

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of June 15, 2023

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**Opening of Meeting and Roll Call:**

The meeting was called to order at 6:03 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna

Absent: None

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

**FY 2023-24 Budget Planning Workshop:**

Prior to the meeting Board and Staff were provided a budget worksheet which included the amounts budgeted for Fiscal Year 2022-23, balances as of May 31, projected revenues and expenses through the end of the fiscal year and a column for Fiscal Year 2023-24 sums.

Engineer Yeager explained that there are a lot of unknowns when it comes to estimating the FY 2023-24 SFPUC sewer service charges. Our anticipated sewer service charge revenue is anticipated to be less this year due to a net decrease in water usage.

There are developments in the District so Permit/Plan Check Fees and Connection Fees were increased moderately for FY 23-24.

Again in FY 22-23 redevelopment taxes represent the majority of that revenue category. We have been advised that payoff of obligations by Daly City will be complete by 2038-39 and for Brisbane it is 2028-29. There was consensus to budget \$300,000 for the coming fiscal year.

Funds will be transferred from the District checking account to the LAIF account to increase interest revenue for the coming fiscal year.

With regard to our contract with North San Mateo County Sanitation District, Engineer Yeager said this year the tri-annual visual inspection of the steep lines will be conducted. Thus the contract was increased to \$70,000 for this service.

Board and Staff discussed all the contractual services, administrative and general expenses as well as capital expenditures. The total expenses for Fiscal Year 2023-24 is \$2,094,400.

The meeting was paused for a meal break at 7:27 P.M. The meeting resumed at 8:10 P.M.

**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

President Gallagher remarked that the CSRMA portion of the CASA Conference agenda is very interesting. It might be a good idea for a Director to attend since we are part of the CSRMA pool.

**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 May 25, 2023
- (5) Payment authorization for bills and compensation
- (6) Accept May, 2023 report on District's current financial status
- (7) Accept May, 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.

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

- (8) President Gallagher
  - (a) LAFCo: The Clerk said that we received our annual billing and it is about \$70 more than FY 2022-23.
  - (b) CSDA – Local Chapter: No report.
- (9) Daly City: The community center has been very accommodating in allowing us to post our agendas. Director Rizzi said he learned that Lawson Hall has not been sold. In response to a question regarding public entities being given first chance to purchase public property, Counsel said that they don't necessarily need to notify all public agencies when property is being sold.
- (10) Brisbane: A notice was received today regarding an advisory meeting which will include a presentation on the Baylands.

**Staff Reports:**

- (11) Maintenance Director – consideration of matters relating to:
  - (a) Monthly report on District operations and maintenance: We have been experiencing problems with Pump #1. It has had to be pulled 3 times in the last 5-6 weeks and heavy accumulation of rags was removed. The pump is now functioning properly.  
As reported at the May meeting Valley Oil fueled the generator and during that operation it was advised that the fuel be polished. That has been done and Mr. Landi provided a slide show of the operation. We will be provided with the polishing results once the sample has been analyzed. The Maintenance Director asked for approval to pay the Dynamic Fuel Solutions invoice since we won't be meeting until July 20. A motion was made by Director Tonna, seconded by Director Constantino and passed unanimously by voice vote.
- (12) District Engineer – consideration of matters relating to:  
Mr. Yeager told the Board that a number of items came to his attention after posting of the agenda.
  - (a) Budget Workshop: Discussed above.
  - (b) May 2023 meter reading data: The average daily flow was 265,452 gallons. There was 1½" of rain during the month. The flow has been dropping off because people are using less water than a year ago.

(c) Various cabling projects: There are a few projects proposed along Bayshore Boulevard. So far they are only permitted to conduct potholing.

(d) Point Martin Phase 1 and 2: There appears to be activity going on but only the utility plans have been approved. KB Homes was contacted and advised of the procedures with regard to District fees and permits. The first phase will be to build model homes and a sales office.

(e) Annual Sewer Service Charges: This was discussed during the Budget workshop and will be finalized prior to the July 20<sup>th</sup> meeting.

(f) Bus storage facility – Beatty & 101: Newly received material was distributed to the Board. The property line is 700 feet from Tunnel Avenue. Our Ordinance indicates that property within 200 feet of sewer must be connected to the line. The proponent advised that San Francisco will not run water to the site. They will need a Class 4 permit from the District and we will request to be provided a copy of the San Francisco correspondence.

(g) Brisbane Baylands NOP: Brisbane has prepared a Housing Plan and the Engineer was provided an electronic version of the plan. Counsel explained that every 8 years cities and counties have to adopt housing elements. The deadline was January 31 and many are late. The main component is the number of housing units attributed to each jurisdiction. Jurisdictions must plan for the development where it is feasible. They don't have to build but they must plan. Brisbane is going to designate the Baylands as part of their housing plan. Brisbane has indicated that site prep will begin between 2025-27. Brisbane has acknowledged receipt of our comments and is willing to meet.

(h) 260 Oriente Street: There is an existing 862 square foot residence and they are proposing a 950 square foot ADU behind the home. There will be District fees involved and there is no approved cleanout. We are not sure that the City will approve this ADU since it exceeds 50% of the square footage of the main house.

(i) SSMP revisions: Changes as discussed at the May meeting were finalized and the plan has been submitted.

(j) North San Mateo County Sanitation District (NSMCSD)/City of Daly City Maintenance Contract amendment: Engineer Yeager made revisions to the contract, they have been reviewed by Counsel Mog and sent to NSMCSD. One of the significant changes was we reference the District and the NSMCSD SSMP. The scope of work for this fiscal year includes inspection of the steep lines.

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

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

**Old Business:**

(15) Approve agreement with SFPUC regarding outstanding invoice  
In spite of follow up by District Counsel after the May meeting, we have not received any correspondence from the SFPUC.

**New Business:**

(16) Adopt Resolution 2023-02, a Resolution Establishing Appropriations Limit for Fiscal Year 2023-2024

The Clerk advised the Board that the annual calculation was made by our auditor. A motion made by Director Tonna, seconded by Director Sy and passed by the following roll call vote to adopt Resolution 2023-02:

Ayes: Constantino, Gallagher, Rizzi, Sy, Tonna  
Noes: None

(17) Confirm FY 2022-2023 auditor  
The audit will be conducted by Fechter & Co. again this year.

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

**Closed Session:**

(19) Significant exposure to litigation pursuant to §54956.9(b): one case  
No Closed Session was needed and this item will be removed from future agendas.

**Adjournment:**

The meeting was adjourned at 9:06 P.M. Next meeting is July 20, 2023 at 7:00 P.M..

Submitted by Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary