

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of September 19, 2019

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**Roll Call:**

The meeting was called to order at 7:04 P.M.

Present: Gallagher, Rizzi, Swanbeck, Tonna

Absent: Constantino

Also: Maintenance Director Landi, Engineer Yeager, District 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

The Engineer advised the Board that two items have come up since posting of the agenda. Midway Village developers have requested a letter from the District stating that the Board will not oppose vacation of easements. Counsel Quint and Engineer Yeager will bring back a letter for Board consideration at the October meeting. The easements need to be vacated since they will be building new facilities.

453 Rio Verde Street is a vacant lot and the property owner wants to develop the lot using shipping containers. The plans were received today and the Engineer has some concerns.

(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 Regular Meeting of August 22, 2019

(5) Payment authorization for bills and compensation

(6) Accept August 31, 2019 report on District's current financial status

(7) Accept August, 2019 checking account reconciliation

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

**Board Reports** – consideration of matters relating to:

(8) President Gallagher

(a) LAFCo: There was a meeting yesterday but no one attended.

(b) CSDA – Local Chapter: No report.

(9) Daly City: There is a meeting next week to approve the short term rental policy. There is also a meeting regarding parking issues.

(10) Brisbane: Director Swanbeck provided a copy of a memo from the City of Brisbane to the California High Speed Rail Authority opposing the Baylands being identified as the only possible location for a maintenance facility. She gave the Clerk a copy of the memo as well a story from the San Mateo Daily Journal and an overview of the proposed project.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: There has been an average 60 gallon drop in the pumping rate for a couple of the pumps. This would indicate it is time to replace the suction plates.

The Maintenance Director met with an employee of the San Mateo County Environmental Health Department. This is an annual hazardous materials inspection; the inspection went well.

There have been no requests for inspections at The Overlook. All the manholes need to be tested.

During this reporting period performed some field investigations re the various PG&E projects.

There was a generator alarm indicating low coolant. Bay Equipment was called and they replaced the heater which is needed to keep the coolant tepid. They also performed the annual required maintenance inspection.

SF Underground, a Uniacke Construction predecessor, completed installation of the frame and manhole cover at Allan and MacDonald. Per request, they submitted a quote to replace two lateral connections to the main on MacDonald Avenue which includes about 6 feet of line with a wye. The quote is \$6,000 for each lateral.

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

(a) August meter reading data: The average daily flow was 277,033 gallons.

(b) PG&E gas line construction projects: A lot has happened since the last meeting. The Engineer provided a memo outlining a meeting held with PG&E personnel on September 16. This year we have had a high volume of USA notifications for PG&E work. We've gotten permits and fees for some but not all. A permit was taken out for the line replacement at the impound yard. ProPipe has secured permits and PG&E obtained one permit for 11 properties.

After June we began receiving notifications for projects that were not permitted. Engineer Yeager provided the necessary permit to PG&E which they completed and returned but have not yet submitted the required permit fees. He has learned that all gas line projects come through the San Carlos Office.

The Engineer reviewed the content of his memo with regard to current and pending future projects. The USA notices don't provide a lot of descriptive information. He learned that if you provide PG&E with the project number they can tell you the nature of the work. The Engineer and Maintenance Director have viewed the project sites in the field.

We have learned that PG&E was required to check gas lines every 5 years; however, that has been changed to a 3 year cycle. When they detect a gas odor they issue a USA notice. The work may be minor or could require a line replacement. Most do not impact the District's assets.

PG&E has agreed to submit a \$5,000 permit deposit to cover staff time attributed to their projects. When we receive an alert, the Engineer can provide the project number to PG&E to determine the scope of the work.

(c) Maintenance contract with North San Mateo County Sanitation District: The amendment was signed and the quarterly cleaning of trouble spots has been done.

(d) Capacity Entitlements: Universal Paragon's payment was due September 15 but has not been received. An invoice including late penalty will be issued.

(e) 600 Tunnel Road: This property is where the Google bus yard will be located. Our comments to the plans received from Brisbane were that the District does not allow port-o-potties. They now plan to have drivers use the bathroom facilities on the buses. The Engineer will respond that there be a stipulation that no on-site waste facilities are allowed except for the use of the bus facilities. We have been advised that the bus holding tanks will be offloaded at another bus staging site.

(f) 2019-2020 Capital Improvement Projects: The Maintenance Director and Engineer have been discussing and planning the authorized projects. They have begun talking with vendors about the telemetry system. They met with Telstar Instruments last spring and met with Tesco yesterday. Tesco provides the hardware and software and they subcontract for the electrical work. Will be meeting with Wonderware who develop the software and then hire an integrator and an electrical contractor for installation. Telstar and Tesco said their services are considered professional services which do not fall under the public contract regulations. The electrical work must be at prevailing wage since that does fall under the public contracts law.

(g) Proposed Ordinance revisions: The Engineer and Counsel have discussed the proposed changes. Our existing Ordinance Code does not address accessory dwelling units (adu) or has language that is outdated. Three revisions are being suggested. Section 301.10 speaks to tear downs and substantial remodels—at what point does the District want the lateral inspected and possibly replaced? A substantial remodel increases the floor area ratio by at least 50%; that's not what is happening. The interior of buildings are being gutted. And in that case we really can't require that the lateral be inspected because they are not increasing the square footage. The Engineer recommends a change to the language. Daly City requires that the lateral from the building to the property line be replaced and the water meter may need to be upgraded. PG&E can determine if the gas and electric services need to be upgraded. A revision will be drafted for Board consideration at the October meeting.

The Code currently has language requiring a connection fee if you build a separate unit. AB2299 dealing with adu's specifically states that in general, an entity cannot charge a connection fee if the adu is attached. If it is detached you can levy a connection fee proportionate to the size of the original building. We need to bring the Ordinance Code language into compliance.

Currently there is a flat fee for fixed collection system charges of \$125 per residential unit and \$5 per 100 cubic feet of water usage. This is calculated annually and placed on the tax rolls. The engineer proposes that multi-residential properties pay \$125 per dwelling unit including adu's.

In addition to the discussion above, there is some language that is not relevant and will be deleted.

(13) District Counsel – consideration of matters relating to:  
None

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

None

**Old Business:**

None

**New Business:**

(15) Reports on other matters: no action will be taken

Engineer Yeager said that he will be on vacation in October but will be back for the meeting. He is available via cell and email.

**Adjournment:**

The meeting was adjourned at 8:40 P.M. The next regular meeting is October 24 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary