



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 – BOARD OF DIRECTORS

Monday, March 24, 2014 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078. *We will need **FIVE (5) WORKING DAYS BEFORE ANY FUTURE MEETINGS** to make any necessary accommodations.*

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 February 10, 2014

Action Items:

2. Sewer Service Charge Appeals - FY 2013/14
3. Revenue and Expenditures Summary Report - January 2014

END OF CONSENT AGENDA

***“AVAILABILITY OF PUBLIC RECORDS.** All public records relating 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.”*

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

NOTE: 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:

4. Set Time and Place for Public Hearing - Updated Sewer System Management Plan (SSMP)

Staff:

Sweetland

Recommended Action:

Adopt Resolution

5. Notice of Completion for Delong Street and Station Avenue Sewer Mains Improvement

Staff:

Fuller

Recommended Action:

Adopt Resolution

REPORTS:

6. Board of Directors
7. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

February 10, 2014

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on February 10, 2014, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chair Canepa at 6:46 p.m.

ROLL CALL:

Present: Guingona, Buenaventura, Klatt, Canepa

Absent: Torres

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Finance Director Lawrence Chiu, Chief of Operations Kevin Brown, Director of Water and Wastewater Resources Patrick Sweetland as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of January 10, 2014**
2. **Sewer Service Charge Appeals – FYs 2013/14 and 2014/15**
3. **Revenue and Expenditures Summary Report – December 2013**

Motion was made, seconded (Buenaventura/Guingona) and unanimously carried to adopt the Consent Agenda Regular Meeting of January 10, 2013.

NEW BUSINESS:

4. **Project Acceptance – Completion of Phase 1 for Headworks #1 and Primary Sedimentation Basins 3-6 Coatings**

Chief of Operations Kevin Brown provided a PowerPoint presentation describing the need and efforts performed by Redwood Painting Co. of Pittsburg, CA to apply a protective coating, Enduraflex, onto the walls of Headworks #1 and Primary Sedimentation Basins 3-6. At issue was addressing the corrosive nature of wastewater that over the years was spalling the concrete. All work was completed to the satisfaction of staff in the total amount of \$560,146.40 which includes a single change order in the amount of \$4,546.40.

Motion was made, seconded (Klatt/Buenaventura) and unanimously carried on a roll call vote to adopt the Resolution No. 14-SD-02, "Acceptance of Completion of Phase 1 for Headworks #1 and Primary Sedimentation Basins 3-6 Coatings".

5. **Execution of Special Use Permit and Memorandum of Understanding with National Parks Service for the Vista Grande Drainage Basin Improvement Project**

Director of Water and Wastewater Resources Patrick Sweetland described the dual purposes of required documents between the District and National Parks Service (NPS) to facilitate environmental review of the Vista Grande Drainage Basin Improvement Project. The Special Use Permit provides for and compensates project review with NPS staff at a cost not to exceed \$37,405 payable in two installments. The Memorandum of Understanding establishes roles and responsibilities between the District and NPS toward the completion of a single Administrative Record covering both the federal NEPA environmental process and state CEQA environmental process. The Board authorized the General Manager to execute both documents on behalf of the District.

Motion was made, seconded (Buenaventura/Klatt) and unanimously carried on a roll call vote to adopt Resolution No. 14-SD-03, "Execution of Special Use Permit and Memorandum of Understanding with National Parks Service for the Vista Grande Drainage Basin Improvement Project".

REPORTS:

6. **Board of Directors**

Chair David Canepa reported on a tour of the District's wastewater plant on January 17, 2014 with a delegation of local officials from the City of Nuevo Cuscatlan, El Salvador, headed by its Mayor Nayits Bukele. Chair Canepa thanked staff for conducting the tour as Mayor Bukele faces the challenge of constructing treatment facilities for his community.

7. **Staff**

None.

ADJOURNMENT:

Motion was made, seconded (Buenaventura/Klatt) and unanimously carried to adjourn the Regular Meeting at 6:50 p.m.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: March 24, 2014

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 2013-14

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

Charlesetta Moore

Parcel #003-433-259

Luis Galvez

Parcel #003-072-210

Elaine Fu

Parcel #004-060-120

Recommended Denial

Jason Tsui

Parcel #004-252-230

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Lawrence Chiu".

Lawrence Chiu
Director of Finance and
Administrative Services

CC: District General Manager
City Attorney
Department of Water and Wastewater Resources

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2013-2014
BOARD MEETING 3/24/14

PARCEL NO: 003-433-259
CUSTOMER NAME: CHARLESETTA MOORE
SERVICE ADDRESS: 455 HILLSIDE BLVD., DALY CITY

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	22	AVERAGE BIMONTHLY USAGE	4
		2 MONTHS PRIOR	9
		4 MONTHS PRIOR	6
		6 MONTHS PRIOR	3
		8 MONTHS PRIOR	2
		10 MONTHS PRIOR	2
2 MONTHS AFTER	2		
4 MONTHS AFTER	2		
6 MONTHS AFTER	3		
		AVERAGE ANNUAL USAGE	26
		ACTUAL BASE PERIOD ANNUALIZED	132
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	106
		PERCENTAGE CHANGE (Must be over 10%)	80%
		ANNUAL CREDIT IN DOLLARS	<u>\$557.56</u>

SANITATION CHARGE IS \$ 5.26
PER UNIT

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. MOORE HAD A LEAK AT THE METER.
WHEN A SMALL PIPE WAS REPLACED, THE USAGE RETURNED TO NORMAL.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 3/24/14

PARCEL NO. 004-060-120 2013-14
CUSTOMER NAME ELAINE FU
SERVICE ADDRESS 6143 MISSION ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	59
		2 MONTHS PRIOR	58
2 MONTHS AFTER	35	4 MONTHS PRIOR	56
4 MONTHS AFTER	45	6 MONTHS PRIOR	48
6 MONTHS AFTER	42	8 MONTHS PRIOR	37
		10 MONTHS PRIOR	38
		ACTUAL ANNUAL USAGE	296
		BASE PERIOD ANNUALIZED	354
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	58
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	20%
		ANNUAL CREDIT IN DOLLARS	\$305.08
		(N.S.M.C.S.D. \$5.26 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. FU HAD A TOILET LEAK.
AFTER REPAIR, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 3/24/14

PARCEL NO. 003-072-210 2013-14
CUSTOMER NAME LUIS GALVEZ
SERVICE ADDRESS 28 LOS OLIVOS AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	45
		2 MONTHS PRIOR	44
2 MONTHS AFTER	45	4 MONTHS PRIOR	30
4 MONTHS AFTER	35	6 MONTHS PRIOR	34
6 MONTHS AFTER	32	8 MONTHS PRIOR	30
		10 MONTHS PRIOR	29
		ACTUAL ANNUAL USAGE	212
		BASE PERIOD ANNUALIZED	270
		ANNUAL CREDIT IN UNITS	
		(MUST BE OVER 15 UNITS)	58
		PERCENTAGE CHANGE	
		(MUST BE OVER 10%)	27%
		ANNUAL CREDIT IN DOLLARS	\$305.08
		(N.S.M.C.S.D. \$5.26 per unit)	

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. GALVEZ HAD A TOILET LEAK.
WHEN IT WAS FIXED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 3/24/14

PARCEL NO. 004-252-230 2013-14
CUSTOMER NAME JASON TSUI
SERVICE ADDRESS 916 BRUNSWICK ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	9
		2 MONTHS PRIOR	8
2 MONTHS AFTER	9	4 MONTHS PRIOR	7
4 MONTHS AFTER	7	6 MONTHS PRIOR	5
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	8
ACTUAL ANNUAL USAGE			45
BASE PERIOD ANNUALIZED			54
ANNUAL CREDIT IN UNITS			
(MUST BE OVER 15 UNITS)			9
PERCENTAGE CHANGE			
(MUST BE OVER 10%)			20%
ANNUAL CREDIT IN DOLLARS			\$47.34
(N.S.M.C.S.D. \$5.26 per unit)			

REASON FOR APPEAL

DURING THE BASE PERIOD, THE HOME WAS OWNED/OCCUPIED
BY A DIFFERENT RESIDENT. THE HOUSE HAS SINCE BEEN VACANT.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET "CREDIT IN UNITS" REQUIREMENT.

SANITATION DISTRICT
EXPENDITURES REPORT
FOR THE MONTH OF JANUARY 2014

	<u>CURRENT MONTH</u>	<u>YEAR TO-DATE</u>
SALARIES AND BENEFITS	\$ 541,721	3,505,434
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)	829,195	3,769,843
OTHER CHARGES	181,834	1,437,169
CAPITAL OUTLAYS	544,818	2,749,423
LESS ASSETS TO BALANCE SHEET	(6,666)	(320,696)
TRANSFERS	<u>88,760</u>	<u>728,304</u>
TOTAL	\$ <u><u>2,179,662</u></u>	<u><u>11,869,477</u></u>

AUDITED

Lawrence Chen

Director of Finance

APPROVED

Board Chair

APPROVED

General Manager/Secretary

DATE APPROVED

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/14

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* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
REVENUES:								
TAXES								
3110	SECD PRPRTY TX	1,293,322.67	1,247,598.78	69,483.76	761,072.63	0.00	486,526	61.0
3120	UNSCRD PRPRTY T	73,245.77	70,432.38	0.00	70,143.14	0.00	289	99.6
3123	SPLMNTL PRPRTY	27,126.75	13,684.28	7,583.69	18,610.56	0.00	(4,926)	136.0
3180	RPTIF DISTRIBTN	67,728.90	0.00	29,891.19	29,891.19	0.00	(29,891)	0.0
3613	HMMRS PRPRTY T	8,915.02	9,736.58	3,077.41	4,396.30	0.00	5,340	45.2
	Total TAXES	1,470,339.11	1,341,432.02	110,036.05	884,113.82	0.00	457,338	65.9
RENTS AND INTEREST								
3510	INVTMNT EARNNGS	199,358.29	268,395.00	0.00	83,189.92	0.00	185,205	31.0
3515	UNRLZD GN(LSS)N	(216,648.66)	0.00	0.00	88,822.73	0.00	(88,823)	0.0
	Ttl RNTS AND INTRS	(17,290.37)	268,395.00	0.00	172,012.65	0.00	96,382	64.1
CHARGES AND FEES								
3901	SSC TAX ROLL	13,558,905.69	13,183,050.00	619,528.44	7,846,965.26	0.00	5,336,085	59.5
3902	SSC WESTBOROUGH	1,485,112.27	1,484,832.00	0.00	0.00	0.00	1,484,832	0.0
3903	SSC COLMA	33,364.14	35,600.00	0.00	31,390.02	0.00	4,210	88.2
3904	SSC SF JAIL	142,991.61	109,000.00	0.00	0.00	0.00	109,000	0.0
3911	WATER SALES	245,098.37	180,825.00	0.00	171,390.46	0.00	9,435	94.8
3921	CONNECTIN CHRGS	135,098.40	115,000.00	9,584.00	64,265.00	0.00	50,735	55.9
	Total CHRGS AND FS	15,600,570.48	15,108,307.00	629,112.44	8,114,010.74	0.00	6,994,296	53.7
MISCELLANEOUS REVENUES								
3810	PROPERTY DSPSL	1,872.40	0.00	0.00	2,793.20	0.00	(2,793)	0.0
3852	WRKS CMP - SLF	86,719.83	0.00	0.00	14,360.36	0.00	(14,360)	0.0
3860	MISCELLANES RVN	34,469.22	0.00	0.00	770.00	0.00	(770)	0.0
	Total MSCLNS RVNS	123,061.45	0.00	0.00	17,923.56	0.00	(17,923)	0.0
OPERATING TRANSFERS IN								
3953	IF FM 41-381-37	1,462,371.00	1,469,738.06	122,478.17	857,347.19	0.00	612,391	58.3
	Ttl OPRTNG TRNSFRS	1,462,371.00	1,469,738.06	122,478.17	857,347.19	0.00	612,391	58.3
* Total Revenues		18,639,051.67	18,187,892.08	861,626.66	10,045,407.96	0.00	8,142,484	55.2

Summary 02/24/14 8:02 AM

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to- date Actual	Encumb- rances	Remaining Balance	Percent To-dat
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EXPENDITURES:

SALARIES AND BENEFITS

4101	SALARIES	3,971,859.77	4,225,024.64	323,469.87	2,166,788.24	0.00	2,058,236	51.3
4102	HOURLY WAGES	42,754.31	52,123.76	4,151.42	21,319.98	0.00	30,804	40.9
4103	OVERTIME	81,048.72	102,561.71	8,676.04	58,009.84	0.00	44,552	56.6
4104	PERS RETIREMENT	926,862.85	990,722.67	97,865.59	533,016.79	0.00	457,706	53.8
4105	GROUP INSURANCE	645,273.26	659,576.84	45,583.43	333,915.09	0.00	325,662	50.6
4106	WORKERS COMPNSTN	285,206.19	278,531.26	32,972.08	182,713.73	0.00	95,818	65.6
4107	MEDICARE	53,765.70	50,433.46	5,783.61	30,944.86	0.00	19,489	61.4
4108	UNEMPLYMT INSRN	4,400.22	9,479.00	0.00	0.00	0.00	9,479	0.0
4109	COMPNSTD ABSNCS	(51,784.56)	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	53,338.87	0.00	0.00	15,901.72	0.00	(15,902)	0.0
4112	STANDBY PAY	18,200.00	18,200.00	2,100.00	11,200.00	0.00	7,000	61.5
4116	INJURY LEAVE	109,969.07	0.00	7,725.17	18,659.57	0.00	(18,659)	0.0
4118	RETIREE HEALTH	200,376.28	384,477.00	20,393.43	132,901.40	0.00	251,576	34.6
4119	SOCIAL SECURITY	551.86	2,884.50	0.00	63.04	0.00	2,821	2.2
4120	OTHR PST EMPLOY	155,996.00	0.00	0.00	0.00	0.00	0	0.0
	Ttl SLRS AND BNFTS	6,497,818.54	6,774,014.84	541,720.64	3,505,434.26	0.00	3,268,581	51.7

SERVICES AND SUPPLIES

4209	MLG RMB/CR ALLW	1,800.00	1,950.00	150.00	1,050.00	0.00	900	53.8
4211	ADVERTISING	196.00	19,200.20	0.00	129.00	0.00	19,071	0.7
4212	COMMUNICATIONS	34,552.10	33,209.12	4,494.41	18,970.80	0.00	14,238	57.1
4213	UTILITIES	881,651.08	899,265.20	71,241.10	529,124.48	0.00	370,141	58.8
4217	EOPMNT MNTNNC C	66,672.72	77,608.21	9,784.26	33,617.06	1,758.00	42,233	45.6
4219	PROFESSNL SRVCS	17,268.59	69,640.00	12,546.84	18,654.97	21,446.03	29,539	57.6
4220	OTHR CNTRCTL SR	3,586,090.37	4,159,662.33	514,758.57	1,864,663.03	1,648,494.94	646,504	84.5
4228	PUMP STATIN RPR	68,613.19	66,362.48	6,069.90	22,881.59	0.00	43,481	34.5
4230	OFFICE EXPENSE	18,927.68	16,122.59	853.48	10,946.41	0.00	5,176	67.9
4231	SAFETY GEAR	21,675.20	38,427.77	166.75	7,097.66	0.00	31,330	18.5
4234	SPECL DPTMNTL	6,185.48	20,300.00	101.95	692.60	0.00	19,607	3.4
4235	BUILDING MNTNNC	60,791.62	57,877.32	6,406.96	36,184.62	0.00	21,693	62.5
4237	CLOTHING	25,484.07	23,633.86	1,901.25	12,103.64	0.00	11,530	51.2
4241	STRTS OPTING SP	5,892.91	11,351.63	3,201.10	4,646.30	0.00	6,705	40.9
4243	OPERATING SPRLS	869,860.47	1,137,809.02	95,730.69	511,353.34	181,827.49	444,628	60.9
4244	REPAIRS & MNTNNC	164,530.69	166,764.62	7,265.95	105,175.00	15,906.75	45,683	72.6
4246	FUELS & MTR OLS	18,693.28	75,613.76	11,033.97	14,959.60	0.00	60,654	19.8
4255	SMALL EQUIPMENT	20,861.33	15,036.50	2,978.84	14,028.90	0.00	1,008	93.3
4313	INVENTORY ADJUSTM	(151,164.98)	0.00	0.00	0.00	0.00	0	0.0
	Ttl SRVCS AND SPPL	5,698,581.80	6,889,834.61	748,688.02	3,206,279.00	1,869,433.21	1,814,122	73.7

Summary 02/24/14 8:02 AM

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/14

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* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
OTHER CHARGES								
4215	RENTS AND LEASS	292.96	5,500.00	0.00	0.00	0.00	5,500	0.0
4302	MMBSSHPS & PBLIC	33,036.46	44,647.68	2,755.29	31,055.43	0.00	13,592	69.6
4303	TRAVEL & METNGS	2,303.77	8,186.95	60.00	1,107.10	0.00	7,080	13.5
4304	EDUCATN & TRNGG	31,251.99	48,282.90	734.48	9,311.66	0.00	38,971	19.3
4434	MSCLNS OTHR CH	163,314.30	209,596.36	1,512.00	122,438.63	0.00	87,158	58.4
4603	CONTINGENCIES	0.00	6,666.50	0.00	0.00	0.00	6,667	0.0
Total OTHER CHARGES		230,199.48	322,880.39	5,061.77	163,912.82	0.00	158,968	50.8
FIXED CHARGES								
4208	TLPHN SRVC CHRG	6,467.40	6,467.23	538.95	3,772.65	0.00	2,695	58.3
4216	VHCL SRVC CHRGS	296,710.32	296,710.29	24,725.86	173,081.02	0.00	123,629	58.3
4223	INFMTN SRVCS C	338,666.40	338,666.45	28,222.20	197,555.40	0.00	141,111	58.3
4226	MAL/MSNGR SRVC	3,786.60	3,786.64	315.55	2,208.85	0.00	1,578	58.3
4227	COPIER SERVICES	7,692.00	7,692.00	641.00	4,487.00	0.00	3,205	58.3
4233	POSTAGE	3,720.72	3,720.77	310.06	2,170.42	0.00	1,550	58.3
4301	GNRL INSRNC CHR	309,065.88	309,065.83	25,755.49	180,288.43	0.00	128,777	58.3
Total FIXED CHARGES		966,109.32	966,109.21	80,509.11	563,563.77	0.00	402,545	58.3
CAPITAL OUTLAY								
4504	ENGINERG SRVCS	1,424,024.62	2,795,351.54	62,866.36	763,938.89	1,540,356.84	491,056	82.4
4507	MAINS CONSTRCTN	171,051.24	2,705,469.87	80,842.30	637,727.01	1,88,590.54	1,879,152	30.5
4508	STRM DRN CNSTRC	0.00	1,764,200.00	0.00	0.00	43,253.53	1,720,946	2.5
4509	STRETS CNSTRCTN	17,600.00	0.00	0.00	0.00	0.00	0	0.0
4516	IN-HS SRVCS / C	78,012.85	225,337.52	468.01	22,375.13	0.00	202,962	9.9
4518	CNSTRCTN INSP S	0.00	29,500.00	1,934.47	19,395.37	0.00	10,105	65.7
4520	BUILDINGS	91,094.88	673,732.96	113,035.99	273,964.27	125,433.71	274,333	59.3
4522	PUMP STATIONS	65,295.98	572.65	0.00	0.00	0.00	573	0.0
4528	CNSTRCTN INSPCT	0.00	3,143.20	0.00	348.00	0.00	2,795	11.1
4529	SNITN TRTMT PL	244,614.00	464,008.92	0.00	52,296.90	36,800.00	374,912	19.2
4530	SANITATN EQPMNT	1,091,957.85	2,287,975.03	279,127.86	711,663.97	602,772.04	973,539	57.4
4532	OTHR CNTRCTL SR	927.03	128,757.16	0.00	54.90	0.00	128,702	0.0
4550	TLS AND SHP EGP	32,387.50	39,345.89	6,543.24	32,218.56	0.00	7,127	81.9
4551	CMMNCTNS EQPMNT	9,512.67	411.00	0.00	0.00	0.00	411	0.0
4552	LIGHTS & GNRTS	0.00	255,000.00	0.00	235,440.00	19,586.85	(27)	100.0
4554	ALARMS SYSTEMS	22,994.33	0.00	0.00	0.00	0.00	0	0.0
4558	VEHICULR EQPMNT	0.00	277.00	0.00	0.00	0.00	277	0.0
4567	COMPUTER EQPMNT	10,700.00	267,047.28	0.00	0.00	162,069.65	104,978	60.7
4571	COMPUTER SOFTWR	0.00	40,000.00	0.00	0.00	0.00	40,000	0.0
4597	EXPNS CNTR ACN	(1,180,778.78)	0.00	(6,665.75)	(320,696.03)	0.00	320,696	0.0
Total CAPITAL OUTLAY		2,079,394.17	11,680,130.02	538,152.48	2,428,726.97	2,718,865.16	6,532,538	44.1

Summary 02/24/14 8:02 AM

Revenue and Expenditure Summary Report

By Fund

For the Period Ended 01/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
OPERATING TRANSFERS OUT								
4651	IF T 01-031-031	1,047,223.08	1,065,116.00	88,759.66	621,317.62	0.00	443,798	58.3
4667	IF T 51-315-453	106,869.00	358,557.00	0.00	0.00	0.00	358,557	0.0
4672	IF T 55-035-458	0.00	8,856.65	0.00	6,986.19	0.00	1,870	78.9
4685	IF TO 17-312	0.00	100,000.00	0.00	100,000.00	0.00	0	100.0
	Ttl OPRTNG TRNSFRS	1,154,092.08	1,532,529.65	88,759.66	728,303.81	0.00	804,226	47.5
DEBT SERVICE								
4378	NOTE PRINCIPAL	209,558.26	214,797.00	0.00	214,797.22	0.00	(0)	100.0
4379	NOTE INTEREST	76,264.12	70,949.00	0.00	74,081.16	0.00	(3,132)	104.4
4385	PRNCPL PYMTN CN	(209,558.26)	(214,797.00)	0.00	(214,797.22)	0.00	0	100.0
	Total DEBT SERVICE	76,264.12	70,949.00	0.00	74,081.16	0.00	(3,132)	104.4
DEPRECIATION								
4431	DEPRECIATION	2,003,719.28	1,870,366.00	176,772.38	1,199,175.42	0.00	671,191	64.1
	Total DEPRECIATION	2,003,719.28	1,870,366.00	176,772.38	1,199,175.42	0.00	671,191	64.1
* Total Expenditures								
		18,706,178.79	30,106,813.72	2,179,662.06	11,869,477.21	4,588,298.37	13,649,038	54.7
Nt fr SNTTN DISTRCT F								
		(67,127.12)	(11,918,921.64)	(1,318,035.40)	(1,824,069.25)	(4,588,298.37)	(5,506,554)	

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 01/31/14

Page 5

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percent To-dat
Total Rev - All Fnds		18,639,051.67	18,187,892.08	861,626.66	10,045,407.96	0.00	8,142,484	55.2
Ttl Expnd - All Fnds		18,706,178.79	30,106,813.72	2,179,662.06	11,869,477.21	4,588,298.37	13,649,038	54.7
All Funds Net		(67,127.12)	(11,918,921.64)	(1,318,035.40)	(1,824,069.25)	(4,588,298.37)	(5,506,554)	



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: March 24, 2014

Subject: Set Time and Place for Public Hearing – Updated Sewer System Management Plan (SSMP)

Recommended Action

Staff recommends the District Board set time and place of a public hearing for 6:45 p.m. on Monday, April 28, 2014, to solicit public input and approve the recommended updates to the Sewer System Management Plan (SSMP). The regulations are mandated by the National Pollutant Discharge Elimination System, Water Discharge Requirements for Sanitary Sewer Systems that involves recertification of local programs every five years.

Background

On May 6, 2006, the State Water Resources Control Board issued its separate Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Order No. 2006-0003-DWQ, that required development of an SSMP with a set of date specific timelines, all of which have been previously completed.

The District Board approved the SSMP and all of its recommendations following the conclusion of its April 23, 2009 Public Hearing.

Discussion

The SSMP has been the guiding document for the District's Capital Improvement Project submittals. The regulations require each agency to obtain their governing board's approval of the updated SSMP at a public hearing. The date for completion and recertification is due no later than May 2, 2014.

The update includes:

- The hydraulic model and the condition assessment prioritized a list of long and short term Capital Improvement Projects which are included in the 20 year plans. Projects are scheduled annually in accordance with the SSMP.
- Revisions to the Monitoring and Reporting Program – The State Water Resources Control Board issued an updated Monitoring and Reporting program (MRP) for the statewide Sanitary Sewer System General Waste Discharge Requirements (SSS WDR) in effect as of September 9, 2013. Water quality sampling is required for sanitary sewer overflows (SSOs) greater than or equal to 50,000 gallons. Agencies are required to develop a Water Quality Monitoring Program plan that should be in place so staff is ready to conduct the sampling if and when it is needed. Staff has revised the District's plan in accordance with the new requirements.

Fiscal Impact

Projects included in the hydraulic model and the condition assessment and/or field staff recommendations have been scoped and are included in the 20 year capital improvement program. The previously approved and recommended biennial capital budget have identified the following collection system projects addressing SSMP constraints to include:

- Bruno Ave, between School St and Vale St - 175 ft of 6" VCP with 6" HDPE / SDR35, manholes and laterals.
- D St and Mission - 1,083 ft. of 10" and 12" pipe to 15" and 285 ft. of 10" pipe to 12" pipe along Mission St and D St, manholes & laterals.
- Junipero Serra/Citrus - 116 ft. of 8" pipe to 10" and 593 ft of 8" and 10" pipe to 12" and 977 ft of 10" and 12" pipe to 15" along Junipero Serra Blvd. and Citrus Ave, manholes and laterals.
- Serramonte – 575 ft. of 8" pipe to 10" pipe along Serramonte Blvd from Gellert Blvd to Serramonte Center driveway, manholes and laterals.
- Southgate Ave. - Escuela Dr. to Cerro Dr.; 578 ft. of 10" to 15" pipe, manholes and laterals
- Skyline Drive - Carmel Ave to South of Westmoor Ave; 1080 ft. of 8" pipe to 10" pipe, manholes and laterals.

The projects total approximately \$2.6 million of investment over the next three years in keeping with recommended sequence of priority projects identified.

Staff is available to answer any questions or provide additional information to the Chair or members of the Board of Directors.

Respectfully submitted,



Cynthia J. Royer
Manager of Technical Services



Patrick Sweetland
Director of Water and Wastewater Resources

Attachment

**NOTICE OF TIME AND PLACE OF PUBLIC HEARING
SEWER SYSTEM MANAGEMENT PLAN (SSMP)**

**North San Mateo County Sanitation District
Daly City Council Chamber
City Hall, 333 90th Street
Daly City, California 94015
Monday, April 28, 2014, 6:45 P.M.**

NOTICE IS HEREBY GIVEN that at the above date, time and location, or as soon thereafter as this matter may be heard, the Board of Directors of the North San Mateo County Sanitation District will hold a public hearing to solicit public input and approve the updated and recommended Sewer System Management Plan (SSMP) required by the State Water Resources Control Board.

NOTICE IS FURTHER GIVEN that at the above specified date, time and location, the Governing Board will hear and consider all comments, protests and objections to the updated Sewer System Management Plan. All persons desiring to be heard upon this matter should be present at the above said time and place. Protests, comments and other written materials may be submitted at or before the public hearing and can be mailed to the District at the address shown above.

Dated March 25, 2014

General Manager, North San Mateo
County Sanitation District



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: March 24, 2014

Subject: Notice of Completion for Delong Street and Station Avenue Sewer Main Improvements

Recommended Action

Staff recommends the Board accept the improvements completed for the Delong Street and Station Avenue Sewer Main Improvements project.

Background

The North San Mateo County Sanitation District (District) prepared the Collection System Master Plan in 1993 and the Collection System Capacity Evaluation/Assurance, Management and Improvement Plan in 2008. These plans identified various sanitary sewer system infrastructure improvements necessary to maintain the system and meet the needs of changing regulations and system demands over time. The need to resize and replace the sanitary sewer mains along Delong Street and Station Avenue were just two of the many projects identified in these master plans.

Discussion

The Delong Street and Station Avenue Sewer Main Improvements project installed approximately 815 feet of 10-inch sewer main on Delong Street and 470 feet of 15-inch sewer main on Station Avenue, replaced the manholes within the project limits, and reconnected sewer laterals. The project also resurfaced the street pavement on Station Avenue. The pavement restoration work extended past the sewer main replacement limits to coordinate the District's sewer main and Daly City's pavement rehabilitation program and reduce the impact and inconvenience to residents. The pavement surface on Delong Street was planned to receive an application of slurry seal but construction delays caused the work to be completed in the winter when contractors performing slurry seal work are not active. The slurry seal work was rescheduled to be completed with the upcoming 2014-15 Street Slurry Seal project.

Stoloski & Gonzalez, Inc. of Half Moon Bay, California, has completed all improvements required by the construction contract documents, aside from the slurry seal work, for a total amount of \$622,156.46. The original contract amount was for \$678,237.75.

Seven contract change orders were issued. Three were no cost change orders related to the removal of a concrete encasement on a portion of sewer main on Delong Street, the allowance of pipe bursting in lieu of open trench main replacement of Delong Street, and the disposal of asphalt grindings from Station Avenue. Three change orders increased the original contract by \$16,333.50 and were related to extra work to install drop manholes; compensate the contractor for a delay caused by an unknown, unmarked underground conduit; and install catch basins with well bypass piping to comply with current health codes. A balancing change order was issued to balance the

final in-place quantities with the original bid quantities and eliminate the work related to the slurry seal and associated pavement restriping work on Delong Street. Approximately \$42,000 from the postponed slurry seal and associated pavement striping work for Delong Street will be carried forward to the 2014-15 Street Slurry Seal project.

Fiscal Impact

The contract was completed in the total amount of \$622,156.46. Funding for the contract was available in Project Accounts 87-920-825 (Delong Street Sewer), 87-920-837 (Station Avenue Sewer), 41-385-617 (Water Fund), and 17-385-617 (Gas Tax funding for the pavement rehabilitation work outside the sewer main replacement limits).

Summary/Conclusion

The contractor's work is now complete and acceptable for City maintenance. Staff recommends that the Board accept the completed improvements.

Staff is available to answer any questions of the Chair or Members of the Board of Directors.

Respectfully submitted,

Hae Won Ritchie

Hae Won Ritchie
Civil Engineering Associate

Patrick Sweetland

Patrick Sweetland
Director of Water and Wastewater Resources

Attachment: Notice of Completion and Project Location Map

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO

NORTH SAN MATEO COUNTY
SANITATION DISTRICT
153 Lake Merced Boulevard
Daly City, California 94015

Notice of Completion

NOTICE IS HEREBY GIVEN as follows:

1. The date of completion of the work of improvement is: **March 24, 2014**
2. The owner of the work of improvements is: North San Mateo County Sanitation District, a subsidiary District of the City of Daly City.
3. The address of the owner of the work of improvement is: North San Mateo County Sanitation District
153 Lake Merced Boulevard
Daly City, California 94015
4. The nature of the owner's interest or estate is: In fee.
5. The work of improvement is located within District boundaries, particularly described as follows:

DELONG STREET AND STATION AVENUE SEWER MAIN IMPROVEMENTS

6. The name of the original contractor for the work of improvement is:

Stoloski & Gonzalez, Inc.
727 Main Street
Half Moon Bay, CA 94019-1924

Dated: _____

The undersigned, being duly sworn, says: That he is the owner of the aforesaid interest or estate in the property described in the foregoing notice; that he has read the same, and knows the contents thereof, and that the facts stated therein are true.

Patricia E. Martel
General Manager/Secretary

STATE OF CALIFORNIA,

COUNTY OF _____ } ss.

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20 ____,

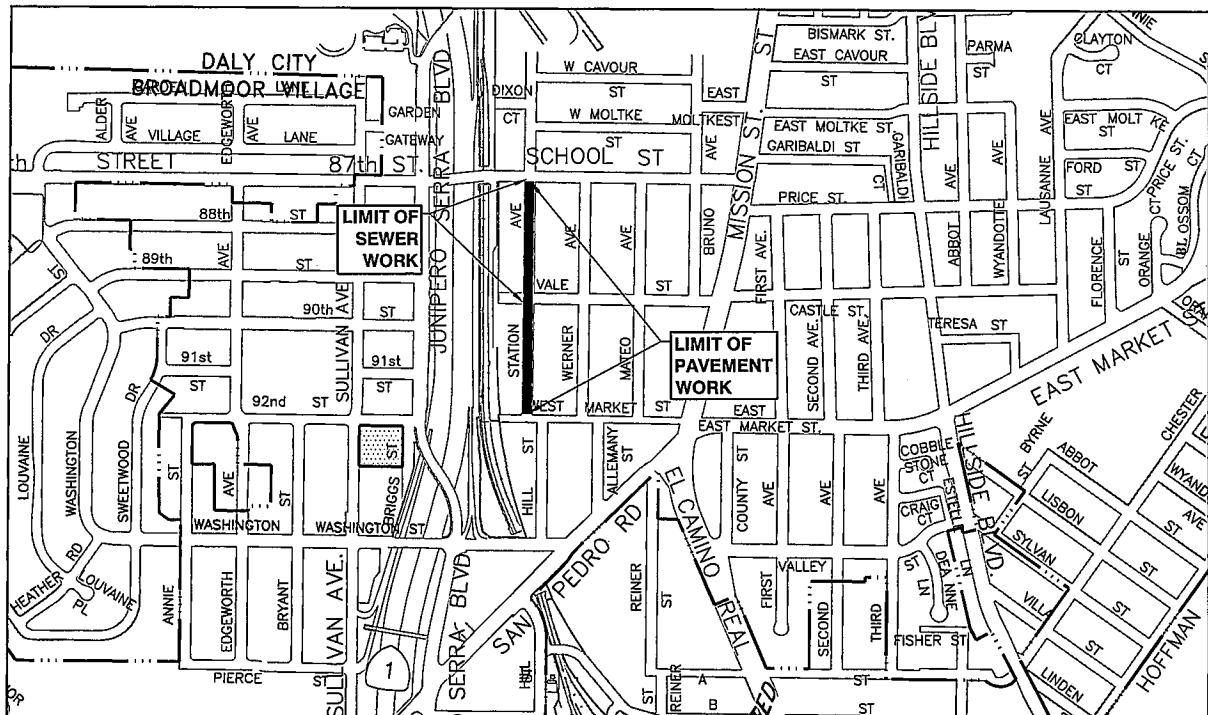
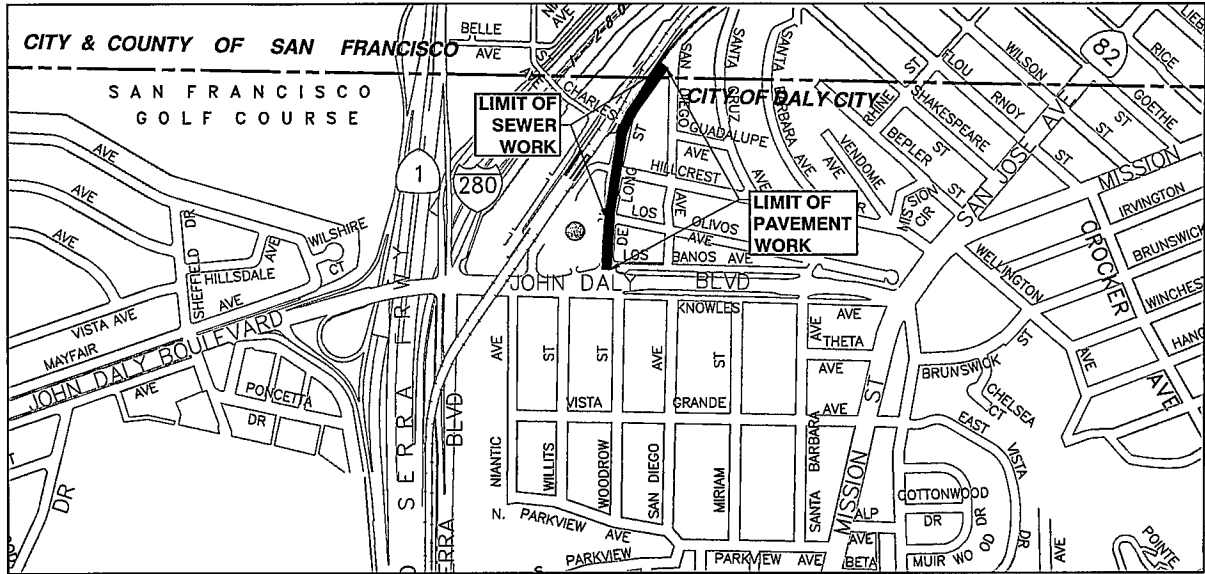
by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature _____

Name (Typed or Printed)

CITY OF DALY CITY
SAN MATEO COUNTY, CALIFORNIA

PROJECT LOCATION MAP
**DELONG STREET AND STATION AVENUE
SEWER MAIN IMPROVEMENTS**



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