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 11, 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 November 13, 2017

Action Items:

2. Sewer Service Charge Appeals - FY 2017/2018

3. Revenue and Expenditures Summary Report - June 2017

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 2017 Annual Financial Statements

Staff:
Chiu
Recommended Action:
Motion to Accept

REPORTS:

7. Board of Directors

8. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

November 13, 2017

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on November 13, 2017, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Glenn Sylvester at 8:01 p.m.

ROLL CALL:

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

Staff Present: General Manager Patricia Martel, District Counsel Rose Zimmerman, Acting Director of Water and Wastewater Resources Thomas Piccolotti, Chief of Operations Greg Krauss, Plant and Equipment Maintenance Manager Joshua Cosgrove, Assistant Director of PW/City Engineer Richard Chiu, and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of October 9, 2017**

2. **Sewer Service Charge Appeals – FY 2017/18**

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

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

Hani Kaileh, owner of 660 Sylvan St, wanted to appeal his sewer service charge on his property tax. His tenant had a leak during the base period and after the problem was fixed, the usage dropped. His sewer service charge appeal was approved along with the Consent Agenda for the meeting of November 13, 2017.

NEW BUSINESS:

3. **Accepting Completion of Secondary Clarifier #2 Coating Project**

Chief of Operations Greg Krauss recommended that the Board accept the Completion of Secondary Clarifier #2 Coating Project. All work was performed by Jeffco Painting and Coating Inc. of Vallejo, California in the amount of $189,000 when applying Endura-Flex 1988 Coating System to the walls of Secondary Clarifier #2. The contract scope of work was for Jeffco to clean sandblast and coat 18 feet of all 4 interior walls which surround the perimeter of Secondary Clarifier #2 including four feet above the normal water line to address issues of spaulding concrete and exposed rebar. Jeffco applied an initial 200 ml coat of Endura-Flex followed by a 50 ml finish top coat. All work has been inspected to the satisfaction of staff, with Secondary Clarifier #2 being returned to service on October 12, 2017.

Motion was made, seconded (Manalo/Christensen) and unanimously carried to adopt the Resolution 17-SD-14 for "Accepting Completion of Secondary Clarifier #2 Coating Project".

REPORTS:

4. **Board of Directors**

   None.

5. **Staff**

   None

ADJOURNMENT:

At 8:17 p.m., call of adjournment of Regular Meeting by Chairman Glenn Sylvester.

North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: December 11, 2017

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2017-2018

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

City of Daly City
Parcel 002-131-150

Wan Yu Carol Lai
Parcel 003-313-310

Cynthia Rusert
Parcel 006-253-190

Rosemary Saddi
Parcel 004-164-080

Stephen T. Gersich
Parcel 006-032-130

Recommended Denial

Mory Star
Parcel #091-272-210

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 12/11/17

PARCEL NO. 002-131-150 2017-18
CUSTOMER NAME CITY OF DALY CITY - DOELGER ART CENTER
SERVICE ADDRESS 200 NORTHGATE AVE.

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	237
		2 MONTHS PRIOR	375
2 MONTHS AFTER	39	4 MONTHS PRIOR	345
4 MONTHS AFTER	101	6 MONTHS PRIOR	82
6 MONTHS AFTER	60	8 MONTHS PRIOR	68
		10 MONTHS PRIOR	60
		ACTUAL ANNUAL USAGE	**1167**
		BASE PERIOD ANNUALIZED	1422
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**255**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**22%**
		ANNUAL CREDIT IN DOLLARS	**$1,861.50**

(N.S.M.C.S.D. $7.30 per unit)

REASON FOR APPEAL

UP TO AND DURING THE BASE PERIOD, THE DOELGER ART CENTER HAD A LEAK. WHEN IT WAS DISCOVERED, THE LEAK WAS REPAIRED 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 12/11/17

PARCEL NO.	006-253-190	2017-18
CUSTOMER NAME	CYNTHIA C. RUSERT	
SERVICE ADDRESS	157 2ND AVE., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	31
		2 MONTHS PRIOR	3
2 MONTHS AFTER	52	4 MONTHS PRIOR	3
4 MONTHS AFTER	28	6 MONTHS PRIOR	1
6 MONTHS AFTER	3	8 MONTHS PRIOR	5
		10 MONTHS PRIOR	2
		ACTUAL ANNUAL USAGE	**45**
		BASE PERIOD ANNUALIZED	186
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**141**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**313%**
		ANNUAL CREDIT IN DOLLARS	**$1,029.30**

(N.S.M.C.S.D. $7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. RUSERT'S TENANT HAD A TOILET LEAK. WHEN IT WAS DISCOVERED AND REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/11/17

PARCEL NO.	006-032-130	2017-18
CUSTOMER NAME	STEPHEN T. GERSICH	
SERVICE ADDRESS	40 PARK MANOR DR., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	12
		2 MONTHS PRIOR	5
2 MONTHS AFTER	5	4 MONTHS PRIOR	2
4 MONTHS AFTER	9	6 MONTHS PRIOR	4
6 MONTHS AFTER	3	8 MONTHS PRIOR	5
		10 MONTHS PRIOR	1
		ACTUAL ANNUAL USAGE	**29**
		BASE PERIOD ANNUALIZED	72
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**43**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**148%**
		ANNUAL CREDIT IN DOLLARS	**$313.90**

(N.S.M.C.S.D. $7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. GERSICH HAD A LEAKING TOILET. WHEN IT WAS FIXED, 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 12/11/17

PARCEL NO.	003-313-310	2017-18
CUSTOMER NAME	WAN YU CAROL LAI	
SERVICE ADDRESS	146 SCHOOL ST., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	41
		2 MONTHS PRIOR	18
2 MONTHS AFTER	18	4 MONTHS PRIOR	7
4 MONTHS AFTER	10	6 MONTHS PRIOR	7
		8 MONTHS PRIOR	8
		10 MONTHS PRIOR	6
		ACTUAL ANNUAL USAGE	**87**
		BASE PERIOD ANNUALIZED	246
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**159**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**183%**
		ANNUAL CREDIT IN DOLLARS	**$1,160.70**

(N.S.M.C.S.D. $7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MS. LAI HAD A LEAKING TOILET.
WHEN IT WAS REPAIRED, THE USAGE DROPPED.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON ACTUAL ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL
BOARD MEETING DATE 12/11/17

PARCEL NO.	004-164-080	2017-18
CUSTOMER NAME	ROSEMARY SADDI	
SERVICE ADDRESS	398 TEMPLETON AVE., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	34
		2 MONTHS PRIOR	27
2 MONTHS AFTER	20	4 MONTHS PRIOR	25
4 MONTHS AFTER	21	6 MONTHS PRIOR	24
		8 MONTHS PRIOR	25
		10 MONTHS PRIOR	23
		ACTUAL ANNUAL USAGE	**158**
		BASE PERIOD ANNUALIZED	204
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**46**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**29%**
		ANNUAL CREDIT IN DOLLARS	**$335.80**

(N.S.M.C.S.D. $7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, ONE OF MS. SADDI'S TENANTS HAD HIGH WATER USAGE WHICH WAS LATER 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 12/11/17

PARCEL NO.	091-272-210	2017-18
CUSTOMER NAME	MORY STAR	
SERVICE ADDRESS	50 WARD CT., DALY CITY	

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

		BASE PERIOD	261
		2 MONTHS PRIOR	297
2 MONTHS AFTER	256	4 MONTHS PRIOR	276
4 MONTHS AFTER	303	6 MONTHS PRIOR	281
		8 MONTHS PRIOR	232
		10 MONTHS PRIOR	223
		ACTUAL ANNUAL USAGE	**1570**
		BASE PERIOD ANNUALIZED	1566
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	**-4**
		PERCENTAGE CHANGE (MUST BE OVER 10%)	**0%**
		ANNUAL CREDIT IN DOLLARS	**($29.20)**

(N.S.M.C.S.D. $7.30 per unit)

REASON FOR APPEAL

DURING THE BASE PERIOD, MR. STAR'S TENANTS HAD MULTIPLE LEAKS. REPAIRS WERE MADE, BUT THE USAGE DID NOT DROP.

