

BAYSHORE SANITARY DISTRICT  
MINUTES  
Regular Meeting of May 18, 2022

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**Opening of Meeting and Roll Call:**

The meeting was called to order at 7:07 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(8:28), 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  
There were a number of emails received today regarding the State's diversion of ERAF funds to cover the VLF shortfall. The Clerk will attend a virtual meeting Friday morning to learn more about this issue.

**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 of April 21, 2022
- (5) Payment authorization for bills and compensation
- (6) Accept April, 2022 report on District's current financial status
- (7) Accept April, 2022 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Rizzi and unanimously passed by voice vote to approve consent items 4-7.

**Board Reports** – consideration of matters relating to:

- (8) President Gallagher
  - (a) LAFCo: There was a meeting today; however, no District representative attended. There will be an election for a special district representative since Josh Cosgrove does not intend to run again. Kati Martin is currently the alternate special district member. President Gallagher

told the Board that she intends to nominate Kati to fill the full time position. The Board was agreeable to that nomination.

(b) CSDA – Local Chapter: There will be a Chapter meeting on May 25 at 1 PM via zoom. The speaker will be Virginia Chang Kiraly who currently serves on two special districts and is a candidate for San Mateo County supervisor representing District 3.

(9) Daly City: Director Rizzi told the Board that the superintendent of the Bayshore Schools is retiring.

(10) Brisbane: No report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The station is functioning properly. As noted in the monthly report there were several meetings and inspections at Midway Village. They are making great progress.

(12) District Engineer – consideration of matters relating to: (The Maintenance Director reported on a few of the Engineer’s topics)

(a) April meter reading data: The average daily flow was 306,000 gallons.

(b) Midway Village: They discharged a total of 2,223,000 gallons and that part of the project is complete. The Engineer will bill them for the discharge.

(c) PG&E Egbert electric transmission line – Carter Street: They started at Guadalupe Parkway and are working their way down hill. There is now one way traffic on Carter and they are approaching Martin Street. We will inspect when they cross any District lines. President Gallagher said that PG&E is keeping residents well informed.

(d) Mag-Meter replacement: The meter has been delivered and Pump Repair Service will install it on June 3. The work will begin at 12:30 A.M., the station shut down at 1:30 A.M. and will be completed within 4 hours. A couple days prior there will be a pre-installation meeting at the Station.

(g) NSMCSO sewer system cleaning: The annual cleaning is complete however we have not received the reports. The Clerk will contact Anthony and remind him to send the reports and also to ask that the District be billed prior to the end of the fiscal year.

(h) Overlook: There are 16 homes left to be completed and final inspected. The Engineer sent them a letter explaining what must be done before the District can accept the main lines.

President Gallagher said that the reason for this Special Meeting was to determine what the sewer service charge increase will be for FY 2022-23 because notice must be sent to ratepayers 30 days prior as required by law. President Gallagher suggested staying with the 5 year plan as set at the May, 2021 Public Hearing. After discussion, a motion was made by Director Swanbeck to raise the flat rate to \$205.00 and the unit charge to \$6.80. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes:	Constantino, Gallagher, Rizzi, Swanbeck, Tonna
Noes:	None
Absent:	None

The Clerk was instructed to see that the proper notification is sent to District rate payers.

- (13) District Counsel – consideration of matters relating to:
- (a) Abandonment of easement through Midway Village Park: This matter has been resolved. The Maintenance Director advised the Board that the middle manhole in the park has been removed, was inspected and is now abandoned. Counsel said that everything was taken care of in the subdivision map.
  - (b) Continued discussion/action regarding District enforcement mechanisms: There will be no action at this time.

- (14) District Clerk – consideration of matters relating to:
- (a) FY 2021-22 auditor service: The District will continue using the services of Fechter & Co. CPAs. The Clerk told the Board that she provided the Department of Finance price and population data to Fechter requesting that he calculate the District's appropriations limit for FY 2022-23.

**Old Business:**

- (15) Community outreach – newsletter: President Gallagher thanked Mr. Landi for the examples of past outreach materials he provided to the Board. After the FY 2022-23 budgeting process is complete it may be appropriate to appoint an ad hoc committee to work on this project.

**New Business:**

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

**Closed Session:**

The Closed Session began at 8:10 P.M.

- (17) Significant exposure to litigation pursuant to §54956.9(b)(2): two cases  
The closed session ended at 9:04 There is no reportable action.

The Engineer arrived during the Closed Session.

- (12) District Engineer – consideration of matters relating to:
- (e) 200 Industrial Way (Florian): We have received February 15-April 15 water data and they are using less water. We need to continue to obtain water usage data into the summer.
  - (f) Smart Cities Northern Corridor Expansion: This has evolved into two projects. Intermountain is proposing putting in multiple conduits which they will lease to other entities. C/CAG will work with Intermountain; however, there is still much to be learned.
  - (i) 2022-23 Sewer Service Charge:  
and
  - (j) SFPUC budget: Mr. Yeager received a letter from the SFPUC stating they are not going to increase sewer service charge rates in FY 2022-23. They are increasing their budget to

reflect increased labor and bond costs and are pulling back on the R&R collection system costs. Those costs are excluded from our calculations so that won't help us. We need more information from the SFPUC.

(k) Preliminary budget review FYE 2022: Using a 5% across the board increase to expenses, things are getting tight. There have been problems with EDS programming and the water usage data from Daly City. That information is in a format that we cannot use. Thus, there are a lot of manual entries required and there have been changes in ownership of properties. With regard to revenues and expenses, there is more uncertainty than normal.

(l) Future BSD sewer service charge revenue: No report

(m) Notification for rate increase: The Engineer and Clerk will work on this to insure that notification is issued 30 days in advance as required.

**Adjournment:**

The meeting was adjourned at 9:26 P.M. In June there is a special meeting on the 14<sup>th</sup>. However, it was the consensus of the Board to reschedule that special meeting, a budget workshop, for June 16<sup>th</sup>. That meeting will be followed by a regular meeting on June 30, 2022 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary