

# BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of April 24, 2014

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

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck

Absent: Tonna

Also: Maintenance Director Landi, District Counsel Lauren Quint, 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  
None
- (3) Acknowledgment of recent correspondence to the District  
Distributed in meeting packets.

**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 27, 2014
- (5) Payment authorization for bills and compensation
- (6) Accept 3/31/14 report on District's current financial status
- (7) Accept March, 2014 checking account reconciliation

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed by voice vote approving the consent items which include payment by check numbers 653-663 and Director payroll.

**Board Reports** – consideration of matters relating to:

- (8) President Gallagher
  - (a) LAFCo: No report.
  - (b) CSDA – Local Chapter: The next meeting should be in early May but we have not received any notification.
  - (c) Redevelopment Oversight Board: No report.

(9) Daly City: Director Rizzi reported that the eucalyptus trees on Schwerin Street have been almost entirely removed. It is hoped that the removal will alleviate some of the root growth and related stoppages on that portion of Schwerin. Director Rizzi said he has heard that the Housing Authority may plant smaller trees where the eucalyptus were removed.

(10) Brisbane: No report.

Director Swanbeck said that the Geneva-Harney CAC was meeting tonight to discuss transportation in the Brisbane/Bayshore area.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Mr. Landi said that he would like the Board to allocate funds to paint the trim on the Carlyle Station in the FY 2014-15 budget.

(b) Schwerin Street - potential CIP: Several laterals on Schwerin Street were evaluated to determine if there any in need of replacement. He will have a complete survey next month. The lateral at 960 Schwerin Street should be replaced. We have received a bid for \$5,500 from Uniacke Construction. It includes replacing the lateral from the cleanout to the main, traffic control and patching of the street and sidewalk. It excludes City permits and fees.

We received USA notifications of sink holes for a property on Linda Vista and another on Bay Ridge. The area was marked and the work has been done. The affected property on Bay Ridge was televised since the project was very close to a District line.

A service request was recently received for 1045 Schwerin Street. The crew cleared the obstruction which consisted of heavy paper toweling and grease. The Clerk suggested we send the occupants the environmental tips from our website. It was also suggested that it might be a good idea to contact all property owners by letter or postcard. Will be discussed at the May meeting.

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

(a) March meter reading data: The calculated and measured flow are very close.

(b) Inflow/Infiltration (I/I) March 31, 2014: The Maintenance Director was at the Carlyle Station during a rain event. Included in the meeting packet is the flow chart for that day. During the downpour between 1-2 P.M. there was immediate inflow into the system. We have suspected and this confirms that there is a storm line connected to the District's system. It occurred so quickly that the source must be close to the Station. As part of the SSMP emergency overflow plan, the Engineer has requested storm drain maps from Daly City and Brisbane. One use of the information is to figure out what is going on with inflow and the other is for emergency response planning. As we move forward with the plan, we will look at the Brisbane storm drain maps to see if we can find a source. We may want to re-televising the line on Main Street. We will continue to investigate the problem. The Engineer is also going to request plans for Brisbane's detention facility near the Martin Service Center.

(c) SFPUC annual sewer service charge: Continued to May meeting.

(d) Sewer service charge computations: This is the computation done for individual properties located in San Mateo County. The Engineer is going to start data collection on May 1. He is going to be working with a new program and will document the process from start to finish including the various miscellaneous reports.

(e) Carlyle Pump Station (CPS) water quality testing: The testing is complete for the wet weather period, although we didn't really have much wet weather. The December-January results are higher than previous years. February-March are about the same as previous years. The SFPUC will do dry weather testing in July-August. This is part of the procedure for the new billing.

(f) Multiple properties on a single lateral: A copy of the December letter was delivered to 244 Rio Verde Street last week. The Maintenance Director received a call on Monday; however, the call dropped. He was unable to make contact since the call came from a blocked number. The caller did indicate that they never received the December, 2013 letter. We will make another attempt to contact the owner.

(g) SSMP internal audit: The Engineer and Maintenance Director conducted the internal audit on April 4 using a check list prepared by Mr. Yeager. CSRMA has some good documentation about what should go into the internal audits and recommendations for the SSMP. The overflow emergency response plan is for overflows over 50,000 gallons. The Engineer has always thought that the only place that is likely to happen is at the Carlyle Station. But it could actually occur at a low manhole on Bayshore Highway or Industrial Road. We will need to do some surveying to determine which manhole is the lowest and which storm drain it could enter. The probability is low but we need to be prepared for any event. We will need a gps survey with the coordinates. We have funds available within the CIP portion of the FY 2013-14 budget. The President asked that the work be done before the end of this fiscal year.

With regard to the lateral at 960 Schwerin Street, it has become troublesome and the District has responded to 13 service requests. The Engineer said that where we have overflows and the line becomes a problem, it should be fixed. It shows due diligence in taking care of problems. A motion was made by Director Swanbeck, seconded by Director Rizzi and unanimously passed by voice vote to replace the lateral from the cleanout to the main at a cost of \$5,500.

Last year we discussed that the Maintenance Director submit a summary of significant maintenance activity and repairs. This was to be an aid to budget planning. We also need to document where there are grease hotspots. The Maintenance Director briefly mentioned the grease problem areas. The problem has been controlled with quarterly rodding/cleaning.

Ending the discussion, the Engineer said that the Regional Water Quality Board suggests that the SSMP be posted on the website or a hard copy must be provided.

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

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

With regard to the Daly City Schwerin Street water main project, as directed the Clerk provided a map to the consulting engineer. He advised that the project would be constructed

in late 2014 or early 2015. He asked if the District is planning any construction within the project area. The Clerk will respond that no project is anticipated at this time.

**Old Business:** None

(15) Succession Planning  
Tabled until the May meeting.

(16) Consideration/approval of contract with Tom Yeager for engineering services  
The Engineer and District Counsel have been working on a draft and will have a proposal ready for the next meeting.

**New Business:**

(17) LAFCO Municipal Review, request for information  
In response to a question, what does LAFCo do with the info, President Gallagher said the reviews are mandated by the State. The Clerk asked if the Board would like to move up their time table for preparing a budget. It was felt that this probably isn't necessary and could pose a problem with regard to having the sewer service charge report finalized.

Sometime in May, the President and staff will meet to go over the Municipal Review questionnaire. The Engineer and President will also go over the methodology of the SFPUC sewer service charge calculation.

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

**Adjournment:**

A motion made by Director Swanbeck, seconded by Director Rizzi and passed to adjourn the meeting at 8:08 P.M. The next meeting is May 22, 2014 at 7:00 P.M.

Submitted by Joann Landi