

# BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of February 28, 2013

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**Opening of Meeting:** The meeting was called to order at 7:07 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 Clerk mentioned that a questionnaire was received from the San Mateo County Grand Jury today. She will work with the President to complete the form and submit by the March 15<sup>th</sup> deadline. The Clerk asked each Director to let her know how much time they spend preparing for Board meetings, outreach in the community, participation on boards, commissions and professional organizations.
- (3) Acknowledgment of recent correspondence to the District  
Correspondence was included in the meeting packets and recently received correspondence was provided to the Board this evening.

**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 January 24, 2013
- (5) Payment authorization for bills and compensation
- (6) Accept 1/31/13 report on District's current financial status
- (7) Accept January, 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 5575-5585 and Director payroll expenses.

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

(8) President Gallagher

(a) LAFCo: There were no meetings in January or February. The next meeting is scheduled for March 20<sup>th</sup>.

(b) CSDA – Local Chapter: The meeting was February 5<sup>th</sup>. Supervisor Warren Slocum spoke to the group about what he plans to work on during his tenure and provide an overview of the County budget. Granada Sanitary District made a presentation on their effort to create a community services district. They have attempted to form this district in the past but are now working with Martha Poyotas. They will use some funds from the Sanitary District for the startup of the community services district.

(c) Redevelopment Oversight Board: The Board met on February 25 and approved the payment schedule for July 1-December 31, 2013. One of the future matters will be to have property currently owned by the RDA appraised to begin the process of selling.

(9) Daly City: President Gallagher was unable to set up a meeting with City Manager Pat Martell but will try to do so via email.

Director Rizzi reported that some of the local citizen groups have disbanded which will make it more difficult to distribute news to the residents.

Director Swanbeck read the EIR relative to the Daly City General Plan update. She said that District Engineer Yeager did a good job with the comments made on behalf of the District. She reported on some of the content of interest, i.e. development of the excess Cow Palace property, the Syufy property. The Bayshore area is considered a priority development area and she reviewed some specific lots to be developed for housing and retail/commercial. She also mentioned some initiatives in the east bay to begin reconstructive/recycle water programs.

Director Rizzi said that he has heard that the school district merger of Brisbane and Daly City has been shelved.

(10) Brisbane: There has been no CAG meeting since the last report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: Carlyle Station is operating fine. Telstar conducted flowmeter calibration on February 14<sup>th</sup> and the meter is operating fine. The technician said it is a waste of District money to conduct the test twice a year. We will ask him to document that fact so that we can provide the recommendation to the SFPUC.

There was one service request related to an overflowing cleanout.

(b) Main Street, SFPUC 60" line replacement project: Post construction TV inspection was conducted. The contractor caused a lot of rock and debris to enter the District's line so it look longer to clean and televise. The contractor is currently installing the curbs, gutters and doing the final paving. Our lines were not damaged during this project.

PG&E is doing hydro testing in the area and using tanker trucks to haul away the testing water. The Engineer pointed out that they have a permit to discharge the water into the District's system.

With regard to the vacant USPS building, there is landscaping activity and mechanical work being done. We have no idea what the facility may be used for or if this work is just in preparation to market the property. The Clerk was instructed to call the Daly City Planning Department to make an inquiry.

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

(a) January meter reading data: The Station is operating fine; the metered readings vs. the calculated are very similar. Pumping rates are as anticipated.

(b) Daly City General Plan update: The City did acknowledge the District and were responsive to the Engineer's comments.

(c) Response to customer regarding water usage: There were a couple inquiries regarding sewer billings. One new owner questioned why she should have to pay based on a prior owner's usage. It was explained that we do not track property sales; that is between the owner and realtor.

(d) Capacity entitlements: When we issued billings two owners reported having problems and wanted time to correct them. The Engineer presented a table comparing last years' and this years' data. For the School District, the corrective action has brought them below their capacity entitlement. The Alpine Motel is somewhat lower but they will be billed \$5,189 for additional capacity after receipt of April water readings. The Engineer will write letters to both explaining what we have found to date.

(e) Samoan Church: They have five parcels and a parking lot. The church is on one parcel, a church extension on another, two are single family residences and one is a home for the minister. The Engineer suggests that we treat the property as four single family residences and establish a capacity entitlement based on past usage for the Church. He will prepare a table with all the historical data.

(f) 365 Accacia Street: Continued—need to create spec.

(g) SFPUC annual service charge: The formula used for July 1-December 31, 2012 is based on the formula in the expired contract. The January 1-June 30, 2013 billing will be based on the language in the new contract. Their backup data has done a much better job of indicating where the numbers come from. He has no dispute with their calculation. Mr. Yeager mentioned that the City has gone to a two-year budget cycle which may make it easier for us to budget treatment costs. He reviewed his historical calculations. Last year the District's flow as a percentage of San Francisco's flow was significantly less because it was a dry year. He has requested influent quality data for the Southeast Plant for the same period that the SFPUC did sampling at the Carlyle Station.

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

(a) Adopt Ordinance adding Section 606 to the District Code and

(b) Adopt Resolution adopting SFPUC capacity charges: These items are related and will be discussed together. Counsel said that the change was handled by Ordinance and Resolution. The Resolution addresses the specific charges which could be amended by the City each year. It is cleaner to adopt a new resolution vs. frequent changes to the Ordinance Code. The Resolution implements the fee for land within the District in Daly City; Brisbane is excluded at this time. President Gallagher suggested that we notify either Daly City or the developer about this new requirement.

A motion was made by Director Swanbeck to adopt Ordinance 99, An Ordinance Adding Section 606 of the Bayshore Sanitary District Code and Resolution No. 2013-01, A Resolution Adopting SFPUC Capacity Charges. The motion was seconded and passed by the following roll call vote:

Ayes: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Noes: None

The Clerk will have the Ordinance summary published in the San Mateo County Times.

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

(a) State Compensation inquiry: The Clerk reported that inquiries she has made so far seem to indicate that the IRS's determination that Directors are employees makes no difference as it applies to workers comp. Workers Comp was cancelled in September, 2011 when it was learned that it provided no coverage for Directors. The Clerk will check with Alliant Insurance to find out if a Director has any accident coverage in the current liability policy.

**Old Business:** None

**New Business:**

President Gallagher said it may be time for the Board to consider undertaking some strategic planning. However, it was pointed out that at this time there is not much firm information regarding future/potential development within the District's boundaries.

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

**Adjournment:**

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed to adjourn the meeting at 8:18 P.M. The next meeting is March 28, 2013.

Submitted by Joann Landi