

BAYSHORE SANITARY DISTRICT

MINUTES

Regular Meeting of September 25, 2014

Opening of Meeting: The meeting was called to order at 7:15 P.M.

Roll Call:

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: District Engineer Yeager, District Counsel Quint

Also: Maintenance Director Landi 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.

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 August 28, 2014
- (5) Payment authorization for bills and compensation
- (6) Accept 8/31/14 report on District's current financial status
- (7) Accept August, 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 one attended the meeting on September 17th. However, one item of business was consideration/approval of a consultant to evaluate the north county Municipal Service Reviews.
 - (b) CSDA – Local Chapter: The next meeting will probably be the last week of October.
 - (c) Redevelopment Oversight Board: President Gallagher attended a meeting on September 8; approved the recognized obligations for January-June, 2015. She is provided with reports and offered them for review by any Board member who is interested. It is anticipated that consideration will be given to the sale of property.

(9) Daly City: No report.

(10) Brisbane: There hasn't been a CAG meeting for two months. One is scheduled for September 30th which will be more of a celebration vs. meeting.

Director Swanbeck said that the Geneva-Harney CAC is meeting in San Mateo County. They are considering route modules.

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 is being monitored since it has been pumping about 100-150 gallons per minute less than the other 3 pumps and runs about two hours more per month. Debris was removed from the pump but that is not the only problem. We have to replace the suction line. Pump #1 is currently off line. Over a long period of time all the pumps have been rehabbed. The original pumps did not have removable suction rings. When they were rehabbed a different type of suction ring was installed that can be machined. Will continue to monitor the pump operation and will discuss with Engineer Yeager.

The main and lateral at 964 Schwerin Street was televised. There is a problem with the lateral and it needs to be replaced. The Engineer is aware of this and will include it in this fiscal year's CIP. It is imperative that the work be done before Daly City paves the street. Once that is done there can be no digging in the street for 5 years except for emergencies.

There were a significant number of USA notifications--many of which were to replace gas lines.

Mr. Landi met with the design engineer for 148 Oriente Street. This will be a knock down of the existing and reconstruction of a 3 story single family residence. They will install a new lateral line. It appears that there may be more of these projects in the District. The Maintenance Director expressed his opinion that the Board may want to consider changing the ordinance requiring construction of a new lateral when there is to be reconstruction or a major remodel.

(b) 7 Mile House: The Maintenance Director is going to follow up on the grease issue and will report at the October meeting.

(12) District Engineer – consideration of matters relating to (information summarized from Engineers Monthly Report):

(a) August meter reading data: Actual and computed flows were within 165,700 gallons of each other. The average daily flow in August closely matched the July average daily flow. The pumping rate for pump #1 continues to drop off.

(b) Entitlement Charges: No additional payments have been received.

(c) SFPUC annual sewer service charge: Following receipt of the preliminary calculations the Engineer received a second preliminary billing which reflected an increase of \$7,367. The difference is confusion over who bills the 27 Saddleback properties for the period 7/1/13 to 6/30/14. The Engineer will attempt to resolve this matter and review all the spreadsheets prior to the October meeting.

Director Swanbeck said there will be a Saddleback HOA meeting regarding what the SFPUC expects the Association to do with regard to billing for sewer service.

(d) SFPUC water quality sampling: Has requested all available data.
(e) FY Procedures Manual: No significant activity this month.
(f) Depreciation schedule and connection fee memo: The Engineer prepared three different computations to establish a connection fee. One considers all cash on hand, the second uses only the funds in the CIP Reserve Fund and the third computation is the value of the collection system only. After discussion, it was the consensus of the Board to leave the connection fee at \$3,414, the maximum allowed per the Ordinance. The fee will continue to be reviewed annually.

(g) Carlyle Pump Station and Emergency Response Plan: Received drawings from Brisbane indicating that the storm drainage facilities on the west side of Bayshore are in fact the City's. There are still questions to be resolved.

The Engineer will attend a CSRMA/ABAG summit in November. One of the topics of interest is pertinent to the emergency response plan the Engineer is preparing for the Carlyle Station.

(h) List of non-residential users: The list submitted to the SFPUC earlier this year was requested and resent to an individual in the SFPUC Source Control Program.

(i) 2014-15 CIP: District Counsel has provided front-end specs and general conditions that the District can use as a basis for the contract documents for the upcoming CIP. The documents will be reviewed upon the Engineer's return from vacation.

(j) Town Motel: A letter has been sent to the Town Motel instructing them to disconnect a roof gutter downspout connected to the District's system. There may be other similar connections in the area; the Maintenance Director will follow up.

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

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

(a) CSDA November 13th AB 1234 webinar: The webinar is from 10 AM - Noon, a time not convenient for all Directors. The Clerk will check to see if it can be taken in a group setting and/or if it will be offered at another time. This is an extremely cost effective way for the Board to update their AB 1234 status. If it turns out not to be possible to do this via CSDA, the Clerk will ask District Counsel if they can offer a reasonable option since Meyers/Nave is the firm conducting the November 13 webinar.

Old Business:

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

President Gallagher said that in the past we have considered the possibility of having someone facilitate a workshop with regard to succession/strategic planning. She believes that another option is for the Directors and Staff to discuss what they see in the future and in what direction we want to go.

With regard to succession, the two areas are successors to the currently elected Board and contract staff. How do you get people interested in public service? The Maintenance Director said that in 2015 Bayshore Sanitary District will be celebrating 90 years of continuous service to the community. We should promote the District and perhaps commemorate the occasion with a

community event. The Clerk suggested that a banner could be made and hung at a visible location on the property. The first meeting of the District was held on June 15, 1925.

President Gallagher said the Board is aging; what can we do to fill the seats and keep the District a viable asset for the community? Director Swanbeck mentioned that there are people in the area involved in CORA, a group that considers issues of local interest. She added that many people and children don't know the value of the wastewater industry. Why not create an informational pamphlet for distribution? Opinions on the interest level within the community is varied.

The Maintenance District provided a little history with regard to the operation of the District. The District was operated in-house until 1966. At that time they entered into a contract with the North San Mateo County Sanitation District for maintenance and emergency service. In about 1978/79 the contract was not renewed. The Board hired the District Engineer and his firm, Remcon, to handle District services. Remcon was purchased by Professional Services Group (PSG). Mr. Landi was eventually hired by PSG. In 1984 he started his own company, Collection Systems Maintenance Service, and the District Board entered into an agreement for CSMS to provide O&M services.

The Maintenance Director said that his plan is to begin to retire his fleet of equipment, potentially by June, 2015. He would continue to do consulting and would like to stay on as the District's Maintenance Director to monitor the contract. He suggested that the Board might want to consider having a conversation with Daly City's Water & Wastewater Superintendent to gauge their interest in providing maintenance and emergency service. However, an RFP could be developed and put out soliciting qualified providers.

With regard to engineering services, Mr. Yeager is laying some groundwork for the future by creating his end of year procedures manual. The Clerk said that she is starting to compile a list of her tasks.

Discussion will continue at the October meeting.

- (16) Community outreach
There was limited discussion during Item 15.

New Business:

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

Adjournment:

The meeting ended at 8:49 P.M. The next meeting is October 23, 2014 at 7:00 P.M.

Submitted by Joann Landi