

# BAYSHORE SANITARY DISTRICT MINUTES

Special Meeting of September 17, 2015

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**Opening of Meeting:** The meeting was called to order at 7:15 P.M.

**Roll Call:**

Present: Gallagher, Quinteros, Rizzi, Swanbeck

Absent: Tonna

Also: District Counsel Bakker, 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  
None
- (3) Acknowledgment of recent correspondence to the District  
Correspondence was included in the 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 August 27, 2015
- (5) Payment authorization for bills and compensation
- (6) Accept 8/31/15 report on District's current financial status
- (7) Accept August, 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: President Gallagher and the Clerk attended the meeting yesterday. The Public Hearing on the North County Municipal Service Reviews (MSR) was reopened. There were only 3 speakers including President Gallagher. Among her comments was the suggestion that the Commission consider issuing a glossary explaining the various terms used, i.e. 0 sphere, coterminous, etc. She also mentioned that the negativity of the language creates an atmosphere of defensiveness and hostility. The Commission approved the MSRs for the North

County and also adopted their FY 2015-16 budget. Director Swanbeck told the Board that she contacted CSDA and asked why districts with a 0 sphere are required to pay dues--it's like paying the executioner. Any change would have to come from the California legislature.

(b) CSDA – Local Chapter: No report.

(c) Redevelopment Oversight Board: (a) Daly City Library site. President Gallagher attended a meeting on September 14. The Oversight Board approved the recognized payment schedule for January 1 - June 30, 2016. She asked about the status of the appraisal of properties; they are waiting for approval from the State.

(9) Daly City: Director Rizzi attended a meeting regarding the development of the Robertson School property. It is estimated that the cost will be 28 million dollars and they would like to break ground in 9 months. That may not happen since the potential developer is not in conformance with 3 items, 2 of which are significant. The School District is hoping that the new school will open in fall, 2018.

(10) Brisbane: There are meetings scheduled next month to discuss the Baylands EIR.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle station is operating properly. There was another generator alarm during this reporting period. The generator is operating but there are some problems. Mr. Landi is going to call Bay Equipment to seek their advice. The FY 2015-16 Budget includes funds to replace the generator.

Video inspections have been conducted on the portions of the CIP that have been completed.

During the paving of Schwerin Street some District manholes were raised. Those manholes were inspected and there is debris in one that must be cleared by the paving contractor.

A manhole on Partridge and Schwerin was damaged due to severe root intrusion. The roots were removed and the manhole was grouted.

Preliminary inspection of a new lateral was done at 148 Oriente Street. This is the property where a home was demolished and a new one is being constructed. The work is not complete; the cleanout has not been installed.

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

(a) August meter reading data: The flow for August is the second lowest in 20 years. Our annual flow for 2015 will probably be the lowest on record.

(b) SFPUC water quality sampling: The sampling is underway.

(c) 2014-15 CIP: Everything has been done except work at MacDonald and Bayshore. Stoloski & Gonzalez received their permit from the SFPUC for an industrial discharge. Engineer Yeager has prepared a permit for the District as well. They may or may not encounter ground water during the work being done.

(d) Additional Capacity Entitlement: The Alpine Inn and Town Motel have been billed for additional capacity and neither has submitted payment. The Alpine Inn was rebilled to include the 10% late penalty. With regard to the Town Motel, the Engineer received a call from Mr. Patel, the new owner. He said that he has had trouble with the previous manager not forwarding mail and that is why he hadn't received the first billing. Mr. Patel took over the Motel in about April/May, 2014 which is evident by the change in the water meter number. Mr. Patel said the prior owners had an occupancy rate for the 36 units in the teens and now it averages over 90%.

Engineer Yeager looked at the historical water usage and found that in 2011, 2012 and 2013 an average of 16 gallons per unit per year was used. This year it is 83 gallons per unit per year. Mr. Patel said there are leakage problems and that they are remodeling units which should solve some of the leakage problems. So far 19 of the 36 units have been remodeled; the remaining 17 should be renovated by the end of the year. Water usage for June and August is averaging 178-195 units vs. last year when it was over 200. They are definitely using more water whether or not there is leakage. The Board has a few options it may consider on how to handle this billing. For example (1) the current bill stands and the 10% late penalty is levied; (2) wait until December and rebill; (3) reduce the billing by 20% and waive the 10% penalty; or (4) have them deposit the full amount and reevaluate the usage when the work is complete. The Engineer's recommendation would be option (3) with the caveat that if the usage is up next year the Motel will be billed for the additional capacity. A motion was made by Director Swanbeck that the Town Motel billing be reduced by 20%, that the 10% penalty be waived, that the roof gutter be disconnected and payment is due in 60 days. The motion was seconded by Director Quinteros and unanimously passed by voice vote.

(e) SFPUC connection fee: The Engineer's August 17 letter seeking clarification has not been answered.

(f) Development of GIS map: The Engineer and Maintenance Director met with Murgreen Environmental and went over some system details--mostly things that were historical knowledge not shown on the maps.

(g) Sanitary Sewer Management Plan (SSMP) update: The SSMP has been posted on the website. There is a problem with a couple exhibits and the Engineer is working with Russell at Awardtech.

(h) Fiscal Year Procedures Manual: The Manual was prepared last year but will need some updating. There have been changes that need to be documented. The manual will be revised and reissued.

(i) Brisbane Baylands Final Environmental Impact Report (FEIR): The final EIR has been released and there are a series of Public Hearings from October 1 to November 12. The October 29 Public Hearing describes the public services. Both the Engineer and Maintenance Director will be on vacation and Mr. Yeager believes it is important that a representative of the District be present to observe. President Gallagher and Director Swanbeck will attend the Hearing. The District's written comment is included in the FEIR. Each paragraph of that October 2, 2013 letter is numbered with a response using that same number. The Engineer found it of interest that the FEIR states that the industrial park which consists of metal buildings is said to have the potential for various contaminants. Remedial action will have to be taken prior to demolition of the buildings. However, they are currently revenue generating so

demolition any time soon is not anticipated. The FEIR provides four options for the Baylands property.

(l) Industrial Way CCTV inspection: The Engineer thinks it would be a good idea to televise the line; not for repairs, but to look for I/I. It has been about 20 years since the last video inspection. It was the consensus of the Board to conduct the inspection.

(13) District Counsel – consideration of matters relating to:  
None

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

**Old Business:**

(15) Community outreach  
The magnets have been produced and received. We need to draft a letter; content ideas were discussed. Directors Swanbeck and Rizzi and the Clerk will work on this and have a draft ready for the October meeting.

**New Business:**

(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 8:35 P.M. The next Regular Meeting is October 22, 2005 at 7:00 P.M.

Submitted by Joann Landi