

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of March 25, 2021

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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. There were no requests for the meeting information.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna

Absent: None

Also: Maintenance Director Landi, Engineer Yeager, Counsel Hundley 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

At the last meeting President Gallagher said she was going to check into awards that were mentioned in a recent issue of the CSDA magazine. She is unable to locate her copy and asked Board and staff to check their files for a copy of the issue.

(3) Acknowledgment of recent correspondence to the District  
None

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

(4) Minutes of the Regular Meeting February 25, 2021

(5) Payment authorization for bills and compensation

(6) Accept February, 2021 report on District's current financial status

(7) Accept February, 2021 checking account reconciliation

The Clerk said that the District received an invoice for a service request response at 386 Rio Verde Street. She asked if this invoice be included under item (5). The Maintenance Director explained the nature of the call. There were no objections to adding this payment for approval. A motion was made by Director Swanbeck, seconded by Director Constantino and passed unanimously by voice vote to approve 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: There was some maintenance work performed at the Carlyle Station; however, it is operating properly. The packing on pump #4 was replaced. Packing is installed on the packing gland and is adjusted so that the pump doesn't overhead. The packing needs to be changed about twice a year.

Final inspection of a new cleanout was done at 260 Accacia Street. Inspections at 32-38 Rio Verde Street were done. Four laterals on Harvest Street (The Overlook) were inspected and finalized.

Received a call from North San Mateo County Sanitation District advising of a service request at 188 Rio Verde Street. There was no cleanout at the front property line but there was one located on the side of the house. There may be a roof leader connection to the sewer—will investigate.

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

(a) February meter reading data: There were 5 rain events in February. The average daily flow was 281,419 gallons, low for the wet season. Engineer Yeager explained metered vs. the calculated rate.

(b) 2019-20 CIP: This is the SCADA system. After waiting a couple months, a change order was received from Tesco this afternoon at 4:30 P.M. On December 21 Tesco requested a delay in restarting the project indicating that they were having some supply issues. Engineer Yeager consented to the delay. On February 16 personnel met with the Maintenance Director at the Station. At that time the tech said they would be coming back with a change order but didn't give any other information. On March 11 the Engineer contacted the Tesco project manager and advised that we needed the change order ASAP if she wanted it approved at this meeting. It actually took several contacts to get things moving. The change order received this afternoon is a request to furnish and install a new starter panel next to the blower. Tesco claims there is no way to connect the blower to the SCADA system. The scope of work is to provide new hardware and professional services at a cost of \$22,339.00. Under the description of project clarifications it indicates it is for hardware but not labor. The Engineer says the blower is not a critical function and believes the change order could be denied. Mr. Landi explained that the blower is in the pump room and cleans the air if gas was emitted from a pump. He wonders if an alarm function could be hooked into existing dialer alarm system. The Engineer suggested that he and the Maintenance Director meet to discuss this in detail and also to get more information from Tesco and make the determination if this change order can be denied. If not the matter will be brought back for Board approval in April. The Clerk asked why the work proposed in this change order hadn't been part of the original proposal. Engineer Yeager said it is something in a gray area.

(c) Midway Village: A revised set of plans have been submitted and the District's comments were heeded and the sewer line was relocated so it is not on the edge of the easement or

as deep. The Engineer and Daly City have additional comments which will require another set of plans.

District Counsel said there are two ways to eliminate the existing utility easements – a formal motion to vacate or through the subdivision map act. When a map is recorded, whatever is on the map exists and what is not no longer exists. The issue remaining is how to deal with the existing infrastructure. The easements will be erased and a license agreement will be signed on behalf of the District. Multiple parties are involved so MidPen needs to work things out on their end. They will work with Counsel Hundley on the licensing agreement.

(d) Point Martin: The Engineer received a call from the new contact at KB Homes. Grading will start in summer followed by utility work in the fall. They requested information regarding connection fees.

This item was not agendized but the Engineer reported that Toll Bros. will be submitting permit applications for the final 16 parcels. It is his understanding that all the homes have been sold. He provided invoices for the permits and requested an additional deposit to cover staff time. He worked with the SFPUC to obtain their capacity charges. David Fish, KB Homes, has all the necessary invoices to begin preparing payments.

(e) Amendment #2 to NSMCSD/Daly City Preventive/Emergency Maintenance Agreement: We have gone back and forth regarding the language dealing with response to service requests. Mr. Yeager read the amended language and advised that we should accept this change. He will prepare a response for President Gallagher's signature.

(f) Connection Fee: No report this month.

(g) Rate increase – next steps: Based on the discussion at the February meeting, a new rate schedule was created reflecting the Board's preference for a 5 year phase in process. The maximum increase at the end of 5 years will result in the fixed cost fee of \$250.00 and the quantity charge at \$8.00 per unit. The Board was provided with the draft flyer and legal notice. Included is a table with the projected expenses and revenue for the next 5 years. The easiest way to accomplish the proposed new rates is to increase the rates 50% the first year and 12.5% for the next 4 years. The net difference at the end of 5 years is +\$107,000. Alternative structuring resulted in a deficit at the end of 5 years. Per District Counsel staggered rates cannot exceed 5 years.

Engineer Yeager explained that legal notices are becoming more informational as well as legal. He reviewed the informational letter that will accompany the public hearing notice. The phased in rate structure will require an annual letter to property owners. The Board complimented the Engineer on the work he has done preparing the documents. After discussion, it was decided that there will be no message from the Board.

The Clerk exchanged emails with Daly City seeking use of Lawson Hall for the hearing. She was advised that the City is not accepting any requests at this time. The hearing will be May 27 and Counsel said that it is not necessary to publish a legal notice in a newspaper of general circulation. The Clerk will look into increasing capacity to the zoom account.

(13) District Counsel – consideration of matters relating to:  
No report.

(14) District Clerk – consideration of matters relating to:  
The AB 1234 Ethics Training certificates have been posted on the website.

**Old Business:**

(15) Sewer Service and Capacity/Connection Charge increase discussion: Discussed above.

**New Business:**

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

**Adjournment:**

A motion was made by Director Swanbeck, seconded by Director Constantino and passed by voice vote to adjourn the meeting at 8:18 P.M. The next regular meeting is April 22, 2021 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary