

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of October 23, 2025

---

**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, Engineer  
Yeager and Asst. Clerk 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  
The Clerk reported that she has made inquiries with San Mateo County, Brisbane and Daly City re redevelopment funding going forward. The County provided a schedule of the final distributions but we have not yet heard from Daly City or Brisbane with estimates of taxes the District may receive going forward.
- (3) Acknowledgment of recent communications to the District  
An email from Verdaka was acknowledged as received. This company provides a modem, hybrid-cloud security platform.

**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 September 25, 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept September, 2025 report on District's current financial status
- (7) Accept September, 2025 checking and LAIF account reconciliations

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: The next meeting is via zoom on October 27 at 7 PM.
- (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: Number 1 pump needs to be repacked and a suction ring replacement will be scheduled in the near future.

Several mainline and manhole inspections were performed at Midway Village during the reporting period.

There was a service call at 190 Industrial Way. Attempts to televise the line were hampered by heavy grease deposits. We need to determine where the cooking grease is coming from. Engineer Yeager said we need to notify Baylands since this portion of line is their responsibility.

(b) Driveway repaving: We misspoke at the last meeting regarding the cost estimates. Their low bid was not \$30,000 including the driveway it was \$35,000. Several contacts were made with APCO to determine if they could pave the yard only for \$30,000. We have not received a response.

(12) District Engineer

(a) September meter reading data: The average daily flow was 289,270 gallons.

(b) Various cabling projects: We have not received any update with regard to the Sonic project. PG&E has tried to send a check for their project permit but for some unknown reason the check never arrives at the District.

(c) Brisbane Landfill Industrial Discharge Permit: The permit has been processed and will be issued once the permit fee is received.

(d) Point Martin: The developer has paid the District connection fees and the SFPUC capacity fees for 18 units. Daly City has been notified that they can issue building permits.

(e) 2025-26 Capacity Entitlements: We received an inquiry from Daly City Storage asking what would happen if they didn't pay the fee. They were told that the amount would incur late charges and would be placed on the property tax rolls. The charge for Abbey Rentals is about \$11,000 a very significant amount. They report that they have had more business this past year but aren't aware of any problems that would cause such a large increase in usage. The Engineer secured August/September, 2025 water records and they are less than the same period last year. He is going to investigate this matter further.

(f) San Mateo Local Hazard Mitigation (LHMP): We received an email from the County asking if we wanted to participate in this program. Engineer Yeager attended a meeting today. The LHMP is a document that identifies potential hazards, a risk assessment and potential remedial action. The Engineer was involved with a plan in Monterey County in which a similar district chose to participate in the plan. The advantage of a plan is it makes you eligible for FEMA funding.

The representative from the County explained that San Mateo County would be working with special purpose districts in unincorporated portions of the County and that the District would be better off working with Daly City and/or Brisbane as they are also developing plans. Engineer Yeager stated that the District and Brisbane had similar issues relative to their sewage force mains and localized flooding.

(g) Cow Palace redevelopment: The proposed redevelopment plan was displayed on the overhead screen. The Engineer reviewed the components of the development. One piece of the

plan is in San Francisco and has to be sewer into the San Francisco system. There is a line on Geneva that served the drive-in but it is now inactive. The developer will have to do a hydraulic study to determine the capacity needed. They will also need to submit funds to cover District staff time. They have been provided a Class 4 permit application.

(h) Procedures Manual: The manual is complete and the Engineer would like the new clerk to become involved in the next cycle so that someone else in the District knows how to work the system. He explained the process working with EDS – they work with San Mateo County and obtain the latest tax roll listing. Then they use a program that includes all the water usage data we collect. However, some data has to be manually entered into the EDS tool. This is another area the new clerk may become involved.

(i) Upcoming rate increase: We need to start thinking about it now. There are some unknowns including the revenue from the County as well as interest income for the next 5 years. We need to be able to make some projections. A notice needs to be sent to every property owner but fortunately the notice doesn't have to have computations for each property. This mailing provides an opportunity for the Board to communicate with District customers.

(j) SFPUC billing of BSD customers: They want to schedule another zoom meeting in December with all parties. To date the meetings have more of a presentation vs. getting into the issues. The consensus is that zoom meetings are ineffective. We are still waiting for their legal people to address the matter of District customers being billed by San Francisco.

(k) SFPUC FY 2025-26 Sewer Service Charge: A visual to aid in the conversation was displayed on the overhead screen. Treasure Island Development Authority (TI) is an agency of San Francisco and they have their own budget. Various city departments charge fees for service they provide to the TI agency. TI's annual discharge is more than the District's. As best as the Engineer can determine the District is paying about \$50,000 per year to retire the TI bond. Why isn't the developer paying for the infrastructure improvements? Brisbane and Daly City might also be concerned about being charged for TI when there is no benefit to their customers.

The Engineer has concluded his review of the 25-26 sewer service charge billing. A motion was made by Director Tonna to pay the first installment. The motion was seconded by Director Constantino and unanimously approved by voice vote.

(l) SFPUC Term Sheet: We have not seen a new term sheet.

(m) SFPUC Proposed Model: This model separates stormwater from wastewater. There are some exclusions from our costs and they are being rolled into the stormwater charges. There are some line items that will go away. Another thing being done is an exclusion for small size lines. Some exclusions are constant but they are holding the San Francisco total discharge constant for 5 years. Our flow varies from year to year so we would pay more if they use the constant flow number. It is not equitable that they hold a dry weather constant flow and we use actual flow.

(n) SFPUC charges to City customers: They have created a storm water enterprise under the umbrella of wastewater but they split the revenue. A schedule was provided in the monthly engineer's report. In San Francisco you pay a stormwater component and a wastewater component. Wastewater is based on discharge and storm is based on the square footage of the lot. The SFPUC monthly charge is about twice as much as the District charge for an average household using 200 gallons per day.

At the end of the discussion the following course of action was developed: (1) we will meet with Daly City and Brisbane either together or separately; (2) ask the SFPUC about the purpose of

the December meeting; and (3) request an in-person meeting prior to the December meeting. The Engineer will draft a letter for signature by President Gallagher.

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

(a) Murgreen Environmental – emergency repair service amendment to contract: Counsel reviewed the amendment which is for emergency repair only. He used 50% of Account No. 7003 as an estimated amount (\$15,000). A motion was made by Director Tonna to approve the amendment. The motion was seconded by Director Constantino and unanimously passed by voice vote.

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

(a) Update on FY 2024-25 audit – President Gallagher: President Gallagher entered all the adjusting journal entries and provided a Fiscal Year 2025 Balance Sheet. There is a \$42 difference which she will try to locate and also bring to the attention of Fechter & Co. Otherwise, there are no corrections so the auditor can issue the final audit.

(b) SB 707 – Translation + Digital Meeting Room Requirements: We have learned that at some point we will have to make our website ADA compliant. However, most of the changes in SB 707 apply to larger entities. We don't meet the special district requirements. The Assistant Clerk may learn more about this at the CSDA Board Secretary/Clerk conference next week.

#### **Old Business:**

(15) Succession Planning

The Engineer will provide the new clerk with the EDS information in a flash drive. President Gallagher said that she will work with the new clerk and teach her how to make adjusting journal entries.

#### **New Business:**

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

Directors Sy and Tonna asked the Clerk to look into making changes to their dental plan coverage.

#### **Adjournment:**

The meeting was adjourned at 9:01 P.M. The next meeting is November 20 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher, President

/s/ Norman Rizzi, Secretary