

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of October 26, 2023

Opening of Meeting and Roll Call:

The meeting was called to order at 7:04 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: Engineer Yeager, District Clerk Landi, Counsel Mog and Maintenance Director 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
The Engineer said that he has recently received correspondence which he will discuss under his report.
- (3) Acknowledgment of recent correspondence to the District
Acknowledged and discussed letter from San Mateo County advising the amount of secured and unsecured tax revenue for FY 2023-24.

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 September 28, 2023 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept September, 2023 report on District's current financial status
- (7) Accept September, 2023 checking account reconciliation

A motion was made by Director Sy seconded by Director Tonna and passed by voice vote to approve items 4 – 7.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: No report
 - (b) CSDA – Local Chapter: The Clerk reported that she recently learned that Kati Martin is no longer president of the Local Chapter. The new president is a member of the San Mateo County Harbor District. She will attempt to determine when the new president was

elected and when/if the chapter meets. Apparently we have been removed from the member list.

(9) Daly City: No report

(10) Brisbane: No report

Staff Reports:

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

(a) Monthly report on District operations and maintenance: With the exception of Pump #1 being out of service, the station is otherwise running well. We need to get to the bottom of why that pump continues to be plagued with an accumulation of rags/wipes.

The contractor at Point Martin has been making good progress on installing the pipeline serving the model homes and sales office. That work should be complete in about a week but won't be tested at this time.

Inspections at Midway Village are now complete.

Received a high water alarm very late one evening and was able to resolve the issue via computer thanks to the SCADA program.

AFS Electric replaced the shut off boxes for each of the 4 pumps. The one installed for #3 pump was defective and has been replaced.

We received a call from North San Mateo County Sanitation District (NSMCSD) advising us that they received a report of an overflow on the sidewalk in front of 393 Oriente Street. Since the Maintenance Director was not in District he asked them to respond. When we received the written report it stated that the reporting party said there was an odor in the garage. Had we been given that information we would not have routed NSMCSD. This is a continuing issue that needs to be straightened out. Perhaps we need to advise NSMCSD to refer callers to the District as was done prior to contracting with them for emergency service.

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

Various correspondence received this week changes some of the information contained in the monthly report. We received an email from Caltrain as a follow up to their July request to enter the box culvert so they can inspect the line under the tracks. Counsel said that they are insistent that this is the District's and refer to an unrecorded deed. Since it is "unrecorded" there is no way for us to secure a copy to learn what it might say. There seem to be 3 ways to handle this request: (1) let them know it isn't ours; (2) send a letter advising that we don't think it is ours, grant permission for them to enter at their own risk holding us harmless; and (3) record a quitclaim at the County and give up any rights we might have. The Maintenance Director found meeting notes from November 12, 1959 indicating the District owns the ditch but makes no mention of the culvert. The purpose of their request is to inspect what is underneath their tracks. Based on the location we should advise that it is not ours and that they should get permission from the Baylands. Counsel and the Engineer will work on a response and the Board was in agreement that we record a quitclaim.

(a) September meter reading data: The average daily flow was 233,724 gallons.

(b) Various cabling projects: IIG hired a contractor, HP Communications, who are attempting to install cabling. Everything ties together at Bayshore/MacDonald. There are two separate projects and the two companies don't communicate with one another. However, they are using the same contractor to do the actual work. Daly City let Engineer Yeager know that there was a preconstruction meeting to which we were not invited. They are currently not interfering with any of our assets. Revised plans have been received, reviewed and comments sent to Daly City. Today we received an email from the project manager for IIG who apparently doesn't know that Mr. Yeager is the District Engineer. Daly City has rejected their plans for Schwerin Street since they are too close to utilities.

(c) Point Martin Phase 1 & 2: They will not be able to start building the model homes until they pay the connection fees.

(d) North San Mateo County Sanitation District/City of Daly City maintenance contract: There is a problem with the report received for the cleaning of the FOG lines in August. It is incomplete and some manholes are mislabeled. The Engineer wants the logs to be corrected as part of the contract package. Will also work on language with regard to the service request reporting process.

(e) Capacity Charge – Chevron Station: No report

(f) Overlook: The HOA has contracted with a management firm. They began paying the Daly City water bill and are taking meter readings. Engineer Yeager spoke to EDS and is going to work with them and the HOA so we can get the meter reads in the format that can be entered into the EDS program so it doesn't have to be done manually.

(g) Carlyle Pump Station Master Plan: Information has been sent to Jeff Tarantino at Freyer & Laretta the consulting firm chosen. There will be a meeting with them at the Carlyle Pump Station.

(h) Midway Village Phase 1 and 2: Devcon has been good to work with. They would like the District to accept the sewer lines prior to January 1, 2024. They need to provide record drawings so that the lines can be added to our GIS maps. There is an issue with regard to an industrial discharge permit for the parking structure. The Engineer approached the SFPUC several months ago about the oil/water separator in the structure. They originally said that would require an industrial permit but have recently reversed that position. The Engineer feels that the District needs to issue a permit because we don't allow rainwater to be directly discharged into the system.

(i) Brisbane Baylands recycling: Brisbane would like to meet with the District on November 1 @3:30 P.M. Cal Water will also be invited. We assume that Cal Water either wants to sell reclaimed water or has a customer who wants reclaimed water.

(j) SFPUC Annual Sewer Service Charge: Included in the monthly report was a letter adjusting the annual sewer service charge. The Engineer dug deeper into the documents and had questions regarding a bond payment. He posed those questions to Erin Corvino and she responded that the bond payment was an error. They were also advised that we reported an incorrect amount of non-pumped flow and that we had made the first of 8 payments for the prior year charges. Today we received a corrected invoice which is substantially lower than budgeted. The Board thanked the Engineer for his diligence in this matter.

(k) Connection Fee calculations: This calculation is done each year and the Board has typically agreed to keep the charge at the 2008 level of \$3,414. This year the Overlook

assets have been included in the value of the District system which increased the value substantially. Based on the calculation the connection fee could be increased to \$5,162. In response to a question from Director Tonna the Engineer said the fee isn't out of line. Construction costs have increased 88% since 2008. An increase would impact Midway Village, Point Martin and the proposed Geneva Avenue apartment. It would also affect single home projects. After discussion it was decided that we will gather information about what neighboring entities charge for a connection and bring the matter back for discussion at the November meeting.

(13) District Counsel – consideration of matters relating to:
No report

(14) District Clerk – consideration of matters relating to:
(a) FY 2023-24 audit update: Late last night we received documents and the audit from Michael Fink, Fechter & Co. There are still some questions to be resolved and he has been advised that the Board would take no action at this time.

Old Business:

(15) Succession Planning
Director Gallagher said that we need to consider people's retirement plans and plan accordingly. The Engineer mentioned that he has compiled a procedures manual covering the fiscal yearend financial tasks. He updates as needed. The Clerk said she has a list of the various tasks she handles and said that ideally a replacement could be found allowing for a six month mentoring period. The Maintenance Director said he has had preliminary discussions with a possible successor.

New Business:

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

Adjournment:

The meeting was adjourned at 8:40 P.M. Next meeting is November 16, 2023 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary