

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of August 22, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 7:05 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
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 July 25, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept July, 2024 report on District's current financial status
- (7) Accept July, 2024 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Rizzi and passed by unanimous 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: No report.

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Pump #1 will be pulled tomorrow due to excessive debris or a control problem.

Responded to a report of a pipe leaking in a trench at MacDonald Avenue. A clay pipe joint was leaking; however, no one knows where it is coming from.

Also responded to report of a main stoppage at 2850 Bayshore Boulevard. The manholes in the area were full but there was no reportable spill. NSMCSD crew responded and flushed the lines. There was a lot of grease in the lines which were last flushed in February. Recommend having the lines cleaned and then televised. Quite a bit of flow goes through the lines on Bayshore Boulevard. In response to a question from Director Tonna about inspection of grease traps, Mr. Landi said that some agencies require food establishments to provide periodic proof of maintenance of their grease traps. Mr. Landi will visit the 7 Mile House.

We received a quote from Graham Contractors via SF Underground for sealing the parking lot. The cost would be \$15,000 for slurry (\$7,500 if worked in with another job) or \$3,500 for OverKote. The contractor recommends OverKote for parking lots because it looks better and has fewer issues with power steering marks. The District would have to do the heavy cleaning before the work. This issue came up last month during discussion of the SF Underground \$13,800 quote to repair the parking lot sink hole and plugging 3 manhole locations. They will dig up about 3 feet of pavement and soil, put in base rock and then asphalt. A motion was made by Director Tonna to accept the SF Underground proposal. The motion was seconded by Director Sy and unanimously approved by voice vote. The issue of sealing the parking lot will be continued to the September meeting.

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

(a) July meter reading data: The average daily flow was 250,906 gallons.

(b) Various cabling projects: PG&E wants to put in an underground electrical up the west side of Bayshore Boulevard. The plans were rejected by both the District and Daly City. PG&E has hired a design consultant. They were told that there is a lot of work going on along Bayshore Boulevard and that they should contact Daly City.

(c) Daly City/North San Mateo County Sanitation District CPS Maintenance Scope: Kevin McCarthy has retired and Anthony Smith is his replacement. He was erroneously told that we needed a bid by August 26.

(d) 295 Oriente Street: This is a remodel of an existing house and creation of an ADU. They have to add a cleanout since there isn't one at the front property line.

(e) Midway Village: As reported in July they are proposing a sewer lift station for a small area. We requested more information to see if it is viable. Plans were received today and have not yet been reviewed. The Engineer said that he isn't in favor of a private lift station.

(f) Carlyle Pump Station Master Plan: The Engineer and Maintenance Director met with Freyer & Laureta (F&L) and reviewed their plan which is essentially done. Mr. Yeager thinks it is a good document. He always thought that the limiting factor was the size of the pumps. However, increasing pump HP creates an electrical problem. One recommendation

was some improvements to the existing electrical system. The next time we have service from Telstar Instruments we will ask their opinion.

Long term we would want to put in a second, larger force main and F&L has been requested to do some modeling. The Engineer thinks the cost is excessive.

The Maintenance Director reported that Tesco has been bought out and he is finding that they don't have personnel available to respond in a timely fashion. Going forward he is going to use Telstar Instruments exclusively.

(g) Capacity Entitlement – Chevron Station: Requested but have not yet received August meter readings from Daly City.

(h) SFPUC contract: There was a remote meeting last month and the SFPUC said they would have a draft worksheet by the end of August. The Engineer followed up and they now won't have anything until October. It is important that we take a hard look at what goes into the new contract because the District will have to live with it for 10-15 years. The bond costs have gone up astronomically. Almost the entire increase will be due to capital projects and bonds. Using an outside consultant will be a help in delving into the costs and financial documents. The consultant's background is in rate analysis and he is familiar with the SFPUC and their system.

(i) Pumped and non-pumped discharge: This year's discharge is 9.2% less than last year due to less rainfall and lower discharge from the Cow Palace and the Brisbane landfill.

(j) Sewer Service Charge Report: The report has been printed and there are two copies on file.

(k) Update GIS maps: We had the webmaster upload the new GIS maps. They are helpful when people request maps – we simply provide the website link.

(l) Connection fee/Auditor request: Each year the Engineer calculates what the connection fee could be and prepares a memo for the Board. Theoretically it could be up to \$5,263 per connection. It was increased last year to \$4,288 and he doesn't believe there is a need to increase it again this year.

(m) Capacity Entitlement charges: There are 4 accounts that exceeded their permitted capacity: 411 Allan Street, \$2,465.60; Recology, \$2,637.12; Daly City Firehouse, \$171.50; and the Carter Street mini storage, \$8,147.20. The mini storage facility was sent a letter advising that they should look into their water usage and report back to us. Engineer Yeager received a call from a representative who was rather irate and said there was no way they had used that much water. He was advised that the charges are based on water bills issued by Daly City. He indicated that he was going to call Daly City.

(13) District Counsel – consideration of matters relating to:
No report

(14) District Clerk – consideration of matters relating to:
a. FY 23-24 audit: The audit began with the Clerks providing documents and reports requested by Fechter & Co. A zoom meeting was held on August 14 and subsequent to that additional documents were provided.

Old Business:

(15) Succession Planning

Directors Constantino, Rizzi and Sy are up for reelection in November and have completed the necessary paper work to stand for reelection. The Clerk will check to see if anyone else has applied.

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

The Clerk provided a memo from Mr. Softie. Based on the pricing President Gallagher said it works out to be over \$8 a softie. The Clerk will inquire as to how other districts have commemorated a milestone via the CSDA forum. We can also check into ice cream trucks. We will have a banner made and place on the fencing facing Bayshore Boulevard.

New Business:

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

None

Adjournment:

The meeting was adjourned 8:19 P.M. The next meeting is September 26th.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary