

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of August 24, 2017

Roll Call:

The meeting was called to order at 7:01 P.M.

Present: Gallagher, Quinteros, Rizzi, Swanbeck, Tonna

Absent: None

Also: Counsel Quint, Maintenance Director Landi, 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
The Clerk reported that the District has received proceeds from the sale of redevelopment property at the corner of Geneva & Schwerin Street.
- (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 July 27, 2017 Meeting
- (5) Payment authorization for bills and compensation
- (6) Accept July 31, 2017 report on District's current financial status
- (7) Accept July, 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: There was no meeting in August
 - (i) Request for information: This is a follow-up to the Municipal Service Review conducted in 2015. The draft response was reviewed and will be sent before the deadline.
We have received correspondence from LAFCO regarding the selection of a special district alternate. The nomination process and election will be conducted electronically. President Gallagher will sign the authorization to vote electronically and may make a nomination.
 - (j) CSDA – Local Chapter: The next meeting will be October 3rd.

(k) Redevelopment Oversight Board: There was no meeting this month and there may not be another until January, 2018.

(9) Daly City: The new Bayshore School will open on September 13 for students. The official opening will be later that month.

(10) Brisbane: An editorial published in the San Francisco Chronicle this morning with a pro and con statement regarding development of the Baylands was posted for any interested member of the Board or Staff to read.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Pump Station is operating fine. The generator installation began on July 27 and was completed on August 3. After the installation a 3 hour test run was done to check things like voltage, etc. The Maintenance Director said the generator will be exercised tomorrow.

There have been multiple inspections of the Accacia Street 12 home development project. All items have been finalized.

The odor control system filter needs to be refilled with 9 yards of nursery mix. It will be ordered from and delivered by Broadmoor Landscape Supply.

Mr. Landi asked the Board if they might want to consider installing security cameras. We have recently noticed that people are dumping various items around the perimeter. He said that Costco currently has a 4 camera Nighthawk system on sale for \$249.99. CSMS would provide installation for \$150. It was the consensus of the Board to proceed with the purchase and installation of the security system.

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

(a) July meter reading data: July was a very dry month; average daily flow was 263,500. This is typical for the dry weather period.

(b) Carlyle Pump Station upgrades: The Bay Area Air Quality Management District has been notified that the new generator is operational. As noted on the accounts payable, we are withholding 5% from payment to Bayside Equipment Company pending receipt of certified payroll. The Engineer provided them with a link to make the submission.

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

(d) Accacia Street Subdivision - Resolution No. 2017-06 accepting the subdivision: Vice President Quinteros assumed the gavel for this item on the Agenda. The developer has provided an additional deposit to cover more inspection costs. The Resolution accepts the common sewer line for maintenance and control. A motion was made by Director Tonna to adopt Resolution No. 2017-06. The motion was seconded by Director Swanbeck and passed by the following roll call vote:

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

President Gallagher resumed chairing the meeting.

(e) 2017-18 Sewer Service Charge: The documentation has been sent to the County and has been accepted.

(f) 2017-18 Entitlement Charges: We have received payment from Sunquest. Three others are still outstanding: Alpine Inn, V&A Auto/7 Mile House and Recology.

(g) End of Year Procedures Manual: This was initially prepared 3-4 years ago and has been updated. It will need an extensive rewrite this year. There are new procedures, ordinances and ways of doing things.

(h) SFPUC flow and water quality submittal: The Engineer sent San Francisco a letter providing the flow and water quality data. The total flow was 125,960,000 gallons and previously had not exceeded 120 million gallons. He anticipates that San Francisco's flow will also have been higher last fiscal year so our percentage may actually be less.

COD, suspended solids and oil & grease numbers were lower this year. The highest period was in 2014-15 during the drought. Using the 5 years of data and averaging it, the numbers are less than was anticipated. Mr. Yeager recommends that the District approach the SFPUC and suggest that we have enough data so that we can halt the testing. It was the consensus of the Board that the Engineer write to San Francisco suggesting the sampling stop.

(i) Robertson School: Last week Engineer Yeager received a call from the engineer developing the demolition plans. He requested information about the location of sewer lines running from the manhole to the various buildings. He had submitted utility plans to Daly City and we were not notified. City Engineer Richard Chiu advised that they submitted grading and utility plans and that the developer wants the grading plans to be reviewed first so they can do the grading this fall. Daly City hasn't started review of the utility plans. Engineer Yeager has been provided a set and will submit comments on behalf of the District. Martin Street will be public and all the other roads will be private. The developers want the water lines to be private. This is out of the ordinary and a little confusing since the plans indicate that the water system is being built to Daly City standards.

(j) Audit: The auditor was provided with a new asset list based on the GIS mapping. The Clerk said that we have received the draft audit.

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

Counsel Quint looked into the CUPA hazardous waste regulations. They are lengthy and complicated so since we have not received further requests from the County regarding our Facility Plan, Counsel doesn't believe it is worth her spending a lot of time researching. We may or may not be exempt but will not pursue at this time.

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

No report

Old Business:

(15) Review and approve response to Grand Jury Report re website

No changes to the draft provided in the July meeting packet were requested. A motion was made by Director Quinteros, seconded by Director Swanbeck and unanimously passed by voice vote approving the response to the Grand Jury.

New Business:

- (16) Reports on other matters: no action will be taken
Counsel Quint said John Bakker attended CASA. If he learned about anything of interest to the District she will report next month.

Adjournment:

A motion was made by Director Swanbeck, seconded by Director Rizzi and passed to adjourn the meeting at 8:14 P.M. The next Regular Meeting is September 28, 2017 @7:00P.M.

Submitted by Joann Landi