

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of October 25, 2018

Roll Call:

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

Present: Gallagher, Rizzi, Swanbeck, Tonna
Absent: Constantino
Also: Maintenance Director Landi, 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
The Clerk reported that Tri Counties Bank requires all signatories be present when any changes are made to their account since it is done electronically. It was determined that a Wednesday would work; will handle after the holidays.
- (3) Acknowledgment of recent correspondence to the District
Today the District received notification from San Mateo County regarding the amount of taxes that will be received for FY 2018-19.

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 September 20, 2018
- (5) Payment authorization for bills and compensation
- (6) Accept September 30, 2018 report on District's current financial status
- (7) Accept September, 2018 checking account reconciliation

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 no meeting this month.
 - (b) CSDA – Local Chapter: The meeting will be on October 30 at the County Mosquito & Vector Control building in Burlingame. The Brisbane CAG meeting is the same evening.
- (9) Daly City: Director Rizzi mentioned that there was a Daly City council candidate forum which was moderated by the League of Women Voters.

Director Swanbeck advised the Board that there will be a public hearing for the proposed Daly City water rate increase. The Clerk will scan and share the document with the Board members who have not received the notice.

(10) Brisbane: Director Swanbeck provided the Clerk a copy of Measure JJ literature re amendment to Brisbane's General Plan, Brisbane General Plan Land Use Diagram and copies of Senate and Assembly bills re housing and water efficiency.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Pump #1 was pulled twice since the last report. Again, towels were removed. The line serving the old USPS facility was checked and doesn't appear to be the source of these towels.

Mr. Landi met with an auditor from Alliant Insurance who took measurements and photos of the Carlyle Pump Station. This is a new process and the information will be used for underwriting purposes.

Since the owner of 444 Rio Verde Street has made multiple calls to the District regarding debris in her line, the main was televised. That inspection revealed that the property has two connections. One is from the house and another from a small unit in the back of the property. This condition needs to be brought to the attention of Engineer Yeager.

The Maintenance Director had a field meeting with Brisbane representatives with regard to the paving project and manhole lowering on Tunnel Road. They should soon learn if they will receive a grant for the paving project.

A few weeks ago the Engineer and Maintenance Director met with Brian-Kangas-Faulk (BKF) engineers for the Midway Village project. The new park will be on the Schwerin Street side and it is anticipated that work will begin in 2020. Our sewer system within the development will be redesigned.

In response to a question from President Gallagher, the Clerk said believes that the District is only charged for the original USA notifications. She does not think that we are charged for extensions and renewals. She will verify that with USA.

Mr. Landi met with the new construction project manager for The Overlook project.

(12) District Engineer – consideration of matters relating to (the Engineer was absent; content is from monthly Engineering Report):

(a) September meter reading data: September was a dry month with no rainfall. The average daily flow was 251,433 gallons.

(b) End of Year Procedures Manual: No report.

(c) Robertson School: Toll Brothers will be applying for permits for up to 10 homes and a Class 1 permit. There is credit for capacity rights which will be applied toward the building permits. The Engineer needs to contact the SFPUC and verify the amount of the capacity fees due them for the project.

(d) Capacity Entitlements: After sending a late notice to Abbey Rentals, they advised that they had not received the original invoice; it was received by the property owner and not

forwarded. Abbey Rentals paid the capacity, late fees and penalties. We will continue to monitor the water usage at Golden State Lumber.

(e) Leaking Manholes: The Maintenance Director said that the abandoned line has not been capped off properly. He will meet with the new construction manager tomorrow and show him what needs to be done.

(f) SFPUC Annual Service Charge: The Clerk said that we have not yet received the annual sewer service charge billing from the SFPUC.

(g) Updated CIP/Master Plan: This document will be posted once the revamped website is launched.

(h) Tunnel Road reconstruction: Discussed during #11. Agreement with regard to the manhole lowering was provided to Brisbane so they could continue their grant process.

(i) Midway Village: A copy of the new Master Plan was provided to BKF.

(j) Proposed Maintenance Contract with Daly City: The Clerk reviewed the changes proposed by NSMCSD. The revised language regarding standby is inconsistent and needs clarification. The District updated its mapping system in 2016 using GIS. Daly City is requesting CAD maps. The cost to do that is approximately \$2,500.

(k) Smoke testing; I/I analysis: Upon the Engineer's return he and the Maintenance Director will meet and go over the report. Mr. Landi reported that some preliminary work located 3 locations where smoke was coming through cracks in the pavement. A dye test was done by placing a small amount of dye in the cracks and then adding water. The colored water was detected coming into the sewer.

(l) PG&E industrial discharge permit: PG&E will be applying for another temporary discharge permit for construction activities at the Martin Service Center.

(m) 450 Martin Street SSO: A video inspection was performed on Martin Street between Rio Verde Street and the firehouse. The lines look good.

(n) 453 Rio Verde Street: We received an inquiry from a developer who is proposing a modular home on the site. It is a difficult site to develop and will require extensive grading.

Director Tonna asked if the Brisbane Corp Yard is still using an alternate wastewater disposal system. They are and have been doing so under a District permit. Is the permit still in force or has it expired?

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

(a) Director benefit policy - update: There is no update on this matter. Counsel will handle prior to her leave.

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

(a) Website revamp – update: Oakhurst Media has the mock-up of the revamped site on line for viewing. The Clerk put the new and existing sites on the screen. The logo created by the original developer has a blue background. It would have been extremely time consuming to eradicate the blue color. Checked with the developer and he did not save any of the graphics. Oakhurst Media has created a new logo. The Engineer has submitted some comments which will be shared with Tim at Oakhurst. There was agreement that the new site looks very fresh. However, there was unanimous agreement that some of the photos need to be lowered under the page heading vs. the way they are cut off in the mock-up. The Clerk is meeting with Tim Townsend tomorrow and will bring these comments to him.

Old Business:

None

New Business:

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

Adjournment:

A motion was made by Director Swanbeck, seconded by Director Tonna and passed to adjourn the meeting at 8:32 P.M. The next Regular Meeting is November 29, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary