# 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, May 13, 2019 - 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 April 8, 2019

Action Items:

2. Revenue and Expenditures Summary Report - March 2019

3. Resolution of Intent to Adopt Appropriations Limitation

4. Authorization for the Cleaning and Inspection of Anaerobic Digester #1

***"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."***

5. Authorization to Rehabilitate the Digester #1 Roof Hatches and Equipment

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

NOTE: Speakers are limited to two minutes, unless modified by the Chair. The District cannot take action on any matter raised under this item.

REPORTS:

6. Board of Directors

7. Staff

A Update on Vista Grande Drainage Basin Project

**Staff:**
Piccolotti
**Recommended Action:**
Information Only (Oral Report)

ADJOURNMENT:

**REGULAR MEETING - BOARD OF DIRECTORS**

**MINUTES**

**April 8, 2019**

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on April 8, 2019, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Raymond Buenaventura at 6:47 p.m.

**ROLL CALL:**

Present: DiGiovanni, Manalo, Sylvester, Buenaventura
Absent: Daus-Magbual

Staff Present: General Manager Shawnna Maltbie, District Counsel Rose Zimmerman, Plant and Equipment Maintenance Manager Joshua Cosgrove, and Office Assistant II Gillian Chow as Recording Secretary.

**APPROVAL OF AGENDA:**

Motion was made, seconded (Sylvester/DiGiovanni) and unanimously approved.

**CONSENT AGENDA:**

1. **Minutes of Regular Meeting of February 25, 2019**
2. **Revenue and Expenditures Summary Reports – January and February 2019**
3. **Authorization to Rehabilitate the Gravity Thickener Tank #2**

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

**NEW BUSINESS:**

None.

**REPORTS:**

4. **Board of Directors**

   None.

5. **Staff**

   None

**ADJOURNMENT:**

At 6:48 p.m., call of adjournment of Regular Meeting by Chairman Raymond Buenaventura.

NORTH SAN MATEO COUNTY SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF MARCH 2019

| | CURRENT MONTH | YEAR TO-DATE |
|---|---|---|
| SALARIES AND BENEFITS | $ 700,690 | $ 6,496,790 |
| SERVICES, UTILITIES & SUPPLIES (Includes reimbursements to Sanitation Collection/Treatment Division) | 1,683,476 | 6,606,200 |
| DEPRECIATION & OTHER CHARGES | 219,520 | 2,185,605 |
| CAPITAL OUTLAYS | 1,167,124 | 3,192,098 |
| LESS ASSETS TO BALANCE SHEET | (11,013) | (42,349) |
| TRANSFERS | 96,241 | 1,206,764 |
| TOTAL | $ 3,856,038 | $ 19,645,108 |

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 03/31/19



* Fund 87 SANITATION DISTRICT *

| Obj Code | Description | Prior Year Actual | Current Year Budget | Current Month Actual | Year-to-date Actual | Encumbrances | Remaining Balance | Percnt To-dat |
|---|---|---|---|---|---|---|---|---|
| REVENUES: | | | | | | | | |
| N/A | | | | | | | | |
| 6212 | SNTTN FND-FND B | 0.00 | 10,000,583.34 | 0.00 | 0.00 | 0.00 | 10,000,583 | 0.0 |
| | Total N/A | 0.00 | 10,000,583.34 | 0.00 | 0.00 | 0.00 | 10,000,583 | 0.0 |
| TAXES | | | | | | | | |
| 3110 | SECRD PRPRTY TX | 1,736,563.22 | 1,788,800.00 | 96,899.46 | 1,193,316.57 | 0.00 | 595,483 | 66.7 |
| 3120 | UNSCRD PRPRTY T | 90,042.36 | 88,349.00 | 855.00 | 92,398.87 | 0.00 | (4,050) | 104.6 |
| 3123 | SPPLMNTL PRPRTY | 58,127.29 | 62,381.00 | 10,716.83 | 37,660.33 | 0.00 | 24,721 | 60.4 |
| 3180 | RPTTF DISTRIBTN | 65,201.52 | 60,167.00 | 0.00 | 41,824.75 | 0.00 | 18,342 | 69.5 |
| 3613 | HMWNRS PRPRTY T | 7,802.63 | 7,584.00 | 0.00 | 3,992.41 | 0.00 | 3,592 | 52.6 |
| | Total TAXES | 1,957,737.02 | 2,007,281.00 | 108,471.29 | 1,369,192.93 | 0.00 | 638,088 | 68.2 |
| RENTS AND INTEREST | | | | | | | | |
| 3510 | INVSTMNT ERNNGS | 364,596.43 | 177,429.00 | 36,166.89 | 295,948.85 | 0.00 | (118,520) | 166.8 |
| 3515 | UNRLZD GN(LSS)N | (116,100.52) | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| | Ttl RNTS AND INTRS | 248,495.91 | 177,429.00 | 36,166.89 | 295,948.85 | 0.00 | (118,520) | 166.8 |
| FROM OTHER AGENCIES | | | | | | | | |
| 3601 | RCPTS FRM OTHR | 205,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| | Ttl FRM OTHR AGNCS | 205,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| CHARGES AND FEES | | | | | | | | |
| 3901 | SSC TAX ROLL | 18,300,557.62 | 19,171,414.00 | 992,782.79 | 12,044,847.02 | 0.00 | 7,126,567 | 62.8 |
| 3902 | SSC WESTBOROUGH | 2,016,259.49 | 2,116,040.00 | 0.00 | 1,124,675.24 | 0.00 | 991,365 | 53.1 |
| 3903 | SSC COLMA | 46,715.40 | 48,286.00 | 0.00 | 48,303.76 | 0.00 | (18) | 100.0 |
| 3904 | SSC SF JAIL | 234,693.00 | 233,391.00 | 0.00 | 0.00 | 0.00 | 233,391 | 0.0 |
| 3911 | WATER SALES | 151,278.12 | 306,900.00 | 29.43 | 78,629.63 | 0.00 | 228,270 | 25.6 |
| 3921 | CONNECTIN CHRGS | 757,820.40 | 588,230.00 | 23,274.00 | 202,741.00 | 0.00 | 385,489 | 34.5 |
| | Total CHRGS AND FS | 21,507,324.03 | 22,464,261.00 | 1,016,086.22 | 13,499,196.65 | 0.00 | 8,965,064 | 60.1 |
| MISCELLANEOUS REVENUES | | | | | | | | |
| 3810 | PROPERTY DSPSLS | 15,623.98 | 1,800.00 | 0.00 | 371.45 | 0.00 | 1,429 | 20.6 |
| 3852 | WRKRS CMP - SLF | 25,592.22 | 0.00 | 0.00 | 13,555.18 | 0.00 | (13,555) | 0.0 |
| 3860 | MISCELLANES RVN | 0.00 | 26,787.00 | 0.00 | 34,711.68 | 0.00 | (7,925) | 129.6 |
| | Total MSCLLNS RVNS | 41,216.20 | 28,587.00 | 0.00 | 48,638.31 | 0.00 | (20,051) | 170.1 |
| OPERATING TRANSFERS IN | | | | | | | | |
| 3953 | IF FM 41-381-37 | 1,502,030.24 | 1,617,030.14 | 134,752.52 | 1,212,772.68 | 0.00 | 404,257 | 75.0 |
| 3958 | IF FM 17-031-03 | 0.00 | 315,000.00 | 0.00 | 0.00 | 0.00 | 315,000 | 0.0 |
| 3996 | IF FM 20-031-40 | 300,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 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 | Percnt To-dat |
|---|---|---|---|---|---|---|---|---|
| Ttl OPRTNG TRNSFRS | | 1,802,030.24 | 1,932,030.14 | 134,752.52 | 1,212,772.68 | 0.00 | 719,257 | 62.8 |
| * Total Revenues | | 25,762,303.40 | 36,610,171.48 | 1,295,476.92 | 16,425,749.42 | 0.00 | 20,184,422 | 44.9 |

* Fund 87 SANITATION DISTRICT *

| Obj Code | Description | Prior Year Actual | Current Year Budget | Current Month Actual | Year-to -date Actual | Encumb- rances | Remaining Balance | Percnt To-dat |
|---|---|---|---|---|---|---|---|---|
| EXPENDITURES: | | | | | | | | |
| SALARIES AND BENEFITS | | | | | | | | |
| 4101 | SALARIES | 4,600,725.75 | 5,326,142.26 | 390,687.26 | 3,594,825.33 | 0.00 | 1,731,317 | 67.5 |
| 4102 | HOURLY WAGES | 28,415.00 | 27,206.40 | 2,731.13 | 38,310.18 | 0.00 | (11,104) | 140.8 |
| 4103 | OVERTIME | 142,276.60 | 132,167.00 | 5,349.50 | 92,205.97 | 0.00 | 39,961 | 69.8 |
| 4104 | PERS RETIREMENT | 874,010.07 | 1,966,049.05 | 74,806.93 | 678,510.02 | 0.00 | 1,287,539 | 34.5 |
| 4105 | GROUP INSURANCE | 687,303.35 | 790,488.72 | 66,554.18 | 562,007.71 | 0.00 | 228,481 | 71.1 |
| 4106 | WORKERS CMPNSTN | 706,277.03 | 732,254.40 | 59,790.30 | 556,327.38 | 0.00 | 175,927 | 76.0 |
| 4107 | MEDICARE | 69,328.03 | 76,982.56 | 5,771.56 | 53,933.63 | 0.00 | 23,049 | 70.1 |
| 4108 | UNMPLYMNT INSRN | 539.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4109 | COMPNSTD ABSNCS | 462,731.56 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4110 | TERMINATION PAY | 62,077.98 | 0.00 | 0.00 | 34,569.15 | 0.00 | (34,569) | 0.0 |
| 4112 | STANDBY PAY | 20,020.00 | 21,900.00 | 1,680.00 | 15,120.00 | 0.00 | 6,780 | 69.0 |
| 4116 | INJURY LEAVE | 30,866.53 | 0.00 | 0.00 | 17,031.34 | 0.00 | (17,031) | 0.0 |
| 4118 | RETIREE HEALTH | 274,628.18 | 336,117.00 | 23,755.72 | 210,203.05 | 0.00 | 125,914 | 62.5 |
| 4119 | SOCIAL SECURITY | (2,079.61) | 2,081.28 | 0.00 | 0.00 | 0.00 | 2,081 | 0.0 |
| 4120 | OTHR PST EMPLYM | (338,454.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4125 | PENSION EXPENSE | 540,957.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4126 | UNFNDD PRS CNTR | 718,394.49 | 0.00 | 69,563.46 | 643,746.41 | 0.00 | (643,746) | 0.0 |
| | Ttl SLRS AND BNFTS | 8,878,017.88 | 9,411,388.67 | 700,690.04 | 6,496,790.17 | 0.00 | 2,914,599 | 69.0 |
| SERVICES AND SUPPLIES | | | | | | | | |
| 4211 | ADVERTISING | 303.60 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4212 | COMMUNICATIONS | 48,312.98 | 40,300.32 | 8,079.87 | 39,030.69 | 0.00 | 1,270 | 96.8 |
| 4213 | UTILITIES | 1,227,647.73 | 1,163,120.00 | 115,805.13 | 874,698.22 | 0.00 | 288,422 | 75.2 |
| 4217 | EQPMNT MNTNNC C | 84,993.04 | 108,355.90 | 5,034.08 | 42,320.78 | 0.00 | 66,035 | 39.1 |
| 4219 | PROFESSNL SRVCS | 196,330.95 | 373,551.23 | 12,660.00 | 120,851.17 | 25,853.25 | 226,847 | 39.3 |
| 4220 | OTHR CNTRCTL SR | 4,646,166.61 | 4,818,358.92 | 1,211,321.09 | 3,198,142.21 | 143,426.14 | 1,476,791 | 69.4 |
| 4228 | PUMP STATIN RPR | 97,135.51 | 69,500.00 | 12,644.54 | 59,159.45 | 0.00 | 10,341 | 85.1 |
| 4230 | OFFICE EXPENSE | 16,828.56 | 26,929.68 | 1,184.83 | 11,762.66 | 0.00 | 15,167 | 43.7 |
| 4231 | SAFETY GEAR | 55,905.97 | 63,679.00 | 7,436.55 | 36,965.76 | 0.00 | 26,713 | 58.1 |
| 4234 | SPECIL DPRTMNTL | 219,861.14 | 201,394.98 | 11,588.71 | 40,418.76 | 0.00 | 160,976 | 20.1 |
| 4235 | BUILDING MNTNNC | 84,700.57 | 95,600.00 | 24,521.31 | 123,713.53 | 0.00 | (28,113) | 129.4 |
| 4237 | CLOTHING | 39,572.57 | 29,564.87 | 2,447.04 | 25,754.34 | 0.00 | 3,811 | 87.1 |
| 4241 | STRTS OPRTNG SP | 11,656.31 | 12,348.00 | 362.76 | 5,976.71 | 0.00 | 6,371 | 48.4 |
| 4243 | OPERATING SPPLS | 1,209,648.09 | 1,371,352.31 | 102,999.82 | 792,663.99 | 186,604.82 | 392,084 | 71.4 |
| 4244 | REPARS & MNTNNC | 210,661.28 | 232,357.00 | 46,831.89 | 169,467.15 | 0.00 | 62,890 | 72.9 |
| 4246 | FUELS & MTR OLS | 15,922.52 | 39,300.00 | 448.42 | 8,005.26 | 0.00 | 31,295 | 20.4 |
| 4255 | SMALL EQUIPMENT | 34,152.79 | 25,069.00 | 3,812.97 | 10,596.93 | 0.00 | 14,472 | 42.3 |
| 4313 | INVNTRY ADJSTMN | 101,168.93 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| | Ttl SRVCS AND SPPL | 8,300,969.15 | 8,670,781.21 | 1,567,179.01 | 5,559,527.61 | 355,884.21 | 2,755,369 | 68.2 |

* Fund 87 SANITATION DISTRICT *

| Obj Code | Description | Prior Year Actual | Current Year Budget | Current Month Actual | Year-to -date Actual | Encumb- rances | Remaining Balance | Percnt To-dat |
|---|---|---|---|---|---|---|---|---|
| OTHER CHARGES | | | | | | | | |
| 4215 | RENTS AND LEASS | 3,646.97 | 3,500.00 | 0.00 | 0.00 | 0.00 | 3,500 | 0.0 |
| 4302 | MMBRSHPS & PBLC | 17,160.14 | 44,582.05 | 1,551.00 | 38,546.10 | 0.00 | 6,036 | 86.5 |
| 4303 | TRAVEL & METNGS | 6,173.22 | 23,965.00 | 137.34 | 2,935.84 | 0.00 | 21,029 | 12.3 |
| 4304 | EDUCATN & TRNNG | 59,389.43 | 82,945.00 | 2,132.00 | 34,405.07 | 0.00 | 48,540 | 41.5 |
| 4434 | MSCLLNS OTHR CH | 166,667.44 | 288,485.35 | 0.00 | 136,319.50 | 0.00 | 152,166 | 47.3 |
| | Total OTHER CHARGS | 253,037.20 | 443,477.40 | 3,820.34 | 212,206.51 | 0.00 | 231,271 | 47.9 |
| FIXED CHARGES | | | | | | | | |
| 4208 | TLPHN SRVC CHRG | 25,162.20 | 22,890.75 | 1,907.58 | 17,168.22 | 0.00 | 5,723 | 75.0 |
| 4216 | VHCL SRVC CHRGS | 350,830.43 | 418,462.42 | 34,871.86 | 313,846.74 | 0.00 | 104,616 | 75.0 |
| 4223 | INFRMTN SRVCS C | 251,863.08 | 298,685.73 | 24,890.48 | 224,014.32 | 0.00 | 74,671 | 75.0 |
| 4226 | MAL/MSSNGR SRVC | 5,372.72 | 5,065.67 | 422.14 | 3,799.26 | 0.00 | 1,266 | 75.0 |
| 4227 | COPIER SERVICES | 8,861.88 | 10,370.38 | 864.19 | 7,777.71 | 0.00 | 2,593 | 75.0 |
| 4233 | POSTAGE | 4,747.44 | 4,901.43 | 408.45 | 3,676.05 | 0.00 | 1,225 | 75.0 |
| 4301 | GNRL INSRNC CHR | 493,860.84 | 635,187.16 | 52,932.26 | 476,390.34 | 0.00 | 158,797 | 75.0 |
| | Total FIXED CHARGS | 1,140,698.59 | 1,395,563.54 | 116,296.96 | 1,046,672.64 | 0.00 | 348,891 | 75.0 |
| CAPITAL OUTLAY | | | | | | | | |
| 4504 | ENGINERNG SRVCS | 1,951,018.32 | 3,108,771.92 | 73,580.52 | 1,307,148.56 | 2,146,928.96 | (345,306) | 111.1 |
| 4507 | MAINS CONSTRCTN | 598,787.83 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4516 | IN-HS SRV CHRGS | 58,095.00 | 148,203.52 | 7,260.00 | 39,647.50 | 0.00 | 108,556 | 26.8 |
| 4518 | IN-HS SRV CHG C | 13,265.00 | 186,798.00 | 2,962.50 | 15,497.50 | 0.00 | 171,301 | 8.3 |
| 4520 | BUILDINGS | 2,762.58 | 30,189.82 | 0.00 | 4,120.00 | 26,069.82 | 0 | 100.0 |
| 4530 | SANITATN EQPMNT | 120,940.10 | 130,206.10 | 3,900.00 | 121,043.95 | 9,162.15 | 0 | 100.0 |
| 4534 | CNTRCTL SRVCS D | 229,068.65 | 664,331.82 | 0.00 | 39,828.44 | 99,120.41 | 525,383 | 20.9 |
| 4535 | ADMINSTRTN DSGN | 0.00 | 81,392.53 | 0.00 | 669.53 | 0.00 | 80,723 | 0.8 |
| 4536 | CNTRCTL SRVCS C | 1,218,502.89 | 7,671,878.50 | 1,075,843.21 | 1,615,689.58 | 658,459.77 | 5,397,729 | 29.6 |
| 4537 | ADMNSTRTN CNSTR | 0.00 | 28,000.00 | 0.00 | 0.00 | 0.00 | 28,000 | 0.0 |
| 4550 | TLS AND SHP EQP | 32,369.36 | 40,220.00 | 3,577.60 | 8,086.93 | 0.00 | 32,133 | 20.1 |
| 4551 | CMMNCTNS EQPMNT | 10,430.83 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4563 | ELECTRCL EQPMNT | 63,747.21 | 69,987.06 | 0.00 | 40,366.55 | 25,165.00 | 4,456 | 93.6 |
| 4567 | COMPUTER EQPMNT | 0.00 | 18,836.00 | 0.00 | 0.00 | 0.00 | 18,836 | 0.0 |
| 4573 | EQUIPMENT | 245,018.37 | 148,520.00 | 0.00 | 0.00 | 33,520.00 | 115,000 | 22.6 |
| 4597 | EXPNS CNTR ACCN | (3,875,521.12) | 0.00 | (11,013.26) | (42,349.84) | 0.00 | 42,350 | 0.0 |
| | Total CAPITAL OTLY | 668,485.02 | 12,327,335.27 | 1,156,110.57 | 3,149,748.70 | 2,998,426.11 | 6,179,160 | 49.9 |
| OPERATING TRANSFERS OUT | | | | | | | | |
| 4642 | IF TO 31-313 | 25,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| 4651 | IF T 01-031-031 | 1,149,146.88 | 1,154,892.89 | 96,241.07 | 866,169.63 | 0.00 | 288,723 | 75.0 |
| 4672 | IF T 55-035-458 | 7,630.13 | 6,594.03 | 0.00 | 6,594.03 | 0.00 | 0 | 100.0 |
| 4675 | IF TO 41-385 | 0.00 | 2,825,000.00 | 0.00 | 325,000.00 | 0.00 | 2,500,000 | 11.5 |

* Fund 87 SANITATION DISTRICT *

| Obj Code | Description | Prior Year Actual | Current Year Budget | Current Month Actual | Year-to -date Actual | Encumb- rances | Remaining Balance | Percnt To-dat |
|---|---|---|---|---|---|---|---|---|
| 4683 | IF TO 51-315 | 0.00 | 9,000.00 | 0.00 | 9,000.00 | 0.00 | 0 | 100.0 |
| 4685 | IF TO 17-312 | 40,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 | 0.0 |
| | Ttl OPRTNG TRNSFRS | 1,221,777.01 | 3,995,486.92 | 96,241.07 | 1,206,763.66 | 0.00 | 2,788,723 | 30.2 |
| DEBT SERVICE | | | | | | | | |
| 4378 | NOTE PRINCIPAL | 237,095.94 | 249,099.00 | 0.00 | 243,023.34 | 0.00 | 6,076 | 97.6 |
| 4379 | NOTE INTEREST | 48,324.80 | 39,780.00 | 0.00 | 45,855.04 | 0.00 | (6,075) | 115.3 |
| 4385 | PRNCPL PYMNT CN | (237,095.94) | (249,099.00) | 0.00 | (243,023.34) | 0.00 | (6,076) | 97.6 |
| | Total DEBT SERVICE | 48,324.80 | 39,780.00 | 0.00 | 45,855.04 | 0.00 | (6,075) | 115.3 |
| DEPRECIATION | | | | | | | | |
| 4431 | DEPRECIATION | 2,512,241.42 | 2,733,880.58 | 215,700.34 | 1,927,544.03 | 0.00 | 806,337 | 70.5 |
| | Total DEPRECIATION | 2,512,241.42 | 2,733,880.58 | 215,700.34 | 1,927,544.03 | 0.00 | 806,337 | 70.5 |
| * | Total Expenditurs | 23,023,551.07 | 39,017,693.59 | 3,856,038.33 | 19,645,108.36 | 3,354,310.32 | 16,018,275 | 58.9 |
| Nt fr | SNTTN DSTRCT F | 2,738,752.33 | (2,407,522.11) | (2,560,561.41) | (3,219,358.94) | (3,354,310.32) | 4,166,147 | |

* 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 | | 25,762,303.40 | 36,610,171.48 | 1,295,476.92 | 16,425,749.42 | 0.00 | 20,184,422 | 44.9 |
| Ttl Expnd - All Fnds | | 23,023,551.07 | 39,017,693.59 | 3,856,038.33 | 19,645,108.36 | 3,354,310.32 | 16,018,275 | 58.9 |
| All Funds Net | | 2,738,752.33 | (2,407,522.11) | (2,560,561.41) | (3,219,358.94) | (3,354,310.32) | 4,166,147 | |

Item #_____

*Agenda Report*

# *NORTH SAN MATEO COUNTY SANITATION DISTRICT*

**Meeting Date: May 13, 2019**

**Subject: Resolution of Intent to Adopt Appropriations Limitation**

## Recommended Action

Approve Resolution of Intent to adopt the annual Appropriations Limitation (Gann Limit).

## Background

As required by Article XIIIB of the State Constitution (Proposition 111 or the Gann Amendment), the Agency Board of Directors is required to adopt an annual appropriations limitation for the Fiscal Year 2019-2020. This resolution establishes the Agency's intent to adopt the appropriations limitation.

## Discussion

Adoption of the Appropriations Limitation will be requested at the meeting of June 24, 2019. At that time, the Department of Finance will provide the calculations of proceeds of taxes and the appropriations limit based on our estimates for the coming fiscal year. This information will be available for public inspection in the Department of Finance beginning Friday, June 14, 2019.

Appropriate notice will be posted regarding the availability of the documentation in the Department of Finance during normal business hours.

Staff is available to provide any additional information desired by the Board members.

Respectfully submitted,

Lawrence Chiu
Director of Finance and Administrative Services

cc: City Attorney
City Manager
NSMCSD

Item # 4

Agenda Report

# North San Mateo County Sanitation District

*a subsidiary of the City of Daly City*

**Meeting Date: May 13, 2019**

Subject: **Authorization for the Cleaning and Inspection of Anaerobic Digester #1**

Recommended Action

Authorize staff to contract with Wastewater Solids Management Co. for the cleaning and inspection of Digester #1 at the Wastewater Treatment Plant (WWTP).

Background/Discussion

Digester #1 is a critical structure at the WWTP that is used as the primary process to reduce pathogens in the incoming wastewater sludge. This digester is going to be emptied and cleaned. The contractor will remove, dewater, and haul off any residual material remaining inside digester#1, to an approved waste facility. All costs associated with the removal, transfer, and disposal of the waste from Digester #1 to the waste site shall be included in the contractor's proposal estimate. The contractor will then clean, inspect, and provide a report on the general condition of the internal piping and the structure.

Staff subsequently sought proposals from three responsible and experienced contractors for this work, but only Wastewater Solids Management Co. returned a bid:

| Contractor | Proposal |
|---|---|
| Wastewater Solids Management Co. | $145,690 |
| Synagro | Declined |
| National Plant Services INC. | Declined |

Wastewater Solids Management Co. is a responsible and experienced contractor that has successfully performed very similar projects for City of South San Francisco Water Quality Control Plant.

Fiscal Impact

The budget for this work is $174,828 which includes a 20% contingency amount. Sufficient funds will be available for this project in the CIP Budget Account 87-920-947 Digester 1 Cleaning.

Summary/Conclusion

Staff requests that the Board accept all bids and authorize staff to contract with Wastewater Solids Management Co. for the proposal amount of $145,690.00

Respectfully submitted,

Gregory M. Krauss
Chief of Operations

Thomas J. Piccolotti
Director of Water & Wastewater Resources

WASTEWATER SOLIDS MANAGEMENT CO.
FOR OUR ENVIRONMENT

March 19, 2019

Mr. Greg Krauss
City of Daly City
153 Lake Merced Blvd.
Daly City, CA 94015
(650) 491-4685
(650) 991-8220 fax
gkrauss@dalycity.org

Dear Greg:

I would like to thank you for your continued interest in Wastewater Solids Management, Inc. We are a corporation with over 30 years cumulative experience in digester/lagoon cleaning and biosolids management. We are pleased to provide this estimate for the removal of solids from the digester at the City of Daly City Wastewater Treatment Facility.

Above all else we are concerned with safety on the job and closely follow the OSHA rules and regulations set forth for maintenance activities. These procedures include lock out/tag out and confined space entry among others.

Attached is a revised proposal for digester cleaning and dewatering including the addition of off-site removal services. The scope of work has been prepared based on the data you provided, however, if there is anything which needs to be corrected, please let me know. Our anticipated project duration is approximately two and one half weeks of operations for the removal of the material from the digester structure. Please note that while the draft scope indicates an inspection of the piping and structures along with a subsequent report to the City. We will certainly be happy to point out any obvious defect, however, we are not structural engineers and a comprehensive structural analysis is beyond our purview as a digester cleaning service.

If you have any questions or require any further information, please advise by contacting (541) 547-3213 or (916) 425-0531. We look forward to this opportunity to work with you.

Respectfully submitted,

Victoria E. Prince
General Manager
Wastewater Solids Management Co., Inc.
vprince@wastewatermanagement.com
www.wastewatermanagement.com

Enclosures: quotation / agreement

# City of Daly City
# Request for Proposal
# City of Daly City – Digester Rehabilitation
# **REVISION**

**ESTIMATION DATE:** **MARCH 19, 2019**

| | |
|---|---|
| **Mobilization/Demobilization:** | **$ 4,320.00** |
| **Digester Cleaning & Dewatering:** | **$ 97,370.00** |
| **Solids Transport & Disposal:** | **$ 44,000.00** |
| **Project Total:** | **$ 145,690.00** |

**Description:**

- **Wastewater Solids Management Co., Inc. will remove all sludge, grit, sand, rags, plastics, grease and other miscellaneous debris from the digester structure. Prior to turning over the digester for cleaning operations, City of Daly City personnel will drain the digester to approximately 0.3 MG of material remaining in place (8.5') and remove the access hatch covers. The material will be passed across a 3/16" capture rotary step screen. The screenings material will be washed, compacted and deposited in roll off bins provided for off site disposal. The screened sludge material will be transferred to a mixing type tank and fed to a 2.0 m belt press unit. The material will be dewatered with the filtrate being discharged back to the plant at a point designated by plant personnel. The dewatered sludge cake will be deposited in end dump trailers for offsite disposal. WWSMC will hydro-wash the interior of the digester at the City of Daly City Wastewater Treatment Plant utilizing high volume water (300 gpm, 80 psi). Hydro-washing services will remove sludge and other material from the interior surfaces of the digester structure, however, some closely adhered materials may remain upon completion. (Struvite, vivianite, etc.). Wastewater Solids Management Co., Inc. will provide these services with the following provisions:**
  - **Digester Dimensions: D: 77'; SWD: 28'; Solids Depth: 8.5'**
  - **Minimum top access & side access: 30" D**
  - **Max. vol.: 300,000 gallons; 600 WT max dewatered vol.**
  - **≤ 8% solids concentration**
  - **Coned bottom surface**
  - **≤ 1,000 ft. to staging, processing and filtrate return point**
  - **Min. Filtrate Return: 200 gpm; Max Filtrate Conc. 500 mg/L**
  - **Prevailing wage determinations included**

  **This will include all labor and materials except as listed below.**

- **City of Daly City will provide the following:**
  - **Water available: 300 gpm, 80 psi (hydrant, plant water or other)**
  - **150 amps, 480V, 3-phase power available**
  - **Remove & replace access hatch covers**
  - **Solids must meet or exceed 503 standards for disposal**
  - **Sufficient staging area for WWSM, Inc. Equipment**
  - **Equipment for the unloading and placement of WWSM, Inc. equipment (backhoe or other).**

# Integrated Agreement

**Between City of Daly City and Wastewater Solids Management Co., Inc.**

This agreement with attachments of addends, represents the entire and integrated agreement between City of Daly City and Wastewater Solids Management Co., Inc. and supersedes all prior negotiations, representations or agreements, written or oral. However, the proposal submitted by Wastewater Solids Management Co., Inc. and related documents establish the background and framework in which the contract was prepared and do set forth the expectations of each party to the contract. This agreement may be amended only by written instrument signed by both City of Daly City and Wastewater Solids Management Co., Inc.

**Dated this the _19th___ day of __March__, 2019**

| | |
|---|---|
| _____ | _____ |
| **City of Daly City** | **Wastewater Solids Management Co., Inc.** |
| _____ | **General Manager** |
| **Title** | **Title** |

Item # 5

Agenda Report

# North San Mateo County Sanitation District

*a subsidiary of the City of Daly City*

**Meeting Date: May 13, 2019**

**Subject: Authorization to Rehabilitate the Digester #1 Roof Hatches and Equipment**

Recommended Action

Authorize staff to contract with D.W. Nicholson for the rehabilitation of the roof hatches and equipment of Digester #1 at the Wastewater Treatment Plant (WWTP).

Background/Discussion

Digester #1 is a critical structure at the WWTP that is used as the primary process to reduce pathogens in the incoming wastewater sludge. This digester is going to be emptied and cleaned next fiscal year and while it is out of service staff is requesting to rehabilitate the roof hatches and equipment on the roof. These components of the roof structure are severely corroded and beyond their useful life. The only time to safely perform this work is when the digester is out of service. Staff subsequently sought proposals from three responsible and experienced contractors for this work, but only two returned a proposal:

| Contractor | Proposal |
|---|---|
| D.W. Nicholson | $274,180.00 |
| Monterey Mechanical | $401,988.00 |
| GSE Construction | Declined |

D.W. Nicholson is a responsible and experienced contractor that has successfully performed similar projects for the North San Mateo County Sanitation District at the WWTP and other wastewater facilities.

Fiscal Impact

The budget for this work is $328,180 which includes a 20% contingency amount ($54,000). Sufficient funds will be available for this project in the Fiscal Year 2019-20 CIP Budget Account 87-920-947 Digester 1 Cleaning.

Summary/Conclusion

Staff requests that the Board accept all proposals and authorize staff to contract with D.W. Nicholson of Hayward, California for the proposal amount of $274,180.00.

Respectfully submitted,

Joshua Cosgrove
P&E Maintenance Manager

Thomas J. Piccolotti
Director of Water & Wastewater Resources

# D. W. Nicholson

CORPORATION Industrial Mechanization Contractors

4/3/2019

City of Daly City
153 Lake Merced Blvd
Daly City, CA 94015

Attn: Shane Cypert
Re: DWN Proposal Digester Dome and Valve Replacement Project

Gentlemen,

Per your emailed request for quote, we propose all labor, material, cranes, tools and equipment to provide work as defined in your documents with the follow clarifications and pricing:

CLARIFICATIONS:

- Straight time, no overtime wages included
- Fee's, permits and special inspections included
- DWN has assumed that all existing cast in place anchors for the covers and hatches are in good order and only need to be chased/cleaned with a threading nut. No new anchors included
- DWN is not replacing the aluminum hatch covers. We are cleaning off the old gasket and providing new gaskets
- DWN has assumed for fabrication the new covers are 1" think 316SS
- DWN has assume for the gas seal cover the top is 3/8" thick top and ¼" side walls. 316SS. The mounting for the 16" and 10" are tapped holes for surface mounting and not raised pipe stubs are necessary
- For the new gas hatch #2, we have assumed the 16" is a flange with a stub pipe for installation of the View port but the (2) 6" are just drilled and tapped holes for direct mounting of the blanked flanges
- For the 42" manhole cover DWN has included a 24" raised flange. If this is flush mounted, see the deduct as listed below for eliminating the flange and stub pipe

- With lack of definition of seal testing and misc. pipe connections not listed in the scope, DWN offers pricing for this as an allowance
- **DWM had not included:**
  - Electrical work
  - Painting
  - Lead or asbestos testing or abatement
- Wage increase for July 2019 are included
- All work will be prevailing wage using Millwrights for demo and install
- DWN had include all new gaskets and 316SS hardware for installation of both the City supplied gas equipment and DWN supplied valves
- ALL lines will be drain and valve off by the City
- Price breakdown is for information and not offered for ADD/DEDUCT without DWN consent

| ***DWN PRICE BREAKDOWN*** | | |
|---|---|---|
| Demo and remove covers | $ | 12,940.00 |
| F&I new hatches and seal | $ | 135,970.00 |
| Install Varec equipment supplied by City | $ | 10,280.00 |
| F&I new plug Valves (with new gaskets and bolts | $ | 104,860.00 |
| Allowance for dome test and misc. pipe hookups | $ | 10,130.00 |
| TOTAL | $ | 274,180.00 |

| | | | |
|---|---|---|---|
| DEDUCT for 24" flange and pipe if directly bolted to flange | Lot | $ | (5,000.00) |

Please feel free to contact Phillip Grove if you have any questions:

Thank you.

Tom Reed, President, CEO