

# BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of December 19, 2013

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**Opening of Meeting:** The meeting was called to order at 7:05 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, District Counsel Bakker and Lauren Quint, 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  
Counsel Bakker presented Certificates of Election to Directors Gallagher and Tonna.
- (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 November 21, 2013
- (5) Payment authorization for bills and compensation
- (6) Accept 11/30/13 report on District's current financial status
- (7) Accept November, 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 599-616 and Director payroll.

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

- (8) President Gallagher
  - (a) LAFCo: No one attended the meeting.
  - (b) CSDA – Local Chapter: The next meeting is February 4, 2014. Chapter President Ric Lohman recently sent an email encouraging Districts who have been attending the quarterly meetings to encourage other Districts to participate.

(c) Redevelopment Oversight Board: There was no meeting but President Gallagher attended a CSDA webinar. It was interesting but not necessarily informative.

(9) Director Swanbeck

(a) Geneva-Harney BRT Community Advisory Committee: The Committee operates under the Brown Act and will meet for at least 18 months on a semi monthly basis. There are representatives from Daly City, San Francisco and Brisbane. The moderator of the first meeting was an official from the Transportation Department. They will be discussing various means of transportation within the SF-Brisbane corridor. The Baylands development is not part of the current planning. There are various committees, i.e. contractors, technical, etc.

(10) Daly City: There is still discussion regarding library closures and layoffs. The Maintenance Director received a call from Daly City regarding the utility undergrounding project. They will be submitting plans and would like our response as soon as possible. Engineer Yeagar has reviewed and commented on the preliminary plans.

The Silvestri Statue business on the west side of Bayshore is being vacated and it has been reported that it will be replaced by a Grocery Outlet.

Director Rizzi said that the eucalyptus trees on Schwerin Street are going to be removed.

(11) Brisbane: Director Swanbeck said that they are planning to move the interchange further south than was previously planned.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly.

Since 2003 there have been numerous service requests at 960 Schwerin Street. The line was televised and that indicated the line has roots and should be considered for replacement during the next CIP. It is not a candidate using the trenchless method. Video inspection of 1900 (m/l) feet of line on Schwerin Street shows heavy root intrusion in joints. Power rodding was done with two instruments and Mr. Landi is pleased with the results. It should be rodded on a three year cycle. He said that removal of the eucalyptus trees across the street should help to alleviate the problem if the stumps are grinded. The Maintenance Director will perform additional video inspection to determine if there any other laterals on Schwerin Street that should be replaced.

The SFPUC sampler was installed for wet weather testing; there hasn't been any rain since it was installed.

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

(a) November meter reading data: The calculated and observed numbers are consistent.

(b) SFPUC Annual Sewer Service Charge: The Engineer and President Gallagher have not yet met to discuss the formula for evaluating the annual SFPUC billing.

(c) Proposed 7 lot subdivision, El Rancho property: The Engineer sent Daly City a letter stating that they will need to obtain a permit from the District and also pay an SFPUC connection fee.

(d) Carlyle Pump Station (CPS) water quality testing: As mentioned above, the meter has been installed but there has been no rain. They will meter for December and January.

(e) Multiple properties on a single lateral: As was discussed at the November meeting, there are 3 properties on Rio Verde Street that share a connection. A prior attempt to have the owners agree to have the District accept the line failed when one owner would not participate. There is a new owner at that property, 244 Rio Verde Street, and the Engineer prepared a letter explaining the situation and seeking approval. If the owner agrees, the situation will be resolved.

(f) Sewer Service Charge questions from property owners: Has received some inquiries including one from the School District.

The Engineer advised the Board that he will be on vacation for one month beginning December 30.

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

(15) District Clerk – consideration of matters relating to:  
No report.

**Old Business: None**

(16) Succession Planning

President Gallagher received information from BHI Management outlining the basic approach they would use; request documents, meet via conference call, and facilitate a 3-4 hour workshop. BHI would then provide a written report with the results and make recommendations. The projected cost including travel expenses is \$1,800. There is an optional component to meet with each Director; cost \$1,200. BHI believes that meeting with Directors is more effective. Counsel Bakker is going to obtain information on a firm used by Napa SD for strategic planning and President Gallagher will check with a district who used BHI.

**New Business:**

(17) 2014 Meeting Schedule

The schedule is:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 24	November 20
April 24	August 28	December 18

(18) Election of Officers

A motion was made by Director Swanbeck, seconded by Director Quinteros and passed by voice vote to retain the current officers.

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

President Gallagher said she will review the January CASA Conference Agenda to see if there is anything of interest. She told the Board to work with the Clerk if they are interested in attending.

**Adjournment:**

Motion made, seconded and passed to adjourn the meeting at 7:47 P.M. The next meeting is January 23, 2014 at 7:00 P.M.

Submitted by Joann Landi