

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of November 17, 2022

Opening of Meeting and Roll Call:

The meeting was called to order at 7:03 P.M. Pursuant to AB 361 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, Sy, Tonna
Absent: None
Staff: Maintenance Director Landi, Engineer Yeager, District Clerk Landi and Counsel Bakker

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 the life insurance provider has created a category for elected directors which resolves the issue of payment of survivor death benefits.
- (3) Acknowledgment of recent correspondence to the District
None

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 October 20, 2022 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept October, 2022 report on District's current financial status
- (7) Accept October, 2022 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Tonna and passed by voice vote to approve items 4-7 including two additional payments by check numbers 2049 and 2050.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: No report.
 - (b) CSDA – Local Chapter: The Maintenance Director attended the virtual meeting but has is no report.
- (9) Daly City: No report.

(10) Brisbane: President Gallagher reported that there was a CAG meeting on Tuesday and the topic was cleanup of the VWR facility off Bayshore Boulevard.

Staff Reports:

(11) Maintenance Director – consideration of matters relating to:

(a) Monthly report on District operations and maintenance: Conducted inspections of the sand filter at Midway Village (erroneously noted as Overlook in the monthly report). The filter is for the parking structure which picks up oil and grease from vehicles. That material needs to be filtered before discharging into the sewer. The flow into the sand filter would be a function of rainfall. The Engineer will have to calculate the rainfall in the surface area and arrive at an average. The charges are applied to the annual sewer service charge.

There have been a couple problems at the Carlyle Pump Station during the reporting period. One was discovered during the monthly test of the generator. It shut down because there was a frequency problem. Bayside Equipment was contacted, responded and found that a couple repairs were needed. While they were here they did the annual inspection. The generator is fully operational now. The second issue is the failure of a 25 year old motor in the filter bed. Grainger is one source but the motor can't be delivered until December 30 and is approximately \$1,200. Will attempt to get the equipment back into service as soon as possible since delay could result in some detectable odor.

Mr. Landi conducts a periodic check on the temporary line in Midway Village. He noticed that it was flowing slowly and called North San Mateo County Sanitation District to flush the line. The Engineer said that the agreement is that Midway Village is responsible for that line. We will notify them, explain the situation and provide the invoice. The permanent line will have adequate slope.

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

(a) October meter reading data: The average daily flow was 249,581 gallons; one of the lowest monthly flows.

(b) Entitlements - 2022-23: Payment from TransDev has gone astray. They will stop payment on the check and reissue. We have received water usage data for Dollar Tree and 2445-2461 Geneva Avenue. Dollar Tree has corrected leakage problems and the daily water usage has dramatically decreased. Maggie Lee, the property owner, inquired about the charge on her property tax bill. The Engineer explained what happened and also told her that we had reached out to several parties about the excess usage but no one responded. The sewer service charge stands since the excess water was discharged into the sewer. The Geneva property is a vacant commercial building with apartments above. The excess flow came from the apartments and they are not counted in the capacity entitlement. We only count the commercial portion of an APN. Our ordinance may be a bit vague on this issue. There will be no capacity entitlement charge for either of these two properties.

(c) Entitlements - Long-term: The Clerk and Engineer have coordinated their documentation and have created a master spread sheet that tracks capacity entitlements for every non-residential property going back to the original entitlements set in 1998. We now know what capacity has been purchased through the years. In going through this process there are a couple areas and language in the Ordinance Code that needs to be clarified. There are also a few things that have been handled administratively that should be captured in the Ordinance Code.

(d) Point Martin, Phase 1: We received another submission of the utility plans. All underground utilities are being put in one trench. Engineer Yeager reviewed the plans and there needs to be some additional coordination so that the joint trench and our sewer laterals do not conflict. Daly City has been good about keeping us in the loop and don't issue their permits until we sign off on them.

(e) Intermountain Infrastructure Group (IIG): They are proposing conduit duct banks; one on Carter Street and another on Bayshore Boulevard. They lease space on the conduits. Daly City sent plans and Mr. Yeager provided comments which will be passed on to the proponents.

(f) Battery storage project at 2665 Geneva Avenue: This is the old drive-in theater site. The address is on Geneva Avenue but access is off of Carter Street. This is a large storage facility with multiple Tesla battery units. They propose battery storage and an electrical transmission line that goes to the Martin Service Center. Daly City Planning & Zoning reviewed this project; There are new impacts to the District since they are crossing our sewer lines. They will need to take the project through the CEQA process and we have requested to be notified. This project likely won't start for a couple years.

(g) MCI Geneva Avenue cabling project: This is a proposal to lay cable from Bayshore Boulevard down the center of Geneva Avenue to the Cow Palace. Our comment will be that they need a Class 4 permit and will need to do some potholing and CCTV before and after construction.

(h) Midway Village – Industrial Discharge Permit and water usage: No report.

(i) Overlook sewer system acceptance: Toll Bros. has not requested acceptance yet but they have completed the testing. The mainline sewers will need to be flushed prior to acceptance. They also need to provide as-built drawings and conduct a field survey of the manhole locations so that they can be added to our GIS map. Upgrading of our mapping system will be \$2,800; however, part of the cost is associated with updating the San Mateo County base map and printing new PDFs. Should Toll Bros. pay for a portion of the costs since the work wouldn't have to be done at this time except for the addition of their new development? The Engineer mentioned that this is another area where our Ordinance Code needs to be updated. This is the first project requiring our mapping system to be updated. The County's aerial map serves as the base map to which we add our manholes. The County has updated their map and we're still on the old map. This will also require that new field maps be prepared. There are sufficient funds in Toll Bros. deposit to cover the costs. President Gallagher suggested that legal and engineering get together to draft new language to the Ordinance Code.

(j) SFPUC annual sewer service charge: Engineer Yeager sent a letter to the SFPUC covering the discussion at our October meeting. They have been advised that we take exception to charges related to their Treasure Island project; a topic which needs discussion during contract negotiations next year.

(k) Chevron Industrial Discharge Permit: The discharge permit is needed since they have added a car wash. Both the District and the SFPUC have issued their permits.

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

(a) Staffing change: Rachel Hundley has left Meyers-Nave and is the Assistant City Attorney in Antioch. Counsel Bakker said that Alex Mog is prepared to step in but Mr. Bakker will assist Alex during the transition period.

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

(a) FY 2021-22 audit update: In a recent email exchange with Michael Fink he advised that the final audit should be released next week.

Old Business:

(15) Community outreach – newsletter: Continued to January, 2023.

New Business:

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

Closed Session:

(17) Significant exposure to litigation pursuant to §54956.9(b): one case
The Closed Session began at 7:48 P.M. and ended at 8:28 P.M. There is no reportable action.

Adjournment:

The meeting was adjourned at 8:30 P.M. The next meeting is December 15, 2022 at **6:00** P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary