

BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of April 25, 2013

Opening of Meeting: The meeting was called to order at 7:00 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
The President mentioned receipt of a CSDA informational booklet and the letter from Telstar with regard to scheduling of calibration for the flow meter. Based on their testing to date, semiannual calibration isn't necessary.

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 March 28, 2013
- (5) Payment authorization for bills and compensation
- (6) Accept 3/31/13 report on District's current financial status
- (7) Accept March, 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 5599-5610 and Director payroll.

Board Reports – consideration of matters relating to:

- (8) President Gallagher

(a) LAFCo: There was no meeting in April. The next meeting is May 15th which will also be a public hearing on the FY 2013-14 budget. Granada Sanitary District has submitted an application to become a Community Service District. They intend to use some of their property tax revenue for startup funding for the CSD.

(b) CSDA – Local Chapter: The May meeting will be cancelled. The next meeting would then be in August.

(c) Redevelopment Oversight Board: There were two meetings in April; however, due to the busy tax season, President Gallagher was unable to attend. There may be a meeting on April 29th.

(9) Daly City: The former site of the United States Postal System on Bayshore Boulevard has been purchased by Prologis. San Francisco was looking at the property as a location to store vehicles but didn't initiate the purchase before it was secured by Prologis. The City has signed a 20 year lease with Prologis. Some of the office space may be used by other San Francisco entities.

(10) Brisbane: No one attended the CAG meeting. Recology was scheduled to speak at the April meeting but due to Recology employee's sympathy strike, their presentation was canceled by the City.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Carlyle Station is operating properly. Over a number of years, 32 fluorescent tubes have been changed in the pump room. The Maintenance Director reported that they were turned into the San Francisco dump on Tunnel Road with a minimum of paperwork vs. So. San Francisco Scavenger who charge \$2 per tube.

He met with the contractor for the 7 Mile House regarding improving their outdoor garbage containers. They intend to build an enclosure but the City of Brisbane advised them that they needed to connect that area into the sewer. The Engineer said that per the municipal storm water permit regulations, there is a suggestion that leakage from dumpsters be captured and discharged into the sanitary sewer. The contractor inquired as to whether this is a District requirement and if the area could be discharged into the sanitary sewer. It is not a District requirement but was a suggestion from the City of Brisbane. Counsel and the Engineer believe they could put the drain in but we would want to review the plans. Since the 7 Mile House is a non-residential user, they have a capacity entitlement so there would be no connection fee. We would, however, compute the annual volume of water including rainfall which could trigger an increase to their capacity needs. If Brisbane requires this discharge, the District can't prohibit it, but again, we would want to review their plans. There is some question about the

location—would the enclosure be in the public right-of-way? If asked, they may connect subject to our Ordinances.

The San Mateo Co. Housing Authority at 57 Midway experienced a problem after routine preventive flushing. This has been done for years on a quarterly basis. The spillage from a toilet and sink was clear water. The building has been converted to a rec center. During the next scheduled flushing, the Maintenance Director will be on site to try to determine if there is a structural problem.

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

(a) March meter reading data: The flow data information is consistent. There is nothing out of the ordinary.

(b) Standard Specification re trenchless sewer installation: At the last Board meeting it was reported that we were going to incorporate trenchless technology into the Standard Specifications. The amendment is complete and the Board may adopt the revised specifications. A motion was made by Director Quinteros, seconded by Director Swanbeck and passed unanimously by voice vote to adopt the Standard Specifications as revised April, 2013. The Engineer will provide the Specs in pdf format so that they may be updated on the District's website.

(c) SFPUC annual sewer service charge: The billing for the first 6 months was computed using the old formula. The billing for January-June, 2013 was computed using the new formula. This new formula represents a savings for the District. Backup information was provided by the SFPUC and they provided a spreadsheet of data requested by the District Engineer. In addition they provided references so that he can track where specific numbers come from. The Engineer has checked all the spreadsheet cells and found everything in order. He does have a question about Appendix O and has asked for an explanation. The bottom line is that the 3rd quarterly payment can be made. He added that the SFPUC has been very responsive to his inquiries.

(d) SFPUC CSPL #2: We issued the final invoices to the SFPUC and Ranger. Ranger has submitted payment and the Engineer said that the SFPUC would be referring their invoice to Ranger.

(e) Brisbane Landfill flow meter: They have installed an electrical mag meter and it seems to be functioning properly. We will use measured and estimated flow to calculate the charges.

(f) Annual Sewer Service Charges: Kennedy-Jenks will begin that process in May and have a draft ready for the June budget session. The Engineer said he will send a letter to the SFPUC to see if they are making any progress in figuring out how they will handle the billing for the 27 Saddleback customers.

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

(a) Consider proposed Ordinance amending Section 501 of the Bayshore Sanitary District Code regarding determination of capacity entitlements for pre-existing dischargers: This section amends the Ordinance to comply with what has been the District's practice. Once

approved, this section will need to be updated on the website. A motion was made by Director Swanbeck, seconded by Director Tonna and unanimously passed to adopt Ordinance No. 100, an Ordinance Amending Section 501 of the Bayshore Sanitary District Code Regarding Determination Capacity Entitlements for Pre-Existing Discharges.

(b) Samoan Church capacity entitlement: Counsel is going to send a letter to the property owner explaining the process. They need to be clear on what impact this has—which is none since the proposed capacity is 6148 gpd and their current usage is 600 gpd. After they have been notified, a hearing will be scheduled.

(14) District Clerk – consideration of matters relating to:
None

Old Business: None

New Business:

(15) SCA 11 and ACA 8 – proposed State Constitution amendments
These bills propose to lower the required vote for passing bonds from 2/3rd to 55%. CSDA is in favor of this legislation and is asking for support. These bills would be Constitutional amendments. The District will take no action at this time.

(16) Cigna dental plan open enrollment and premium increase
There will be no changes to the enrollment.

(17) 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 7:52 P.M. The next meeting is May 23, 2013.

Submitted by Joann Landi