

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of November 29, 2018

Roll Call:

The meeting was called to order at 7:18 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Absent: None
Also: Maintenance Director Landi, Counsel Bakker, 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
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 October 25, 2018
- (5) Payment authorization for bills and compensation
- (6) Accept October 31, 2018 report on District's current financial status
- (7) Accept October, 2018 checking account reconciliation

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

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: No report.
 - (b) CSDA – Local Chapter: No one attended the October meeting.
- (9) Daly City: Director Swanbeck told the Board that she is in the midst of reading an inclusionary housing report. Director Rizzi reported that two new individuals were elected to the Daly City Council.

(10) Brisbane: Director Swanbeck provided the clerk with a copy of a report issued by the California Water Boards entitled “Brisbane Baylands.” It may be a useful document to have as this project goes forward.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: As has been reported over the last several months, Pump #1 has been pulled to remove debris, towels and mop heads. During a routine station inspection it was noticed that the pump pumped all the way down. This was an intermittent problem with the transducer that controls the level. The transducer in the wetwell was replaced and a setting has been added to the alarm system. The faulty transducer could be the reason for the debris accumulation in Pump #1. Subsequent to the transducer replacement, Pump #1 was pulled again because it was not pumping to capacity. The Maintenance Director does not expect a repeat of the problem going forward.

Mr. Landi met with the Overlook construction manager to discuss plugging the abandoned sewer line. They have placed a plug in the line but plan to put slurry seal in the line.

Some follow up work was done at 3 smoke test sites. One was where smoke was coming out of a depressed square of concrete at 294 Accacia Street. A manhole hook was placed in the void, followed by insertion of dye and water being poured over the void. The camera was inserted into the main to locate the lateral connection. There is a problem with the lateral because the dye colored water entered the sewer via the lateral. There was discussion about how correction of this problem might be addressed. This same procedure was done at 366 Rio Verde Street where smoke was coming out of the front yard greenery. Again, the colored water was detected in the sewer. Neither of these properties have approved cleanouts. Subsequent to this test, the front yard of 366 Rio Verde Street has been covered with concrete.

The owner of 254 Oriente Street advised the Clerk that she has had the roof gutters on her residence disconnected from the sewer; this was verified. Follow up letters should be sent to the two other property owners whose property’s roof gutters are connected to the main and the owners of homes with missing or defective cleanout covers.

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

(a) October meter reading data: The average daily flow was 284,000 gallons. There were two small rainfall events.

(b) End of Year Procedures Manual: Now that the SFPUC annual sewer service charge invoice has been reviewed, the manual can be updated.

(c) Robertson School: Tolls Bros. is going to construct 10 homes—2 models and 8 for sale. They have paid the appropriate fees and the permits have been prepared. Forms were sent to the SFPUC but they can’t figure out how to calculate the capacity charges. Toll Bros. will receive credit for the existing 2” meter but the Engineer isn’t sure how they will make the calculation. When the SFPUC fees are paid, Daly City will release the building permits.

(d) Capacity Entitlements: All the fees have been paid except for Golden State Lumber. We are working with them regarding the volume of yard water.

(e) Leaking Manholes: Reported under Maintenance Director’s report.

(f) SFPUC Annual Service Charge: Engineer Yeager reviewed the memo provided in his monthly report. The FY 2018-19 charge is \$931,000; \$984,000 was budgeted. A detailed analysis was also included in the monthly report and was reviewed with the Board. What is apparent is that in dry years the District's annual charge will be greater than in wet years because San Francisco has a combined system. With the FY 2019-20 billing we will start using the 6 year average established for COD, oils & grease and suspended solids. If that method had been used for this billing year, it would have been \$38,000 more. This analysis will be helpful during the budget process. Reducing I/I could potentially reduce the charge about \$100,000-\$150,000. However, correcting the sources could cost more than the savings.

(g) Tunnel Road reconstruction: Caltrans required a formal agreement between the District and Brisbane before they would release the funds. The Engineer signed the agreement on behalf of the District.

(h) Proposed Maintenance Contract with Daly City: The Engineer met with Tom Picolotti on November 26. On October 12 the North San Mateo County Sanitation District (NSMCSD) submitted a revised proposal that included 3 changes—the cost of cleaning, standby cost and requirements for a base map. The Maintenance Director and Engineer discussed those 3 items and feel that the cost is probably reasonable. The cleaning cost of \$1.14 per foot is what is charged for other outside entities. We disagree with the concept of a standby cost for overflow responses. During the Monday meeting, Mr. Picolotti said there will be no charge for standby. NSMCSD wanted a base map in auto cad which would have incurred costs. It was determined that NSMCSD sewer maps are in GIS. They have been provided with the District's GIS maps and they have been incorporated into NSMCSD's mapping.

The revised agreement was reviewed including a couple items that Mr. Yeager has added. There are some minor wording changes that are not significant. Mr. Picolotti advised that the soonest the agreement can be presented to either the Council or NSMCSD Board is January. The Board will be provided with the latest version of the agreement.

(i) Smoke testing; I/I analysis: The Engineer and Maintenance Director need to discuss the results and decide what to do next. We have budgeted televising the entire basin which hasn't been inspected for approximately 5-7 years. It is good to have as a record of the system.

As to how to deal with problems found that are the responsibility of the property owner, it was suggested that a cordial letter be sent making the property owner aware of the problem and the potential downside if no corrective action is taken. Counsel suggested that a draft letter be brought back for the Board's consideration at the December meeting.

(j) PG&E industrial discharge permit: PG&E is going to do some additional work at the Martin Service Center and may need an industrial discharge permit. They have paid the fees and a permit will be issued once we have been provided with their permit from the SFPUC.

(k) 444 Rio Verde Street: During a service call response, the District cleared the lateral as a courtesy since the property does not have a cleanout. A video inspection was conducted to check the condition of the main and during that inspection it was noted that this property has two laterals serving the property. This property has two mailboxes and is considered a duplex. For FY 2019-20 an additional flat fee of \$125 will be added to the annual sewer service charge for the second connection.

(l) PG&E Egbert Switching Station: PG&E is upgrading a switch station in San Francisco which will require a new electrical underground line under Carter Street. The environmental document mentions the District but we were not notified or asked for comment. Engineer Yeager

recommends that the District provide a response about the District's permit requirements so that it can be part of the environmental review.

(m) Recology Tunnel Avenue: This project is the installation of a temporary modular building. The original plans indicated there would be no construction outside the property. There is no approved cleanout and the District should not be responsible for the cleanout on Tunnel Road. Now Recology's plan includes a repair about 6 feet into the public right-of-way. There will be no cleanout so again, the District will not be responsible for the lateral. This is a temporary building and the issue can be dealt with when there is a permanent building.

(n) Brisbane Corp Yard permit: In response to Director Tonna's question about the use of an alternative system at the Corp Yard, the District granted a variance allowing Brisbane to continue to use port-o-lavs. The waiver has an indefinite term.

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

(a) Director benefit policy - update: Counsel Quint apparently has not been contacted by Cigna. So going forward it is assumed that if a resigning/retiring director is in the midst of treatment, they will exercise their Cobra option.

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

(a) Website revamp – update: The newly revised website was launched November 15. The new photos that were provided were a big improvement. The Clerk is hoping that once we establish a rhythm of the agenda and minute posting, it won't be necessary to send multiple emails to Oakhurst reminding them of legal deadlines.

Old Business:

None

New Business:

(15) Extension of engineering agreement

The agreement expires at the end of the year. Engineer Yeager would like a one year extension with no change in scope or compensation. A motion was made by Director Swanbeck to extend the Engineer's agreement for an additional year. The motion was seconded by Director Tonna and unanimously passed by a voice vote.

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

None

Adjournment:

The meeting was adjourned at 8:49 P.M. The next regular meeting is December 20, 2018 at 6:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary