

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of November 16, 2017

Roll Call:

The meeting was called to order at 7:05 P.M.

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, 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 Engineer reported that plans were dropped off at the District office for homes on 32 and 38 Rio Verde. He will contact the developer since there is no utility information.

(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 Meeting of October 26, 2017

(5) Payment authorization for bills and compensation

(6) Accept October 31, 2017 report on District's current financial status

(7) Accept October, 2017 checking account reconciliation

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

Board Reports – consideration of matters relating to:

(8) President Gallagher

(a) LAFCo: Meeting on 11/22.

(b) CSDA – Local Chapter: President Gallagher said that Josh Cosgrove has obtained insurance for the chapter and she will need a check signed to issue reimbursement. We assume that this is coverage for the Chapter since individuals who attend representing their District should be covered under their district's liability coverage.

- (c) Redevelopment Oversight Board: No report.
- (9) Daly City: No report.
- (10) Brisbane: President Gallagher mentioned that the two incumbent council members were re-elected.

Staff Reports:

- (11) Maintenance Director – consideration of matters relating to:
 - (a) Monthly report on District operations and maintenance: Pump 1 and 2 pumped more hours but pumped fewer gallons in October. They may need to be overhauled in the future. Pump 1 was taken out of service so that the impeller could be cleaned. A mop head was the cause of the problem. The lateral installed at 1032 Schwerin Street has been final inspected and passed. This is the property that was formerly connected to the lateral at 1028 Schwerin Street.

Golden State Lumber (GSL) applied for and was issued a permit for video inspection and cleaning. Their permit application indicated “camera & clean sewer.” The Clerk assumed this was in regard to replacement or repair of their lateral where it enters the District’s main line. However, Pinnacle Pipeline was hired by PG&E to clean and televise the mainline and lateral prior to installation of an electrical line. Pinnacle Pipeline called the District asking where they could discharge debris removed from the line. They were advised that it was their job, their product and they needed to find an appropriate dump facility. From what we have been told, this is a requirement by PG&E whenever they install a new electrical line.

The permit application was ambiguous and it was not the intent of the permit to allow Pinnacle and PG&E to access the District’s facilities. The electrical line being installed by PG&E runs parallel to Tunnel Road. The Maintenance Director said there are no other connections on the District’s sewer main which is a 21” corrugated pipe. The 21” line was used as the Tunnel Avenue interceptor and also served as the discharge line for the old, abandoned pump station prior to construction of the Carlyle Station. A portion of the line and 3 manholes were abandoned. The Maintenance Director is very concerned that people are entering the District facilities without permission.

The meeting was recessed at 7:28 P.M. and reconvened at 7:51 P.M. Due to illness, Director Swanbeck was excused.

It was the consensus of the Board that a letter be sent to GSL advising that they can do what they like with their lateral since it is not District property and that there are no other laterals connected to the 21” line. However, the letter will also advise that they or any other party are not authorized to enter any District facilities. The permit will be voided and the deposit refunded. The Maintenance Director will talk with GSL personnel seeking clarification about the scope of the work as well as determining if this is actually a GSL or PG&E project.

- (12) District Engineer – consideration of matters relating to:
 - (a) October meter reading data: The average daily flow for October was 256,000 gallons. There was only one rain event during the month.

(b) Carlyle Pump Station upgrades: Bayside Equipment submitted their certified payroll to the California Department of Industrial Relations. It has been verified by the Engineer and the retainage can be released.

(c) Update CIP/Master Plan: No update.

(d) 2017-18 Entitlement Charges: A registered letter was sent to the Alpine Motel using the address on the County tax rolls; no receipt has been received. The same letter was sent to their contact and again there has been no response. Another copy was mailed directly to the motel and this third attempt has also gone unanswered. The total amount due including delinquent charges and interest charges will be placed on the FY 2018-19 tax rolls.

(e) End of Year Procedures Manual: This is complete except for the SFPUC invoice review process.

(f) SFPUC water quality testing: There has been no response to the query sent a few months ago suggesting testing be halted. They are still testing and the Engineer now prefers that they continue. Results for the last 3 months have been received and the total for oil and grease is significantly lower than the 5 year average.

