

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of November 19, 2015

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**Opening of Meeting:** The meeting was called to order at 7:07 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna  
Absent: District Engineer Yeager  
Also: District Counsel Bakker, Maintenance Director Landi, 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  
There was no correspondence. The President responded to a CSDA online survey on behalf of the District.

**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 22, 2015
- (5) Payment authorization for bills and compensation
- (6) Accept October 31, 2015 report on District's current financial status
- (7) Accept October, 2015 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: The meeting was yesterday. There was election of officers; however, no one attended the meeting so we are unsure who was elected President.
  - (b) CSDA – Local Chapter: There was a meeting on October 27; no District rep attended.

(c) Redevelopment Oversight Board: (a) Daly City Library site. President Gallagher was notified of an emergency meeting on December 3.

(9) Daly City: The Clerk forwarded the Daly Wire to the Board. Director Rizzi said there is another publication called the Daly News. President Gallagher told the Board that she called the City regarding a sidewalk problem in front of her property. She was advised that they do not plan on doing any work due to the development in the Accacia/Velasco area.

(10) Brisbane: President Gallagher attended a CAG meeting at which there was a presentation about water and contamination at the VWR site. The Planning Commission met on November 16 and one topic was discussion of concerns of surrounding entities with regard to the Baylands EIR.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The station is operating o.k. but there have been a number of alarm calls. The micromac failed and had to be reset. This could be an intermittent problem or it may have to be replaced. The 6" stub at the end of Industrial Way was capped to prevent I/I from entering the System.

There was another service request at 960 Schwerin Street. This time the property owner reported slow drains in her home. She was advised that this was very likely not a District problem. She also complained about a discoloration in the area of her cleanout. Her line was checked and there was no District problem.

(b) Meeting with South San Francisco: Mr. Landi met with Brian McKinnis, the City Engineer/Public Works Director, and two staff members. He explained what the District had in mind as it plans for the future, i.e. outsourcing the routine, preventive and emergency services for the collection system. They seemed interested but did request additional information about the collection system, number of service requests, etc. They will be provided with a 5 year summary of calls, a list of the trouble spots and routine preventive maintenance. They were clear that they didn't want to be overloaded with mainline stoppages nor do they want the responsibility for reporting to regulatory agencies. President Gallagher asked if there are any companies who do this type of work. The Maintenance Director named a couple but added that they would have to have personnel located in the area to be able to respond to calls in a timely fashion. Counsel said we should not limit ourselves to only approaching one potential provider. Mr. Landi will draft an RFP. He added that if the Board approved, he would stay on as Maintenance Director during a period of transition. He also mentioned that the District had a contract for services with the North San Mateo County Sanitation District for several years dating back to the late 1960's.

(12) District Engineer – consideration of matters relating to: (due to the Engineer's absence, reports were made by other staff members or were taken from the monthly report)

(a) October meter reading data: October flow was the lowest it's been in 20 years. Mr. Landi explained that pump efficiency calculations are done every Friday and he explained the process. He also reported that Pump #3 probably needs a new suction ring.

(b) SFPUC water quality sampling: Sampling has restarted but we are having a problem with their crew not locking the gate properly. Mr. Yeager has requested sampling data.

(c) 2014-15 CIP: The project is complete and the Notice of Completion can be signed and recorded with the County. The Maintenance Director reported that the sidewalk repair was completed on October 23 and they used rebar and pins.

(d) SFPUC connection fee: There has been no response from the SFPUC to numerous requests.

(e) Accacia subdivision: There is no update on this project.

(f) Fiscal Year Procedures Manual update: Editing has begun and revisions should be complete by the December meeting.

(g) Industrial Way CCTV inspection: As a result of the inspection a 6" stub at the end of Industrial was capped.

(h) Development of GIS map: Consultant working on correcting elevation discrepancies.

(i) Questions from customers: Responded to billing questions.

(j) 411 Allan Street: A letter was sent on November 13 providing use conditions, potential increase in capacity fees, request for plumbing plans and a Class 4 permit application.

(k) Additional Capacity Entitlement: The Alpine Motel has not paid the 10% penalty; will be added to the FY 2016-17 tax bill. The Town Motel has not submitted their capacity fees. At the September meeting the Board approved reducing the billing 20% to allow for water saving upgrades being installed in the units. The fees were due November 17. The appropriate late fees will be applied and the charges will be placed on the FY 2016-17 tax rolls. Additionally, they have not yet disconnected the roof drain from the District's collection system. District Counsel will confer with the Engineer with regard to notifying the owner that they are in violation of the District's Ordinance Code.

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

(15) District Clerk – consideration of matters relating to:  
None

**Old Business:**

(16) Community outreach

The President and Director Rizzi worked on a flyer/letter; a sample was circulated. The letter will accompany the magnet and fact sheet. The President did some price comparison for the printing and found a print shop in So. San Francisco with very favorable pricing. The entire printing order, 2000 flyers, fact sheets and envelopes will be \$759. The printer will make an effort to have the order complete by November 25. The Clerk prepared the mailing labels and

will secure postage. There will be a work party to assemble the material with the goal that mailing will happen no later than December 1.

**New Business:**

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

**Adjournment:**

A motion was made by Director Swanbeck, seconded by Director Quinteros and passed to adjourn the meeting at 7:54 P.M. The next Regular Meeting is December 17, 2015 at 7:00 P.M.

Submitted by Joann Landi