

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of March 22, 2018

Roll Call:

The meeting was called to order at 7:05 P.M.

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

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
President Gallagher read a letter of resignation from Director Quinteros effective March 31. Director Quinteros has conscientiously served the District for 25 years.
- (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 meeting of February 22, 2018
- (5) Payment authorization for bills and compensation
- (6) Accept February 28, 2018 report on District's current financial status
- (7) Accept February, 2018 checking account reconciliation

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

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo:
 - i. Call for nominations for special district representative: President Gallagher will complete and submit the form accepting electronic voting and will send a letter on behalf of the District nominating Josh Cosgrove to continue to serve as a special district commissioner.
 - (b) CSDA – Local Chapter: The next meeting will be in May.
 - (c) Redevelopment Oversight Board: A meeting is scheduled for April 18; it could be the last one.

(9) Daly City: City Manager Martel will be retiring in May. Director Rizzi reported that the County is planning to build several hundred units in Midway Village.

(10) Brisbane: Director Swanbeck said that the City has asked for a new submittal from Universal Paragon for 1200-2000 housing units in the Baylands.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Pump #1 had to be pulled to remove what looked like a hand towel from the impeller. Photos were displayed showing the pump and the debris removed. Given the size of this material, it must have come from a 6" line. The size of the towel and the mops that have clogged the pump in the past few months couldn't pass through a 4" line. The Maintenance Director explained how the weekly pump calculations are done and said that is what alerted him to the fact that Pump #1 was working at about 30% less than normal.

We received a service request from Daly City for 454 Oriente Street. They reported that there was a sidewalk cave-in which they assumed was due to a broken sewer line. Photos were displayed of the void in the sidewalk. A video inspection of the mainline and lateral was conducted and no District problem was detected. Also, the residence has not experienced any backups. The sewer line looks fine and is operating properly. The Daly City Engineer was advised of these findings.

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

(a) February meter reading data: The Engineer said that when he received the February flow report he noticed that Pump #1 observed pumping rate had dropped off. This calculation is a good checks and balance exercise. February was a dry month with only 2 rainfall events. The average daily flow was 271,000 gallons.

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

(c) SFPUC response – evaluation of alternatives: This is still under review by the SFPUC.

(d) Point Martin 1 and 2: As discussed at the last meeting, some properties will have just one cleanout. However, those cleanouts will need to be set in a concrete pad.

(e) Robertson School: No update.

(f) Capacity Entitlements: Golden State Lumber has submitted payment for their increased capacity. Recology was also billed for their increased capacity and payment is due April 15.

(g) BAAQMD: Paperwork regarding the start-up of the new generator was submitted several months ago. The permit covering August 2017 – August 2018 was recently received.

(h) Changes to Ordinance and Standard Specifications: There are a couple instances where the District practices do not conform to the Ordinances and Standard Specifications. One of the changes is in regard to backflow valves/devices. These valves are behind the cleanout at the front property line on private property. Engineer Yeager believes it is a liability issue for the District and that it is covered in the regulations of both Daly City and Brisbane. Daly City has an extensive ordinance which goes into much more detail than the District's. Brisbane cites the California Uniform Plumbing Code. Mr. Yeager recommends that we delete the language in our

Ordinance Code and instead instruct that the regulations of Daly City and Brisbane need to be followed. Our drawings also need to be modified to indicate that there must be a concrete pad around cleanouts located in landscape areas.

(i) PG&E video – Golden State Lumber: A video of the lateral was done by PG&E at Golden State Lumber. We received a transmittal letter along with a DVD of the inspection. They want an acknowledgment or receipt. The lateral at Golden State Lumber is not a District lateral since there is not an approved cleanout.

Golden State applied for and was issued a permit. However, that permit was revoked when it was determined that they did not have an approved cleanout so it is not a District maintained lateral. At that time there was an unauthorized attempt to televise the District's mainline. The Engineer will respond to them advising that we received their letter and DVD as informational only, and that it is not a District maintained lateral. They will also be advised that the District must be notified before any lateral inspections are conducted since the District is the body to determine whether or not there is an approved cleanout.

(j) 361 Accacia Street: We learned of work at this property via a USA notification. The Engineer and Clerk inquired and found that this is a major remodel that exceeds 50% of the current square footage. Daly City did not refer the property owner or contractor to the District before issuing a permit. We were eventually provided a set of comprehensive plans which have been reviewed by the Engineer. Mr. Yeager contacted Daly City and reminded them of the protocol we have established. The Engineer was unable to tell by looking at the plans if they are using the existing lateral or installing a new one. There is currently no cleanout at the front property line. They have been provided a permit application and advised that a cleanout must be installed.

(k) Updated CIP/Master Plan: The Engineer wants a plan that describes the District in great detail so that anyone new can read the document and get an understanding of the workings of the District. It will take the next few meetings to review the entire document. Some decisions will need to be made for consideration during FY 2018-19 budget planning. Chapter 6 of the plan was reviewed. There are no critical items which need to be addressed; however, there are some items that need to be addressed in the future, i.e. additional I/I studies, evaluation of force main, required collection system repairs, pump station improvements, force main improvements. With regard to I/I studies, we have determined that inflow is more of a problem than infiltration. That is evident by the spikes in flow when it rains. Flow monitoring was done in FY 2003-04 but that happened to be a dry year. Engineer Yeager reviewed a report on flow site #3. The conclusion at that time was that we could not define which basin was the source of I/I; it was spread throughout the District. Looking at this in a slightly different manner, the Engineer noted that Basin #3 has the highest I/I and #1 has the lowest. #3 is the older section of the District from Geneva up to, but not including, the new developments. The least I/I is in the lines on the north side of Geneva which makes sense because a lot of those lines have been replaced and they have the fewest number of connections.

We could do some flow monitoring at a cost of about \$70,000 but that won't tell us much that we don't already know. What should be done to find the inflow is smoke testing. That must be done in the dry weather period of the year. It is relatively inexpensive and it could be done basin by basin over 3-5 years. The first year Basin #3 could be smoke tested for about \$10,000. Based on the results of that testing we may want to do some video inspection(s). The problem

with controlling I/I is that you can spend a lot of money and not accomplish anything. The goal is a comprehensive Master Plan as we move forward.

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

(a) Consider adoption of Ordinance No. 103 Amending Sections 303 and 301.6 of the Bayshore Sanitary District Code regarding protection from backflow: Counsel Quint reviewed the changes being addressed in the amended sections. A motion was made by Director Swanbeck to adopt Ordinance No. 103, An Ordinance Amending Sections 303 and 301.6 of the Bayshore Sanitary District Code Regarding Protection From Backflow. The motion was seconded by Director Quinteros and passed by the following roll call vote:

Ayes: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Noes: None

Abstained: None

The Clerk will have the Ordinance published once in the San Mateo County Times. Counsel will update the Code and provide a PDF version so that we can have the updated Code posted on the District's website.

(b) Consider adoption of Amended and Restated Standard Specifications to update information pertaining to backflow preventers: Standard Detail #12 will be deleted and #11 will be edited. A motion was made by Director Swanbeck, seconded by Director Quinteros and unanimously passed by voice vote to adopt the Amended and Restated Standard Specifications.

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

No report.

Old Business:

(15) Succession Planning

President Gallagher and the Maintenance Director met with Pat Martell, Daly City Manager. She was provided with some history about the District including the fact that from 1968-1979 North San Mateo County Sanitation District maintained the District facilities. Since 1980 private contractors have been managing the collection system. She was also provided information on what services the District is seeking; emergency response and preventive maintenance of about 50,000' of line annually. She seemed open to exploring the possibility. The goal would be to have an arrangement in place for the new fiscal year.

Counsel Quint said that John Bakker would be happy to meet with an ad hoc committee to facilitate any transition in service to the district.

Engineer Yeager mentioned that Half Moon Bay put out an RFP for services. When those results become public they may provide other sources for the service we are looking for.

With regard to Director Quinteros' resignation, Counsel said the District has 60 days from March 31 to make an appointment or call for a special election. In the past the District has chosen to make an appointment to fill an unexpired term. There was discussion regarding the time line and other issues related to appointment. Counsel and the Clerk were authorized to undertake the proper noticing. If necessary, a Special Meeting could be called in order to facilitate this process.

New Business:

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

Adjournment:

The meeting was adjourned at 8:38 P.M. The next Regular Meeting is April 26, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk