

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of August 24, 2023

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**Opening of Meeting and Roll Call:**

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

Present: Constantino, Gallagher, Sy, Tonna  
Absent: Norman Rizzi  
Staff: Maintenance Director Landi, Engineer Yeager, District Clerk Landi and Counsel 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  
President Gallagher told the Board that she received notification from Daly City that there are considering zoning changes in the Mission Street/Geneva Avenue area. There will be a community meeting on August 28 at 6 P.M. Zoning changes in the Geneva Avenue corridor could impact the District.
- (3) Acknowledgment of recent correspondence to the District  
There was 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 July 20, 2023 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept July, 2023 report on District's current financial status
- (7) Accept July, 2023 checking account reconciliation

A motion was made by Director Tonna, seconded by Director Constantino 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: No update.
- (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: As noted in the monthly report, #1 pump ran for 31 hours due to again being plugged with rags/wipes. It was pulled on July 22 and again on August 14 and it appears that it will have to be pulled and cleaned again. The problem may be with the transducer that regulates the water level. We may need to consult with Tesco.

During the reporting period there were several inspections at Midway Village including air testing of the line segments and manhole testing. The only thing left is to inspect the manhole after the paving is complete. A video inspection of the lines was also completed.

The 18” crosstown sewer which starts on Rio Verde Street and goes under homes to the next street was televised from Rio Verde to Schwerin Streets. The line from the Main Street manhole to the wetwell was also televised. That was done to determine if a depression in the CPS yard pavement was due to a problem with the line—it is not. It could be the result of the heavy rain earlier in the year. We may want to budget funds to repave the yard in the next fiscal year.

Also during this reporting period, CSMS performed the triennial inspection of the steep grade manholes. Sixty five manholes were inspected and everything looks good. The cost was \$1,920 vs. the \$8,300 proposed by North San Mateo County Sanitation District (NSMCSD).

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

(a) July meter reading data: The average daily flow was 248,710 gallons.

(b) Various cabling projects: The projects are starting again. The construction is fundamentally different; they bore cable underground not open trench. The process they go through is that a basic set of plans is developed then CCTV is done for all crossings of sanitary and storm lines. Then they come back and pothole to locate the underground utilities. There are 3 projects – 2 by IIG who are running conduit down Geneva and then over to MacDonald Avenue and a tie in at Bayshore Boulevard. Their other project goes down Bayshore Boulevard into San Francisco. The third project is by MCI who are running conduit from an existing location on Bayshore Boulevard up Geneva with a tie in at the Cow Palace. IIG is currently potholing along Geneva and MacDonald Avenues. The Engineer and Maintenance Director made a site visit. Our concern is the parallel force main on the east side of Bayshore Boulevard. It is a non-metallic pipe installed about 50 years ago and we don’t know the exact location. There are different personnel for each of the IIG projects and there doesn’t seem to be much coordination. Engineer Yeager provided the Board and staff a diagram depicting the locations of the conduit. They are proposing this construction potentially on top of the force main and he is concerned about damage to the line.

Plans were received from MCI yesterday and their project crosses the sewer on Geneva Avenue and one on Rio Verde Street but shouldn’t be a problem.

(c) Point Martin Phase 1 & 2: The project has begun. The contractor had a pre-construction meeting with Daly City. We met with them separately on Monday. Their plan is to construct 6 homes—a sales office and model homes. They plan to start at Carter Street and run lines toward the model homes which they plan to start this fall. They have been made aware of the connection and SFPUC capacity fees.

(d) Meeting with City of Brisbane: The Engineer, Maintenance Director and President Gallagher met with Public Works Director Randy Breault and City Manager Holstine to discuss the Baylands Project. Brisbane is interested in the potential for reclaimed water. There are businesses in the City who would like to use reclaimed water for irrigation. The discussion included the use of water from the Brisbane and/or Bayshore Sanitary District pump stations. With regard to the Baylands EIR, a consultant has been chosen. Engineer Yeager brought up the subject of our upcoming contract renewal with the SFPUC which expires at the same time as Brisbane's agreement with the SFPUC. They were not aware of the capacity fee or the complexity of the contract. We may want to meet to discuss further early next year.

(e) SFPUC NOP: As reported at the July meeting this project involves the SFPUC taking over the electric distribution assets of PG&E. Engineer Yeager responded letting them know the existence of the District.

(f) North San Mateo County Sanitation District/City of Daly City maintenance Contract: We have not received a response to the latest amendment to the contract.

(g) 2023-2024 Sewer Service Charges: They were completed and submitted to San Mateo County.

(h) Annual Sewer Service Charge – Brisbane Landfill: A mistake was made in computing the landfill's sewer service charge reducing it by \$36,000. It was caught in time to notify the County so that they could correct the charge on the tax rolls. However, they will be billed for additional capacity since they have exceeded their entitlement.

(i) Capacity Charge: The Chevron Station at 2690 Bayshore Boulevard installed a car wash. We thought they recycled the water; however, they have exceeded their 623 gpd entitlement. They have been billed \$34,876.73 for the 2043 gallon excess. There has been no response to the billing and Engineer Yeager said he will send another letter via certified mail and also will send a copy to the Chevron Station.

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

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

(a) FY 2023-24 audit update: The field work is complete and Fechter will issue a draft soon. Engineer Yeager hasn't been contacted yet and he mentioned that the Overlook lines which the District has accepted need to be included under the District's assets.

**Old Business:**

None

**New Business:**

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

President Gallagher said we have discussed succession planning in the past and thinks it is time to once again open that discussion. The Clerk will place this topic on the September agenda.

**Adjournment:**

The meeting was adjourned at 8:03 P.M. Next meeting is September 28, 2023 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary