

BAYSHORE SANITARY DISTRICT
MINUTES
Regular Meeting of April 21, 2022

Opening of Meeting and Roll Call:

The meeting was called to order at 7:05 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 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 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.)*

The Clerk reported that we received another invoice from Dewey Pest Control for March service in the amount of \$246.50. The reason for receipt of 3 invoices is that Dewey had not been submitting them to the SMC Vector & Mosquito Abatement District for their approval to pay. The new total for bills and compensation will be \$21,712.14.

- (4) Minutes of the Regular Meeting of March 24, 2022
- (5) Payment authorization for bills and compensation
- (6) Accept March, 2022 report on District's current financial status
- (7) Accept March, 2022 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Constantino and unanimously passed by voice vote to approve consent items 4-7 including the additional Dewey Pest Control invoice.

Board Reports – consideration of matters relating to:

- (8) President Gallagher

- (a) LAFCo: No report.
 - (b) CSDA – Local Chapter: No report.
- (9) Director Constantino
- (a) Special District Leadership Academy: Director Constantino reported that there were about 60 attendees representing approximately 45 districts. Most seemed to be Southern California water districts. There were a few sanitary districts represented. Bayshore was one of the smaller districts. Topics covered were how districts are operated, how board members work together/cooperation, use caution when posting on social media, how to communicate with customers, budget issues, etc. Several districts said that they are dealing with director turnover. With regard to communicating to customers, some districts issue quarterly newsletters, some semiannually and others on an annual basis. He thinks an annual mailed newsletter would be appropriate for our District. Newsletters can explain what the district does, when it was established, its mission statement, budget issues and capital projects. Transparency with the public was stressed.
- (10) Daly City: Lawson Hall and the library at the Boys and Girls Clubs are now open to the public.
- (11) Brisbane: No report.

Staff Reports:

- (12) Maintenance Director – consideration of matters relating to:
- (a) Monthly report on District operations and maintenance: The packing gland repaired by Pump Repair Service has been reinstalled. Pump #2 packing and been replaced. The Midway Village project is moving along. They are working on the 96” storm line. When that is complete they will finish the sewer line portion. Weather permitting they should make good progress. The line through the park has been abandoned but the slurry seal needs to be completed.
A new lateral was installed and inspected at 310 Accacia Street. The replacement was via the pipe burst method.
There was a walkthrough of the Overlook project with the District Engineer and representatives from Daly City. The District will not accept the sewers until all the lines have been tested and cleaned as necessary. They are probably 6-8 months away from completion.
Responded along with NSMCSD to a service request on Farrier Place in Summit Ridge. The call was submitted via the City’s website and did not have any information about the complainant. It was reported as a subdivision wide problem of toilets not flushing and bathtubs not draining. The area was checked and no District problem was found.
- (13) District Engineer – consideration of matters relating to:
- (a) March meter reading data: The average daily flow was 270,857 gallons.
 - (b) Midway Village: They have started their discharge from the Baker tanks. As of March 25 they had discharged 656 gallons and in a recent communication reported 1,550,000 gallons. There may have been a problem with the meter but we haven’t received any information from Midway Village. The Maintenance Director is checking the meter daily. They are diverting

some storm water into the Baker tanks which will end up in the sewer. They will be billed at the end of June. The storm lines should be complete in the next week or two.

(c) PG&E Egbert electric transmission line – Carter Street: Plans have been accepted by Daly City and there is an on-site preconstruction meeting tomorrow. Construction will begin next week.

(d) Mag-Meter replacement: Telstar delivered the meter on Tuesday. The installation by Pump Repair Service will be done during the 1 AM – 5 AM hours. The Maintenance Director has been monitoring the flows and thinks it can be done with no problem. However, Midway Village is pumping more ground water to us and the flow is up. He met with a project superintendent who indicated they can shut off the discharge. It was decided that it would be better to wait for the storm lines to be complete. The work will be scheduled with Pump Repair Service in approximately two weeks.

(e) 200 Industrial Way (Florian): Counsel sent a cease and desist letter to Florian on April 12. In a conversation the Engineer explained to Florian that they are dealing with two separate entities—the SFPUC and the District. Florian submitted their permit application and fee to the SFPUC on April 20.

(f) Smart Cities Northern Corridor Expansion: This is the project to divert traffic onto Bayshore Boulevard when 101 can't handle the traffic. This is a large project planned for 101 and Highway 280. We requested information from the design engineer but received no response. The executive director of CCAG was contacted and following that the consultant responded to the request. They will be installing conduit and fiber along the east side of Bayshore Boulevard from Geneva through the District and then through Brisbane. There will be some additional power poles and signal boards. The issue for us is that they will be paralleling the force main which is not well defined. It is a critical underground utility. They were advised that we don't have as-built drawings but that we could meet with them. They will need to do potholing of the force main. Their plans are reported to be 65% complete and the project will probably start in about two years. They were provided a Class 4 permit application.

(g) 135 Rio Verde Street: This is another remodel project. The owner has been notified that the District will require them to replace the cleanout.

2022-23 BUDGET AND SEWER SERVICE CHARGES

(h) 2022-23 Sewer Service Charge: We have an updated property list from EDS.

(i) SFPUC Budget: The SFPUC work on a two year budget cycle. They adopt their 2023 and 2024 budgets at the same time. They held a public hearing in January; the budget was adopted in February and will go before the Mayor and Board of Supervisors in June. The SFPUC is proposing a 0% increase in 2023 and a 6% increase in 2024. Pre Covid they were talking about a 5% increase in 2023 and 2024; they have scaled back. The Engineer will continue to monitor the process. The SFPUC is deferring some capital projects into the future and cutting back on budget items where they can. The flows were low last year and will likely be low through 2023. In 2026 flows should return to normal. We are in the situation where when it is dry in San Francisco our costs rise.

(j) Preliminary Budget Review FYE 2021-22: At the end of the fiscal year revenues will be more than budgeted. The Clerk said that ERAF and redevelopment funds are a chunk of the property taxes we have received. ERAF is out of our control and once the redevelopment district assets are all liquidated that funding will cease. The Clerk will contact the County Auditor to

inquire about future RDA funding. Yearend expenses will exceed the budget since the SFPUC sewer service charge was more than anticipated.

(k) Future BSD Sewer Service Charge Revenue: FY 21-22 sewer service charge is \$1,320,600. If we step up to year #2 increase as set during the Public Hearing, FY 22-23 will be \$1,411,944. We may have to skip step #2 and move up to step #3. We are required to send an annual notice in spite of the fact that each property owner was advised of the 5 step rate plan. Each time the rate is increased, even if it is part of the 5 year plan, a notice needs to be sent 30 days prior to the effective date. That means that notices must be mailed by June 1. To be in compliance with the June 1 date, it was decided that the Board will hold a Special Meeting on Wednesday, May 18. The Regular Meeting of May 26 will be cancelled.

(l) Newsletter for Rate Increase: Discussed in Item (k).

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

(a) Abandonment of easement through Midway Village Park: This is for the sewer line that runs through the park where a future parking structure will be constructed. Counsel Hundley and Engineer Yeager will work this out. The line is no longer in service.

(b) Discussion/action regarding District enforcement mechanisms: A few years ago Counsel Quint worked on a memo with regard to enforcement actions. One tool to consider is an administration citation process. Enforcement issues don't come up often and we have been able to resolve them. A decision will be made at the May meeting whether to proceed with drafting an ordinance.

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

No report

Old Business:

(16) Community outreach – newsletter: The Board was provided with some prior outreach documents. The President suggested that an ad hoc committee of 2 Directors and a staff person be formed. The Clerk suggested that Directors give some thought to items they think would be of interest to convey to rate payers. Director Constantino mentioned some of the topics discussed at the Leadership Academy. The target date for communicating to constituents is this fall.

New Business:

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

Closed Session:

The Closed Session began at 8:15 P.M.

(18) Significant exposure to litigation pursuant to §54956.9(b)(2): two cases
The closed session ended at 8:30. There is no reportable action.

Adjournment:

The meeting was adjourned at 8:32 P.M. The next meeting is May 18, 2022 at 7:00 P.M. It will be a Special Meeting replacing the May 26 Regular Meeting.

Submitted by, Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary