

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of June 28, 2018

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**Roll Call:**

The meeting was called to order at 7:34 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna  
Absent: None  
Also: Maintenance Director Landi, 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  
Director Swanbeck reported that residents of Saddleback have received notices from a company based in Pennsylvania offering insurance for sewer and water line replacement. Many residents were confused by this communication since it looks “official” vs. a voluntary program.
- (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 Meetings of May 24, 2018 and June 21, 2018
- (5) Payment authorization for bills and compensation
- (6) Accept May 31, 2018 report on District’s current financial status
- (7) Accept May, 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: Election of a Special District Commissioner is being conducted in July. President Gallagher voted for the District
  - (b) CSDA – Local Chapter: No report.
- (9) Daly City: President Gallagher and Director Rizzi attended a farewell reception for retiring Daly City Manager Martell earlier this evening. President Gallagher reported that it was done very

nically including presentation of a proclamation and was attended by various elected officials. She is not sure if a replacement has been chosen.

(10) Brisbane: No report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: #1 pump was pulled on Monday to remove toweling. Otherwise Carlyle Station is running well. There was extensive inspection work of the sewer installation at the Robertson School site. The contractor, Platinum Pipeline, has only about 20% of the sewer left to be installed and is doing a very good job.

(b) Authorization to schedule wetwell cleaning: This work has been budgeted for FY 2018-2019. The Maintenance Director would like to schedule the work prior to the July 26 meeting when the budget will be officially approved. He is seeking authorization to schedule the work as soon as the contractor is available. This work will be done after midnight when the flow is at its lowest. The line across the highway will be plugged and the work will need to be completed in about 5-6 hours. This will be a confined space operation. The Engineer said he would like photos taken to evaluate the condition of the concrete. Mr. Landi said he will be present during the work. It was the consensus of the Board to authorize the work to be done as soon as the contractor is available.

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

(a) May meter reading data: The average daily flow for May was 260,000 gallons. This is typical for a dry weather month.

(b) End of Year Procedures Manual: This manual includes how the sewer service charge is put together. Some new end-of-year changes will be included in the manual.

(c) SFPUC Response – evaluation of alternative water quality testing methodology: The SFPUC agreed with our proposal to discontinue the testing. The sampling was halted as of June 19<sup>th</sup>.

(d) Point Martin 1 and Point Martin 2: The District was provided with another set of plans that addressed Engineer Yeager’s comments which were minor in nature. He has no further comments but has no information about the construction schedule.

(e) Robertson School: Discussed during 11(a).

(f) Capacity Entitlements: The Engineer explained that capacity entitlements are only for non-residential properties. Each property is entitled to discharge a specific amount of wastewater. If a property exceeds the permitted amount they are invoiced. That increases their capacity into the future. On an annual basis there are not many properties which have exceeded their permitted capacity. The Alpine Motel was billed for additional capacity and has failed to make payment to purchase additional capacity. That delinquency will be placed on the 2018-19 tax rolls. District Counsel has issued a memo explaining the procedure and formal action will be taken during the July 26 Public Hearing. All of the District charges must be submitted to the County by the end of July.

The annual computations have been done and the following businesses have exceeded their permitted capacity: Abby Rents, V&A Auto/7 Mile House, Recology, Golden State Lumber

and P&F Distributors. Tom has met with Recology and will contact P&F Distributors prior to issuing a notice and invoice. Recology has a mainline and a line used to fill water trucks for dust control. They have been keeping count of truck loads but the Engineer is working with them to check their fill line since it seems like something may be wrong.

(g) Leaking manhole: This manhole is located at the Robertson School and to our knowledge has not yet been properly abandoned.

(h) Sewer Service Charge: The numbers aren't final yet. We are waiting for self-reporting flows from the Arco Tank Farm and the landfill. The charges for Universal Paragon are down because they have not been discharging as much.

(i) Updated CIP/Master Plan: Since we have defined our capital improvement projects, the draft plan is ready to be finalized.

Engineer Yeager reported that we are receiving letters from both Daly City and Brisbane Planning and Zoning Departments with regard to proposed projects. We are receiving those so that we can issue our comments before the plans move on to engineering and final planning.

(j) 515 Tunnel Avenue: Recology is proposing to tear down their office building and replace it with a modular office building on the same site. Brisbane has asked for our comments. The Engineer and Maintenance Director will get together and a letter will be drafted. The Recology line has no approved cleanout. They will be required to install a cleanout and we will televise the line to determine if it is in good enough condition to be used. The line on Tunnel Avenue is a 21" corrugated metal pipe (CMP). The entire Tunnel Avenue area isn't in the best shape. One change that we will request is that the plans be changed to eliminate the storm lines discharging into the District's sewer. We also need more detailed plans.

(k) 2960 Geneva Avenue: This is the old Daly City Library site. There is a proposal to add a second story with 3 apartments with commercial below. They need to submit plans, District connection fees and possibly capacity fees to the SFPUC.

Habitat for Humanity is proposing a 6 unit townhouse building on the site of the old Daly City Firehouse.

(l) Proposed maintenance contract with Daly City: This contract would be for sewer line preventive maintenance and emergency response. President Gallagher, Engineer Yeager and Maintenance Director Landi met with Tom Picolotti, Daly City Water & Wastewater Supervisor, to go over their proposal. The Engineer distributed a table comparing contracts of other agencies for the same type of work. The preventive portion of the contract would cover annual cleaning of a large portion of the District, cleaning of identified trouble spots quarterly and visual inspection of lines on the hillside section of the District. In addition to the Daly City draft proposal, the District received a proposal from Murgreen Environmental. We are looking at things like how much footage can be done in a day, how many hours worked in a day, etc. The Daly City proposal indicates an average daily output of 1743-1826 feet. The Maintenance Director says that about 3,000 feet could be done in a day because the District's system has been well maintained.

Daly City provided their contract with the Town of Colma as a sample. We have also secured information about the Westbay Sanitary-Los Altos Hills and Westbay Sanitary-Town of Woodside contracts.

There is still concern about the \$150 per hour charge for a flush truck. It is believed that the Daly City Finance Department owns all the equipment and various departments are billed rental seemingly creating a high rate of overhead. This is a matter that still needs to be resolved.

Murgreen Environmental's proposal is less per foot in each of the 3 categories vs. Daly City. The Engineer expressed concern about Murgreen's ability to timely respond to SSOs since it isn't clear to him that they have employees located locally. We need 24/7, 365 per year rapid response. Daly City has people on stand-by at all times.

There are also legal issues that need to be addressed. However, we are moving forward and making progress.

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

(14) District Clerk – consideration of matters relating to:  
The Clerk advised the Board that First National Bank of Northern California is merging with Tri Counties Bank. She contacted Tri Counties seeking answers to several questions. She was advised that her inquiry would be forwarded to the proper person. That was several days ago and there has been no response from Tri Counties. The District might want/need to pursue other banking arrangements.

With regard to the November election, we have received a questionnaire from the County with regard to the names of candidates for 4 year term, candidate(s) for 2 year term as well as the maximum number of words in a candidate statement and whether the District or candidate pays for the statement. It has been the practice of the District that the statement be limited to 200 words and that the statement be paid for by the candidate. The County will be advised of the length of the statement and that payment is to be made by the candidate.

**Old Business:**

(15) Succession planning  
(a) Collection system service: This matter was discussed under 12 (l).

(16) Director benefit policy  
The Clerk will remind District Counsel that the Board would like to see a policy including conditions of extension of benefits upon resignation from the Board.

**New Business:**

(17) Election of Vice President  
Walter Quinteros served as the Board Vice President so this vacancy needs to be filled. Director Rizzi currently serves as Secretary-Treasurer. Director Swanbeck said she is not interested in being considered and Director Constantino is new to the Board. A motion was made by President Gallagher nominating Director Tonna to serve as Vice President. The motion was seconded by Director Swanbeck and passed by the following roll call vote:

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

(18) Contract staff compensation requests FY 2018-19  
The Clerk, District Engineer and Maintenance Director have submitted requests for increases. Those requests were include in the Board meeting packets distributed prior to the

meeting. The Engineer requests a \$5 per hour increase and Maintenance Director a \$5 per hour increase and a \$25 per hour increase for CCTV. As discussed during the Budget Workshop, the Clerk's retainer will be increased \$50 per month and her hourly rate \$3 per hour. A motion was made by Director Swanbeck to approve these compensation requests. The motion was seconded by Director Tonna and unanimously passed by voice vote.

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

**Adjournment:**

The meeting was adjourned at 8:44 P.M. The next Regular Meeting is July 26, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk