

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of October 26, 2017

Roll Call:

The meeting was called to order at 7:04 P.M.

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, Counsel Quint, 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
Acknowledged receipt of information from San Mateo County regarding tax revenues for Fiscal Year 2017-2018.

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 September 20, 2017 Special Meeting
- (5) Payment authorization for bills and compensation
- (6) Accept September 30, 2017 report on District's current financial status
- (7) Accept September, 2017 checking account reconciliation
- (8) Accept FY 2016-2017 Audit

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed by voice vote approving consent items 4-8.

Board Reports – consideration of matters relating to:

- (9) President Gallagher
 - (a) LAFCo: There was no meeting October.
 - (b) CSDA – Local Chapter: The meeting was October 3; no one from the District attended. The Maintenance Director said he did learn that the group is now an affiliated chapter.
 - (c) Redevelopment Oversight Board: No report.

(10) Daly City: Robertson School has officially opened. In response to a question from President Gallagher, the Engineer said the capacity entitlement stays with the property. Some of

the residential properties will not have to pay a connection fee; however, they all will be required to pay the San Francisco capacity fee.

(11) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Reviewed plans for two remodel projects in the District; neither required a permit. With regard to 292/294 MacDonald Avenue, this property has always been a duplex. The proposed work is for interior remodels and do not require a permit or fees. In the case of 123 Oriente Street, a bedroom is being added.

There was one service call during the reporting period. It was a lateral problem.

President Gallagher said that during a walk in the neighborhood she noticed what appear to be kitchens in the lower level of two of the new homes on Accacia Street. There is also a bedroom and bathroom on the lower level. President Gallagher will provide the Engineer with the addresses so that he can make an inquiry with the City. Also, staff will research the District Codes with regard to second kitchens.

The filter bed soil has been replenished with 9 cubic yards of nursery mix. This should maintain the system for a couple years.

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

(a) September meter reading data: The average daily flow was 251,586 gallons which is typical for dry weather.

(b) Carlyle Pump Station upgrades: One last item is for Bayside Equipment to submit the certified payroll to the Department of Industrial Relations. The project has been registered but Bayside hasn't been able to go on line to make the report. We are withholding a small retention.

(c) Update CIP/Master Plan: The updating has been restarted; the finished product should be brought to the Board in December or January. This is an important component of a transition plan. This document will be more comprehensive for those staff and directors who serve the District in the future.

(d) 2017-18 Entitlement Charges: 7 Mile House/VA Automotive paid their capacity charge. It was paid late because billings are sent to the address on the County tax rolls which is V&A Automotive. That billing was not given to the owner of the 7 Mile House. In the future bills will be sent to both addresses. The Alpine Motel has not paid nor provided documentation of repairs. The Engineer has sent two follow-up notices. They will be rebilled and given 30 days to make payment. We are working with Golden state Lumber and Recology and will look at their meter readings in January.

(e) End of Year Procedures Manual: Is complete except for dealing with the SFPUC invoice.

(f) SFPUC water quality testing: There has been no response to our request that sampling be suspended.

(g) Robertson School: With regard to plan review, the process is that the Engineer and Maintenance Director review plans. Their comments to the plans are put in a letter and sent to Daly City so that the District's feedback will be included with their comments to the developer.

Our comments have been submitted to Daly City and will be provided to the developer. An item came up during the plan review regarding backwater valves. The District has an ordinance stating where backwater valves should be located. However, this falls under the jurisdiction of Daly City. The District is only responsible for the lateral from the cleanout. Daly City has their own backwater valve standards which are actually more restrictive. The developer must follow Daly City's specifications as to the type of backwater valves to be used.

(h) 139/137 Rio Verde Street: This is a single family home that is being converted to a duplex. Engineer Yeager has sent a letter to the SFPUC inquiring about the amount of their capacity fee. One meter will be added and the other will be upsized.

(i) Point Martin I and II: RGA is the engineer for both projects. The Engineer received utility plans which were reviewed and comments were sent to Daly City. Daly City will route the plans to all their departments and send one package to the developer.

(j) 1032 Schwerin Street: This is an unusual project. We were originally told that it was the addition of two bedrooms and a bathroom. Now a wet bar has been added. There is some concern that in the future this wet bar could become a kitchen. The property owner's representative advised that Daly City is requiring them to install a new lateral since their property is connected to 1028 Schwerin Street. There are cleanouts for each property but for some reason 1032 was routed to 1028. The line was televised and a plugged connection for 1032 was found. A plumber has been hired to run a new lateral for 1032. The work was started yesterday using a hand dig method. Today the area is plated and there was no work being done. The plumber has been provided with District spec sections re materials.

(k) SD/SFPUC boundaries: The Engineer has been having discussions with the SFPUC about properties that are in the District or in San Francisco and who pays who for what. The SFPUC asked for a map of all our parcels; it was provided.

(l) Recology: The City of Brisbane Planning Department sent the Engineer preliminary plans from Recology. They are going to demolish their office and construct a new modular office at 515 Tunnel Avenue. We don't know where the later for this parcel is located. It's up to Recology to determine the location and develop a set of utility plans.

(m) SFPUC annual sewer service charge (SSC): We received the annual SSC billing from San Francisco. The total is \$920,301 which is \$70,000 more than was budgeted. The Engineer has done a preliminary review of the documents attempting to figure out why it is so much higher than anticipated. There is a volume charge, a COD charge, suspended solids charge and an oil & grease charge. The oil & grease charge increased about \$50,000. He has requested lab data from the SFPUC. The SFPUC's overall budget has increased with one big item being their debt service. That figure went from 41 million to 69 million. Most of the debt service is for improvement of their wastewater plants. The Engineer doesn't have answers as to why there is such an increase for the price per pound for oil and grease. This item will be brought back next month when we should have received information and clarification from San Francisco.

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

Counsel Quint mentioned that she had participated in a CSDA Board Secretary seminar. She said that the Clerk might want to attend an advanced seminar if there is ever one in the bay area.

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

No report

Old Business:

None

New Business:

(16) Extension of Engineering Contract

The contract is on a year-to-year basis and expires December 31. No action is required now but Engineer Yeager wanted to give the Board a heads up that he would like to extend his contract for an additional year.

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

There was brief discussion regarding succession planning. Counsel Quint said she will ask her colleagues for the names of consultants who provide transition planning/assistance.

President Gallagher read a letter inviting the public to a meeting with State Assemblyman Phil Ting on November 6.

Adjournment:

The meeting was adjourned at 8:45 P.M. The next Regular Meeting is November 16, 2017 at 7:00 P.M.

Submitted by Joann Landi