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 10, 2015 - 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 22, 2015

Action Items:

2. Sewer Service Charge Appeals - FY 2015/16

3. Revenue and Expenditure Summary Report - May 2015

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. Authorization of Additional Funds Associated with Digester #2 Cleaning and Rehabilitation

REPORTS:

5. Board of Directors

6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

June 22, 2015

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on June 22, 2015, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Ray Buenaventura at 6:46 p.m.

ROLL CALL:

Present: Canepa, Christensen, Guingona, Torres & Buenaventura
Absent: none

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

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 8, 2015**
2. **Sewer Service Charge Appeals – FYs 2014/15 and 2015/16**
3. **Revenue and Expenditure Summary Report – April 2015**
4. **Adoption of Appropriations Limitation**

Motion was made, seconded (Canepa/Guingona) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

REPORTS:

5. **Board of Directors**

   None.

6. **Staff**

   None.

ADJOURNMENT:

Motion was made, seconded (Canepa/Guingona) and unanimously carried to adjourn the Regular Meeting at 6:46 p.m.

Item # 2

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: August 10, 2015

Subject: SEWER SERVICE CHARGE APPEALS – FISCAL 2015-16

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.

Westborough Water

Romulo Austria

Acct #AUS0006

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

Respectfully submitted,

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 2015-16
BOARD MEETING 8/10/15
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.	AUS0006
CUSTOMER NAME	ROMULO AUSTRIA
SERVICE ADDRESS	2575 TARA LN., SOUTH SAN FRANCISCO

WATER USAGE FOLLOWING BASE PERIOD		BASE PERIOD	43
2 MONTHS AFTER	86	2 MONTHS PRIOR	34
		4 MONTHS PRIOR	23
		6 MONTHS PRIOR	22
		8 MONTHS PRIOR	21
		10 MONTHS PRIOR	20

ACTUAL ANNUAL USAGE	**163**
BASE PERIOD ANNUALIZED	258
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**95**
PERCENTAGE CHANGE (MUST BE OVER 10%)	**58%**
ANNUAL CREDIT IN DOLLARS	**$ 681.15**

(Westborough rate $ 7.17 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. AUSTRIA HAD A TOILET LEAK.
THE TOILET HAS SINCE BEEN REPLACED.

STAFF RECOMMENDATION TO BOARD

GRANT APPEAL BASED ON ACTUAL ANNUAL WATER CONSUMPTION.

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF MAY 2015

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	482,211	5,563,530
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		1,066,125	6,499,891
OTHER CHARGES		207,379	2,506,572
CAPITAL OUTLAYS		203,666	1,836,309
LESS ASSETS TO BALANCE SHEET		(29,067)	(245,026)
TRANSFERS		91,798	1,406,006
TOTAL	$	2,022,112	17,567,282

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 05/31/15

* 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	1,378,943.52	1,422,742.47	117,331.31	1,435,646.21	0.00	(12,904)	100.9
3120 UNSCRD PRPRTY T	72,261.97	80,005.91	0.00	76,155.18	0.00	3,851	95.2
3123 SPPLMNTL PRPRTY	40,930.18	23,230.00	8,553.92	40,652.25	0.00	(17,422)	175.0
3180 RPTTF DISTRIBTN	57,843.77	60,000.00	0.00	88,597.80	0.00	(28,598)	147.7
3613 HMWNRS PRPRTY T	8,792.61	8,836.73	3,030.17	7,358.99	0.00	1,478	83.3
Total TAXES	1,558,772.05	1,594,815.11	128,915.40	1,648,410.43	0.00	(53,595)	103.4
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	164,545.38	169,707.60	0.00	137,620.33	0.00	32,087	81.1
3515 UNRLZD GN(LSS)N	177,497.34	0.00	0.00	0.00	0.00	0	0.0
Ttl RNTS AND INTRS	342,042.72	169,707.60	0.00	137,620.33	0.00	32,087	81.1
CHARGES AND FEES							
3901 SSC TAX ROLL	14,447,279.32	15,566,760.00	1,347,460.74	15,420,449.55	0.00	146,310	99.1
3902 SSC WESTBOROUGH	1,592,109.81	1,624,642.00	0.00	865,779.57	0.00	758,862	53.3
3903 SSC COLMA	31,390.02	30,448.00	0.00	46,578.20	0.00	(16,130)	153.0
3904 SSC SF JAIL	118,476.56	123,216.00	160,560.37	160,560.37	0.00	(37,344)	130.3
3911 WATER SALES	333,284.36	333,841.50	44,778.73	251,304.55	0.00	82,537	75.3
3921 CONNECTIN CHRGS	153,940.00	282,750.00	181,268.00	476,622.00	0.00	(193,872)	168.6
Total CHRGS AND FS	16,676,480.07	17,961,657.50	1,734,067.84	17,221,294.24	0.00	740,363	95.9
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	5,064.80	0.00	0.00	1,980.35	0.00	(1,980)	0.0
3852 WRKRS CMP - SLF	26,101.87	0.00	6,446.32	63,903.91	0.00	(63,904)	0.0
3860 MISCELLANES RVN	23,555.13	25,000.00	0.00	21,789.60	0.00	3,210	87.2
Total MSCLLNS RVNS	54,721.80	25,000.00	6,446.32	87,673.86	0.00	(62,674)	350.7
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	1,469,738.04	1,503,131.00	125,260.92	1,377,870.12	0.00	125,261	91.7
Ttl OPRTNG TRNSFRS	1,469,738.04	1,503,131.00	125,260.92	1,377,870.12	0.00	125,261	91.7
* Total Revenues	20,101,754.68	21,254,311.21	1,994,690.48	20,472,868.98	0.00	781,442	96.3

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/15

* 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	3,593,896.55	4,150,409.00	281,488.67	3,231,887.19	0.00	918,522	77.9
4102 HOURLY WAGES	35,764.59	42,506.00	5,381.07	41,031.36	0.00	1,475	96.5
4103 OVERTIME	92,928.72	102,524.00	6,708.87	76,748.05	0.00	25,776	74.9
4104 PERS RETIREMENT	857,957.05	997,341.00	70,926.98	840,490.14	0.00	156,851	84.3
4105 GROUP INSURANCE	549,180.18	610,363.40	57,673.17	635,427.82	0.00	(25,064)	104.1
4106 WORKERS CMPNSTN	291,509.09	352,500.72	24,083.83	279,428.19	0.00	73,073	79.3
4107 MEDICARE	49,596.14	55,429.00	3,956.09	47,336.48	0.00	8,093	85.4
4109 COMPNSTD ABSNCS	32,442.29	0.00	0.00	0.00	0.00	0	0.0
4110 TERMINATION PAY	18,362.39	0.00	1,439.56	84,955.89	0.00	(84,956)	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	40,909.65	0.00	7,989.83	87,773.83	0.00	(87,774)	0.0
4118 RETIREE HEALTH	233,877.74	257,363.00	21,024.21	221,181.74	0.00	36,181	85.9
4119 SOCIAL SECURITY	63.04	2,700.90	138.38	469.18	0.00	2,232	17.4
4120 OTHR PST EMPLYM	146,883.00	0.00	0.00	0.00	0.00	0	0.0
Ttl SLRS AND BNFTS	5,961,570.43	6,589,337.02	482,210.66	5,563,529.87	0.00	1,025,807	84.4
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	281.00	19,243.18	0.00	0.00	0.00	19,243	0.0
4212 COMMUNICATIONS	36,134.68	39,417.92	5,048.51	31,567.60	0.00	7,850	80.1
4213 UTILITIES	990,968.05	1,076,307.15	67,491.85	770,202.20	0.00	306,105	71.6
4217 EQPMNT MNTNNC C	77,317.79	73,650.46	14,182.99	53,509.81	14,503.92	5,637	92.3
4219 PROFESSNL SRVCS	39,102.66	79,667.03	14,597.57	38,261.50	13,477.24	27,928	64.9
4220 OTHR CNTRCTL SR	3,998,736.30	4,144,494.29	754,979.06	3,448,101.26	103,065.37	593,328	85.7
4228 PUMP STATIN RPR	69,047.22	67,008.21	1,527.61	64,467.22	0.00	2,541	96.2
4230 OFFICE EXPENSE	19,554.85	15,384.66	4,143.90	20,268.78	0.00	(4,884)	131.7
4231 SAFETY GEAR	27,691.49	43,875.00	7,369.00	27,730.46	0.00	16,145	63.2
4234 SPECIL DPRTMNTL	3,288.27	20,300.00	3,577.24	7,996.07	12,717.00	(413)	102.0
4235 BUILDING MNTNNC	63,672.46	62,539.43	11,544.59	65,531.66	0.00	(2,992)	104.8
4237 CLOTHING	18,986.34	27,293.50	1,394.93	19,623.38	0.00	7,670	71.9
4241 STRTS OPRTNG SP	9,941.96	11,760.80	0.00	6,896.89	0.00	4,864	58.6
4243 OPERATING SPPLS	992,411.42	1,199,335.50	85,777.35	787,439.24	114,649.10	297,247	75.2
4244 REPARS & MNTNNC	162,354.53	165,140.44	4,647.41	152,521.45	0.00	12,619	92.4
4246 FUELS & MTR OLS	26,832.45	32,582.20	0.00	10,720.58	0.00	21,862	32.9
4253 LANDSCAP MNTNNC	0.00	20,000.00	789.00	5,218.48	0.00	14,782	26.1
4255 SMALL EQUIPMENT	25,835.55	24,342.27	246.11	12,952.81	0.00	11,389	53.2
4313 INVNTRY ADJSTMN	(66,195.56)	0.00	0.00	0.00	0.00	0	0.0
Ttl SRVCS AND SPPL	6,497,761.46	7,124,292.04	977,467.12	5,524,659.39	258,412.63	1,341,220	81.2

* 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	0.00	3,700.00	0.00	0.00	0.00	3,700	0.0
4302 MMBRSHPS & PBLC	35,113.43	41,460.63	455.00	33,900.14	0.00	7,560	81.8
4303 TRAVEL & METNGS	1,216.18	7,010.00	0.00	646.11	0.00	6,364	9.2
4304 EDUCATN & TRNNG	36,744.70	55,274.00	5,367.05	30,169.00	0.00	25,105	54.6
4434 MSCLLNS OTHR CH	162,835.20	185,360.13	0.00	164,144.45	0.00	21,216	88.6
Total OTHER CHARGS	235,909.51	292,804.76	5,822.05	228,859.70	0.00	63,945	78.2
FIXED CHARGES							
4208 TLPHN SRVC CHRG	6,467.40	19,579.84	1,631.66	17,948.26	0.00	1,632	91.7
4216 VHCL SRVC CHRGS	296,710.32	357,329.38	29,777.46	327,552.06	0.00	29,777	91.7
4223 INFRMTN SRVCS C	338,666.40	342,053.13	28,504.42	313,548.62	0.00	28,505	91.7
4226 MAL/MSSNGR SRVC	3,786.60	3,802.28	316.86	3,485.46	0.00	317	91.7
4227 COPIER SERVICES	7,692.00	8,270.59	689.22	7,581.42	0.00	689	91.7
4233 POSTAGE	3,720.72	4,421.06	368.42	4,052.62	0.00	368	91.7
4301 GNRL INSRNC CHR	309,065.88	328,432.75	27,369.39	301,063.29	0.00	27,369	91.7
Total FIXED CHARGS	966,109.32	1,063,889.03	88,657.43	975,231.73	0.00	88,657	91.7
CAPITAL OUTLAY							
4504 ENGINERNG SRVCS	1,273,998.19	3,549,126.52	124,918.73	710,321.93	1,410,138.78	1,428,666	59.7
4507 MAINS CONSTRCTN	731,512.85	2,635,052.97	0.00	78,241.38	24,667.00	2,532,145	3.9
4508 STRM DRN CNSTRC	43,253.53	1,065,836.62	0.00	0.00	0.00	1,065,837	0.0
4516 IN-HS SRVCS / C	38,087.40	232,013.49	9,807.70	47,196.63	0.00	184,817	20.3
4518 CNSTRCTN INSP S	22,297.98	0.00	0.00	252.50	0.00	(252)	0.0
4520 BUILDINGS	439,575.03	624,773.14	189.56	255,902.03	147,102.72	221,768	64.5
4522 PUMP STATIONS	0.00	18,491.85	0.00	0.00	0.00	18,492	0.0
4528 CNSTRCTN INSPCT	348.00	0.00	0.00	0.00	0.00	0	0.0
4529 SNTTN TRTMNT PL	52,296.90	404,863.13	0.00	64,900.00	159,179.00	180,784	55.3
4530 SANITATN EQPMNT	1,305,283.40	1,665,822.49	46,297.66	541,345.86	300,556.74	823,920	50.5
4532 OTHR CNTRCTL SR	170.19	264,586.97	22,432.78	27,632.78	39,650.00	197,304	25.4
4550 TLS AND SHP EQP	37,765.92	37,088.19	19.31	41,889.14	0.00	(4,801)	112.9
4551 CMMNCTNS EQPMNT	0.00	411.00	0.00	0.00	0.00	411	0.0
4552 LIGHTS & GNRTRS	253,931.85	301,095.00	0.00	0.00	1,095.00	300,000	0.4
4558 VEHICULR EQPMNT	0.00	277.00	0.00	0.00	0.00	277	0.0
4567 COMPUTER EQPMNT	56,732.50	225,314.78	0.00	45,026.50	62,595.65	117,693	47.8
4571 COMPUTER SOFTWR	0.00	40,000.00	0.00	0.00	0.00	40,000	0.0
4580 FURNITURE	0.00	33,000.00	0.00	23,600.00	0.00	9,400	71.5
4597 EXPNS CNTR ACCN	(1,656,134.50)	0.00	(29,066.78)	(245,026.38)	0.00	245,026	0.0
Total CAPITAL OTLY	2,599,119.24	11,097,753.15	174,598.96	1,591,282.37	2,144,984.89	7,361,486	33.7
OPERATING TRANSFERS OUT							
4651 IF T 01-031-031	1,065,115.92	1,101,570.00	91,797.50	1,009,772.50	0.00	91,798	91.7

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/15

* 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
4667 IF T 51-315-453	225,362.00	658,548.85	0.00	392,143.85	0.00	266,405	59.5
4672 IF T 55-035-458	10,152.03	4,089.24	0.00	4,089.24	0.00	0	100.0
4685 IF TO 17-312	100,000.00	0.00	0.00	0.00	0.00	0	0.0
Ttl OPRTNG TRNSFRS	1,400,629.95	1,764,208.09	91,797.50	1,406,005.59	0.00	358,203	79.7
DEBT SERVICE							
4378 NOTE PRINCIPAL	214,797.22	220,167.15	0.00	220,167.15	0.00	0	100.0
4379 NOTE INTEREST	70,949.16	65,500.00	0.00	68,711.23	0.00	(3,211)	104.9
4385 PRNCPL PYMNT CN	(214,797.22)	(220,167.15)	0.00	(220,167.15)	0.00	0	100.0
Total DEBT SERVICE	70,949.16	65,500.00	0.00	68,711.23	0.00	(3,211)	104.9
DEPRECIATION							
4431 DEPRECIATION	2,103,530.36	2,006,930.73	201,557.97	2,209,002.45	0.00	(202,072)	110.1
Total DEPRECIATION	2,103,530.36	2,006,930.73	201,557.97	2,209,002.45	0.00	(202,072)	110.1
* Total Expenditurs	19,835,579.43	30,004,714.82	2,022,111.69	17,567,282.33	2,403,397.52	10,034,035	66.6
Nt fr SNTTN DSTRCT F	266,175.25	(8,750,403.61)	(27,421.21)	2,905,586.65	(2,403,397.52)	(9,252,593)	

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/15

* 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	20,101,754.68	21,254,311.21	1,994,690.48	20,472,868.98	0.00	781,442	96.3
Ttl Expnd - All Fnds	19,835,579.43	30,004,714.82	2,022,111.69	17,567,282.33	2,403,397.52	10,034,035	66.6
All Funds Net	266,175.25	(8,750,403.61)	(27,421.21)	2,905,586.65	(2,403,397.52)	(9,252,593)	

Item # 4

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: August 10, 2015

Subject: Authorization of Additional Funds Associated with Digester #2 Cleaning and Rehabilitation

Recommended Action

That the Board of Directors appropriate an addition $216,167.03 to address unexpected change conditions and expanded work scope associated with Digester #2 Cleaning and Rehabilitation project.

Background

The District had received numerous plant odor complaints the first months of 2015 including a site visit inquiry from the Bay Area Air Quality Management District. When investigating the complaints, staff had discovered that the annular seal between the digester and the roof membrane on Digester #2 had deteriorated causing gas to leak out into the atmosphere. The digester rehabilitation work consisted of roof repairs to install a new annular seal, apply a weather proof roof coating and, the cleaning and dewatering of Digester #2 by taking it out of service. Subsequent work scope involved replacing all 23 valves connected to Digester #2 as they were last replaced with the digester cleaning conducted in 2002.

Discussion

On March 9, 2015, the Board authorized a sole source bid from Universal Coating for the replacement of the roof membrane and annual roof seal for Digester #2 for a cost of $135,200. A one present contractor's bond fee in the amount of $3,877 was added to the contract for a new project total of $137,077. Staff also added a non-slip coating to the roof surface at a cost of $6,100.

The planned work effort also involved cleaning of Digester #2 in advance of the roofing work and a single bid was obtained from MP Environmental in the amount of $30,245.00. The original price was $5,489 per day for a 5 person crew for 5 days work and a mobilization and demobilization cost of $2,800. Once the digester was accessible and cleaning began, much larger volume of grit material was discovered that required an expanded cleaning scope of work to avoid conflict with the roofing contractor. An eight man crew with additional equipment for 7 more work days was negotiated at $7,220 a day with a $110 roll off transportation of vacuum bin cost with additional round trip to Altamont Hills disposal fee at $4,272.73 per load estimated at 25 loads. A total of 28 loads of material was subsequently required to complete the digester cleaning for a total additional cost of $173,256.25.

An additional $216,167.03 is requested to be appropriated to address the following items:

Roof Contractor's Bond fee	$ 3,877.00
Non-Slip Coating Addition	$ 6,100.00
Digester Cleaning Change Order	$173,256.25
Plug Valve Replacement (Labor)	$ 21,771.00
Plug Valve Purchase (District)	$ 10,176.92
Plexiglass Port Covers & Gaskets	$ 985.86
Total Request	**$216,167.03**

Fiscal Impact

Sufficient funds are available in the District's approved Capital Improvement Fund from savings in Municipal Regional Permit, 87-920-812 in the amount of $216,167.03, to be transferred into Digester Cleaning Program, 87-920-808.

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

Respectfully submitted,

Kevin Brown
Chief of Operations

Patrick Sweetland
Director of Water and Wastewater Resources