

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of January 25, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 7:05 P.M.

Present: Constantino, Gallagher, Rizzi, Sy
Absent: Tonna
Staff: Engineer Yeager, District Clerk Landi, Counsel Mog, Maintenance Director Landi and Valerie Landi

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 advised the Board about recent conversations with TriCounties Bank regarding the District’s checking account. Going forward the deposited funds will be part of their government entity program and will be earning interest at a much higher rate—currently 3.66%. The rate will be adjusted quarterly to keep pace with LAIF and the greater market.
- (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 December 21, 2023 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept December, 2023 report on District’s current financial status
- (7) Accept December, 2023 checking account reconciliation

President Gallagher remarked that at midyear our revenues are considerably more than expected. A motion was made by Director Constantino, seconded by Director Sy 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: President Gallagher attended the recent Chapter meeting via Zoom and the Maintenance Director attended in person at the San Mateo County Harbor District office. James Pruet, SMCHD Manager is President, Kathryn Slater-Carter is the Vice

President, President Gallagher will continue as Treasurer. She and the Maintenance Director will visit the Bank of America in Half Moon Bay to update the account. Mr. Pruett is trying to revitalize the Chapter.

(9) Daly City: Director Rizzi reported on some internal strife among the City Council.

(10) Brisbane: The Baylands was a topic of discussion at a recent Council meeting. President Gallagher told the Board that there is an effort to reactivate the Baylands Citizen Advisory Group (CAG).

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Pump #1 had to be shut down and once again heavy accumulation of rags was removed. The start level in the wetwell was raised to 4.7 feet and so far it is working fine.

Seven laterals at the 55 Calgary Street project were inspected and approved.

There was a power failure on January 13 which lasted a few minutes. When the CPS was checked the next day it was determined that the generator hadn't started during the failure. Bayside Equipment Company was called and they replaced the filters. There appear to be two problems – the tank needs to be cleaned again and the computer module on the panel needs to be replaced again. The faulty module does not allow the generator to be started manually. Bayside is working on obtaining a new module for the panel.

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

(a) December meter reading data: The average daily flow was 340,250 gallons and there were 10 rainfall events.

(b) Various cabling projects: The projects are underway. The Bandwidth project is on Bayshore Boulevard. They won't cross any significant assets except at Main Street.

Sonic is putting in 190 feet of cable on Schwerin Street. It will cross one sewer and they will pothole. The Engineer wondered if such a small project with just one crossing requires a new permit. They have submitted plans and have obtained a permit from Daly City. District Counsel's opinion was that anytime a line is crossed a permit should be issued. However, it is reasonable to make the determination that a permit isn't necessary based on the shallow depth of the potholing.

The third project is IIG's on the east side of Bayshore Boulevard. Engineer Yeager has had an email exchange with the new project manager and there has been some back and forth regarding the performance bond. Subsequent to that Mr. Yeager asked for documentation of the location of our lines relative to where their construction will be located. They have done potholing and provided that requested documentation. The location of our force main isn't where we thought it was – it's about 15 feet away. It is unlikely they will interfere with the force main so a \$200,000 bond isn't necessary. We are requiring that they conduct a geotech survey since we are aware of ground water in the area. As long as they do proper shoring and sheeting it should not interfere with the force main. If they don't change the location of their cabling project we can drop the bond requirement but will require proof of liability insurance.

(c) North San Mateo County Sanitation District/City of Daly City maintenance contract: No report.

(d) Capacity Charge – Chevron Station: The owner has advised the Engineer that he has his contractor involved and they should be able to resolve the issue with the equipment vendor. They are still using more water than expected indicating the recycling unit isn't working properly. While they may not need to increase their entitlement once the problem is resolved they will be billed sewer service charges for the increased discharge.

(e) Overlook: It seems that a number of people are now involved in the meter reading process. The Engineer learned that the management firm has subcontracted the actual meter reading to another company. The meters are electronic and can actually provide daily readings. Engineer Yeager has received a printout of the daily meter readings for the last 4 months and will compare some of those to the master meter readings. This needs to be figured out before it's time to calculate the annual service charge for the tax rolls.

(f) Carlyle Pump Station Master Plan: This item will be discussed under New Business.

(g) Midway Village Phase 1: The mapping is complete.

(h) Point Martin: The developer has been advised that we need information to issue the connection permits.

(i) 2665 and 2449 Geneva Avenue: Daly City has been very consistent in providing us with information about projects in the District. 2665 Geneva Avenue will be a Wing Stop restaurant, the former Subway location. They were advised that they need to install a sub meter. 2449 Geneva Avenue is the location of Nick's Kitchen. Daly City required the owner to CCTV the lateral. The video started inside the building and it appears it went outside the building and down the main for some distance. The main is directly outside the building on the sidewalk. The cleanout is right over the main. The Engineer and Maintenance Director agree that as far as the District is concerned there is no problem.

The Engineer received information this week about a detached ADU planned for 260 Oriente Street. This item requires some follow up.

(j) Zoom meeting with Brisbane: The President, Engineer and Maintenance Director had a brief Zoom meeting with Brisbane to discuss a proposal from Cal Water Service. It is the Engineer's understanding that Cal Water wants to be the provider of water, sewer and collection system for the Baylands. Such a move would require detachment via LAFCo. It doesn't appear that Brisbane supports the concept. We have not seen any documentation from Cal Water.

(13) District Counsel – consideration of matters relating to:
None

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

(a) Final FY 2022-23 audit: A motion was made by Director Sy, seconded by Director Constantino and passed by voice vote to delegate acceptance by the President if after her review she finds no discrepancies. She asked the Clerk to provide a June 30, 2023 balance sheet and FY 2022-23 income and expenses.

(b) Laptop purchase for District: Since the District's desktop crashed in a couple years ago documents are kept on the Clerk's personal computer. Now that a successor clerk has been found the District needs to purchase a laptop so that documents can be copied and loaded into a

District owned computer. The Board agreed and authorized purchase of a laptop computer and back up device not to exceed \$1,500.00.

Old Business:

(15) Succession Planning

The Engineer is documenting the engineering financial tasks but said he has no immediate plans to retire. The Maintenance Director is still looking into one possibility to take over his tasks. He also mentioned that 2025 is the District's 100th anniversary.

(16) Resolution Abandoning Unrecorded Easement Regarding Wood Box Culvert

This item was continued to the February meeting.

New Business:

(17) Approval of Agreement with Freyer & Laureta for Carlyle Pump Station Master Plan

The proposal was reviewed at the last meeting. They were asked to provide a contract and they provided two versions. Counsel reviewed those documents and we are instead using a contract that Meyers Nave has used for other clients. Counsel explained what indemnification means—the District is held harmless for certain things that may arise out of Freyer & Laureta's negligence and/or recklessness. In addition there are some insurance requirements; Freyer & Laureta have provided those documents. A motion was made by Director Sy to approve the agreement. The motion was seconded by Director Constantino and unanimously approved by voice vote.

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

None

Adjournment:

The meeting was adjourned at 8:22 P.M. Next meeting is February 22, 2024 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary