

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of December 15, 2016

Roll Call:

The meeting was called to order at 6:21 P.M.

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna
Absent: None
Also: Counsel Quint, Maintenance Director Landi, District Engineer Yeager, 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
Engineer Yeager reported that he has received utility drawings for the Accacia/Velasco development. He reviewed the drawings and submitted comments to the developer.
- (3) Acknowledgment of recent correspondence to the District
With regard to the e-News alert from CSDA re new laws which will impact special districts, Counsel Quint indicated that the District is currently in compliance and will review the bills that become effective in 2019—most dealing with meeting agenda posting.

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 November 17, 2016
- (5) Payment authorization for bills and compensation
- (6) Accept November 30, 2016 report on District's current financial status
- (7) Accept November, 2016 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: There was no meeting this month.
 - (b) CSDA – Local Chapter: Next meeting is February 7.

(c) Redevelopment Oversight Board: President Gallagher has been notified that there will be a meeting on January 19, 2017.

(9) Daly City: Director Rizzi advised the Board that Glenn Sylvester was elected Mayor and Juslyn Manalo Vice Mayor. Both were recently elected for their first term on the Council.

(10) Brisbane: Laurie Liu was selected to serve as the Mayor.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly.

An overflowing cleanout was reported by a Brisbane employee on December 3 at 290 Industrial Way. On December 9 a post SSO video inspection was conducted to determine the cause. This is a 6" standard cleanout over the mainline located at the end of the cul-de-sac. During cleaning operations prior to televising, the flushing hose became stuck in the line. If the hose were not removed it could have caused a larger problem. Uniacke Construction was able to respond that afternoon and opened the pavement. A piece of plastic was found and it was determined that it was from the discharge hose of a motor home/RV. A witness reported that the motor home discharged its waste into the cleanout on Thanksgiving. The witness provided a photo of the vehicle and the license plate. The Brisbane Police Department were called but we are not sure if a report was taken. The cost to have Uniacke Construction respond is \$2,000. The Maintenance Director recommends replacing about 50 feet of main since the line is in poor condition. He has received two quotes for replacement with Class C900; Uniacke Construction = \$15,000 and Shaw Pipeline = \$14,150.

The question now is does the Board want to pursue the owner of the RV? It is a violation of Section 302.1 of our Ordinance Code and a violation of California Penal Code Section 374.3. Staff was directed to compose a letter notifying the RV owner that we are aware of the incident, that it is a violation of our Code as well as the Penal Code, he/she must dump at one of the two approved sites in San Mateo County. We will copy in the Brisbane Police Department since it was reported by the witness that the responding officer didn't know whether or not the dumping of waste into the District's system was illegal.

A motion was made by Director Swanbeck, seconded by Director Rizzi and unanimously passed by voice vote directing the Maintenance Director to authorize the work in front of 290 Industrial Way be done by the lowest, responsible bidder.

With regard to the plan check for 167 Oriente Street, Mr. Landi reported that the plans were for the addition of two bedrooms and a toilet; no permit or fees are required.

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

(a) November meter reading data: The average daily flow was 300,967 gallons. There were 3 rainfall incidents. The pump rate for #3 Pump decreased from 1927 to 834 gpm.

(b) Carlyle Pump Station upgrades: The Maintenance Director followed up with Pump Repair Service and was told the impeller was never ordered. He will advise them to place the order which will take about 12 weeks.

A quote for \$64,410.75 was received today from Bayside Equipment for the replacement generator. The Engineer and Counsel worked out language for an agreement. We will use the existing fuel tank and will have to modify the containment area. The price includes plumbing and electrical. At the request of Mr. Yeager, District Counsel wrote a letter to Brisbane advising them that they do not have jurisdiction over the installation of the generator. The District is a local agency that is exempt from City building and zoning for projects involving, among other things, the transmission of sewage.

A motion was made directing the Engineer and Maintenance Director to finalize and proceed with the order. The motion was seconded by Director Tonna and passed by voice vote.

(c) SFPUC water quality sampling: Sampling is continuing but Engineer Yeager has not requested November results.

(d) Update CIP/Master Plan: No update.

(e) Robertson School development: The Engineer met with the national developer who is in negotiations to purchase the project from the School District. The deadline to finalize is December 20.

(f) 209 MacDonald Avenue: As reported at the November meeting, the lateral from 205 MacDonald Avenue goes over to 209 and then both lines are combined and discharge into the main. The lateral at 205 will be under the footprint of the new home. The new home at 209 will have a new lateral installed. The developer has asked Mr. Yeager to contact Daly City for them. He will send a letter explaining the situation; this is not a District problem.

(g) 309 Rio Verde Street: No update.

(h) SFPUC Annual Sewer Service Charge: John Bakker had occasion to speak to John Roddy recently. He was a member of the SFPUC team during negotiations of the current contract. He looked into the matter of the calculation formula and we have received an amended billing reflecting Engineer Yeager's computations. They made changes in the way they calculate revenue that should be accrued to the District. Two quarterly payments can be made. This information will be captured in the Engineer's Procedures Manual.

(i) PG&E Class 4 Permit: After all the email exchanges and a meeting in November, the bottom line is that PG&E has agreed to proceed with the way we process permits. We requested they submit a permit application along with a \$1,000 deposit to cover extraordinary charges for their cross-bore program. They balked at this and said they wanted to review the permit language and if they agreed they would submit the deposit. They were advised that this was not acceptable and they were invited to seek a variance from the Board. The Clerk interjected and said that during her 24 year tenure with the District she has never see any individual or entity be so combative and question the District's authority. The Engineer pointed out that there have been incidents where PG&E installed gas lines that went through a storm or sanitary sewer so they now televise first to make sure they are not boring through a line. We are glad to finally have this matter be resolved since Engineer Yeager has been dealing with it off and on since February. He also advised the Board that PG&E has been billed for the extraordinary costs of \$755 incurred with their September project at 236 Rio Verde Street.

During the November meeting with the representatives, it was clear that they were unaware of the District and its relationship with the Cities of Brisbane and Daly City. They were given all the requirements for their project and told they needed a permit. They have since provided a generic permit which the Engineer can modify. They were advised that they cannot

enter the District facilities until the fee is received. They currently have no work planned for December or January.

Prior to putting in a new gas line, the lateral at 88 Accacia Street was televised. They also televised some neighboring properties—two on Accacia and 2 on Geneva. They were also advised that they cannot proceed with work at 601 Tunnel Avenue until they have the proper permits from Brisbane. They must provide the District with a schedule for the work being done in Daly City and Brisbane as well as copies of their City permits.

(13) District Counsel – consideration of matters relating to:
No report.

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

(a) Grand Jury recommendation implementation timeline

(i) Recommendation R-5 (website visibility): The edits as discussed at the November meeting were made. The changes are ready to be submitted to the Webmaster for posting. The next recommendations to be considered require a decision by the March, 2017 meeting.

Old Business:

None

New Business:

(15) 2017 meeting schedule

The meeting schedule is as follows:

January 26	May 25	September 28
February 23	June 22	October 26
March 23	July 27	November 16
April 27	August 24	December 21

(16) Election of officers for 2017

A motion was made by Director Quinteros, seconded by Director Swanbeck and unanimously passed by voice vote to retain the current slate of officers.

Iris Gallagher	President
Walter Quinteros	Vice President
Norman Rizzi	Secretary-Treasurer

(17) January 18-20, 2017 CASA Conference at the Palm Springs Hilton

President Gallagher will review the conference material and if there are topics of interest or importance to the District she may attend. A motion was made by Director Quinteros, seconded by Director Rizzi and passed by voice vote authorizing the President to attend the Conference.

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

Adjournment:

A motion was made by Director Rizzi, seconded by Director Quinteros and passed to adjourn the meeting at 7:25 P.M. The next meeting is January 26, 2017 at 7:00 P.M.

Submitted by Joann Landi