

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of November 21, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 7:06 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: District Clerk Landi, Counsel Mog, Maintenance Director Landi, and Engineer Yeager
Also: Felix Oviawe, Murgreen Environmental

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
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 October 24, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept October, 2024 report on District's current financial status
- (7) Accept October, 2024 checking account reconciliation

The Clerk asked that an invoice received from ASF Electric today be added to #5. A motion was made by Director Constantino, seconded by Director Tonna and unanimously passed by voice vote to approve items 4 – 7 including the ASF payment.

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: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Maintenance Director said that he met with IIG twice in the field to provide information regarding the sewer line and force main locations.

He also reported that he witnessed the air and vacuum testing at Point Martin. All inspections of the lateral and mains passed. The next testing is video inspection of the main and laterals and we will require TV inspection of the laterals prior to homes being occupied.

There were two service requests on Oriente Street. The problem at 65 was an interior plumbing problem flagged by Daly City. The second was at 491 and they were advised to call a plumber since there is no cleanout at the front property line.

(b) District yard repair and removal of shrubbery overgrowth: We received a quote from Davey Tree to remove the eucalyptus tree, pine tree limbs and remove the juniper hedge to low stumps. A motion was made by Director Sy to accept the quote for \$3,000. The motion was seconded by Director Tonna and passed by voice vote.

(c) Quote from ASF Electric: As requested at the October meeting we have obtained a quote from ASF Electric to install LED lamps in the upper level pump room and a light over the garage door. There was discussion about installing lighting that would illuminate onto the driveway beyond the gate. The Maintenance Director will look into that. A motion was made by Director Constantino, seconded by Director Tonna and unanimously passed by voice vote to accept the \$1,675 quote for the work.

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

(a) October meter reading data: The average daily flow was 270,200 gallons.

(b) Various cabling projects: The cabling projects are continuing by IIG and the MCI project hasn't started. Some of this work is for the diversion of traffic off Highway 101 during heavy traffic.

(c) Midway Village Phase 2: Phase 2 plans have been submitted and reviewed. Also, there is a document requiring signatures and a notary to terminate the temporary license granted while they were in construction. The document has been signed by Counsel, will be signed by the Engineer before a notary and submitted to Midway Village.

(d) SFPUC annual sewer service charge: Engineer Yeager sent comments regarding the sewer service charge billing but has not yet received a response. Also, we have not heard from the SFPUC team about when contract negotiations will begin. We have been told that this is due to the fact that the SFPUC is onboarding new staff.

(e) Procedures Manual: Work on updating the manual has begun. There have been a number of changes since the last review.

Freyer & Laureta have finalized their CPS future planning document. They also provided a thumb drive and binders. The conclusion is that we cannot upsize the pumps until electrical work is done. With regard to the parallel force main, F&L has recommended an 18" force main. We now have a document showing where we want the parallel force main located. This is important information to be included in any planning and/or EIR document.

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

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

(a) FY 23-24 audit : Fechter & Co. was notified that our books have been balanced with the draft audit and that the final audit can be issued.

(b) Quickbooks online subscription: The transition will be initiated once Tri Counties Bank issues the District’s new VISA card.

Old Business:

(15) Succession Planning

(a) Discussion/negotiation for preventive maintenance and emergency response beginning February 1, 2025: Felix Oviawe provided the Board with an overview of his company, Murgreen Environmental, as well as his professional background. He answered questions about his clients, staffing and dedication to providing the best service to the District’s rate payers. There was consensus that we proceed with negotiating a contract for this portion of the work to begin February 1, 2025.

(b) Future CPS service provider for FY 2024-05 and beyond: The Maintenance Director will work with Murgreen Environmental and this 2nd portion of the work will begin January 1 in transitional mode with a July 1, 2025 start date.

Counsel will draft a contract for the work under 15(a) and include 15(b) with a start date to be determined by the Board. This seems more efficient than preparing a contract for 15(a) and a separate contract for the work under 15(b).

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

The Clerk found one party supply firm that rents popcorn machines. The current price is \$50 plus delivery and all supplies. The Maintenance Director will measure the fence facing Bayshore Boulevard to determine what size banner would be appropriate.

New Business:

(17) Reports on other matters: no action will be taken
None

Adjournment:

The meeting was adjourned 7:53 P.M. The next meeting is December 19th at 6:00 PM.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary