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, August 11, 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 June 23, 2014

Action Items:

2. Sewer Service Charge Appeals - FY 2014/15

3. Revenue and Expenditures Summary Report - May 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.

REPORTS:

4. Board of Directors

5. Staff

A Update on Vista Grande Basin Improvement Project

Staff:
Sweetland
Recommended Action:
Information Only

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 23, 2014

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on June 23, 2014, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chair Canepa at 6:57 p.m.

ROLL CALL:

Present: Buenaventura, Klatt, Torres, Canepa
Absent: Guingona

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Assistant City Manager Julie Thuy Underwood, Finance Director Lawrence Chiu, Director of Water and Wastewater Resources Patrick Sweetland, and Office Assistant II Angelica Zermeno as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 9, 2014**
   Abstain: Torres
2. **Sewer Service Charge Appeals – FY 2014/15**
3. **Adoption of Appropriations Limitation**
4. **Adoption of Biennial Operating and Capital Budget for FYs 2015 and 2016**

Motion was made, seconded (Torres/Klatt) and unanimously carried to adopt the Consent Agenda Regular Meeting of June 9, 2014.

REPORTS:

5. **Board of Directors**

   None.

6. **Staff**

A. SLWA –Spring Campaign

Director of Water and Wastewater Resources Patrick Sweetland advised the Board of the second mailer Spring Campaign generated for Sewer Line Warranties of America (SLWA) which offers a service line warranty program for homeowners. The program is optional and available for interested homeowners and will provide protection against the normal wear and tear of the sewer lines.

ADJOURNMENT:

Motion was made, seconded (Torrs/Klatt) and unanimously carried to adjourn the Special Meeting at 6:55 p.m.

Item # 2

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: August 11, 2014

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 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

Norman Green

Parcel #006-231-180

Westborough Water

Laura K. Evans

Acct #EVA0006

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
BOARD MEETING DATE 8/11/14

PARCEL NO. 006-231-180 2014-15
CUSTOMER NAME NORMAN GREEN
SERVICE ADDRESS 271 PRICE ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	109
		2 MONTHS PRIOR	90
2 MONTHS AFTER	108	4 MONTHS PRIOR	77
4 MONTHS AFTER	67	6 MONTHS PRIOR	63
		8 MONTHS PRIOR	72
		10 MONTHS PRIOR	62
		ACTUAL ANNUAL USAGE	**473**
		BASE PERIOD ANNUALIZED	654
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**181**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**38%**
		ANNUAL CREDIT IN DOLLARS	**$1,038.94**

(N.S.M.C.S.D. $5.74 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. GREEN'S TENANT HAD A TOILET LEAK.
THE PROBLEM WAS LATER FIXED, AND THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2014-15
BOARD MEETING 8/11/14
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.	EVA0006
CUSTOMER NAME	LAURA K. EVANS
SERVICE ADDRESS	2668 STAMFORD ROW, SSF

WATER USAGE FOLLOWING BASE PERIOD			
		BASE PERIOD	6
2 MONTHS AFTER	11	2 MONTHS PRIOR	3
4 MONTHS AFTER	4	4 MONTHS PRIOR	3
		6 MONTHS PRIOR	2
		8 MONTHS PRIOR	2
		10 MONTHS PRIOR	2

ACTUAL ANNUAL USAGE	**18**
BASE PERIOD ANNUALIZED	36
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**18**
PERCENTAGE CHANGE (MUST BE OVER 10%)	**100%**
ANNUAL CREDIT IN DOLLARS	**$ 119.70**

(Westborough rate $ 6.65 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. EVANS HAD A FOUNDATION LEVEL LEAKING PIPE. IT WAS LATER REPAIRED & THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT APPEAL BASED ON ACTUAL ANNUAL WATER CONSUMPTION.

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF MAY 2014

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	474,368	5,314,539
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		954,878	6,399,199
OTHER CHARGES		188,915	2,199,362
CAPITAL OUTLAYS		32,438	3,658,032
LESS ASSETS TO BALANCE SHEET			(401,980)
TRANSFERS		88,760	1,217,848
TOTAL	$	1,739,359	18,387,000

AUDITED Lawrence Chyin 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 05/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percnt To-dat
REVENUES:							
TAXES							
3110 SECRD PRPRTY TX	1,293,322.67	1,247,598.78	113,685.77	1,353,507.20	0.00	(105,908)	108.5
3120 UNSCRD PRPRTY T	73,245.77	70,432.38	0.00	72,261.97	0.00	(1,829)	102.6
3123 SPPLMNTL PRPRTY	27,126.75	13,684.28	7,308.44	34,267.97	0.00	(20,584)	250.4
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	3,077.41	7,473.71	0.00	2,263	76.8
Total TAXES	1,470,339.11	1,341,452.02	124,071.62	1,497,402.04	0.00	(155,950)	111.6
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	199,358.29	268,395.00	0.00	125,729.77	0.00	142,665	46.8
3511 OTHER INTEREST	0.00	0.00	(1.11)	0.00	0.00	0	0.0
3515 UNRLZD GN(LSS)N	(216,648.66)	0.00	0.00	100,807.59	0.00	(100,807)	0.0
Ttl RNTS AND INTRS	(17,290.37)	268,395.00	(1.11)	226,537.36	0.00	41,858	84.4
CHARGES AND FEES							
3901 SSC TAX ROLL	13,558,905.69	13,183,050.00	1,202,279.37	14,204,645.41	0.00	(1,021,595)	107.7
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	0.00	118,476.56	0.00	(9,476)	108.7
3911 WATER SALES	245,098.37	180,825.00	7,027.17	226,241.57	0.00	(45,416)	125.1
3921 CONNECTIN CHRGS	135,098.40	115,000.00	22,237.00	143,065.00	0.00	(28,065)	124.4
Total CHRGS AND FS	15,600,570.48	15,108,307.00	1,231,543.54	15,518,495.03	0.00	(410,188)	102.7
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	1,872.40	0.00	0.00	5,064.80	0.00	(5,065)	0.0
3852 WRKRS CMP - SLF	86,719.83	0.00	3,223.16	22,878.71	0.00	(22,879)	0.0
3860 MISCELLANES RVN	34,469.22	0.00	1.11	23,155.13	0.00	(23,155)	0.0
Total MSCLLNS RVNS	123,061.45	0.00	3,224.27	51,098.64	0.00	(51,099)	0.0
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	1,462,371.00	1,469,738.06	122,478.17	1,347,259.87	0.00	122,478	91.7
Ttl OPRTNG TRNSFRS	1,462,371.00	1,469,738.06	122,478.17	1,347,259.87	0.00	122,478	91.7
* Total Revenues	18,639,051.67	18,187,892.08	1,481,316.49	18,640,792.94	0.00	(452,901)	102.5

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percnt To-dat
EXPENDITURES:							
SALARIES AND BENEFITS							
4101 SALARIES	3,971,859.77	4,225,024.64	299,980.48	3,305,066.73	0.00	919,958	78.2
4102 HOURLY WAGES	42,754.31	52,123.76	3,173.87	32,804.99	0.00	19,319	62.9
4103 OVERTIME	81,048.72	102,561.71	5,965.22	83,230.23	0.00	19,331	81.2
4104 PERS RETIREMENT	926,862.85	990,722.67	65,510.69	790,907.70	0.00	199,815	79.8
4105 GROUP INSURANCE	645,273.26	659,576.84	47,194.71	503,053.20	0.00	156,524	76.3
4106 WORKERS CMPNSTN	285,206.19	278,531.26	21,843.28	269,091.48	0.00	9,440	96.6
4107 MEDICARE	53,765.70	50,433.46	3,756.12	45,759.60	0.00	4,674	90.7
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	16,800.00	0.00	1,400	92.3
4116 INJURY LEAVE	109,969.07	0.00	5,568.94	35,495.83	0.00	(35,496)	0.0
4118 RETIREE HEALTH	200,376.28	384,477.00	19,974.20	213,903.54	0.00	170,573	55.6
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	474,367.51	5,314,538.73	0.00	1,459,476	78.5
SERVICES AND SUPPLIES							
4209 MLG RMB/CR ALLW	1,800.00	1,950.00	150.00	1,650.00	0.00	300	84.6
4211 ADVERTISING	196.00	19,200.20	0.00	217.00	0.00	18,983	1.1
4212 COMMUNICATIONS	34,552.10	33,209.12	1,899.42	33,365.23	0.00	(156)	100.5
4213 UTILITIES	881,651.08	899,265.20	68,518.18	793,072.95	0.00	106,192	88.2
4217 EQPMNT MNTNNC C	66,672.72	77,608.21	13,886.99	72,530.89	1,758.00	3,319	95.7
4219 PROFESSNL SRVCS	17,268.59	69,640.00	0.00	34,569.52	11,096.74	23,974	65.6
4220 OTHR CNTRCTL SR	3,586,090.37	4,159,662.33	670,518.43	3,381,373.93	744,191.29	34,097	99.2
4228 PUMP STATIN RPR	68,613.19	66,362.48	13,127.15	63,491.91	0.00	2,871	95.7
4230 OFFICE EXPENSE	18,927.68	18,482.59	1,350.80	17,506.87	0.00	976	94.7
4231 SAFETY GEAR	21,675.20	38,427.77	4,959.78	19,354.31	0.00	19,073	50.4
4234 SPECIL DPRTMNTL	6,185.48	17,940.00	0.00	3,249.22	0.00	14,691	18.1
4235 BUILDING MNTNNC	60,791.62	57,877.32	4,562.15	54,192.83	0.00	3,684	93.6
4237 CLOTHING	25,484.07	23,633.86	1,744.94	17,467.09	0.00	6,167	73.9
4241 STRTS OPRTNG SP	5,892.91	11,351.63	3,147.88	9,941.96	0.00	1,410	87.6
4243 OPERATING SPPLS	849,860.47	1,137,809.02	85,135.80	809,745.20	37,743.48	290,320	74.5
4244 REPARS & MNTNNC	164,530.69	166,764.62	3,592.34	151,633.85	0.00	15,131	90.9
4246 FUELS & MTR OLS	18,693.28	75,613.76	68.09	26,078.05	0.00	49,536	34.5
4255 SMALL EQUIPMENT	20,861.33	15,036.50	1,707.04	24,157.74	0.00	(9,121)	160.7
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	874,368.99	5,513,598.55	794,789.51	581,447	91.6

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/14

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	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	1,091.00	34,883.43	0.00	9,764	78.1
4303 TRAVEL & METNGS	2,303.77	8,186.95	9.00	1,150.10	0.00	7,037	14.0
4304 EDUCATN & TRNNG	31,251.99	48,282.90	14,763.19	31,762.70	0.00	16,520	65.8
4434 MSCLLNS OTHR CH	163,314.30	209,596.36	0.00	162,835.20	0.00	46,761	77.7
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	15,863.19	230,631.43	0.00	92,249	71.4
FIXED CHARGES							
4208 TLPHN SRVC CHRG	6,467.40	6,467.23	538.95	5,928.45	0.00	539	91.7
4216 VHCL SRVC CHRGS	296,710.32	296,710.29	24,725.86	271,984.46	0.00	24,726	91.7
4223 INFRMTN SRVCS C	338,666.40	338,666.45	28,222.20	310,444.20	0.00	28,222	91.7
4226 MAL/MSSNGR SRVC	3,786.60	3,786.64	315.55	3,471.05	0.00	316	91.7
4227 COPIER SERVICES	7,692.00	7,692.00	641.00	7,051.00	0.00	641	91.7
4233 POSTAGE	3,720.72	3,720.77	310.06	3,410.66	0.00	310	91.7
4301 GNRL INSRNC CHR	309,065.88	309,065.83	25,755.49	283,310.39	0.00	25,755	91.7
Total FIXED CHARGS	966,109.32	966,109.21	80,509.11	885,600.21	0.00	80,509	91.7
CAPITAL OUTLAY							
4504 ENGINERNG SRVCS	1,424,024.62	2,910,970.54	1,285.60	942,821.30	1,417,958.43	550,191	81.1
4507 MAINS CONSTRCTN	171,051.24	2,948,624.87	10,484.39	695,085.64	136,996.64	2,116,543	28.2
4508 STRM DRN CNSTRC	0.00	1,376,234.00	0.00	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	1,089.62	37,335.28	0.00	236,273	13.6
4518 CNSTRCTN INSP S	0.00	29,500.00	0.00	22,297.98	0.00	7,202	75.6
4520 BUILDINGS	91,094.88	673,732.96	2,268.57	419,610.56	0.00	254,122	62.3
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 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	14,191.11	1,170,096.71	293,455.24	823,128	64.0
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	833.53	37,106.59	0.00	2,239	94.3
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	2,285.00	2,285.00	162,069.65	102,693	61.5
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	0.00	(401,980.07)	0.00	401,980	0.0
Total CAPITAL OTLY	2,079,394.17	11,678,834.64	32,437.82	3,256,052.32	2,066,866.81	6,355,916	45.6

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/14

* 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	976,356.26	0.00	88,760	91.7
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	0.00	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	88,759.66	1,217,847.83	0.00	449,187	73.1
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	173,052.22	1,894,649.52	0.00	(24,283)	101.3
Total DEPRECIATION	2,003,719.28	1,870,366.00	173,052.22	1,894,649.52	0.00	(24,283)	101.3
* Total Expenditurs	18,706,178.79	30,240,023.72	1,739,358.50	18,386,999.75	2,861,656.32	8,991,368	70.3
Nt fr SNTTN DSTRCT F	(67,127.12)	(12,052,131.64)	(258,042.01)	253,793.19	(2,861,656.32)	(9,444,268)	

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/14

* 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	1,481,316.49	18,640,792.94	0.00	(452,901)	102.5
Ttl Expnd - All Fnds	18,706,178.79	30,240,023.72	1,739,358.50	18,386,999.75	2,861,656.32	8,991,368	70.3
All Funds Net	(67,127.12)	(12,052,131.64)	(258,042.01)	253,793.19	(2,861,656.32)	(9,444,268)	