

# BAYSHORE SANITARY DISTRICT

## MINUTES

Regular Meeting of

February 26, 2015

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**Opening of Meeting:** The meeting was called to order at 5:46 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Clerk Landi

**AB1234 Ethics Training:**

The Board viewed the two hour training via a webcast provided by CSDA. Following the meeting Directors will complete a questionnaire which will be forwarded to CSDA.

District Engineer Yeager, Maintenance Director Landi and District Counsel Quint were present when the rest of the meeting began at 7:52 P.M.

**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 January 22 and Special Meeting of February 19, 2015  
President Gallagher noted a correction in the February 19th minutes: Item (7) is corrected to read Robertson School NOT Roberts School.
- (5) Payment authorization for bills and compensation
- (6) Accept January, 2015 report on District's current financial status
- (7) Accept January, 2015 checking account reconciliation

A motion was made by Director Rizzi, seconded by Director Swanbeck and passed approving consent items 5-7 and item 4 as corrected.

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

(8) President Gallagher

- (a) LAFCo: No report.
- (b) CSDA – Local Chapter: No report.
- (c) Redevelopment Oversight Board: There was a lengthy meeting on February 9; approved requests for payments for the rest of the fiscal year. Properties have not yet been appraised.

(9) Daly City: No report.

(10) Brisbane: No report.

Director Swanbeck reported that a meeting has been arranged for Saddleback residents to have a presentation on the bi-county transportation plans.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating property and Pump #4 was reinstalled on January 30. There were a large number of USA marking requests.

The Maintenance Director conducted two inspections of the Daly City water line project. They have reached the last block of the project area. The line had to be moved to the other side of Schwerin Street since it was going to interfere with sewer laterals. A 36" storm line was also found to be very near the surface which they could not go under or over. Lampblack was encountered on that side of the street which had to be remediated. Mr. Landi said the project may be complete in about a week which will be followed by testing and paving.

(b) Tunnel Avenue pump station: As reported at the February 19 meeting the station was vandalized. The Maintenance Director showed some photos taken of the station before and after securing. Door openings have been boarded up and all but one have been welded closed on the inside. He is going to post "keep out" and "no trespassing" signs. He reported the incident to a Brisbane police officer. He asked that they notify the District should they notice that the door is open during their routine patrols.

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

(a) January meter reading data: The average daily flow has dropped down to a dry weather level rate. Pump #1 is continuing to pump poorly. It will need rehabbing soon and is being monitored.

(b) Entitlement Charges: All charges have been paid or action has been taken to suspend charges. The 7 Mile House is on an installment payment plan.

(c) FY Procedures Manual: The manual was submitted at the February 19 meeting and will be updated as necessary at the end of the fiscal year.

(d) Kinder Morgan Brisbane Tank Farm: Kinder Morgan (KM) had not been discharging for 7-8 years and was storing the product. They have quite a bit in storage. The new permit clarifies how the capacity entitlement is calculated and gives them warning on how much they can discharge annually. KM determined that none of the metered water from Brisbane enters the treatment facility. They did find that the City of Brisbane had been using the KM hydrant to flush their water lines. The hydrant has a meter and KM has been reimbursed by the City. The Engineer suggested that KM approach the Board and ask for an adjustment to their sewer service charge for the amounts metered but used by Brisbane. The Engineer recommends the permit which is valid through February, 2020, be approved. A motion was made by Director Swanbeck, seconded by Director Quinteros and passed by voice vote to approve the permit as prepared by the Engineer.

(e) SFPUC water quality sampling: The sampling is still being conducted; Mr. Yeager has not yet evaluated the initial results.

(f) SSMP audit and recertification: At the last meeting, it was requested that the goal statement language be revised. The Engineer read the amended goals which, in actuality, is what the District has been doing for years. The Board needs to designate an individual the signing authority. It can be the President of someone she designates. This item is continued to the March meeting.

(g) Daly City Schwerin Street paving and waterline project: After a rough start the project is coming together pretty well. We made comments to Daly City with regard to our manholes for the paving project. However, they added the waterline project but did not submit those plans to the District for review. The plans as presented had the potential for conflicts with laterals. As reported above, the line was moved to be clear of the laterals. It had to be moved a second time due to the location of the storm line. They did end up having to disturb a few of the laterals. Mr. Yeager has been dealing with Ray Town with regard to the agreement of cooperation between the President and City Manager Martell. A memorandum of understanding should be submitted to memorialize this agreement to work cooperatively. The document long ago drafted by Counsel Bakker was never executed.

The contractor for the project has requested a permit for the discharge of the water line testing water. It will be a one-time discharge of approximately 25,000 gallons.

(h) Old pump station: The Engineer emailed the Maintenance Director with his thoughts on how to demolish the station. His vision is to saw cut the concrete to ground level, backfill the excavation with clean material and pave over the area. However, he is not sure if this would trigger the need for permits as well as environmental issues we could encounter. The Maintenance Director suggested monitoring the site but acknowledged that at some point in time it will have to be removed. The Board was in agreement with that approach.

