

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of August 26, 2021

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**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 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  
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 July 22, 2021
- (5) Payment authorization for bills and compensation
- (6) Accept July, 2021 report on District's current financial status
- (7) Accept July, 2021 checking account reconciliation

A motion was made by Director Swanbeck, seconded by Director Constantino 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: No Director or staff attended the August zoom meeting. President Gallagher is meeting with the Chapter President and a small group tomorrow to discuss the chapter.
  - (c) Update on FY 2020-21 audit: We received a preliminary draft. President Gallagher reviewed the draft and found a discrepancy with the amount of current liabilities. It was the same

as noted in the FY 19-20 audit. She has discussed this with Michael Fink, Fechter & Co., CPAs who suggested a different way of handling plan check deposits. It would entail more cumbersome accounting procedures. It was agreed that since the District keeps very accurate records with regard to the deposits, we will continue as we have in the past as far as record keeping is concerned. Otherwise the preliminary draft was satisfactory. We will notify Fechter & Co. that they can issue the final audit.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: There are some issues at the Carlyle PS with regard to the SCADA system. One incident was the inability to reset the dialer after receiving 43 alarm calls. The dialer had to be shut down. Tesco was notified and they worked on the problem and were able to reset the alarm. There was a problem with the ability to access the SCADA system using the Maintenance Director's laptop. Tesco checked this remotely and determined that a cable was not plugged into the auxiliary backup. Yesterday we tested 4 auto dialer notifications and only one sent an alarm with specific information – that was the generator alarm. We need to get Tesco out to reprogram the dialer to how it functioned before the SCADA system was installed. Receiving a notification that simply states "SCADA alarm" isn't helpful.

Met with a representative from Devon the firm working on the Midway Village project. They have some permitting issues and haven't begun the work yet.

Five lots on Sage Street in the Overlook project successfully passed the final lateral inspection. There are 32 parcels left to be inspected.

Responded along with North San Mateo County Sanitation District personnel to a call at 606 Schwerin Street. NSMCSD relieved the stoppage and also provided the owner a cleanout cover. The owner was advised that they must maintain the cover and that failure to do so would prevent future service.

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

(a) July meter reading data: The average daily flow in July was 245,655 gallons. The Engineer provided a summary of the monthly flows for the last 3 years looking at the station discharge and the rainfall. The discharge has dropped in each of those 3 years as has the rainfall. We are having Covid and drought issues at the same time reducing the flow significantly. There was about an 11% drop from 2020 vs. 2021. We have no idea what San Francisco's flow has been but it could have dropped off as much as ours.

(b) 2019-20 CIP – SCADA system: A pressure gauge was installed in the wetwell but it's not going through the SCADA system. This was brought to Tesco's attention and they claim it requires a change order—it can't be fixed remotely. It could be a wiring issue and the Maintenance Director and Engineer agree that it is not a change order situation and should be something under warranty. The Maintenance Director will call Alex and ask that he come to the station to check the alarm issues and the pressure gauge. If that attempt isn't successful the Engineer will send a letter to Tesco asking them to explain why this work is not covered under the warranty. We have received the final O&M manual.

(c) Midway Village: Construction was delayed until at least September 1 because of soil and groundwater remediation issues. They have not received their discharge permit from San

Francisco so we cannot issues ours. Engineer Yeager will follow up with them with regard to permits. Also, we need a submittal from Devcon.

(d) SFPUC annual charge: The Engineer sent the SFPUC discharge records for pumped and non-pumped flow to be used to compute the FY 2021-22 sewer service charge. The total discharge decreased by 11%.

(e) Daly City/NSMCSD O&M Contract: Draft Amendment #3 was prepared using the same language as last year. The only change was the cost factors. We budgeted \$63,000 for preventive maintenance and the actual cost will be \$61,600. The Consumer Price Index went up a little over 3% and wages increased 5%. A motion was made by Director Swanbeck authorizing the Engineer to submit Amendment #3 to Daly City/NSMCSD. The motion was seconded by Director Constantino and unanimously passed by voice vote.

(f) 2021 Sewer Service Charges: The report has been finalized and copies have been provided to the Clerk.

(g) Overlook Sewer Service Charges: When working on the sewer service charge report it was discovered that some meters had been installed at Overlook but they were unable to install meters on each home. Calculations based on those meters resulted in a sewer service charge due of \$13,382.40. The method of collection was discussed with David Fish via emails and he said that Toll Bros. would pay the charges. Payment was delayed because Toll Bros. needed an invoice which was sent on August 19.

(h) 494 Oriente Street: This is the property where a detached ADU was to be installed in the rear yard. The owner was sent a third connection fee billing via registered mail. To date we have received no response. The owner had been advised that nonpayment would result in Daly City putting a hold on the building permit. The Engineer will notify Daly City that the owner has failed to pay the applicable charge.

(i) 2321 Geneva Avenue: We have received a Class 2 permit application and deposit for this proposed apartment building. The Maintenance Director and Engineer met with the developer via zoom. The developer needs to respond to our comments and must also contact San Francisco to make sure there is capacity since the District's line discharges directly into a San Francisco line.

(j) Audit: The Engineer has worked with Michael Fink, Fechter & Co. regarding the District's asset list. The Fechter list is different from our list based on our GIS mapping which is more accurate. We're not sure how Fechter will handle this since we base our list on replacement value and the auditor uses depreciated value. President Gallagher will speak to Michael Fink.

(k) Sewer System Management Plan (SSMP): Our plan was last updated in 2015 and a review and update is required every 5 years. This update will need to include the roll of the NSMCSD.

(l) Miscellaneous – Daly City: They have been sending Engineer Yeager plans for every project in the District. Most are small projects which do not require a District permit.

(m) Jurisdictional boundaries: The San Mateo County Elections Division has requested a GIS map of all District boundaries for the 2022 election. They don't want the boundaries to cut through parcels. The Engineer advised the County that we have some parcels which lie on the San Francisco/Daly City border. The County has advised they will accept our mapping without having to make any adjustments.

(n) Connection fee increase: At the July meeting we discussed the possibility of raising the connection fee which is currently \$3,414. The Board was provided an estimate and layout to install a parallel force main. This is the only large capital project that we are aware of at this time

and ideally it would be done when the Baylands is developed. The existing force main was installed in 1972 and is asbestos concrete pipe. There really isn't an easy way to examine the pipe. Engineer Yeager reviewed the development projects in the pipeline and the estimated connection fees those projects would generate. This item is continued to the September meeting to allow time to obtain the connection fees charged by the cities of Brisbane and Daly City.

(13) District Counsel – consideration of matters relating to:  
Counsel told the Board that the Governor's order allowing remote meetings expires at the end of September. If there is a virus surge it may be extended otherwise we should plan on meeting in person in October.

(14) District Clerk – consideration of matters relating to:  
No report

**Old Business:**  
None

**New Business:**

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

**Closed Session:**

The Closed Session began at 8:03 P.M.

(16) Significant exposure to litigation pursuant to §54956.9(b): two cases

The Closed Session ended at 8:48 P.M. The Board authorized the District Clerk to issue payment to the SFPUC for the remaining amount owed under the contract for FY 2020-21.

**Adjournment:**

The meeting was adjourned at 8:51 P.M. The next regular meeting is September 23, 2021 at 7:00 P.M.

Submitted by, Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary