

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of September 20, 2018

Roll Call:

The meeting was called to order at 7:10 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi 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 provided the Clerk with the following documents for our files: (1) Feasibility Study – Bayshore Park and Midway Village – Daly City, California; and (2) First Five-Year Review Work Plan – Schlage OU and UPC OU-SF – Brisbane and San Francisco, California. She said that District Engineer Yeager may be interested in these documents.

(3) Acknowledgment of recent correspondence to the District

The President acknowledged receipt of the LAFCo meeting material and the website revamp proposal from Oakhurst Media.

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 August 23, 2018

(5) Payment authorization for bills and compensation

(6) Accept August 31, 2018 report on District’s current financial status

(7) Accept August, 2018 checking account reconciliation

(8) Accept Fiscal Year 2017-18 audit

The President told the Board that she has communicated with Fechter & Co. with regard to the FY 2017-18 audit. She is sure that when the adjusting journal entries are made our books will be in sync with the audit.

A motion was made by Director Swanbeck, seconded by Director Tonna and passed by voice vote approving consent items 4-8.

Board Reports – consideration of matters relating to:

(9) President Gallagher

(a) LAFCo: The meeting was yesterday and no Director or Staff attended.

- (b) CSDA – Local Chapter: The next meeting will probably be at the end of October.
- (10) Daly City: Director Rizzi reported that the Overlook project has resumed.
- (11) Brisbane: The Clerk told the Board that in a recent communication to Engineer Yeager, Brisbane advised that the grant funding they have received to rehabilitate Tunnel Avenue will not pay for raising the District manholes. Instead Brisbane will cover the cost.

Staff Reports:

- (12) Maintenance Director – consideration of matters relating to:

- (a) Monthly report on District operations and maintenance: Final inspection of the cleanout installation and the lateral at 361 Accacia Street was done during the reporting period. On August 28 we received a call that the lateral at 362 Accacia Street had been damaged by the contractor for 361. The contractor secured a permit and paid the deposit. He was provided with the standard spec. The repair job has been completed and inspected. Since the work is complete the contractor will be refunded the unused portion of his permit deposits.

There was an SSO at 450 Martin Street which was a reportable incident. Mr. Landi showed the Board photos of the affected area. The Daly City Operations Department received the call at 6:30 A.M. on August 31. The Maintenance Director was on his way to the District before 7 when he received a call from Kevin McCarthy, Superintendent at NSMCSD. Mr. McCarthy said that their office tried to call the District and the phone just rang and rang so they decided to send their vactor over the hill to respond. When the Maintenance Director arrived on scene NSMCSD was there. It was discovered that the operator was calling the wrong number. The overflow went into the soil. The line was video inspected and roots were found. The cause of the overflow was roots that had grown into the manhole between the barrel and the cone. Mr. McCarthy indicated that the District would be billed for the response.

On September 11 we received a service request at 444 Rio Verde Street. The resident reported the problem to Daly City who said that they couldn't reach anyone at the District. The problem is likely that they did not include the area code when dialing the District number. We also received a call from the owner who reported that there had been a backup in the garage and there was foreign material in the overflow. The responding employee checked the mainline which was clear. There no cleanout at the property line. The owner called again on September 13 voicing the same complaint. The Maintenance Director advised the Board that since there is no cleanout it is the property owners responsibility to remedy the problem. As a courtesy the line was rodded and heavy paper towels were removed. There was no evidence of the foreign material (plastic, pipes, condoms, etc.) reported by the owner. The owner called this week and insisted that she be provided a written explanation of what was done and again asked where the foreign material was coming from. A letter was sent but we are unable to provide any information about where the reported foreign material came from.

The Maintenance Director circulated a binder containing the field findings, diagrams and photos of the recent smoke testing done in Basin #3. A lot of smoke was observed emitting out of sidewalk cracks—something that is not cost effective to repair. Basin #3 consists of Rio Verde, Accacia and Oriente Streets from Geneva to Martin Street. Most of the older building laterals have some open joints. Those are sources of ground water. A few garages filled with smoke due to dry traps and floor drains. Smoke coming out of a catch basin at Schwerin & Martin Streets probably entered via voids and cracks in the soil and pavement. Unfortunately, no significant sources of I/I

were found. There are a few areas that need further investigation. The seven property owners who had non-conforming issues were sent written notice. The Engineer and Maintenance Director will meet to discuss the results.

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

(a) August meter reading data: August was another dry month. The average daily flow was 267,323 gallons.

(b) End of Year Procedures Manual: The Engineer has begun making edits.

(c) Robertson School: As reported by Director Rizzi, construction has started again. They are installing water and storm lines and working in the street. The Maintenance Director responded to inquiries from the developer with regard to the final map. Before the final map can be issued it needed to be confirmed that the District has no sewers in the area—that was done. Now Daly City can issue the final map.

(d) Capacity Entitlements: The Clerk will advise the Engineer that Abbey Rents has not paid their charges which were due on September 15. Golden State Lumber’s usage will be monitored until January, 2019.

(e) Leaking Manholes: The Maintenance Director will talk to the contractor when he returns from vacation. This is a line that was abandoned and is leaking into our sewer on Main Street; they need to cap before the rainy season.

(f) SFPUC Annual Service Charge: The annual sewer service charge bill has not been received.

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

(h) 237 Accacia Street: This project didn’t need a permit so the unused portion of their deposit was refunded.

(i) 515 Tunnel Avenue: Recology is constructing a modular office building; no action is required.

(j) Tunnel Road reconstruction: Discussed under 12(a).

(k) Midway Village: BKF has been at the site do survey work.

(l) Proposed Maintenance Contract with Daly City: Our proposal is still being reviewed by staff.

(m) Smoke testing; I/I analysis: Discussed under 12(a).

(n) Customer questions: Fielded questions regarding charges for APN 005-063-130.

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

(a) Director benefit policy - update: There is no update from Counsel so it is assumed that she has not had a response from Cigna.

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

(a) Website hosting and maintenance – update and proposal to redesign website using Word Press: The Clerk has been working with Oakhurst Media who is transitioning the site from Award Tech hosting to Go Daddy hosting and migrating content from Award Tech. Tim Townsend, President of Oakhurst Media, has provided a proposal for the updating/redesign. The proposal mirrors the correspondence reviewed at the August meeting. The fee for the services

identified in his September 17, 2018 proposal is \$2,660.00 with 50% due at acceptance of the proposal. The Clerk was previously authorized to accept the proposal not to exceed \$3,000. In order to take advantage of a significant discount, the Go Daddy account was prepaid for 3 years using the District credit card. Subsequent to that we received a call from Go Daddy stating that the District needed to secure an SSL Certificate. She explained that this was a Google requirement and that the site URL will show that it is unsecured. After a little research, it was determined that since our website has no ecommerce component this certificate is not necessary.

Old Business:

None

New Business:

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

Adjournment:

A motion was made by Director Swanbeck, seconded by Director Constantino and passed to adjourn the meeting at 8:03 P.M. The next Regular Meeting is October 25, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary