

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of December 19, 2019

Roll Call:

The meeting was called to order at 6:07 P.M.

Present: Constantino, Gallagher, Rizzi, Tonna

Absent: Swanbeck

Also: Maintenance Director Landi, District Counsel Quint 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 Board expressed their appreciation to the Maintenance Director for the interior and exterior Christmas decorating.

(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 November 21, 2019

(5) Payment authorization for bills and compensation

(6) Accept November 30, 2019 report on District's current financial status

(7) Accept November, 2019 checking account reconciliation

The Clerk advised the Board that the November minutes previously circulated have been corrected to indicate that Legal Counsel was present. A motion was made by Director Constantino, seconded by Director Tonna and passed by voice vote approving consent items Amended 4- and 5-7.

Board Reports – consideration of matters relating to:

(8) President Gallagher

(a) LAFCo: No report.

(b) CSDA – Local Chapter: No report.

(9) Daly City: No report.

(10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The pine trees along the perimeter of the fence around the property have been trimmed and thinned by Davey Tree.

The Carlyle Station is operating properly. In response to a question from Director Rizzi, Mr. Landi explained that the monthly operating hours for Pump #2 are higher than the other 3 pumps because the ware ring needs to be replaced. However, the pump is still operational.

At the last meeting it was reported that there was an overflow problem at 6 Nancy Lane. It took a few days but the owner had the problem corrected. There was a service request at 1046 Schwerin Street. It was reported as excess water near the front door. North San Mateo County Sanitation District responded and ran a dye test. It was a drainage problem not a District problem.

Sometime over the Thanksgiving holiday and weekend a water line broke. Upon returning on Monday, December 2 the neighbor at 40 Industrial Way reported the problem to the Maintenance Director. About 4 feet of PVC pipe was replaced. We received a courtesy call from Brisbane last Monday alerting us that we had used a very large volume of water during the two month period. The Clerk explained what had happened and was advised to send Brisbane an email explaining the situation and they may be able to make an adjustment in the billing.

(12) District Engineer – consideration of matters relating to: (The Board and Staff briefly reviewed the Engineer’s report)

(a) November meter reading data: There was one rain event in November and the average daily flow was 280,000 gallons.

(b) Historical revenues: President Gallagher reviewed this item and said that in FY 2013-14 operating revenues covered operating expenses. Beginning in FY 2014-15 all operating expenses have not been covered by the revenue. In other words, the operating revenue is not keeping up with the operating expenses. The Board will need to discuss an increase of the sewer service charges in the future. The Engineer will provide his recommendations.

(c) Midway Village: At the November meeting BKF, the project engineer, made a presentation. The possibility of entering into a Memorandum of Understanding (MOU) with MidPen was discussed and the Engineer and Legal Counsel were instructed to draft an MOU. MidPen has looked at the draft and is agreeable. Counsel Quint reviewed the MOU including the terminology re mainlines, laterals and side lines. Director Swanbeck relayed her concern regarding the language in Section 1.D. There was consensus that Counsel clarify the terminology in that Section. A motion was made by Director Tonna to approve the MOU with the minor adjustment to Section 1.D. The motion was seconded by Director Constantino and passed unanimously by voice vote.

(d) 453 Rio Verde Street: The developer has been provided with the fees due to the District and the SFPUC.

(e) Kinder Morgan: We have not received a copy of their SFPUC permit.

(f) 2019-2020 CIPs: There has been no action during the reporting period.

(g) Point Martin 1 & 2: The design engineer has responded positively to the Engineer's comments.

(h) Entry onto private property: Counsel reported for the Engineer that at the November meeting we discussed what options the District had when there is an overflow on private property that is neglected by the owner. The Engineer reviewed the District Code and found some sections dealing with the issue. Also, the Health and Safety Code states that a sanitary district may go on private property when there is a risk to the public. Counsel believes our Code along with the Health & Safety Code gives us authority to take care of a sewage overflow on private property. She would recommend sending a letter to the property owner stating that we will invoice them for any necessary remedial work and if they fail to pay the charge will be placed on the tax rolls. She also stated that it would be a good idea to check with her before taking such action unless there is a substantial health and safety risk.

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

(a) Midway Village Development – consideration of Memorandum of Understanding with MidPen Housing Corporation regarding sewer placement, easement width and maintenance responsibilities: Discussed under 12(c) above.

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

No report.

Old Business:

None

New Business:

(15) Election of officers for 2020

It was the consensus of the Board that the officers remain the same for 2020.

Iris Gallagher, President

Ken Tonna, Vice President

Norman Rizzi, Secretary-Treasurer

(16) 2020 meeting schedule

There was agreement on the following schedule for 2020.

January 23

May 28

September 24

February 27

June 25

October 22

March 26

July 23

November 19

April 23

August 27

December 17

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

Adjournment:

The meeting was adjourned at 6:38 P.M. The next meeting is January 23, 2020.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary