

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of August 23, 2018

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**Roll Call:**

The meeting was called to order at 7:20 P.M.

Present: Constantino, Gallagher, Rizzi, Tonna

Absent: Swanbeck

Also: Maintenance Director Landi, Counsel Quint, 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  
None
- (3) Acknowledgment of recent correspondence to the District  
President Gallagher acknowledged receipt of the draft FY 2017-18 audit and a letter from San Mateo County regarding the assessed property value for the District.

**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 July 26, 2018
- (5) Payment authorization for bills and compensation
- (6) Accept July 31, 2018 report on District's current financial status
- (7) Accept July, 2018 checking account reconciliation

A motion was made by Director Rizzi 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: No report.
  - (b) CSDA – Local Chapter: No report; no one attended the August meeting.
- (9) Daly City: Director Rizzi reported that the interim City Manager is now in place.
- (10) Brisbane: President Gallagher said that the Brisbane shopping center is under new ownership.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: Pump #1 and #2 were pulled and debris removed. These pumps were used to pump the wetwell down during the wetwell cleaning operation. They may have sucked in debris during that procedure. Belts on the outside blower unit used for odor control were replaced.

A copy of the letter distributed to properties within the area to be smoke tested was provided to the Board in their meeting packets. They have been delivered and the work is scheduled for August 28, 29 and 30. The school was notified as well as Pedro at Midway Village. The fire department will also be notified. Mr. Landi explained the process—a two fuse smoke bomb is inserted into the manhole and a blower blows the smoke down the line. He circulated photos of a past project which showed smoke emitting from a buried cleanout, illegal rain gutter, etc.

The new cleanout at 361 Accacia Street was televised as was the lateral. The line is in good shape despite its age; no cracks were visible.

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

(a) July meter reading data: The average daily flow was 280,484 gallons; typical for dry weather.

(b) End of Year Procedures Manual: No report. The Manual can't be finalized until the FY 18-19 sewer service charge invoice is received from the SFPUC. This manual is intended to be a resource for future staff.

(c) Sanitary Sewage Management Plan (SSMP): The SSMP was updated in 2015 and will have to be updated again in 2020. The Engineer conducted an audit (another requirement) and reported that there was only one reportable overflow since 2015. It was at Talbert & MacDonald and has been corrected. The manholes have been reconfigured and the frequency of cleaning has been increased. This indicates that the District has been diligent in maintaining the system and when there is an issue, the District acts in a proactive manner.

(d) Robertson School: The project has been halted due to the fatality on the site. All the pipeline operations have been shut down and the area has been fenced off.

(e) Capacity Entitlements: Recology and the 7 Mile House have paid their charges. Abbey Rents is outstanding and is due September 15. P&F Distributors documented major plumbing work—they were not billed. The Engineer is working with Golden State Lumber with regard to their yard watering. They had been counting truck loads but are now reporting usage from the meter. The count is very different. Mr. Yeager will report on this item again next month.

(f) Leaking Manholes: No report.

(g) SFPUC Annual Service Charge: Engineer Yeager submitted the flow and water quality data to the SFPUC. He advised them that per our recent agreement, the 6 year averages for suspended solids, COD and grease will be used going forward.

(h) Updated CIP/Master Plan: The Master Plan is complete. Mr. Yeager would like to make it available on our website for constituents and developers. There was discussion about the eventuality of having to replace the four pumps, approximately one million in today's dollars. However, the designing engineer of the Carlyle Station had the foresight to overbuild so there are comparatively low hours on the pumps.

A motion was made by Director Tonna, seconded by Director Constantino and passed by voice vote to accept the Updated CIP/Master Plan.

(i) 237 Accacia Street: This is a small remodel adding two bedrooms and a wet bar in the lower level of the home. The initial plans indicated that the lateral would be replaced and that the 5/8" water meter would be replaced with a 3/4" meter. The SFPUC was advised and provided the fee for the upgrade. The developer went back and forth with Daly City and it turns out that the remodel will be less significant. The City, as a matter of policy, wants to eliminate all the 5/8" meters because they don't have replacement parts. The City has advised that they will not require an upgrade nor would a cleanout be required. The SFPUC was provided this updated information. The architect for the project complained that in his opinion, it wasn't fair to charge the customer any fee prior to the completion of the project. He was advised by the Engineer that it wouldn't be a problem if he submitted accurate plans. The City building permit has been issued and there is nothing required by the District.

(j) Brisbane Baylands: Engineer Yeager didn't think that the final EIR really addressed his concerns expressed in a letter some time ago. He sent his comments as discussed at the July meeting to John Swiecki, Community Development Director. Mr. Swiecki has responded and Mr. Yeager is satisfied with the response.

(k) 515 Tunnel Avenue: This project by Recology was discussed at the July meeting. They plan to install a modular office building intended to be used for about 5 years. We have recommended that the lateral not be upgraded at this time. However, Recology shall be required to main the lateral since there is no approved cleanout.

(l) Midway Village: The Engineer and Maintenance Director met with the project engineers BKF and Mid Peninsula. They are considering up to 550 units vs. the current 145. If they build to that capacity the connection fees would be \$1,365,600 plus capacity fees levied by the SFPUC. The preliminary layout is for 3-4 story buildings with the garage on the ground level. The Maintenance Director said that BKF was in the area today doing survey work of the sewer lines. The preliminary plan is not only new sewer lines in Midway Village but also on a portion of Schwerin Street. Construction will probably start in 2020. They have been notified that they need to secure a permit and submit fees to cover staff time.

(m) Proposed Maintenance Contract with Daly City: A draft was reviewed by staff and the President. A copy was provided in the meeting packets. The Engineer distributed a draft memo that will accompany the proposed agreement. The memo will explain the changes that were made to the contract template provided by Tom Piccolotti and was read to the Board. He will also send NSMCS D a copy of the SSMP audit indicating only one overflow since 2015 and provide information on lateral responses. Mr. Yeager's plan is to send the document and memo on Monday. He requested that any comments from the Board or staff be provided to him before that day.

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

(a) Director benefit policy - update: Counsel has placed calls to Cigna but has not received a response. We do know that the dental plan is eligible for Cobra but we have a question about how they handle someone who is mid-treatment.

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

(a) Website hosting and maintenance: The Clerk reported on the various companies contacted and their response or lack of response. She provided the Board with a proposal from

Oakhurst Media for monthly maintenance service. Oakhurst also provided their overview of the current website and redesign that would improve usability, functionality, etc. The fee for maintenance of the site is \$70 per hour and it estimated that posting the monthly agenda and minutes in PDF format should take no more than one hour. The fee for upgrading the site is \$2,660. The Clerk was directed to confirm that the minimum monthly posting could be done in one hour.

A motion was made by Director Tonna authorizing the Clerk to enter into an agreement with Oakhurst Media to maintain the website and request that they submit a contract for the website upgrade not to exceed \$3,000. The motion was seconded by Director Constantino and passed by voice vote.

**Old Business:**

None

**New Business:**

(15) 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 September 20, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher  
President

/S/ Norman Rizzi  
Secretary