

BAYSHORE SANITARY DISTRICT
MINUTES
Regular Meeting of December 16, 2021

Opening of Meeting and Roll Call:

The meeting was called to order at 7:04 P.M. As permitted per State of California Executive Orders N-29-20 and N-08-21 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

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 communications 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 Regular Meeting November 18, 2021
- (5) Payment authorization for bills and compensation
- (6) Accept November, 2021 report on District's current financial status
- (7) Accept November, 2021 checking account reconciliation

The Clerk asked to add to payments received after the meeting packets were delivered. One is for PG&E in the amount of \$1,161.83 another is the annual permit fee to the State Water Resources Board for \$3,326.00 and \$1,891.08 for November legal fees. Total additional payments \$6,378.91.

A motion was made by Director Swanbeck, seconded by Director Rizzi and unanimously passed by voice vote to add these additional bills.

A motion was made by Director Swanbeck, seconded by Director Tonna and unanimously passed by voice vote to approve consent items 4-8.

Board Reports – consideration of matters relating to:

- (8) President Gallagher

(a) LAFCo: Martha Poyatos, Executive Officer, has retired after serving 20+ years. Management Analyst Rob Bartoli will be the interim officer.

(b) CSDA – Local Chapter: No report.

(9) Daly City: No report.

(10) Brisbane: The City purchased the Bank of America site. It is unknown at this time if they have any development plans.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Experienced some problems with Pump #3; however, after some remedial work the performance appears to have improved. The SCADA system seems to be functioning okay.

Responded to a service request at 446 Oriente Street. Called North San Mateo County Sanitation District to respond. They relieved the cleanout overflow and during a video inspection found broken plumbers snake in the line between the cleanout and the main. If a repair isn't made it is likely there will be future overflows.

Approximately 20 hours of inspection has been done at the Midway Village project. Rain has caused some delay. Two manholes were installed over the District's 18" line. The pipeline contractor has started installing the sewer lines. They have two tanks used for storage of ground and rain water; however, they have not discharged from the tanks. The Engineer asked that the meter be checked to make sure it is operating properly. Mr. Landi said he would check the meter tomorrow.

The Overlook has requested final inspections of 5 laterals on January 4.

The District received a call today about a depression in the pavement near a manhole on Steve Courter Way. The Maintenance Director will check that out tomorrow.

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

(a) November meter reading data: There were 3 rain events in November. The average daily flow was 368,744 gallons.

(b) Midway Village: They had a problem with a 10" temporary line and had to lay it flat. This is a temporary line and will be changed during Phase 2. Midway Village is responsible for the maintenance of the line.

(c) 2321 Geneva Avenue: The Engineer attended a zoom meeting with Daly City and the developer. There was agreement to consider the sewer line located in Daly City as a District line. The line has been televised and no problems were found. The developer can connect his sanitary and storm water through the line but must comply with the SFPUC ordinances relative to how much water can be discharged off the site. The project is going back through the Daly City Planning and Zoning process.

(d) PG&E Egbert transmission line: PG&E has submitted the Class 4 permit application and paid their fees. They will submit a groundwater discharge permit application at a later date.

(e) Sewer System Management Plan (SSMP): No report.

(f) Capacity Entitlements: A reminder notice will be sent to 200 Industrial Way.

(g) Small project contracts/purchase orders: We have previously discussed the need for a purchase order for small projects. The meter replacement is one of those projects. This could also be applied to the 446 Oriente Street line replacement which is important. This will be the first project under the no fee permit protocol with Daly City. Under the protocol the District takes out the permit but needs a way to transfer the terms, conditions and liabilities to the contractor. We have a proposal from SF Underground for \$8,500 to repair the line. It is the Engineer's understanding that they must pay prevailing wages but do not have to do the online reporting since it is a small project. Engineer Yeager will resend the draft document to Counsel for review. We do need to get this line repaired before it becomes a bigger problem. The Maintenance Director suggested that we have the contractor take out the permit and bill the District for the permit fee since the fee will not be waived in that case. President Gallagher said that having the contractor obtain the permit and be reimbursed by the District seems the easiest and simplest way to handle small projects. Counsel told the Board that this is a very standard document and she doesn't think it would cause a contractor to pass on a project. If the contractor takes out the permit then the contractor accepts the liabilities as spelled out in the permit. After discussion it was the consensus of the Board that the contractor obtain the permit and proceed with the repair. The proposed contract/purchase order will be discussed again in the future as it would be applicable to larger projects.

With regard to the meter replacement, Pump Repair will pull the old meter and install the new one and Telstar would do the electronic work. We have not received a quote from Pump Repair Service but do have a price from Telstar in the amount of \$6,466 for the meter. This project will be handled in the same manner as the 446 Oriente Street repair.

(h) Mag-meter replacement: Discussed above

(i) 446 Oriente Street Discussed above

(j) SFPUC FY 2021-22 sewer service charge: Mr. Yeager has had email exchanges with Erin Franks with regard to questions he has. One question was how the capital operating costs for the SFPUC building are billed. She responded that costs are allocated based on the square footage of each enterprise in the building. She did not provide calculations. The second question was why is the Treasure Island (TI) wastewater treatment plant in Bayshore's rate base. She said there are only a few items excluded in our contract. She added that since TI is not excluded the District is billed. The Engineer pointed out that there was no TI plant when this contract was negotiated. Counsel said that when a public entity bills another public entity they must be fair charges. She disagrees that we bear a cost for something for which we receive no benefit. She added that we should inquire about rate studies they have done in the planning of TI. Charges related to TI is a change in the contract and of no benefit to the District or its ratepayers. District Counsel and the Engineer will draft a protest response for consideration at the next Board meeting.

(k) FY 2020-21 sewer service charge: No discussion at this time.

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

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

(a) Director contact via District website: We recently had in an inquiry asking for Board members email addresses. They were told that there are no District emails for each Director and advised that emails could be sent to the District email address and would be distributed. I have communicated with our webmaster about the possibility of having email contact for each Director

via the website. Is this something the Board would be interested in pursuing? If so I would need to discuss further with our webmaster to make sure that privacy requirements are maintained. The Clerk will speak with John Lunceford on this matter.

Old Business:

None

New Business:

- (15) 2022 meeting schedule
The following schedule was agreed upon.

January 27	May 26	August 25
February 24	June 14 – Special	September 22
March 24	June 30	October 27
April 21	July 28	November 17
		December 22

- (16) Election of officers for 2022
A motion was made by Director Swanbeck, seconded by Director Constantino and approved unanimously by voice vote that the officers remain the same for 2022.
Iris Gallagher, President
Kenneth Tonna, Vice President
Norman Rizzi, Secretary-Treasurer

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

Closed Session:

The Closed Session began at 8:20 P.M.

- (18) Significant exposure to litigation pursuant to §54956.9(b): one case
The closed session ended at 8:35. There is no reportable action.

Adjournment:

The meeting was adjourned at 8:36 P.M. The next regular meeting is January 20, 2022 at 7:00 P.M.

Submitted by, Joann Landi

Iris Gallagher
President

Norman Rizzi
Secretary