

# BAYSHORE SANITARY DISTRICT

## MINUTES

Meeting of October 22, 2015

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**Opening of Meeting:** The meeting was called to order at 7:00 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: District Counsel Bakker, Maintenance Director Landi, 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 the meeting packets including notification from the county re the tax revenue.

**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 September 17, 2015
- (5) Payment authorization for bills and compensation
- (6) Accept September 30, 2015 report on District's current financial status
- (7) Accept September, 2015 checking account reconciliation
- (8) Acknowledge receipt of final FY 2014-15 Audit.

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed approving consent items 4-8.

**Board Reports** – consideration of matters relating to:

- (9) President Gallagher
  - (a) LAFCo: There was no meeting in October.
  - (b) CSDA – Local Chapter: The meeting is Tuesday October 27.
  - (c) Redevelopment Oversight Board: (a) Daly City Library site. No update.

(10) Daly City: No report.

(11) Brisbane: There will be a meeting reviewing the Baylands EIR with citizen input. Director Swanbeck might attend the meeting if possible.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The station is operating properly. The final inspection for the CIP was October 9. Two days ago a slight drop in a sidewalk square replacement was noticed. The contractor Stoloski & Gonzalez will check it out and take corrective action.

The District has been receiving a high volume of calls from USA that are not within District boundaries. The Clerk has worked with them and the mapping has been corrected. She will continue to monitor. It is important that we are receiving only calls where we have facilities since the new billing structure has a component based on the number of calls.

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

(a) SFPUC Annual Sewer Service Charge: The FY 2015-16 billing is \$910,764 vs. 2014-15 which was \$762,890. We budgeted \$840,000 so there is a \$70,000 shortfall. Mr. Yeager provided an analysis of the charges. This is the 3<sup>rd</sup> year under the new cost structure. The Engineer reviewed specific items that have resulted in the increase. The largest components were the COD and volume charges. When talking about volume it's the cost per unit that is important. Also, even during drought conditions with less usage there are fixed costs. Even though the District is discharging less water the cost per unit has increased dramatically. The total COD poundage did increase.

What happens when there is heavy rain the District? Is it heavy in San Francisco also? Is there a correlation between the I/I? We have never been able to answer that question. Last year was unique in that it was a drought year with limited rain and limited I/I except for December, 2014. The District's percentage of the total flow last year was .440%. In December there was more I/I in San Francisco since they are a combined system. The District's percentage of flow is slightly higher under drought conditions.

Mr. Yeager reported that the increase in the SFPUC capital budget was greater than indicated originally. He explained the SFPUC 10 year financial plan. Into the future the revenue requirements are going to rise significantly due to capital improvements. The increases range from 7-15% per year. Going forward we will need to include a bit more of a cushion when setting budget numbers.

President Gallagher said that when we held public hearings in about 2001-02, the sewer service charge was increased due to anticipated increased costs to the SFPUC. Until now the costs haven't risen significantly.

(b) September meter reading data: The average flow was 238,833 gallons for September. This is due to water conservation and less water being used for irrigation.

(c) SFPUC water quality sampling: The Engineer contacted the SFPUC and asked them to begin sampling which was supposed to start about August 10. The Maintenance

Director noticed that the tube from the sampler was too long and they were sampling from the wetwell not the designated manhole. While they initially reported that no sampling was done in August and September, it turns out that they did sample 12 times in a two month period. The COD and suspended solids are very high. The Engineer will advised Crispin Hollingsworth that we will not accept that data due to improper sampling. The sampling data beginning October 16 will be used.

(d) 2014-15 CIP: The final billing has been approved. There will be a change order due to timbers and debris which had to be removed from the MacDonald & Schwerin Street excavation. Counsel is working on the close-out procedures.

(e) Additional Capacity Entitlement: The Alpine Motel was rebilled to include late fees. They have paid the base amount but not the 10% late fee; will be added to the FY 2016-17 tax bill. The owner of the Alpine Motel also owns the Town Motel.

(f) SFPUC connection fee: The Engineer has questions and the SFPUC has not responded.

(g) Recology: They asked for a "will serve" letter because they are redeveloping the site. They were advised of the capacity entitlement for the site but were told that depending on the discharge they might need an industrial discharge permit.

(h) Accacia Street Subdivision: This project is active once again. The developers were advised by the Daly City Engineer that the District must review their collection system plan. They originally provided a map that had nothing to do with the collection system. They have submitted plans and the Engineer has drafted a response. The basic problem is that the sewer lines are shallow and that situation needs to be mitigated; raise the road or use alternative pipe materials. The developers were seeking approval of the plat map by October 26 but the Daly City Engineer doubts that will happen.

(i) Fiscal Year Procedures Manual update: No update.

(j) Industrial Way CCTV inspection: The line was televised from the end of Industrial Way to the pump station. There is a 6" open stub entering a manhole in the cul-de-sac; it can be capped. There are no breaks in the pipeline. Also televised on Bayshore Boulevard and found ground water entering.

(k) Development of GIS map: The field survey is completed. It has been loaded into Mr. Yeager's computer. There are 3 background maps you can choose to view the system. You can use it to see how an APN is served. You can click on a manhole and it will give you its position and elevation. There is a problem with the elevation data which will be corrected. The maps don't have all the attributes, i.e. the CCTV data and other data is not attached to the map yet. The geometry needs to be corrected first and then the other attributes can be added. We can overlay it on the County map, a street map, etc. Can also be accessed through Google Earth. You can zoom in on a point number which relates to a manhole and you can see the manhole. A few manholes were found which weren't shown on the old maps and some were in different locations. It is a good tool for the future. We will print a new block book to replace what is currently on the website.

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

- (15) District Clerk – consideration of matters relating to:  
The Clerk reported that the cost for phone service will be increasing significantly.

**Old Business:**

- (16) Community outreach

The Sub-Committee prepared a draft letter. It was reviewed and there was discussion of relevant points which should be included. Director Rizzi said he would like to see language stressing the value of the magnet and its content. President Gallagher will do a further review and make edits. The Engineer will look into how and who can print labels.

**New Business:**

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

The Maintenance Director reported on a recent discussion he had with the South San Francisco Public Works Director/Engineer Brian McKinnis with regard to providing collection system services to the District. He will meet with South San Francisco personnel on November 12.

The Clerk told the Board how calls will be handled during the Engineer, Maintenance Director and her absence.

**Adjournment:**

The meeting was adjourned at 8:20 P.M. The next Regular Meeting is November 19, 2005 at 7:00 P.M.

Submitted by Joann Landi