

Burlingame Hills Improvement Association, Inc.
Board of Directors Meeting
Monday, June 24, 2019, 7pm
Committee Reports

Bylaws Committee (Gus Petropoulos, Chair)

Our Bylaws, practically speaking, can be amended once per year, at the Annual Meeting (this year, on Monday, November 4) and just prior, by mail-in ballot.

Communications and Marketing Committee (Steve Epstein, Chair)

Since the April Board meeting, we:

- did not send out any membership reminder emails
- did not send out any Urgent Announcements because there was no reported crime.
- did not send out a quarterly eNewsletter because there we sent a print newsletter.
- sent an email (4/20) and Nextdoor posts (4/29 and 5/3) about our UC Berkeley-sponsored sudden oak death testing program
- sent an email to inform members about the BNN/CCFD volunteer appreciation event (5/2) and a reminder about the event (5/16). Approximately 12 residents of The Hills attended the event.
- sent an email about the CCFD CPR class and our subsidy program (5/6) (2 attended from The Hills)
- sent an email announcing the BNN HAM radio class (5/28)
- sent emails, reminder emails, a Nextdoor post (6/1), and print mailings to invite residents to our neighborhood parties (email and print invitations to 2-3 parties per household in the unincorporated area and members in the City area); by special request, we mailed an invitation and reminder to about 190 non-member City homes in the area of Upper Hillside neighborhood.

We sent out three newsletters in April. One went to all current members in the unincorporated area and it included information on a variety of topics, including invasive plants, sewer system update, and illegal tree cutting, as well as an updated member roster. The second went to current members in the City. It excluded articles that would only be relevant to unincorporated area members. The third newsletter went to former members who had not renewed. It was identical to the member version except that it asked folks to pay their dues and included a pre-addressed envelope. We received eight membership renewals (checks and online payments) as a result of the email and newsletter.

Nextdoor Burlingame Hills, our online bulletin board, now has 1,056 (up 19 since our April meeting). These subscribers represent more than 2/3 of Burlingame Hills households (City and County combined).

Community Festival Committee (Steve Epstein and Don Dains, Co-Chairs)

This past Friday, outgoing Mercy High School Head of School Karen Hanrahan wrote an email to the new head of school, Natalie Cirigliano Brosnan '02, to let her know about the Festival and, most likely, the past huge challenges we've had with the events staff (including removing our Festival from the events calendar without telling us and just after we mailed a save-the-date announcement). On Tuesday, Steve will have lunch with Karen and, later this year, he will plan to meet with Natalie. Later in the week, Steve will present a framed proclamation to Karen, thanking her for her efforts on our community's behalf.

Emergency Preparedness Committee (John Keller, Chair)

Communications: On June 1, John Keller attended the 'Introductory Radio Class' for new operators, which is a technical class and hands on training to get new operators started and radios programmed.

Disaster drill: The next disaster drill will be held on Saturday, October 12, 9:00 to 10:30 am. Please put this important event on your calendar and plan to participate

Education/CPR: After years of unsuccessful attempts to have Cal Fire teach a CPR class for our community, John Keller and Steve Epstein developed a pilot project to get residents trained. We advertised in the last newsletter that we would pay residents \$35 of the \$40 fee to take the Central County Fire (CCFD) CPR class, which was offered at the fire station on Rollins Road on May 15 for Burlingame and Hillsborough residents.

Two residents took us up on the offer, Lloyd Gordon (Upper Hillside neighborhood) and Mike Ghezavat (Middle Hillside neighborhood). Due to the savings in our volunteer time, the positive feedback we received from Lloyd and Mike, and the lack of need for us to be concerned about filling our own Cal Fire-taught class, we deemed this pilot program a success and hope to piggyback on future CCFD CPR and first aid classes with the same incentive. We expect to continue to work with other local communities so that our students have a choice of days attend

Education/CERT: The next Community Emergency Response Team (CERT) course will be an intensive two-day program, on August 17-18, 2019, 8:30 am to 5:00 pm. It will be taught by CCFD. The next CERT course operating on a normal 7-8 week schedule will begin on January 17, 2020, at 6:00 pm.

Education/basic emergency preparedness: The next "Get Ready" basic emergency preparedness class will be August 14, 2019, at 6:00 pm. It will be organized by BNN and taught by CCFD.

Fire safety: Susan Dan talked to a staff member in the Burlingame Parks Department in April to express concern about the fire danger posed by a large amount of dead wood throughout Mills Canyon and dead trees and dry branches piled up parallel to and below Adeline Drive, which had been placed there by the city to block off part of an old trail. Susan was told that the city has

the California Conservation Corps trim back along fence lines in the canyon, “raising” trees, i.e., trimming from underneath for a 4’–5’ clearance, but that they do not clear dead wood in the canyon because they don’t have the resources and they don’t trim along the upper part of Adeline Drive “because Adeline Drive would allow access in case of fire.”

Susan then wrote to Bob Disco, Burlingame Parks Superintendent/City Arborist, on May 10 and noted that the dry material in the canyon would provide fuel for wildfires, and the very strong winds that sometimes sweep down the canyon could spread a blaze in seconds, even across the rather narrow Adeline Drive.

Mr. Disco replied “Thank you for reaching out. We are continuing to work on fuel load reductions in Mills Canyon. Every year we utilize CAL Fire-CDCR hand crews to create a shaded fuel break in the City owned areas of the canyon. The objective is to disrupt the horizontal continuity of surface fuels, vertical continuity resulting from ladder fuels, and increase shrub and understory crown spacing. The work starts at the top of Mills Canyon and progresses towards Mercy. The crews have already started this year and I will have them check the location you have identified in your email to see what work needs to be done. Please let me know if you have any questions.”

Their work crews have not yet reached upper Adeline.

Finance (formerly Budget) Committee (Michael Corbett, Chair)

A draft meals and gifts policy is in the works.

An electronic accounting system is being considered

Garden Club (Tomas Zillmann and Alison Sampson, Co-Chairs)

Our April newsletter included the annual invasive plant announcement with native plants suggested as alternatives.

Healthy Forest Committee (Steve Epstein, Acting Chair)

Our April newsletter included an announcement for our annual Sudden Oak Death testing program, which was co-sponsored by UC Berkeley’s Forest Mycology Department. The testing took place between Friday, April 26 and Monday, May 6.

Even with a tough tree cutting and trimming ordinance, many trees, including oaks, are still being removed with and without permits, sometimes for dubious reasons. Therefore, our April newsletter included an article about the ordinance, including penalties.

Hoover School Committee

Jon Lueders and Steve Epstein are discussing the possibility of approaching Central County Fire (CCFD) about our concerns about the back up of cars at the foot of Canyon Road every school day afternoon for 20-30 minutes. Not only do delivery trucks and unsuspecting residents get stuck in the back up, but it can be a hazard in an emergency. When school is back in session, we will do a survey to assess the situation before we approach CCFD.

Membership/New Neighbor Welcoming Committee (Steve Epstein, Acting Chair)

Our current membership is 353, up 8 regular members from the April Board meeting. This includes 280 unincorporated (AKA “regular”) members, 8 tenant members, and 65 City members. (Tenants and City members are called “associate members”.) Regular membership is down 4 from last year and 14 from 2017. been on a slow decline for two years. We are 15 regular members and 7 associate members shy of our 2018-19 goal of 375. It is unlikely that we will get any more members this year, except for families that are new to The Hills.

Our renewal rate, to date, is 94.9%, not counting new members, those who moved away, and the 10 members who renewed after a year or more off. This means that we achieved our goal of 95% membership renewal for the year. I’m still curious about why the 5% didn’t renew.

Mercy High School Committee (Gus Petropoulos, Chair)

Head of School Karen Hanrahan announced her retirement last year. I committee announced her replacement in November. The new Head of School will be Natalie Cirigliano Brosnan '02,. We will consider sending a letter to her in the Fall, although she may be more receptive in the Spring after already having done some opening day stuff for the first time.

Burlingame has put construction of the gymnasium on hold pending consideration of the overall plans for the property. This will take a while and will surely generate some discussion among the immediate neighbors as well as the planning commission, etc.

Safety and Security Committee (formerly Burlingame Hills Neighborhood Network) (Steve Epstein, Acting Chair)

Neighborhood parties: The last of ten Neighborhood Parties will take place next Saturday, from 3-5pm, at 40 Tiptoe Lane, off Summit Drive. Each party was to have an emergency preparedness table in lieu of a presentation, but this aspect fell through the cracks. We should prioritize this for next year’s parties.

Public paths (Jon Lueders, point person): Natalie Asai, an associate engineer of Town of Hillsborough is looking into a possible easement at the Burlingame end of Tiptoe Lane which is currently blocked by a rudimentary gate. If this easement exists, it should allow foot traffic into Hillsborough across the lower boundary of the old Hale estate. As this may involve complex

issues, it is not surprising that she is slow in responding. I will get a copy of the Hale deed to see if there is mention of a dedication of this land.

Neighborhood Watch (Steve Epstein, acting point person): Since January 26, there have been no home or car burglaries reported in Burlingame Hills. When we have volunteers, we plan to designate neighborhood leads for each of our current 14 neighborhoods as well as several more neighborhoods that will be formed in City areas of Burlingame Hills.

Security patrol (Michael Corbett, point person): No report

Nominating Committee (Gus Petropoulos, Chair)

As a result of Kay Small's death, we are looking for a third member of our committee, which is currently made up of Gus and John Sprietz. Nick Ho was mentioned as a possibility. We currently have one open seat on our Board of Directors. Patricia Espinosa (40 Howland Hill Lane) is currently deciding whether she is interested in being considered for the opening.

Utilities Committee (Steve Epstein, Acting Chair)

Sewer sub-committee (Tom Hayes, point person): Our committee includes John Keller, Tom Hayes, John Sprietz, and Steve Epstein. On June 5, we had our first meeting with the County Department of Public Works (DPW) in one year. We received an update on a major spot repair project that is now underway throughout the District and were told that there are no plans to raise our sewer rate for the upcoming fiscal year. This is likely because of the pushback that we gave to them last year when they tried to significantly raise our rate without reasonable justification.

We expressed concern that there has been no progress in several years on:

- the Hillsborough homes issue (28 homes in Hillsborough that are connected to our District but do not pay our District for transport services),
- development of a Private Sewer Lateral Ordinance (to require sewer inspection and repairs prior to sale or major renovations)
- starting the engineering and CEQA studies required for Capital Improvement Plan Project #3 – Hillside/Adeline Area Rehabilitation, to be funded by the BHSMD fund balance (currently over \$2.1 million)

The general excuse was that they do not have adequate staffing, even though we have reminded them repeatedly that we are a fee-for-service District and would happily pay for staff time if they hired more staff. We are planning to compose a letter to Supervisor Pine expressing our concerns about inadequate staffing.

Burlingame Hills Sewer Maintenance District (BHSMD) Fiscal study: On May 6, Supervisor Pine, his assistant, Michael Barber, representatives of County DPW, LAFCo, County Counsel, and the Controller's office, Burlingame's Mayor and City Manager, Tom Hayes, and I met with

the newly-hired consultant who will be studying ways that our sewer system can be taken over by the City of Burlingame, either by annexation of the community or by other means. During the coming months, all parties will be interviewed by the consultant to gain perspective on the current situation and the ramifications of each possibility.

Cellular towers (Jan Akers, point person): Palomar Hills is in the appeal process for the two proposed 4G installations. Timing on next actions later this summer.

Highlands 1175 Parrott Drive proposed 4G installation hearing on May 16th led to a continuance to August 15th due to open issues. This hearing did result in two interesting details: 1. Verizon stated they have no immediate plans to roll out 5G in San Mateo County 2. The proposed installation is to offload traffic from a nearby macro tower due to higher traffic loads (7.1GB/month/house in 2017 and expected to increase to 48GB by 2023) and because the majority of 911 calls now come from cell phones.

I am not aware of any current activity in Burlingame Hills

OTHER PROJECTS IN THE HILLS

Stone pillars project (Jon Lueders, point person)

City of Burlingame will oversee rebuilding of the stone pillars on Canyon near Hoover school. Martin Quan of public works will allow new work within the footprint of the old pillars (reduced by further setback from Canyon). Planning Department has referred design back to Mr. Quan as the pillars will be on Public Works right of way. Mr. Quan has been on vacation so has not responded further. Since we may benefit from Public Works help in construction, materials, and design, I felt it would be diplomatic to allow Mr. Quan some time to catch up with summer projects before bringing up the pillars again.

HubHaus project (Steve Epstein, acting point person)

In late March, we were notified by two residents that a web-based room rental company called HubHaus was renting 7 bedrooms and 5 bathrooms in an adjacent house on Newton Drive that is listed on real estate websites as 3 bedrooms and 2 bathrooms. The residents were very concerned about setting a precedent, parking on the street, and zoning violations. It was subsequently discovered that the zoning laws are very weak in terms of enforcing single family residency. Also, the last I heard, the County inspector had entered the house and cited the owner for unspecified violations. We will continue to monitor the situation. In the meantime, seven people have one-year leases.