

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of June 22, 2017

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**Roll Call:**

The meeting was called to order at 7:03 P.M.

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna  
Absent: None  
Also: Counsel Quint, Maintenance Director Landi, 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  
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 May 25 Regular Meeting and June 8, 2017 Special Meeting
- (5) Payment authorization for bills and compensation
- (6) Accept May 31, 2017 report on District's current financial status
- (7) Accept May, 2017 checking account reconciliation

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

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

- (8) President Gallagher
  - (a) LAFCo: No meeting this month.
  - (b) CSDA – Local Chapter: (i) Consideration of formal affiliation with CSDA: CSDA would like the Chapter to become an affiliate. There is no charge to each of the member districts. Bayshore SD is a member of CSDA. The Clerk has received confirmation from Alliant that directors are covered under the District's liability policy when representing the Board at a conference or meeting. If the special districts in San Mateo County decide not to become an affiliate they may not use the CSDA logo; however, they could be an independent organization. Counsel sees no problem for the District and it was the consensus of the Board that we are in

favor of moving forward with formal affiliation. This topic will be discussed at the next Chapter meeting in August.

(c) Redevelopment Oversight Board: No report.

(9) Daly City: Director Rizzi reported that Toll Brothers has amended their road plan for the Robertson School development. There will no longer be a cul-de-sac.

(10) Brisbane: There was a CAG meeting but no District Director attended. The Maintenance Director suggested opening dialog with UPC re a tertiary treatment plant.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: ■The Station experienced a brief power failure and when the power kicked back on the blower starter in the control panel was burnt. A replacement will be ordered. ■Responded to a macro alarm and found no problems. ■Received a call that Kentucky Fried Chicken (KFC) was washing their garbage bins and black, greasy water was running down the street. It was flowing down the gutter and entered a storm drain. We should notify the Environmental Health Department of the condition. Mr. Landi spoke to an employee, gave him a business card and requested that the manager call him. There has been no response. The Environmental Health biannual inspection of the station will be conducted next week and they will be apprised of the situation. One possibility to resolve the problem would be for KFC to work with the District, install a drain in the wash down area and connect to the sewer. ■The 12 home Accacia Street development has agreed to regrade the road to improve the elevation and drainage. The final inspection of the main and one lateral will be done after the road work but before the final paving.

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

(The Engineer was not present; however, his monthly report as follows was reviewed.)

(a) May meter reading data: May was a dry month and the average flow was 296,226 gallons; typical for the dry weather period.

(b) Carlyle Pump Station upgrades: The Maintenance Director reported that the generator is at Bayside Equipment in Redwood City. They will be starting some preliminary prep work. A temporary generator will be used during the period of removal of the old generator and complete installation of the new generator.

(c) Update CIP/Master Plan: No update.

(d) Daly City/District Memorandum of Understanding (MOU): The MOU will be presented to the City Council in July or August. President Gallagher asked that staff find out when it will go before the Council since she would like to attend that meeting.

(e) Daly City slurry seal: The Maintenance Director doesn't think this will affect our manholes since it will be a very thin coat.

(f) Zayo Group: No activity on this project.

(g) Accacia Street Subdivision: The Engineer has provided his final comments and the changes have been made.

(h) 2017-18 Sewer Service Charge (SSC): The expected SSC for Fiscal Year 2017-18 has been adjusted since the Budget Workshop. The Engineer is still waiting for water usage information from Golden State Lumber and Kinder Morgan.

(i) Robertson School: As reported at the last meeting, Toll Brothers will be billed for the previous year's SSC. This is an issue Toll will need to work out with the School District.

(j) 2017-18 Entitlement Charges: Pre-billing notices have been sent to users who have exceeded their capacity. The overage at 200 Industrial Way was due to a leaking toilet. The property owner has provided evidence of the repair.

(13) District Counsel – consideration of matters relating to:  
No report

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

(a) CSDA webcast re online compliance: The Clerk listened to a webcast conducted by CSDA and partner Streamline. A few highlights: (1) If a district describes its website content as “open data” it must be retrievable, downloadable, indexable, etc. For content that doesn't fit that requirement, just don't call it “open data.” (2) SB 272 (Enterprise Systems) and AB 2853 (information requests) were added to the Public Records Act eliminating the requirement for mandated cost reimbursement by the State. With regard to information requests, if the requested information is on your website, you can point the requester to the website. (3) In the future it may become a requirement that meetings be live streamed and put on their website. (4) There is currently no requirement that a district have a website. However, presenters said that in a year there will likely be a requirement that every district have a website. The Little Hoover Commission may recommend that districts have websites.

**Old Business:**  
None

**New Business:**

(15) Accept audit services by Fechter & Co

A motion was made by Director Swanbeck, seconded by Director Rizzi and passed by voice vote approving Fechter & Co. to conduct the FY 2016-17 audit.

(16) Consideration of transfer of funds from First National Bank to LAIF

It was the consensus of the Board that the Clerk call First National Bank (FNB), explain that the District is contemplating a transfer of funds to LAIF, and ask if they can meet the interest rate earned on the LAIF account. If they are unable to do so, we will initiate a \$1,000,000 transfer from FNB to LAIF.

(17) Acknowledge/discuss receipt of Grand Jury Report re website content

The report was reviewed and the Clerk provided written comments in the Board packet. The recommendations made by the Grand Jury are based on the Special District Leadership Foundation (SDLF) criteria for website content. Of the items listed in Tier 1 which MUST be accessible, the District lacks just one with regard to election procedures for board candidates.

The Clerk provided language that could be added to the website. With regard to Tier 2 content, four items must be accessible. Our website currently contains five of those items. The President suggested that the Board review the rest of the items in Tier 2 and see if there are any that we might want to add. The Clerk will prepare a draft response for consideration at the July meeting.

This discussion brought up the topic of email; use of email, best practices, etc. Counsel told the Board about a recent decision by the California Supreme Court that employee's emails, even sent using personal electronics, are part of the public record. She suggested that if there is a need, Directors may want to set up a Gmail account dedicated for District use.

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

Director Swanbeck made the Board aware that the Little Hoover Commission is recommending sweeping changes to LAFCo, including expanding their powers.

**Adjournment:**

The meeting was adjourned at 8:18 P.M. The next Regular Meeting is July 27, 2017 @7:00 P.M.

Submitted by Joann Landi