

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of September 22, 2022

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**Opening of Meeting and Roll Call:**

The meeting was called to order at 7:01 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

**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 correspondence to the District  
An email from CalWARN was provided to the Board prior to the meeting. Discussion will be held under item 11(b).

**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 August 25, 2022 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept August, 2022 report on District's current financial status
- (7) Accept August, 2022 checking account reconciliation

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

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

- (8) President Gallagher
  - (a) LAFCo: No report.
  - (b) CSDA – Local Chapter: The Half Moon Bay bank manager contacted President Gallagher and requested that the CSDA Local Chapter provide written notice that President Gallagher and Maintenance Director Landi are authorized signatories on the checking account.

(9) Daly City: As reported at a prior meeting the Community Center offers a \$3 lunch 4 days a week. The senior group may begin meeting there rather than at Lawson Hall.

(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 operating properly. Currently preparing and repainting the control room floor.

The lateral inspections of the last six homes in the Overlook development were done last week. All the residential inspection is complete. Flushing of the mainlines as well as providing as-built drawings is outstanding before the Board can consider accepting.

Inspection of the Midway Village project is complete with the exception of air testing and mainline video inspection. That is best done when the roadways are up to grade.

There has been grading activity in the Point Martin project and about 10 lots have been graded.

There were some issues with remote access to the SCADA system. Tesco made a service call to the District and determined it was a Comcast problem. It took several days but remote access was restored September 16. The Clerk called Comcast to ask that we receive a credit for the outage. Comcast claims it was not their problem and have no record of the modem having been replaced by their technician. A claim has been filed and the Clerk will continue to pursue resolution with Comcast.

(b) CalWARN: In response to our inquiry CalWARN advise that they receive 90% of donations. There are about 170 water and wastewater agency members and the operations are handled by an all-volunteer staff. The Maintenance Director said that most San Mateo County agencies are members. After discussion a motion was made by Director Tonna to donate \$300 to CalWARN. The motion was seconded by Director Constantino and unanimously passed by voice vote.

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

(a) August meter reading data: The average daily flow was 253,324 gallons.

(b) North San Mateo County Sanitation/Daly City Sewer System Cleaning: We have received a signed copy of Amendment #4.

(c) 2022-23 Sewer Service Charge Report: Hard copy reports were prepared and two copies sent to the District.

(d) 2022-23 Entitlements: As previously reported Royal Palace has paid for additional capacity. TransDev will pay but has requested that the invoice be issued in their name not Sunquest's. The other two, Dollar Tree and 2545 Geneva Avenue had temporary problems which have been corrected that caused spikes in their water usage. The Engineer will monitor their water usage and report back to the Board in a couple months.

(e) Long-term Entitlements: We have information on all the entitlements booked since 1998. The Engineer has more records to go through and will be able to reconcile the entitlements once that has been done. There will be some administrative issues to be resolved at a future meeting.

(f) Overdue sewer service charge invoices: This involves some direct billings to MidPen and Toll Bros. The delay is due to some internal issues on their end. MidPen has now paid and Toll Bros. said there check has been mailed.

(g) 2665 Geneva Avenue: This project involves reconfiguration of the basement level. Our comments were not incorporated in the plans.

(h) Point Martin, Phase 1: Daly City has circulated plans for comments from all the utility providers. Engineer Yeager has reviewed the plans and there are no new comments. The City will compile all the comments and will send to the developer for final revisions. After that is complete they may be ready for construction.

(i) 2022-23 Connection Fee analysis: This is a task done each year. To arrive at the connection fee the valuation of the system is divided by the number of equivalent dwelling units. We have held the fee constant since 2008 even though construction costs have risen 76% over the last 14 years. The fee could be raised to \$4,354 if we include the CIP reserve fund. Last year's calculation also indicated that the fee could be raised; however, the Board decided not to increase the fee. Daly City's connection fee is \$2,600 + \$94 per fixture unit above 33 units and Brisbane's fee is \$2,523. Neither are going to raise the fee and neither are subject to the SFPUC capacity fee. East Palo Sanitary District did a capacity study and is raising their fee from \$5,000 to \$14,000. A majority of utilities charge more than the District. In response to a question Engineer Yeager said there will be 160 units built in Point Martin and about 200-250 more in Midway Village. After discussion there was agreement among the Board that the connection fee remain at the current level of \$3,414.

(j) SFPUC annual sewer service charge: The notification letter was recently received and the charge for FY 2022-23 is \$1,407,968 - we budgeted \$1,460,000. Our flow increased but in an amount less than anticipated. San Francisco is using the cumulative debt discount method which they claim results in a discount. The Engineer receive the excel spreadsheets late this afternoon and will review them next week. In her letter, Erin Franks mentioned that there is still an outstanding amount for FY 2020-21 and that they expect prompt payment for the current year's charges.

President Gallagher said she was out walking and received a call from the SFPUC on her iWatch. She asked the person to call her later in the day but never received a call back.

(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 audit is undergoing proof reading and finalization. There had been a delay due to a non-response from the County Controller.

#### **Old Business:**

(15) Community outreach – newsletter: The content is interesting but we need to have some photos or graphics. The Clerk will ask our webmaster if he does that kind of work or if he can make a referral. We need someone in graphic design.

(16) Board vacancy

The County Elections officer was notified on August 31 that at the August 25<sup>th</sup> meeting a vacancy was declared. Vacancy notices were prepared, posted on the website, at the District and two other prominent locations in the District.

Linda Sy was contacted by Director Rizzi and she is very interested. During the meeting she emailed stating her interest. President Gallagher mentioned that she had reached out to several individuals and found that younger people are busy with their families and older individuals are not interested. She also asked Xenia Gutowski who declined but provided the name of the Saddleback manager who might be able to make a recommendation. There was discussion on how to reach out to the community, i.e. flyers, postcards, etc. We will continue recruitment efforts. A Special Meeting will be held on October 6 at 7 P.M. to meet and interview candidates.

**New Business:**

(17) October meeting – possible change of date

There was agreement that the October 27<sup>th</sup> meeting will be cancelled and the Board will meet on October 20<sup>th</sup> in order to meet the deadline for filling the Board vacancy.

(18) District computer

The Clerk told the Board that she fell victim to the Microsoft scam. The computer is locked and she has not been able to find anyone willing to attempt to repair a computer with OS7. We will consider purchase of a replacement in the near future. She added that there were four 1099 payees whose social security information may have been accessed. They were notified and took appropriate action.

(19) Reports on other matters: no action will be taken

None

**Closed Session:**

The Closed Session began at 8:32 P.M.

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

The Closed Session ended at 8:34 P.M. There is no reportable action.

**Adjournment:**

The meeting was adjourned at 8:39 P.M. The meeting is October 6, 2022 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary