

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of August 25, 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, Tonna
Absent: None
Staff: Maintenance Director Landi, Engineer Yeager, Counsel Hundley and District Clerk Landi

President Gallagher began the meeting by acknowledging the loss of our colleague Mae Swanbeck due to Covid complications. Flowers were sent to Xenia on behalf of the Board and Staff. Director Swanbeck was a special person who always kept the Board apprised of things happening with other entities that could affect the District. Director Rizzi said he will miss Mae and her attention to details. Engineer Yeager said Mae had the knack of finding things that no one else was aware of and brought them to the Board; she was very much aware of what was going on and brought positive energy to the Board.

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
Engineer Yeager said he was just made aware that Point Martin has become active. He will provide more information under his report.
- (3) Acknowledgment of recent correspondence to the District
The Clerk reported that we received an email today advising that we will be receiving ERAF funds.

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 July 28, 2022 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept July, 2022 report on District's current financial status
- (7) Accept July, 2022 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Tonna and passed unanimously by voice vote to approve consent items 4 – 7.

Board Reports – consideration of matters relating to:

(8) President Gallagher

(a) LAFCo: President Gallagher reached out to Kati Martin and Rick Loman seeking suggestions for a person to serve as Special District Alternate. Hearing of no potential candidate we did not offer a nomination.

(b) CSDA – Local Chapter: President Gallagher said that the matter of authorized signatories for the Chapter account was being handled.

(9) Daly City: Director Rizzi reported that the use of Lawson Hall may be changed. He added that the former boys and girls club, now a community center, offers a lot of activities and a \$3 lunch. The facility might also be used for food distribution.

(10) Brisbane: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Some minor repairs were done to the exterior water piping and the outside sump pump. This pump is used to clear out rain water from the diesel generator containment pit. Otherwise the station is operating properly. There were no inspections or service requests during the reporting period.

(b) CalWARN: We joined CalWARN in about 1995 and many agencies joined and have joined over time. It is a volunteer non-profit that provides equipment to other agencies when they are in need or provide assistance during an emergency. Mr. Landi recommended that the District maintain its membership and perhaps make a small donation. President Gallagher asked Counsel if the District is allowed to make donations such as this. Counsel said that the purpose of the organization is aligned to the District's purpose and would be acceptable. The Maintenance Director receives emails when they seeking assistance. He will contact the regional chair and ask what portion of a donation is actually given to CalWARN by the entity managing the donation process.

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

Point Martin: About a year ago they submitted utility drawings and we provided an acceptance letter. They are now back and are seeking approval for 47 units in Phase 1. There are no changes in the drawings. We need to submit our comments to Daly City at the beginning of September. We have also received notifications dealing with the financial program. Per Counsel we don't have to do anything at this time. This project will begin in the fall as the Overlook development is winding down.

(a) July meter reading data: There were no rain events in July. The average daily flow was 260,897 gallons.

(b) 2021-22 SFPUC discharge report: This year we reported a 177,325 unit discharge which is a little above last year. However, the percentage of District flow relative to the SFPUC flow went down. We received an inquiry about the status of prior year billings. The Engineer and Counsel conferred and our response was that it is the District's position that FY 2020-21 was paid in full and it was suggested that the individual check internally on his end.

(c) North San Mateo County Sanitation/Daly City Sewer System Cleaning: Amendment #4 has been prepared after minor edits by the Clerk and Maintenance Director regarding procedural matters. NSMCSD agreed to the changes. The amendment package will be put together and delivered to NSMCSD.

(d) 2022-23 Sewer Service Charge Report: The report was completed, submitted to San Mateo County and accepted. Copies will be printed for our records.

(e) Entitlements 2022-23: There are four establishments that exceeded their capacity. The L&M building at 2463/2455 Geneva Avenue is vacant at street level and there are 4 apartments on the second level. The property owner was notified of the usage, inspected the building and found a toilet had a significant leak which has since been repaired. We will monitor future water usage.

Royal Palace at 2929 Geneva Avenue was billed and has paid to increase its capacity.

The manager at Dollar Tree at 2840 Geneva Avenue was billed as well as a trustee in San Francisco. The Engineer contacted Daly City and they provided a North Dakota billing address. They also said that there were some leaky toilets in the building and once repaired, their water usage dropped appreciably. Engineer Yeager obtained copies of the recent usage and it is back to normal. However, there has been no response from the owners or management. The next time the Maintenance Director goes to the store he will ask about the manager.

TransDev at 541 Tunnel Avenue is owned by Brisbane Baylands. They were sent a notice regarding the excess water usage which would result in payment of \$16,165.29 for the additional capacity. The Baylands sent the notice to the manager of TransDev; however, Baylands will be billed and they can work it out with their tenant.

(f) Entitlements – long term: The Clerk and Engineer have been working on this project. Tracking systems are kept by both and there is agreement on most but there are some differences. The tracking began back in 1998 when a resolution was passed. There are instances where a commercial use has changed to residential - that may need to be addressed in our Ordinance Code. There are some properties that are a mix of commercial and residential use. There are also some entitlements on Tunnel Road that are not associated with an active parcel. Some are assigned a State Board of Equalization parcel number. The only active SBEs are for PG&E and 1 other for the ARO tank farm. Also, on our books we still have a couple others that no longer exist. Some APNs have been retired or changed over the years. These are housekeeping items that we need to handle. Some corrections might need ordinance changes and others administrative changes.

Director Rizzi asked how ADUs are handled. The Engineer said they are residential so there is no capacity entitlement. With regard to sewer service we bill those as two separate units on one parcel. The Clerk mentioned that there is no connection fee for an infill ADU but there is a pro-rata connection fee for stand alone ADUs.

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

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

(a) FY 2021-22 audit preparation update: The last request for information we received was about a week ago. The Clerk will contact Fechter & Co. and check on the progress of the audit.

Old Business:

(15) Community outreach – newsletter: Prior to the meeting the Board and Staff were provided with a first draft of content for the newsletter. An Ad Hoc committee consisting of the President and Clerk will work on the flyer and bring back to the Board at the September meeting. Director Rizzi asked to be kept in the loop on this matter.

New Business:

(16) Board vacancy

Due to the passing of Director Swanbeck there is now a vacancy on the Board. The District has 15 days from today to notify the County of the vacancy. The Board has 60 days to solicit and select a replacement. If no appointment is made, the County after 90 days, can make an appointment. Announcement of the vacancy must be posted in three places in the District - at the Carlyle Station, Lawson Hall and the public library. The appointed candidate will fill the remainder of the term which expires in November, 2024. The Clerk was asked to see that a notice is posted on our website. The Board will reach out to residents in the District who they think might be interested in serving the community. There was brief discussion of potential individuals in the District to be contacted. There was consensus that the President and Clerk work on a flyer for posting.

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

Closed Session:

The Closed Session began at 8:19 P.M.

(21) Significant exposure to litigation pursuant to §54956.9(b): one case

The Closed Session ended at 8:20 P.M. There is no reportable action.

Adjournment:

The meeting was adjourned at 8:24 P.M. after a minute of silence in memory of Director Swanbeck. The next regular meeting is September 22, 2022 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary