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, December 12, 2016 - 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 November 28, 2016

Action Items:

2. Sewer Service Charge Appeals - FY 2016/17

3. Revenue and Expenditure Summary Report - June 2016

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."

REORGANIZATION OF BOARD OF DIRECTORS

4. Election of Chair

5. Election of Vice Chair

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:

6. Presentation of FY 2016 Annual Financial Statements

Staff:
Paras
Recommended Action:
Motion to Accept

7. Acceptance of 27-Inch Final Effluent Force Main Rehabilitation Project

Staff:
Sweetland/Piccolotti
Recommended Action:
Adopt Resolution

REPORTS:

8. Board of Directors

9. Staff

A Proposition 1 Stormwater Grant Program

Staff:
Sweetland
Recommended Action:
Information Only (Oral Report)

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

November 28, 2016

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on November 28, 2016, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Councilmember Mike Guingona at 6:46 p.m.

ROLL CALL:

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

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Assistant City Manager Julie Thuy Underwood, Director of Water and Wastewater Resources Patrick Sweetland, Assistant Director/City Engineer Richard Chiu, Plant & Equipment Maintenance Manager Joshua Cosgrove, Utility Billing Supervisor Anthony Tofiga, Civil Engineering Associate Roland Yip, and Emelyn Ponce as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of November 14, 2016**

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

NEW BUSINESS:

2. **Acceptance of Secondary Clarifier #1 Coating Project**

Director of Water and Wastewater Resources Patrick Sweetland recommended that the Board accepts as complete all work performed by Jeffco Painting and Coating Inc. of Vallejo, California in the total amount of $195,236 when applying Endura-Flex 1988 Coating System to the walls of Secondary Clarifier #1. The original scope of work was to clean, sandblast and coat a five-foot ring around the perimeter of the Clarifier for $67, 836. However, when the tank was drained it was discovered that the entire perimeter of the tank was in need of rehabilitation. The staff accepted Jeffco's lump sum quote of $127, 400 for the additional work on 3,640 square feet of surface. Sufficient funds are available in Sanitation Capital Program Budget 87-920-857, and a budget transfer of $125,000 from Sanitation Capital Program 87-920-812.

Motion was made, seconded (Buenaventura/Christensen) and unanimously carried to adopt the Resolution No. 16-SD-15, "Acceptance of Secondary Clarifier #1 Coating Project".

3. **Notice of Completion for Citrus Avenue Sewer Main Improvement Project**

Civil Engineer Roland Yip advised the Board to accept the completed improvements project for the Citrus Avenue Sewer Main Improvements. This project was successfully completed on schedule and within the project budget. The contract was awarded to Precision Engineering Inc. of San Francisco at the April 11, 2016 Board meeting in the amount of $492,182 with the change order totaling $66,938.10 less a balancing credit to the District of $20,822. The scope of work included the installation of approximately 60 feet of new

8-inch PVC sewer main and 1,200 feet of 10-inch PVC sewer main, and the replacement of approximately 20 feet of existing 8-inch VCP sewer main with 10-inch PVC sewer main in the middle of Citrus Avenue. Seven new sewer manholes were installed within the project limits while another two manholes were rehabilitated. Precision Engineering, in addition, performed pavement restoration including a standard trench cap over the roadway excavation, asphalt concrete paving, concrete restoration, and pavement striping and marking. The contract was completed in the total amount of $538,298.10 with funds available from Sanitation Fund Capital Project Accounts 87-920-824 and 87-920-832.

Motion was made, seconded (Christensen/Buenaventura) and unanimously carried to adopt the Resolution No. 16-SD-16, "Notice of Completion for Citrus Avenue Sewer Main Improvement Project".

REPORTS:

4. **Board of Directors**

   None.

5. **Staff**

   None.

