

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of December 17, 2015

Opening of Meeting: The meeting was called to order at 6:22 P.M.

Roll Call:

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna
Absent: None
Also: District Counsel Quint, Maintenance Director Landi, 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
President Gallagher distributed a Certification of Election to Directors Quinteros, Rizzi and Swanbeck. They will serve a four year term through November, 2019.
- (3) Acknowledgment of recent correspondence to the District
Acknowledged receipt of CSDA's catalog of Professional Development webinars and workshops. Also acknowledged Myers/Nave letter to the Town Motel; will be discussed later in the meeting.

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 November 19, 2015
- (5) Payment authorization for bills and compensation
- (6) Accept November 30, 2015 report on District's current financial status
- (7) Accept November, 2015 checking account reconciliation

A motion was made by Director Quinteros, seconded by Director Swanbeck and passed approving consent items 4-7.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: There was no LAFCo meeting in December.
 - (b) CSDA – Local Chapter: No report.

(c) Redevelopment Oversight Board: President Gallagher attended a special meeting on December 3. The next meeting may be held in February.

(9) Daly City: Consideration of the Carter Street 115 home development has been continued by the Planning Commission to January, 2016. This project is located at Carter Street and Steve Courter Way.

Marketing of the Robertson School site may be delayed so that Daly City can conduct an impact study.

(10) Brisbane: Their City Council election was certified; one incumbent and a 21 year old woman were elected.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Everything is operating very well. The mapping for USA still needs some adjusting. President Gallagher complimented the Maintenance Director on the holiday lights around the Carlyle Station.

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

(a) November meter reading data: The average daily flow was 258,233 gallons. This is slightly more than October due to the fact that there were 5 rainfall events in November.

(b) SFPUC water quality sampling: We have received some preliminary results. The COD, suspended solids and oil and grease appear to be high with a lot of variation in the numbers. Engineer Yeager visited the Carlyle Station yesterday when the SFPUC crew was collecting the samples to observe the operation. He was not aware that the oil and grease sample is a grab sample while the others are composite samples. A grab sample is a single sample while the composite machine takes a sample every 80 minutes and takes the same volume each time. The crew samples between 10 AM-12 PM on Tuesday, Wednesday and Thursday. The Engineer doesn't understand the outliers and said a few high readings pull the averages up increasing costs for the District. He will talk to Crispin Hollings about pulling out the outliers. The first two years the numbers were less than the original estimates; however, the last two years are significantly higher. The Maintenance Director reiterated his opinion that he was/is opposed to the sampling. Typically the sampling is done for two months in the wet season and two during the dry season.

(c) 2014-15 CIP: All the documentation has been received and is acceptable. Final payment of \$6,260.36 can be issued. This amount represents the 5% retention.

(d) SFPUC connection fee: The Engineer had questions and requested clarification in a letter sent in August. To date he has not received a response. The questions are of an administrative nature and are not covered in the San Francisco ordinance. It is important that the SFPUC respond to the inquiry since there are some projects in the pipeline.

(e) Accacia subdivision: President Gallagher lives next to the project; therefore, she recused herself from the conversation. Vice President Quinteros presided over this discussion. This project goes from Accacia Street to Velasco and has 12 home sites. Three on Velasco were

already constructed and connected directly to the San Francisco sewer. The line on Accacia Street is very shallow. Engineer Yeager has had significant communication back and forth with the developer. They have been made fully aware of the District's requirements with regard to design and materials to be used and have addressed those in their sewer plan. He suggested that the District accept the sewer plan for the subdivision. The target to begin construction is January, 2016 but Mr. Yeager doesn't think they have all their approvals from Daly City. He also suggested that we copy Daly City on the letter of approval and request construction drawings. Daly City contacted the Engineer inquiring about the District's bonding requirements. We have no formal bonding requirements.

A motion was made by Director Rizzi and seconded by Director Swanbeck to accept the sewer plan. The motion passed by the following vote:

Ayes:	Quinteros, Rizzi, Swanbeck, Tonna
Noes:	None
Recused:	Gallagher
Absent:	None

(f) Fiscal Year Procedures Manual update: There were quite a few changes so the manual was completely redone. Two copies were provided.

(g) GIS map: Murgreen Environmental has had some problems relative to tying in the correct elevations to the correct manholes. Most have been resolved and the updates should be made by the end of next week.

(h) Questions from customers: The owner of the 7 Mile House property requested an explanation of the sewer service charges for the property.

PG&E will be applying for an additional discharge permit for the Martin Service Center.

(i) Town Motel: The name has been changed to the Mylo Hotel. At the November meeting District Counsel was directed to write a letter to the owner because they had not paid their reduced invoice by the November due date. That invoice relieved the owner of the penalty fees and reduced the capacity fees by 15% to reflect conservation improvements they were making to the units. The reduction to the fees was conditional and based on timely payment. It was also conditioned upon removal of the roof gutter downspout from the District's sewer system. District Counsel sent a letter to the owner on December 14; the Engineer read portions of the letter. He received calls from the Hotel owner yesterday claiming that they had just found the invoice and also acknowledged receive of Counsel's letter. The owner sent an email asking for relief. Specifically he requested that the penalty(ies) be waived and the District accept a 15% reduced capacity fee as previously offered. He stated that he can pay the reduced amount of \$13,246.32 on Monday, December 21; a significant reduction from the total of \$18,213.25 owed. He informed the Engineer that the prior owner withheld previous billings and they have had to replace their manager. There was lengthy discussion between the Board and Staff. President Gallagher was of the opinion that the owner has done things which have improved his property as well as the neighborhood. Her tendency would be to accept the \$13,246.32 payment. Director Swanbeck said her opinion would be that the original amount be billed, penalties waived and roof gutter removed by December 31; if not penalties would be due. Director Rizzi concurred with that opinion. President Gallagher made a motion to accept \$13,246.32 as payment if paid by end of business December 21 with the

condition that the downspout must be removed by December 31. The District reserves the right to bill the full amount including penalties if payment is not made as promised. Director Tonna believes that since the hotel owner has another motel in the District which has also been billed for additional capacity fees, he is fully aware of the requirements relative to those charges. He does not feel that the District should grant his request for relief of almost \$5,000.

Director Rizzi seconded the motion which passed by the following vote:

Ayes: Gallagher, Quinteros, Rizzi, Swanbeck
Noes: Tonna
Absent: None

(j) Robertson School PUD: A revised plat was submitted with a different road system. The system now has a road going through the subdivision and the retention pond. We requested hydraulic calculations which have been provided. The District requires that the sewer line going out on Martin Street be in the public right of way. They have agreed to our conditions but haven't yet submitted revised utility plans. They are in the process of seeking approval of the tentative map for this 71 unit development.

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

The Board welcomed Counsel Quint back and offered congratulations on the birth of her daughter Lea.

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

None

Old Business:

(15) Community outreach

The mailing was done on November 27 and 30 by Directors Swanbeck and Gallagher and Zenia Gutowski and the Clerk. Approximately 50 pieces were returned; a majority of those were hand delivered by CSMS.

New Business:

(16) 2016 meeting schedule

The following schedule was approved. January-November meetings begin at 7 P.M.; December begins at 6:00 P.M.

January 28	May 26	September 22
February 25	June 23	October 27
March 24	July 28	November 17
April 28	August 25	December 15

(17) Election of officers for 2016

A motion was made by Director Rizzi to retain the same officers for 2016. The motion was seconded by Director Swanbeck and unanimously passed by voice vote.

(18) January 20-22, 2016 CASA Conference
On January 19 there is an all-day CSRMA training. Based on the lack of any compelling panels or sessions, no Director will attend.

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

Adjournment:

A motion was made by Director Rizzi, seconded by Director Swanbeck and passed to adjourn the meeting at 7:29 P.M. The next Regular Meeting is January 28, 2016 at 7:00 P.M.

Submitted by Joann Landi

President

Secretary