

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of January 25, 2018

Roll Call:

The meeting was called to order at 7:06 P.M.

Present: Gallagher, Rizzi, Swanbeck, Tonna

Absent: Quinteros

Also: Maintenance Director Landi, Engineer Yeager, Counsel Quint 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
President Gallagher mentioned that the Board recently received a catalog of educational offerings by CSDA. She said that they offer scholarships for District's with budgets under 8 million dollars; she may pursue.

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 Meeting of December 21, 2017
- (5) Payment authorization for bills and compensation
- (6) Accept December 30, 2017 report on District's current financial status
- (7) Accept December, 2017 checking account reconciliation

A correction was made to the accounts payable listing; the ADP payroll processing fee is for December not October as noted on the listing. A motion was made by Director Swanbeck, seconded by Director Tonna and passed by voice vote approving consent items 4-7.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: There was a meeting January 17; no District representative attended. We received a letter announcing a meeting of the Presidents of the Special Districts to select one member and an alternate to serve on the San Mateo County Consolidated Oversight Board. The boards in each city will be disbanded. President Gallagher plans to attend and said she is interested in putting her name in for consideration. No other Director will be available to serve as an alternate representative for the District should President Gallagher have a conflict.

(b) CSDA – Local Chapter: The next meeting will be on February 6 at the Mosquito Abatement District facility.

(c) Redevelopment Oversight Board: There was a meeting on January 8, 2018; the ROPs for July 1, 2018-June 30, 2019 were approved. The litigation of Daly City v. California Department of Finance has been resolved. There will be one more meeting of the Board, possibly in June.

(9) Daly City: Director Swanbeck advised the Board that Daly City Manager Pat Martell is retiring in May.

(10) Brisbane: There was no report. However, it was noted that there have recently been stories in the SF Chronicle with regard to the Baylands.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Pump #2 had to be dismantled because of debris and a portion of a mop. The 12" line on the highway was checked looking for potential sources. This is about the 4th incident involving a mop head clogging a pump. Mr. Landi advised the Board that sometime in the next year the wetwell should be cleaned. It has a buildup of sand.

As reported last meeting, there was a partial stoppage at 186 Rio Verde Street; the manhole did not overflow. The stoppage was caused by roots in the lateral. The lateral was power rodded and retelevised and seems to be o.k. Eventually the lateral will need to be repaired. The lateral at 1023 Schwerin Street was also power rodded and will also need to be repaired. These repairs could be included in the next CIP.

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

(a) December meter reading data: There was only one rain event in December; average daily flow was 258,000 gallons.

(b) Update CIP/Master Plan: As mentioned at the last meeting, the Engineer and Maintenance Director met with Pump Repair Service. They will provide information with regard to new pumps for future consideration and planning.

(c) End of Year Procedures Manual: All that is left to complete the manual pertains to the SFPUC annual invoicing.

(d) SFPUC water quality testing: The November-December results have been received; grease and suspended solids are less than in the past. Engineer Yeager wants the testing to continue through the rest of the fiscal year.

(e) SFPUC response – evaluation of alternatives: The Engineer has been notified that a new person at the SFPUC has been assigned to respond to his letter re suspending testing. Currently the SFPUC is monitoring all year. When the testing began a few years ago it was done during 3 dry weather months and 3 wet weather months.

The Board was provided with a memo containing historical water quality data on a fiscal year basis. The Engineer reviewed the data and noted that the values of the three components have been fairly consistent. He also reviewed the table provided that separated out the

components and had comparisons of the actual charges vs. average charges. Using average values realizes a savings for the District. He recommends we use actual values for the remainder of this fiscal year and then follow that in the future with using average values. The Board agreed with that approach.

(f) Point Martin 1 and Point Martin 2: The project engineer sent an interim submittal for review. However, he did not make the same submittal to the Daly City. Engineer Yeager advised the project engineer that it is preferable that all entities are provided the same submittal. He then submitted plans dated January 18, 2018 which addressed the District's comments. One item remains to be resolved and that is regarding the two cleanouts on each property. One cleanout is required by the District and is located at the front property line. Daly City requires a cleanout two feet from the structure. There is only about 10-15 feet in between these two cleanouts. There was discussion about backflow preventers, their location, function, dual cleanouts, etc. The backflow preventers are required by Daly City for some properties and are per their standard detail. A motion was made by Director Swanbeck to accept the plans subject to resolution of the cleanout detail. The motion was seconded by Director Rizzi and passed by voice vote.

Engineer Yeager sent an email to the developer outlining the SFPUC fee structure. The original plans indicated 1" water meters. They were advised that the capacity fee for ¾" meters is less. The plans have been changed showing ¾" meters.

(g) Robertson School: They have not submitted revised plans.

(h) 2665 Geneva Avenue: They have paid the connection fees for the 7 living units.

(i) 137-139 Rio Verde Street: They had to pay the SFPUC and District fees before a permit was issued.

(j) Chevron Station – 2690 Bayshore Boulevard: They are putting in a car wash at the station. San Francisco has advised that all car washes need an industrial discharge permit. The contractor was advised of that fact. There is no approved cleanout on the property so that will be a condition of any permit.

h, i, j all have the something in common. Daly City would not issue permits until they received a letter from the District. There has been good cooperation with the Daly City Building Department. The Engineer will ask Daly City to instruct people to call for an appointment for plan review.

There is an item which was overlooked when preparing the monthly report. That is the capacity entitlement for Recology and Golden State Lumber. They both had significant fees due to increased water usage. They were told that the District would give them 6 months to research and locate any possible plumbing problems. The 6 months is up and the water usage is the same or more. He sent emails to both customers advising them that they will be charged the full amount for the additional capacity. They were told the matter would be discussed at the January meeting and they were welcomed to attend. Even though they were notified via email, District Counsel's recommendation is that no action be taken and this item be placed on the February agenda.

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

(a) Section 508 re web accessibility – update: Counsel has researched Section 508 and doesn't think we have anything to worry about. She will keep track of the law and see if there are any changes. The Clerk advised that our webmaster, Award Tech, was provided with comments solicited from Streamline (a CSDA affiliate) and the changes have been made. Further, Award Tech

advised that most websites use a single template file for all content. Our site was designed so that each page is its own template making editing harder. Russell, Award Tech, is going to work on bringing the site into a single, easier to manage file so that changes can be made easier and it will be more web-friendly going forward.

The Clerk told the Board that Award Tech is increasing its quarterly fee to \$300. They have been providing service for almost five years and this is the first increase; \$50 per quarter.

(b) Second unit/accessory unit requirements: The law defines this as attached or detached that provides an independent living facility for one or more persons. You can charge a connection fee for a detached unit. You cannot charge a connection/capacity fee for a unit within the existing building that is less than 500 square feet. If the unit is detached, you can charge a capacity fee but it has to be equivalent to the burden to the system. This doesn't happen often in the District. Counsel said this is information to keep in mind.

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

The Clerk said she and the Maintenance Director will be on vacation and will not be available for the September 27 meeting. There was consensus that the September meeting be changed to September 20.

Old Business:

None

New Business:

(15) Appointment of Special District representative to San Mateo County Consolidated Oversight Board

This was discussed above under item 8(a).

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

None

Adjournment:

The meeting was adjourned at 8:21 P.M. The next Regular Meeting is February 22, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk