

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of January 24, 2019

Roll Call:

The meeting was called to order at 7:05 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
Several months ago there was discussion about posting signage to make it easier for visitors to locate the Carlyle Station. The Clerk advised the Board that we have secured an estimate for \$475.50 for two signs for the facility. One will be hung on the fence of our neighbor at 40 Industrial visible from the street and the other will be installed on the gate. The Maintenance Director will work with Sarkis Signs.
The Engineer told the Board that he has received a submittal from Habitat for Humanity for development of the old firehouse parcel. He will provide more information during his report.
- (3) Acknowledgment of recent correspondence to the District
The President asked that in the future the Clerk open one piece of group mailings to make sure that the topic is not of a time sensitive nature.

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 December 20, 2018
- (5) Payment authorization for bills and compensation
- (6) Accept December 31, 2018 report on District's current financial status
- (7) Accept December, 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.

President Gallagher asked the Clerk to follow up on two checks issued in September for refund of unused deposits which have not cleared the checking account.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: There will be a meeting of the Special District Selection Committee on February 12 at 7 P.M. The President will represent the District at the meeting when a new special district representative will be nominated and chosen.

(b) CSDA – Local Chapter: The Chapter meeting will follow the Special District Selection Committee meeting on the 12th. The President will submit the requested form indicating that the District has insurance coverage for attendance of outside meetings. She also reported that she received a call from Rick Loman, a former alternate member of LAFCo. He is on the Montara Sanitary Board and said he would like to be considered as the new Special District representative.

(9) Daly City: Director Swanbeck provided the Clerk with a copy of Daly City Ordinance No. 1423, an ordinance repealing and replacing Chapter 17.47 re: inclusionary housing. The document included an inclusionary housing database map for the entire U.S.

(10) Brisbane: The President reported that Mission Blue recently held their last concert.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Mr. Landi reported that the statue factory next door on the corner of Industrial and Bayshore Boulevard is closing. He also mentioned that L&D Trucking's lease was not renewed by Universal Paragon. They are in process of vacating the building which is located at the end of Industrial Way. Universal Paragon has been conducting soil testing in the area.

As a follow up to the smoke testing, some CCTV was done on January 2-3. Encountered joints leaking and also found that many laterals are a source of infiltration. He showed the Board a video of some line segments to illustrate groundwater entering the main through joints. We may want to televise some laterals that have cleanouts.

A preliminary inspection of a cleanout installation at 179 Accacia Street was done. In addition to a new cleanout the contractor also replaced the line back from the cleanout. The Maintenance Director received a call from Jeff Bastian, City of Daly City, who advised that the contractor removed all the pipe because the ditch was flooded during the rain. The cleanout has been removed. The contractor is confused about the dual jurisdiction for the line; BSD controls from the cleanout to the main and Daly City from the cleanout back to the property. This home is one of many that have a second cleanout outside the garage since the driveway slopes. Daly City required them to remove that cleanout. The work has stopped and may be under design reconsideration.

Responded to a service request at 449 Rio Verde Street; there was no District problem. Discussed the response for this type of call going forward with the North San Mateo County Sanitation District (NSMCSD) handles overflow responses. The Engineer said that NSMCSD will only respond to overflows.

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

Habitat for Humanity: Plans were submitted last summer for a 6 unit condominium. The plans indicated a common sewer line in the back of the structure. They were advised that was not acceptable to the District. The line must come out the front on Geneva Avenue. They did relocate the sewer but now indicate a single 2" meter for all 6 units. The 6 units are going to be sold to different individuals. Every unit must have their own meter. They want to start construction this summer. A formal submission has been made to Daly City Planning & Zoning; the Engineer will comment on those.

(a) December meter reading data: There were 8 rainfall events and the average daily flow was 288,000 gallons. The Engineer has started tracking the total discharge for this year vs. 2018. It will help him to estimate the SFPUC annual charge. We pumped 4.5 gallons more this year than last year for a comparable period.

(b) "The Overlook": Toll Bros. has taken out 10 permits, paid our fees and the SFPUC fees. Daly City was notified that they could release the building permits.

(c) Capacity Entitlements: Water usage for Golden State Lumber has been monitored for the last 6 months based on their meter readings. The domestic water usage is about 678 gallons per day (gpd). When they were using truck count the usage was 2,080 gpd which was unreasonable. The metered readings will result in no additional capacity charge for Golden State Lumber. The Board concurred that no billing was necessary. Golden State will continue to meter.

(d) Tunnel Road reconstruction: Mr. Yeager has been notified by Brisbane that more right-of-way documents will be required.

(e) Smoke Testing; I/I analysis: This topic was discussed above in item 11a. The Engineer and Maintenance Director will meet to discuss further and may want to do some lateral video inspections where there is an approved cleanout. What we have found relative to I/I is not cost effective to correct.

(f) PG&E Industrial Discharge Permit: PG&E has provided the necessary documentation from the SFPUC and the Engineer has prepared a permit. PG&E will be doing some construction at the Martin Service Center and will need to discharge ground water. They advised the Engineer that there is a standpipe that they can discharge into. The Maintenance Director confirmed that and said they are set up for discharge. They will need to notify the District to make sure the metering is set up correctly.

(g) Midway Village redevelopment: The Engineer prepared a letter which includes the caveat that no manholes should be installed in parking areas.

(h) Proposed Maintenance Contract with North San Mateo County Sanitation District: An updated version was prepared by the Engineer and submitted to NSMCSO which was unanimously approved by their Board. They have provided an agreement for District signature. There have been some formatting changes and Counsel Bakker found some typos and a few other minor details that need clarification. Those items pointed out by Counsel can be noted in the letter to proceed. Not all the Task 1 & 2 work will need to be done during the rest of this fiscal year which will reduce the cost. Task 3 will not be done in this fiscal year. Engineer Yeager will issue a notice to proceed for Task 1 and 2/3's of Task 2. The agreement needs District Counsel's signature; the Clerk will handle. The Maintenance Director said that the first thing they need to do are the trouble spots which is a 3 X per year task. One change that was made to the agreement is that billing will include information about the lines cleaned.

During discussion of who will respond to lateral service requests, the Engineer said he believes the way the agreement is written is that NSMCSO will only respond to overflows. It appears that CSMS will have to handle other responses. The agreement could be amended in the future. Director Tonna said he was under the impression that NSMCSO was handling all emergency calls. The Engineer said they would respond to overflows only. The Clerk pointed out that the agreement actually does have language regarding lateral response. For the time being reports of lateral problems will be checked by the Maintenance Director and then if necessary NSMCSO will be requested to respond.

A motion was made by Director Swanbeck to approve the agreement. The motion was seconded by Director Constantino and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck

Noes: Tonna

(i) Point Martin 1 and 2: The Engineer received an inquiry regarding fees associated with the project. They were provided the SFPUC capacity fee table. As yet we have not received any information about the development schedule.

(j) Recology, 595 Tunnel Avenue: This is the old Van Arsdale Lumber building north of Golden State Lumber. When occupied, this building was connected to the District's sewer. There are some buildings further east that Recology wants to use for repairing tote carts; that requires a use permit from Brisbane. They advised Engineer Yeager that they were going to use port-o-potties but were advised that they must use the sewer. Recology has been provided with the District Ordinance requiring connection to a sewer if you are within 200 feet of a line.

(k) SCADA Master Plan: This is an acronym for Supervisory Control and Data Acquisition. Funds were budgeted to develop a plan. We currently have a manned pump station. These systems can

control the pump station via computer. We already have a number of electronic devices at the Carlyle Station. All of those devices are stand alone. With a SCADA system you would consolidate those devices. The Engineer explained how the system would work and reviewed diagrams in his monthly report. He wants to develop a master plan and have information available for FY 2019-20 budget time. This is one component of the transition plan.

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

(14) District Clerk – consideration of matters relating to:
No report

Old Business:

None

New Business:

(15) Schedule Ethics Training

There was agreement that there will be a special meeting on February 21 at 7:00 P.M. for the Board to conduct AB 1234 Ethics Training via webinar hosted by CSDA.

President Gallagher reviewed a notice from the Special District Leadership Academy of SDRMA. She mentioned that there are scholarships available. We may want to consider having one or two directors participate. Director Constantino said if he can arrange for time off from work, he might be interested in attending the April 7-10 session in San Diego. The Clerk will inquire about the process for applying for scholarship(s).

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

Adjournment:

The meeting was adjourned at 8:46 P.M. The next regular meeting is February 28, 2019 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary