

BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of November 20, 2014

Opening of Meeting: The meeting was called to order at 7:06 P.M.

Roll Call:

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna
Absent: None
Also: Maintenance Director Landi, District Engineer Yeager, Clerk Landi and District Counsel Quint

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 included in meeting packets and distributed before the meeting.

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 October 23, 2014 corrected as follows: Item 12(c), last line reads - "Director Swanbeck did not participate."
- (5) Payment authorization for bills and compensation
- (6) Accept 10/31/14 report on District's current financial status
- (7) Accept October, 2014 checking account reconciliation

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed approving consent items 4-7.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: The Maintenance Director attended the November 19 meeting. There was discussion regarding the Grand Jury's recommendation that the San Mateo County Harbor District undergo a Municipal Service Review (MSR) with possible dissolution. A MSR of the Harbor District was completed about five years ago. It is unlikely that much has changed since that time. The Commission approved hiring a consultant to conduct another MSR; Special

District Commissioner Josh Cosgrove voted no. The north county MSRs have just begun and are being handled by two consultants. LAFCo Executive Officer said that consultants are being used because they are behind in conducting reviews. The Maintenance Director provided the Board and Staff with a copy of the north county review schedule.

As discussed at the last meeting, President Gallagher nominated Josh Cosgrove to serve a full term on LAFCo. Subsequent to that she voted via email on the Board's behalf.

(b) CSDA – Local Chapter: The speaker was Supervisor Dave Pine. There was discussion of a second MSR being proposed for the San Mateo County Harbor District.

(c) Redevelopment Oversight Board: No report.

(9) Daly City: The final results of the City Council race are Judith Christensen, Raymond Buenaventura and Michael Guingona. On December 10 there will be a retirement event for outgoing Councilmember Carol Klatt.

The City approved a contract with Allied Waste for garbage service.

(10) Brisbane: It was reported that there was an article in the San Francisco Chronicle about the use of the Baylands for a pop-up stadium for the 2024 Olympics. Director Swanbeck pointed out that any development will require securing adequate water supply.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. The pumps and mechanical equipment in the lower pump room have been repainted.

A video inspection of the sewer lateral was conducted at 321 Oriente Street. At this time it was found to be sound.

Preventive flushing was done on the District designated trouble spots.

During the downpour at Noon today, within about a half hour there were two pumps running. We received .70" of rain today.

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

(a) October meter reading data: The calculated and metered flow is very close. The average daily flow for October was the lowest it has been all year. Pump #1 is back on line but the pumping rate hasn't increased much.

(b) Entitlement Charges: At the October meeting the Board agreed on a payment schedule. A letter was sent to the proprietor of the 7 Mile House. Apparently the letter was not received because the District received a payment based on the 7 Mile House proposed schedule. The Engineer emailed advising that the balance is due by the end of November.

(c) SFPUC water quality sampling: Earlier this week the SFPUC sent the Engineer sampling data. He will prepare a summary for the next Board meeting. The SFPUC will begin pulling samples again in mid December.

(d) FY Procedures Manual: A draft should be ready for the December meeting.

(e) SSMP Audit and Recertification: Mr. Yeager attended the CSRMA sponsored sewer summit. He said that it was very informative; most of the presenters were former

general managers who had hands on experience. One point they made is that the SSMP's are a good way to capture historical knowledge. Recertification needs to be completed by May 2, 2015 and the SSMP needs to be updated as well as a station emergency plan. They suggest that district counsels review the SSMP. The SSMPs must be available on line. In closing, the Engineer said that he thought it was very well done and well presented by very knowledgeable people with practical experience.

(f) Inflow/Infiltration (I/I) analysis: Once again we had a rainfall event with a spike in flow. The Engineer provided a summary table with information collected during a 2004 flow monitoring study. That data showed a spike in all the 4 basins being monitored during a rainfall event. He provided further information on a color coded map. The oldest areas of the District had the highest I/I. The source(s) are still a quandary.

(g) 2014-15 CIP: The Maintenance Director and Engineer met to look at the line going through Midway Village. The elevation of the invert of the pipe cannot be changed. It is flat and can't be raise. Since the line goes through the park it would be very disruptive during any construction. There are two problems - the park is a Daly City park and this was a toxic site where there was lampblack. Mr. Yeager found documentation that there is an engineered cap. If that cap was disturbed you would have to get approval. At this point, the Engineer is not sure we should replace the line. It has a couple sags and some minor cracked pipe. He discussed the grease problem with the site manager. Their policy is that the village cleans the lateral once and if it plugs again, it is charged to the renter. The manager indicated that there is not a lot of turnover of the units. The Engineer suggested that we provide information to the residents about how to properly dispose of grease; the manager would be happy to assist. In response to a question, the Engineer said it would be difficult to relocate the line due to the grade and other issues. The Engineer recommends that no action be taken at this time.

Development of the 2014-15 CIP will be done excluding replacement of the Midway Village line.

(h) Town Motel: It was discovered that there is a roof gutter downspout connected to the sewer. A letter was sent to the motel requesting that the downspout be disconnected. The Engineer followed up with the motel owner who said he would talk to his contractor. The Maintenance Director received a message from the owner requesting information. He has been unable to reach the owner but will continue to do so.

(i) SFPUC Saddleback billing: There has been extensive emailing back and forth on this issue. Crispin Hollings' correspondence indicates that the SFPUC will handle billing the 27 units going forward but not for this year. The SFPUC sent a letter to the HOA Manager George Mockridge regarding billing going forward but there has been no discussion. The SFPUC has been advised that the HOA, a California Corporation, cannot pay the charges per their regulations. The City is not going to bill homeowners this year but expect the District to bill the 27 units we have been billing manually. The Engineer's discussion with the SFPUC has always been that once they had a system in place they would bill going forward and for the current year. President Gallagher said that in effect, the SFPUC is not billing for 2013-14 usage but they want us to bill the 27 units and have charged us for that usage.

The SFPUC invoice included all the backup documentation. The Engineer reviewed everything and it is correct. The amount due excluding the 27 Saddleback units is \$753,799.

District Counsel has reviewed the agreement between the District and the SFPUC. The language is a little wishy washy using terms like "good faith." Counsel's analysis is that we

could make an argument that they did not make a good faith effort to reach a billing system. If the SFPUC has a process going forward, why can't they use that process for the current year? Should we refuse, it could/will invoke more staff time. One option is to manually bill one last time. Another option would be to bill but only pay to the SFPUC what we recover from the 27 individual billings. Counsel suggested that we send a letter stipulating that this is the last year we will issue billings, that we don't pay for uncollectible charges and that the SFPUC sign the letter.

A motion was made by Director Tonna that we send a letter refusing to collect from the 27 units and send a check minus the appropriate amount. The motion was seconded by Director Quinteros and passed by the following roll call vote:

Ayes: Gallagher, Quinteros, Rizzi, Tonna
Absent: None
Abstained: Swanbeck

The Engineer will prepare a letter explaining why we are not paying the amount attributable to the 27 units. He will consult with District Counsel and the President before finalizing the letter.

- (13) District Counsel – consideration of matters relating to:
(a) Consideration of amendment to Ordinance Code Section 301 regarding Replacement of lateral sewers after teardown or substantial remodel

This is a working draft. The draft was reviewed by the Board and there was discussion regarding some simplification of the language. The District has no regulatory authority from the cleanout back into the property. However, unbeknownst to the District, the City of Daly City adopted the Uniform Plumbing Code in 2013 which may or may not delegate authority for the building sewer to the District. This needs clarification from the City.

Counsel asked that the Board and Staff review the draft and provide her with any comments or suggestions. A majority of the Board was in favor of Counsel going forward with working on the draft.

- (14) District Clerk – consideration of matters relating to:
No report

Old Business:

- (15) General discussion of Director and Contract Staff succession planning
Continued

- (16) Community outreach
Continued

New Business:

- (17) Reports on other matters: no action will be taken
None

Adjournment:

The meeting was adjourned at 8:52 P.M. The next meeting is December 18, 2014.

Submitted by Joann Landi