

# BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of February 27, 2014

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**Opening of Meeting:** The meeting was called to order at 7:01 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Tonna

Absent: Swanbeck

Also: Maintenance Director Landi, District Counsel 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  
None
- (3) Acknowledgment of recent correspondence to the District  
The Clerk distributed mail received since delivery of the meeting packets on Monday. One item is from CASA and requires some discussion; will be placed on the March agenda.

**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 23, 2014
- (5) Payment authorization for bills and compensation
- (6) Accept 1/31/14 report on District's current financial status
- (7) Accept January, 2014 checking account reconciliation

A motion was made by Director Quinteros, seconded by Director Rizzi and passed by voice vote approving the consent items which include payment by check numbers 629-641, Director payroll and the addition of an invoice from Meyers-Nave.

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

- (8) President Gallagher
  - (a) LAFCo: There will be a meeting of the Special District Selection Committee on March 4. The purpose of the meeting is to elect a new Commissioner and if a vacancy occurs, to select an alternate. The President will vote on behalf of the District and would support the election of Josh Cosgrove as the sitting Commissioner and Rick Lohman an Alternate.

(b) CSDA – Local Chapter: The President attended the February meeting. Supervisor Tissier appeared and provided an overview of what she has been doing for the County. There was a report on the Granada Sanitary District presentation before LAFCo to become a Community Services District. Sewer Authority Midcoast (SAM) spoke about their operation and how the 3 entities formed the authority. This was followed by a round table discussion. The next meeting is May 6.

(c) Redevelopment Oversight Board: President Gallagher attended a meeting on Monday. Authorization of payments for the successor agency for July-December, 2014 were approved. She learned that properties within the redevelopment districts have been appraised but have not yet been approved by the State. Lawson Hall, the old library and the old firehouse properties, all within the Bayshore Sanitary District, were given to the former redevelopment agency and are now assets of the successor agency. Because of that, those properties must be sold to satisfy outstanding debt. The liabilities are 28 million dollars, 3 million in the Bayshore area. It is unclear who would receive any excess funds--the State or the local government entities.

(9) Daly City: Work is being done at the site of the Grocery Outlet. The old USPS building is occupied by the C&C of San Francisco. Their Electrical Maintenance Division is housed there and more personnel may be stationed there as well. There is a lot of activity at the property.

With regard to the new shuttle, it is unknown if it is being widely used by the residents of the Bayshore area.

(10) Brisbane: The CAG met on February 18th. The President did not attend the meeting.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Additional CIP video inspection was done during the reporting period. A couple minor problems were detected but don't require immediate action.

The utility undergrounding project in the Geneva corridor is under way. They are using vaults on the sidewalk. To date, the location of the vaults has been no closer than 2 feet to District lines.

There has been increased utility work which required marking in response to USA notifications.

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

(a) December-January meter reading data: There was no rain in either month. The flows are pretty much what you would expect in summer.

(b) SFUC annual sewer service charge: The Engineer and President will meet to go over the calculation process after April 15.

(c) Carlyle Pump Station (CPS) water quality testing: The sampler is still in place. Engineer Yeager may ask the SFPUC to continue sampling through March.

(d) Multiple properties on a single lateral: A letter was sent to the new property owner at 244 Rio Verde Street. There has been no response. The Clerk will follow up and try to obtain a telephone number.

(e) Brisbane Baylands DEIR: The District received notice that comments to the DEIR were posted on the Brisbane website. The District's letter was omitted. The Engineer brought this to the attention of the City and the letter has been posted.

(f) SSMP: We have received information relative to the changes from 3 different sources--CSRMA, CASA and the Water Quality Board. The information is confusing and needs further investigation. Per the notice from the Water Board, the annual SSO report is no longer required. This notice also speaks to an SSMP internal audit which they state is due by May 2nd. Counsel Quint's understanding is that when we do our next SSMP review/update in 2018 we will have to abide by the new requirements. She believes that an internal audit needs to be conducted every two years and she needs to determine what is considered to be an internal audit. There are two questionnaires, one of which is two pages and apply to the maintenance crew. Counsel distributed copies of the amended SSMP requirements and a fact sheet.

The Engineer said that the State expects agencies to analyze their system to determine where their greatest risk is; a pump station is a likely risk. We have budgeted funds for developing an emergency response plan for the force main. A response plan is what an agency believes is practical.

(g) Changes at Kennedy/Jenks Consultants and impacts on the District Engineering position: While the Engineer was on vacation Kennedy/Jenks decided to close its Palo Alto Office and have accelerated his retirement significantly. Today all the files were brought to the District. Kennedy/Jenk's philosophy is they don't need to keep records beyond 10 years. They also do not want to be the engineer for the District or other small agencies. They have no problem with Mr. Yeager remaining as the District's engineer.

Engineer Yeager said he would like to continue to provide service to the District and proposes a fee of \$120 per hour, .50¢ per mile and out-of-pocket costs + 10%. He suggested that the Board approve his continuation on an interim basis since there are still engineering activities that need to be taken care of until a contract can be worked out. For example, he needs to document the nuts and bolts of calculating the sewer service charges. A motion was made by Director Quinteros to continue to have the Engineer serve on an interim basis. The motion was seconded by Director Rizzi and unanimously passed by voice vote.

The Board needs to make a decision with regard to storage of the 4 file cabinets and 6 boxes of records. It was suggested that we look into the purchase of a storage shed but for the time being, the file cabinets will be put in the Boardroom. The Clerk said that it may be time to purge some of the old records.

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

(a) State Water Quality Control Board Enforcement Division compliance audits: Discussed above.

(b) Public entity excess property policies: An example of excess property is the Daly City public library which the District long ago sold to the City of Daly City. The selling agency has no obligation to offer the property to the District. There are specific purposes to be met by

a potential buyer, i.e. low/moderate housing, park, open space purposes, enterprise zone purposes, etc. If there is a specific property in mind, Counsel will investigate further.

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

The Clerk received a call today from a gentleman requesting a Director's email. The Board has no public email service. She offered to forward correspondence to the Director and is seeking input as to whether or not she acted appropriately. Counsel Quint said that the request was handled properly.

**Old Business:** None

(15) Succession Planning  
Tabled until the April meeting.

**New Business:**

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

**Adjournment:**

A motion made by Director Tonna, seconded by Director Quinteros and passed to adjourn the meeting at 8:08 P.M. The next meeting is March 27, 2014 at 7:00 P.M.

Submitted by Joann Landi