ADJOURNMENT:
Motion was made, seconded (Christensen/Buenaventura) and unanimously carried to adjourn the Regular 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: December 12, 2016

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2016-17

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

Eugenia Estebanez Parcel #090-014-120	Abad Cilos S. Santos Parcel #091-791-060	Donna Milovitch Parcel #102-380-020
Denny Lee Parcel #006-262-120	Jack Cardinale Parcel #006-192-080	Amy W. Gee Parcel #006-481-370
Betty Hall Parcel #006-243-230		

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

Respectfully submitted,

Anthony Tofiga
Utility Billing Supervisor

Lawrence Chiu
Director of Finance and
Administrative Services

Attachment: Sewer Service Charge Appeal

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 12/12/16

PARCEL NO. 090-014-120 2016-17
CUSTOMER NAME EUGENIA ESTEBANEZ
SERVICE ADDRESS 252 POLARIS WAY, DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	16
		2 MONTHS PRIOR	12
2 MONTHS AFTER	1	4 MONTHS PRIOR	11
4 MONTHS AFTER	8	6 MONTHS PRIOR	9
		8 MONTHS PRIOR	11
		10 MONTHS PRIOR	2
		ACTUAL ANNUAL USAGE	**61**
		BASE PERIOD ANNUALIZED	96
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**35**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**57%**
		ANNUAL CREDIT IN DOLLARS	**$236.60**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. ESTEBANEZ HAD A HIGH USAGE OF WATER WHICH LATER 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 12/12/16

PARCEL NO. 091-791-060 2016-17
CUSTOMER NAME ABAD CILOS S. SANTOS
SERVICE ADDRESS 83 CAMELOT CT., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	31
		2 MONTHS PRIOR	28
2 MONTHS AFTER	22	4 MONTHS PRIOR	24
4 MONTHS AFTER	25	6 MONTHS PRIOR	21
		8 MONTHS PRIOR	18
		10 MONTHS PRIOR	16
		ACTUAL ANNUAL USAGE	**138**
		BASE PERIOD ANNUALIZED	186
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**48**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**35%**
		ANNUAL CREDIT IN DOLLARS	**$324.48**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. SANTOS HAD A LEAKING TOILET.
IT WAS CORRECTED 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
BOARD MEETING DATE 12/12/16

PARCEL NO. 102-380-020 2016-17
CUSTOMER NAME DONNA MILOVITCH
SERVICE ADDRESS 1705 HAMPTON LN., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	49
		2 MONTHS PRIOR	2
2 MONTHS AFTER	5	4 MONTHS PRIOR	7
4 MONTHS AFTER	4	6 MONTHS PRIOR	5
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	7
		ACTUAL ANNUAL USAGE	**78**
		BASE PERIOD ANNUALIZED	294
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**216**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**277%**
		ANNUAL CREDIT IN DOLLARS	**$1,460.16**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. MILOVITCH'S WASHING MACHINE WOULD NOT TURN OFF. WHEN DISCOVERED THE PROBLEM WAS CORRECTED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/12/16

PARCEL NO. 006-262-120 2016-17
CUSTOMER NAME DENNY LEE
SERVICE ADDRESS 230 WESTRIDGE AVE., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	28
		2 MONTHS PRIOR	49
2 MONTHS AFTER	42	4 MONTHS PRIOR	21
4 MONTHS AFTER	17	6 MONTHS PRIOR	8
6 MONTHS AFTER	10	8 MONTHS PRIOR	7
8 MONTHS AFTER	6	10 MONTHS PRIOR	29
		ACTUAL ANNUAL USAGE	**142**
		BASE PERIOD ANNUALIZED	168
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**26**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**18%**
		ANNUAL CREDIT IN DOLLARS	**$175.76**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. LEE'S TENANTS USED MORE WATER.
THE USAGE HAS NOW RETURNED TO A LOWER LEVEL.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/12/16

PARCEL NO.	006-192-080	2016-17
CUSTOMER NAME	JACK CARDINALE	
SERVICE ADDRESS	301 88TH ST., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	73
		2 MONTHS PRIOR	104
2 MONTHS AFTER	48	4 MONTHS PRIOR	67
4 MONTHS AFTER	53	6 MONTHS PRIOR	50
		8 MONTHS PRIOR	43
		10 MONTHS PRIOR	51
		ACTUAL ANNUAL USAGE	**388**
		BASE PERIOD ANNUALIZED	438
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**50**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**13%**
		ANNUAL CREDIT IN DOLLARS	**$338.00**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, APARTMENT #4 HAD A WATER LEAK.
THE USAGE LATER 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 12/12/16

PARCEL NO. 006-481-370 2016-17
CUSTOMER NAME AMY W. GEE
SERVICE ADDRESS 567 SYLVAN ST., DALY CITY

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	101
		2 MONTHS PRIOR	104
2 MONTHS AFTER	95	4 MONTHS PRIOR	97
4 MONTHS AFTER	91	6 MONTHS PRIOR	58
		8 MONTHS PRIOR	50
		10 MONTHS PRIOR	52
		ACTUAL ANNUAL USAGE	**462**
		BASE PERIOD ANNUALIZED	606
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**144**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**31%**
		ANNUAL CREDIT IN DOLLARS	**$973.44**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MRS. GEE'S TENANT HAD A TOILET LEAK.
WHEN THE TOILET WAS REPLACED, 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 12/12/16

PARCEL NO.	006-243-230	2016-17
CUSTOMER NAME	BETTY HALL	
SERVICE ADDRESS	62 W. MARKET ST., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	23
		2 MONTHS PRIOR	16
2 MONTHS AFTER	18	4 MONTHS PRIOR	18
4 MONTHS AFTER	19	6 MONTHS PRIOR	15
6 MONTHS AFTER	5	8 MONTHS PRIOR	14
8 MONTHS AFTER	4	10 MONTHS PRIOR	14
		ACTUAL ANNUAL USAGE	**100**
		BASE PERIOD ANNUALIZED	138
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**38**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**38%**
		ANNUAL CREDIT IN DOLLARS	**$256.88**

(N.S.M.C.S.D. $6.76 per unit)

REASON FOR APPEAL

DURING AND AROUND THE BASE PERIOD, MRS. HALL HAD AN ADDITIONAL PERSON IN THE HOUSE. WHEN THE PERSON MOVED OUT, USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF JUNE 2016

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	(3,708,731)	2,437,058
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		1,439,474	7,897,798
OTHER CHARGES		203,952	2,779,326
CAPITAL OUTLAYS		745,061	2,460,223
LESS ASSETS TO BALANCE SHEET		(889,382)	(1,275,266)
TRANSFERS		91,798	1,105,147
TOTAL	$	(2,117,828)	15,404,285

AUDITED Lauren 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 06/30/16

* 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-date
REVENUES:							
N/A							
6212 SNTTN FND-FND B	0.00	5,839,136.00	0.00	0.00	0.00	5,839,136	0.0
Total N/A	0.00	5,839,136.00	0.00	0.00	0.00	5,839,136	0.0
TAXES							
3110 SECRD PRPRTY TX	1,464,807.61	1,451,197.32	28,311.82	1,551,664.36	0.00	(100,467)	106.9
3120 UNSCRD PRPRTY T	76,155.18	81,606.03	0.00	78,774.78	0.00	2,831	96.5
3123 SPPLMNTL PRPRTY	47,483.83	23,462.00	7,979.56	61,102.92	0.00	(37,641)	260.4
3180 RPTTF DISTRIBTN	116,790.47	60,000.00	0.00	54,245.74	0.00	5,754	90.4
3613 HMWNRS PRPRTY T	8,657.64	9,013.46	1,261.07	8,407.16	0.00	606	93.3
Total TAXES	1,713,894.73	1,625,278.81	37,552.45	1,754,194.96	0.00	(128,916)	107.9
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	183,785.38	173,101.75	68,132.96	221,186.59	0.00	(48,085)	127.8
3515 UNRLZD GN(LSS)N	(4,389.35)	0.00	63,699.69	63,699.69	0.00	(63,700)	0.0
Ttl RNTS AND INTRS	179,396.03	173,101.75	131,832.65	284,886.28	0.00	(111,784)	164.6
CHARGES AND FEES							
3901 SSC TAX ROLL	15,638,649.84	17,146,758.00	248,993.04	16,605,972.17	0.00	540,786	96.8
3902 SSC WESTBOROUGH	1,741,261.60	1,699,387.00	952,110.90	1,901,997.05	0.00	(202,610)	111.9
3903 SSC COLMA	46,578.20	29,535.00	0.00	46,299.99	0.00	(16,765)	156.8
3904 SSC SF JAIL	160,560.37	128,144.00	0.00	181,975.20	0.00	(53,831)	142.0
3911 WATER SALES	339,385.31	338,379.75	126,671.57	306,809.79	0.00	31,570	90.7
3921 CONNECTIN CHRGS	490,140.00	509,119.00	62,266.00	652,833.03	0.00	(143,714)	128.2
Total CHRGS AND FS	18,416,575.32	19,851,322.75	1,390,041.51	19,695,887.23	0.00	155,436	99.2
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	1,980.35	0.00	522.05	1,342.75	0.00	(1,343)	0.0
3852 WRKRS CMP - SLF	68,047.97	0.00	0.00	23,828.36	0.00	(23,828)	0.0
3860 MISCELLANES RVN	49,743.50	25,000.00	20,979.00	82,651.92	0.00	(57,652)	330.6
Total MSCLLNS RVNS	119,771.82	25,000.00	21,501.05	107,823.03	0.00	(82,823)	431.3
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	1,503,131.04	1,628,092.00	(629,350.34)	781,483.92	0.00	846,608	48.0
Ttl OPRTNG TRNSFRS	1,503,131.04	1,628,092.00	(629,350.34)	781,483.92	0.00	846,608	48.0
* Total Revenues	21,932,768.94	29,141,931.31	951,577.32	22,624,275.42	0.00	6,517,656	77.6

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* 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-date
EXPENDITURES:							
SALARIES AND BENEFITS							
4101 SALARIES	3,531,652.26	4,150,409.00	395,320.07	3,979,940.26	0.00	170,469	95.9
4102 HOURLY WAGES	51,271.41	42,506.00	3,211.93	85,133.93	0.00	(42,628)	200.3
4103 OVERTIME	81,690.72	103,090.62	13,034.59	124,228.88	0.00	(21,138)	120.5
4104 PERS RETIREMENT	910,406.31	1,105,755.00	109,565.81	1,080,727.56	0.00	25,027	97.7
4105 GROUP INSURANCE	691,888.51	610,363.04	24,874.64	660,292.02	0.00	(49,929)	108.2
4106 WORKERS CMPNSTN	304,154.29	352,500.72	125,384.44	438,084.12	0.00	(85,583)	124.3
4107 MEDICARE	51,384.46	55,429.00	5,728.92	60,062.27	0.00	(4,633)	108.4
4108 UNMPLYMNT INSRN	5,056.07	0.00	6,882.90	6,882.90	0.00	(6,883)	0.0
4109 COMPNSTD ABSNCS	(28,976.51)	0.00	168,235.00	168,235.00	0.00	(168,235)	0.0
4110 TERMINATION PAY	84,955.89	0.00	0.00	111,049.12	0.00	(111,049)	0.0
4112 STANDBY PAY	18,200.00	18,200.00	1,400.00	18,200.00	0.00	0	100.0
4116 INJURY LEAVE	93,003.06	0.00	72.43	23,869.73	0.00	(23,870)	0.0
4118 RETIREE HEALTH	242,205.95	277,952.00	22,130.06	261,299.75	0.00	16,652	94.0
4119 SOCIAL SECURITY	754.59	2,700.90	311.32	3,935.09	0.00	(1,234)	145.7
4120 OTHR PST EMPLYM	165,762.00	0.00	190,902.00	190,902.00	0.00	(190,902)	0.0
4125 PENSION EXPENSE	(20,930.00)	0.00	(4,775,785.00)	(4,775,785.00)	0.00	4,775,785	0.0
Ttl SLRS AND BNFTS	6,182,479.01	6,718,906.28	(3,708,730.89)	2,437,057.63	0.00	4,281,849	36.3
SERVICES AND SUPPLIES							
4209 MLG RMB/CR ALLW	1,800.00	1,950.00	150.00	1,800.00	0.00	150	92.3
4211 ADVERTISING	64.00	19,435.61	142.00	244.00	0.00	19,192	1.3
4212 COMMUNICATIONS	36,141.73	38,911.17	4,265.68	35,438.35	0.00	3,473	91.1
4213 UTILITIES	944,976.68	1,107,841.19	191,399.04	939,016.68	0.00	168,825	84.8
4217 EQPMNT MNTNNC C	74,031.11	75,406.64	0.00	77,806.57	0.00	(2,400)	103.2
4219 PROFESSNL SRVCS	45,271.71	81,814.03	2,577.00	34,326.41	2,090.00	45,398	44.5
4220 OTHR CNTRCTL SR	4,016,302.86	4,406,679.91	655,363.45	3,894,390.39	31,307.91	480,982	89.1
4228 PUMP STATIN RPR	66,616.33	70,317.42	10,347.43	70,979.20	0.00	(662)	100.9
4230 OFFICE EXPENSE	22,782.34	18,087.61	1,857.53	19,213.75	0.00	(1,126)	106.2
4231 SAFETY GEAR	33,212.20	43,274.05	4,803.74	46,387.44	0.00	(3,113)	107.2
4234 SPECIL DPRTMNTL	9,235.53	33,017.00	0.00	37,212.96	0.00	(4,196)	112.7
4235 BUILDING MNTNNC	72,593.38	62,859.23	4,652.29	79,741.30	0.00	(16,882)	126.9
4237 CLOTHING	23,227.19	27,293.50	3,575.54	30,110.39	0.00	(2,817)	110.3
4241 STRTS OPRTNG SP	9,453.78	12,348.84	681.24	11,733.51	0.00	615	95.0
4243 OPERATING SPPLS	979,756.11	1,287,823.92	193,089.48	1,082,590.69	4,990.00	200,243	84.5
4244 REPARS & MNTNNC	163,986.32	174,368.99	27,808.29	178,414.17	0.00	(4,045)	102.3
4246 FUELS & MTR OLS	12,337.73	35,229.12	547.29	13,618.22	0.00	21,611	38.7
4253 LANDSCAP MNTNNC	7,593.98	20,000.00	7,025.00	17,308.50	0.00	2,692	86.5
4255 SMALL EQUIPMENT	19,937.59	19,337.61	1,410.19	19,319.61	0.00	18	99.9
4313 INVNTRY ADJSTMN	(160,685.15)	0.00	(12,131.66)	(12,131.66)	0.00	12,132	0.0

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* 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-date
	Ttl SRVCS AND SPPL	6,378,635.42	7,535,995.84	1,097,563.53	6,577,520.48	38,387.91	920,087	87.8
	OTHER CHARGES							
4215	RENTS AND LEASS	0.00	3,700.00	0.00	1,170.66	0.00	2,529	31.6
4302	MMBRSHPS & PBLC	38,185.03	41,883.25	96.00	30,838.88	0.00	11,044	73.6
4303	TRAVEL & METNGS	895.27	8,082.45	105.87	3,563.56	0.00	4,519	44.1
4304	EDUCATN & TRNNG	31,946.15	72,612.90	2,839.00	60,325.96	0.00	12,287	83.1
4434	MSCLLNS OTHR CH	164,144.45	212,178.44	0.00	132,464.43	0.00	79,714	62.4
	Total OTHER CHARGS	235,170.90	338,457.04	3,040.87	228,363.49	0.00	110,094	67.5
	FIXED CHARGES							
4208	TLPHN SRVC CHRG	19,579.92	19,579.84	1,631.66	19,579.92	0.00	(0)	100.0
4216	VHCL SRVC CHRGS	357,329.52	357,329.38	29,935.12	357,487.18	0.00	(158)	100.0
4223	INFRMTN SRVCS C	342,053.04	345,473.67	28,789.46	345,473.52	0.00	0	100.0
4226	MAL/MSSNGR SRVC	3,802.32	3,802.28	316.86	3,802.32	0.00	(0)	100.0
4227	COPIER SERVICES	8,270.64	8,270.59	689.22	8,270.64	0.00	(0)	100.0
4233	POSTAGE	4,421.04	4,421.06	368.42	4,421.04	0.00	0	100.0
4301	GNRL INSRNC CHR	328,432.68	328,432.75	280,179.33	581,242.62	0.00	(252,810)	177.0
	Total FIXED CHARGS	1,063,889.16	1,067,309.57	341,910.07	1,320,277.24	0.00	(252,968)	123.7
	CAPITAL OUTLAY							
4504	ENGINERNG SRVCS	822,434.80	1,232,547.86	22,161.99	384,678.84	882,777.45	(34,908)	102.8
4507	MAINS CONSTRCTN	130,350.29	5,656,532.15	571,288.40	701,130.95	1,761,568.00	3,193,833	43.5
4508	STRM DRN CNSTRC	0.00	25,000.00	0.00	0.00	0.00	25,000	0.0
4516	IN-HS SRV CHRGS	49,221.51	198,185.00	8,384.21	140,124.33	0.00	58,061	70.7
4518	IN-HS SRV CHG C	(252.50)	0.00	0.00	0.00	0.00	0	0.0
4520	BUILDINGS	274,715.90	511,046.11	7,947.84	236,365.71	73,045.49	201,635	60.5
4528	CNSTRCTN INSPCT	0.00	10,243.00	4,813.60	10,243.20	0.00	(0)	100.0
4529	SNTTN TRTMNT PL	456,949.95	243,838.92	23,291.00	90,321.48	0.00	153,517	37.0
4530	SANITATN EQPMNT	576,405.10	1,565,044.75	77,099.37	710,597.18	30,086.65	824,361	47.3
4532	OTHR CNTRCTL SR	40,446.29	379,825.00	0.00	110,098.00	0.00	269,727	29.0
4550	TLS AND SHP EQP	42,417.67	37,671.25	21,890.90	37,516.71	0.00	155	99.6
4552	LIGHTS & GNRTRS	0.00	1,095.00	0.00	0.00	0.00	1,095	0.0
4558	VEHICULR EQPMNT	0.00	51,575.00	0.00	0.00	0.00	51,575	0.0
4563	ELECTRCL EQPMNT	0.00	350,000.00	8,184.10	8,184.10	15,732.90	326,083	6.8
4567	COMPUTER EQPMNT	45,026.50	77,595.65	0.00	30,600.00	18,836.00	28,160	63.7
4571	COMPUTER SOFTWR	0.00	0.00	0.00	362.50	0.00	(362)	0.0
4580	FURNITURE	23,600.00	(9,400.00)	0.00	0.00	0.00	(9,400)	0.0
4597	EXPNS CNTR ACCN	(539,173.98)	0.00	(889,382.13)	(1,275,266.42)	0.00	1,275,266	0.0
	Total CAPITAL OTLY	1,922,141.53	10,330,799.69	(144,320.72)	1,184,956.58	2,782,046.49	6,363,797	38.4

OPERATING TRANSFERS OUT

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* 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-date
4651 IF T 01-031-031	1,101,570.00	1,101,570.00	91,797.50	1,101,570.00	0.00	0	100.0
4667 IF T 51-315-453	392,143.85	0.00	0.00	0.00	0.00	0	0.0
4672 IF T 55-035-458	6,118.97	5,105.28	0.00	3,577.41	0.00	1,528	70.1
4698 IF TO 31-131	8,580.48	0.00	0.00	0.00	0.00	0	0.0
Ttl OPRTNG TRNSFRS	1,508,413.30	1,106,675.28	91,797.50	1,105,147.41	0.00	1,528	99.9
DEBT SERVICE							
4378 NOTE PRINCIPAL	220,167.15	225,671.33	0.00	225,671.33	0.00	0	100.0
4379 NOTE INTEREST	65,500.23	63,207.05	(3,291.00)	59,916.05	0.00	3,291	94.8
4385 PRNCPL PYMNT CN	(220,167.15)	(225,671.33)	0.00	(225,671.33)	0.00	0	100.0
Total DEBT SERVICE	65,500.23	63,207.05	(3,291.00)	59,916.05	0.00	3,291	94.8
DEPRECIATION							
4431 DEPRECIATION	2,745,291.73	1,970,694.52	204,202.35	2,491,046.18	0.00	(520,352)	126.4
Total DEPRECIATION	2,745,291.73	1,970,694.52	204,202.35	2,491,046.18	0.00	(520,352)	126.4
* Total Expenditurs	20,101,521.28	29,132,045.27	(2,117,828.29)	15,404,285.06	2,820,434.40	10,907,326	62.6
Nt fr SNTTN DSTRCT F	1,831,247.66	9,886.04	3,069,405.61	7,219,990.36	(2,820,434.40)	(4,389,670)	

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* 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-date
Total Rev - All Fnds	21,932,768.94	29,141,931.31	951,577.32	22,624,275.42	0.00	6,517,656	77.6
Ttl Expnd - All Fnds	20,101,521.28	29,132,045.27	(2,117,828.29)	15,404,285.06	2,820,434.40	10,907,326	62.6
All Funds Net	1,831,247.66	9,886.04	3,069,405.61	7,219,990.36	(2,820,434.40)	(4,389,670)	

North San Mateo County Sanitation District

A subsidiary of the City of Daly City

Meeting Date: December 12, 2016

Subject: Presentation of Fiscal Year 2016 Annual Financial Statements

Recommended Action

Acceptance, by motion, of the Fiscal Year 2016 Annual Financial Statements of the District.

Discussion

Attached is an excerpt from the City of Daly City's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2016, showing the financial position, results of operations, and changes in cash of the District.

The District is considered a component unit of the City, and complete footnote disclosure and other information is included in the City's Comprehensive Annual Financial Report.

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

Respectfully submitted,

Christine Paras	Lawrence Chiu
Deputy Director of Finance and	Director of Finance and
Administrative Services	Administrative Services

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

CITY OF DALY CITY
SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF NET POSITION
JUNE 30, 2016 AND 2015

	2016	2015
ASSETS		
Current Assets		
Cash and investments	$29,957,488	$26,822,605
Accounts receivable	1,347,135	994,235
Inventories	1,605,539	1,593,408
Prepaids	26,331	1,050
Total Current Assets	32,936,493	29,411,298
Capital Assets		
Land	233,547	233,547
Buildings	893,519	739,019
Sewage facilities	58,958,085	58,958,084
Subsurface treatment lines	22,161,295	22,161,295
Equipment	8,118,150	7,752,183
Furniture and fixtures	114,174	94,257
Construction in progress	1,046,086	311,205
Total Capital Assets	91,524,856	90,249,590
Accumulated depreciation	(50,588,684)	(48,097,638)
Net Capital Assets	40,936,172	42,151,952
Total Assets	$73,872,665	$71,563,250
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension contribution	$2,963,476	$894,214
LIABILITIES		
Current Liabilities		
Accounts payable	$777,642	$1,142,383
Retentions payable	29,039	850
Accrued payroll	177,103	105,520
Interest payable	33,580	36,871
Compensated absences due within one year	575,000	570,000
Loans payable due within one year	231,313	225,671
Total Current Liabilities	1,823,677	2,081,295
Noncurrent Liabilities		
Compensated absences due in more than one year	506,846	343,609
Loans payable due in more than one year	2,071,298	2,302,611
Net pension liability	9,202,866	11,337,245
OPEB obligations	356,664	165,762
Total Noncurrent Liabilities	12,137,674	14,149,227
Total Liabilities	13,961,351	16,230,522
DEFERRED INFLOW OF RESOURCES		
Pension deferrals	$3,200,529	$3,772,673
NET POSITION		
Net investment in capital assets	38,633,561	39,623,670
Unrestricted	21,040,700	12,830,599
Total Net Position	$59,674,261	$52,454,269

CITY OF DALY CITY
SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF REVENUES, EXPENSES
AND CHANGES IN NET POSITION
FOR THE FISCAL YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
OPERATING REVENUES		
Sewer service charges	$18,736,244	$17,587,050
Water sales	306,810	339,385
Connection charges	652,833	490,140
Other revenues	107,826	119,772
Total Operating Revenues	19,803,713	18,536,347
OPERATING EXPENSES		
Salaries and benefits	2,437,060	6,182,479
Services and supplies	6,322,522	6,113,393
Utilities	994,035	1,000,699
Insurance	581,243	328,433
Depreciation	2,491,046	2,745,292
Other charges	1,413,318	2,157,315
Total Operating Expenses	14,239,224	18,527,611
Operating Income (Loss)	5,564,489	8,736
NONOPERATING REVENUES (EXPENSES)		
Property tax	1,754,195	1,713,895
Gain on disposal of capital assets		
Interest income	284,887	179,396
Interest expense	(59,916)	(65,500)
Net Nonoperating Revenues	1,979,166	1,827,791
Income (Loss) Before Operating Transfers	7,543,655	1,836,527
OPERATING TRANSFERS		
Operating transfers in	781,484	1,503,131
Operating transfers out	(1,105,147)	(1,508,413)
Change in Net Position	7,219,992	1,831,245
Beginning Net Position	52,454,269	50,623,024
ENDING NET POSITION	$59,674,261	$52,454,269

CITY OF DALY CITY
SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEARS ENDED JUNE 30, 2016 AND 2015

	2016	2015
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	$19,450,813	$18,446,376
Payments to suppliers	(9,685,082)	(9,534,512)
Payments to employees	(6,782,123)	(7,031,332)
Claims paid		
Payments to governmental agencies		
Cash Flows from (Used for) Operating Activities	2,983,608	1,880,532
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property tax	1,754,195	1,713,895
Principal paid on noncapital debt		
Interest paid on noncapital debt		
Transfer in	781,484	1,503,131
Transfers out	(1,105,147)	(1,508,413)
Cash Flows from Noncapital Financing Activities	1,430,532	1,708,613
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of capital assets	(1,275,266)	(539,171)
Proceeds from sale of capital assets		
Principal paid on capital debt	(225,671)	(220,167)
Interest paid on capital debt	(63,207)	(68,711)
Cash Flows from (Used for) Capital and and Related Financing Activities	(1,564,144)	(828,049)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	284,887	179,396
NET CASH FLOWS	3,134,883	2,940,492
Cash and investments at beginning of year	26,822,605	23,882,113
CASH AND INVESTMENTS AT END OF YEAR	$29,957,488	$26,822,605

Item # 7

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: December 12, 2016

Subject: Acceptance of 27-inch Final Effluent Force Main Rehabilitation Project

Recommended Action

Accept as complete all work performed by SAK Construction of O'Fallon, MO in the amount of $379,000 for the installation of a Cure In Place Pipe (CIPP) into the 27-inch Final Effluent Force Main.

Background

As part of the Biennial Capital Budget, DWWR staff recommended a five year project to annually line interior sections of the 27-inch Final Effluent Force Main beginning at the manifold at the wastewater treatment plant and extending to the point of gravity flow located just east of Highway 35 near the entrance into the Olympic Club The 27-inch Final Effluent Force Main was originally installed in 1977 and is a critical piece of the District's infrastructure that is used during events to bypass treated wastewater effluent out from the Vista Grande Tunnel in order to free up available tunnel capacity for storm flows. Because of at least three incidents involving pipeline leaks over the past four years due to corrosion, staff is implementing its five-year rehabilitation program. The use of CIPP materials has been successfully used in several areas of the District's Sanitary Sewer System, especially along pipeline segments that traverse beneath Highway 35. There are three known CIPP pressure pipe installers in Northern California, and staff hosted a mandatory site meeting on August 26th 2016, and only SAK submitted a proposal to complete the specified work in the amount of $385,000 and an agreement was authored at the Board's September 12th meeting.

Discussion

Work commenced in late October because of delays in obtaining materials from the east coast due to Hurricane Matthew. Successful installation of 706 linear feet of Nordiforce CIPP was completed on November 10th with the force main used successfully over the course of recent storm events. The invoice submitted for lump sum payment reflects actual installation of CIPP or 98 percent of SAK's original bid covering 720 linear feet.

Fiscal Impact

Sufficient funds in the amount of $379,000 are available in Sanitation Capital Program Budget 87-920–953.

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

Respectfully submitted,

Thomas Piccolotti	Patrick Sweetland
C&D Manager	Director of Water and Wastewater Resources