

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of July 20, 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: Maintenance Director Landi, Engineer Yeager, District Clerk Landi and Counsel Mog

Public Hearing:

- (1) Approval of Sewer Service Charge Report for FY 2023-24; Resolution No. 2023-03
A motion was made by Director Sy, seconded by Director Tonna and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Sy, Tonna

Noes: None

Absent: None

- (2) Approval of Collection of Delinquent Accounts on County Property Tax Roll
There are no delinquent accounts.

- (3) Adoption of FY 2023-2024 Annual Budget; Resolution No. 2023-04
The Clerk pointed out that an adjustment has been made to the expected amount of sewer service charges for the year reducing the amount of contribution from contingency funds.

A motion was made by Director Constantino, seconded by Director Sy and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Sy, Tonna

Noes: None

Absent: None

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

- (4) Communications from members of the public
None

- (5) Communications from members of the District Board and Staff
None

- (6) Acknowledgment of recent correspondence to the District
President Gallagher read the agenda for the CSRMA meeting being held on August 9 in San Diego. She thinks the topics are of interest to the District but she will not be able to attend. She suggested that the Maintenance Director and Director Tonna may want to attend. President Gallagher also reported that there is a CSDA Leadership Academy in Santa Rosa October 22-25 and

she is considering attending. Funds have been allotted in the FY 2023-24 budget for travel. There was Board consensus agreeing to the attendance of those two professional meetings.

President Gallagher pointed out that in the back of the CSDA magazine there is a buyers guide which includes investment products; something we may want to look into.

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.)*

- (7) Minutes of the June 15, 2023 meeting
- (8) Payment authorization for bills and compensation
- (9) Accept June, 2023 report on District's current financial status
- (10) Accept June, 2023 checking account reconciliation

The Clerk told the Board that we received our annual billing from USA today. The fee has increased approximately \$200. She requested that payment be approved since it is due prior to the August meeting. A motion was made by Director Tonna, seconded by Director Constantino and passed by voice vote to approve items 7 – 10 including the USA invoice

President Gallagher pointed out that our year end FY 2022-23 budget summary shows expenses were less than budgeted and revenue was a bit higher than anticipated resulting in a net gain of approximately \$188,000.

Board Reports – consideration of matters relating to:

- (11) President Gallagher
 - (a) LAFCo: The Maintenance Director reported that there is a move afoot for East Palo Alto to take over the East Palo Alto Sanitary District. The District has 70 days to propose an alternative.
 - (b) CSDA – Local Chapter: No report.
- (12) Daly City: No report
- (13) Brisbane: No report

Staff Reports:

- (14) Maintenance Director – consideration of matters relating to:
 - (a) Monthly report on District operations and maintenance: There were no service requests during the reporting period. Carlyle Pump Station (CPS) is performing okay except that #1 pump is full of debris and rags again. It looks to be wipes and possibly disposable diapers. No. 1 pump is only pumping 750 gpm.

Had a meeting with the project manager from Preston Pipelines regarding the final testing procedures at Midway Village. The testing will probably be done in 2-3 weeks. All the lines will be flushed and air tested and manholes will be vacuum tested. It is estimated that people will start moving in next February and then they'll move on to Phase 2.

- (15) District Engineer – consideration of matters relating to:

Yesterday several District representatives were contacted by Joe Guterrez who works for Caltrain. He was requesting permission from the District to enter and inspect the box culvert which he thinks goes under the Caltrain tracks. Engineer Yeager told him that the District does not own the box culvert so we can't give him permission. However, he insisted he needed our permission. He also contacted President Gallagher and the Maintenance Director. Mr. Landi set up a meeting with Mr. Guterrez however, that meeting was cancelled this morning. We have discussed this brick arch culvert before. It is a structure that takes Visitacion Creek from the CPS, goes behind the Industrial Way buildings, under the railroad tracks and discharges to Visitacion Creek east of the railroad tracks. At one time there was a box culvert that went from the railroad tracks to the abandoned pump station. The culvert is actually in lands owned by the Baylands. We could incur some liability if we give someone permission to go on property that we do not own. Southern Pacific (the former owner of the land) claims to have an unrecorded easement from the District. To date we have found no supporting documentation. We will take no action at this time.

(a) June meter reading data: The average daily flow was 251,267 gallons.

(b) Various cabling projects: The next step for these projects is potholing to locate existing utilities on Bayshore Boulevard, Geneva and MacDonald Avenues. Daly City is waiting for a schedule from the IIG group. They have issued potholing permits.

(c) Point Martin Phase 1 & 2: Initial submittals have been reviewed. No preconstruction meeting has been scheduled. They have finished the retaining wall and some building sites.

(d) Bus storage facility – Beatty & 101: They paid for and received their Class 4 permit. This is a temporary 5 year facility that will be for storage only with no water service from San Francisco. It is difficult to construct sewer and water lines in the landfill and the parcel is 770 feet from Tunnel Road. That means that per our Ordinance Code they do not have to connect to a sewer.

(e) Brisbane Baylands Notice of Preparation (NOP): They do have an EIR consultant but there is no meeting scheduled with the District yet.

(f) SFPUC NOP: The SFPUC is proposing to purchase all of PG&E's electric distribution system assets that serve San Francisco. There will be significant construction as well as power lines at the boundary of Daly City and San Francisco. They have asked what issues they need to address in the NOP. They were advised by Engineer Yeager that they need to comply with our Ordinances, permits will be required and that they can expect to encounter contaminated water at the Martin Service Center. The SFPUC wants to be the retail provider of electric power in San Francisco.

(g) North San Mateo County Sanitation District (NSMCSD)/Daly City Maintenance Contract: CSMS will conduct the visual inspection of the manholes in the hilly area for about 50% less than the NSMCSD proposal. That task was removed from the scope of work but nothing else has changed. The amendment is still being reviewed by NSMCSD.

(h) SFPUC connection fee: Effective July 1 the fee for a ¾" residential meter is \$5,363, an increase of \$379.

(i) Annual Sewer Service Charge – Brisbane Landfill: This year was one of the most difficult putting the Sewer Service Charge Report together for a variety of reasons, i.e. securing data from water purveyors, late arrival of the San Mateo County property tax rolls, etc. The landfill is one of two customers who have to provide their own water meter readings. They submit quarterly reports and have often had meter problems. The reported discharge was 12,226 units of water resulting in a bill of \$105,852.64. This is much higher than we have seen in the past. Howard Pearce was contacted and advised that the District should go with the reported numbers.

(j) 2023-2024 Sewer Service Charges: This was discussed during the Public Hearing. EDS has been provided with the data and they will submit it to the County. The County will provide the Engineer with a printout which he will check against his records.

(k) Meeting with Brisbane staff regarding the Baylands Development: Engineer Yeager received an email from the City Manager of Brisbane on July 14. They are requesting a meeting to discuss the Baylands development and brainstorm ideas around recycling and reuse of water. The Engineer, Maintenance Director and President Gallagher will attend. Engineer Yeager said that it would be a good time to also bring up renewal of both entities contract with the SFPUC for wastewater disposal.

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

At the last meeting there was discussion about a statement in the Baylands EIR indicating detachment from the District. Counsel briefly explained the process which could be initiated by LAFCo, the landowner or residents. Ultimately there is a protest process.

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

No report.

Old Business:

(18) Approve agreement with SFPUC regarding outstanding invoice

We received a letter today via email which reflects the agreed upon revised methodology. Eight quarterly payments would be made to satisfy the \$91,304 amount due. A motion was made accepting the agreement and approving the 1st installment of \$11,413. The motion was seconded by Director Constantino and unanimously passed by voice vote.

New Business:

((19) Resolution No. 2023-05 Allocating Funds to District Reserve, Contingency and Cash Flow Accounts for FY 2023-24

A motion was made by Director Tonna, seconded by Director Rizzi and unanimously passed by voice vote to adopt Resolution 2023-05.

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

None

Adjournment:

The meeting was adjourned at 8:30 P.M. Next meeting is August 24, 2023 at 7:00 P.M.

Submitted by Joann Landi

/s/Iris Gallagher
President

/s/Norman Rizzi
Secretary