

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of February 22, 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 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  
None
- (3) Acknowledgment of recent correspondence to the District  
We received a letter from Supervisor Canepa advising the District that the Board of Supervisors passed a resolution declaring “Loneliness a Public Health Crisis.” The District will take no action at this time.

**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 January 25, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept January, 2024 report on District’s current financial status
- (7) Accept January, 2024 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Tonna 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 report.

(9) Daly City: Director Rizzi said that he attended a meeting regarding the electrical backup system proposed adjacent to the Cow Palace. He will provide the Board with more information but it is believed that Engineer Yeager is aware of this project.

(10) Brisbane: The Brisbane Baylands CAG has been resurrected and they are looking for members. President Gallagher has been a member since 2005. There was recently a meeting with a presentation by the Department of Toxics with regard to the landfill in San Francisco and San Mateo County. President Gallagher attended in person and Director Sy attended via zoom. The Baylands EIR is scheduled to be complete by the end of the summer.

**Staff Reports:**

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

(a) Monthly report on District operations and maintenance: Since raising the wetwell level on Pump #1 there hasn't been a clog in 54 days; discussing a permanent solution with Tesco. There was a major problem with the SCADA computer system. After a lengthy troubleshooting call with Tesco the problem was resolved.

The Maintenance Director reported that there was 6.9" of rain in January and so far there has been 13.4" in February. He also mentioned that there have been some problems with the fluorescent recessed lighting in the board room. It's probably time to budget some funds to update the lighting.

Met with the contractor at the Main Street potholing/conduit project; it will not interfere with any District assets.

(12) District Engineer – consideration of matters relating to: Mr. Yeager is on vacation – the following are excerpts from his monthly report.

(a) January meter reading data: The average daily flow was 392,543 gallons.

(b) Various cabling projects: (1) 614 Schwerin Street – contractor proceeding with potholing; (2) MacDonald Avenue project – plans need to be revised and resubmitted; and (3) IIG project will do geotechnical work in early March to identify groundwater conditions and sheeting/shoring requirements for the excavation.

(c) North San Mateo County Sanitation District/City of Daly City maintenance contract: Revised contract including updated maps was submitted but no response received.

(d) Overlook: HOA has provided meter reads for 61 units not read by Daly City and those will serve as the basis for billing.

(e) Carlyle Pump Station Master Plan: Data has been provided to Freyer & Laureta and the Maintenance Director said that a representative will be stopping by the Station tomorrow to get a copy of the as-builts. They will be copied and returned to the District.

(f) Point Martin: The Engineer submitted comments on the water system pump station plans. The station will be connected to the District's system which will require a permit and connection fee.

(g) 2449 Geneva Avenue: Daly City was advised that based on the video inspection the District will not require replacement of the sewer lateral.

(h) 560 Carter Street: We were notified that the SFPUC was constructing a new manhole and lateral in front of 560 Carter Street which is right on the Daly City/SF border. The contractor obtained the necessary Class 4 permit and the work was inspected.

(i) Brisbane Baylands: Upon learning that EIR was scheduled for release in spring, Mr. Yeager contacted Brisbane and requested a meeting with the consultant. President Gallagher and the Engineer participated in a zoom meeting with Brisbane staff and the consultant. We pointed out that the Notice of Preparation did not address the District's assets. That document was not prepared by Brisbane; however, the EIR will be their work product. There was agreement that the Baylands is within the District's service boundaries.

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

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

(a) Final FY 2022-23 audit: President Gallagher reviewed the audit and made adjusting journal entries to align our books with the auditor's numbers. The adjustments along with a couple errors were brought to the attention of the auditor and corrections made. President Gallagher briefed the Board with regard to assets, cash, revenue and net income and also commented that the audit is difficult to read. The net income's significant increase is due to the addition of the Overlook sewer system to the District's assets. A motion was made by Director Tonna to accept the audit was corrected. The motion was seconded by Director Constantino and unanimously passed by voice vote.

(b) Clerk transition update: As time goes on there will be a continual shift of service from the retiring clerk to the new clerk. A laptop has been purchased but software hasn't been acquired yet. QuickBooks no longer sells its software products – it's all by subscription. The President and clerks will get together to figure out how to proceed.

**Old Business:**

(15) Succession Planning  
Planning is an on-going project.

(16) Resolution Abandoning Unrecorded Easement Regarding Wood Box Culvert  
This item will be removed from future agendas.

**New Business:**

(17) Reports on other matters: no action will be taken  
The Clerk will add the District's 100<sup>th</sup> anniversary (May 18, 2025) to the March agenda.

**Closed Session:**

(18) Public Employee Appointment Pursuant to Government Code Section 54957(b)(1)  
Title: General Counsel

The Closed Session began at 8:02 P.M. and ended at 8:31. No reportable action.

**Adjournment:**

The meeting was adjourned at 8:32 P.M. Next meeting is March 28, 2024 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher  
President

/s/Norman Rizzi  
Secretary