

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of December 20, 2018

Roll Call:

The meeting was called to order at 6:05 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Absent: None
Also: Maintenance Director Landi, Counsel Bakker, 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
Ms. Gutowski complimented the Board on doing a wonderful job.
- (2) Communications from members of the District Board and Staff
The Clerk said we have received certification of the November election from the County. She presented Certificates of Election to Directors Constantino, Gallagher and Tonna.
- (3) Acknowledgment of recent correspondence to the District
None

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 29, 2018 with correction adding Engineer Yeager as present.
- (5) Payment authorization for bills and compensation
- (6) Accept November 30, 2018 report on District's current financial status
- (7) Accept November, 2018 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Constantino and passed by voice vote approving consent items 4-7.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: President Gallagher advised the Board that Joe Sheridan is no longer a special district representative on the Commission.
 - (b) CSDA – Local Chapter: The next meeting will probably be scheduled for February.
- (9) Daly City: Director Rizzi attended a recent meeting of the Daly City Council which included swearing in of officers. Outgoing Councilmember Judith Christianson expressed her displeasure

with the malfunctioning council. Much of the meeting was taken up with the lengthy oral presentations of councilmembers.

(10) Brisbane: Madison Davis is the new mayor. There is no update on the Baylands development.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The crosstown sewer, a 21” line from Rio Verde to Schwerin Street, was televised. This line is clay pipe and was relined about 20 years ago. It was last televised about 7 years ago. It is in good condition; no defects found. We should keep an eye on the line since it goes under homes.

During the November rain events there were spikes in flow noted on the chart. We still need to attempt to locate the source(s).

President Gallagher thanked the Maintenance Director for decorating the Carlyle Station.

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

(a) November meter reading data: Due to some rain events the average daily flow was 312,000 gallons for November 23-30.

(b) End of Year Procedures Manual: The manual has been updated and is now complete. The Engineer provided the Clerk two copies for the District’s files. He also provided a flash drive. Among other topics, the manual covers the SFPUC annual billing documentation review, and other items that could be helpful during a transition.

(c) Robertson School: Toll Bros. has paid their SFPUC capacity fees as well as the District connection fees. Daly City was notified that they could release the building permits. The permits are for two model homes and eight homes which have already been sold. It was reported that the homes are selling for 1.4 million and up.

(d) Capacity Entitlements: All fees have been paid and we continue to work with Golden State Lumber. The Engineer will have a report in January after receiving the meter readings. The prior method to calculate the fees was counting water truck loads; metering will be much more accurate.

(e) Tunnel Road reconstruction: Caltrans continues to require additional information. As previously reported, Brisbane will pay for lowering the manholes. Mr. Yeager found a copy of the old easement from Southern Pacific to the District. Since there is an easement, Caltrans will reimburse Brisbane for the manhole work.

(f) Smoke testing; I/I analysis: There is no report for November. Some CCTV work will be done in the future.

(g) PG&E industrial discharge permit: They had submitted an application and fees for a temporary ground water permit. PG&E has received their permit from the SFPUC so the District’s permit should be ready for approval next month.

(h) PG&E Egbert Switching Station: This project is going through the environmental process. As instructed at the November meeting, the Engineer sent a letter to Dudek explaining the District’s permit requirements.

(i) Midway Village redevelopment: The Engineer attended a pre-submission meeting at Daly City on December 10. Included in the monthly report is a diagram of the layout of the project. Engineer Yeager reviewed various aspects of the proposed development. There will be townhouses around the perimeter, larger apartment units, a park dedicated to Daly City, etc. The existing Midway Drive will no longer be a public right-of-way. Public meetings will be held in the future. MidPeninsula's (MidPen) plan is to do the environmental work in 2019, proceed with detailed plans in 2020 and break ground at the end of 2020. This will be a five year project. The first building, #A, will include relocating the sewer.

The Maintenance Director and Engineer met and have found issues that need to be addressed. This is a very complicated project and will require a number of meetings. With regard to the utilities, there are some technical issues. The District currently does not maintain the laterals. A mainline goes through the park which makes it impossible for the District to access. They will have to abandon easements and create new easements and they will have to insure the District that they will not exceed their capacity. The District will not provide service for laterals. That will be the responsibility of the Housing Authority or a homeowner.

The District's billing process will need to be explained and all properties will be required to have a meter. MidPen is proposing a number of private roads; however, they need to provide access for fire equipment which would also accommodate a flush truck.

This project is a low-low, low and moderate housing endeavor. The moderate units are intended for teachers, service workers, firefighters, etc. The Engineer said MidPen is approaching this project in a very professional manner.

(j) Proposed maintenance contract with North San Mateo County Sanitation District (NSMCSD): At the last meeting we were unable to delve too deeply into the contract. The Board was provided the latest copy of the proposed contract. The contract has been reviewed by Counsel Quint. The Engineer reviewed his memo regarding the cost of cleaning, three categories of line service, etc. There will be no charge for standby. The mapping requirement has been resolved. The NSMCSD sewer system mapping is GIS so our map was imported into their map. We have proposed that fee increases be based on the CPI. Daly City has advised that increased labor costs are also a factor.

The Engineer added language that the District will notify NSMCSD when they want the visual inspection of manholes to be conducted. He also added that when sewers are cleaned/inspected, that a one-time measure down of the manhole rim and manhole invert be done. Director Swanbeck pointed out that we need to add language about NSMCSD providing reports to the District of the lines cleaned and their findings. A motion was made by Director Swanbeck authorizing the Engineer to finalize the contract as discussed. The motion was seconded by Director Constantino and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Noes: None

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

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

(a) The Board was provided draft letters to property owners regarding smoke test findings and deficiencies on their property. The letters will be sent out in January.

Old Business:

None

New Business:

(15) Meeting calendar for 2019

January 24	May 23	September 19
February 28	June 27	October 24
March 28	July 25	November 21
April 25	August 22	December 19

(16) Election of officers for 2019

A motion was made by Director Tonna that the current officer roster stand for 2019. The motion was seconded by Director Swanbeck and approved by voice vote.

President	Iris Gallagher
Vice President	Kenneth Tonna
Secretary-Treasurer	Norman Rizzi

(17) January CASA conference

It was the consensus of the Board that up to two members may attend the conference.

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

None

Adjournment:

The meeting was adjourned at 7:27 P.M. The next regular meeting is January 24, 2019 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary