

**BAYSHORE SANITARY DISTRICT**  
**MINUTES**  
Meeting of August 27, 2020

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**Roll Call:**

The meeting was called to order at 7:00 P.M. As permitted per State of California Executive Order N-29-20 the meeting of the Bayshore Sanitary District was conducted via Zoom. 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  
None
- (3) Acknowledgment of recent correspondence to the District  
We received the draft audit yesterday. The Engineer has had an email exchange with Fechter & Co. regarding the collection system asset database. The document the auditor was using was not the most recent one. They have been provided up-to-date information. Consideration of the draft audit will be placed on the September agenda.

**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, 3/26, 4/23, 5/28, 6/25/20 and 7/23/20  
The presentation was cancelled at the request of James Hamill, CSCDA . He has advised that the financial mechanism has been changed and requires a different resolution/presentation. He further advised that there have been delays in the project. This item will be removed from future agendas.

**Oral and Written Communications:** (Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)

- (5) Minutes of the Regular Meeting of July 23, 2020
- (6) Payment authorization for bills and compensation

- (7) Accept July 31, 2020 report on District's current financial status
- (8) Accept July, 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.

**Board Reports** – consideration of matters relating to:

- (9) President Gallagher
  - (a) LAFCo: No report.
  - (b) CSDA – Local Chapter: There was a meeting earlier in the month. Josh Cosgrove is looking for someone to take over the presidency of the Chapter.
- (10) Daly City: No report.
- (11) Brisbane: President Gallagher and Director Swanbeck have been attending Baylands CAG meetings. Director Swanbeck said that the July meeting was about remediation and what they plan to do in the future. The August meeting was a review of the high speed rail documents and was not well attended. Director Swanbeck said there is not agreement on how to control the toxicity as development continues.

**Staff Reports:**

- (12) Maintenance Director – consideration of matters relating to:
  - (a) Monthly report on District operations and maintenance: The Carlyle Pump Station is running perfectly. •The landscape work has continued with trimming to open up the driveway. •Lateral inspections were done on Harvest Street, The Overlook. All laterals were good. The mainline has some construction debris which will require flushing before the main is accepted by the District. •Did a pre-construction inspection of the main on Accacia. This is a PG&E project with the permit being secured by ProPipe. •Performed inspection of the cleanouts and cleanout boxes at the Habitat for Humanity project. The structures are becoming visible. When the project is complete we will televise the laterals. •Two lateral service requests were handled by North San Mateo County Sanitation District (NSMCSD). There is a separation of the lateral about 3-4 feet from the main at 1023 Schwerin Street. This will need a spot repair. SF Underground has submitted a quote of \$5,200. If the Board approves the repair we will provide SF Underground a copy of our protocol agreement with Daly City. The second call was for service at 1025 Schwerin Street and the resident called NSMCSD directly. The Maintenance Director was notified by the NSMCSD Supervisor and was on scene during the cleaning operation. The cause of the cleanout overflow was heavy grease requiring extensive cleanup. We will send the resident a pamphlet explaining why grease should not be put into the system. We need to remind NSMCSD to refer service requests to the Maintenance Director when overflows are reported to them directly and to submit reports within 48 hours. Their crews also have been advised that their requirements with regard to maintenance responsibility do not apply to the District and should not be communicated to the reporting party. Counsel suggested that the Board could authorize the Engineer and Maintenance Director to have a small project like the one required at 1023 Schwerin Street taken care of if it required immediate action. A motion was made by Director Tonna, seconded by Director

Swanbeck and passed by voice vote approving the SF Underground proposal for a spot repair at 1023 Schwerin Street.

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

(a) July meter reading data: There were no rain events in July. The average daily flow was 285,161 gallons.

(b) 2019-20 CIPs : SCADA system. Tesco submitted the final contract and insurance documents. However, we did not include performance and payment bond requirements in the bid package. We have issued Change Order #1 to cover the cost of the bonds (\$2,310.75) which increases the total cost to \$130,685.75. Tesco will not tack on any fees above the cost of the bonds. We have received a tentative schedule with the project starting in September. Counsel has reviewed the insurance documents and found them in order. A motion was made by Director Swanbeck to approve Change Order #1 and to authorize the President to sign the document. The motion was seconded by Director Constantino and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Swanbeck, Tonna

Noes: None

Abstained: None

(c) The Overlook: There is a new project manager who is still in the learning phase. Toll Bros. has submitted 11 permit applications. They have submitted the SFPUC capacity fees but have not yet paid their connection fees.

(d) 32/38 Rio Verde Street: This was part of the El Rancho property. The fees have been paid and permits issued for the two single family residents. Daly City was notified that they have complied with all District requirements.

(e) 55 Calgary Street: This 7 unit development backs up against 32/38 Rio Verde Street. The current owner is selling the property which is listed for \$2,500,000. No District fees have been paid.

(f) 259 Accacia Street: This is a remodel of a single family residence. We have determined that the existing cleanout does not meet District standards and must be replaced. A Class 4 permit has been obtained and the applicable fees paid. Daly City was notified that they can issue a permit.

(g) Industrial Discharge Permits: Two new permits have been requested. One is for contaminated ground water in the vicinity of the Chevron Station on Bayshore Boulevard. They have obtained their San Francisco permit, paid the District fees and a permit was issued. It will be a small pump and a meter. The Maintenance Director will make sure it is set up properly. The second permit is for PG&E who will be doing additional construction in the Martin Service Center. They have submitted their permit application.

(h) BSD wastewater discharge data: As required by our contract, discharge data was provided to San Francisco. The flow for this year is about 7% less.

(i) Sewer Service Charges: Documentation has been submitted to the County and they have accepted the data. We are done for this year.

(j) High Speed Rail project: This was discussed at the July meeting. Engineer Yeager thanked Director Swanbeck for bringing this to his attention. He has submitted the District's comments to the consultants. They were advised that they need to contact the District

regarding the pumping system and capacity. There is no schedule yet with regard to the high speed rail maintenance yard.

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

(a) Pt. Martin – Statewide Community Infrastructure Program: This matter was continued from the July meeting but as discussion during the Public Hearing the project has been stalled and this item can be removed from the agenda.

Counsel Bakker said that going forward Rachel Hundley will be our Meyers-Nave point of contact. He will support her if/when necessary.

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

(a) November election Service Agreement: The November election of three directors is uncontested. Therefore, the Service Agreement essentially became a moot point. The good news is that the agreement with our changes was signed by the County.

**Old Business:**

(16) Sewer Service and Capacity/Connection Charge increase discussion

We don't yet know how much the FY 2020-21 sewer service charge will be due to a delay in the SFPUC's budgeting process. That is information we need for planning purposes. Engineer Yeager will check with the SFPUC to see if their process is moving along.

**New Business:**

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

**Adjournment:**

A motion was made by Director Swanbeck, seconded by Director Tonna and passed to adjourn the meeting at 7:54 P.M. The next meeting is September 24, 2020 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary