

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of November 20, 2025

Opening of Meeting and Roll Call:

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

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: District Clerk Landi, Maintenance Director Landi, Engineer Yeager (via telephone)
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
None
- (3) Acknowledgment of recent communications to the District
President Gallagher reviewed some of the topics for the January CASA meeting in Palm Springs. There are some things of interest. She and Director Sy might be interested in attending.

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 October 23, 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept October, 2025 report on District's current financial status
- (7) Accept October, 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 October 27 meeting was cancelled due to technical difficulties.
- (9) Daly City: No report
- (10) Brisbane: No report

At this time the agenda was taken out of order.

Staff Reports:

(12) District Engineer (via telephone)

(a) October meter reading data: The average daily flow was 283,414 gallons. There was a total of 1" of rain during the month.

(b) Various cabling projects: There are two projects pending. There has been no updated information regarding the Sonic project. PG&E's project has been delayed to March, 2026.

(c) Brisbane Landfill Industrial Discharge Permit: They are currently securing signatures and will soon submit payment.

(d) Comorant: This is the energy facility with a transmission line along Carter, Martin and Schwerin to the Martin Service Center. There are a lot of potential conflicts with District assets.

(e) Cow Palace redevelopment: In the process of arranging a call with the project engineer to discuss some items. The developer mentioned having their attorney present on the call. Mr. Yeager advised that would require our counsel be present as well. This project is on the old drive-in site. They are currently working through the plan approval process. Engineer Yeager will get our comments to them next week.

(f) Sanitary Sewer System Service Area Boundary Map: This is a requirement by the State Water Board. The map must be submitted by December 31. Our GIS map forms the basis for the boundary map; however, it must be in a particular format and indicate the two parcels we do not serve. Then the boundary map must be uploaded to the Water Board. We have received a quote from Murgreen Environmental for \$2,800. The Engineer said this is a fair proposal.

(g) SFPUC billing of BSD customers: After the last meeting President Gallagher sent a letter to the SFPUC outlining some of our concerns and requesting a meeting at the Carlyle Pump Station. Engineer Yeager followed up with a more detailed letter about our concerns. Their response was that they are too busy but could have a one-on-one meeting at their office. Following that meeting there would be a meeting of all 3 entities – North San Mateo County Sanitation District/Daly City, Brisbane and the District. Director Constantino's recollection was that matters had to be ironed out prior to the multi-party zoom meeting. Also, they were aware of our meeting tonight and should have submitted information for the Board's consideration. President Gallagher said that the December 11 zoom meeting would not be advantageous and suggested the meeting be postponed. Brisbane would like to meet with the District prior to the multi-party meeting. Engineer Yeager will try to arrange a meeting with them on November 24 or 25 at the Carlyle Pump Station when President Gallagher is available. After that meeting we can decide how to proceed with the SFPUC.

The Engineer has done some research regarding the SFPUC billing our customers. Prior to the passage of Prop 13, San Mateo and other counties billed for service through property taxes. This system as changed in 1978-79. The District still bills through the county property tax system but the charges are now "fees" which the District computes. We don't know if San Francisco billed through their property tax system previously but if they did, they could not have billed San Mateo County accounts without some agreement with the District or the County. During his research the Engineer found information on early billings by San Francisco. It appears that O&M was funded out of the general fund and other sewer system improvements were funded by some type of property assessment; the mechanism is vague. Billing for sewer service charges was changed as the result of

the EPA Construction Grants Program in 1972 and Prop 13 in 1975. There is no way that they could have been billing District customers prior to Prop 13.

- (h) SFPUC FY 2025-26 Sewer Service Charge: The first installment is due December 1.
- (i) SFPUC Term Sheet: There is no update on this matter.
- (j) SFPUC Proposed Model: There is also no update on this matter.
- (k) Upcoming rate increase: We need to start working on this keeping time restraints in mind. An exhibit detailing recent budgets was displayed on the overhead screen. Some items can be adjusted using an inflation rate. Some items like the SFPUC sewer service charges, interest and taxes received from the County will require more study. Estimates of property taxes and interest are numbers that the President and Clerk will have to work out. The revenue received from customers covers the cost of the SFPUC sewer service charges. The fixed costs of operating the District are covered by taxes and interest. In preparing 5 year estimates Engineer Yeager thinks we'll have to increase the amount of the fixed charge due to unknowns – taxes and interest.

A second exhibit was a form to be used to develop a rate schedule. We also need to think about the notice to customers. Counsel and the Engineer can come up with the language regarding the rate increase. It is an opportunity for the Board to correspond with their customers.

There are changes needed in the Ordinance Code in addition to the rate increase, i.e. rate for multifamily residences, loading factors and permits.

The Engineer advised the Board that he will be Thailand January 20-March 22. If the Board can meet on the 3rd Thursday in January he wouldn't miss a meeting. Participation at the February meeting could be via telephone or zoom. We would need to consult District Counsel with regard to the legal requirements using zoom. President Gallagher said she has a personal zoom account we could use.

In closing his report the Engineer said it isn't likely he will be the engineer for the next 5 years. The Board needs to plan for and budget for this eventual change.

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

- (a) Checking account authorized signers: After the election of officers we can make any necessary changes to authorized checking account signers. Currently the President, Secretary-Treasurer and the Clerk are authorized

The Assistant Clerk suggested utilizing on-line bill paying for recurring expenses like, utilities, answering service, etc. The Clerk will check with Tri Counties to inquire about how is required to use that service.

- (b) CSDA Board Secretary/Clerk conference: The Assistant Clerk was diagnosed with pneumonia 2 days prior to the conference and had to cancel. She did receive material that was covered and some items are available via webinar.

Clerk Landi told the Board that she is retiring effective December 31.

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

- (a) Monthly report on District operations and maintenance: Various items were displayed on the overhead screen including the newly paved yard, Point Martin and Midway Village projects. Point Martin mainline has been inspected and televised. The next inspection will be to televise the lateral connection from the cleanout to the main. Midway Village has been water and air tested as well as visual inspections. They are going to discharge another batch of ground water into the sewer.

(b) Driveway repaving: The project is complete.

(c) Transition from CSMS to Murgreen Environmental: Murgreen Environmental will take over on January 1, 2026. The Clerk discussed a few changes/additions to the agreement that is in place. Those changes will bring the Murgreen agreement in sync with the services currently provided by CSMS. Also, an hourly rate of \$140 for inspection services needs to be added to charge sheet. The Clerk will work with Counsel to update the agreement or issue an amendment. Mr. Oviawe said he will personally be providing service.

There will be some changes to the duties of Clerk, i.e. picking up the mail twice weekly, purchasing supplies, delivering meeting packets and maintain the record of USA notices.

Mr. Oviawe thanked the Board for the opportunity to provide service.

(13) District Counsel – consideration of matters relating to:
None

Old Business:

(15) Succession Planning

As mentioned during the meeting, the Engineer will be leaving in the not so distant future, President Gallagher likely won't stand for reelection in 2026 and both the Clerk and Maintenance Director are retiring December 31.

New Business:

(16) Approve Murgreen Environment proposal for mapping.

This need for the mapping was discussed under item 12f. A motion was made by Director Tonna to accept the \$2,800 proposal. The motion was seconded by Director Constantino and unanimously passed by voice vote.

(17) Participation in February 2026 LAIF Webinar(s): It might be a good idea for whoever is the Treasurer next year to participate in webinars when they are offered. The Assistant Clerk will check to see what is required for a District representative to participate.

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

The Clerks will handle shopping for the December post meeting meal.

Adjournment:

The meeting was adjourned at 8:37 P.M. The next meeting is December 18 at 6:00 P.M.

Submitted by Joann Landi

/s/Iris Gallagher, President

/s/Norman Rizzi, Secretary