

BAYSHORE SANITARY DISTRICT

MINUTES Regular Meeting of

June 25, 2015

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

Roll Call:

Present: Quinteros, Rizzi, Swanbeck, Tonna
Absent: Gallagher
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
The Clerk directed the Board's attention to a memo distributed this evening with regard to two additional CIP items to be included in the FY 2015-16 budget.
- (3) Acknowledgment of recent correspondence to the District
There was none.

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 May 28 and Special Meeting of June 16, 2015
- (5) Payment authorization for bills and compensation
- (6) Accept May 31, 2015 report on District's current financial status
- (7) Accept May, 2015 checking account reconciliation

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

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo – (i) Review and comment on draft Municipal Service Review (MSR): A proposed response to the Draft MSR was distributed prior to the meeting. After review, a motion was made by Director Swanbeck approving the response and authorizing the Clerk to sign and send the letter. The motion was seconded by Director Rizzi and passed by voice vote.

- (b) CSDA – Local Chapter: The next meeting should be in early August.
- (c) Redevelopment Oversight Board – (i) Daly City Library site: No report.

(9) Daly City: Director Rizzi said he was approached by a member of the public who expressed their opinion that the Board should not be provided compensation for their service to the District.

(10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The station is operating properly. The Board Room skylight tunnels were repaired and the semi-transparent covers were replaced. There was only one service request during the reporting period and that was a power failure alarm at the Carlyle Station.

(b) Bay Area Air Quality Management District – generator permit: The permit forms and fee were submitted on June 19. Bayside Equipment Company assisted in helping to fill in some of the blanks.

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

(a) May meter reading data: The average daily flow was 249,733 gallons. That is at the low end of the average for dry weather. The Engineer believes that the conservation being practiced has reduced the flow.

(b) SFPUC water quality sampling: The sampling device has been removed. Data has been received but not yet evaluated.

(c) SSMP audit and recertification, Resolution adopting same: Mr. Yeager has been in frequent contact with the State with regard to the guidance manual they were to publish. He has had not received a response to his most recent inquiry. He would like the opportunity to review that document to insure that our audit and recertification are in order. We will need to designate a person to sign the document; that can be done at the July meeting.

(d) 2014-15 CIP: A notice of award of contract was sent to Stoloski & Gonzalez and they have provided their bonds and insurance. The documents have been reviewed by Counsel. We can now issue the Notice To Proceed.

With regard to the Daly City paving project on Schwerin Street, there is a preconstruction meeting on July 2. There was concern that they would proceed rapidly with the paving; however, their contractor has asked for a July 20 start date. The two laterals on Schwerin Street should be complete before the paving begins. The Engineer would like to schedule a CIP preconstruction meeting for July 2.

The Engineer received a call from the architect who is working on the Robertson School project on Schwerin. He had a question about grease traps. Mr. Yeager advised him of the paving project and let him know that the City would not allow any street work once the paving was complete. He provided the architect with the Daly City Engineer's contact information and they are in discussions. The School District wants to install new water service, storm drain and a new sewer lateral all of which would require cutting the pavement. Engineer Yeager isn't sure how that is going to fit in with all the other construction. The District may be asked to include the School

lateral in our CIP. The Maintenance Director said the school has two laterals on the property. One is about 5 years old and the other about 10 and they both tie into the system on Schwerin Street. The architect may not be aware of those connections.

In closing the Engineer said that CIP construction should be underway by the July Board meeting.

(e) Development of GIS map: The Engineer and Maintenance Director met with Murgreen Environmental. We are moving from a strictly paper map to a digital map. There are multiple advantages, i.e. it can be overlaid on a variety of base maps. It has been overlaid on the County parcel map and it can be overlaid on Google. An exhibit was displayed and Mr. Yeager explained how digital mapping can provide various information simply by clicking on a manhole or a sewer line. The institutional knowledge can be linked to the maps so there is a permanent electronic record. The next step is a GPS survey to get the exact x, y & z coordinates of the manholes. Mr. Yeager thinks this system provides value with regard to succession planning. There are some corrections and minor refinement to be done.

(f) Annual Sewer Service Charge Report: Since the last report some proofing work has been done. We are waiting for the self-reporting flow numbers from three customers.

(g) SFPUC connection fee: We have received a number of inquiries with regard to development and redevelopment in the District. For planning purposes, the inquiring parties need information with regard to the SFPUC connection fee.

When the District entered into the agreement with the SFPUC there was a formula for establishing the connection fee. The SFPUC has changed the fee and they are not using the accepted formula, they are using a table. When they submitted the table a couple months ago, the Engineer advised them that we fall into a special classification. They came back with an alternate table that reduced the fee by approximately 30%. This still doesn't make sense because they have tied the fee to a standard industrial classification. This classification does not make sense in the case of Daly City requiring a 1" water line for fire protection. At this point in time, we need to sit down with the SFPUC. There is some urgency to obtaining accurate information because of the interest in development right now.

(h) Brisbane landfill industrial discharge permit: The charge was previously miscalculated; it is actually \$20,832. The change is due to the language in the Ordinance Code. The Engineer will be sending an invoice to Universal Paragon. He has prepared the permit and requests that it be approved. A motion was made by Director Swanbeck, seconded by Director Tonna and passed authorizing the Vice President to sign the permit.

With regard to capacity entitlement charges, billings will be mailed July 1.

(i) See's Candy warehouse: As reported at the last meeting, the District responded to a service request. The line is not the District's but as a courtesy the problem was taken care of. Old records indicate that there is a sewer line that runs under the parking lot and ties into the large SFPUC line. Half of the property is in San Francisco and half in Daly City; however, the San Francisco line goes through the warehouse. For a significant period of time they were billed for sewer service charges by both the District and the SFPUC. In 1998, District Counsel Esselstein issued a clarifying letter stating that going forward they would pay sewer service charges to San Francisco and that the line is private. In light of this information, Mr. Yeager wrote them a letter and explained that the District will not provide emergency service again.

(j) Town Motel: They have not disconnected their roof drain. Neither the Engineer nor Maintenance Director has been able to speak to anyone of authority. They will be billed

\$42.50 for the estimated amount of rain water that entered the District's system. They will also be receiving a large bill for additional capacity entitlement. Director Tonna said that this has been going on a long time without any resolution and asked about the District's enforcement capability; Counsel will research.

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

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

Old Business:

(15) General discussion of Director and Contract Staff succession planning – schedule a special meeting
No report.

(16) Community outreach
Director Rizzi reported that President Gallagher hasn't been able to check with Parle with regard to producing the magnet. The Maintenance Director said that the Ad Hoc Committee should schedule a meeting.

New Business:

(17) Contract staff compensation requests for FY 2015-16
Modest increase requests were received from the District Engineer and District Clerk. A motion was made by Director Swanbeck, seconded by Director Rizzi and passed by voice vote approving the requests. No change in the draft FY 2015-16 budget is necessary.

(18) Resolution #2015-02 setting appropriation limit for FY 2015-16
The Clerk reported that Fechter & Co. calculated the limit for us with Price & Population information obtained from the State. Director Swanbeck made a motion to accept Resolution 2015-02, a Resolution Establishing Appropriations Limit for Fiscal Year 2015-2016. The motion was seconded by Director Tonna and passed by the following vote:

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

(19) Approve Fechter & Co. to perform FY 2014-15 audit
The Clerk said that Fechter & Co. are interested in performing the audit. She said that they have been very good to work with, have a short turnaround time and have been very efficient. They have also been completing and submitting the annual report to the State Controller on behalf of the District. A motion was made by Director Rizzi approving Fechter & Co. for the 2014-15 audit. The motion was seconded by Director Swanbeck and unanimously approved by voice vote.

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

Adjournment:

A motion made by Director Swanbeck, seconded by Director Tonna and passed to adjourn the meeting at 8:00 P.M. The next regular meeting is July 23.

Submitted by Joann Landi