

BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of August 22, 2013

Opening of Meeting: The meeting was called to order at 7:09 P.M.

Roll Call:

Present: Gallagher, Rizzi, Swanbeck, Tonna

Absent: Quinteros

Also: Maintenance Director Landi, District Counsel Bakker, District Engineer Yeager
and Clerk Landi

Oral and Written Communications: *(Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)*

- (1) Communications from members of the public
None
- (2) Communications from members of the District Board and Staff
None
- (3) Acknowledgment of recent correspondence to the District
Correspondence was distributed prior to the meeting. One recent piece of correspondence from CSDA was distributed. CSDA is encouraging member participation by seeking volunteers for various committees.

Consent Agenda: *(Any member of the Board or the public can request that an item be removed from the Consent Agenda. If there are no objections all items are voted upon by one motion.)*

- (4) Minutes of the Regular Meeting of July 25, 2013
- (5) Payment authorization for bills and compensation
- (6) Accept 7/31/13 report on District's current financial status
- (7) Accept July, 2013 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Tonna and passed by voice vote approving the consent items which include payment by check numbers 5645-5659, 550-559 and Director payroll.

Board Reports – consideration of matters relating to:

- (8) President Gallagher

(a) LAFCo: There will be a public hearing in September regarding the amended 2013-14 budget.

(b) CSDA – Local Chapter: A summary of the August 6th meeting was distributed in the meeting packets.

(c) Redevelopment Oversight Board: There were no meetings.

(9) Daly City: The City plans to underground utilities on the south side of Geneva. It was noted that the residents in the area were unaware of this project

(10) Brisbane: The President attended the CAG meeting last Tuesday. It was very informative and was attended by a representative who was involved in the DEIR preparation.

Staff Reports:

(11) Maintenance Director – consideration of matters relating to:

(a) Monthly report on District operations and maintenance: We experienced a couple problems at the Carlyle Station. A problem with the #4 pump was discovered during the weekly pumping calculations. There was six feet of copper wire inside the impeller. The impeller was pulled, the wire removed and the pump was put back into service. It is now pumping at its normal rate.

There was a service call at 960 Schwerin Street. This property has had a number of problems over the years. The line was televised and there are a lot of roots at the lateral connection to the mainline. This lateral might be a good candidate for replacement in a capital project.

There was a mainline overflow at Old Bayshore and McDonald Avenue. It was caused by heavy grease; possibly from the motels. This was a reportable incident.

(12) District Engineer – consideration of matters relating to:

(a) July meter reading data: The calculations for July indicate the station is running fine.

(b) Saddleback billing: We have not heard from the SFPUC.

(c) 2013 Entitlement Charges: There is only one customer who exceeded their capacity, the 7 mile house.

(d) Daly City utility undergrounding project. The District received plans from Daly City for a small undergrounding project. The Engineer sent them plans of the District's facilities and noted that there is a sewer line in the project area.

(e) Brisbane/Daly City Connection Fees: At the last meeting the Board asked Engineer Yeager to ascertain the fees charged by Daly City and Brisbane. Daly City's connection fee is \$2,600 and Brisbane's is \$2,523. The District's connection fee is \$3,414. All of these fees do not include the SFPUC connection charge. The Engineer would like to calculate cost estimates for the parallel force main to determine if our fees would be adequate. He will have the calculation ready for discussion at the September meeting.

(f) Carlyle PS wastewater monitoring: The SFPUC has completed one month of monitoring. The Engineer received the data but finds it to be more erratic than expected.

(g) PG&E discharge permits: They have one discharge permit for the truck washing station that has not yet been renewed. PG&E advised that it is in transit.

(h) SFPUC Annual Sewer Service Charge: Engineer Yeager sent a letter to the SFPUC with the volume of discharge which was very close to last year. There is only about a 200,000 gallon difference. The pumped flow was higher but non pumped flow was lower.

(i) Old Pump Station: There is no update on this item. The Clerk said she checks with the insurance company every couple weeks regarding liability coverage but they report that the matter is with the underwriters.

(j) Sewer lateral service warranty: The Engineer received a call from Patrick Sweetland, Daly City Water/Wastewater regarding an insurance company that approached him with an offer to contact the North San Mateo County Sanitation District (NSMCS D) customers. The company proposes to offer coverage to replace failed sewer laterals. The pitch is they will replace your sewer lateral from your home to the street if you sign up for the insurance program at a cost of \$9 per month. If the District thought this program would be a benefit to its customers, it would provide a list of customers to the company and the company would be responsible for contacting the customers. NSMCS D is going to do this for their users. The Engineer explained to Mr. Sweetland that BSD takes care of the lateral from the front property line to the main; NSMCS D does not. We really do not have enough information to make an informed decision and the Board didn't necessarily see this as a positive thing.

(k) Brisbane-Baylands DEIR: The Engineer prepared a draft response. It lays out the meeting with UPC, states that we have a better understanding of the project and how the District facilities may be impacted. It is our understanding that UPC wants to use the District facilities for the short term which could be up to 15 years. The DEIR states there will be a less than significant impact to the District. However, the District believes that with careful, early planning it would be less than significant if these conditions were met:

- The District is included early in all planning activities and is consulted as projects are developed
- All District wastewater collection lines replaced are replaced to District Standards which may need to be revised due to the unique soil conditions at the site
- An easement must be granted to the District in a public right-of-way for a parallel force main and that the Developer construct at its expense a parallel force main at the same time as the roadways and prior to any paving
- The District Ordinances must be adhered to, especially with regard to connection (entitlement) fees

The Engineer feels that if the District levies a connection fee, it may not charge the developer for something like the force main if the developer put in his own collection system. Counsel believes that we are dealing with a mitigation issue. We could require the developer to build the parallel force main to our standards and the cost of that main could be applied toward their buy-in to the District's system. The Engineer will rework the language and bring the response back at the September meeting.

(13) District Counsel – consideration of matters relating to:

No report.

(14) District Clerk – consideration of matters relating to:

(a) Website maintenance - notification of fee increase and consideration of alternate proposal: The Clerk explained that we received notice from Matt Jalbert on August 1 that he is increasing his quarterly payment from \$300 to \$500. Subsequent to that notice, the Clerk inquired with individuals fluent in IT and website maintenance and learned that the District should be able to obtain services at a more favorable rate. The Clerk provided the Board with a proposal from Russell Pope, Manager, Awardtech. Mr. Pope proposes to maintain and host the website for \$250 per quarter and is willing to do some redesign. The Clerk was directed to send an email to Matt Jalbert explaining that the Board would like to honor our quarter-to-quarter arrangement but since there is no effective date indicated for the increase, we would pay \$300 for the July-September quarter. As of October 1 our site would be hosted and maintained by Russell Pope.

Old Business: None

(15) Update on FY 2012-13 auditing service

The draft audit was issued and has been distributed. The auditor will be advised of the following minor changes/corrections.

- Page 11, Property, Plant, Equipment and Depreciation: first paragraph, last sentence should read "District historically has capitalized assets with a value of greater than \$5,000."
- Page 11, Property, Plant, Equipment and Depreciation: second paragraph, last sentence should read "Buildings - 50 years; sewage collection system - 80 years; and furniture and equipment 5-20 years."
- Page 15, Risk Management: The second paragraph re State Compensation will be deleted.

(16) Connection fee analysis

Discussed under 12(e).

New Business:

(17) Reports on other matters: no action will be taken

As has been discussed in the past, President Gallagher thinks that it is time the Board consider succession planning. We could perhaps have a consultant meet with us to walk the Board through the process. The President will investigate the availability of this type of consulting and mentioned that CSDA may have a referral.

The Maintenance Director distributed a flyer announcing the September 5th CWEA tour of San Francisco's Oceanside Wastewater Treatment Plant. The tour is at 4 P.M. with dinner to

follow at Kome Japanese Seafood & Grill. The Maintenance Director will attend as will Director Tonna.

Adjournment:

A motion was made by Director Tonna, seconded by Director Rizzi and passed to adjourn the meeting at 8:32 P.M. The next meeting is September 26, 2013.

Submitted by Joann Landi