

# BAYSHORE SANITARY DISTRICT

## MINUTES

Regular Meeting of June 27, 2013

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**Opening of Meeting:** The meeting was called to order at 3:40 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: District Counsel Bakker, Maintenance Director Landi, District Engineer Yeager and Clerk Landi

**Fiscal Year 2013-2014 Budget Workshop:**

The Board and Staff were provided with a budget worksheet which included the amounts budgeted for Fiscal Year 2012-13 and the projected revenues and expenses through June 30, 2013. During discussion of revenue projections, Staff indicated that they were not aware of any new development for the coming fiscal year. Estimating property tax revenue was a bit difficult with regard to unknowns surrounding redevelopment tax payments.

After careful consideration, Total Revenues and Contributions were set at \$1,190,000. Operating expenditures were reviewed account-by-account, needs assessed and budgeted at \$1,096,000. Capital projects were budgeted in the amount of \$51,500 and \$42,500 will be contributed to contingency funds. Total Expenses and Contributions is \$1,190,000. The preliminary budget is subject to change before final approval at the July 25<sup>th</sup> Public Hearing.

**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 acknowledged receipt of the June 13, 2013 letter from the County Controller. The letter explained that miscalculations had been made in determining Property Tax Administration Fees from FY 2006-07 through 2011-12. The result for the District is that we owe the County \$1,629. The Controller's Office intends to collect that amount over the next six fiscal years. Counsel said that special districts may want to hire a consultant to review this decision.

**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.)*

- (5) Minutes of the Regular Meeting of May 23, 2013
- (6) Payment authorization for bills and compensation
- (7) Accept 5/31/13 report on District's current financial status
- (8) Accept May, 2013 checking account reconciliation
- (9) Resolution No. 2013-02 establishing Fiscal Year 2013-2014 Appropriations Limit  
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 5623-5631 and Director payroll.

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

- (8) President Gallagher
  - (a) LAFCo: There was no meeting in June.
  - (b) CSDA – Local Chapter: The next meeting will be in August.
  - (c) Redevelopment Oversight Board: Nothing to report.
- (9) Daly City: No report.
- (10) Brisbane: Director Swanbeck attended the June 18th public meeting, one of five being held to discuss various components of the Baylands DEIR. The review period runs to October 8, 2013. San Francisco has indicated that they want Recology expanded and that water would be provided by San Francisco. Every phase of the development must be approved by CEQA.

**Staff Reports:**

- (11) Maintenance Director – consideration of matters relating to:
  - (a) Monthly report on District operations and maintenance: Carlyle Station is operating properly. The generator was inspected and serviced, is working properly and does not need to be replaced at this time.

At this time, the meeting was recessed for a meal break. The meeting was reconvened at 6:33 P.M. with all Directors and Staff present.

**Public Hearing:**

- (4) APN #005-067-430 and 005-067-450  
Capacity Entitlement for property located at 606 Schwerin Street

The Public Hearing was opened at 6:34 P.M. Staff said that the property owner was sent a notice but has made no comment or response. A motion was made by Director Rizzi, seconded by Director Quinteros and passed by voice vote to close the Public Hearing at 6:35 P.M.

The Resolution setting the capacity entitlement will be considered at the July meeting.

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

(a) May meter reading data: The flow data information is consistent. The Engineer is now tracking the average daily flow for billing purposes.

(b) Saddleback sewer service charge billing: The SFPUC has not resolved the issue. The Engineer suggested a meeting and site visit but there has been no response from San Francisco. For Fiscal Year 2013-14 we should include Saddleback in our billing but will advise the SFPUC that this is the last year that we will do so

(c) Annual Sewer Service Charges: Kennedy-Jenks is preparing the report.

(d) Non-residential customers: We must update the list of non-residential customers and provide to San Francisco each year. The only two changes are the USPS sorting facility which is now the San Francisco Impound Yard (and perhaps other offices) and the other is the bus storage facility on Tunnel Avenue. However, it is not yet operational.

(e) Carlyle PS wastewater monitoring: Felix of the SFPUC will meet the Engineer and Maintenance Director July 1 to set up the summer monitoring. The Engineer believes the dry weather flow monitoring is very important.

(f) PG&E discharge permits: One permit is ready for approval and there is another that needs to be renewed. There is a separate permit for the truck wash facility which has expired. The SFPUC's permit for groundwater remediation runs until 2018. However, PG&E is anticipating that the facility can be taken off line in 2015. The Engineer drafted the District's permit to also run for 5 years or it may be terminated sooner if the remediation is completed. A motion was made by Director Swanbeck, seconded by Director Quinteros and passed by voice vote to approve the groundwater remediation permit.

(g) SFPUC annual sewer service charge: Discussed during the budget workshop.

(h) Brisbane Baylands DEIR: From a wastewater standpoint there are some things that are confusing. Some of the statements and how they arrived at the statements is not clear. Counsel said the way CEQA works is that you study the project. A specific plan is done after it is determined that there is environmental compliance. Counsel said there is a period for review and comment. You provide comments and they are obligated to respond to them. If our comments are significant enough, they may have to recirculate the response. The Council approves the EIR and then the project may go forward. It was mentioned that the plan would require voter approval.

What is most confusing to the Engineer is what Bayshore Sanitary District's role is? By and large it states that the impact on BSD is less than significant. But how that was determined when we cannot figure out what the project is and how it will affect BSD. There is a statement that wastewater will be discharged into BSD and treated at San Francisco's Southeast Treatment Plant. There is a 20 year build out plan but their wastewater recycling facility is not scheduled to be built for 15 years. The draft infrastructure plan contains a collection system

that does not utilize any BSD facilities and does not say who will maintain it. Even the lines on Industrial Way will be detached from the district. There is language that the City or developer may want to detach from BSD.

The Maintenance Director suggested an informal meeting with UPC representatives and Staff and the President to get answers and some clarity to the DEIR.

Staff was directed to research issues relative to the former pump station on Tunnel Road.

(i) Samoan Church: Discussed during the hearing.

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

(a) Samoan Church capacity: Discussed during the hearing.

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

No report

**Old Business: None**

(16) Update on FY 2012-13 auditing service

Fechter & Co. has requested information to prepare for their field work on July 22-23.

The President said that we need to determine if we need to post the depreciation and payables.

**New Business:**

(17) CSDA Director Election

The President will cast the District's vote.

(18) August CASA Conference

There is no detailed program information yet.

The President mentioned that the CSDA Conference is in September and asked her fellow Directors to consider attending.

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

None

**Adjournment:**

A motion was made by Director Swanbeck, seconded by Director Quinteros and passed to adjourn the meeting at 7:32 P.M. The next meeting is July 25, 2013.

Submitted by Joann Landi