

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of April 23, 2020

Roll Call:

The meeting was called to order at 7:03 P.M. As permitted per State of California Executive Order N-29-20 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: None
Also: Maintenance Director Landi, Engineer Yeager, Counsel Bakker and District 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
President Gallagher viewed a California Society of Municipal Finance Officers webinar entitled "Strategies for Managing Financial Implications Resulting from COVID-19: Analyzing Revenues and Cash Flow." There is less of an impact to special districts vs. entities who count on sales tax revenue and hotel/motel occupancy taxes.
- (3) Acknowledgment of recent correspondence to the District
Acknowledged receipt of a letter from Dooley Insurance advising that effective June 1 there will be a 2% increase in the dental insurance premium.

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 – continued from 2/27 and 3/26
Due to the County and State orders to shelter in place, the Hearing is continued to the May meeting.

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 March 26, 2020

- (6) Payment authorization for bills and compensation
- (7) Accept March 31, 2020 report on District's current financial status
- (8) Accept March, 2020 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Rizzi and passed by voice vote to approve consent items 5-8.

Board Reports – consideration of matters relating to:

- (9) President Gallagher
 - (a) LAFCo: The Clerk reported that we have been advised that we will receive an additional invoice to cover a slight budgetary increase.
 - (b) CSDA – Local Chapter: CSDA has posed the query—should 1099 providers be considered employees. Counsel said he hadn't thought about this in the context of the District. He will look into this and report at the May meeting.

(10) Daly City: No report.

(11) Brisbane: Director Swanbeck said that she agrees with the District Engineer that the Baylands need to prepare an appendix re wastewater as they have done for water.

President Gallagher received a call from Mike Pacelli requesting a meeting with her, the Maintenance Director and the District Engineer. This would be to introduce Kevin Colina the new project representative for Baylands Corporation. An in person meeting is preferable but if necessary a conference call could be scheduled.

The Baylands project has gone through the general environmental review and now they are doing a project specific environmental review. That review does not address wastewater. The Maintenance Director suggested that a meeting with Baylands representatives include coordinating strategies. The Engineer said that they need to prepare an appendix with regard to wastewater and how that deals with the District—maybe a partnership. He added that we should send Mike Pacelli a copy of our letter to Brisbane stating that these issues need to be included in the specific plan environmental review. The President will forward Engineer Yeager's letter to Mike Pacelli. Mr. Yeager said that we are now at the point where Baylands Corporation should take out a Class 4 permit to cover staff time.

Staff Reports:

- (12) Maintenance Director – consideration of matters relating to:
 - (a) Monthly report on District operations and maintenance: Reported that he met with Habitat for Humanity personnel and has done some inspection on the main and lateral lines. They finished the last lateral today and there will not be much more inspection. This project may take up to 2 years since they are using volunteer labor. The cleanouts will not be installed until construction is almost complete.

North San Mateo County Sanitation District (NSMCSD) responded to two service requests. The residents contacted NSMCSD directly vs. reporting their problem to the District. Both calls involved problems that needed to be resolved by the property owners.

(b) Disposal wipes and debris requiring significant pump maintenance: Pump #1 has been pulled twice (March 27 and April 16) since the last meeting to remove wipes and other debris. There was concern that the level controls needed adjusting; however, everything seems to be working fine but will continue to monitor. On April 13 plastic bottles and shampoo/conditioner plastic packets were removed from the wetwell. It was suggested that the plastic packets may original from a motel.

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

(a) March meter reading data: There was 2.34 inches of rain in March. The average daily flow was 326,033 typical for a dry weather summer month.

(b) Habitat for Humanity: At a preconstruction meeting on March 5th they were advised that they needed to provide submittals prior to construction. On April 5th we received a USA notification but had not yet received the submittals. We received the submittals on April 14th a day before work was to begin. The submittals were incomplete and contained errors. After a field meeting we were able to resolve the various issues so that construction could continue.

(c) 2019-20 CIPs: This refers to the SCADA design/build project. During Counsel Quint's leave Engineer Yeager has been working with Eric Casher. There is an interesting exception to the requirements in the California Code when the project cost exceeds \$1,000,000. It is a limited exemption from the threshold for contracts pertaining to "the acquisition and installation of technology applications or surveillance equipment designed to **enhance safety, disaster preparedness and homeland security efforts**". Engineer Yeager believes this exception applies to the SCADA project but Eric Casher did not concur. It is unlikely that someone would dispute the bidding process. Counsel Bakker agrees with the Engineer's perspective on the approach. We will get a better project using the design/build process. People who do this work are system integrators and are not public works contractors. They have certifications from the software vendors. The Engineer has a list of system integrators. Decisions will be based on cost and qualifications—this is not your typical off the shelf contracting. President Gallagher said that this seems to be the most logical way to go for our needs. There was Board consensus to proceed as recommended by Engineer Yeager. He will prepare a request for qualifications and hopefully get responses by the next Board meeting. He added that design/build is typical for SCADA projects.

(d) Kinder Morgan: They have completed and returned their industrial discharge permit.

(e) Brisbane Baylands: The current industrial discharge permit expires June 30. It is time to begin the permit renewal process.

(f) Sewer Service Charge: EDS has provided the updated County parcel list. The Overlook has been divided into 73 parcels and has been recorded. The next step is to obtain water usage data. This is typically available May 1 but the Engineer is not sure if meters will be read in April. He also reported that there have been changes in his points of contact.

(g) Covid-19 Preparation: The list of emergency contacts in the SSMP has been updated. And the Procedures Manual covering the end of fiscal year finance tasks has also been updated. We have received a proposal from Freyer & Laretta for emergency on-call service. They are well qualified and have done one design project for the District. Engineer Yeager recommends the Board accept the proposal so that in an emergency the District has backup engineering services. A motion was made by Director Swanbeck to accept the Freyer & Laretta proposal. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Noes: None
Absent: None

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

(a) Pt. Martin – Statewide Community Infrastructure Program: This matter is continued to the May meeting.

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

(a) CSDA Legislative Days arrangements: No arrangements were made once we learned that Legislative Days were going to be virtual not face-to-face.

Old Business:

(16) Consideration of banking and investment product options – continued from March meeting

This matter was continued to the May meeting so the Clerk could obtain rates from TriCounties Bank.

New Business:

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

Counsel Bakker suggested that he and/or the Clerk look into securing a service, i.e. Zoom to facilitate the meetings should the SIP continue.

Adjournment:

The meeting was adjourned at 7:49 P.M. The next meeting is May 28, 2020 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary