

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of February 28, 2019

Roll Call:

The meeting was called to order at 7:00 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Absent: None
Also: Maintenance Director Landi, Engineer Yeager, District Counsel Bakker 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
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 January 24, 2019 and Special Meeting of February 21, 2019
- (5) Payment authorization for bills and compensation
- (6) Accept January 31, 2019 report on District's current financial status
- (7) Accept January, 2019 checking account reconciliation

A motion was made by Director Swanbeck, 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: President Gallagher and the Maintenance Director attended the February 12 meeting. Prior to the Chapter meeting, LAFCo convened a meeting to select a new special district representative for LAFCo. Rich Loman, Director on the Montara Sanitary and Water District, was chosen to serve until May, 2020. CSDA had a presentation about grant writing. There was also roundtable discussion about what is going on at the various districts.
- (9) Daly City: There is legislation being proposed at the State level to have the Cow Palace removed from the State Agriculture Department. If that were to happen, San Francisco, Daly City and San Mateo County would be responsible for the operation with, perhaps, emphasis on creating housing.
- (10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Maintenance Director provided a visual presentation. Among the items was the flow chart for February 13 when the Carlyle Station handled an inch and a half of rain between 11 A.M. and Noon. The total flow for that day was 1,887,000 gallons. Three pumps ran from 10:45 A.M. to 12:30 P.M. The flow level during normal dry weather is 4 feet; the level was 10 feet during the storm. If the 4th pump is running it doesn't really pump much more. The Station handled the storm well.

Inspections were conducted for Lots 49-63 at the Overlook project. They paved a portion of the road and are beginning to work on two homes.

The saga of 179 Accacia Street continues. This was the property where a new lateral from the house to the cleanout was being installed. It was inspected about 2 months ago and then the contractor pulled the pipe out because it was flooded. The pipe was reinstalled but covered over before an inspection could be made. The contractor was instructed to dig up the trench and scheduled a re-inspection for February 25. For the second time during this process, the contractor was a no show.

(b) Maintenance and emergency access to District easement line at 2650 Bayshore Boulevard: Mr. Landi met with North San Mateo County Sanitation District (NSMCSD) personnel to look at some locations in the District. This property is the site of the City & County of San Francisco (CCSF) auto storage yard. There is a security guard at the locked gate. The guard would not permit access for inspection of the District's manhole and he instructed the group to go inside to get clearance. 24/7 access to the manhole is necessary for maintenance operations as well as response to an overflow. They were denied access a second time and advised to call the landlord. About 45-50 minutes after asking to speak to a manager, they were allowed to enter the property. The Maintenance Director suggests that the District write a letter to the property owner or CCSF advising that for public health and safety we must have access to our manholes. The Maintenance Director also said there is a second manhole on the Talbert Street side which is also behind a fence. We need to determine who the property owner is for this site.

(c) Damaged line on Industrial Way (MH 24): On February 5 the Clerk received a call from Brisbane that there was an overflow at 131 Industrial Way. It was reported as a possible overflowing lateral. No manholes were overflowing; however a manhole was surcharged which caused the cleanout to overflow. Thirty feet from the downstream manhole encountered an obstruction but was able to relieve the stoppage. The line was televised and it was found that the line had been bored through and the hole had been filled with concrete. The District did receive a USA notification but it indicated that the work area was not in the street or sidewalk so no marking was done. The Engineer contacted Howard Pearce at Universal Paragon and he worked with the District to see that the line was repaired at the expense of the boring contractor. The Maintenance Director told the Board that about 6-8 feet of mainline was replaced yesterday and the site will be paved tomorrow.

The owner of 324 Accacia Street was notified for the second time in a letter dated January 7 that their roof gutters are connected to the District system in violation of the District's Ordinance Code. The owner was given a February 28 deadline to complete the disconnection; this has not been done. The Clerk suggested that perhaps the next letter should be sent by District Counsel.

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

(a) January meter reading data: There was 6 inches of rain in February. The average daily flow was 402,410 gallons vs. the 260,000 gallon average for dry weather. The ground is saturated which results in more I/I during rainfall events.

(b) Capacity entitlements: After the January meeting, Golden State Lumber was advised that there would be no entitlement charge levied for the last year. They are required to maintain their property records and submit meter readings quarterly.

(c) Tunnel Road reconstruction: Caltrans sent documents that needed a signature which Engineer Yeager signed on behalf of the District. He has received several sets of revised plans. Caltrans now has the right set of documents. The District will not be obligated to pay for the manhole work.

(d) Smoke Testing: I/I analysis: With regard to the testing in flow basin #1, more video inspection needs to be done. When all is complete the Engineer will document the findings. There is I/I entering through some laterals but we have not found a significant source or problems in the mainlines.

(e) PG&E Industrial Discharge Permit: PG&E has secured a permit for ground water; however, the project has not begun.

(f) Maintenance Agreement with North San Mateo County Sanitation District: The Engineer and Maintenance Director met with Tom Piccolotti and agreed that the contract start date is March 1. The Maintenance Director has met a couple times with personnel in the field. On March 4 NSMCSD will start on the trouble spots. They will flush trouble spots twice in FY 2018-19 and mainlines once this fiscal year. Inspection of manholes in the steep grade areas will be done next fiscal year. The District will be billed quarterly and will receive reports on the work conducted during the billing period.

(g) Recology – 595 Tunnel Avenue: This is the former site of Van Arsdale who was a customer of the District. There is an office with toilet facilities. We were notified by Brisbane Planning that Recology was going to be refurbishing garbage totes at the site. The totes would come to the facility and would be cleaned and repaired. There will be 10 employees and Recology proposed providing bottled water and pot-o-lavs. The District's Ordinance Code requires that a sewer connection be made if you are within 200 feet of a public sewer. When Recology representatives questioned this requirement they were advised by the Engineer that they could request a variance. After a lot of back and forth Recology has now decided to connect to the sewer.

(h) SCADA Master Plan: The Engineer and Maintenance Director met with a representative from Telstar Instruments and went over what the District would like to accomplish. Telstar provided guidance and recommendations and a proposal was received today. The goal is to make the Carlyle Station an unmanned station with data collected remotely with fewer physical visits necessary. The proposal received today is about \$40,000. The actual equipment isn't expensive but updating the system requires substantial wiring and programming. This topic will be brought back for further discussion at the March meeting. In the meantime the Engineer and Counsel will figure out if this project would require going to a formal bid which would increase costs about \$15,000.

(i) List of non-residential users: Per the request of the SFPUC, Engineer Yeager provided a list of non-residential users in the District. There is very little change in this list from year to year. The SFPUC must report this information to the State.

(j) Industrial Way sewer break: Discussed above under item 11c.

(k) 283 Rio Verde Street: This is a home being remodeled with no changes in the square footage nor an additional kitchen. Daly City is requiring that the lateral from the home to the property line be replaced. We do not require that a new lateral from the cleanout at the property line to the street be replaced. The Engineer advised that a new cleanout be installed to replace the current one which is not in compliance with District Code. Engineer Yeager posed the question, can we require that a new cleanout be installed? Discussion will be continued to the March meeting.

(l) Overlook Subdivision: No report.

(m) "A" letters: A letters are formal letters sent by consultants requesting district maps for project plan development. We received two requests this month. Both were advised to check the maps on the District's website with the disclaimer that the maps are not intended for detailed design planning. The requestors were also advised that permits will be necessary.

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

(a) Rate adjustment

The original contract is designed for annual increases based on the CPI. There has not been an increase for several years so this increase is larger than it would normally have been had it been applied each year.

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

Old Business:
None

New Business:

- (15) CSDA Leadership Training, April 2019
Director Constantino will attend the leadership training. He is going to apply for a CSDA scholarship. Should that not be approved, the District will submit the registration after the March meeting.
- (16) Reports on other matters: no action will be taken
None

Adjournment:
The meeting was adjourned at 8:23 P.M. The next regular meeting is March 28, 2019 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary