

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of March 26, 2020

Roll Call:

The meeting was called to order at 7:04 P.M. As permitted per State of California Executive Order N-25-20 and in compliance with San Mateo County's order for residents to "shelter in place" the meeting of the Bayshore Sanitary District was conducted telephonically. Members of the public were invited to join the meeting; however, no requests for the call-in information were received.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Absent: District Counsel Quint
Also: Maintenance Director Landi, Engineer Yeager and District Clerk Landi

No public asked to join.

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 she has been advised by Dooley Insurance that based on their appeal Cigna has decided to continue the dental plan for at least one more year. There will be a modest premium increase.
We received notice from CSRMA that due to the insured losses over the last two years we can expect our primary insurance program to increase about 15-20%.

- (3) Acknowledgment of recent correspondence to the District
The President acknowledged receipt of the CSDA member magazine.

Public Hearing:

- (4) Receive Presentation and Consider Adoption of Resolution Authorizing District's Participation in the Statewide Community Infrastructure Program with the California Statewide Communities Development Authority
A motion was made by Director Swanbeck, seconded by Director Rizzi and passed by voice vote to re-open the Hearing at 7:07 P.M. Due to the County and State orders to shelter in place, the Hearing is continued to the April meeting so that the Pt. Martin representatives can make their presentation. A motion was made by Director Swanbeck, seconded by Director Constantino and passed by voice vote to close and continue the Public Hearing.

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.)*

- (5) Minutes of the Regular Meeting of February 27, 2020
- (6) Payment authorization for bills and compensation
- (7) Accept February 29, 2020 report on District's current financial status
- (8) Accept February, 2020 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Tonna and passed by voice vote to approve consent items 5-8. Payments and compensation checks will be mailed tomorrow.

Board Reports – consideration of matters relating to:

- (9) President Gallagher
 - (a) LAFCo: No report.
 - (b) CSDA – Local Chapter: The Maintenance Director reminded the Board that Legislative Days will be held in Sacramento May 19-20. He attended last year and found it to be interesting and informative. The deadline for reduced registration is April 20. President Gallagher and Vice President Tonna may be interested in attending. The Clerk was instructed to complete registration once all interested parties have definitely made a decision to attend. She will check on hotel availability and book rooms if no deposit is required. Will also inquire about refunds should the current restrictions on movement still be in place.
- (10) Daly City: Director Rizzi reported that Lawson Hall has been closed during the shelter in place order so he had to post the Agenda on the outside of the building. He also told the Board that Seton Hospital will be used for virus patients.
- (11) Brisbane: The City Hall is closed. Some of the restaurants are offering take out service.

Staff Reports:

- (12) Maintenance Director – consideration of matters relating to:
 - (a) Monthly report on District operations and maintenance: The District is pretty deserted except for an abundance of parked cars. The Carlyle Station (CPS) is running okay but Pump #1 will be pulled since it is not pumping to capacity. It may be due to what sanitation agencies across the US are reporting—people are flushing wipes.
North San Mateo County Sanitation District is currently doing some preventive maintenance. They responded to two service requests; both were lateral problems. The residents called Daly City not the District. It might be worthwhile to include in a newsletter that residents should call the District about sewer problems. The President said it might be the right time to remind residents not to flush some products and also to call the District should they have a problem. The Engineer is able to provide information to print mailing labels. The Clerk suggested we post on the CSDA Forum asking if other entities have issued any notifications about this problem. Director Rizzi thought it would be a good idea to translate into other

languages, i.e. Spanish, Tagalog, etc. We do have a notice on our website about what NOT to flush but it does not include wipes.

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

(a) February meter reading data: There were no rain events in February so the average flow of 279,067 gallons is more like what we see during the dry months.

(b) Habitat for Humanity: The Engineer and Maintenance Director met onsite for a preconstruction meeting. Construction was anticipated to start on April 1. However, we have not heard anything from them since the meeting. This project is considered a critical activity so construction can proceed. The first part of the work is the infrastructure—water, sewer and storm drains. The actual completion/occupancy is estimated for September, 2021 since they are counting on volunteer labor. The Maintenance Director received an inquiry from Habitat asking how the shelter in place will affect District operations. He advised that it probably will have no bearing on our ability to provide service.

(c) 2019-20 CIPs: Engineer Yeager attended a Wonderware seminar re the SCADA system for the CPS. We are looking for a systems integrator. They would handle procurement of the hardware, software development and the installation. It would be a design-build project. He has sent an inquiry to 2 system integrators but has not yet received a response. He has seen samples of requests for qualifications/proposals where you are evaluating qualifications as well as pricing. This needs review by District Counsel.

(d) Point Martin 1 & 2: No report.

(e) Daly City coordination: A reminder email was sent to Richard Chiu requesting a signed copy of the protocol. He was advised that it will be signed by the City Manager.

(f) Kinder Morgan: We have received a signed copy of the permit.

(g) Brisbane Baylands: As discussed at the February meeting, they are doing a specific plan EIR. The Engineer issued comments on the scoping study saying that our previous comments need to be included and that they need appendix information about the proposed wastewater and treatment processes.

(h) Sewer Service Charge: Mr. Yeager received a call from EDS asking who would prepare the sewer service charge information this year and who would be the contacts if the District Engineer were not available. They were looking for the contact information for the water agencies. This year, as last year, there is a lot of change in personnel. The Engineer has provided updated information to EDS. We request meter readings on May 1 but are not certain at this time if the meters will be read in April.

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

(a) Pt. Martin – Statewide Community Infrastructure Program: No report-continued to the April meeting.

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

None

Old Business:

- (16) Banking and investment products
This matter was continued to the April meeting.

New Business:

- (17) Covid 19 and how it affects District operations
The question is, how do we prepare during these uncertain times? Our succession planning has been a bit hit and miss. How would you fill a staff gap? Engineer Yeager has put together a procedures manual but you still need someone to do the work. It is an accounting function, working with EDS and the County. It is about a 3 month process. We also currently have a few projects in various stages of development. The Engineer has a firm in mind that may be a possible successor. He will contact them to gauge their interest for a future assignment. All staff members need to develop an emergency/successor action plan. The current situation has been a wake-up call. Staff was asked to give this some thought and report back at the May meeting.

- (17) Reports on other matters: no action will be taken
President Gallagher reported that a neighbor has a missing cleanout cover. Does the District replace covers? The Clerk said that covers are the responsibility of the property owner. When one is discovered missing or broken we send a form letter explaining that it is the owner's responsibility and that covers can be obtained at Brisbane Hardware.

Adjournment:

A motion was made by Director Rizzi, seconded by Director Swanbeck and approved to adjourn the meeting at 7:50 P.M. The next meeting is April 23, 2020 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary