

**BAYSHORE SANITARY DISTRICT**  
**MINUTES**  
Meeting of August 25, 2016

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**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: Counsel Faught, 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  
Engineer Yeager said that several months ago the District was contacted by PG&E with regard to televising some of the District's lines where there might be a conflict with gas lines penetrating sewer lines. Today he was again contacted and it appears that PG&E is in the planning stages of proceeding with the inspection. PG&E hires contractors to conduct the video inspections. The Engineer and Counsel will confer relative to conditions and permit requirements.
  
- (3) Acknowledgment of recent correspondence to the District  
None

**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 July 28, 2016
- (5) Payment authorization for bills and compensation
- (6) Accept July 31, 2016 report on District's current financial status
- (7) Accept July, 2016 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 meeting in August.

(b) CSDA – Local Chapter: There was a meeting on August 2. The Maintenance Director attended the meeting and reported that Supervisor David Pine spoke on Sea Level Rising. There was also discussion of recently released grand jury reports.

Director Swanbeck told the Board that she downloaded the Little Hoover Commission report and said that it has discussion of property taxes being removed from special districts and be redistributed--similar to the recent grand jury report on independent sanitary districts.

(c) Redevelopment Oversight Board: No report.

(9) Daly City: No report.

(10) Brisbane: The Engineer said that the Planning Commission is recommending to the City Council that the Baylands project be denied. The proponents seek 10 million square feet of new office and other developed space and the City favors about 1 million square feet with substantial green space.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The Carlyle Station is operating properly. Telstar installed the new transducer (for level control); however, the floats have not yet been installed.

The Bayshore Elementary School lateral was inspected and televised.

There was a service request at 10 Midway Court. The manhole was not overflowing but the water was about 1-2 feet from the top caused by a partial stoppage. The Housing Authority hired a plumber who worked for about 7+ hours before discovering there was a problem with the sewer main. The Housing Authority has submitted a claim for reimbursement for the plumbing fees. The Clerk told the Board that there are discrepancies in the scenario presented with regard to the date of the onset of the problem, the date on the plumber's bill and the date and time the problem was reported to the District. We will request clarification of the time line and the claim will be considered at the September meeting.

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

(a) July meter reading data: The average daily flow in July was 250,355 gallons, typical for dry weather. The PG&E industrial discharge was minimal - 114,000 gallons. They have another project under construction but it will not be as intensive as the current project was in May and June.

(b) Carlyle Pump Station upgrades: Reported in (11)(a) above.

(c) SFPUC water quality sampling: As was predicted in July, with the substantial reduction in the PG&E discharge, the contaminant levels increased.

(d) 209 MacDonald Avenue: We are waiting for a letter from Daly City confirming the meter size.

(e) Robertson School/Bayshore Elementary School: The contractor and school district have been apprised of the SFPUC capacity charge fee. We have received no notification that the manhole at Robinson School has been raised. The Maintenance Director said that it has not. The Engineer will follow up with the contractor.

(f) Update CIP/Master Plan: The work will begin when other tasks are complete.

(g) Development of GIS map: The Engineer and Maintenance Director updated the database. The information has been provided to the District's auditor Fechter & Co. We now have an up to date database. Mr. Yeager said that the database was used for making the annual capacity charge calculation.

(h) Capacity charge calculations: The calculated connection fee using the new database and following Board direction regarding reserves, is \$3,333.00. The existing fee is \$3,414.00. The difference is not significant enough to require a change.

(i) Sewer Service Charge report: The report has been completed, submitted and accepted by the County.

(j) Recology: Recology is considering relocating their truck washing facility. They have a long range transfer station redevelopment plan for the entire area. This would be the central location for all of San Francisco. They want to move the truck washing facility to the Bayshore side of the property and inquired about connection fees. There will not be an SFPUC capacity fee since the property is in Brisbane.

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

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

**Old Business:**

(15) Grand Jury Report, review Ad Hoc Committee draft response

The Ad Hoc Committee met on August 1 and prepared a draft response. The Engineer was contacted by Brisbane Public Works Director Randy Breault asking what the District's response would be. He was advised that the Board had not yet formulated its response. Mr. Breault indicated that City Managers of Brisbane and Daly City had discussed the report and that Daly City was supportive of the study of the feasibility of one of the two cities taking over the District. Mr. Breault added that Brisbane supported the concept but they would not push the issue. President Gallagher emailed Daly City Manager Pat Martell but has not received a response. There was agreement among the Directors that the President reach out to the two City Managers to get a sense of the direction the cities would take.

The draft response was discussed at length, comments were made and changes agreed upon. The draft will be edited to reflect the changes and will be brought back for further discussion and approval at the September 22 meeting.

**New Business:**

(16) Peninsula Clean Energy

The Clerk said that the automatic opt-in would be a 50/50 split; half from PCE and half from PG&E. Users have the discretion of going 100% with PCE; however, that would result in higher costs than currently under PG&E. The Clerk used a PCE tool whereby data is entered giving the user the fee using the 50/50 program. Based on that, for example the current PG&E

bill for electric service would be about \$40 less under the program. It was the consensus that we do nothing and allow the auto opt-in to go into effect in October.

(17) Conflict of Interest Code Biennial Review

Counsel has reviewed the District's current code and found that no changes are necessary.

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

**Adjournment:**

A motion was made by Director Swanbeck, seconded by Director Quinteros and passed to adjourn the meeting at 10:04 P.M. The next Regular Meeting is September 22, 2016 at 7:00 P.M.

Submitted by Joann Landi