

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of June 24, 2021

Opening of Meeting and 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. The information on how to join the meeting was included in the posted agendas.

Present: Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Absent: None
Staff: Maintenance Director Landi, Engineer Yeager, Counsel Hundley and District Clerk Landi

Budget Workshop:

Prior to the meeting Board and Staff were provided a budget worksheet which included the amounts budgeted for Fiscal Year 2020-21, balances as of May 31, projected revenues and expenses through the end of the fiscal year and a column for Fiscal Year 2021-22 sums. The worksheet was shared on the screen.

Engineer Yeager provided information on the anticipated connection and capacity fees and the estimated SFPUC sewer service charge for the next fiscal year.

The discussion began with consideration of projected revenues for 2021-22. A significant increase in connection fees is expected due to development at Midway Village. The Overlook project is complete from a permit standpoint and it is uncertain whether or not Point Martin will be obtaining connection permits during the fiscal year. With regard to property taxes, there is uncertainty about the future payments from the former redevelopment agencies. Interest rates are down considerably and will generate a negligible sum.

The total estimated revenues for Fiscal Year 2021-22 is \$2,155,500. There will be no contributions from contingency funds.

Operating expenditures were reviewed account by account, needs assessed and budgeted at \$1,848,900. The amount includes \$127,000 for capital improvements. There will be a contribution to contingency funds in the amount of \$306,600 resulting in total expenses and contributions of \$2,155,500.

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

This afternoon an email was received from CSDA requesting districts contact their legislators encouraging Covid relief funds for special districts. No action will be taken at this time.

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 May 27, 2021
- (5) Payment authorization for bills and compensation
- (6) Accept May, 2021 report on District's current financial status
- (7) Accept May, 2021 checking account reconciliation

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: President Gallagher told the Board that she voted on behalf of the District for Ric Loman for a seat on the CSDA Board of Directors.
- (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: Carlyle Pump Station is operating properly. Considerable time was spent working with Tesco and McGrath on the SCADA system. It is hoped that the project will be concluded soon. The McGrath electrician repaired the roof leak caused by installation of the rain gauge. The gauge was tested and is functioning properly. Personnel will return next week to install the pressure gauge.

There was one service request during the reporting period. The resident had questions regarding tree roots and the possibility of that causing sewer problems.

- (12) District Engineer – consideration of matters relating to:
 - (a) May meter reading data: The average daily flow was 247,690 gallons which is quite low.
 - (b) 2019-20 CIP – SCADA system: Training was completed and Tesco has been advised of items that need to be addressed. We need to make sure all certified payrolls have been submitted and they need to provide electrical drawings and manuals.
 - (c) Midway Village: There was a preconstruction zoom meeting this week. They are anticipating utility work to begin in August with the sewer work being done first. We don't have a detailed schedule but it will be busy for a couple months.
 - (d) Connection fee increase: No report this month.

(e) ADU at 58 Pueblo Street: The plans associated with this project indicated that the cleanout was going to be removed. Engineer Yeager has since advised the owner that a cleanout must be installed. The contractor will be conducting the video inspection.

(f) Point Martin: A new set of utility plans have been submitted to Daly City and the Engineer will review the plans after Daly City's comments have been issued.

(g) 2321 Geneva Avenue: This is the site of a proposed 176 unit apartment complex. The developer has been provided the permit application and fee schedule.

(h) SFPUC annual charge: No report.

(i) Daly City/NSMCSD invoice: We have received the invoice for the annual preventive cleaning. It has been reviewed by the Engineer and payment can be issued.

(j) 2021 Sewer Service Charges: The table included in the Engineer's Monthly Report shows the impact of the drought. The residential flow has increased and the nonresidential flow decreased. There was a net decrease in total flow primarily associated with nonresidential units, i.e. the Cow Palace, Brisbane landfill, restaurants, the school, etc.

(13) District Counsel – consideration of matters relating to:
None

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

(a) Publication of Ordinance 107: The ordinance was published June 5 and took effect 7 days after publication.

(b) Ordinance Code update: The Code was updated to include the changes in Ordinance 107. The revised version has been posted on the website.

Old Business:

None

New Business:

(15) Adopt Resolution 2021-02, a Resolution Establishing Appropriations Limit for Fiscal Year 2021-2022

The calculation was done by Fechter & Co., CPAs. A motion was made by Director Swanbeck to adopt Resolution 2021-02. 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

(16) FY 2020-2021 auditor selection

President Gallagher said that if we had any intention to change auditors, that process should begin earlier in the year. However, we have been very happy with the service and personnel at Fechter & Co., CPAs. A motion was made by Director Swanbeck to retain Fechter & Co., CPAs to conduct the FY 2020-21 audit. The motion was seconded by Director Tonna and unanimously passed by voice vote.

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

Closed Session:

- (18) Significant exposure to litigation pursuant to §54956.9(b): two cases
The Closed Session began at 8:09 P.M. and ended at 9:04 P.M. The Board gave direction to staff on two matters.

Adjournment:

A motion was made by Director Swanbeck, seconded by Director Rizzi and passed by voice vote to adjourn the meeting at 9:05 P.M. The next regular meeting is July 22, 2021 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary