

BAYSHORE SANITARY DISTRICT

MINUTES

Regular Meeting of August 28, 2014

Opening of Meeting: The meeting was called to order at 7:03 P.M.

Roll Call:

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, District Counsel Quint, 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 included in meeting packets and also provided prior to the meeting this evening. The Clerk told the Board that Dooley Insurance provided an updated booklet on the Cigna Dental Plan benefits. She will request copies for each Director.

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 24, 2014

(5) Payment authorization for bills and compensation

(6) Accept 7/31/14 report on District's current financial status

(7) Accept July, 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: No report.

(b) CSDA – Local Chapter: The August meeting was cancelled.

(c) Redevelopment Oversight Board: The next meeting is September 8.

(9) Daly City: Director Rizzi reported that layoffs continue and that there is now only one librarian in the City.

(10) Brisbane: Director Swanbeck reported on a meeting of the Geneva-Harney CAC. It appears there is some conflict between what Recology wants and what Brisbane wants.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Pump #1 has been running a couple hours more than the others. That means it is not pumping to capacity so it has to stay on longer. The pump will be pulled to check for debris or other problems. The Station eaves, fascia and fences have been painted.

There was a mainline call reported as 3211 Geneva which was actually at Talbert and MacDonald. There was a minor overflow within the motel. The Maintenance Director checked the units with the manager who reported that a couple toilets spurted clear water (cleaning was done by motel). This line is cleaned three times a year. During the post SSO video inspection it was noted that a portion of the line has a sag and a severe offset. Also detected a roof leader hooked into the sewer--a violation of the District's Ordinance Code. The Maintenance Director suggested that a spot repair be added to this year's CIP. The Engineer will send a letter to the motel citing the Code and instructing them to disconnect the roof leader from the District's system.

This was a reportable incident with a 280 gallon overflow. Mr. Landi explained how that number is calculated.

There was a lateral problem at 964 Schwerin Street; this line needs to be reevaluated. The lateral problem at 322 Rio Verde Street was caused by roots from City trees.

(b) 7 Mile House: Will continue to monitor to see if more frequent cleaning of the grease trap eliminates the buildup of grease in the mainline.

Undergrounding on Geneva Avenue is ongoing; however, all the excavation is completed. A post-construction video inspection will be done.

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

(a) July meter reading data: The meter readings and calculated flow continue to be close. The Engineer plotted the daily flow for July and found it to be remarkably consistent. The average flow was 260,000 gpd.

(b) Sewer service charge report: Complete and submitted to San Mateo County.

(c) Entitlement charges: The Royal Palace Inn and Geneva Coin Laundry have paid their charges. The billing to the Bayshore Elementary School was withdrawn; their problem has been corrected. The Alpine Inn has been granted a six month extension to allow them to make plumbing repairs. The owner of the 7 Mile House property contacted the Engineer and explained that the increased usage was due to the restaurant using more water. It was explained that these charges are the responsibility of the property owner. Payment is due September 30.

(d) SFPUC reporting: Mr. Yeager notified the SFPUC that we need to receive their invoice by the end of August if they want it to be processed in September. He will follow up with

them. He would like to be able to review the documents before leaving the Country for the month of September.

(e) SFPUC water quality sampling: The Engineer has asked Felix (SFPUC) for the data from July 14 to date. He received some data yesterday but was told the lab is having difficulty finding the time to process all the samples. The results are very scattered. He has asked them to send the dates they did the sampling. He has noticed that the water quality parameters are lower than they have been--probably due to the drought.

(f) FY Procedures Manual: The Table of Contents has been prepared as well as the appendices on the Sewer Service Charge Report, SFPUC billing documentation review and miscellaneous documents. He hasn't written up the detailed SFPUC billing review yet; will be done during this year's process.

(g) Depreciation schedule and connection fee memo: Each year the Engineer prepares a memo which calculates what the connection charge should be. This is determined by the valuation of the District's assets (replacement value) and cash divided by the number of equivalent dwelling units. The charge that could be levied is \$4,789 and \$22.95 per gallon per day for non-residential. It is currently capped at \$3,414 and \$17.77 per gallon. In the past, the Board's position has been that the cash reserves which are a considerable portion of the formula could diminish.

Under Prop 218 vacant land owners and property zoned non-residential would have to be notified and a public hearing conducted.

The Engineer will make some alternate calculations which will be discussed further at the September meeting.

(h) Questions from engineers/architects and others regarding upcoming projects: There have been several requests with regard to proposed development in the District. Two requests were from an architect working for the School District seeking information as to whether or not there are any pressure sewers by the Bayshore Elementary School or the Robinson School. The School District is considering remodeling the schools to the point of possibly tearing down and starting over. They are currently just undertaking feasibility studies. There are no pressure sewers in either of these areas. There is an easement at the Robinson School for the 6" lateral.

The other project is the Caltrain electrification. Mr. Yeager has had conversations with their engineer. They have no idea if they are going to require any utility relocation. They have been advised that relocation is to be performed by the proponent, at their cost and in accordance with District Code.

(i) Carlyle Pump Station and Emergency Response Plan: There has been concern about where an overflow is going to occur if there was a Station failure. The survey indicates that Manhole #23 and a cleanout on Industrial are at 9.55' and 9.63' both of which are lower than the manhole in the Station parking lot. On the eastside of Bayshore there is a manhole in the street and one in the sidewalk, both at 9.83'. If there was a failure, there would be overflows at these low points. There is a line that neither Brisbane nor PG&E have taken ownership. There must be plans for this somewhere since it was done about five years ago. We need to know where the line flows to. There is speculation that this may have been a joint plan between Brisbane, Caltrain and PG&E.

(13) District Counsel – consideration of matters relating to:
None

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

(a) Conflict of Interest Code Biennial Review: The Clerk searched through records for the last 15+ years and found a resolution adopted in 1996. At that time District Counsel and District Engineer were the two designated reporting positions. In 2006, the Directors and Maintenance Director were added as designated filers. The documents have been reviewed by Counsel who has found that no amendment is needed at this time.

(b) Records retention policy: A memo was provided to the Board and Staff listing documents and various lengths of retention. After discussion and input from Counsel and the Board, some adjustments were made. The process will be undertaken over the next few months.

Old Business:

(15) Succession planning
Continued

(16) Community outreach

There was discussion with regard to the presentation, format and type of information to be conveyed. There seems to be agreement that a postcard vs. a letter may receive more attention by recipients.

(17) Review/acceptance of FY 2013-14 draft audit

The draft was distributed prior to the meeting. The Engineer has provided some changes/clarifications to the District Highlights. A motion was made by Director Swanbeck that we accept the draft with the Highlight changes. The motion was seconded by Director Quinteros and unanimously passed by voice vote.

New Business:

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

The Clerk reported that since the last meeting a replacement desktop and computer monitor were purchased. The old computer was purchased in 2006 and had an XP operating system which is no longer supported. Our current 2006 Quickbooks software is not compatible with the new computer. Version 2014 will be purchased at Costco.

Adjournment:

A motion made by Director Tonna, seconded by Director Quinteros and passed to adjourn the meeting at 8:39 P.M. The next meeting is September 25, 2014 at 7:00 P.M.

Submitted by Joann Landi