUALIZED	282
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	123
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	77%
		ANNUAL CREDIT IN DOLLARS	\$1,209.09
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, customer found a leak from the laundry basin. Customer repaired it by himself and usage decreased afterward.

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.	003-041-080	2024-25
CUSTOMER NAME	Robert Schoenfeld	
SERVICE ADDRESS	35 Shakespeare St., Daly City CA 94014	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	127
		2 MONTHS PRIOR	37
2 MONTHS AFTER	60	4 MONTHS PRIOR	45
4 MONTHS AFTER	29	6 MONTHS PRIOR	40
		8 MONTHS PRIOR	36
		10 MONTHS PRIOR	32
		ACTUAL ANNUAL USAGE	317
		BASE PERIOD ANNUALIZED	762
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	445
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	140%
		ANNUAL CREDIT IN DOLLARS	\$4,374.35
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

Homeowner had a water leak that was unnoticed for a few months. He hired a plumber and usage decreased after repairs were completed.

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. 003-244-060 2024-25
CUSTOMER NAME Aileen R Matasci 1999 Rev. Trust, Paul R Klahn, Trustee
SERVICE ADDRESS 149 Gambetta St., Daly City, CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	20
		2 MONTHS PRIOR	16
2 MONTHS AFTER	10	4 MONTHS PRIOR	3
4 MONTHS AFTER	4	6 MONTHS PRIOR	5
		8 MONTHS PRIOR	3
		10 MONTHS PRIOR	3
		ACTUAL ANNUAL USAGE	50
		BASE PERIOD ANNUALIZED	120
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	70
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	140%
		ANNUAL CREDIT IN DOLLARS	\$688.10
		(N.S.M.C.S.D. \$9.83 per unit)	

REASON FOR APPEAL

During the base period, customer's tenant had family move in temporarily while their home was being worked on. Once work was completed and family left, usage decreased back to normal.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2024-25
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. CON0010
CUSTOMER NAME David R. Contreras
SERVICE ADDRESS 2316 Shannon Dr., S. San Francisco CA 94080

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	33
2 MONTHS AFTER	35	2 MONTHS PRIOR	11
4 MONTHS AFTER	5	4 MONTHS PRIOR	11
		6 MONTHS PRIOR	10
		8 MONTHS PRIOR	10
		10 MONTHS PRIOR	11
ACTUAL ANNUAL USAGE			86
BASE PERIOD ANNUALIZED			198
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)			112
PERCENTAGE CHANGE (MUST BE OVER 10%)			130%
ANNUAL CREDIT IN DOLLARS			<u>\$ 1,328.32</u>

(Westborough rate \$ 11.86 per unit)

REASON FOR APPEAL

Customer had a toilet leak during the base period. Unaware of high usage for 2 billing cycles until relative came over to repair a leaking toilet. Usage decreased since repairs were completed.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - based on actual annual consumption.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2024-25
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO. #MCC0013 (Justin McCormack-tenant)
CUSTOMER NAME Wesley Chang
SERVICE ADDRESS 3607 Baldwin Hills, S. San Francisco CA 94080

WATER USAGE FOLLOWING BASE PERIOD	BASE PERIOD	79
2 MONTHS AFTER	2 MONTHS PRIOR	3
4 MONTHS AFTER	4 MONTHS PRIOR	3
	6 MONTHS PRIOR	2
	8 MONTHS PRIOR	6
	10 MONTHS PRIOR	2
ACTUAL ANNUAL USAGE		95
BASE PERIOD ANNUALIZED		474
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)		379
PERCENTAGE CHANGE (MUST BE OVER 10%)		399%
ANNUAL CREDIT IN DOLLARS		<u>\$ 4,494.94</u>

(Westborough rate \$ 11.86 per unit)

REASON FOR APPEAL

Customer was dealing with challenging tenant at property. Water was shut off multiple times due to past due balances but tenant would turn it back on without consent from district. Assumes tenant maliciously acted against him and district by running water features for a long period of time. Tenant moved out in March, which reflects on usage data.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage.



North San Mateo County Sanitation District

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Meeting Date: January 13, 2025

Subject: Wastewater Treatment Plant Roof Replacement Phase II

Recommended Action

Authorize staff to execute change orders increasing the not-to-exceed amount for the Wastewater Treatment Plant Roof Replacement Phase II project with CWS Construction Group by \$85,774.04, increasing the overall project cost to \$1,960,774.04.

Background

The Wastewater Treatment Plant Roof Replacement Phase II project was authorized by the Board of Directors of the North San Mateo County Sanitation District to contract with CWS Construction Group in the amount not to exceed \$1,875,000. Resolution No.23-SD-15 was adopted by the Board of Directors on November 27, 2023. The roof replacement project began in June of 2024 and is complete with a final punch list walk scheduled for the end of January 2025.

Discussion

The Wastewater Treatment Plant Roof Replacement Phase II project has progressed to completion. However, during the project, the District encountered unforeseen changes that were not identified within the original design. These unexpected change orders were required for project continuity but were not captured through requesting of contingency funding. The additional change order amounts of \$75,774.04 is needed for final invoicing. Because of the final punch list walk scheduled for the end of January 2025, an additional \$10,000 contingency is also requested to meet any unforeseen corrections. In addition, the requested not to exceed amount of \$85,774.04 to finalize the project, is less than 5% of the original authorized amount of \$1,875,000. With additional funding requested, the overall project cost will be: \$1,960,774.04.

Fiscal Impact

Staff is requesting to appropriate \$85,774.04 from: Sanitation Fund 87 balance to capital account: Ops Roof Replacement: 87-920-994-4536.

Summary/Conclusion

Authorize staff to execute change orders increasing the not-to-exceed amount for the Wastewater Treatment Plant Roof Replacement Phase II project with CWS Construction Group by \$85,774.04, increasing the overall project cost to \$1,960,774.04.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Michael Patolo".

Michael Patolo
Water & Wastewater Maintenance Manager

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

Joshua Cosgrove
Director of Water and Wastewater Resources