

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of December 19, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 6:07 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
Director Tonna mentioned receiving a communication with a QR code asking people to provide their thoughts about how the Cow Palace land should be developed. No other director recalled receiving this inquiry.
- (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 November 21, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept November, 2024 report on District's current financial status
- (7) Accept November, 2024 checking account reconciliation

The Clerk asked that an invoice for \$2,050 from Fechter & Co. be added to #5. A motion was made by Director Constantino, seconded by Director Sy and unanimously passed by voice vote to approve items 4 – 7 including the Fechter & Co. 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: Davey Tree cut the eucalyptus tree and removed the tams on the right side of the front of the building. ASF Electric installed the LED lights in the upper level control room using the existing ballasts. A light over the garage door was also installed.

There were no service requests during the reporting period.

Point Martin has laid the first layer of asphalt. When the final layer is completed the laterals and main will be televised.

No. 4 pump is off and needs new packing. That should be the first pump considered for replacement.

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

(a) November meter reading data: The average daily flow was 327,379 gallons. There was a total of 5.8 inches of rain in November.

(b) Various cabling projects: They are still underway and all have been permitted.

(c) Midway Village (MV) Phase 2: Plans for phase 2 have been resubmitted. They will soon be demolishing buildings. The District will abandon easements and MV will issue a license so we can use the easements. Once everything is built and accepted we will be granted access to the public utilities. We did this for Phase 1. Counsel suggested we wait for the final form of the document including the map and approve at the January meeting.

The old MV had two master meters. With Phase 1 they put in four 4" meters. We didn't approach the SFPUC about the connection fee. For Phase 2 they are going to install four 12" meters but the Engineer isn't sure if this is in addition to the four 4" meters. The SFPUC fee for a 12" meter is \$809,813. MV will have to contact the SFPUC and explain what they are doing and then the fee can be precisely calculated. The meters are for fire, watering and domestic usage. We have issued an invoice for Phase 2 in the amount of \$227,264 for 53 units.

(d) SFPUC annual sewer service charge: They sent a revised invoice including the true up charges for FY 20-21. We have not received any update with regard to contract negotiations. The rationale is that they have on boarded new staff.

(e) Procedures Manual: The final updated manual will be ready for the January meeting. It provides documentation on all the end of year charge calculations.

(f) 128 Accacia Street: The Clerk noticed sale of a duplex at this address. It was confirmed by Daly City that this is a duplex likely dating back at least 40-50 years. We have been billing as if this was a single family residence. Going forward the property will be billed two fixed charges.

(g) Carter Street Public Storage: As requested they have sent proof that they paid the property taxes. They were erroneously billed for irrigation water. A motion was made by Director Tonna to refund \$1,368 to the property owners. The motion was seconded by Director Rizzi and passed by voice vote.

(h) Comorant BESS: Redevelopment of the Geneva Drive In property will be an emergency battery storage facility. They have submitted preliminary plans for the transmission line which will tie into the Martin Substation. There will be an open trench to install the conduit. Daly City routed plans to Engineer Yeager. They will be potholing but their

plans did not show the laterals that they will be crossing. They clarified that they were just going to do some geotechnical boring. However, the plans must be revised before potholing showing the cleanouts and addresses. The Engineer believes this will be a permanent facility – not temporary. The owner is Arevon Energy out of Arizona.

(i) Murgreen Contract: Deferred discussion to #17.

Engineer Yeager advised that he will be in Thailand in February and March. He will return in time to attend the March meeting and will be available via the internet.

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

(14) District Clerk – consideration of matters relating to:
There is no report. Director Tonna asked with Trainee Landi will be taking over the Clerk position. This depends on her future employment status.

Once the new District credit card is received we will begin the process of switching over to Quickbooks online.

Old Business:

(15) Succession Planning
No report

(16) FY 23-24 Audit
President Gallagher used the draft report to make adjusting journal entries in Quickbooks and our books are in sync with the audit. She asked that the Clerk provide the Board with a balance sheet and statement of income and expenses.

(17) Approval of Agreement with Murgreen Environmental for Cleaning and Emergency Response Services
Counsel reported that the agreement is set up with a scope of service for three tasks. This matches the Murgreen proposal. The first two relate to the cleaning work which mirrors the prior agreement with North San Mateo County Sanitation District. The third task would be managing the Carlyle Pump Station (CPS). Task 1 & 2 will begin February 1, 2025 and Task 3 can't begin until authorized by the Board. The compensation is broken down for the cleaning/emergency response and the CPS. The District will register the contract with the Department of Industrial Relations. In response to a question about responding to service requests, the Clerk said that Daly City should refer callers to the District. Then the Maintenance Director will checkout the complainant's address and route the call to Murgreen if necessary.

A motion was made by Director Tonna and seconded by Director Constantino approving entering into the agreement with Murgreen Environmental. A roll call vote was taken.

Ayes: Constantino, Gallagher, Rizzi, Sy, Tonna

Noes: None

New Business:

(18) Meeting schedule for 2025

There was agreement on the following 2025 meeting schedule:

January 23	May 22	September 25
February 27	June 26	October 23
March 27	July 24	November 20
April 24	August 28	December 18 @ 6:00 P.M.

(19) Election of officers for 2025

A motion was made by Director Constantino, seconded by Director Sy and passed unanimously by voice vote to retain the current slate of officers.

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

None

Adjournment:

The meeting was adjourned at 7:02 P.M. The next meeting is January 23, 2025 at 7:00 PM.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary