

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of September 26, 2024

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**Opening of Meeting and Roll Call:**

The meeting was called to order at 7:02 P.M.

Present: Gallagher, Rizzi, Sy, Tonna  
Absent: Constantino  
Staff: District Clerk Landi, Counsel Bakker, Maintenance Director Landi, Engineer Yeager and Clerk Trainee Landi  
Also: Eric Biland, Freyer & Laureta

**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  
The Clerk let the Board know that she forwarded information to them regarding a Special District Leadership Academy being held in November. There is a program for first time attendees and an advanced program for returning directors.
- (4) CPS evaluation report presentation by Freyer & Laureta  
Eric Biland provided the Board with a written report summarizing the CPS evaluation of the current condition from a mechanical and electrical component point of view. The report is a snapshot of what we have today and a cost matrix that projects some of the major maintenance items that can be considered. The CPS has been well maintained and is running much younger than its age would suggest. The current electrical system poses limitations including the inability to get replacement parts. Testing confirmed that the 14" force main is maxed out for four pumps. For the near term the District should have 2-3 million in reserves. To build the CPS today would be at a cost of about \$25,000,000. Another consideration is that development of the Baylands could change the flood zone category. The report includes a timeline for various improvements and the cost of those tasks.

Engineer Yeager said this report provides a roadmap for future boards and staff. He was surprised to learn that we could not install new pumps without updating the electrical system. This information will be need to be included in the final Baylands EIR. We may want to have Telstar Instruments look at some of the components to determine what should be replaced sooner rather than later.

President Gallagher asked which project should be done now. Mr. Biland said that the hatches over the wetwell need to be replaced. He added that if a pump failed it could be

replaced; but not all four would have to be replaced at the same time. The electrical switch gear is the more difficult issue.

**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.)*

- (5) Minutes of the August 22, 2024 meeting
- (6) Payment authorization for bills and compensation
- (7) Accept August, 2024 report on District's current financial status
- (8) Accept August, 2024 checking account reconciliation

A motion was made by Director Sy, seconded by Director Tonna and unanimously passed by voice vote to approve items 5 - 8.

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

- (9) President Gallagher
  - (a) LAFCo: No report.
  - (b) CSDA – Local Chapter: No report.
- (10) Daly City: No report.
- (11) Brisbane: No report.

**Staff Reports:**

- (12) Maintenance Director – consideration of matters relating to:
  - (a) Monthly report on District operations and maintenance: No. 1 pump was pulled to remove rags. It wasn't completely blocked but there was a control problem with the starter. Had Telstar visit and the starter was repaired. The pump room flooded and the sump pump had to be replaced. The pumps could be replaced one at a time and he would recommend #1 and #4.
  - (b) Repair of a section of the District yard by US Underground: The project is complete.
  - (c) Estimate for resurfacing of District yard: As discussed at the August meeting a decision was to be made after the US Underground work was complete as to whether or not the entire yard should be repaved/resurfaced. We have pricing from Graham Contractors to road slurry for \$15,000 standalone/\$7,500 combined work and \$3,500/weekday or \$4,000/Saturday for EverKote. We have also received a proposal from Ronan Construction for a 2" AC grind & pave job for \$28,000. After discussion a motion was made by Director Tonna to direct the Maintenance Director to meet with Graham Contractors, get more information on the process and if satisfied that EverKote would improve the yard condition to proceed with the work not to exceed \$4,000. The motion was seconded by Director Sy and unanimously passed by voice vote.

- (13) District Engineer – consideration of matters relating to:
- (a) August meter reading data: The average daily flow was 240,300.
  - (b) Various cabling projects: IIG is still working on Bayshore Boulevard. Another project on the west side of Bayshore Boulevard is being proposed by PG&E. They were provided a Class 4 permit application and advised of the required deposit.
  - (c) Daly City/North San Mateo County Sanitation District (NSMCSD) CPS Maintenance Scope: The September 1 due date has passed and there has been no response as yet. Murgreen Environmental provided a quote for O&M services in June. NSMCSD will be advised that the Board will be considering/selecting a provider at its October meeting.
  - (d) 295 Oriente Street: This project is adding an ADU. The owner has taken out a Class 4 Permit and provided a permit deposit.
  - (e) 1020 Schwerin Street: This project is adding an ADU. The owner has taken out a Class 4 Permit and provided a permit deposit.
  - (f) 309 Ottilia Street: The architectural plans for this project indicate there is a mainline in front of the home to which they would connect a lateral. Actually the main is in the back of the property. The Maintenance Director was advised that they are not replacing the lateral and he will be meeting at the site next Monday.
  - (g) Cormorant battery storage project: This project involves a battery storage facility at the former Geneva Drive In site. The plans are to run a transmission line to the PG&E Martin Substation. The Engineer provided a Class 4 permit application to them.
  - (h) Midway Village Phase 2: We received a new submittal with regard to the temporary pump station which would be demolished during Phase 5. Engineer Yeager has requested more information
  - (i) Capacity Entitlement – Chevron Station: We have had an ongoing discussion with Chevron regarding the water usage at their car wash. There was a problem with the water recycle system which has been corrected. Based on recent water billings the average daily flow is much lower and they do not need to purchase additional capacity.
  - (j) Carter Street storage refund: A calculation mistake was made due to a software system error. The irrigation water meter readings were inadvertently used instead of the domestic meter. This reduces their capacity entitlement to \$237.54 vs. \$8,147.20. The sewer service charge for the property as submitted to San Mateo County was \$2,385.80 when it should be been \$1,017.80. They are due a refund of \$1,368 which will be issued once we verify that the property taxes have been paid.
  - (k) Capacity Entitlement: The Daly City Fire Department has paid but Recology and 411 Allan Street have not. The payments are due in October.
  - (l) 2665 Geneva Avenue: The Engineer was notified by the North County Fire Chief that there was an odor coming from a floor drain. It was thought that a resident may have dumped a product down the drain in the garage. The Chief was advised that this is a combined line and that the SFPUC should be notified of the potential discharge.
  - (m) SFPUC contract: The Board was provided with the annual letter advising the amount of the FY 2024-25 sewer service charge. That letter did not include the four true up installments. The Engineer has not had a chance to review their calculations and will provide his analysis at the October meeting. Our sewer service charge will be less than FY 2023-24.

(n) Freyer & Laureta – extra work: Engineer Yeager would like the Board to authorize Freyer & Laureta to look at a parallel force main and come up with a recommendation re size. This line would run via easement through the Baylands property. This information will be helpful to the Baylands in preparing their EIR. A motion was made by Director Rizzi, seconded by Director Tonna and passed unanimously by voice vote to approve the additional work at a cost of \$3,900.

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

(15) District Clerk – consideration of matters relating to:  
a. FY 23-24 audit: Additional documents were requested and provided. We also provided the FY 2023-24 Management’s Discussion & Analysis. We may have a draft audit to consider at the October meeting.

**Old Business:**

(16) Succession Planning  
Issuing an agreement for future maintenance services will be discussed at the October meeting.

(17) District’s 100<sup>th</sup> Anniversary – established May 18, 1925  
An estimate was received from Ben & Jerry’s mobile service for an ice cream social. The quote for 150 people was \$1,699.26 - \$11.33 per person. After discussion there was consensus that it would be more cost effective to purchase a freezer and ice cream vs. using a vendor.

**New Business:**

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

**Adjournment:**

The meeting was adjourned 8:55 P.M. The next meeting is October 24<sup>th</sup> .

Submitted by Joann Landi

/s/ Iris Gallagher  
President

/s/ Norman Rizzi  
Secretary