

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of December 21, 2023

Opening of Meeting and Roll Call:

The meeting was called to order at 6:01 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna

Absent: None

Staff: Engineer Yeager, District Clerk Landi, Counsel Mog, Maintenance Director Landi and Valerie Landi

Public Hearing:

(1) Approval of Resolution No. 2023-07 Adopting Revised Connection Fee

The Public Hearing was opened at 6:05 P.M. The District Engineer previously provided a memo to the Board with his annual connection fee calculation. The calculation is made each year to determine what the appropriate connection fee should be. The number is based on the depreciated value of the assets plus the CIP reserves divided by the number of equivalent dwelling units. The current connection fee is \$3,414 and has not been increased July, 2008. Based on this years' calculation the maximum connection fee is \$5,162 and \$25.82 gpd. After discussion it was the consensus of the Board that the fee should be increased. A motion was made by Director Tonna to increase the connection fee to \$4,288 and \$21.44 gpd. The motion was seconded by Director Rizzi and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Sy, Constantino

Noes: None

Absent: None

The Public Hearing closed at 6:25 P.M.

Oral and Written Communications: (Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)

(2) Communications from members of the public

None

(3) Communications from members of the District Board and Staff

President Gallagher reported that she received an email from Intuit regarding the subscription version of QuickBooks. She will check into the pricing.

(4) 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.)

(5) Minutes of the November 16, 2023 meeting

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

A motion was made by Director Constantino, seconded by Director Sy and passed by voice vote to approve items 5 – 8.

Board Reports – consideration of matters relating to:

- (9) President Gallagher
 - (a) LAFCo: The Maintenance Director told the Board that West Bay Sanitary is going to provide collection system service to the East Palo Alto Sanitary District. It was thought that the District would become a subsidiary of the City of East Palo Alto. Mr. Landi will look into this and gather more information.
 - (b) CSDA – Local Chapter: There was a meeting on December 14 but no District representative attended. President Gallagher spoke to the President and provided him with some background on why the Chapter was formed. President Gallagher is still the Treasurer of the Chapter and the Maintenance Director is the second authorized signer.

(10) Daly City: No report.

(11) Brisbane: No report.

Staff Reports:

- (12) Maintenance Director – consideration of matters relating to:
 - (a) Monthly report on District operations and maintenance: #1 pump was dismantled on November 16 and rags were removed from the impeller. However, the pump is experiencing the same problem again and is only pumping 650 gpm. It will have to be pulled and cleared again. The Maintenance Director is going to contact Tesco.
IIG has potholed in the Sunnydale area. The Engineer will provide more information during his report.
We received a service request from the owner of 120 MacDonald Avenue. Roots from a tree in the sidewalk are causing problems with the lateral. He was advised to call Daly City. The property has no cleanout.
- (13) District Engineer – consideration of matters relating to:
 - (a) November meter reading data: The average daily flow was 267,867 gallons. There were 5 rainfall events.
 - (b) Various cabling projects: The three firms that are doing these projects aren't proceeding in the most professional manner. IIG was the first company to come to the District. They have one project but it is broken into segments. One segment is down Geneva and MacDonald and another is up Bayshore Boulevard to San Francisco. They were told over a year ago what conditions that apply; there were 11 items. We stressed that the force main was a critical asset and they would need to pothole. They have been potholing on an irregular schedule.

It turns out that the force main is not where it was thought to be. Their work was going to be 5 feet from the force main which would require a bond. Since the line will be 15 feet away from our line the bond could be lowered. IIG questioned why they needed to provide a bond. The Engineer and Counsel discussed this and determined that the District has the discretion to put conditions on permits. And, they agreed to a bond during initial discussions a year ago. The Engineer mentioned that the new location of their cabling is very close to PG&E assets.

The other company is called Bandwidth. It appears that their model is to get people to sign up for cabling space and they build on spec. Their project is on the west side of Bayshore Boulevard with a small section is in Daly City. They are crossing District assets on Main Street. They will need to pothole and submit the profile.

PG&E also wants to do a cabling project running underground cable from the Martin Service Center to San Francisco. They provided a sketch which indicates the box will be on top of our sewer line. Daly City and the District have rejected the "sketch."

(c) North San Mateo County Sanitation District/City of Daly City maintenance contract: This will be finalized when an updated GIS map is available.

(d) Capacity Charge – Chevron Station: They are modifying the equipment which should eliminate the excess water usage. The Engineer will take a look at the December water readings when they become available.

(e) Overlook: Toll Bros. made the sewer service charge payment for last year. This year we will be using the new system. The Engineer has been in touch with the homeowner's association management firm. He obtained their meter reads and will compare with the Daly City reads. Daly City reads 3 meters and there may be a submeter for irrigation. We need to know how much water is used for irrigation so we can deduct that from the pumped flow we report to the SFPUC.

(f) Carlyle Pump Station Master Plan: The Engineer and Maintenance Director met with the engineering firm. Mr. Yeager is confident in the ability of Freyer & Laureta. We budgeted \$20,000 and the proposal amount is \$41,700. In response to question about why the proposal is so much higher than the budgeted amount the Engineer said it was an error in estimating the cost. He added that he believes this is an essential document and will be useful for years. We need to know what has to be done to the Carlyle Pump Station going forward. Engineer Yeager asked for guidance from the Board and was given approval to develop a contract.

(g) Midway Village Phase 1: The GIS map is being updated.

(h) 158 Accacia Street: This is a major remodel of a home. Daly City is requiring a new lateral. The District will require a Class 4 permit for installation of a new cleanout.

(i) Connection Fee Calculations: Discussed during public hearing.

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

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

(a) FY 2023-24 audit update: The draft audit was issued today and emailed to the Board. That did not provide sufficient time for review. The Clerk will advise Fechter & Co. that this item will be deferred to the January, 2024 meeting.

Old Business:

(16) Succession Planning

We've started with our planning. Clerk in training Valerie Landi prepared the meeting packets including the bills and compensation.

With regard to engineering Mr. Yeager has no immediate plans to retire but added that we will see how we work with Freyer & Laureta. They provide engineering service to the East Palo Alto Sanitary District so they are familiar with small districts.

(17) Resolution No. 2023-08 Abandoning Unrecorded Easement Regarding Wood Box Culvert

This matter was continued from the November meeting. The Engineer and Maintenance Director have not had an opportunity to make a site visit. This item will be continued to the January, 2024 meeting.

New Business:

(18) Meeting schedule for 2024

The following meeting calendar was accepted.

January 25	May 23	September 26
February 22	June 27	October 24
March 28	July 25	November 21
April 25	August 22	December 19 @ 6:00 P.M.

(19) Election of officers for 2024

Director Tonna is interested in moving up to Board President but felt it would be beneficial for President Gallagher to continue in that roll through 2024 as we begin renegotiating our contract with the SFPUC. A motion was made by Director Rizzi, seconded by Director Tonna and passed by voice vote to retain the same officers for 2024.

President	Iris Gallagher
Vice President	Kenneth Tonna
Secretary-Treasurer	Norman Rizzi

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

None

Adjournment:

The meeting was adjourned at 7:17 P.M. Next meeting is January 25, 2024 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary