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, May 12, 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 April 28, 2014

Action Items:

2. Sewer Service Charge Appeals - FYs 2013/14 and 2014/15

3. Revenue and Expenditures Summary Report - March 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. Execution of Amendment No. 3 to Existing State Revolving Fund Loan Agreement

   Staff:
   Sweetland
   Recommended Action:
   Adopt Resolution

5. Acceptance of Roof Replacements for AFT Building, Final Effluent Building and Maintenance Building #1

   Staff:
   Sweetland
   Recommended Action:
   Adopt Resolution

REPORTS:

6. Board of Directors

7. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

April 28, 2014

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on April 28, 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, Torres, Canepa

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Assistant City Manager Julie Thuy Underwood, Director of Library and Recreation Services Joseph Curran, Manager of Technical Services Cynthia Royer and Office Assistant II Angelica Zermeno as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Torres/Guingona) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of March 24, 2014**
2. **Sewer Service Charge Appeals – FYs 2013/14**
3. **Revenue and Expenditures Summary Report – February 2014**

Motion was made, seconded (Torres/Buenaventura) and unanimously carried to adopt the Consent Agenda Regular Meeting of March 24, 2014.

PUBLIC APPEARANCES/ORAL COMMINCATION:

4. **Public Hearing – Recertification of Updated Sewer Management Plan (SSMP)**

Manager of Technical Services Cynthia Royer recommended the District Board to adopt and approve the recommended updates to its Sewer System Management Plant (SSMP). The regulations are mandated by the National Pollutant Discharge Elimination System, Water Discharge Requirements for Sanitary Sewer Systems that involve legislative recertification every five years. The District Board has approved its original SSMP on April 23, 2009 and all required program elements have been completed. The regulations also require each agency to obtain their governing board's approval of the updated SSMP at a public hearing every five years. The update of the SSMP includes the updated SSMP and the most significant charges are a list of long and short term Capital Improvement Projects, which are included in the 20 year plans with projects scheduled annually, and revisions to the Monitoring and Reporting Program. Agencies are required to develop a Water Quality Monitoring Program plan that will be in place in order for staff to conduct sampling if and when needed.

Motion was made, seconded (Buenaventura/Klatt) to open the Public Hearing

Motion was made, seconded (Klatt/Buenaventura) to close the Public Hearing

Motion was made, seconded (Torres/Buenaventura) and unanimously carried on a roll call vote to adopt Resolution No. 14-SD-06, “Public Hearing - Recertification of Updated Sewer Management Plan (SSMP)”.

REPORTS:

6. **Board of Directors**

None.

7. **Staff**

None.

ADJOURNMENT:

Motion was made, seconded (Klatt/Buenaventura) and unanimously carried to adjourn the Regular Meeting at 6:51 p.m.

Item # 2

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: May 12, 2014

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 2013-14 & 2014-15

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

Jose & Nancy Medina
Parcel #008-043-160

Warren Yee
Parcel #006-196-410

Eddie Lucero
Parcel #003-171-160

Octavio Carpio
Parcel #002-293-060

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

Respectfully submitted,

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 5/12/14

PARCEL NO: 008-043-160
CUSTOMER NAME: JOSE & NANCY MEDINA
SERVICE ADDRESS: 30 BALDWIN AVE., DALY CITY

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE		51	AVERAGE BIMONTHLY USAGE	35
			2 MONTHS PRIOR	41
			4 MONTHS PRIOR	35
			6 MONTHS PRIOR	32
			8 MONTHS PRIOR	43
2 MONTHS AFTER	27		10 MONTHS PRIOR	25
4 MONTHS AFTER	31			
6' MONTHS AFTER	30		AVERAGE ANNUAL USAGE	211
			ACTUAL BASE PERIOD ANNUALIZED	306
			ANNUAL CREDIT IN UNITS (Must be over 15 units)	95
			PERCENTAGE CHANGE (Must be over 10%)	31%
			ANNUAL CREDIT IN DOLLARS	$499.70

SANITATION CHARGE IS $ 5.26
PER UNIT

REASON FOR APPEAL

DURING THE BASE PERIOD, THE MEDINAS PUT IN A NEW LAWN AND PLANTS.
THE WATER USAGE HAS SINCE BEEN REDUCED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2014-2015
BOARD MEETING 5/12/14

PARCEL NO: 003-171-160
CUSTOMER NAME: EDDIE LUCERO
SERVICE ADDRESS: 370 MIRIAM ST., DALY CITY

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	43	AVERAGE BIMONTHLY USAGE	9
		2 MONTHS PRIOR	8
		4 MONTHS PRIOR	15
		6 MONTHS PRIOR	7
		8 MONTHS PRIOR	6
2 MONTHS AFTER	8	10 MONTHS PRIOR	8
		AVERAGE ANNUAL USAGE	53
		ACTUAL BASE PERIOD ANNUALIZED	258
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	205
		PERCENTAGE CHANGE (Must be over 10%)	79%
		ANNUAL CREDIT IN DOLLARS	$1,176.70

SANITATION CHARGE IS $ 5.74
PER UNIT

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. LUCERO HAD A LEAK IN HIS MAIN LINE REPAIRED. SINCE THEN, THE USAGE HAS DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 5/12/14

PARCEL NO.	006-196-410	2014-15
CUSTOMER NAME	WARREN YEE	
SERVICE ADDRESS	214 - 88TH STREET, DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	143
		2 MONTHS PRIOR	38
2 MONTHS AFTER	47	4 MONTHS PRIOR	50
		6 MONTHS PRIOR	39
		8 MONTHS PRIOR	45
		10 MONTHS PRIOR	35
		ACTUAL ANNUAL USAGE	**350**
		BASE PERIOD ANNUALIZED	858
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**508**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**145%**
		ANNUAL CREDIT IN DOLLARS	**$2,905.76**

(N.S.M.C.S.D. $5.72 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. YEE HAD A RUNNING TOILET IN ONE OF HIS UNITS. WHEN IT WAS REPAIRED, 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 5/12/14

PARCEL NO.	002-293-060	2014-15
CUSTOMER NAME	OCTAVIO CARPIO	
SERVICE ADDRESS	459 NIANTIC AVE., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	67
		2 MONTHS PRIOR	38
2 MONTHS AFTER	41	4 MONTHS PRIOR	15
		6 MONTHS PRIOR	7
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	12
		ACTUAL ANNUAL USAGE	**147**
		BASE PERIOD ANNUALIZED	402
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**255**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**173%**
		ANNUAL CREDIT IN DOLLARS	**$1,458.60**

(N.S.M.C.S.D. $5.72 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. CARPIO'S TENANT HAD A TOILET LEAK. WHEN THE LEAK WAS FIXED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD
GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF MARCH 2014

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	447,323	4,379,164
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		987,065	5,086,716
OTHER CHARGES		178,343	1,794,501
CAPITAL OUTLAYS		402,474	3,488,460
LESS ASSETS TO BALANCE SHEET		(81,284)	(401,980)
TRANSFERS		90,055	1,040,329
TOTAL	$	2,023,976	15,387,190

AUDITED Lawrence Chan 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 03/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
REVENUES:							
TAXES							
3110 SECRD PRPRTY TX	1,293,322.67	1,247,598.78	69,742.28	830,814.91	0.00	416,784	66.6
3120 UNSCRD PRPRTY T	73,245.77	70,432.38	2,118.83	72,261.97	0.00	(1,829)	102.6
3123 SPPLMNTL PRPRTY	27,126.75	13,684.28	4,094.32	22,704.88	0.00	(9,021)	165.9
3180 RPTTF DISTRIBTN	67,728.90	0.00	0.00	29,891.19	0.00	(29,891)	0.0
3613 HMWNRS PRPRTY T	8,915.02	9,736.58	0.00	4,396.30	0.00	5,340	45.2
Total TAXES	1,470,339.11	1,341,452.02	75,955.43	960,069.25	0.00	381,383	71.6
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	199,358.29	268,395.00	42,539.85	125,729.77	0.00	142,665	46.8
3515 UNRLZD GN(LSS)N	(216,648.66)	0.00	2,658.40	100,807.59	0.00	(100,807)	0.0
Ttl RNTS AND INTRS	(17,290.37)	268,395.00	45,198.25	226,537.36	0.00	41,858	84.4
CHARGES AND FEES							
3901 SSC TAX ROLL	13,558,905.69	13,183,050.00	723,558.61	8,566,510.07	0.00	4,616,540	65.0
3902 SSC WESTBOROUGH	1,485,112.27	1,484,832.00	0.00	794,676.47	0.00	690,156	53.5
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	118,476.56	118,476.56	0.00	(9,476)	108.7
3911 WATER SALES	245,098.37	180,825.00	24,924.67	219,214.40	0.00	(38,389)	121.2
3921 CONNECTIN CHRGS	135,098.40	115,000.00	15,934.00	90,468.00	0.00	24,532	78.7
Total CHRGS AND FS	15,600,570.48	15,108,307.00	882,893.84	9,820,735.52	0.00	5,287,571	65.0
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	1,872.40	0.00	0.00	4,698.80	0.00	(4,699)	0.0
3852 WRKRS CMP - SLF	86,719.83	0.00	3,223.16	16,432.39	0.00	(16,432)	0.0
3860 MISCELLANES RVN	34,469.22	0.00	21,984.02	23,154.02	0.00	(23,154)	0.0
Total MSCLLNS RVNS	123,061.45	0.00	25,207.18	44,285.21	0.00	(44,285)	0.0
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	1,462,371.00	1,469,738.06	122,478.17	1,102,303.53	0.00	367,435	75.0
Ttl OPRTNG TRNSFRS	1,462,371.00	1,469,738.06	122,478.17	1,102,303.53	0.00	367,435	75.0
* Total Revenues	18,639,051.67	18,187,892.08	1,151,732.87	12,153,930.87	0.00	6,033,961	66.8

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
EXPENDITURES:							
SALARIES AND BENEFITS							
4101 SALARIES	3,971,859.77	4,225,024.64	275,276.08	2,710,965.36	0.00	1,514,059	64.2
4102 HOURLY WAGES	42,754.31	52,123.76	2,796.57	26,711.37	0.00	25,412	51.2
4103 OVERTIME	81,048.72	102,561.71	10,769.34	71,816.36	0.00	30,745	70.0
4104 PERS RETIREMENT	926,862.85	990,722.67	63,604.32	660,632.86	0.00	330,090	66.7
4105 GROUP INSURANCE	645,273.26	659,576.84	42,527.68	413,926.45	0.00	245,650	62.8
4106 WORKERS CMPNSTN	285,206.19	278,531.26	21,464.54	225,831.86	0.00	52,699	81.1
4107 MEDICARE	53,765.70	50,433.46	3,587.86	38,317.53	0.00	12,116	76.0
4108 UNMPLYMNT 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	18,362.39	0.00	(18,362)	0.0
4112 STANDBY PAY	18,200.00	18,200.00	1,400.00	14,000.00	0.00	4,200	76.9
4116 INJURY LEAVE	109,969.07	0.00	5,922.21	24,581.78	0.00	(24,582)	0.0
4118 RETIREE HEALTH	200,376.28	384,477.00	19,974.21	173,955.13	0.00	210,522	45.2
4119 SOCIAL SECURITY	551.86	2,884.50	0.00	63.04	0.00	2,821	2.2
4120 OTHR PST EMPLYM	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	447,322.81	4,379,164.13	0.00	2,394,851	64.6
SERVICES AND SUPPLIES							
4209 MLG RMB/CR ALLW	1,800.00	1,950.00	150.00	1,350.00	0.00	600	69.2
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	4,847.17	26,611.64	0.00	6,597	80.1
4213 UTILITIES	881,651.08	899,265.20	62,185.08	656,497.44	0.00	242,768	73.0
4217 EQPMNT MNTNNC C	66,672.72	77,608.21	3,548.85	42,708.45	1,758.00	33,142	57.3
4219 PROFESSNL SRVCS	17,268.59	69,640.00	2,076.17	31,393.26	11,096.74	27,150	61.0
4220 OTHR CNTRCTL SR	3,586,090.37	4,159,662.33	731,094.51	2,641,771.10	1,175,961.88	341,929	91.8
4228 PUMP STATIN RPR	68,613.19	66,362.48	1,642.54	31,253.85	0.00	35,109	47.1
4230 OFFICE EXPENSE	18,927.68	16,122.59	656.11	14,995.43	0.00	1,127	93.0
4231 SAFETY GEAR	21,675.20	38,427.77	1,757.81	9,561.31	0.00	28,866	24.9
4234 SPECIL DPRTMNTL	6,185.48	20,300.00	104.14	3,077.83	0.00	17,222	15.2
4235 BUILDING MNTNNC	60,791.62	57,877.32	4,534.07	44,870.43	0.00	13,007	77.5
4237 CLOTHING	25,484.07	23,633.86	1,179.66	14,436.07	0.00	9,198	61.1
4241 STRTS OPRTNG SP	5,892.91	11,351.63	642.29	5,670.01	0.00	5,682	49.9
4243 OPERATING SPPLS	849,860.47	1,137,809.02	79,163.59	647,184.38	119,612.94	371,012	67.4
4244 REPARS & MNTNNC	164,530.69	166,764.62	7,765.88	143,965.43	0.00	22,799	86.3
4246 FUELS & MTR OLS	18,693.28	75,613.76	2,905.15	25,374.94	0.00	50,239	33.6
4255 SMALL EQUIPMENT	20,861.33	15,036.50	2,303.22	21,283.25	0.00	(6,247)	141.5
4313 INVNTRY ADJSTMN	(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	906,556.24	4,362,133.82	1,308,429.56	1,219,271	82.3

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percnt To-dat
OTHER CHARGES							
4215 RENTS AND LEASS	292.96	5,500.00	0.00	0.00	0.00	5,500	0.0
4302 MMBRSHPS & PBLC	33,036.46	44,647.68	296.00	32,253.43	0.00	12,394	72.2
4303 TRAVEL & METNGS	2,303.77	8,186.95	4.00	1,111.10	0.00	7,076	13.6
4304 EDUCATN & TRNNG	31,251.99	48,282.90	1,587.31	14,500.13	9,425.00	24,358	49.6
4434 MSCLLNS OTHR CH	163,314.30	209,596.36	0.00	123,844.50	0.00	85,752	59.1
4603 CONTINGENCIES	0.00	6,666.50	0.00	0.00	0.00	6,667	0.0
Total OTHER CHARGS	230,199.48	322,880.39	1,887.31	171,709.16	9,425.00	141,746	56.1
FIXED CHARGES							
4208 TLPHN SRVC CHRG	6,467.40	6,467.23	538.95	4,850.55	0.00	1,617	75.0
4216 VHCL SRVC CHRGS	296,710.32	296,710.29	24,725.86	222,532.74	0.00	74,178	75.0
4223 INFRMTN SRVCS C	338,666.40	338,666.45	28,222.20	253,999.80	0.00	84,667	75.0
4226 MAL/MSSNGR SRVC	3,786.60	3,786.64	315.55	2,839.95	0.00	947	75.0
4227 COPIER SERVICES	7,692.00	7,692.00	641.00	5,769.00	0.00	1,923	75.0
4233 POSTAGE	3,720.72	3,720.77	310.06	2,790.54	0.00	930	75.0
4301 GNRL INSRNC CHR	309,065.88	309,065.83	25,755.49	231,799.41	0.00	77,266	75.0
Total FIXED CHARGS	966,109.32	966,109.21	80,509.11	724,581.99	0.00	241,527	75.0
CAPITAL OUTLAY							
4504 ENGINERNG SRVCS	1,424,024.62	2,910,970.54	87,552.87	873,560.76	1,468,139.97	569,270	80.4
4507 MAINS CONSTRCTN	171,051.24	2,948,624.87	2,700.00	651,983.01	129,208.59	2,167,433	26.5
4508 STRM DRN CNSTRC	0.00	1,376,234.00	43,253.53	43,253.53	0.00	1,332,980	3.1
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	273,608.52	4,411.69	30,341.10	0.00	243,267	11.1
4518 CNSTRCTN INSP S	0.00	29,500.00	2,180.88	22,246.97	0.00	7,253	75.4
4520 BUILDINGS	91,094.88	673,732.96	1,322.82	405,270.89	5,774.76	262,687	61.0
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 SNTTN TRTMNT PL	244,614.00	444,929.92	0.00	52,296.90	36,800.00	355,833	20.0
4530 SANITATN EQPMNT	1,091,957.85	2,286,679.65	259,336.28	1,139,164.42	232,388.24	915,127	60.0
4532 OTHR CNTRCTL SR	927.03	128,757.16	0.00	54.90	0.00	128,702	0.0
4550 TLS AND SHP EQP	32,387.50	39,345.89	1,716.36	34,499.14	0.00	4,847	87.7
4551 CMMNCTNS EQPMNT	9,512.67	411.00	0.00	0.00	0.00	411	0.0
4552 LIGHTS & GNRTRS	0.00	255,000.00	0.00	235,440.00	19,586.85	(27)	100.0
4554 ALARM 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 ACCN	(1,180,778.78)	0.00	(81,284.04)	(401,980.07)	0.00	401,980	0.0
Total CAPITAL OTLY	2,079,394.17	11,678,834.64	321,190.39	3,086,479.55	2,053,968.06	6,538,387	44.0

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 03/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
OPERATING TRANSFERS OUT							
4651 IF T 01-031-031	1,047,223.08	1,065,116.00	88,759.66	798,836.94	0.00	266,279	75.0
4667 IF T 51-315-453	106,869.00	491,767.00	0.00	133,210.00	0.00	358,557	27.1
4672 IF T 55-035-458	0.00	10,152.03	1,295.38	8,281.57	0.00	1,870	81.6
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	1,667,035.03	90,055.04	1,040,328.51	0.00	626,707	62.4
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 PYMNT 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	176,454.68	1,548,711.72	0.00	321,654	82.8
Total DEPRECIATION	2,003,719.28	1,870,366.00	176,454.68	1,548,711.72	0.00	321,654	82.8
* Total Expenditurs	18,706,178.79	30,240,023.72	2,023,975.58	15,387,190.04	3,371,822.62	11,481,011	62.0
Nt fr SNTTN DSTRCT F	(67,127.12)	(12,052,131.64)	(872,242.71)	(3,233,259.17)	(3,371,822.62)	(5,447,050)	

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 03/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
Total Rev - All Fnds	18,639,051.67	18,187,892.08	1,151,732.87	12,153,930.87	0.00	6,033,961	66.8
Ttl Expnd - All Fnds	18,706,178.79	30,240,023.72	2,023,975.58	15,387,190.04	3,371,822.62	11,481,011	62.0
All Funds Net	(67,127.12)	(12,052,131.64)	(872,242.71)	(3,233,259.17)	(3,371,822.62)	(5,447,050)	

Item # 4

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: May 12, 2014

Subject: Execution of Amendment No. 3 to Existing State Revolving Fund Loan Agreement

Recommended Action

Authorize the General Manager, or her designee, to execute Amendment No. 3 to the existing State Revolving Fund Loan Agreement to continue enabling the State Water Resources Control Board to continue suspending interest rate payment and instead apply funds to AB 2356 Small Community Grant Fund.

Background

Part of the District's financing of the Tertiary Recycled Water Facilities included a $4,450,128 loan from the State Revolving Fund. The District's annual loan principal repayment, plus interest at 2.5% is $288,873.38 due by December 1 and continues until 2024.

Discussion

The District and State Board have processed two amendments on the existing loan since 2005. Amendment No. 1 was executed on August 28, 2008 in conformance with AB 1742 enabling the State Board to assess an annual one percent (1%) loan charge against the outstanding loan balance from the interest payment. The net effect of the action was to decrease interest payments to 1.5% of the loan balance. Amendment No. 2 was executed on December 1, 2010 in conformance with AB 2356 in which interest rates were suspended and replaced with a charge to finance the Small Community Grant Fund. The authorization under AB 2356 was sunset to in 2014.

Amendment No. 3 conforms with AB 30, Chaptered on October 8, 2013, which essentially eliminated the 2014 sunset date and allows the Board to continue collecting the charge, in lieu of interest payments, thru the remaining term of the loan. Attached for the Board's review are the amended contract and signature page.

Fiscal Impact

None. Loan amount obligations until 2024 remain unchanged. Amendment conforms with existing state authority.

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

Respectfully submitted,

Patrick Sweetland
Director of Water and Wastewater Resources

Attachments (2)

EXHIBIT B — BUDGET DETAIL AND PAYMENT PROVISIONS

SECTION 1. ESTIMATED COST OF PROJECT.

The estimated reasonable cost of the total Project at the time of SWRCB Approval, including associated planning and design costs, is four million four hundred fifty thousand one hundred twenty eight dollars ($4,450,128).

SECTION 2. ASSISTANCE AMOUNT AND FINANCING PROVISIONS.

Section 2.1. Project Funds; Repayment from Installment Payments.

Subject to the conditions and in accordance with the terms of this Agreement, the SWRCB hereby agrees to provide the Project Funds and the Agency hereby agrees to accept the Project Funds in the maximum principal component, of four million four hundred fifty thousand one hundred twenty eight dollars ($4,450,128) and to repay the Project Funds in Installment Payments at an interest rate of one and five tenths percent (1.5%) per annum as set forth in Exhibits B and I attached hereto. The Agency also agrees to pay a Service Charge at the rate of one percent (1%) per annum as set forth in Exhibits B and I attached hereto. The Agency agrees that it shall not be entitled to interest earned on undisbursed project funds. Upon execution of this Agreement, the SWRCB shall encumber an amount equal to the Obligation. The Agency hereby agrees to pay Installment Payments solely from Net Revenues and/or other amounts legally available to the Agency. Interest and Service Charges on any funds disbursed to the Agency shall begin to accrue as of the date of each disbursement. The combined rate on these charges shall be two and five tenths percent (2.5%) per annum as set forth in Exhibits B and I attached hereto. This combined rate is based on the sale of General Obligation Bonds held on April 24, 2003 and is set when the Agreement is certified to the Agency. The interest rate herein is hereby suspended and wholly replaced with the AB 2356 Small Community Grant Fund Charge ~~until the payment date in 2014,~~ as shown in Exhibit I~~, at which date the interest obligation shall recommence~~. The total repayment obligation of the Agency shall not be increased by this temporary substitution of charge for rate.

Section 2.2. Amounts Payable by the Agency.

(A) Installment Payments. Repayment of the Project Funds, together with all interest accruing thereon, and payment of the Service Charge shall be paid in annual installments commencing on the date that is one year after Completion of Construction, and shall be fully amortized not later than 20 years after Completion of Construction.

The Installment Payment is based on a standard fully amortized assistance amount with equal annual repayments. The remaining balance is the previous balance, plus the disbursements, plus the accrued interest and Service Charge on both, less the repayment. Exhibit I is a SRF Installment Sales Agreement Payment Schedule based on the provisions of this article and an estimated disbursement schedule. The actual repayments will be based on actual disbursements.

Upon Completion of Construction and submission of necessary reports, the Division will prepare an appropriate SRF Installment Sales Agreement Payment Schedule and supply the same to the Agency. The SRF Installment Sales Agreement Payment Schedule may be amended as necessary to accurately reflect amounts due under this contract. Any

EXHIBIT I
CWSRF PAYMENT SCHEDULE

See the attached CWSRF Payment Schedule dated ~~October 21, 2010~~**April 10, 2014.**

State of California - State Water Resources Control Board
State Revolving Fund Payment Schedule

Recipient: North San Mateo County Sanitation District
Project No.: C-06-4801-110
Agreement No.: 02816-550-0

Date: 4/10/2014
Amount: 4,450,128
Interest rate: 0.000%
Service/Grant charge rate: Variable
Term: 20 Years

Date	Disbursement/ Payment	No.	Beginning Balance	Draw Amount	Construction Period Interest (CPI) Amount Accrued	Construction Period Interest (CPI) Amt. Trans. to Principal	Annual Interest Accrued	Principal Paid/Due	Interest Paid/Due	Service Charge Paid/Due	Grant Charge Paid/Due	Total Payment	Ending Balance
9-Apr-2004	Disbursement	1	0.00	3,160,733.00	0.00					0.00	0.00		3,160,733.00
30-Jun-2004	End FY		3,160,733.00		17,779.12					0.00	0.00		3,160,733.00
30-Aug-2004	Disbursement	2	3,160,733.00	844,382.00	13,169.72					0.00	0.00		4,005,115.00
1-Dec-2004	Const. Compl.		4,005,115.00		25,310.10	56,258.95				0.00	0.00		4,061,373.95
11-Mar-2005	Disbursement	3	4,061,373.95	445,013.00			28,203.99			0.00	0.00		4,506,386.95
30-Jun-2005	End FY		4,506,386.95				34,110.85			0.00	0.00		4,506,386.95
1-Dec-2005	Payment	1	4,506,386.95				47,254.47	179,309.07	109,569.31	0.00	0.00	288,878.38	4,327,077.88
1-Dec-2006	Payment	2	4,327,077.88				108,176.95	180,701.43	108,176.95	0.00	0.00	288,878.38	4,146,376.45
1-Dec-2007	Payment	3	4,146,376.45				103,659.41	185,218.97	103,659.41	0.00	0.00	288,878.38	3,961,157.48
1-Dec-2008	Payment	4	3,961,157.48				59,417.36	189,849.45	59,417.36	39,611.57	0.00	288,878.38	3,771,308.03
1-Dec-2009	Payment	5	3,771,308.03				56,569.62	194,595.68	56,569.62	37,713.08	0.00	288,878.38	3,576,712.35
1-Dec-2010	Payment	6	3,576,712.35				0.00	199,460.57	0.00	35,767.12	53,650.69	288,878.38	3,377,251.78
1-Dec-2011	Payment	7	3,377,251.78				0.00	204,447.09	0.00	33,772.52	50,658.77	288,878.38	3,172,804.69
1-Dec-2012	Payment	8	3,172,804.69				0.00	209,558.26	0.00	31,728.05	47,592.07	288,878.38	2,963,246.43
1-Dec-2013	Payment	9	2,963,246.43				0.00	214,797.22	0.00	29,632.46	44,448.70	288,878.38	2,748,449.21
1-Dec-2014	Payment	10	2,748,449.21				0.00	220,167.15	0.00	27,484.49	41,226.74	288,878.38	2,528,282.06
1-Dec-2015	Payment	11	2,528,282.06				0.00	225,671.33	0.00	25,282.82	37,924.23	288,878.38	2,302,610.73
1-Dec-2016	Payment	12	2,302,610.73				0.00	231,313.11	0.00	23,026.11	34,539.16	288,878.38	2,071,297.62
1-Dec-2017	Payment	13	2,071,297.62				0.00	237,095.94	0.00	20,712.98	31,069.46	288,878.38	1,834,201.68
1-Dec-2018	Payment	14	1,834,201.68				0.00	243,023.34	0.00	18,342.02	27,513.02	288,878.38	1,591,178.34
1-Dec-2019	Payment	15	1,591,178.34				0.00	249,098.92	0.00	15,911.78	23,867.68	288,878.38	1,342,079.42
1-Dec-2020	Payment	16	1,342,079.42				0.00	255,326.39	0.00	13,420.80	20,131.19	288,878.38	1,086,753.03
1-Dec-2021	Payment	17	1,086,753.03				0.00	261,709.55	0.00	10,867.53	16,301.30	288,878.38	825,043.48
1-Dec-2022	Payment	18	825,043.48				0.00	268,252.29	0.00	8,250.44	12,375.65	288,878.38	556,791.19
1-Dec-2023	Payment	19	556,791.19				0.00	274,958.60	0.00	5,567.91	8,351.87	288,878.38	281,832.59
1-Dec-2024	Payment	20	281,832.59				0.00	281,832.59	0.00	2,818.32	4,227.49	288,878.40	0.00
				4,450,128.00	56,258.94	56,258.95	437,392.65	4,506,386.95	437,392.65	379,910.00	453,878.02	5,777,567.62	

Outstanding Disbursement Balance: 0.00

STATE OF CALIFORNIA

STANDARD AGREEMENT AMENDMENT

STD. 213 A (Rev 2/05)

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 3 Pages

AGREEMENT NUMBER	AMENDMENT NUMBER
02-816-550-0	3
DGS REGISTRATION NUMBER:	

1. This Agreement is entered into between the State Agency and Contractor named below:

   STATE AGENCY'S NAME
   State Water Resources Control Board

   CONTRACTOR'S NAME
   North San Mateo County Sanitation District

2. The term of this Agreement is January 16, 2003 through December 1, 2024

3. The maximum amount of this Agreement after this amendment is: $ 4,450,128.00 Four million four hundred fifty thousand one hundred twenty-eight dollars and no cents

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

   Changes made in this amendment are shown as: Text additions are displayed in **bold and underline**. Text deletions are displayed as strike through text (i.e., ~~Strike~~).

   Exhibit B – Budget Detail and Payment Provisions (1 page attached)
   Exhibit I - CWSRF Payment Schedule (2 pages attached).

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		~~California Department of General Services Use Only~~
CONTRACTOR'S NAME *(If other than an individual, state whether a corporation, partnership, etc.)* North San Mateo County Sanitation District		**Approved as to form by the Office of Chief Counsel**
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	**Date:**
PRINTED NAME AND TITLE OF PERSON SIGNING Patrick Sweetland, Director of Water and Wastewater Resources		**Initials: N/A**
ADDRESS 153 Lake Merced Boulevard, Daly City, CA 94015-1048		
STATE OF CALIFORNIA		
AGENCY NAME State Water Resources Control Board		
BY *(Authorized Signature)* ✍	DATE SIGNED *(Do not type)*	
PRINTED NAME AND TITLE OF PERSON SIGNING John S. Russell, Acting Deputy Director, Division of Financial Assistance		☐ ~~Exempt per:~~
ADDRESS 1001 I Street, Sacramento, CA 95814		

Item # 5

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: May 12, 2014

Subject: **Acceptance of Roof Replacements for AFT Building, Final Effluent Building and Maintenance Building #1**

Recommended Action

Accept as complete all work associated with roof replacements for the AFT Building, the Final Effluent Building and Maintenance Building #1.

Background

All three roofs had exceeded their expected years of service as evidenced by interior leakage. Staff performed spot repairs in 2011 to stop leaks into the upstairs offices of Maintenance Building #1.

Discussion

Pioneer Contractors of San Francisco, CA was the lowest responsible bidder of the three bids received and was awarded the contract for the amount of $115,000 at the NSMCSD Board meeting of October 14, 2013.

Three project change orders were issued:

1) Duct work replacement on AFT Building - $6,683
2) Duct work replacement on Maintenance Building #1 - $3,450
3) Coping replacement on adjacent roof to AFT Building - $4,734

In addition, a bidding oversight on obtaining a Contractor's Bond was resolved by both parties in a timely fashion that did not delay the start of the project:

Contractor's Bond - $1,428

The total for both change orders and the bond fees was $16,295.

Because of the good faith efforts exhibited by all parties to resolve unforeseen issues that arose, no delay penalties or liquidated damages are being proposed in accepting the work performed.

The District supplied the roofing materials which it purchased under U.S. Communities Government Purchasing Alliance from the Garland Company who submitted a quote of $112,737 for all the materials necessary to complete all three roofs.

Fiscal Impact

Total cost for the replacement of all three roofs, including bonds, labor, materials and change orders, is $244,032.

Sufficient funds are available in Sanitation Fund Capital Projects 87-920-984, AFT Roof Replacement, 87-920-975, Final Effluent Roof Replacement, and 87-920-981, Maintenance Building #1 Roof Replacement.

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

Respectfully submitted,

George DeBono
P&E Maintenance Supervisor

Patrick Sweetland
Director of Water and Wastewater Resources