

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of October 24, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 7:09 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: District Clerk Landi, Counsel Mog, Maintenance Director Landi, Engineer Yeager and Clerk Trainee 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
None
- (3) Acknowledgment of recent communications to the District
Identity coverage

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 September 26, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept September, 2024 report on District's current financial status
- (7) Accept September, 2024 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Tonna and unanimously 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 report.
- (9) Daly City: No report.

(10) Brisbane: President Gallagher mentioned that she recently had a conversation with Brisbane Councilman Lentz . He said that Brisbane supports the District and he would like to continue his discussion after the election.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The #1 pump hours for September are high because over a weekend the pump was running but not pumping. It was pulled and rags were removed. However, when the pump was reinstalled there was an electrical problem. ASF Electric was called and replaced a part. Requested a quote from ASF Electric to convert the pump room overhead lights to LED. The fixtures don't have to be changed. Director Rizzi asked about the possibility of adding exterior lights to light the driveway at night.

The packing on Pump #4 was replaced. Mr. Landi showed the Board a used section of packing and a new piece.

Attended an on-site meeting at 309 Ottilia Street with Daly City. This is the project where the plans indicated that they would be connecting to a sewer in the street. The sewer is actually in an easement at the rear of the property. The line is maintained by the District.

A new lateral and cleanout was installed and inspected at 336 Oriente Street.

(b) District yard repair: Before considering paving or coating the driveway the Maintenance Director would like to remove the shrubbery against the right side of the building some of which protrudes out toward the pavement. He will get a quote from Davey Tree or other comparable service.

President Gallagher asked about the invoice from Murgreen Environmental. Mr. Landi explained that he had Daly City clean the lines to be televised twice. However, grease still remained so in addition to video inspection Murgreen also had to route a jet to flush the line before televising.

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

(a) September meter reading data: The average daily flow was 246,848 gallons.

(b) Various cabling projects: PG&E has obtained a permit for potholing on the west side of Bayshore Boulevard. MCI is also proposing a project which will cross Bayshore Boulevard at 2650, the San Francisco auto storage facility. They will be crossing our force main and have been advised that they need a permit and will have to submit a permit fee.

(c) Daly City/North San Mateo County Sanitation District (DC/NSMCSD) CPS Maintenance Scope: The last email from Anthony was on October 17 which stated they were working on a draft and then it would be reviewed by Daly City attorney.

(d) 309 Ottilia Street: Reported under 12(a).

(e) Midway Village Phase 2: We have received a set of plans for Phase 2 from Daly City. They will be submitting a second set to include utilities and grading. Also, something has come up that is unique. They will have to install a small pump station with an overflow. The Engineer narrated a visual presentation representative of the 5 phases. This small two pump station would serve 30 properties. If the wetwell overflows it will be able to discharge into an

upstream manhole. Mr. Yeager believes that the station will be the responsibility of the District since we would be responsible for handling and reporting overflows. He does have a concern about what would happen during a power failure. This station will be in place for 5-7 years.

(f) Capacity Entitlement – Chevron Station: The owner has been advised that there will be no charges but we will continue to monitor water usage.

(g) Carter Street Storage – They have not yet paid.

(h) Capacity Entitlement – All have been paid with the exception of Carter Street Storage.

(i) SFPUC annual sewer service charge: Engineer Yeager sent a letter requesting more information on the Treasure Island (TI) facility. It appears that they deduct the O&M cost for the collection system and also deduct the revenue. But it is unclear how the cost of TI capital construction is handled. They include the flow in their base calculations. The recent billing does not include the 4 remaining 2020-21 sewer service charges. He recommends that we pay the first quarterly FY 2024-25 sewer service charge. President Gallagher said that the 2020-21 charges are a liability on our books and we should make a quarterly payment.

There has been no update regarding the contract negotiations. The Engineer posed the query – is it better to stay on a flow only billing or should it be based on flow and water quality parameters? Our current contract cost is based on flow and water quality which calculates to lesser cost than flow alone.

(j) Fryer & Laureta – parallel force main study: The Engineer has received a draft and will be discussing with them tomorrow. We want to have a larger parallel force main in the future and 18” may be best since it can handle more flow per minute. This matter will be continued to the November meeting.

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

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

(a) FY 23-24 audit : President Gallagher has reviewed the draft audit and will make the adjusting journal entries. If our books sync with the auditor that we can advise Fechter & Co. that the final audit may be issued.

(b) Quickbooks online subscription: A subscription program would work for the District. The plan that is the best fit is \$65 per month with a 3 month promotion at \$32.50. This plan allows 3 users. A motion was made by Director Sy authorizing the move to the online subscription service. The motion was seconded by Director Tonna and was unanimously passed by voice vote.

Old Business:

(15) Succession Planning

(a) Discussion/selection of preventive maintenance and CPS service provider for FY 2024-25: The Maintenance Director provided some background on Murgreen Environmental. He suggested that they take over the preventive maintenance and emergency response first and then phase in the Carlyle Pump Station maintenance. The current proposal

from Murgreen was submitted in June. Our current contract with DC/NSMCSD has not been renewed for FY 2024-25; however, we still must provide 90 days' notice to terminate per the contract language. If that is the decision then contract negotiations with Murgreen would be initiated. There was discussion of the Murgreen invoice for televising and cleaning on Industrial and Main Streets. There was a question about paying for cleaning when Daly City had cleaned the line twice. Mr. Landi explained that they hadn't cleaned the line well enough to be televised. There was consensus that if Daly City bills for that we will consider disputing the charges. A motion was made by Director Tonna to give 90 days' termination notice to DC/NSMCSD and move forward with negotiations with Murgreen Environmental. The motion was seconded by Director Constantino and passed by the following roll call vote:

Ayes: Constantino, Gallagher, Rizzi, Sy, Tonna

Noes: None

Counsel Mog will prepare a termination letter for signature by President Gallagher.

(16) District's 100th Anniversary – established May 18, 1925

It was agreed that the celebration will be held on June 7, 2025 from 1-4 P.M. In addition to ice cream we will look into renting a popcorn machine.

New Business:

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

None

Adjournment:

The meeting was adjourned 9:07 P.M. The next meeting is November 21st.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary