

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of August 22, 2019

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**Roll Call:**

The meeting was called to order at 7:07 P.M.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna  
Absent: None  
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  
None
- (3) Acknowledgment of recent correspondence to the District  
Receipt of the draft audit was acknowledged. President Gallagher has reviewed the draft and didn't find anything she feels needs to be corrected. However, she will compare the draft to our books to make sure they are aligned.

**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 July 25, 2019
- (5) Payment authorization for bills and compensation
- (6) Accept July 31, 2019 report on District's current financial status
- (7) Accept July, 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: No report.
  - (b) CSDA – Local Chapter: The President and Maintenance Director attended the Chapter meeting earlier this month. Martha Poyotos and Bob Bartoli, LAFCo personnel, were present to explain proposed changes to the procedures with regard to municipal service reviews. There was also a speaker present to discuss election systems security. San Mateo County is going to purchase a new system; however, it is not known if this new system will provide the utmost security. There was a roundtable discussion among the representatives of the various special districts.

(9) Daly City: Director Swanbeck provided a document issued in January, 2019 by Daly City requesting qualifications from developers for the Cow Palace excess land. She also mentioned that Mercy Housing is interested in developing the property.

Director Swanbeck also provided plans for the Habitat for Humanity project for the District files.

(10) Brisbane: No report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Inspections were conducted at the Overlook project. Mr. Landi showed the Board which lines have been televised on the posted map. In addition to the mainline video inspection, 61 laterals were televised with only 4 passing. Most have rock and sand in the line. Toll Bros. immediately hired a company to clean and vac those laterals. The laterals will be inspected again prior to occupancy. The sewer system is public but we believe the homeowners will be responsible for the water system and the roads.

A lateral replacement project at 32 MacDonald Avenue by Discount Plumbing had to be stopped for lack of a District permit. The Clerk told the Board that upon receipt of the USA notification, she contacted Discount Plumbing to advise them that a permit was required for the work. Staff in their office erroneously advised that a permit was not required because they were not entering the street or sidewalk. However, on this portion of MacDonald, the main is in the sidewalk and they did secure a permit and pay the applicable fee.

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

(a) July meter reading data: The daily flow was 277,545, typical for dry weather.

(b) PG&E industrial discharge: PG&E never actually discharged so the unused portion of their deposit is being refunded.

(c) PG&E Gas line construction projects: We have no idea what PG&E is doing until we receive the USA notifications. There are projects being done from San Ramon and the peninsula offices. The impound yard was permitted and is complete. There were 11 gas line repair projects which were permitted. When they start a project, a USA notification is issued and if the project is not complete by the end date, a renewal ticket is issued. Working alerts issued by the peninsula PG&E staff have been problematic. It is difficult to find out what is going on and who to contact, i.e. a project manager. There is no single point of contact. In short, dealing with these PG&E matters is time consuming for both the Engineer and the Clerk.

(d) Maintenance Contract with North San Mateo County Sanitation District (NSMCS D): At the last Board meeting the President signed the amendment to the contract. NSMCS D signed it and they have requested amending the schedule; we are amenable to the change. The trouble spots were done earlier this month. Cleaning of the lines on the annual schedule will be done in March, 2020.

(e) Undocumented easements: A resolution was passed at last Board meeting and a copy sent to Sunquest.

(f) Sewer Service Charge report: A \$166 error was made and a revision was sent to the County.

(g) Capacity Entitlement: We have received payment from the 7 Mile House and 2501/2503/2505 Geneva Avenue. Abbey Rents and Sunquest have not yet paid but the charges are not due until September.

Engineer Yeager did the annual calculation to arrive at the appropriate connection fee. This calculation is based on the value of the system plus a portion of funds on hand and that sum is divided by the number of equivalent dwelling units. The current connection fee is \$3,414 and \$17.07 per gallon per day and has not been increased since FY 2008-09. Based on the calculations the connection fee could be \$3,779 and \$18.90 per gallon per day. Given the expense of going through the Prop 218 process, the cost of that process would likely exceed the additional revenues. The Engineer recommends that the fees remain the same. In the future should the Board need to increase the sewer service charge, increasing the connection fee could be considered at the same time.

(h) Midway Village: No action this month; revised plans were not submitted.

(i) Habitat for Humanity: They submitted an updated set of utility plans and we have responded to Daly City with our comments.

(j) Overlook: We scheduled the time air testing would be conducted but encountered a problem with the subcontractor who was laying base rock. The Maintenance Director immediately spoke to the Overlook foreman regarding the conflict. The Engineer and Maintenance Director met with the foreman the next day and the discussions at that meeting were followed up by letter.

(k) Chevron carwash: They did secure a permit from the District but they will need to obtain an industrial discharge permit from the SFPUC.

(l) SFPUC Annual Sewer Service Charge: The Engineer has supplied all the information they need to compute our annual sewer service charge.

(m) Proposed Ordinance amendment – cleanout replacement: Will be discussed under item 15.

(n) Other Ordinance amendments – discussion only: There is no update on this matter. Mr. Yeager will compile his suggestions for consideration at the September meeting.

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

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

(a) Little Hoover recommendations: For informational purposes, the Clerk provided the Board with the list of recommendations made in March 2017 report. These recommendations do not require any action.

**Old Business:**

(15) Reconsideration of Ordinance No. 105 – cleanout replacement

Engineer Yeager explained that the ordinance requires cleanout replacement under specific circumstances. The current ordinance states that the cleanout is installed and maintained at the expense of the property owner. The cleanout is the property owner's responsibility. Daly City is requiring that the lateral from the house to the cleanout be replaced when the property is

redeveloped or substantial remodeling/addition is done. So in the case of a non-conforming cleanout or no cleanout, it makes sense to install a proper cleanout when a ditch has been dug to replace the line from the house to the cleanout. We currently have no mechanism to require a property owner to install a cleanout. There was lengthy discussion on the pros and cons of the ordinance change. It was pointed out that if a property has a conforming cleanout and has a sewer problem, the District will maintain that line into the street.

A motion was made by Director Swanbeck to adopt Ordinance No. 105. The motion was seconded by Director Constantino and passed by the following roll call vote:

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

**New Business:**

(16) Hourly increase for engineering services

Engineer Yeager is requesting a \$5 per hour increase. There are sufficient funds in the FY 2019-20 budget to cover the increase request. A motion was made by Director Swanbeck, seconded by Director Rizzi and unanimously passed by voice vote approving the increase.

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

The Clerk told the Board that Director Rizzi completed the required California Workplace Sexual Harassment Awareness Training for Non-Supervisory Employees.

The Maintenance Director told the Board that the District is a member of CalWarn – a mutual aid organization that is comprised of most cities and special districts. They are currently recruiting water department personnel to help with testing of water lines in Paradise. They have to test about 800 structure sites and have found that the lines are contaminated.

**Adjournment:**

A motion was made by Director Rizzi, seconded by Director Swanbeck and passed by voice vote to adjourn the meeting at 8:16 P.M. The next regular meeting is September 19, 2019 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary