

BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of October 24, 2013

Opening of Meeting: The meeting was called to order at 7:06 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
The Maintenance Director summarized a recent article in the newspaper regarding compensation for public employees and board members. It seems to focus negatively on special district boards.
- (3) Acknowledgment of recent correspondence to the District
The City of Daly City sent a letter announcing a public meeting regarding undergrounding of utilities. The Engineer said he received preliminary plans and submitted comments. There was no indication about when the project would go out to bid. Property owners will have to bear some costs. The District also received annual notification from San Mateo County regarding estimated tax revenues for FY 2013-14.

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 September 26, 2013
- (5) Payment authorization for bills and compensation
- (6) Accept 9/30/13 report on District's current financial status
- (7) Accept September, 2013 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 573-584 and Director payroll.

Board Reports – consideration of matters relating to:

(8) President Gallagher

(a) LAFCo: The next meeting is November 20 @3:30 P.M. The Granada Sanitary District has submitted an application to become a community service district.

(b) CSDA – Local Chapter: The next meeting is October 29 in Redwood City at the Sequoia Healthcare District office. There will be a speaker from CSDA. Discussion of the San Mateo County Mosquito and Vector Control District is on the agenda.

(c) Redevelopment Oversight Board: No meetings since the last report.

(9) Daly City: Director Swanbeck has been chosen to represent Daly City on the Geneva-Harney Bus Rapid Transit Feasibility Study Community Advisory Committee. Director Rizzi said that Daly City is making some cuts to library staffing at the Children's library resulting in a partial closure. At the same time, they are hiring more police officers.

(10) Brisbane: Director Swanbeck attended a meeting where they discussed comments that will be included in the DEIR responses.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Carlyle Station is operating properly. He reviewed two service requests, neither of which were mainline problems.

Director Rizzi brought forward a question on behalf of a customer as to who would assume the financial responsibility if more than one property is connected to a lateral. Discussed a similar thing several years and how it was resolved.

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

(a) September meter reading data: There was a rainfall event September 22-23. Prior to that flows averaged 250 gpd. For that 2 day period, the average flow was over 400 gpd. Following the event, the flow dropped back down to normal levels. This confirms what we already knew--our inflow is directly related to rainfall.

(b) 2013 Entitlement Charges: Only the 7 Mile House exceeded its capacity. They have been billed; however, payment has not been received. The Engineer spoke with one of the owners today regarding capacity limits assigned to the restaurant and the auto shop.

(c) SFPUC Annual Sewer Service Charge: It's been 3 years of contract negotiations and implementation. The bottom line is that the new system has resulted in a substantial reduction in the charge. It was noted that we have received the rebate for January-June, 2013. Engineer Yeager provided a summary which reviews the SFPUC charges and backup documentation. He has reviewed and compared his calculations vs. the SFPUC's. He also provided a 2008 to present sewer service charge table. The increase in 2012 reflects the fact they are now factoring in bonds. In the future, the charges will probably increase 5-10% per year. The billing packet is more complicated but more trackable than prior billings. The Engineer recommends that the District submit payment as invoiced. He will prepare a narrative explaining how to review the computations for historical purposes.

- (d) Old pump station: No report.
- (e) 7 Mile House - dumpster lateral: No report.
- (f) Property tax bill questions: Tax statements have gone out so this is the time of the year when we get inquiries.

(13) District Counsel – consideration of matters relating to:
No report.

(14) District Clerk – consideration of matters relating to:
(a) Decommissioned pump station insurance coverage: We received notification from Alliant that the old pump station is covered under our current policy.

Old Business: None

(15) Succession Planning
At the last meeting Jen Faught indicated that Meyers-Nave may have a source; they do not. President Gallagher called Brent Ives but has not received a call back. She will try emailing.

New Business:

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

Closed Session:

The Closed Session began at 7:52.

(17) Public Employee Performance Evaluation
Title: District General Counsel

The Closed Session ended at 7:59 PM. There is no reportable action.

Adjournment:

The meeting was adjourned at 8:02 P.M. The next meeting is November 21, 2013.

Submitted by Joann Landi