(i) 2014-15 CIP: We have defined a number of projects -- spot repairs, lateral replacements, reconfiguration of the McDonald/Bayshore Highway sewer. The McDonald Avenue line is a maintenance problem. It is difficult to find an engineering firm interested in small projects. He requested and received a proposal from Freyer & Laureta (F&L) in San Mateo. They serve as District Engineer for the East Palo Alto SD and West Bay SD and are familiar with what is required to develop plans for small sewer replacement projects for a sanitary district. Their proposal for the design, bid and construction phase is \$22,800; \$25,000 was budgeted. The Engineer doesn't believe that the work can be done any cheaper. He added that once problem

areas are identified, you are obliged to correct them. There is potential to encounter hazardous materials (gasoline) when reconfiguring the McDonald and Bayshore line. We can add soil boring as part of the CIP plan. The Engineer submitted a standard agreement to F&L after District Counsel's review. The company has requested changes to the indemnification clause. Their request was provided to District Counsel. Counsel Quint will discuss this with Alliant Insurance. She believes that due to the scope of the project there is not a lot of risk for the District. She should have acceptable language ready for the next meeting.

There is a problem with any delay this may cause. And that is, there are three laterals to be replaced on Schwerin Street within the area to be paved by Daly City. Once the street is paved there can be no excavation, except for an emergency, for five years. If we learn that Daly City will be paving before finalizing an agreement with F&L and award of a contract, the laterals may have to be done via a separate award.

(j) Town Motel: The Maintenance Director will pursue this next week.

(k) Midway Village resident notifications: The brochures and cover letter in both English and Spanish are ready. The Engineer will put the packets together and deliver to the Manager at Midway Village.

(l) APN 005-063-130: The Engineer received a request from a realtor representing individuals who are buying this APN and/or the businesses on Geneva Avenue. They were provided with information on how the sewer service charges and capacity entitlement is calculated for each of the three businesses on this parcel.

(m) Redevelopment of Robertson School: We have provided our comments to the School District and they have acknowledged receipt of our correspondence.

(n) Proposal for developing GIS map: The District received a proposal from Murgreen Environmental. A GIS map is computerized and you are able to add attributes or hidden notes to the map. Things like line size, type of pipe, when installed, etc. You can also identify areas requiring extra maintenance and catalog the CCTV tapes so that you can click on a line segment and get information. This can be used to develop a long term CCTV program. You could take it a step further and indicate the exact location of manholes by coordinates. However, that is very expensive, estimated at \$24,000. Phase 1 is development of the base map for \$5,250. The manhole coordinate price is high because it includes traffic control. The Maintenance Director believes that the traffic control cost is over estimated. Traffic doesn't pose a significant problem in the residential areas. The Engineer recommends proceeding with Phase 1 and believes there is a lot of value for \$5,250. Staff will work on an agreement/contract and have it ready for the March meeting. In response to a question, The Engineer said that when there is new development or system changes, it is not difficult to update the GIS mapping.

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

(a) Consideration of amendment to Ordinance Code Section 301 regarding replacement of lateral sewers after teardown or substantial remodel: Counsel read the section defining teardowns and substantial remodels. There was discussion with points of view varying from the opinion that this ordinance will protect purchasers of replacement or substantially remodeled properties to the feeling that this presents an undue burden on owners/developers. A motion was made by Director Quinteros and seconded by Director Swanbeck to adopt Ordinance 101. The motion was passed by the following roll call vote:

Ayes: Gallagher, Quinteros, Rizzi, Swanbeck  
Noes: Tonna

(b) Jurisdiction for building sewers: Counsel Quint requested this item be removed from future agendas. It is something that needs to be figured out but need not be on the agenda monthly. The Engineer said he brought this to the attention of Daly City during the discussion of the Robertson School development.

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

(a) Telecommunications, AT&T vs. Comcast: The difference between remaining with AT&T and adding an additional phone line and TV service and going with a 36 month package with Comcast, is approximately \$30 with Comcast being lower. However, before proceeding we need to check with Telstar to determine if the alarm will work with both standard and internet based phone service. This item is continued to the March meeting.

**Old Business:**

(15) General discussion of Director and Contract Staff succession planning

The Maintenance Director attempted to contact Patrick Sweetland. He is out for 3 weeks. He spoke to the Collection System Manager Tom Piccolotti. He briefly told him what the District was thinking with regard to future services for its collection System. Mr. Landi will send him an email outlining the services which for now, are preventive flushing and emergency response.

(16) Community outreach

Counsel Quint suggested that a two Director ad hoc committee be formed so that they could research and plan between meetings. President Gallagher volunteered and said that perhaps the Clerk could work with her.

Director Swanbeck wondered if a commemorative celebration include participation by the bi-county transportation workgroup.

The Clerk will follow up with CSDA and CASA for their suggestions on how other Districts have celebrated milestones. The President asked that any Board member or staff contact her if they have any ideas.

**New Business:**

(17) Special Districts Legislative

No one is interested in attending.

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

None

**Adjournment:**

The meeting was adjourned at 9:25 P.M. The next Regular Meeting is March 26, 2015.

Submitted by Joann Landi