

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of April 28, 2016

Opening of Meeting: The meeting was called to order at 7:01 P.M.

Roll Call:

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

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
President Gallagher will work with ADP to remove the requirement that delivery of checks requires a signature. They will be instructed to leave the delivery in the District's locked mailbox.
- (3) Acknowledgment of recent correspondence to the District
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 March 24, 2016
- (5) Payment authorization for bills and compensation
- (6) Accept March 31, 2016 report on District's current financial status
- (7) Accept March, 2016 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: (i) Designate District representative for the Special District Selection Committee meeting on May 3: President Gallagher said that she may not be able to attend the meeting. It is important that we have an alternate designated so that we can vote for the two

Special District Commissioners; regular member Joe Sheridan and alternate Ric Lohman. Director Swanbeck said she could attend if necessary. The Clerk will prepare a letter to LAFCo designating Director Swanbeck to act on behalf of the District if President Gallagher is not available to attend.

(b) CSDA – Local Chapter: There will be a meeting May 3 at the Sequoia Healthcare District Office in Redwood City following the Special District Selection Committee meeting.

(c) Redevelopment Oversight Board: There will be a meeting before June 15; tentatively scheduled for June 1 or June 12.

(9) Daly City: Director Rizzi reported that the Council approved the development of the Robertson School land for housing. There will be 18 units designated as affordable housing.

(10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: As noted in the monthly report, there were numerous inspections of the Accacia-Velasco project. Mr. Landi provided a slide show depicting various phases of the project. He remarked that the contractor is doing a very good job. Daly City allowed installation of the water line under the sewer laterals.

He also showed photos of the water storage containers being used by PG&E for their industrial discharge. He will monitor their meter readings.

There was one service call during the reporting period--roots in a lateral on MacDonald Avenue.

(b) Succession planning: An email was sent to Brian McKinnis, the South San Francisco City Engineer/Public Works Director, requesting a progress report relative to providing preventive/emergency service to the District and advising that the District will begin FY 2016-17 budget planning soon. There has been no response to date.

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

(a) March meter reading data: The average daily flow was 445,935 gallons an increase due to several rain events. The average pumping rate for all four pumps is about 1750 which is a reflection on the quality of the equipment and maintenance.

(b) SFPUC water quality sampling: The SFPUC has been requested to begin the two month dry weather sampling on May 2.

(c) 88 Accacia Street: A letter was recently sent to the property owner notifying him that we attempted an inspection but were unable to remove the metal cap in the cleanout. We asked that the District be contacted at his earliest convenience to arrange for the cap to be removed so that the lateral can be televised.

(d) Coordination with Daly City: The flyers have been provided to Daly City and will be distributed to potential builders and residents so that they are aware of District requirements.

(e) Accacia Street subdivision: The paperwork has been unusual; there are numerous sets of plans - some to Daly City and others to the District. This required coordination with the City to make sure we are all looking at the same set of plans.

(f) PG&E Martin Service Center (MSC) construction dewatering permit: This is a fairly large project. There are four pits 20 feet deep which explains why they have encountered so much ground water. PG&E has brought in Baker tanks to store the water before discharging to the District's system. The project will take about a month.

(g) Annual Sewer Service Charge: It's hard to believe that it's that time of year again. Mr. Yeager would like EDS to make a few modifications to their program to make it easier for him to work with. He will be requesting water readings from the various agencies soon.

(h) Update CIP/Master Plan: The master plan was updated in 2008 and we haven't done a formal update since then. There is growth and development going on in the District which was not anticipated when the Master Plan was last updated. Some focus will be on long range planning for the Carlyle Station. It is running well but is 44 years old. The Engineer and Maintenance Director met this week to discuss the station and plan on meeting with pump people, electrical people, etc. to get some input on how to proceed going forward. What could become problematic is the availability of replacement parts.

(i) SFPUC Rate Study: There has been discussion about how San Francisco came up with the figures used for their capacity fee; they are based on the rate study. It is still not clear to the Engineer as why San Francisco decided to charge based on water meter size. In response to a question from President Gallagher, the Clerk said we have not received a response to the March 30 letter sent to Crispin Hollings re our inquiry and concern about the substantial increase to the capacity charge in just 3 years.

(j) Development of GIS map: We now have an electronic map of the system and the Engineer made a presentation. With this system we can show a lot of different features and there are a number of different base maps. Engineer Yeager finds the APN map overlaid to the sewer location map to be very useful. Murgreen Environmental acquired a number of different maps and pulled them all together using the same coordinates. We wanted to capture historical data. The Engineer distributed a map showing the sewer lines that have been televised and the location of capital projects. There is a table of the lateral inspections conducted during 2001-02 and another for laterals that have been replaced. He told the Board that we need a special reader so that we can access the tables. The cost of the reader is about \$2,500 and will allow tables to be accessed and updated on a yearly basis. This will put a lot of information in one place that is retrievable. We are not sure if the \$2,500 covers purchase of the reader or a license. Director Swanbeck commented that to get the full benefit out of this mapping system it makes sense to purchase the reader software and made a motion approving the estimated \$2,500 cost. The motion was seconded by Director Tonna and passed unanimously by voice vote.

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

(a) Consider resolution adopting revised SFPUC Capacity Charges: This item was carried over from the March meeting. That was done because the District had a request on file

from the Building Industry Association to be notified of rate changes and hadn't given the required 10 days advance notice before the March meeting. They were notified on March 24 and provided no response or protest so the resolution can now be adopted. A motion was made by Director Swanbeck to adopt Resolution #2016-01, a Resolution Adopting Revised SFPUC Capacity Charges. The motion was seconded by Director Quinteros and passed by the following roll call vote:

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

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

(a) Demand for payment of taxes re abandoned pump station property – update: The School District was contacted and they initiated action with the San Mateo County Controller's office to have the charges removed.

Old Business:

None

New Business:

(15) Extension of Engineering Agreement

The current agreement expires May 19, 2016. Engineer Yeager thinks it would be best for the agreement to expire at the end of a calendar year since there is so much work that needs to be done mid-year, i.e., sewer service report, budgeting, connection fee calculations, etc.

A motion was made by Director Swanbeck to extend the agreement to December 31, 2017. The motion was seconded by Director Tonna and unanimously passed by voice vote. Counsel Quint will draft an amended agreement which could be renewed annually.

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

Adjournment:

The meeting was adjourned at 7:50 P.M. The next Regular Meeting is May 26, 2016 at 7:00 P.M. President Gallagher will not be present.

Submitted by Joann Landi