

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of July 25, 2024

---

**Opening of Meeting and Roll Call:**

The meeting was called to order at 7:07 P.M.

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

**Public Hearing:**

The Public Hearing began at 7:09 P.M.

(1) Approval of Sewer Service Charge Report for FY 2024-25; Resolution No. 2024-03  
Engineer Yeager reported that the amount sewer service charge to be placed on the tax rolls is \$1,512,522.21. After discussion a motion was made by Director Sy to approve Resolution No. 2024-03. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes: Gallagher, Rizzi, Sy, Tonna  
Noes: None  
Absent: Constantino

(2) Approval of Collection of Delinquent Accounts on County Property Tax Roll  
There are no delinquent accounts.

(3) Adoption of FY 2024-2025 Annual Budget; Resolution No. 2024-04  
The Clerk explained that after the budget workshop invoices were received for LAFCo and CSRMA for property insurance. She added an additional \$500 to those accounts. A motion was made by Director Tonna to adopt Resolution No. 2024-04. The motion was seconded by Director Sy and passed by the following roll call vote:

Ayes: Gallagher, Rizzi, Sy, Tonna  
Noes: None  
Absent: Constantino

The Public Hearing was closed at 7:16 P.M.

**Oral and Written Communications:** (Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)

(4) Communications from members of the public

- None
- (5) Communications from members of the District Board and Staff  
President Gallagher shared an informational flyer produced by Union Sanitary District. Perhaps the District might want to consider something like that in recognition of the 100<sup>th</sup> anniversary.
- (6) 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.)*

- (7) Minutes of the June 27, 2024 meeting  
(8) Payment authorization for bills and compensation  
(9) Accept June, 2024 report on District's current financial status  
(10) Accept June, 2024 checking account reconciliation

A motion was made by Director Sy, seconded by Director Tonna and passed by unanimous voice vote to approve items 7 – 10.

**Board Reports** – consideration of matters relating to:

- (11) President Gallagher  
(a) LAFCo: There has been no announcement about the prevailing candidate for the special district position.  
(b) CSDA – Local Chapter: The meeting was cancelled.
- (12) Daly City: No report  
(13) Brisbane: No report

**Staff Reports:**

- (14) Maintenance Director – consideration of matters relating to:  
(a) Monthly report on District operations and maintenance: Before starting on his normal report the Maintenance Director asked that two items be considered. One is replacement of the fuel tank by Bayside Equipment Company for \$45,000 which includes all new piping. It will take about 8 weeks for delivery. The second item is repair and replacement of a 20x20 foot section of pavement in the parking lot. We have a price of \$13,800 from SF Underground, Inc. Director Tonna asked if it might not be a bad idea to slurry seal the entire yard so that everything matches since the project area is about 1/3 of the yard. (The Board left the meeting room to view the area of the project.) There was consensus that the Maintenance Director get a new bid to include slurry sealing the entire yard. This project will be reconsidered at the August meeting.

A motion was made Director Sy, seconded by Director Rizzi and passed to proceed with the fuel tank replacement in an amount not to exceed \$45,000. Director Tonna voted against the motion.

Have recently done some lateral and main inspection at Point Martin. The next step is to test the laterals and televise those and the mainline. That won't be done until roads have been paved. This is a 117 home project.

There was a main service request at 190 Industrial Way on July 2. Mr. Landi responded before requesting North San Mateo County Sanitation District (NSMCSD). There was no mainline overflow although a couple manholes were running full. NSMCSD responded, jet flushed and found the cause of the stoppage was due to grease.

Director Tonna mentioned a constituent having some problems with a project at 466 Oriente Street. He thanked the Maintenance Director for reaching out to the property owner.

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

(a) June meter reading data: The average daily flow was 248,200 gallons.

(b) Various cabling projects: There are a few under construction. Another is being proposed by PG&E along Bayshore Boulevard.

(c) Daly City/NSMCSD CPS Maintenance Scope: They have advised that they will respond about September 1. The Engineer will ask if they can be ready with a proposal for the August meeting.

(d) 466 Oriente Street: This is a remodel of existing house and the owner indicated on the plans that the sewer line would be replaced from the house to the main. Daly City did not televise the line. The property owner was advised by Daly City to come to the District for a permit. That triggered the question as to why they needed to replace from the line from the cleanout to the main. The lateral from the cleanout to the main does not have to be replaced since a video inspection by the owner detected no problem.

(e) Midway Village: They want to put in a pump station where a storm line crosses the sewer main. They will maintain the station but who is responsible for any overflows? The Engineer doesn't believe that we would want to allow someone else to maintain the pump station. There is still significant unknown information. These plans have been rejected by Daly City. He also reported that he received an inquiry about how the District bills Midway Village.

(f) Carlyle Pump Station Master Plan: The draft report recently received hasn't been reviewed.

(g) Capacity Entitlement – Chevron Station: Waiting for August water meter readings but it appears that they have reduced their usage.

(h) SFPUC Contract: Engineer Yeager, Counsel Mog, Maintenance Director Landi and Director Tonna had a zoom meeting with SFPUC representatives and walked through the process. The SFPUC timeline for completion by March, 2025 is very ambitious. They do understand that the current contract can stand for an additional year. Another point discussed was that Brisbane and the District need to be equivalent.

Brisbane has used a consultant to review their water rates. They asked if the District would be interested in sharing the cost to have the consultant look into the sewer rates. The Engineer thinks it could be money well spend considering the District has to live with the end result for 10-15 years. He added that he believes there is a need to have an independent opinion about all the options. The initial cost would be \$3000 and then \$300 per hour split between the City and the District. This consultant has been a negotiator for suburban water users. There is interest by the Board but the Engineer will reach out to Brisbane to get more

information about the consultant, the cost of their water study, etc. Legal Counsel and Director Tonna told the Board that the SFPUC was interested in hearing what has NOT worked for the District with the current contract. One improvement is to designate a point of contact for each entity. The SFPUC was advised that the District team will be reporting to the Board at each monthly meeting.

(i) BSD Budget FY 2024-25 - Preliminary BSD Sewer Service Charges: The total was not finalized until noon today. Also, San Mateo County has changed their reporting system.

(j) Pumped and non-pumped discharge: A report is sent to the SFPUC annually. Our discharge is less this year. The non-pumped flow from the Cow Palace and the Brisbane landfill is down. The landfill has had problems with the metering and when that happens they shut down the system. Mr. Yeager doesn't believe there is anyone monitoring the operation.

(k) Increased hourly rate: The Engineer is requesting a \$5 per hour increase from \$160 to \$165. A motion was made by Director Tonna, seconded by Director Rizzi and passed unanimously by voice approving the increase.

(16) District Counsel – consideration of matters relating to:

(a) Ordinance No. 109 an Ordinance Enacting Uniform Construction Cost Account Act Procedures: There was discussion at the June meeting regarding the maximum amount for bidding projects. Counsel was asked to craft an ordinance to increase the amount as allowed by the State. This Ordinance allows a project under \$60,000 to be done without a formal bidding process. A motion was made by Director Sy to adopt Ordinance No. 109. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes:	Gallagher, Rizzi, Sy, Tonna
Noes:	None
Absent:	Constantino

(17) District Clerk – consideration of matters relating to: President Gallagher said that she is going to use Quickbooks for desktop for about \$649 per year. Intuit no longer sell a standalone software program. Her recommendation is that the District also use this desktop version. She also mentioned that she did some work on our books in preparation for the audit.

**Old Business:**

(18) Succession Planning

There was no discussion at this time; however, this item will remain on the agenda for future meetings. Engineer Yeager will work on updating his procedure manual for a future consulting engineer.

(19) District's 100<sup>th</sup> Anniversary – established May 18, 1925

The Clerk reported that the Board of Supervisors often acknowledge city/district milestones and retirees. Perhaps we could reach out to Supervisor Canepa for recognition of the District's anniversary. Tentative dates under consideration June 7 or 14, 2025. The Clerk will get information about Mr. Softie.

**New Business:**

(20) Resolution No. 2024-05 Allocating Funds to District Reserve, Contingency and Cash Flow Accounts for FY 2024-25

After brief discussion a motion was made by Director Tonna, seconded by Director Rizzi and passed by roll call vote to approve Resolution 2024-05.

Ayes: Gallagher, Rizzi, Sy, Tonna

Noes: None

Absent: Constantino

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

None

**Adjournment:**

The meeting was adjourned 9:04 P.M. The next meeting is August 22<sup>nd</sup>.

Submitted by Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary