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, January 23, 2017 - 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 December 12, 2016

Action Items:

2. Revenue and Expenditures Summary Reports - July and August 2016

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

"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."

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:

3. Authorization to Execute Contract Change Order with Carollo Engineers on the Expanded Tertiary Recycled Water Project

Staff:
Sweetland
Recommended Action:
Adopt Resolution

REPORTS:

4. Board of Directors

5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

December 12, 2016

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on December 12, 2016, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Board Member Sylvester at 8:30 p.m.

ROLL CALL:

Present: Guingona, Manalo, Buenaventura & Sylvester
Absent: Christensen

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Patrick Sweetland, Collections & Distribution Manager Tom Piccolotti, Plant & Equipment Maintenance Manager Joshua Cosgrove, Chief of Operations Greg Krauss, Deputy Director of Finance and Administrative Services Christine Paras, Senior Management Analyst Jason Poon and Office Assistant II Emelyn Ponce as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of the Regular Meeting of November 28, 2016** (Board Members Sylvester/Manalo abstaining)
2. **Sewer Service Charge Appeals – FY 2015/16**
3. **Revenue and Expenditures Summary Report – June 2016**

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

REORGANIZATION OF BOARD OF DIRECTORS

4. **Election of Chair**

Motion was made, seconded (Guingona, Buenaventura) and unanimously carried to elect Glenn Sylvester as Chair.

5. **Election of Vice Chair**

Motion was made, seconded (Buenaventura, Guingona) and carried to elect Juslyn Manalo as Vice Chair.

NEW BUSINESS:

6. **Presentation of FY 2015/16 Annual Financial Statements**

Deputy Director of Finance and Administrative Services Christine Paras presented the Board with Annual Financial Statements for the year ending June 30, 2016. She discussed the financial position, results of operations and changes in cash of the District.

Motion was made, seconded (Buenaventura, Guingona) and unanimously carried to accept the District's Annual Financial Statements.

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

Collections & Distribution Manager Tom Piccolotti recommended that the Board approves as complete all work performed by SAK Construction in the total amount of $379,000. The project scope began at the manifold just outside of the Final Effluent Pump Station and continued just part of the Westlake Park entrance sign. The effort is the first of a planned five-year program to live the 27-inch force main to address a series of pipeline leaks due to corrosion. The interior lining is performed under heated pressure so the liner adheres to the pipe. The Cure In Place Pipe (CIPP) rehabilitation method has been successfully used in a number of sanitation mains especially those that traverse beneath Highway 35. Successful installation of 706 linear feet of Nordiforce CIPP was completed on November 10th with the force main used successfully over the source of recent storm events. The invoice submitted for lump sum payment reflects 98 percent of SAK's original bid covering 720 linear feet. Sufficient funds are available in Sanitation Capital Program Budget 87-920-953.

Motion was made, seconded (Buenaventura/Guingona) and unanimously carried to adopt the Resolution No. 16-SD-17, "Acceptance of 27-inch Final Effluent Force Main Rehabilitation Project".

REPORTS:

7. **Board of Directors**

   None

8. **Staff**

   Proposition 1 Stormwater Grant Program

Director of Water and Wastewater Resources Patrick Sweetland updated the Board about Proposition 1, the Water Quality, Supply and Infrastructure Improvement Act of 2014, which provided $200 million to public agencies to finance multi-benefit stormwater management projects. Vista Grande Drainage Basin Improvement Project received a full grant award of $10 million on December 1, 2016. Additional resources for this $105M project will be solicited from outside funding.

ADJOURNMENT:

Motion was made, seconded (Guingona/ Buenaventura) and unanimously carried to adjourn the Regular Meeting at 8:42 p.m.

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF JULY 2016

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	696,181	696,181
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		206,552	206,552
OTHER CHARGES		413,845	413,845
CAPITAL OUTLAYS		5,055	5,055
LESS ASSETS TO BALANCE SHEET		0	0
TRANSFERS		95,286	95,286
TOTAL	$	1,416,920	1,416,920

AUDITED ______________________ 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 07/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
REVENUES:							
N/A							
6212 SNTTN FND-FND B	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
Total N/A	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
TAXES							
3110 SECRD PRPRTY TX	1,551,664.36	1,645,858.00	0.00	0.00	0.00	1,645,858	0.0
3120 UNSCRD PRPRTY T	78,774.78	75,898.00	0.00	0.00	0.00	75,898	0.0
3123 SPPLMNTL PRPRTY	61,102.92	44,200.00	0.00	0.00	0.00	44,200	0.0
3180 RPTTF DISTRIBTN	54,245.74	58,700.00	0.00	0.00	0.00	58,700	0.0
3613 HMWNRS PRPRTY T	8,407.16	8,960.00	0.00	0.00	0.00	8,960	0.0
Total TAXES	1,754,194.96	1,833,616.00	0.00	0.00	0.00	1,833,616	0.0
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	221,186.59	173,102.00	0.00	0.00	0.00	173,102	0.0
3515 UNRLZD GN(LSS)N	63,699.69	0.00	0.00	0.00	0.00	0	0.0
Ttl RNTS AND INTRS	284,886.28	173,102.00	0.00	0.00	0.00	173,102	0.0
CHARGES AND FEES							
3901 SSC TAX ROLL	16,605,972.17	16,258,798.00	0.00	0.00	0.00	16,258,798	0.0
3902 SSC WESTBOROUGH	1,901,997.05	1,775,902.00	0.00	0.00	0.00	1,775,902	0.0
3903 SSC COLMA	46,299.99	43,430.00	0.00	0.00	0.00	43,430	0.0
3904 SSC SF JAIL	181,975.20	165,764.00	0.00	0.00	0.00	165,764	0.0
3911 WATER SALES	306,809.79	345,000.00	0.00	0.00	0.00	345,000	0.0
3921 CONNECTIN CHRGS	652,833.03	499,375.00	44,907.00	44,907.00	0.00	454,468	9.0
Total CHRGS AND FS	19,695,887.23	19,088,269.00	44,907.00	44,907.00	0.00	19,043,362	0.2
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	1,342.75	1,600.00	0.00	0.00	0.00	1,600	0.0
3852 WRKRS CMP - SLF	23,828.36	0.00	0.00	0.00	0.00	0	0.0
3860 MISCELLANES RVN	82,651.92	31,787.00	0.00	0.00	0.00	31,787	0.0
Total MSCLLNS RVNS	107,823.03	33,387.00	0.00	0.00	0.00	33,387	0.0
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	781,483.92	1,600,566.47	133,380.54	133,380.54	0.00	1,467,186	8.3
Ttl OPRTNG TRNSFRS	781,483.92	1,600,566.47	133,380.54	133,380.54	0.00	1,467,186	8.3
* Total Revenues	22,624,275.42	27,366,940.47	178,287.54	178,287.54	0.00	27,188,653	0.7

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 07/31/16

* 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
EXPENDITURES:							
SALARIES AND BENEFITS							
4101 SALARIES	3,979,940.26	4,571,690.30	349,467.60	349,467.60	0.00	4,222,223	7.6
4102 HOURLY WAGES	85,133.93	33,552.00	2,478.25	2,478.25	0.00	31,074	7.4
4103 OVERTIME	124,228.88	111,716.00	32,435.73	32,435.73	0.00	79,280	29.0
4104 PERS RETIREMENT	1,080,727.56	1,396,737.52	158,532.69	158,532.69	0.00	1,238,205	11.4
4105 GROUP INSURANCE	660,292.02	683,156.14	51,755.81	51,755.81	0.00	631,400	7.6
4106 WORKERS CMPNSTN	438,084.12	583,030.60	67,599.72	67,599.72	0.00	515,431	11.6
4107 MEDICARE	60,062.27	62,898.89	7,975.11	7,975.11	0.00	54,924	12.7
4108 UNMPLYMNT INSRN	6,882.90	0.00	0.00	0.00	0.00	0	0.0
4109 COMPNSTD ABSNCS	168,235.00	0.00	0.00	0.00	0.00	0	0.0
4110 TERMINATION PAY	111,049.12	0.00	0.00	0.00	0.00	0	0.0
4112 STANDBY PAY	18,200.00	18,200.00	2,100.00	2,100.00	0.00	16,100	11.5
4116 INJURY LEAVE	23,869.73	0.00	8.05	8.05	0.00	(8)	0.0
4118 RETIREE HEALTH	261,299.75	240,766.00	23,369.67	23,369.67	0.00	217,396	9.7
4119 SOCIAL SECURITY	3,935.09	9,633.72	458.75	458.75	0.00	9,175	4.8
4120 OTHR PST EMPLYM	190,902.00	0.00	0.00	0.00	0.00	0	0.0
4125 PENSION EXPENSE	(4,775,785.00)	0.00	0.00	0.00	0.00	0	0.0
Ttl SLRS AND BNFTS	2,437,057.63	7,711,381.17	696,181.38	696,181.38	0.00	7,015,200	9.0
SERVICES AND SUPPLIES							
4209 MLG RMB/CR ALLW	1,800.00	5,850.00	150.00	150.00	0.00	5,700	2.6
4211 ADVERTISING	244.00	1,000.00	0.00	0.00	0.00	1,000	0.0
4212 COMMUNICATIONS	35,438.35	75,271.89	4,110.81	4,110.81	0.00	71,161	5.5
4213 UTILITIES	939,016.68	1,008,806.08	0.00	0.00	0.00	1,008,806	0.0
4217 EQPMNT MNTNNC C	77,806.57	101,960.00	796.58	796.58	10,805.74	90,358	11.4
4219 PROFESSNL SRVCS	34,326.41	197,590.00	0.00	0.00	2,090.00	195,500	1.1
4220 OTHR CNTRCTL SR	3,894,390.39	4,441,726.44	70,239.99	70,239.99	231,307.91	4,140,179	6.8
4228 PUMP STATIN RPR	70,979.20	67,500.00	0.00	0.00	0.00	67,500	0.0
4230 OFFICE EXPENSE	19,213.75	18,765.96	335.75	335.75	0.00	18,430	1.8
4231 SAFETY GEAR	46,387.44	58,335.00	0.00	0.00	0.00	58,335	0.0
4234 SPECIL DPRTMNTL	37,212.96	274,000.00	55.00	55.00	0.00	273,945	0.0
4235 BUILDING MNTNNC	79,741.30	71,300.00	4,093.28	4,093.28	0.00	67,207	5.7
4237 CLOTHING	30,110.39	27,940.00	1,174.12	1,174.12	0.00	26,766	4.2
4241 STRTS OPRTNG SP	11,733.51	11,760.80	173.97	173.97	0.00	11,587	1.5
4243 OPERATING SPPLS	1,082,590.69	1,458,852.32	35,202.91	35,202.91	535,877.36	887,772	39.1
4244 REPARS & MNTNNC	178,414.17	219,081.52	717.75	717.75	0.00	218,364	0.3
4246 FUELS & MTR OLS	13,618.22	38,100.00	552.53	552.53	0.00	37,547	1.5
4253 LANDSCAP MNTNNC	17,308.50	0.00	0.00	0.00	0.00	0	0.0
4255 SMALL EQUIPMENT	19,319.61	31,505.01	115.93	115.93	0.00	31,389	0.4
4313 INVNTRY ADJSTMN	(12,131.66)	0.00	0.00	0.00	0.00	0	0.0

