

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of January 23, 2020

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**Roll Call:**

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

Present: Constantino, Gallagher, Rizzi, Tonna

Absent: Swanbeck

Also: Maintenance Director Landi, District Counsel Quint, 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 Engineer reported that he received a CEQA document from the environmental firm for the Midway Village project.

District Counsel advised the Board that she received a call from Steven Riley a representative of the developer of the Martin Street Project. She will discuss further during her report; however, no action can be taken.

(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 December 19, 2019

(5) Payment authorization for bills and compensation

(6) Accept December 31, 2019 report on District's current financial status

(7) Accept December, 2019 checking account reconciliation

A motion was made by Director Rizzi, seconded by Director Constantino and passed by voice vote approving consent items 4-7.

**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: It was noted that due to a number of rain events the pump hours for December were high. On December 30 during the routine check of the Carlyle Station, it was discovered that Pump #3 had increased by 10 hours. The pump was engaged but it was not pumping—a coupling had broken. The Maintenance Director showed Board and Staff photos of the motor being pulled and the coupling on the shaft replaced.

Vacuum testing was conducted on 21 manholes in the Overlook project. Our Specs allow water or vacuum testing. There is a formula used to determine how long the manhole needs to maintain the vacuum based on its depth. One manhole failed; was repaired and retested. In response to a question Mr. Landi said the manhole depths in this project are between 4 – 15 feet. Tomorrow a few lines that did not pass due to dirt will be retelevised.

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

- (a) December meter reading data: The average daily flow was 358,686. Rainfall events totaled 5 inches.

- (b) Historical revenues: Engineer Yeager has been working on historical expenses and revenue for the District to arrive at projections going forward. He contacted the County Controller’s Office seeking information and was directed to a website which was supposed to provide descriptive information. However, it was not very helpful. There is a lot of data and documentation but it’s difficult to understand how property taxes are affected by the State. By the February meeting he should have more information.

- (c) Midway Village: The MOU was signed by President Gallagher and transmitted to BKF for their signature. They emailed a PDF and will provide an original signed copy. The Engineer has received a 2<sup>nd</sup> submission of the sewer model and will discuss it with the Maintenance Director. They are close to compliance re the tentative map. BKF has also submitted the sustainable communities environmental assessment; it fulfills the CEQA requirement. An error was found in the assessment. It assigns provision of sewer service to the North San Mateo County Sanitation District – needs to be corrected. The revised schedule indicates demo to begin January, 2021 and construction to follow.

- (d) 2019-20 CIPs: There is no new information.

- (e) Point Martin 1 & 2: The project engineer has been advised that the District needs complete submittals and a preconstruction meeting. It is estimated that construction will begin in February.

- (f) Habitat for Humanity: They want to start construction in February or March but have not yet selected a contractor. We need submittals and a preconstruction meeting.

(g) North San Mateo County Sanitation District: The crew conducted measurement of depth of manholes. A few were missed and will be done during their next cleaning phase.

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

As mentioned above Counsel was contacted by Steve Riley regarding a JPA called the Statewide Community Infrastructure Program (SCIP). It is a pooled tax exempt bond financing program which can finance impact fees and public improvements for private developments. The bonds are issued by the CSCDA, a Joint Powers Authority sponsored by the League of California Cities and California State Association of Counties. Steve Riley works for the Pt. Martin developer and explained that Daly City has already agreed to this financing structure. In Counsel's opinion, this is a win/win situation for the developer and the District and she does not believe there is a lot of risk. She explained how this program works. All the District would need to do should they decide to participate is to be a member of the program and approve a resolution. The District would issue bonds on behalf of the developer and would receive pre-payment. The developer is willing to make a presentation to the Board.

It was pointed out by the Engineer that consideration needs to be given as to how this would work with regard to capacity charges collected on behalf of the SFPUC. The protocol has been that an applicant provides a check made payable to the SFPUC and we simply transmit it—the transaction does not go through the District's books. Counsel has reviewed the material provided to her today but will look at this in more detail. She recommended that the matter be placed on the February agenda for discussion and/or action. Counsel will pull some information together which will be provided to the Board for their review in advance of the February 27 meeting. The developer will be invited to make a presentation.

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

As reported at the December meeting, there was a break in the water line sometime between November 28 – December 2. The break was repaired as soon as it was reported to the Maintenance Director by a neighboring property owner. The Clerk advised the Board that the City of Brisbane issued a courtesy discount to the 10/15-12/15 water bill.

The Clerk listened to a webinar presented by Streamline, a CSDA affiliate, regarding new SB 929/website compliance. The webinar covered topics concerning the Public Records Act, State Controller, creating and maintaining a website, and ADA issues with regard to website access. She has been exchanging emails with John Lunceford, our webmaster, and he has made some minor changes and conducted an audit of the site. He reports that this general overview has discovered some mitigations to make sure that the site has maximum compatibility and accessibility. He estimates that this project will take approximately 4 hours. There was consensus that this work be done.

The District's Ordinance Code has been updated through Ordinance 106 and will be posted.

The Clerk received a call from Dooley Insurance today notifying us that as of June 1 Cigna will no longer offer dental insurance for small groups. Deanna Dooley will investigate other providers.

**Old Business:**

None

**New Business:**

(15) Banking and investment products

The District received an email from Higgins Capital Management, Inc. introducing their firm and advising that interest rates are drifting lower. LAIF's 2019 fourth quarter interest rate was 2.29% and Tri Counties has been lowered to .68%. The District might want to explore other opportunities. The Clerk will place a call to the San Mateo County Treasurer to inquire as to the investment products they have available. She will also check CD rates offered by Tri Counties.

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

**Adjournment:**

A motion was made by President Gallagher, seconded by Vice President Tonna and approved to adjourn the meeting at 8:15 P.M. The next meeting is February 27, 2020 at 7:00 P.M.

Submitted by Joann Landi, District Clerk

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary