

BAYSHORE SANITARY DISTRICT MINUTES

Regular Meeting of March 27, 2014

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 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
Distributed in meeting packets.

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 February 27, 2014
- (5) Payment authorization for bills and compensation
- (6) Accept 2/28/14 report on District's current financial status
- (7) Accept February, 2014 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 643-652 and Director payroll.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: Lafco's proposed FY 2014-15 budget and draft fee revision was distributed in the meeting packet.
 - (b) CSDA – Local Chapter: President Gallagher attended the Special District Selection Committee meeting. Alternate Josh Cosgrove was elected as the second Special

District Commissioner and Ric Lohman was selected to be the alternate. Thirteen districts were represented at the meeting.

(c) Redevelopment Oversight Board: There was no meeting.

(9) Daly City: Prep work is continuing on the Grocery Outlet located on Old Bayshore Highway.

It was reported that based on feedback from residents of the area, the stops for the shuttle service will be adjusted.

Director Swanbeck distributed a map indicating the transit routes being discussed by the Geneva-Harney BRT Community Advisory Committee.

(10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Conducted some CIP video evaluation of the clay pipe in the Bayridge area and Schwerin Street. Found no major deficiencies; however, there is one segment that could be included in a capital project.

Experienced an alarm condition at the Carlyle Station due to a power failure. The generator automatically kicks on when this happens. Personnel check to make sure that everything is functioning properly when power is restored.

The contractor has been working on Geneva Avenue doing the undergrounding of electrical conduit.

The District recently received notice from the City of Daly City that a new water line will be installed on Schwerin Street. We will advise the City's consultant that we have facilities within the project area. This may be a good time to consider scheduling work on Schwerin Street, i.e. lateral replacement. Once the water main is replaced and the street is repaved, it is the City's policy to disallow street opening permits for 5 years.

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

(a) February meter reading data: The average daily flow increased to 327,000 gpd due to the rain in February.

(b) SFUC annual sewer service charge: The Engineer and President will meet after tax season.

(c) Sewer service charge computation – EDS: Fred Webber has been the interface between the District and the County with regard to placing our sewer service charges on the tax rolls. He is retiring and a new firm will take over and they will upgrade to a windows based system. They have provided the Engineer with the new interface. Mr. Yeager has been working with the system but it is a work in progress. He explained how the process has worked in the past and said that it will take more time this year transitioning to the new system.

(d) Carlyle Pump Station (CPS) water quality testing: San Francisco has had the sampler in place since December. They were diligent in December-January but not so much in

February and March. The results so far indicate that the COD and other water quality parameters are higher this year vs. last year. They are still lower than the contract estimates but higher than last year. They will remove the equipment at the end of the month. The Engineer and Maintenance Director will meet and discuss a better way to collect samples.

(e) Multiple properties on a single lateral: Continued to April and in the meantime will attempt to contact the owner at 244 Rio Verde Street.

(f) SSMP/internal audit: The information received from various agencies has been confusing. Ms. Quint has researched starting with the 2006 requirements up to the most recent to try to understand what is different. Actually, things aren't that much different; no major changes. One change is that there were only two spill categories - now there are three. Each category has specific reporting requirements. Another change is that the San Francisco Regional Board no longer requires an annual report.

With regard to questionnaires, there are three. There is a system questionnaire that must be updated annually, a pre-inspection questionnaire which applies if you are audited, and a collection system worker response - can be used for preparation if the District were going to be audited.

Discharges from private lateral overflows are not reportable. The last change is to make sure you have an adequate emergency response plan. That can be worked out by the Engineer and Maintenance Director. Our SSMP was updated in January, 2013; the next is due in 2018.

An internal audit is required every two years. It must be created and kept on file. The sole purpose is to evaluate the effectiveness of our SSMP. An independent consultant could be used for the first audit which is due May 2. Engineer Yeager has checked out various other agencies to see how they have approached this task. A number of them have a two page questionnaire with various questions and responses. Some responses could lead to action being taken. We had planned to take a look at what maintenance was done during the year and evaluate how effective that maintenance was. The Engineer suggested that he and the Maintenance Director do the internal audit which may lead to some follow-up or a revision to the District's SSMP. The audit can be done before the April meeting. It was noted that CSRMA has good information on their website as to what should go into an SSMP.

One other requirement is that the SSMP needs to be on line or a copy submitted to CIWQ.

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

(a) State Water Quality Control Board Enforcement Division compliance audits:
Discussed in item (12) (f) above.

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

No report.

Old Business: None

(15) Succession Planning

Tabled until the May meeting.

New Business:

(16) Request from CASA for financial support of independent research regarding Clean Water Act citizen suits

This is a request for a donation to help fund research regarding how to deal with citizen suit abuses. It was the consensus of the Board that we take no action.

(17) Consideration/approval of contract with Tom Yeager for engineering services:
Continued to the April meeting.

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

Adjournment:

A motion made by Director Swanbeck, seconded by Director Tonna and passed to adjourn the meeting at 8:10 P.M. The next meeting is April 24, 2014 at 7:00 P.M.

Submitted by Joann Landi