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 07/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
	Ttl SRVCS AND SPPL	6,577,520.48	8,109,345.02	117,718.62	117,718.62	780,081.01	7,211,545	11.1
	OTHER CHARGES							
4215	RENTS AND LEASS	1,170.66	3,700.00	0.00	0.00	0.00	3,700	0.0
4302	MMBRSHPS & PBLC	30,838.88	43,338.63	4,426.00	4,426.00	0.00	38,913	10.2
4303	TRAVEL & METNGS	3,563.56	20,350.00	0.00	0.00	0.00	20,350	0.0
4304	EDUCATN & TRNNG	60,325.96	75,302.00	841.12	841.12	0.00	74,461	1.1
4434	MSCLLNS OTHR CH	132,464.43	286,460.02	0.00	0.00	0.00	286,460	0.0
4603	CONTINGENCIES	0.00	37,007.00	0.00	0.00	0.00	37,007	0.0
	Total OTHER CHARGS	228,363.49	466,157.65	5,267.12	5,267.12	0.00	460,891	1.1
	FIXED CHARGES							
4208	TLPHN SRVC CHRG	19,579.92	25,162.15	2,096.85	2,096.85	0.00	23,065	8.3
4216	VHCL SRVC CHRGS	357,487.18	343,121.00	28,593.42	28,593.42	0.00	314,528	8.3
4223	INFRMTN SRVCS C	345,473.52	249,369.29	20,780.76	20,780.76	0.00	228,589	8.3
4226	MAL/MSSNGR SRVC	3,802.32	5,293.69	441.14	441.14	0.00	4,853	8.3
4227	COPIER SERVICES	8,270.64	8,861.85	738.49	738.49	0.00	8,123	8.3
4233	POSTAGE	4,421.04	4,747.43	395.62	395.62	0.00	4,352	8.3
4301	GNRL INSRNC CHR	581,242.62	429,445.00	35,787.08	35,787.08	0.00	393,658	8.3
	Total FIXED CHARGS	1,320,277.24	1,066,000.41	88,833.36	88,833.36	0.00	977,167	8.3
	CAPITAL OUTLAY							
4504	ENGINERNG SRVCS	384,678.84	954,977.45	0.00	0.00	882,777.45	72,200	92.4
4507	MAINS CONSTRCTN	701,130.95	2,054,756.31	5,055.27	5,055.27	1,761,568.00	288,133	86.0
4516	IN-HS SRV CHRGS	140,124.33	133,982.33	0.00	0.00	0.00	133,982	0.0
4518	IN-HS SRV CHG C	0.00	116,000.00	0.00	0.00	0.00	116,000	0.0
4520	BUILDINGS	236,365.71	73,045.49	0.00	0.00	73,045.49	0	100.0
4528	CNSTRCTN INSPCT	10,243.20	0.00	0.00	0.00	0.00	0	0.0
4529	SNTTN TRTMNT PL	90,321.48	0.00	0.00	0.00	0.00	0	0.0
4530	SANITATN EQPMNT	710,597.18	155,086.65	0.00	0.00	30,086.65	125,000	19.4
4532	OTHR CNTRCTL SR	110,098.00	0.00	0.00	0.00	0.00	0	0.0
4534	CNTRCTL SRVCS D	0.00	790,000.00	0.00	0.00	0.00	790,000	0.0
4535	ADMINSTRTN DSGN	0.00	3,000.00	0.00	0.00	0.00	3,000	0.0
4536	CNTRCTL SRVCS C	0.00	3,140,926.00	0.00	0.00	0.00	3,140,926	0.0
4537	ADMNSTRTN CNSTR	0.00	1,000.00	0.00	0.00	0.00	1,000	0.0
4550	TLS AND SHP EQP	37,516.71	38,200.00	0.00	0.00	0.00	38,200	0.0
4557	RPRGRPHC EQPMNT	0.00	9,925.00	0.00	0.00	0.00	9,925	0.0
4563	ELECTRCL EQPMNT	8,184.10	341,815.90	0.00	0.00	15,732.90	326,083	4.6
4567	COMPUTER EQPMNT	30,600.00	18,836.00	0.00	0.00	18,836.00	0	100.0
4571	COMPUTER SOFTWR	362.50	0.00	0.00	0.00	0.00	0	0.0
4573	EQUIPMENT	0.00	312,500.00	0.00	0.00	0.00	312,500	0.0
4597	EXPNS CNTR ACCN	(1,275,266.42)	0.00	0.00	0.00	0.00	0	0.0

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 07/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
	Total CAPITAL OTLY	1,184,956.58	8,144,051.13	5,055.27	5,055.27	2,782,046.49	5,356,949	34.2
	OPERATING TRANSFERS OUT							
4649	IF TO 55-035	0.00	75,000.00	0.00	0.00	0.00	75,000	0.0
4651	IF T 01-031-031	1,101,570.00	1,143,430.00	95,285.83	95,285.83	0.00	1,048,144	8.3
4667	IF T 51-315-453	0.00	149,947.00	0.00	0.00	0.00	149,947	0.0
4672	IF T 55-035-458	3,577.41	0.00	0.00	0.00	0.00	0	0.0
4685	IF TO 17-312	0.00	269,000.00	0.00	0.00	0.00	269,000	0.0
	Ttl OPRTNG TRNSFRS	1,105,147.41	1,637,377.00	95,285.83	95,285.83	0.00	1,542,091	5.8
	DEBT SERVICE							
4378	NOTE PRINCIPAL	225,671.33	231,313.11	0.00	0.00	0.00	231,313	0.0
4379	NOTE INTEREST	59,916.05	57,565.27	0.00	0.00	0.00	57,565	0.0
4385	PRNCPL PYMNT CN	(225,671.33)	(231,313.11)	0.00	0.00	0.00	(231,313)	0.0
	Total DEBT SERVICE	59,916.05	57,565.27	0.00	0.00	0.00	57,565	0.0
	DEPRECIATION							
4431	DEPRECIATION	2,491,046.18	2,693,491.32	408,577.98	408,577.98	0.00	2,284,913	15.2
	Total DEPRECIATION	2,491,046.18	2,693,491.32	408,577.98	408,577.98	0.00	2,284,913	15.2
*	Total Expenditurs	15,404,285.06	29,885,368.97	1,416,919.56	1,416,919.56	3,562,127.50	24,906,322	16.7
	Nt fr SNTTN DSTRCT F	7,219,990.36	(2,518,428.50)	(1,238,632.02)	(1,238,632.02)	(3,562,127.50)	2,282,331	

* 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	22,624,275.42	27,366,940.47	178,287.54	178,287.54	0.00	27,188,653	0.7
Ttl Expnd - All Fnds	15,404,285.06	29,885,368.97	1,416,919.56	1,416,919.56	3,562,127.50	24,906,322	16.7
All Funds Net	7,219,990.36	(2,518,428.50)	(1,238,632.02)	(1,238,632.02)	(3,562,127.50)	2,282,331	

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF AUGUST 2016

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	640,942	1,337,124
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		450,503	657,055
OTHER CHARGES		222,311	636,156
CAPITAL OUTLAYS		428,039	433,095
LESS ASSETS TO BALANCE SHEET		0	0
TRANSFERS		95,286	190,572
TOTAL	$	1,837,082	3,254,002

AUDITED Lamm Ugn 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 08/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percnt To-dat
REVENUES:							
N/A							
6212 SNTTN FND-FND B	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
Total N/A	0.00	4,638,000.00	0.00	0.00	0.00	4,638,000	0.0
TAXES							
3110 SECRD PRPRTY TX	1,551,664.36	1,645,858.00	0.00	0.00	0.00	1,645,858	0.0
3120 UNSCRD PRPRTY T	78,774.78	75,898.00	0.00	0.00	0.00	75,898	0.0
3123 SPPLMNTL PRPRTY	61,102.92	44,200.00	0.00	0.00	0.00	44,200	0.0
3180 RPTTF DISTRIBTN	54,245.74	58,700.00	0.00	0.00	0.00	58,700	0.0
3613 HMWNRS PRPRTY T	8,407.16	8,960.00	0.00	0.00	0.00	8,960	0.0
Total TAXES	1,754,194.96	1,833,616.00	0.00	0.00	0.00	1,833,616	0.0
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	221,186.59	173,102.00	0.00	0.00	0.00	173,102	0.0
3515 UNRLZD GN(LSS)N	63,699.69	0.00	0.00	0.00	0.00	0	0.0
Ttl RNTS AND INTRS	284,886.28	173,102.00	0.00	0.00	0.00	173,102	0.0
CHARGES AND FEES							
3901 SSC TAX ROLL	16,605,972.17	16,258,798.00	0.00	0.00	0.00	16,258,798	0.0
3902 SSC WESTBOROUGH	1,901,997.05	1,775,902.00	0.00	0.00	0.00	1,775,902	0.0
3903 SSC COLMA	46,299.99	43,430.00	38,208.88	38,208.88	0.00	5,221	88.0
3904 SSC SF JAIL	181,975.20	165,764.00	0.00	0.00	0.00	165,764	0.0
3911 WATER SALES	306,809.79	345,000.00	25,446.52	25,446.52	0.00	319,553	7.4
3921 CONNECTIN CHRGS	652,833.03	499,375.00	78,728.00	123,635.00	0.00	375,740	24.8
Total CHRGS AND FS	19,695,887.23	19,088,269.00	142,383.40	187,290.40	0.00	18,900,979	1.0
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	1,342.75	1,600.00	0.00	0.00	0.00	1,600	0.0
3852 WRKRS CMP - SLF	23,828.36	0.00	2,121.92	2,121.92	0.00	(2,122)	0.0
3860 MISCELLANES RVN	82,651.92	31,787.00	0.00	0.00	0.00	31,787	0.0
Total MSCLLNS RVNS	107,823.03	33,387.00	2,121.92	2,121.92	0.00	31,265	6.4
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	781,483.92	1,600,566.47	133,380.54	266,761.08	0.00	1,333,805	16.7
Ttl OPRTNG TRNSFRS	781,483.92	1,600,566.47	133,380.54	266,761.08	0.00	1,333,805	16.7
* Total Revenues	22,624,275.42	27,366,940.47	277,885.86	456,173.40	0.00	26,910,767	1.7

City of Daly City, California

Revenue and Expenditure Summary Report
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For the Period Ended 08/31/16

* Fund 87 SANITATION DISTRICT *

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EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	3,979,940.26	4,571,690.30	387,543.97	737,011.57	0.00	3,834,679	16.1
4102	HOURLY WAGES	85,133.93	33,552.00	6,483.18	8,961.43	0.00	24,591	26.7
4103	OVERTIME	124,228.88	111,716.00	1,991.99	34,427.72	0.00	77,288	30.8
4104	PERS RETIREMENT	1,080,727.56	1,396,737.52	107,231.03	265,763.72	0.00	1,130,974	19.0
4105	GROUP INSURANCE	660,292.02	683,156.14	55,619.84	107,375.65	0.00	575,780	15.7
4106	WORKERS CMPNSTN	438,084.12	583,030.60	50,083.20	117,682.92	0.00	465,348	20.2
4107	MEDICARE	60,062.27	62,898.89	5,043.96	13,019.07	0.00	49,880	20.7
4108	UNMPLYMNT INSRN	6,882.90	0.00	0.00	0.00	0.00	0	0.0
4109	COMPNSTD ABSNCS	168,235.00	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	111,049.12	0.00	0.00	0.00	0.00	0	0.0
4112	STANDBY PAY	18,200.00	18,200.00	1,400.00	3,500.00	0.00	14,700	19.2
4116	INJURY LEAVE	23,869.73	0.00	2,609.82	2,617.87	0.00	(2,618)	0.0
4118	RETIREE HEALTH	261,299.75	240,766.00	22,475.13	45,844.80	0.00	194,921	19.0
4119	SOCIAL SECURITY	3,935.09	9,633.72	460.11	918.86	0.00	8,715	9.5
4120	OTHR PST EMPLYM	190,902.00	0.00	0.00	0.00	0.00	0	0.0
4125	PENSION EXPENSE	(4,775,785.00)	0.00	0.00	0.00	0.00	0	0.0
	Ttl SLRS AND BNFTS	2,437,057.63	7,711,381.17	640,942.23	1,337,123.61	0.00	6,374,258	17.3
SERVICES AND SUPPLIES								
4209	MLG RMB/CR ALLW	1,800.00	5,850.00	150.00	300.00	0.00	5,550	5.1
4211	ADVERTISING	244.00	1,000.00	141.00	141.00	0.00	859	14.1
4212	COMMUNICATIONS	35,438.35	75,271.89	2,293.19	6,404.00	0.00	68,868	8.5
4213	UTILITIES	939,016.68	1,008,806.08	96,267.95	96,267.95	0.00	912,538	9.5
4217	EQPMNT MNTNNC C	77,806.57	101,960.00	13,814.67	14,611.25	0.00	87,349	14.3
4219	PROFESSNL SRVCS	34,326.41	197,590.00	3,246.00	3,246.00	2,090.00	192,254	2.7
4220	OTHR CNTRCTL SR	3,894,390.39	4,441,726.44	116,167.73	186,407.72	239,829.89	4,015,489	9.6
4228	PUMP STATIN RPR	70,979.20	67,500.00	2,692.30	2,692.30	0.00	64,808	4.0
4230	OFFICE EXPENSE	19,213.75	18,765.96	874.61	1,210.36	0.00	17,556	6.4
4231	SAFETY GEAR	46,387.44	58,335.00	1,801.28	1,801.28	0.00	56,534	3.1
4234	SPECIL DPRTMNTL	37,212.96	274,000.00	423.00	478.00	0.00	273,522	0.2
4235	BUILDING MNTNNC	79,741.30	71,300.00	9,278.15	13,371.43	0.00	57,929	18.8
4237	CLOTHING	30,110.39	27,940.00	1,577.22	2,751.34	0.00	25,189	9.8
4241	STRTS OPRTNG SP	11,733.51	11,760.80	280.14	454.11	0.00	11,307	3.9
4243	OPERATING SPPLS	1,082,590.69	1,458,852.32	94,541.01	129,743.92	485,102.66	844,006	42.1
4244	REPARS & MNTNNC	178,414.17	219,081.52	16,568.27	17,286.02	0.00	201,796	7.9
4246	FUELS & MTR OLS	13,618.22	38,100.00	141.68	694.21	0.00	37,406	1.8
4253	LANDSCAP MNTNNC	17,308.50	0.00	0.00	0.00	0.00	0	0.0
4255	SMALL EQUIPMENT	19,319.61	31,505.01	1,411.91	1,527.84	0.00	29,977	4.8
4313	INVNTRY ADJSTMN	(12,131.66)	0.00	0.00	0.00	0.00	0	0.0

City of Daly City, California

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* Fund 87 SANITATION DISTRICT *

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Ttl SRVCS AND SPPL	6,577,520.48	8,109,345.02	361,670.11	479,388.73	727,022.55	6,902,934	14.9
OTHER CHARGES							
4215 RENTS AND LEASS	1,170.66	3,700.00	0.00	0.00	0.00	3,700	0.0
4302 MMBRSHPS & PBLC	30,838.88	43,338.63	508.00	4,934.00	0.00	38,405	11.4
4303 TRAVEL & METNGS	3,563.56	20,350.00	9.00	9.00	0.00	20,341	0.0
4304 EDUCATN & TRNNG	60,325.96	75,302.00	373.50	1,214.62	0.00	74,087	1.6
4434 MSCLLNS OTHR CH	132,464.43	286,460.02	16,967.00	16,967.00	0.00	269,493	5.9
4603 CONTINGENCIES	0.00	37,007.00	0.00	0.00	0.00	37,007	0.0
Total OTHER CHARGS	228,363.49	466,157.65	17,857.50	23,124.62	0.00	443,033	5.0
FIXED CHARGES							
4208 TLPHN SRVC CHRG	19,579.92	25,162.15	2,096.85	4,193.70	0.00	20,968	16.7
4216 VHCL SRVC CHRGS	357,487.18	343,121.00	28,593.42	57,186.84	0.00	285,934	16.7
4223 INFRMTN SRVCS C	345,473.52	249,369.29	20,780.76	41,561.52	0.00	207,808	16.7
4226 MAL/MSSNGR SRVC	3,802.32	5,293.69	441.14	882.28	0.00	4,411	16.7
4227 COPIER SERVICES	8,270.64	8,861.85	738.49	1,476.98	0.00	7,385	16.7
4233 POSTAGE	4,421.04	4,747.43	395.62	791.24	0.00	3,956	16.7
4301 GNRL INSRNC CHR	581,242.62	429,445.00	35,787.08	71,574.16	0.00	357,871	16.7
Total FIXED CHARGS	1,320,277.24	1,066,000.41	88,833.36	177,666.72	0.00	888,334	16.7
CAPITAL OUTLAY							
4504 ENGINERNG SRVCS	384,678.84	954,977.45	0.00	0.00	882,777.45	72,200	92.4
4507 MAINS CONSTRCTN	701,130.95	2,054,756.31	395,643.33	400,698.60	1,428,280.00	225,778	89.0
4516 IN-HS SRV CHRGS	140,124.33	133,982.33	0.00	0.00	0.00	133,982	0.0
4518 IN-HS SRV CHG C	0.00	116,000.00	0.00	0.00	0.00	116,000	0.0
4520 BUILDINGS	236,365.71	73,045.49	15,033.66	15,033.66	108,582.55	(50,571)	169.2
4528 CNSTRCTN INSPCT	10,243.20	0.00	0.00	0.00	0.00	0	0.0
4529 SNTTN TRTMNT PL	90,321.48	0.00	0.00	0.00	78,011.40	(78,011)	0.0
4530 SANITATN EQPMNT	710,597.18	155,086.65	8,737.22	8,737.22	129,751.65	16,598	89.3
4532 OTHR CNTRCTL SR	110,098.00	0.00	0.00	0.00	0.00	0	0.0
4534 CNTRCTL SRVCS D	0.00	790,000.00	0.00	0.00	0.00	790,000	0.0
4535 ADMINSTRTN DSGN	0.00	3,000.00	0.00	0.00	0.00	3,000	0.0
4536 CNTRCTL SRVCS C	0.00	3,140,926.00	0.00	0.00	0.00	3,140,926	0.0
4537 ADMNSTRTN CNSTR	0.00	1,000.00	0.00	0.00	0.00	1,000	0.0
4550 TLS AND SHP EQP	37,516.71	38,200.00	8,625.19	8,625.19	0.00	29,575	22.6
4557 RPRGRPHC EQPMNT	0.00	9,925.00	0.00	0.00	0.00	9,925	0.0
4563 ELECTRCL EQPMNT	8,184.10	341,815.90	0.00	0.00	15,732.90	326,083	4.6
4567 COMPUTER EQPMNT	30,600.00	18,836.00	0.00	0.00	18,836.00	0	100.0
4571 COMPUTER SOFTWR	362.50	0.00	0.00	0.00	0.00	0	0.0
4573 EQUIPMENT	0.00	312,500.00	0.00	0.00	60,000.00	252,500	19.2
4597 EXPNS CNTR ACCN	(1,275,266.42)	0.00	0.00	0.00	0.00	0	0.0

City of Daly City, California

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	Total CAPITAL OTLY	1,184,956.58	8,144,051.13	428,039.40	433,094.67	2,721,971.95	4,988,985	38.7
	OPERATING TRANSFERS OUT							
4649	IF TO 55-035	0.00	75,000.00	0.00	0.00	0.00	75,000	0.0
4651	IF T 01-031-031	1,101,570.00	1,143,430.00	95,285.83	190,571.66	0.00	952,858	16.7
4667	IF T 51-315-453	0.00	149,947.00	0.00	0.00	0.00	149,947	0.0
4672	IF T 55-035-458	3,577.41	0.00	0.00	0.00	0.00	0	0.0
4685	IF TO 17-312	0.00	269,000.00	0.00	0.00	0.00	269,000	0.0
	Ttl OPRTNG TRNSFRS	1,105,147.41	1,637,377.00	95,285.83	190,571.66	0.00	1,446,805	11.6
	DEBT SERVICE							
4378	NOTE PRINCIPAL	225,671.33	231,313.11	0.00	0.00	0.00	231,313	0.0
4379	NOTE INTEREST	59,916.05	57,565.27	0.00	0.00	0.00	57,565	0.0
4385	PRNCPL PYMNT CN	(225,671.33)	(231,313.11)	0.00	0.00	0.00	(231,313)	0.0
	Total DEBT SERVICE	59,916.05	57,565.27	0.00	0.00	0.00	57,565	0.0
	DEPRECIATION							
4431	DEPRECIATION	2,491,046.18	2,693,491.32	204,453.59	613,031.57	0.00	2,080,460	22.8
	Total DEPRECIATION	2,491,046.18	2,693,491.32	204,453.59	613,031.57	0.00	2,080,460	22.8
*	Total Expenditurs	15,404,285.06	29,885,368.97	1,837,082.02	3,254,001.58	3,448,994.50	23,182,373	22.4
	Nt fr SNTTN DSTRCT F	7,219,990.36	(2,518,428.50)	(1,559,196.16)	(2,797,828.18)	(3,448,994.50)	3,728,394	

City of Daly City, California

Revenue and Expenditure Summary Report
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For the Period Ended 08/31/16

* Fund 87 SANITATION DISTRICT *

Obj Code Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumb-rances	Remaining Balance	Percnt To-dat
Total Rev - All Fnds	22,624,275.42	27,366,940.47	277,885.86	456,173.40	0.00	26,910,767	1.7
Ttl Expnd - All Fnds	15,404,285.06	29,885,368.97	1,837,082.02	3,254,001.58	3,448,994.50	23,182,373	22.4
All Funds Net	7,219,990.36	(2,518,428.50)	(1,559,196.16)	(2,797,828.18)	(3,448,994.50)	3,728,394	

Item # 3

Agenda Report

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: January 23, 2017

Subject: **Authorization to Execute Contract Change Order with Carollo Engineers on Expanded Tertiary Recycled Water Project**

Recommended Action

Authorize the General Manager to execute a negotiated change order with Carollo Engineers of Walnut Creek, CA in the amount of $158,834 to conduct a conceptual Indirect and Direct Potable Reuse Treatment and Disposal Feasibility Analysis as part of the existing Expanded Tertiary Recycled Water Feasibility Study.

Background

At its September 14, 2015 meeting, the Board of Directors authorized a Memorandum of Understanding with the San Francisco Public Utilities Commission (SFPUC) to conduct a feasibility study to expand tertiary recycled water deliveries to Colma cemeteries, along with a concurrent action executing a professional services contract with Carollo Engineers.

Discussion

The Carollo Engineers professional services contract was originally scoped in an amount not to exceed $2,178,000. The original scope of services was later modified in consultation with the SFPUC to eliminate an assessment of deliveries north into San Francisco in the amount of $194,148 and thereby modifying Carollo's scope to the amount of $1,983,852. The $194,148, in consultation with SFPUC, was held in reserve to cover any future contract changes.

To date, staff has administratively authorized two such change orders to Carollo's work scope. Change Order #1 was executed in March 2016 in the amount of $50,000 to conduct additional assessment of storage tank locations; Change Order #2 was executed in August 2016 in the amount of $64,422 to conduct additional assessments on tertiary filters tested at the Wastewater Treatment Plant.

Late last year, the SFPUC approached staff to include an assessment of indirect and direct potable reuse (IPR/DPR) of tertiary water as part of the current feasibility analysis. The current feasibility analysis is examining use of tertiary recycled water for landscaped irrigation as a substitute for pumping local groundwater from the Westside Basin Aquifer. The current effort builds upon the success achieved with local golf courses to substitute recycled tertiary water to preserve local groundwater for drinking water purposes.

The expanded effort to examine IPR/DPR as part of the feasibility analysis intends to build upon a draft report issued by the State Water Resources Control Board in September 2016 to the California Legislature finding that it is feasible to develop health regulations for the potable reuse of recycled water. The question as it pertains to the current feasibility study is intended to be answered in a phased approach. The proposed level of services under this change order examines conceptual treatment and concentrate disposal. The proposed scope of work is intended to identify any "fatal flows" before progressing to a Phase 2 or Phase 3 analysis. The proposed work scope and approach has been reviewed and approved by the SFPUC.

Fiscal Impact

If approved, Change Order #3 will be financed from the remaining $79,726 available under the original scope of work along with an additional $79,108 authorized by the SFPUC bringing Carollo Engineers' work scope to $2,257,108. There is no impact to the Sanitation District as all costs associated with the expanded tertiary recycled water study remain a reimbursable expense as set forth under the memorandum of understanding with the SFPUC.

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

Respectfully submitted,

Patrick Sweetland
Director of Water and Wastewater Resources

Attachment: Scope of Work

CITY OF DALY CITY

SAN FRANCISCO PUBLIC UTILITIES COMMISSION (SFPUC)

SCOPE OF WORK

CONCEPTUAL PLANNING FOR INDIRECT POTABLE REUSE (IPR) AND DIRECT POTABLE REUSE (DPR)

January 6, 2017

Background

The Daly City WWTP has a current dry weather effluent flow of approximately 6 mgd, with 2.77 mgd committed to existing recycled water irrigation uses. Carollo Engineers (Carollo) is currently conducting a Predesign (30%) for the SFPUC through the City of Daly City for an Expanded Recycled Water System Predesign. The Expanded system would provide treatment and infrastructure needs for a non-potable water reuse project of about 3 mgd to serve irrigation uses in Daly City, several cemeteries and other users in the Colma area, and some sites in South San Francisco (SSF).

Indirect Potable Reuse (IPR) Conceptual Evaluation

The SFPUC, through Daly City, has requested Carollo develop a proposal to concurrently perform a conceptual level IPR study to supply potable water for groundwater recharge. This evaluation will also be performed for a 3 mgd capacity. Carollo proposes a three-phased approach:

Phase 1 - Conceptual IPR Treatment and Concentrate Disposal Feasibility Analysis

Phase 2 - Conceptual IPR Infrastructure Analysis

Phase 3 - IPR System Predesign (30%)

Phases 2 and 3 will be contingent on the feasibility analysis conducted under Phase 1; if a fatal flaw is found in Phase 1, Phases 2 and 3 will not be completed.

Task Numbering

This conceptual IPR/DPR planning effort will be added to the existing contract noted above (i.e.: Expanded Recycled Water System Predesign) as Task 9, hence the numbering below.

Scope of Work

Task 9 - Conceptual IPR Treatment and Concentrate Disposal Feasibility Analysis

<u>9.1 - Develop Conceptual IPR Treatment Alternative(s)</u>

Conceptual treatment process alternatives will be defined and developed to meet Title 22 groundwater recharge regulations. The treatment train to be evaluated will consist of low pressure membranes (microfiltration (MF) or ultrafiltration (UF)), reverse osmosis (RO), and ultraviolet disinfection plus the advanced oxidation process (UV AOP). Conceptual footprint, sizing, ease of implementation, energy, chemicals, and planning level cost estimates (capital, O&M, and project costs) will be developed. Detailed siting analysis is not in this first phase scope, and would be part of Phase 3 future services.

Deliverable: Technical Memo (TM 1) - IPR Treatment Alternatives Analysis

9.2 - Develop Conceptual Concentrate Disposal Alternatives

Due to the expected concentration of concentrate (brine) produced by the RO process, brine disposal will need to be considered and evaluated. Two options for concentrate disposal will be evaluated: Option 1 - disposal of the brine in the Daly City WWTP outfall, and Option 2 - disposal of the brine in the SFPUC Oceanside WWTP outfall.

Option 1 will require an analysis of the expected effluent quality compared to the Ocean Plan and Daly City's NPDES permit requirements.

Option 2 will require an analysis of the expected effluent quality compared to the Ocean Plan and NPDES permit requirements for the Oceanside Plant. A nearby sewer collection system manhole will be identified by the SFPUC as a discharge point for the brine concentrate line. Routing for a brine disposal pipeline will be evaluated. This option will require close coordination with SFPUC wastewater department staff, therefore, 1 meeting is assumed with SFPUC.

Deliverable: Technical Memo (TM 2) - Concentrate Disposal Alternatives Analysis

9.3 - Define IPR Regulatory Requirements

The regulatory requirements and approval process for Title 22 IPR groundwater recharge will be outlined.

Deliverable: IPR Regulatory Requirements Technical Memo (TM 3)

9.4 - Conduct Workshop(s)

Two (2) workshops are envisioned for the conceptual IPR treatment and disposal analysis. The purpose of Workshop No. 1 would be to present the alternative(s) developed and compare them for SFPUC and Daly City to select their preferred option(s). Carollo would take the input provided from Workshop No. 1 and develop that into the preferred project. The purpose of Workshop No. 2 would be to define the preferred project facilities, elements, layouts, and expected costs. Daly City and SFPUC will need to attend both workshops.

Deliverable: Powerpoint presentations (PPT) of workshop materials

9.5 - Develop Conceptual IPR Treatment Analysis Report and Costs

Based on the outcome from Task 4, the draft Conceptual IPR Treatment Analysis Report and associated planning level costs will be developed. The Report will define the preferred treatment and disposal facilities to meet Title 22 for groundwater recharge of approximately 3 mgd. The facilities will include: process treatment, chemicals, and electrical needs. TMs 1, 2, and 3 will be included as appendices to the report.

A Draft Conceptual Facilities Plan (electronic only) will be submitted for review. It is assumed 2 sets of input will be received - one from Daly City and one from SFPUC. The comments will be inserted and the Final Report developed. A Final electronic version will be submitted.

NOTE: This does NOT include the infrastructure analysis or well facilities analysis. That will be conducted as part of Phase 2 future services.

Deliverable: Draft and Final Conceptual IPR Treatment Analysis Report and associated planning level costs

9.6 - Project Management

Project management will be conducted and include monthly progress reports to accompany the monthly invoices.

Deliverable: Invoices and monthly status updates

Schedule

Once a written Notice to Proceed is issued, we envision this effort could be conducted in approximately three (3) months.

LABOR AND BUDGET ESTIMATE

City of Daly City/SFPUC
CONCEPTUAL IPR/DPR TREATMENT/BRINE DISPOSAL ANALYSIS
PHASE 1
6-Jan-17

Task/ Sub Task	Task Description	Sr Prof	Lead Proj Prof	Prof	Asst Prof	CAD/ Tech	Support WP	Total	Labor	Other Direct Costs (ODC)							Total Cost
										Subconsultants		PECE	Printing	Mileage		ODC	
		$273	$252	$230	$194	$145	$106	Hours	Cost	Name	Amount	$11.70		Trips	Amount	Total	
9	Conceptual IPR/DPR Trtmnt/Brine Disposal																
9.1	Develop Conceptual IPR Treatment Alt(s)	12	4	24	116	16	4	176	$35,052		$0	$2,059	$0	1	$39	$2,098	$37,150
9.2	Develop Conceptual Brine Dischg Alts	4	8	16	32	4	4	68	$14,000	MME	$55,000	$796	$0	1	$39	$55,835	$69,835
9.3	Conduct Regulatory Investigations	0	4	4	12	0	4	24	$4,680		$0	$281	$0	0	$0	$281	$4,961
9.4	Conduct Workshops (2)	6	12	16	40	0	4	78	$16,526		$0	$913	$0	2	$78	$991	$17,517
9.5	Develop Concept IPR Treatment Alts Report	4	8	8	96	8	16	140	$26,428		$0	$1,638	$250	0	$0	$1,888	$28,316
9.6	Project Management	0	4	0	0	0	0	4	$1,008		$0	$47	$0	0	$0	$47	$1,055
																$0	
	Project Totals =	**26**	**40**	**68**	**296**	**28**	**32**	**490**	**$97,694**		**$55,000**	**$5,733**	**$250**	**4**	**$157**	**$61,140**	**$158,834**

MME = McGovern McDonald Engineers

PECE: Project Equipment and Communication Expense
Mileage: Based on 70 Miles per Round Trip @ $0.56/mile
Sub amount includes 10% sub mark up