

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of July 26, 2018

---

**Roll Call:**

The meeting was called to order at 7:03 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna  
Absent: None  
Also: Maintenance Director Landi, Counsel Quint, Engineer Yeager and Clerk Landi

**Public Hearing:**

The public hearing was opened at 7:04

- (1) Approval of Sewer Service Charge Report for Fiscal Year 2018-19; Resolution No. 2018-02

A motion was made by Director Swanbeck, seconded by Director Tonna and passed by the following roll call vote to adopt Resolution 2018-02:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna  
Noes: None

- (2) Approval of Collection of Delinquent Accounts on County Property Tax Roll  
There are no delinquent accounts.

- (3) Adoption of Fiscal Year 2018-19 Annual Budget; Resolution No. 2018-03

The Clerk reported that minor adjustments were made since discussion at the Budget Workshop in June. A motion was made by Director Swanbeck, seconded by Director Tonna and passed by the following roll call vote to adopt Resolution No. 2018-03:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna  
Noes: None

The Public Hearing was closed at 7:08 PM.

**Oral and Written Communications:** *(Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)*

- (4) Communications from members of the public  
None

- (5) Communications from members of the District Board and Staff

The Clerk reported that auditors from Fechter & Co. were here today. They anticipate that a draft audit will be ready in about ten days.

The Engineer advised the Board that he received a call from BKF Engineers representing the Midway Village Project. They had some general questions and stated that there could be a

maximum of 550 units in the project. There are currently 145 units. The Engineer and Maintenance Director will meet with the BKF to discuss the project and the impact to District facilities. In response to a question, the Engineer said there are 71 sites in the Overlook development.

- (6) 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.)*

- (7) Minutes of the Regular Meeting of June 28, 2018
- (8) Payment authorization for bills and compensation
- (9) Accept June 30, 2018 report on District's current financial status
- (10) Accept June, 2018 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Tonna and passed by voice vote approving consent items 7-10.

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

- (11) President Gallagher
  - (a) LAFCo: No report.
  - (b) CSDA – Local Chapter: No report.
- (12) Daly City: Director Swanbeck presented a City of Daly City document about reorganizing the water and wastewater department. She provided it to the Clerk for filing.  
Shawna Maltbie has been appointed to be the Interim City Manager.
- (13) Brisbane: No report.

**Staff Reports:**

- (14) Maintenance Director – consideration of matters relating to:
  - (a) Monthly report on District operations and maintenance: While doing the weekly pump calculations today Pump #1 was found to be pumping 1400 gpm. The pump needs to be pulled to locate whatever problem is causing this low pump rate; may need a new ware ring.  
On July 4<sup>th</sup> we received a report from Daly City that there was a sewer leak on Schwerin Street. The Maintenance Director responded and determined that it was a water leak problem not a sewer related problem.  
During the reporting period a few plan checks were done. The projects add bedrooms, bathrooms and possibly wet bars. None included secondary kitchens so no District permit or fees are required.  
The wetwell cleaning took two shifts from Midnight to 5 A.M. The 21” line entering Carlyle Station is plugged during the cleaning operation. A slide show of the operation was displayed. Pipe & Plant removed about 10 yards of sand and grit from the well. The condition of the concrete wall is good.

The Board was provided a slide show of the sewer installation at the Overlook project. Before the road is paved the lines and manholes will be tested.

There was a service request at 47 Midway Drive. There is a 10" line which goes through the park. There is a dip in the line requiring cleaning three times a year. About 2-3 years ago the Housing Authority replaced a laundry room with a community room. Ever since that conversion when preventive flushing is done the toilet bubbles up. In the future they will be notified in advance so that they can block the toilet basin during the cleaning operation.

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

(a) June meter reading data: June, like May, was a dry month with an average daily flow of 263,933 gallons.

(b) End of Year Procedures Manual: Needs some edits to reflect the manner in which EDS is inputting and exporting their program and due to the manner in which Daly City is formatting their water usage data.

(c) Point Martin 1 and Point Martin 2: No action.

(d) Robertson School: Discussed under the Maintenance Directors report above.

(e) Capacity Entitlements: The Alpine Motel paid its 2017-28 capacity entitlement fee. They will not have a charge for 2018-2019. A table was provided in the monthly report listing those properties subject to additional capacity fees. The 7 Mile House has already submitted their payment. Recology will have a significant charge again this year. P&F Distributors was provided information about their usage and potential significant charge. They provided documentation showing that they had to replumb the entire building at a cost of \$28,000 due to a water leak; this was not discharged into the sewer. Golden State Lumber has a water meter for the tank used for yard watering. They will now use that to record their usage vs. counting the number of truck loads.

(f) Leaking manhole: Will keep on the agenda until repaired.

(g) Sewer Service Charge: The report was approved earlier during the Public Hearing. This year the charge was about \$8,800 less than FY 2017-28 because the industrial discharges have stopped or were less.

(h) Updated CIP/Master Plan: This should be finalized for presentation at the August meeting.

(i) 237 Accacia Street: This project is a remodel of the garage area with no additional cooking facilities. They are going to replace the sewer lateral and install a cleanout. Daly City is now requiring that all 3/8" meters be upsized to a 1/2" meter. This triggers an SFPUC capacity charge. Daly City advised that they are not stocking parts for 3/8" meters.

(j) Brisbane Baylands: Engineer Yeager reviewed the final EIR. It is unusual in that it does not address a specific project—just the changes to planning and zoning. It is considered a programmatic EIR. They will have to do a project specific EIR for any construction activity. This EIR just changes the general plan. We submitted a letter in 2013 with our comments on the draft EIR. The final EIR included our letter and their response. The Engineer is unable to find the mitigation measures responding to our letter. He will send a letter to Brisbane asking where the information can be found.

(k) Old Daly City firehouse property – Habitat for Humanity: This will be a 6 unit townhouse complex with individual owners. They are proposing a common lateral at the rear of the building. That is not acceptable under the District Ordinance Code.

(l) 515 Tunnel Avenue: Brisbane Planning & Zoning submitted plans for this Recology property. They are going to demo the office and replace it with a modular building for approximately 5 years. With regard to water and sewer lines, their drawings were not very accurate. We do not want the lateral replaced due to the delicate condition of the sewer line on Tunnel Avenue.

(m) Proposed maintenance contract with Daly City: The North San Mateo County Sanitary District (NSMCSD) provided a copy of their contract with the Town of Colma. That was provided to Counsel for review; there is some concern re indemnification with regard to overflows. There is currently a mutual indemnification clause. The Engineer, President and Maintenance Director met to review the draft contract, the scope and the costs. One issue is the travel time which is 50% of the length of time for cleaning. Realistically the travel time should not exceed 20-25%. Included in the month report was a table of the description of the work, NSMCSD's proposed cost and the District's amended costs which result in a reduction of \$11,300 or about a 20% reduction. Another item to clarify is that we are not paying for standby for service requests. They already have people on standby for Daly City so we should only be billed for actual response time. The Engineer has used average numbers and estimates emergency response to be \$11,000 annually. We have not addressed response to an overflow at the Carlyle Station or the force main. We might want to include some language with regard to mutual aid. The Maintenance Director and Engineer will develop unit costs. The preference is a lump sum vs. a per day charge.

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

(a) Director benefit policy: Counsel Quint said we don't necessarily need to adopt a policy but look into what the options are with the coverage. Counsel and the Clerk will check this out.

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

(a) First National – Tri Counties Bank merger: The merger was completed July 23. It has been difficult getting responses to queries. Sarah at the Daly City branch advised that Tri Counties will honor the current interest rate of .83% for 90 days. San Mateo County and ADP have been provided with the new routing and account information.

(b) Website hosting and maintenance: AwardTech has given notice that they no longer want to maintain the website. The Clerk suggested that the District might want to consider outsourcing the hosting to a company like GoDaddy for about \$10 per month. Wright & Kirby have quoted a firm price of \$130 per hour for posting and an estimate of \$150-175 per month for posting the agenda and minutes. During a telephone conversation a second firm also quoted \$150-175 per month for the agenda and minute posting and an hourly rate of \$85. However, they have never provided a formal proposal as promised during the conversation. AwardTech is willing to hang on a while until we can find a replacement. One suggestion was to contact a local college. However, we could experience turnover as the students graduate. The Clerk is going to place a post on the CSDA forum seeking input from other districts.

**Old Business:**

None

**New Business:**

(18) Resolution #2018-04 setting appropriation limit for FY 2018-19

Fechter & Co. provided the calculation based on the Department of Finance Price and Population data. A motion was made by Director Swanbeck, seconded by Director Tonna and passed by roll call vote to adopt Resolution No. 2018-04:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna

(19) Resolution #2018-05 allocating funds to District Reserve, Contingency and Cash Flow Accounts for FY 2018-19

The Engineer and Clerk worked together to develop the allocations. A motion was made by Director Rizzi, seconded by Director Tonna and passed by roll call vote to adopt Resolution No. 2018-05:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna

(20) CASA August Annual Conference

No Director plans to attend.

(21) CSDA September Annual Conference

At this time, no Director plans to attend. The President said that Director Constantino might want to consider attending the January, 2019 CASA Conference.

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

None

**Adjournment:**

The meeting was adjourned at 8:41 P.M. The next Regular Meeting is August 23, 2018 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary