

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of May 26, 2016

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

Roll Call:

Present: Quinteros, Rizzi, Swanbeck, Tonna
Absent: Gallagher
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
None
- (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 April 28, 2016
- (5) Payment authorization for bills and compensation
- (6) Accept April 30, 2016 report on District's current financial status
- (7) Accept April, 2016 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: The Clerk reported that President Gallagher attended the May 3 Special Selection Committee meeting representing the District. Joe Sheridan and Ric Lohman were elected to continue to serve as Special District Commissioners until May, 2020. The Maintenance Director also attended the meeting.

(b) CSDA – Local Chapter: There was a meeting immediately following the May 3 Special Selection Committee meeting. The topic was a John Oliver Youtube video about special districts.

(c) Redevelopment Oversight Board: Director Rizzi reported that Lawson Hall has been removed from the necessity of sale to pay back a demand by the State.

(9) Daly City: Director Rizzi advised that the School is breaking ground on June 4. He also reported that there have been additional staff layoffs in Daly City.

(10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Carlyle Station is operating properly. As will be reported by the Engineer some investigatory work has been done with regard to equipment updates.

With regard to the Accacia/Velasco development, the sewer lines and manhole have been installed and inspected. The final inspection of the new main and the laterals will be scheduled once the road is up to base grade.

Preventive flushing of known trouble spots was conducted during the reporting period.

(b) Succession planning: Several months ago the Maintenance Director met with South San Francisco staff (twice) and took them on a tour of the District. The goal was that they would provide an estimate to provide emergency and preventive maintenance of the District's collection system. Mr. Landi spoke to the Public Works Field Maintenance Supervisor on May 25. He indicated that at the present time the City couldn't handle taking on additional work because they have a number of new crew members and inoperable equipment. The Maintenance Director explained to him that it wasn't necessarily our expectation that an arrangement would begin at the start of the fiscal year.

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

(a) April meter reading data: The average flow for April was 282,400 gallons per day which is about average during dry weather periods. The monthly flow report shows that Pump #3 and #4 were running over 1800 gpm while they are rated for 1750 gpm. This is probably attributable to good maintenance practices and the replaced wear rings.

The PG&E discharge is averaging about 40,000-50,000 gpd. Mr. Yeager looked at the data for the discharge period between April 26 and May 20 to see how it is impacting District facilities. Deducting the daily PG&E discharge the daily flow is within the normal dry weather range. PG&E may have to continue the discharge beyond June 30; that will require amended permits.

(b) Carlyle Pump Station upgrades: The Engineer and Maintenance Director have met with Telstar Instruments and Pump Repair Service regarding future needs/replacements at the Carlyle Station. Telstar conducted the annual meter calibration and also cleaned the panel and contacts and performed an infrared scan. Everything looks good in spite of the age of the

equipment. There is a problem with the controller which stops and starts the pumps. This particular controller isn't made anymore and a replacement would take some reworking. If the controller failed, pumps would have to be operated manually until a new controller was installed. Mr. Yeager requested a quote to replace the controller.

The Engineer believes that the pumps may eventually have to be replaced to expand capacity. He also told the Board that it would be a good idea to have a spare impeller. This is a special order item and takes several months to get.

(c) SFPUC water quality sampling: The testing has begun. Data has been requested but not received.

(d) 88 Accacia Street: The Clerk reported that the owner called today to ask if there is a permit, if the fees had been paid and to notify the District that there is a new contractor for the project. The Clerk advised him that he must provide clear access to the cleanout so that a video inspection can be performed to assess the structural condition of the lateral.

(e) Coordination with Daly City: At the request of Val Mandapat in the Building Department, the Engineer met with City staff. There was a lengthy meeting regarding District requirements. Going forward the City will refer applicants for new commercial and residential construction, and additions exceeding 50% to the District. They will not issue permits until notified that District requirements have been met and applicable fees have been paid.

(f) 209 MacDonald Avenue: This is tear down of a 2 bedroom home which will be replaced with an 11 bedroom, 9 bathroom residence. In spite of the number of bedrooms it is considered a single family dwelling. The City is aware that with regard to redevelopment of this scale, there are potentials for abuse. The developer must submit his utility plans to the District. He was charged a sewer connection fee by the City which will be rescinded. Until the Engineer can review the plans it is unknown if a capacity charge will be due the SFPUC.

(g) Accacia Street subdivision: As mentioned above, the sewer improvements are complete. The developer has paid the connection and permit fee for the twelve parcels. That information has been provided to the SFPUC so that they can calculate the capacity fee. We should have that information next week.

(h) Robertson School: The Engineer learned that they will be tearing down the school and bringing in temporary classrooms. They also plan to tear down the school on Schwerin Street and also use temporary classrooms at that site. They did not need any permits from the City since as a school district, they are exempt. That is why we have not seen any plans. The Maintenance Director visited the site to determine where they are connecting to the sewer. They will be connecting to their existing lateral. A slide show of the site was presented. Mr. Landi reminded the Board that many years ago an agreement was made with the School District that even though the system was private, the District would provide maintenance.

(i) PG&E Martin Service Center (MSC) construction dewatering permit: This was discussed under 12(a).

(j) Annual Sewer Service Charge: Up until this year our contact was Fred Webber. Fred has retired and turned all his special district clients over to Ron Cove. The Engineer has been provided with the updated County data. He has received water meter readings from Daly City and San Francisco; Brisbane will send theirs next week. We will be on schedule to have a

draft for the June Budget Workshop. Daly City water consumption is down about 7% which will result in approximately 3-5% less sewer service charge revenue.

(k) Update CIP/Master Plan: The Engineer will begin working on an update. The meetings with Telstar and Pump Repair are part of this updating and long range planning. He said that he will work with District Counsel to figure out a simple process to replace the generator.

(l) Development of GIS map: Mr. Yeager passed around a sample block book of the new mapping system. There are some items to be complete. He is already finding it useful and will work with the consultant to finalize the system. It will be loaded into the District's computer.

(13) District Counsel – consideration of matters relating to:
No report.

(14) District Clerk – consideration of matters relating to:
No report.

Old Business:

(15) Execute amended contract with District Engineer
As discussed at the April meeting, the agreement for engineering services is expiring. Counsel has prepared an amended agreement with a December 31, 2017 expiration date. This extension was approved at the April meeting and the agreement is ready for signatures.

New Business:

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

Adjournment:

A motion was made by Director Swanbeck, seconded by Director Rizzi and passed to adjourn the meeting at 7:41 P.M. The next Regular Meeting is June 23, 2016 at 7:00 P.M. Prior to that a Budget Workshop will be conducted; tentative dates are June 15 or 16.

Submitted by Joann Landi