STAFF RECOMMENDATION TO BOARD

DENY ADJUSTMENT - DOES NOT MEET REQUIREMENTS

SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF JUNE 2017

		CURRENT MONTH	YEAR TO-DATE
SALARIES AND BENEFITS	$	(3,013,032)	4,189,506
SERVICES & SUPPLIES (Includes reimbursements to Sanitation Collection/ Treatment Division)		1,348,969	8,872,718
OTHER CHARGES		204,979	2,736,684
CAPITAL OUTLAYS		531,924	3,773,891
LESS ASSETS TO BALANCE SHEET		(1,687,824)	(1,997,733)
TRANSFERS		1,044,233	2,146,103
TOTAL	$	(1,570,752)	19,721,169

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 06/30/17

* 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	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	31,961.55	1,646,423.80	0.00	(566)	100.0
3120 UNSCRD PRPRTY T	78,774.78	75,898.00	0.00	80,123.26	0.00	(4,225)	105.6
3123 SPPLMNTL PRPRTY	61,102.92	44,200.00	7,556.46	61,761.36	0.00	(17,561)	139.7
3180 RPTTF DISTRIBTN	54,245.74	58,700.00	0.00	62,782.51	0.00	(4,082)	107.0
3613 HMWNRS PRPRTY T	8,407.16	8,960.00	1,215.40	8,102.66	0.00	857	90.4
Total TAXES	1,754,194.96	1,833,616.00	40,733.41	1,859,193.59	0.00	(25,577)	101.4
RENTS AND INTEREST							
3510 INVSTMNT ERNNGS	221,186.59	173,102.00	102,730.79	281,435.57	0.00	(108,333)	162.6
3515 UNRLZD GN(LSS)N	63,699.69	0.00	(120,356.52)	(120,356.52)	0.00	120,357	0.0
Ttl RNTS AND INTRS	284,886.28	173,102.00	(17,625.73)	161,079.05	0.00	12,023	93.1
FROM OTHER AGENCIES							
3638 STT OF C - MSC	0.00	1,500,908.00	0.00	0.00	0.00	1,500,908	0.0
Ttl FRM OTHR AGNCS	0.00	1,500,908.00	0.00	0.00	0.00	1,500,908	0.0
CHARGES AND FEES							
3901 SSC TAX ROLL	16,605,972.17	16,258,798.00	213,132.35	16,609,712.90	0.00	(350,915)	102.2
3902 SSC WESTBOROUGH	1,901,997.05	1,775,902.00	869,835.13	1,815,288.10	0.00	(39,386)	102.2
3903 SSC COLMA	46,299.99	43,430.00	0.00	38,208.88	0.00	5,221	88.0
3904 SSC SF JAIL	181,975.20	165,764.00	0.00	238,154.00	0.00	(72,390)	143.7
3911 WATER SALES	306,809.79	345,000.00	72,593.19	158,149.25	0.00	186,851	45.8
3921 CONNECTIN CHRGS	652,833.03	499,375.00	27,532.00	424,883.00	0.00	74,492	85.1
Total CHRGS AND FS	19,695,887.23	19,088,269.00	1,183,092.67	19,284,396.13	0.00	(196,127)	101.0
MISCELLANEOUS REVENUES							
3810 PROPERTY DSPSLS	1,342.75	1,600.00	0.00	2,081.85	0.00	(482)	130.1
3852 WRKRS CMP - SLF	23,828.36	0.00	4,243.84	31,281.56	0.00	(31,281)	0.0
3860 MISCELLANES RVN	82,651.92	31,787.00	0.00	24,172.00	0.00	7,615	76.0
Total MSCLLNS RVNS	107,823.03	33,387.00	4,243.84	57,535.41	0.00	(24,148)	172.3
OPERATING TRANSFERS IN							
3953 IF FM 41-381-37	781,483.92	800,283.24	133,380.55	800,283.25	0.00	(0)	100.0
Ttl OPRTNG TRNSFRS	781,483.92	800,283.24	133,380.55	800,283.25	0.00	(0)	100.0

* 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 Revenues	22,624,275.42	28,067,565.24	1,343,824.74	22,162,487.43	0.00	5,905,078	79.0

* 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	3,979,940.26	4,571,690.30	388,173.44	4,501,131.25	0.00	70,559	98.5
4102	HOURLY WAGES	85,133.93	33,552.00	3,018.77	28,187.30	0.00	5,365	84.0
4103	OVERTIME	124,228.88	111,716.00	14,975.14	141,166.35	0.00	(29,450)	126.4
4104	PERS RETIREMENT	1,080,727.56	1,396,737.52	162,659.51	1,451,123.13	0.00	(54,386)	103.9
4105	GROUP INSURANCE	660,292.02	683,156.14	57,350.41	691,424.91	0.00	(8,269)	101.2
4106	WORKERS CMPNSTN	438,084.12	703,930.60	194,883.77	816,481.92	0.00	(112,551)	116.0
4107	MEDICARE	60,062.27	62,898.89	7,826.08	70,342.04	0.00	(7,443)	111.8
4108	UNMPLYMNT INSRN	6,882.90	0.00	317.45	317.45	0.00	(317)	0.0
4109	COMPNSTD ABSNCS	168,235.00	0.00	(221,102.79)	(221,102.79)	0.00	221,103	0.0
4110	TERMINATION PAY	111,049.12	0.00	0.00	31,565.45	0.00	(31,565)	0.0
4112	STANDBY PAY	18,200.00	18,200.00	2,100.00	18,900.00	0.00	(700)	103.8
4116	INJURY LEAVE	23,869.73	0.00	2,859.73	35,766.48	0.00	(35,766)	0.0
4118	RETIREE HEALTH	261,299.75	240,766.00	22,147.43	268,437.78	0.00	(27,672)	111.5
4119	SOCIAL SECURITY	3,935.09	9,633.72	636.02	4,641.74	0.00	4,992	48.2
4120	OTHR PST EMPLYM	190,902.00	0.00	265,516.00	265,516.00	0.00	(265,516)	0.0
4125	PENSION EXPENSE	(4,775,785.00)	0.00	(3,914,393.00)	(3,914,393.00)	0.00	3,914,393	0.0
	Ttl SLRS AND BNFTS	2,437,057.63	7,832,281.17	(3,013,032.04)	4,189,506.01	0.00	3,642,775	53.5
SERVICES AND SUPPLIES								
4209	MLG RMB/CR ALLW	1,800.00	450.00	0.00	450.00	0.00	0	100.0
4211	ADVERTISING	244.00	1,000.00	70.40	211.40	0.00	789	21.1
4212	COMMUNICATIONS	35,438.35	75,271.89	6,259.09	46,272.78	0.00	28,999	61.5
4213	UTILITIES	939,016.68	1,008,806.08	229,751.33	1,184,605.35	0.00	(175,799)	117.4
4217	EQPMNT MNTNNC C	77,806.57	101,960.00	5,593.93	75,555.65	0.00	26,404	74.1
4219	PROFESSNL SRVCS	34,326.41	217,590.00	13,840.93	54,515.49	51,280.96	111,794	48.6
4220	OTHR CNTRCTL SR	3,894,390.39	4,541,726.44	609,373.57	4,602,857.09	75,568.11	(136,699)	103.0
4228	PUMP STATIN RPR	70,979.20	67,500.00	6,882.80	60,779.50	26,212.20	(19,492)	128.9
4230	OFFICE EXPENSE	19,213.75	18,765.96	3,784.81	15,415.79	0.00	3,350	82.1
4231	SAFETY GEAR	46,387.44	58,335.00	8,170.42	55,853.05	0.00	2,482	95.7
4234	SPECIL DPRTMNTL	37,212.96	235,260.00	44,210.36	78,264.30	30,000.00	126,996	46.0
4235	BUILDING MNTNNC	79,741.30	71,300.00	6,632.04	95,131.78	0.00	(23,832)	133.4
4237	CLOTHING	30,110.39	27,940.00	3,700.90	30,948.68	0.00	(3,009)	110.8
4241	STRTS OPRTNG SP	11,733.51	11,760.80	3,367.35	10,126.38	0.00	1,634	86.1
4243	OPERATING SPPLS	1,082,590.69	1,458,852.32	125,922.16	1,098,375.20	30,450.00	330,027	77.4
4244	REPARS & MNTNNC	178,414.17	210,355.28	52,594.03	235,289.23	0.00	(24,934)	111.9
4246	FUELS & MTR OLS	13,618.22	38,100.00	1,142.74	9,488.57	0.00	28,611	24.9
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	2,505.63	14,233.40	0.00	17,272	45.2
4313	INVNTRY ADJSTMN	(12,131.66)	0.00	25,944.93	25,944.93	0.00	(25,945)	0.0

* 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	6,577,520.48	8,176,478.78	1,149,747.42	7,694,318.57	213,511.27	268,649	96.7
OTHER CHARGES							
4215 RENTS AND LEASS	1,170.66	3,700.00	0.00	1,407.27	0.00	2,293	38.0
4302 MMBRSHPS & PBLC	30,838.88	53,953.63	411.08	38,349.97	0.00	15,604	71.1
4303 TRAVEL & METNGS	3,563.56	20,350.00	385.49	3,126.54	0.00	17,223	15.4
4304 EDUCATN & TRNNG	60,325.96	75,302.00	948.00	39,759.00	0.00	35,543	52.8
4434 MSCLLNS OTHR CH	132,464.43	286,460.02	0.00	145,414.34	0.00	141,046	50.8
4603 CONTINGENCIES	0.00	37,007.00	0.00	0.00	0.00	37,007	0.0
Total OTHER CHARGS	228,363.49	476,772.65	1,744.57	228,057.12	0.00	248,716	47.8
FIXED CHARGES							
4208 TLPHN SRVC CHRG	19,579.92	25,162.15	2,096.85	25,162.20	0.00	(0)	100.0
4216 VHCL SRVC CHRGS	357,487.18	343,121.00	28,593.42	343,121.04	0.00	(0)	100.0
4223 INFRMTN SRVCS C	345,473.52	249,369.29	20,780.76	249,369.12	0.00	0	100.0
4224 BLDG MNTNNC SVC	0.00	0.00	0.00	2,010.52	0.00	(2,010)	0.0
4226 MAL/MSSNGR SRVC	3,802.32	5,293.69	441.14	5,293.68	0.00	0	100.0
4227 COPIER SERVICES	8,270.64	8,861.85	738.49	8,861.88	0.00	(0)	100.0
4233 POSTAGE	4,421.04	4,747.43	395.62	4,747.44	0.00	(0)	100.0
4301 GNRL INSRNC CHR	581,242.62	539,840.00	146,175.40	539,833.28	0.00	7	100.0
Total FIXED CHARGS	1,320,277.24	1,176,395.41	199,221.68	1,178,399.16	0.00	(2,004)	100.2
CAPITAL OUTLAY							
4504 ENGINERNG SRVCS	384,678.84	3,835,885.45	260,291.59	465,598.25	3,275,095.84	95,191	97.5
4507 MAINS CONSTRCTN	701,130.95	2,233,706.60	154,482.00	1,583,788.34	616,944.06	32,974	98.5
4516 IN-HS SRV CHRGS	140,124.33	235,497.97	13,512.50	119,132.50	0.00	116,365	50.6
4518 IN-HS SRV CHG C	0.00	116,000.00	172.50	1,495.00	0.00	114,505	1.3
4520 BUILDINGS	236,365.71	73,045.49	14,379.64	144,843.33	32,952.40	(104,750)	243.4
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	229,471.59	0.00	(74,385)	148.0
4532 OTHR CNTRCTL SR	110,098.00	0.00	0.00	0.00	0.00	0	0.0
4534 CNTRCTL SRVCS D	0.00	20,000.00	13,277.25	13,277.25	253,727.50	(247,005)	1,335.0
4535 ADMINSTRTN DSGN	0.00	137,717.00	0.00	0.00	0.00	137,717	0.0
4536 CNTRCTL SRVCS C	0.00	3,254,546.00	58,104.60	1,099,537.73	239,426.34	1,915,582	41.1
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	4,184.36	37,044.80	0.00	1,155	97.0
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	8,081.63	0.00	333,734	2.4
4567 COMPUTER EQPMNT	30,600.00	18,836.00	0.00	0.00	0.00	18,836	0.0
4571 COMPUTER SOFTWR	362.50	0.00	0.00	0.00	0.00	0	0.0
4573 EQUIPMENT	0.00	312,500.00	13,519.14	71,620.65	225,000.00	15,879	94.9

* 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
4597 EXPNS CNTR ACCN	(1,275,266.42)	0.00	(1,687,824.49)	(1,997,732.93)	0.00	1,997,733	0.0
Total CAPITAL OTLY	1,184,956.58	10,783,762.06	(1,155,900.91)	1,776,158.14	4,643,146.14	4,364,458	59.5
OPERATING TRANSFERS OUT							
4649 IF TO 55-035	0.00	120,000.00	75,000.00	120,000.00	0.00	0	100.0
4651 IF T 01-031-031	1,101,570.00	1,143,430.00	95,285.83	1,143,429.96	0.00	0	100.0
4667 IF T 51-315-453	0.00	149,947.00	149,947.00	149,947.00	0.00	0	100.0
4672 IF T 55-035-458	3,577.41	0.00	0.00	0.00	0.00	0	0.0
4675 IF TO 41-385	0.00	8,726.24	0.00	8,726.24	0.00	0	100.0
4685 IF TO 17-312	0.00	724,000.00	724,000.00	724,000.00	0.00	0	100.0
Ttl OPRTNG TRNSFRS	1,105,147.41	2,146,103.24	1,044,232.83	2,146,103.20	0.00	0	100.0
DEBT SERVICE							
4378 NOTE PRINCIPAL	225,671.33	231,313.11	0.00	231,313.11	0.00	0	100.0
4379 NOTE INTEREST	59,916.05	57,565.27	(3,373.58)	54,191.69	0.00	3,374	94.1
4385 PRNCPL PYMNT CN	(225,671.33)	(231,313.11)	0.00	(231,313.11)	0.00	0	100.0
Total DEBT SERVICE	59,916.05	57,565.27	(3,373.58)	54,191.69	0.00	3,374	94.1
DEPRECIATION							
4431 DEPRECIATION	2,491,046.18	2,693,491.32	206,607.67	2,454,434.69	0.00	239,057	91.1
Total DEPRECIATION	2,491,046.18	2,693,491.32	206,607.67	2,454,434.69	0.00	239,057	91.1
* Total Expenditurs	15,404,285.06	33,342,849.90	(1,570,752.36)	19,721,168.58	4,856,657.41	8,765,024	73.7
Nt fr SNTTN DSTRCT F	7,219,990.36	(5,275,284.66)	2,914,577.10	2,441,318.85	(4,856,657.41)	(2,859,946)	

* 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	22,624,275.42	28,067,565.24	1,343,824.74	22,162,487.43	0.00	5,905,078	79.0
Ttl Expnd - All Fnds	15,404,285.06	33,342,849.90	(1,570,752.36)	19,721,168.58	4,856,657.41	8,765,024	73.7
All Funds Net	7,219,990.36	(5,275,284.66)	2,914,577.10	2,441,318.85	(4,856,657.41)	(2,859,946)	

Item # _____

Agenda Report

North San Mateo County Sanitation District

A subsidiary of the City of Daly City

Meeting Date: December 11, 2017

Subject: Presentation of Fiscal Year 2017 Annual Financial Statements

Recommended Action

Acceptance, by motion, of the Fiscal Year 2017 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, 2017, 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,

Lawrence Chiu

Lawrence Chiu
Director of Finance and 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, 2017 AND 2016

	2017	2016
ASSETS		
Current Assets		
Cash and investments	$29,047,748	$29,957,488
Accounts receivable	1,376,740	1,347,135
Inventories	1,579,594	1,605,539
Prepaids	3,935	26,331
Total Current Assets	32,008,017	32,936,493
Capital Assets		
Land	233,547	233,547
Buildings	893,519	893,519
Sewage facilities	58,958,084	58,958,085
Subsurface treatment lines	22,866,856	22,161,295
Equipment	8,440,126	8,118,150
Furniture and fixtures	114,174	114,174
Construction in progress	1,981,327	1,046,086
Total Capital Assets	93,487,633	91,524,856
Accumulated depreciation	(53,008,162)	(50,588,684)
Net Capital Assets	40,479,471	40,936,172
Total Assets	$72,487,488	$73,872,665
DEFERRED OUTFLOW OF RESOURCES		
Deferred pension contribution	2,816,592	$2,963,476
LIABILITIES		
Current Liabilities		
Accounts payable	1,172,584	$777,642
Retentions payable	87,807	29,039
Accrued payroll	1,565	177,103
Interest payable	30,206	33,580
Compensated absences due within one year	550,000	575,000
Loans payable due within one year	237,096	231,313
Total Current Liabilities	2,079,258	1,823,677
Noncurrent Liabilities		
Compensated absences due in more than one year	310,741	506,846
Loans payable due in more than one year	1,834,202	2,071,298
Net pension liability	6,848,871	9,202,866
OPEB obligations	622,180	356,664
Total Noncurrent Liabilities	9,615,994	12,137,674
Total Liabilities	11,695,252	13,961,351
DEFERRED INFLOW OF RESOURCES		
Pension deferrals	1,493,247	$3,200,529
NET POSITION		
Net investment in capital assets	38,408,173	38,633,561
Unrestricted	23,707,408	21,040,700
Total Net Position	$62,115,581	$59,674,261

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, 2017 AND 2016

	2017	2016
OPERATING REVENUES		
Sewer service charges	$18,701,364	$18,736,244
Water sales	158,149	306,810
Connection charges	424,883	652,833
Other revenues	57,536	107,826
Total Operating Revenues	19,341,932	19,803,713
OPERATING EXPENSES		
Salaries and benefits	4,189,510	2,437,060
Services and supplies	7,076,845	6,322,522
Utilities	1,256,040	994,035
Insurance	539,834	581,243
Depreciation	2,454,435	2,491,046
Other charges	2,004,210	1,413,318
Total Operating Expenses	17,520,874	14,239,224
Operating Income (Loss)	1,821,058	5,564,489
NONOPERATING REVENUES (EXPENSES)		
Property tax	1,859,194	1,754,195
Gain on disposal of capital assets		
Interest income	161,080	284,887
Interest expense	(54,192)	(59,916)
Net Nonoperating Revenues	1,966,082	1,979,166
Income (Loss) Before Operating Transfers	3,787,140	7,543,655
OPERATING TRANSFERS		
Operating transfers in	800,283	781,484
Operating transfers out	(2,146,103)	(1,105,147)
Change in Net Position	2,441,320	7,219,992
Beginning Net Position	59,674,261	52,454,269
ENDING NET POSITION	$62,115,581	$59,674,261

CITY OF DALY CITY
SANITATION DISTRICT ENTERPRISE FUND
COMPARATIVE STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEARS ENDED JUNE 30, 2017 AND 2016

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from customers	$19,312,327	$19,450,813
Payments to suppliers	(10,373,828)	(9,685,082)
Payments to employees	(8,235,030)	(6,782,123)
Claims paid		
Payments to governmental agencies		
Cash Flows from (Used for) Operating Activities	703,469	2,983,608
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Property tax	1,859,194	1,754,195
Principal paid on noncapital debt		
Interest paid on noncapital debt		
Transfer in	800,283	781,484
Transfers out	(2,146,103)	(1,105,147)
Cash Flows from Noncapital Financing Activities	513,374	1,430,532
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition of capital assets	(1,997,734)	(1,275,266)
Proceeds from sale of capital assets		
Principal paid on capital debt	(231,313)	(225,671)
Interest paid on capital debt	(58,616)	(63,207)
Cash Flows from (Used for) Capital and and Related Financing Activities	(2,287,663)	(1,564,144)
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest income	161,080	284,887
NET CASH FLOWS	(909,740)	3,134,883
Cash and investments at beginning of year	29,957,488	26,822,605
CASH AND INVESTMENTS AT END OF YEAR	$29,047,748	$29,957,488