

BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of January 24, 2013

Opening of Meeting: The meeting was called to order at 7:13 P.M.

Roll Call:

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna
Absent: None
Also: Maintenance Director Landi, District Counsel Bakker, District 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
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 20, 2012
- (5) Payment authorization for bills and compensation
- (6) Accept 12/31/12 report on District's current financial status
- (7) Accept December, 2012 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 5561-5574 and Director payroll.

Board Reports – consideration of matters relating to:

- (8) President Gallagher

(a) LAFCo: There was no meeting in January. President Gallagher reported that it is her understanding that Sepi Richardson, Brisbane Councilperson, has resigned and will be replaced on LAFCo.

(b) CSDA – Local Chapter: The next meeting is February 5th in Redwood City.

(c) Redevelopment Oversight Board: There have been no meetings since the last Board meeting.

(d) Payroll service provider: President Gallagher explained that she has setup payroll service with ADP; their annual costs should be under \$600. She will call the State to find out if the Board is subject to unemployment tax. Directors are exempt from Federal Unemployment Tax. The total cost for January including Director payments and ADP fees is \$1,122.26 which includes a onetime \$45 setup fee.

(9) Daly City: President Gallagher plans to meet with City Manager Pat Martell regarding an agreement for both agencies to work cooperatively relative to fees and inspection costs for projects.

Director Swanbeck said there was a meeting last evening regarding combining/merging the Bayshore and Brisbane School Districts. They currently share a Superintendent. Both Districts are either experiencing or anticipate financial constraints.

(10) Brisbane: Directors Gallagher and Swanbeck attended the CAG meeting last week. Director Swanbeck updated the Board about the testing and analysis of the cleanup work done at the former site of Schlage Lock. The draft EIR was reviewed by the developers who objected to some of the findings; therefore, it has not been issued. Director Swanbeck also provided examples of erroneous information that is being circulated.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Carlyle Station is running well. The flowmeter hours were up in December due to the amount of rain during the month.

PG&E is still working on Schwerin Street. They damaged a Daly City water line so they installed a new main and repaired one lateral. Since the work was close to a District line, a video inspection was performed. The line is in good structural condition but does have heavy roots. A truck mounted rodding machine will be used to cut the roots.

There were a couple service requests during the reporting period; one was a lateral problem and the other was an internal problem.

(b) Main Street, SFPUC 60” line replacement project : The contractor is going to start repairing the road. The Maintenance Director has met with the Foreman and discussed the post TV inspection. One service connection must be capped and the final paving will be done in about four weeks.

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

(a) December meter reading data: The computed vs. measured flow for December is very close considering the rainfall in December.

(b) Capacity entitlements: All clients have paid with the exception of two who reported having plumbing problems. Their usage will be reviewed soon to determine if their usage is now within their capacity limit. We need to set the capacity entitlement for the Samoan Church property.

(c) 365 Accacia Street: Will develop a trenchless replacement spec.

(d) Sewer System Management Plan (SSMP) update: The plan has been updated; there were no substantive changes. Two changes were the elimination of the March annual reporting and reports are now submitted to California Integrated Quality Water System (CIQW). The maintenance summary will be changed to cover a fiscal vs. calendar year. A motion was made by Director Swanbeck to accept Revision 1 of the SSMP. The motion was seconded by Director Quinteros and unanimously passed by voice vote.

(e) SFPUC sampling program and initial results: The sampling station was removed during the first week of January. The Engineer stated that sampling should be done during the dry period as well. The Engineer provided some requested data as well as some calculations relative to the average cod and oil & grease. Details can be found in the Engineer's monthly report. All the data for cod, suspended solids and oil & grease were less than what was used to compile the new contract. These lower numbers will lower the annual sewer service charge by approximately \$75,000 per year. The SFPUC will use this data to calculate our billing; could possibly eliminate the need for a truing up at the end of the fiscal year. Engineer Yeager has asked for data for the same period for the Southeast Treatment Plant given the fact that the sampling data was more erratic than expected—expected more consistency. If there is a problem it could be with the sampling protocol not the actual lab testing.

(f) SFPUC billing of Saddleback: The SFPUC is trying to figure out how to bill the 27 property owners. They already bill properties that reside in and receive sewer service from San Francisco but get their water from Daly City. So we aren't asking them to do something that they aren't already doing. The Maintenance Director mentioned that San Francisco never accepted the sewers in Saddleback and do not provide any maintenance service.

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

(a) Proposed amendment to District Ordinance Code re capacity charges: The amendment to reflect the SFPUC capacity charge is not yet complete.

Counsel Bakker reported that there was discussion at the recent CASA Conference regarding environmental groups filing suits or threatening suits based on the reports entities submit to CIQW. There was lengthy discussion regarding the regulations, spill reporting, overflow estimating, etc.

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

No report.

Old Business:

New Business:

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

Adjournment:

The meeting was adjourned at 8:25 P.M. The next meeting is February 28, 2013.

Submitted by Joann Landi