(g) Robertson School: There has been no correspondence about this project since the last meeting. The Maintenance Director said the site has been winterized.

There has also been no new correspondence relative to Pt. Martin 1 and 2.

(h) 139/137 Rio Verde Street: These projects began as single family homes and turned into duplexes. The plans indicated a 1" meter so Engineer Yeager secured capacity fee information from the SFPUC. The developer now says it will be a ¾" meter. The developer has been asked to provide the District with plans approved by Daly City verifying the size of the meter.

(i) Tunnel Avenue – Brisbane: Mr. Yeager received a call from Jerry Flanagan, City of Brisbane, advising that they were receiving complaints about manholes that are above the pavement. The Engineer and Maintenance Director visited the site and viewed the manholes in question as well as a number of humps and slumps in the pavement. This area was built on landfill (garbage) up to the San Francisco line. These same six manholes were lowered in 1997—excluding paving. The Maintenance Director presented a diagram of how the manholes are constructed and went over some history. The problem is the road not the manholes. Brisbane simply does patch work in areas where the road sinks and apparently has no intention of repaving the roadway. Part of the road belongs to Universal Paragon and part to the City of Brisbane. So far there has been no field meeting with Brisbane. The consensus of Board and Staff is that we need more information from Brisbane.

(j) 2665 Geneva Avenue: Plans have been submitted to construct 7 apartment units in the lower level. A bill for seven connections has been issued; there is no SFPUC capacity fee required.

(k) SFPUC annual sewer service charge: The annual billing had been received prior to the October meeting but the Engineer needed time to delve into all the supporting documentation. The total for FY 2017-18 is \$920,301; FY 2016-17 was \$760,000 and \$850,000 was budgeted. In preparing the budget it was thought to be sufficient to increase the 2016-17 amount by 12%.

Engineer Yeager presented the history since we began the new billing system which includes water quality parameters as well as volume. A table of the historical charges shows that the percentage of allocated costs has been fairly steady since FY 2013-14. Another table of the billing using flow only vs. the new system indicates that based on flow only, the costs would have been higher. The question is why was it so much more this year than previous years. The San Francisco operating budget increased 15.9%; reason for that is the debt service increased 67%. They are spending more on plant improvements. The amount billed to the District increased 21.1%. There is a \$39,000 increase not explained by the budget.

The sewer service charge is a function of the volume, COD, suspended solids and oil and grease. Another table was presenting showing the sewer service charge breakdown. Oil and grease increased significantly last year which could be a result of how the sampling is done. That increase is not consistent with the other components. Basically, 75% of the cost is associated with the flow volume and 25% for the other factors. The Engineer thinks that with regard to oil and grease vs. the other components, they are easier to measure. Sampling is done 3-4 times per week. Last year sampling was done for most of the year. In prior years sampling was done for shorter periods of dry and wet weather. If there is a problem anywhere it is the sampling of the oils and grease which is a grab sample. It is the Engineer's understanding that oil and grease is not measured as frequently in the San Francisco plants. It's his goal to come to an agreement with the SFPUC with regard to the District's numbers for COD, suspended solids and oil and grease. He thinks that if the oil and grease was more accurately measured the billing should have been closer to \$900,000. In closing he said that he is able to track all the numbers and how they go into the formula but cannot make sense of some of the testing numbers.

At the end of the discussion it was agreed that the first two installments will be submitted by the December 1 deadline. Engineer Yeager will send a letter to the proper person at the SFPUC asking for a meeting to discuss our concerns with the goal of their being resolution before the March 1 due date of the third installment.

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

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

The Clerk advised the Board that the two year guaranteed rate with Comcast for internet and telephone service has increased. Apparently there is fine print somewhere in the contract that gives them the ability to increase rates in spite of a two year contract. After lengthy discussion, and speaking to multiple Comcast employees, they have offered to issue a \$190 credit which represents the amount of the increase for the balance of our commitment.

Old Business:

(15) Extension of Engineering contract

A motion was made by Director Quinteros, seconded by Director Rizzi and passed by voice vote to extend the engineering contract to December 31, 2018.

New Business:

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

Adjournment:

The meeting was adjourned at 9:11 P.M. The next Regular Meeting is December 21, 2017 at 7:00 P.M.

Submitted by Joann Landi