

# BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of January 26, 2012

---

**Opening of Meeting:** The meeting was called to order at 7:03 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, District Counsel Bakker, 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  
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.)*

- (4) Minutes of the Regular Meeting of December 15, 2011
- (5) Payment authorization for bills and compensation
- (6) Accept 12/31/11 report on District's current financial status
- (7) Accept December, 2011 checking account reconciliation

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed by voice vote approving the consent items which include payment by check numbers 5354-5373.

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

- (8) President Gallagher
  - (a) LAFCo: The Commission met on January 18<sup>th</sup>. One item was parcels in the unincorporated County surrounded by the City of Daly City. An exchange of tax money was worked out with the Broadmoor Police Department and the Colma Fire Protection District and the property was annexed to Daly City.

The Commission was provided with a copy of the Dickinson report dealing with a study done by the LAO on special districts in 3 counties in California. The report was inconclusive as to the efficiency of special districts – large or small.

- (b) CSDA – Local Chapter: The next meeting is February 7, 2012.

(9) Daly City: The City is initiating action to take over the helm of the Redevelopment Agency. Director Rizzi reported that the El Rancho condominium development is at 90% occupancy.

President Gallagher told the Board that there may be an attempt to change the zoning of a parcel near the JFK Elementary School on Guadalupe Canyon Parkway, in close proximity to Price Street, to single family residential.

The question of affordable housing came up and Counsel said that he believes that the number of units required in various cities is designated by a regional agency.

(10) Brisbane: The next CAG meeting will be held in March. Director Swanbeck is applying to rejoin the group. The EIR is due to be issued in a few months.

#### **Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The pump station is operating properly. Telstar Instruments is coming tomorrow for the semi annual meter calibration as required by the SFPUC.

There was a service request at 846 Schwerin Street. The problem was within the lateral and since the property has an approved cleanout, the District provided service to relieve the stoppage.

It was noted that the monthly flow report confirms the fact that there has been a lack of rain this year as compared to prior years.

(12) District Engineer – consideration of matters relating to *(due to the absence of the Engineer, the following comments are excerpts from the monthly report)*:

(a) December meter reading data: The pumped vs. metered flow numbers continue to be acceptable.

(b) Customer questions: Addressed a question from William Conway regarding billing for Polynesian Luau.

(c) SFPUC billing: Will set up a meeting with Randy Breault.

(d) SFPUC Crystal Springs Pipeline #2: Met with Daly City, the SFPUC and Ranger Pipelines to discuss the schedule and permitting issues relative to construction which will start about mid-April. Potholing by Ranger Pipelines will begin within a month and they are required to secure a Class 4 permit from the District. The SFPUC needs to increase their deposit with the District to cover additional plan review, legal and administrative costs as well as video inspection. Utility restoration plans submitted by Ranger are unacceptable. Site specific plans need to be developed and field verification of pipe inverts is also required.

(e) Sunquest, 575 Tunnel Avenue: Howard Pearce has submitted a proposed connection detail depicting the tie-in between the proposed 6" lateral and the existing 21" CMP. Was reviewed by the Maintenance Director who has no problem with the proposed connection.

(f) PG&E gas line replacement: They have been provided with the Class 4 permit application material for a gas line replacement project along Bayshore near Industrial. The line is near and parallel to the District's force main and will need to be monitored closely.

(g) Deposit summary: The Engineer and Clerk have reviewed the various plan deposits. Some projects are complete or have been abandoned and refunds are due. Others have expenses that exceed the deposit. Some of those cannot be collected. There are a number of PG&E permits that are up for renewal; we can collect additional fees at that time.

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

(a) Update - C&C of San Francisco and District Joint Powers Agreement renewal: Counsel has not heard from San Francisco. He inquired via email as to the status of the fee study but has not received a response.

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

(a) State Compensation Insurance Fund update: This matter has been resolved and the policy is cancelled effective September 23, 2011.

The Clerk advised the Board that the District received \$27,043 of excess ERAF revenue. While we do not count upon these refunds, in recent years they have been issued annually.

Director Rizzi asked if there is a way to find out how many hits our website receives. The Clerk will check with the Sparklejet/Matt Jalbert to see how we can get those numbers.

**Old Business:**

(15) City of Daly City – reciprocity agreement re project permit fees  
No report.

**New Business:**

President Gallagher asked if the abandoned station is maintained on a regular basis. Maintenance Director reported that it was maintained for a number of years. However, at some point a decision was made to discontinue the practice. This item will be agendaized for the February 23<sup>rd</sup> meeting.

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

**Adjournment:**

A motion was made by Director Swanbeck, seconded by Director Quinteros and passed to adjourn the meeting at 7:44 P.M. The next meeting is February 23, 2012.

Submitted by Joann Landi

*Iris Gallagher*  
President

*Norman Rizzi*  
Secretary