

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of February 23, 2023

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**Opening of Meeting and Roll Call:**

The meeting was called to order at 7:11 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna  
Absent: None  
Staff: Maintenance Director Landi, Engineer Yeager, District Clerk Landi and Counsel Alex Mog

**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 Clerk asked/reminded the Board that they are due to repeat their AB1234 2 hour training session.
- (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 January 26, 2023 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept January, 2023 report on District's current financial status
- (7) Accept January, 2023 checking account reconciliation

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

President Gallagher suggested that we transfer some funds from the TriCounties checking account to our LAIF fund. The Clerk will check to see if TriCounties can offer a better interest rate and also contact LAIF for the procedures to make a transfer.

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

- (8) President Gallagher
  - (a) LAFCo: A new alternate special district member was elected. There will be an election for the regular member open seat due to the death of Ric Lohman.
  - (b) CSDA – Local Chapter: CSDA is also looking to fill board positions.

(9) Daly City: Tom Piccolotti has been appointed as City Manager.

(10) Brisbane: No report.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: The pumps are operating fine and as indicated in the monthly report they ran much more due to the rain events.

Mr. Landi responded to a water main break on Alexis Circle. It took quite a while before the Daly City responded with the personnel and equipment necessary. It caused a lot of damage to the pavement and the gutters.

On February 21 the mains in The Overlook were cleaned. The lines are now ready to be accepted if Toll Bros. is interested. The Clerk will look for the last resolution approved accepting a newly installed main.

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

(a) January meter reading data: The average daily flow was 651,516 gallons more than twice as much as a dry weather month. The excess I/I is inflow - not much infiltration. As soon as the rainfall event is over the flow drops to a reasonable number. Most of the collection system has been smoke tested. However, the area around the Carlyle Pump Station (CPS) has not been done and it is the area where are the lowest manholes. Smoke testing should be done during the dry weather months.

The Engineer and Maintenance Director recently met and following is a summation of their discussion.

CPS was constructed in 1972 with a wet well, dry well, pump room and garage. There are four 30 HP pumps and in the last 50 years have operated between 1500-1600 hours. In the future equipment will need to be replaced at an estimated cost of \$1,000,000. During the January storms all four pumps were running and the wetwell level reached 13 feet; there was no flooding. Pumps 2 and 4 are not operating at efficiency and #2 motor will be checked to see if it is time to install a new suction ring.

New pumps have removable suction rings. The CPS rings are not removable so we have worked with Pump Repair Service and built new ones. The Maintenance Director showed Board and staff a ring and explained how it functions. With regard to replacing pumps you have to have a plan in place because it also involves electrical work. We will discuss this during budgeting for next year.

(b) Point Martin Phase 1: This has been broken up into Phase 1 and Phase 2. In the last couple of days the Engineer received drawings for Phase 2 indicating that 2 laterals will be connected directly to the manhole; something that we do not allow. Connecting to the main for each of the 2 properties would result in diagonal patches in the road. Daly City is opposed to diagonal patches. There needs to be more communication with the developer as it appears that a few of the connections could be more perpendicular.

(c) Midway Village Phase 1: About all that remains is video inspection and testing which will be done once the road is installed.

(d) Overlook: Final flushing has been completed and laterals have been inspected. Toll Bros provided record drawings and GIS map. We are going to develop a new base map which is an overlay of the SMC aerial map. Still outstanding is how we bill the individual property owners for

the volume of water they use. The meters that had been installed were the wrong type and have been replaced. There is no meter reader in place. Last year the property owners were charged the fixed rate and Toll Bros. paid for the volume of water. We may have to do that again for the upcoming billing year. There is a homeowners association responsible for the roads, water, wastewater, etc. They will need to hire their own meter reader. Daly City will read the master meter but we aren't sure how they bill for the water usage. Engineer Yeager will reach out to Daly City to get more information.

(e) IIG Cabling Projects: No report

(f) 3163 Geneva Avenue: This home is across the street from the PG&E yard. The garage was converted to an ADU without benefit of a permit. They are currently going through the legalization process with Daly City. The face of the building is on the property line and there is no cleanout. Engineer Yeager recommended that there be a single District cleanout and not a Daly City cleanout which would be just a foot or two away.

(g) SFPUC non-residential inventory: Each year in February the Engineer conducts a drive by survey to determine if businesses have changed hands and then provides the SFPUC with a list of the non-residential customers.

(h) Procedures Manual: There are a lot of activities undertaken by the Engineer annually toward the end of the year. Since there have been a number of changes over the past 3 years, he is updating the manual which would be a helpful tool a successor.

He also mentioned that we will have to mail a notification to property owners about the sewer service charge increase for FY 2023-24. The mailing needs to be ready by May 1. He mentioned that this could be combined with the constituent newsletter.

(13) District Counsel – consideration of matters relating to:

(a) Assembly bill 2536: This bill deals with connection and capacity fees. The good news is that it doesn't impact the current fee but if/when the fee is updated significantly there is an extensive study needed. The legislature is also addressing impact fees, i.e. park fees.

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

(a) CSRMA webinar re revised SSMP requirements: The Clerk reported that she and the Engineer listened to a one hour webinar providing an overview of the changes which are effective as of June 5, 2023. A Legally Responsible Official (LRO) needs to be designated by June 4, 2023; the Engineer or Maintenance Director. Lateral overflows must be reported if the enrollee (BSD) owns and/or operates the lateral. Spill emergency response plans must be updated by June 5, 2023. Since the District contracts with North San Mateo County Sanitation District for emergency response plan should mimic theirs. Engineer Yeager will contact Josh Cosgove.

#### **Old Business:**

(15) Community outreach – newsletter: Director Sy will work do some work on this with the sewer service charge increase postcard as a starting point.

#### **New Business:**

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

**Closed Session:**

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

The Closed session began at 8:52 P.M. and was closed at 8:59 P.M. No reportable action was taken.

**Adjournment:**

The meeting was adjourned at 9:00 P.M. The next meeting is March 23, 2023 at 7:00 P.M.

Submitted by, Joann Landi

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Iris Gallagher  
President

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Norman Rizzi  
Secretary