

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of January 23, 2025

Opening of Meeting and Roll Call:

The meeting was called to order at 7:04 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
Also: Felix Oviawe, Murgreen Environmental

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
- (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 December 19, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept December, 2024 report on District's current financial status
- (7) Accept December, 2024 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Tonna and unanimously 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: At this time Director Tonna asked if the battery storage facility proposed for a portion of the Geneva Drive Inn property will be like the facility in Moss Landing which caught fire. Engineer Yeager said that facility reportedly had fire suppression equipment. The facility proposed here will be all out doors. He added that it is currently going through the environmental review process.
- (10) Brisbane: No report

Staff Reports:

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

(a) Monthly report on District operations and maintenance: The Carlyle Pump Station is operating properly. The packing rings and bolts on Pump #4 were replaced.

Inspected the cleanout and new lateral all the way to the main at 259 Oriente Street.

There have been no inspection requests for the Point Martin project.

Mr. Landi reported that preventive maintenance equipment is now in the yard ready for the February 1 start date.

There were no service requests during the reporting period.

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

(a) December meter reading data: The average daily flow was 372,156 gallons.

(b) Various cabling projects: IIG is still having ground water problems at MacDonald and Geneva.

PG&E is starting their project which will run from the Martin Service Center to Paul Street in San Francisco. They submitted plans and have done some potholing. They had to move their line since they encountered a District main.

(c) Midway Village Phase 2: Counsel said there are facilities that will be moved. As part of their development they are recording a new parcel map. As part of that map the new easement will be established and the old will go away. We need our facilities to stay in place so they have given us a license agreement granting us the right to go on their property.

With regard to their SFPUC connection fee, Engineer Yeager has instructed April Mo to contact the SFPUC directly. The SFPUC doesn't seem to know how to charge them since there are changes in meter size. They have requested additional information to figure out the credit. We have issued an invoice for our connection fees and they cannot obtain building permits until the fees are paid.

(d) SFPUC contract negotiations: There is no update.

(e) SFPUC billing of BSD customers: The Engineer has learned that the SFPUC is billing some of the District's customers—meaning they are receiving double payment. He learned this working with an SFPUC employee in trying to secure accurate data. The Engineer has obtained a list of 22 properties that are being rightfully billed by us and also the SFPUC. The SFPUC has indicated that they will investigate the matter.

(f) SFPUC non-residential accounts: Engineer Yeager prepares a list of non-residential properties and notes changes annually.

(g) Procedures Manual; It is complete except finalizing portions regarding the SFPUC and the Overlook.

(h) Murgreen Environmental contract: The contract was approved by the Board in December. Murgreen Environmental has brought up concerns regarding language relative to prevailing wage. Counsel explained the State Department of Industrial Relations requirement on prevailing wage. It is standard for contracts to have language about abiding by laws and paying prevailing wage for categories that are subject to prevailing wage. Mr. Oviawe said in his experience construction projects have been subject to prevailing wage; however, this is a maintenance agreement. Also prior providers have not been subject to prevailing wage. District Counsel provided the definition of maintenance which briefly, is defined as routine, recurring and usual work for the preservation of publicly owned facility for its intended purpose. There was lengthy discussion by the

Board and staff. A motion was made by Director Sy to separate the current contract into two work documents, one requiring prevailing wage and the other not, and add CPI annual increase language. The motion was seconded by Director Rizzi and unanimously passed by voice vote.

Engineer Yeager mentioned that Kinder Morgan is in the process of renewing its industrial discharge permit. They need to obtain a permit from the SFPUC as a first step. It was also reported that the Brisbane Landfill permit needs to be renewed in June.

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

(a) Approval of License Agreement for Midway Village Phase 2: The agreement is with the Housing Authority. Engineer Yeager will sign on behalf of the District.

(b) Resolution No. 2025-01 a Resolution Accepting License for Maintenance Obligation and Control of the Sewer Lines Serving Midway Village Phase 1

A motion was made by Director Sy, seconded by Tonna and passed by the following roll call vote:

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

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

The .org and .com domains have been renewed using the newly received District credit card. The next action will be to transition from QuickBooks Pro 2014 to the online subscription service.

The Clerk mentioned that she will work on some language to submit to Supervisor Canepa with regard to recognizing the District's 100 years of service.

The Clerk Trainee sought input as to what information the Board would like on a banner commemorating the 100 year anniversary. She will work with Director Sy and the Clerk on this project.

Old Business:

(15) Succession Planning
No report

New Business:

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

Adjournment:

The meeting was adjourned at 8:37 P.M. The next meeting is February 27, 2025 at 7:00 PM.

Submitted by Joann Landi

Iris Gallagher, President

Norman Rizzi, Secretary