

BAYSHORE SANITARY DISTRICT

MINUTES

Regular Meeting of October 28, 2010

Opening of Meeting:

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

Roll Call:

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna
Absent: None
Staff: Clerk Landi, District Counsel Bakker, and Maintenance Director Landi
Visitors: Manny Tonna

Oral and Written Communications:

- (1) Communications from members of the public

None

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

The Clerk advised the Board that a letter has been received from CSRMA serving as notice that a nominating committee has been appointed and they are accepting nominations for the Board.

The District's annual LAFCo billing has been received. The Clerk has made an inquiry regarding the billing since it increased approximately 30% and is based on revenues of 1.6 million. She mentioned that since LAFCo funding was split between districts, cities and the County in FY 2003-04, the billing has more than doubled. The Clerk and President will check audits and the accounting program in an attempt to determine why the District is billed based on 1.6 million in revenues.

- (3) Acknowledgment of recent correspondence to the District

Recent correspondence was included in Agenda meeting packets.

Consent Items: (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 23, 2010
- (5) Payment authorization for bills and compensation
- (6) Accept 9/30/10 monthly report on District's current financial status
- (7) Accept September, 2010 checking account statement reconciliation

A motion was made by Director Quinteros, seconded by Director Swanbeck and unanimously passed by voice vote to approve the Consent Items which include payment by check numbers 5085-5104.

Board Reports – consideration of matters relating to:

(8) President Gallagher

a. LAFCO: There was no meeting in October. There was a CSDA Chapter meeting. Assemblyman Jerry Hill spoke to the group which was conducted in a roundtable discussion format. Other districts were made aware of the Ethics Training the District will conduct in December. The Clerk said that Colma Fire Protection District has made an inquiry and may send 5 directors.

(9) City of Daly City: The project at 2665 Geneva Avenue has a sign advertising a bank owned sale. The condominium units are complete; however, the ground level for commercial/retail is unimproved.

(10) City of Brisbane: The CAG met last week and tonight a meeting is being held at the shopping center. The Maintenance Director attended a meeting at the center in September; the topic was water issues. The attendance was low. A recent study conducted for the CAG concluded that any development done in the Baylands will have to be monitored.

Staff Reports:

(11) **Maintenance Director** -- consideration of matters relating to:

(a) Monthly report on District operations and maintenance: The monthly report is self explanatory. The station and system are functioning well.

(b) Draw down test: The test was conducted October 15 and was observed by Kent Eckman, City & County of San Francisco. Two tests were conducted. The flow was very low so water was procured to conduct the testing. The Maintenance Director feels that the test went satisfactorily. The only thing apparently missing was the timing of the drawn down. There seemed to be agreement that the meter is within an acceptable range. The report was to be submitted to the City 10 days after completion of the testing. Counsel will check with the Engineer to find out if the report has been sent to the City.

Mr. Landi reported that he visited the abandoned pump station and took pictures to have available when the Board discusses the property. The vegetation is thick and overgrown but the building is secured.

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

(b) September meter reading data: Provided in meeting packet.

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

Counsel provided a time line of the documents that must be submitted to San Francisco per terms of the settlement. The next task is to have the semi annual meter calibration by Telstar. One additional item is a procedures manual. There was consensus that the firm providing the meter testing can provide a manual.

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

(a) December AB 1234 training: The Clerk said that if there is sufficient interest by other districts to participate, Director Swanbeck has indicated that the Saddleback Clubhouse may be available on December 16th.

(b) Ordinance 97: The Ordinance was published October 7th and became effective seven days later.

Old Business:

(15) City of Daly City trench pavement, 900 block of Schwerin Street

As directed at the September meeting, on September 24th the Clerk sent a letter to the Project Manager seeking clarifying information and reiterating the District’s commitment to contribute to the project. To date there has been no response. Jean Ross, a resident on the 900 block of Schwerin, reported that she has been told that the City has no funding to complete the paving project. She also stated that she was told by the City that the paving will be delayed until the City undertakes a water line replacement on Schwerin. The check will be voided but will be carried as an account payable.

(16) Fiscal Year 2009-2010 Audit

The Audit was received and distributed. President Gallagher reviewed the audit and pointed out a \$10,592 increase in building value (page 14). There was brief discussion as to (1) whether this amount represents the cost to rehab a pump; (2) does the term collection system refer just to lines; and (3) does the \$10,592 belong in sewage collection system or does building value include pump room equipment.

The Clerk will check to see what rates are available for CD and money market accounts.

New Business:

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

Closed Session:

(18) Conference with Legal Counsel – existing litigation (Subdivision [a] of Section 54956.9)
Bayshore Sanitary District v. City & County of San Francisco, San Francisco
Public Utilities Commission: Case No. CGC 07-469434

The case has been dismissed.

Adjournment:

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed to adjourn the meeting at 7:39 P.M. The next meeting is November 18, 2010 at 7:00 P.M.