

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of October 24, 2019

---

**Roll Call:**

The meeting was called to order at 7:04 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  
President Gallagher shared information she received regarding a presentation on the redevelopment at Midway Village. There will be a meeting at 6 P.M. on November 13 at the Bayshore School. Notification will be sent to neighbors within 500 feet of the project and also posted on Nextdoor.
- (3) Acknowledgment of recent correspondence to the District  
District acknowledged receipt of the annual notification from San Mateo County with regard to property tax revenues for FY 2019-20.

**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 September 19, 2019
- (5) Payment authorization for bills and compensation
- (6) Accept September 30, 2019 report on District's current financial status
- (7) Accept September, 2019 checking account reconciliation

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

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

- (8) President Gallagher
  - (a) LAFCo: There was no meeting in October.
  - (b) CSDA – Local Chapter: There will be a meeting October 29 at the offices of the Mosquito/Vector Control District. President Gallagher will be unable to attend the meeting and asked that the Maintenance Director seek an opinion from the Chapter regarding the second signatory on the checking account. It might be convenient for it to remain the Maintenance Director. She also said that a copy of the Chapter Bylaws needs to be found; required by the bank.

President Gallagher advised the Board and Staff that she will be vacating her office by the end of the year. New owners have more than doubled the rent for her space.

(9) Daly City: Director Swanbeck said she will stay on top of the meetings being held to discuss the parking situation in Daly City.

(10) Brisbane: No report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: A slide show was presented showing the progress of the building at The Overlook. Mainline air testing was conducted on Court B and Martin Street. On October 28 some mainline and laterals will be televised. Each lateral will be televised again prior to occupancy. Approximately two thirds of the homes have been sold.

(b) Estimate(s) for tree trimming work: Davey Tree submitted a quote to trim and thin the pine trees overhanging into the District’s facility. A motion was made by Director Swanbeck to accept the \$2,835.00 quote. The motion was seconded by Director Rizzi and passed by voice vote.

A proposal was obtained from SF Underground to replace laterals at 110 and 124 MacDonald Avenue. The price is \$6,000.00 for each lateral. Due to root intrusion, these laterals have been a maintenance problem. The Collection System CIP for FY 2019-20 was budgeted at \$35,000.00 so there are funds for this project. The Maintenance Director will notify the contractor that they can proceed.

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

Engineer Yeager reported that Midway Village submitted plans while he was on vacation. He saw them for the first time this evening. He had seen utility plans before leaving for vacation. He provided comments that they need to address concerns regarding placement of certain sewer lines, that easements be wide enough to meet District standards and access issues. Matt Lewis has indicated that they may wish to seek a variance. The Engineer told him that only the Board can grant a variance so he may attend the November meeting to make their case. The City has a coordinating committee with all departments represented. They met while Engineer Yeager was on vacation; he will request a copy of the minutes of the meeting. The developer’s plan was to have Phase 1 approved by Daly City by the end of the year and to start construction early next year. There is a lot of utility work to be done.

(a) September meter reading data: The average daily flow was 290,090 gallons.

(b) PG&E gas/electric line construction projects: They have provided a \$5,000 deposit to cover all the projects that had not previously been permitted. Some projects had been permitted separately. The San Francisco Impound Yard project is complete. The Engineer believes that we now have a system in place to determine just what kind of work will be done for the projects we receive notification of via USA.

The Egbert Project will be in both San Francisco and the Martin Service Center in Daly City. The project will require additional electric lines. The draft EIR indicates that a Class 4 permit will be required prior to construction. They are aware that they need to coordinate with the District.

(c) SFPUC annual sewer service charge: We have recently received the annual sewer service charge billing from the SFPUC. We budgeted \$1,000,000 and the bill is \$1,016,980. The billing packet has been reviewed and Mr. Yeager will make a presentation at the November meeting. The Clerk notified the SFPUC that the billing needed to be reviewed and payment would not be made until after the November meeting. Engineer Yeager reviewed a fee comparison chart which indicates an average 6% increase each year. The District's sewer service rates have been constant for 14 years. We need to start thinking about and preparing for the need for a future increase.

(d) Capacity Entitlement: The bus facility on Tunnel Road has paid their entitlement less the penalty. They will be rebilled and if the penalty is not paid it will be placed on the 2020-21 tax rolls. Abby Rentals payment was due October 15. They will be rebilled with the 10% penalty and as with the bus facility, if the fees are not paid they will be placed on the tax rolls.

(e) 2019-2020 Capital Improvement Projects: We have met with three vendors for the telemetry project. We want a complete design build installation—hardware, software and installation. Wonderware provides software only. Tesco provided a quote but it did not include installation. Telstar complied with our requirements and is a complete turnkey system integrator with one point of contact. The Maintenance Director was surprised to hear that Tesco's bid didn't include the electrical contractor since they recently sent a firm to check out the Carlyle Station. We will continue to work on this project.

(f) Overlook: They have secured 10 additional permits.

(g) Habitat for Humanity: The SFPUC has calculated the capacity fees for the project. They received credit for the existing 1½" meter. When all the fees are paid we will notify Daly City that building permits can be issued. They have met all of our concerns with regards to their plans.

(h) 453 & 216 Rio Verde Street: These are two separate projects. #216 Rio Verde is a remodel of a former remodel. It was originally a 2 bedroom home and was converted to a 6 bedroom home. They have come back and now want to turn the garage into an ADU with a bedroom, bathroom and cooking facilities. Per State legislation, we cannot charge a connection fee for this ADU.

#435 Rio Verde is where they are proposing using 1½ storage containers to create a home. The Engineer sent the developer a letter advising that the plans did not adequately address the sewer lateral. He spoke to the developer a couple days ago and learned that they will be resubmitting their plans to Daly City. The finished floor elevation will be at the high point of the road.

The Clerk suggested that it might be time to have a conversation with Daly City with regarding to zoning and lot coverage. The cumulative impacts of the density of recent development in the District is significant.

(i) Proposed Ordinance revisions: The Board was provided with a reline copy which highlights the changes being proposed in the various code sections. The Engineer reviewed the changes to be made. A number of the changes are to bring our Code into compliance with the new State ADU regulations and some are to correct numbering. After discussion, Director Tonna requested the matter be continued to the November meeting so that District Counsel can be part of the decision making process.

It was reported that there is grading activity going on at the Pt. Martin project. We have not seen any recent plans. The Engineer will check with Daly City.

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

(a) Proposed Ordinance revisions addressing District Engineer’s recommendations:  
Continued to the November meeting.

(14) District Clerk – consideration of matters relating to:  
The Governor has delayed the deadline for the mandatory workplace sexual harassment training one year to January 1, 2021.

**Old Business:**

President Gallagher reminded Vice President Tonna that she will not be here for the November meeting.

**New Business:**

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

**Adjournment:**

A motion was made by Director Rizzi, seconded by Director Swanbeck and passed to adjourn the meeting at 8:29 P.M. The next regular meeting is November 21 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

---

President

---

Secretary