

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of January 28, 2016

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**Opening of Meeting:** The meeting was called to order at 7:01 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna  
Absent: None  
Also: District Counsel Quint, Maintenance Director Landi, District Engineer Yeager,  
Clerk Landi and David Beaumont

**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 *(this discussion commenced after Agenda Item (9)).*

David Beaumont, CKS Environmental, appeared to provide the Board with an overview of the 114 lot subdivision currently going through various reviews with the City of Daly City. The subdivision is split in two areas - one with 60 two story units of about 2000-2200 sf and the balance will be narrowed two story homes with garage below ranging in size from 1580-1700 sf. The smaller units will be closer to Carter Street and Saddleback Drive. Earlier in the process CKS inquired about installing rear property sewers due to the topography. They were advised that they would have to seek Board approval. They have found a way to install all sewers in the public right of way. In response to questions about ingress/egress, street width, etc. Mr. Beaumont said that the project has already been vetted by the Fire Marshal. The lot sizes vary from about 2000-2300 sf. A majority of the homes have 30 foot frontage while the smaller homes have 23½ foot frontage. The homes will have patios vs. deep yards like the established neighborhoods. The front setbacks average a minimum of 12½ feet and as deep as 18 feet. They are, to an extent, modeling after the Summit Ridge development.

Director Swanbeck expressed concern about the increase in vehicular traffic. Mr. Beaumont advised that the City is doing a traffic study and CKS is having a study conducted by a very knowledgeable traffic expert. They have been tasked to examine the impact on intersections between Bayshore Boulevard and Mission Street. There are only two entrances into the project area. This development will have a homeowners association. It is anticipated that the grading and infrastructure will take about 10-14 months, after which, home construction will begin. The Engineer reminded Mr. Beaumont that they are required to secure a District permit and to submit fees for plan review.

(2) Communications from members of the District Board and Staff

There were a number of outreach mailings for Birchwood that were returned by the USPS. Director Swanbeck said she would personally deliver those letters.

(3) Acknowledgment of recent correspondence to the District

The President acknowledged a letter from Mark Church thanking the Board for participating in the all-mail ballot pilot program. The Clerk advised the Board that a request for information was received late today from the San Mateo County Grand Jury. She will work with the President to complete the request which is due by February 10.

**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 December 17, 2015

(5) Payment authorization for bills and compensation

(6) Accept December 31, 2015 report on District's current financial status

(7) Accept December, 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 Commission met yesterday; however, no one attended.

(b) CSDA – Local Chapter: The next meeting should be in early February.

(c) Redevelopment Oversight Board: There was a meeting yesterday to approve payments for FY July 1, 2015-June 30, 2016. The State granted partial approval of notes payable. The documents and supporting data was reviewed by the Board and will be resubmitted to the State.

(9) Daly City: There is a public hearing coming up for the land near Saddleback. Director Swanbeck reported that there is some controversy with regard to the roadways, geology and density of the available land.

There will be a hearing on February 2 with regard to a use permit for a portion of the Cow Palace parking lot. It is proposed to be used to remove fuel from Enterprise rental cars and store the vehicles prior to sale. The fuel will be hauled off site so no industrial discharge permit is required. A number of Directors and the Maintenance Director commented that the property is already being used for storing vehicles.

(10) Brisbane: No report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The station is working well; did some minor repairs during the reporting period. The flow was higher in December and the hours for the pumps reflect that. Performed some video inspection on MacDonald

Avenue because while attempting to jet clean the line, the nozzle could not pass through the pipe. The inspection revealed that there is no structural problem but did find roots coming into the line through service connections. The affected portions of the line were power rodded. The laterals could not be cleared since they have no cleanouts. This will very likely be an ongoing problem. The President suggested that the affected property owners be notified of the problem with their lines.

Mr. Landi provided the South San Francisco Public Works/City Engineer with information to help him evaluate the possibility of providing preventive and emergency service for the District. They are meeting next week.

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

(a) Review of significant 2015 documentation and 2016 plan for additional documentation: The Sewer System Management Plan and End of Year Procedures Manual updates have been completed. The Manual captures institutional knowledge from the Engineer and Maintenance Director. The GIS mapping will also assist in capturing some institutional knowledge. The Engineer is going to begin work to update the District's 5 Year Capital Improvement Plan so that there is a record going forward of needed improvements with more focus on the Carlyle Pump Station. He will work with the Maintenance Director to formulate a plan.

Another thing to be captured is the actual and proposed development activity. The last 5 Year CIP indicated there was no anticipated development. The infill is becoming more significant than he would have thought.

(b) December meter reading data: The total flow for December was 10,173,000 gallons and the rainfall was 7.05"; a significant decrease from December, 2014.

(c) SFPUC water quality sampling: Engineer Yeager provided data for November and December, 2015. He is concerned with the November data because it shows that the COD is extremely high. There are five days when the COD reading was over 1000 which he doesn't understand since there has been no change in our constituency. In December there was only one day when the COD reached 1000. He advised the Board that he is going to tell San Francisco that we will not accept the November data. The wet weather testing will be December and January and the dry weather sampling will be done in May and June. He has also requested chain of custody data from the people who oversee the samplers. He is aware that there have been some problems with the sampling. The Engineer also noted that San Francisco was not sampling daily in November. He suspects there is a problem with the sample collection--the COD just can't jump around like it has been. We must be careful because these high readings affect the annual sewer service charge. There is a provision in the contract allowing the sampling to stop if we are satisfied with the readings. He would not recommend that at this time.

(d) SFPUC connection fee: For Mr. Beaumont's benefit the Engineer explained that the District pumps its wastewater to the SFPUC for treatment and that a new contract went into effect January 1, 2013. That contract includes a requirement that the District collect a capacity/connection fee for San Francisco. Their users are billed for treatment and collection; we are charged for the treatment portion only. Mr. Yeager has been working with San Francisco to get clarification and response to some questions he has posed. The District's

connection fee is \$3,414 per dwelling. San Francisco bases their fee on the size of the water meter, something the Engineer has never heard of before. For a 1½" meter the fee is approximately \$15,000 and for a ¾" meter it is about \$4,500. Those figures are roughly 30% less than what is charged to San Francisco properties. There are still some administrative details to be worked out.

This matter came up in a meeting with Daly City re the Accacia/Velasco project. The developer originally planned to install 1½" meters. However, given the cost differential, they will seek reapproval to use ¾" meters.

The methodology of assessing the fee has been changed vs. what is stated in the 2013 agreement. In that agreement the fee is based on dwelling units not on meter size. The Maintenance Director expressed his displeasure with the City basically changing the rules in the middle of the game. The Engineer has consulted with District Counsel who provided his opinion that San Francisco can change the methodology. The Engineer will ask Counsel to provide a memo explaining why this change in the method of levying the connection/capacity charge is proper in spite of the fact that it goes against what is stated in the agreement. This matter will be continued to the February meeting for further discussion.

As to how the District collects and transmits this fee to San Francisco, Mr. Yeager's recommendation is that the applicant provides two checks--one for the District fee and a second for the San Francisco fee.

(e) Accacia subdivision: President Gallagher recused herself from the discussion.

There was a meeting today with the developers, Daly City and the contractors. They are starting the grading and construction. There was some confusion about the utilities. Daly City isn't too happy with how shallow the sewer is because it means they will have to install the water line under the sewer laterals. This project will also necessitate the use of materials that are not normally required by the District. The deposit for engineering and inspection fees has been increased.

(f) GIS map: There are still some issues with elevations that need to be remedied.

(g) Questions from customers: Received the typical inquiries regarding billing and development procedures.

(h) Mylo Hotel (formerly Town Motel): At the December meeting the Board agreed that the late fees would be waived if (1) a check was received by end of day December 21 and (2) the roof drain was removed by December 31. On December 22 the Clerk notified the Engineer that a check was not received. The owner was contacted and stated that a check had been placed in the District's locked mailbox. A stop payment was issued and a replacement check was received on December 28. The roof drain was removed by the December 31 deadline.

(i) 88 Accacia Street: This is another project which requires coordination between the District and Daly City. The owners are converting the garage into two bedrooms and adding an addition in the back of the property for a garage and family room. This will increase the square footage by more than 50% triggering Ordinance No. 101 which requires video inspection of the existing lateral to evaluate the structural condition for continued use. The Maintenance Director attempted to inspect the line; however the cleanout contains concrete making inspection impossible. The owner has been notified that the cleanout must be repaired or replaced to facilitate the inspection.

The Engineer said he would like to attend one of the City's weekly staff meetings so that he can explain why the District needs to be kept in the loop with regard to any building activities within the District.

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

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

**Old Business:**  
None

**New Business:**

(15) First National Bank checking account signatory authorization for District Clerk  
The District has a self-imposed requirement that all checks require two signatures. Currently the President, Vice President and Secretary-Treasurer are authorized signers. It is sometimes a little cumbersome issuing checks in between meetings. The President suggests that the District Clerk be a fourth authorized signer which would make it easier to get payments out in a timely fashion. She also mentioned that the Board reviews the monthly checking account reconciliation providing oversight. A motion was made by Director Quinteros, seconded by Director Swanbeck and unanimously passed to add the Clerk as an authorized signer. She will check with First National Bank to find how to proceed.

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

**Adjournment:**

The meeting was adjourned at 8:54 P.M. The next Regular Meeting is February 25, 2016 at 7:00 P.M.

Submitted by Joann Landi