

BAYSHORE SANITARY DISTRICT  
MINUTES  
Meeting of December 18, 2025

---

**Opening of Meeting and Roll Call:**

The meeting was called to order at 6:08 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna  
Absent: None  
Staff: District Clerk Landi, Maintenance Director Landi, Engineer Yeager, Counsel Mog 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  
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 November 20, 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept November, 2025 report on District's current financial status
- (7) Accept November, 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: 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: The Maintenance Director reviewed the pump hours for November. He reported that the wear ring in Pump #2 needs to be evaluated.

Midway Village will start discharging surface water once lab testing has been completed. The inspections are complete.

The four model homes at Point Martin were inspected today; all passed inspection.

With regard to 295 Oriente Street, Daly City televised from the house later to the main and found it to be good condition. The property owner needs to install a District approved cleanout.

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

(a) November meter reading data: The average daily flow was 288,857 and there was 3½ of rain in November.

(b) Various cabling: We have accepted the plans submitted by Sonic. They cross a main at two locations. The PG&E project will start in March, 2026.

(c) Brisbane Landfill Industrial Discharge Permit: They have submitted fees and executed the permit.

(d) Comorant: They are running two lines which tie into the Martin Service Center. They will be installing two trenches the entire distance. The trenches will be 2 feet wide at the bottom and anywhere between 5-25 feet deep. The trenches cross District assets. They submitted plans to Daly City who sent them out for an electrical review. The plans have been provided to the District and Engineer Yeager has issued his comments. They are crossing a number of utilities on Martin Street and every lateral on Schwerin Street. They have not identified how they are going to do that without causing damage. The plans don't acknowledge that the sewer is a District asset. The Engineer prepared a lengthy set of comments which was difficult since the plans are computer generated. He has requested that Comorant provide clearances. They will be required to televise all the laterals. Also, they need to provide a detail as to what we will end up with after construction—they can't just bury our line in concrete.

(e) Cow Palace redevelopment: They have submitted a Class 4 permit application but have not yet provided a deposit. Hydraulic modeling is being conducted. The Engineer isn't sure how they are going to handle the piece of the property that is in San Francisco. The District cannot serve that portion. Their plans are still working their way through the Daly City Engineering Department.

(f) Sanitary Sewer System Service Area Boundary Map: This is a State Water Board requirement. They need a shape file by January 1, 2026. The shape file is a data file based on our GIS map. The boundary map excludes the See's Candy and Grocery Outlet parcels. Mr. Oviawe explained that the shape file is one unique polygon.

(g) Point Martin: The owner's representative contacted the Engineer and said they wanted to connect the 4 model homes to the system. They have already obtained permits for 18 other parcels. They have now taken out the Class 1 permits and paid the connection and permit/inspection fee. As of today, we have not heard from San Francisco re the capacity fees.

(h) Capacity Entitlement fees: we have received payment from the storage facility. Three customers were billed in September with a November 1 due date. A second letter was sent

adding the 10% late penalty with a January 16, 2026 due date. President Gallagher suggested that the invoice for the bakery be sent directly to the bakery. Prior billings were sent to the owner of record which is a trust.

(i) Upcoming rate increase: The process needs to start now so that it can be implemented prior to computing the FY 2026-27 sewer service fees. Included in the Engineer's monthly report was a document showing past and future inflation rates. In preparing a rate model Engineer Yeager will use 3%. We need to estimate what interest rates will be for the next 5 years. Counsel suggested that the Board be conservative in estimating the interest. He added that with the variables perhaps it would be better to have a 2-year plan.

There was discussion about a parallel force main. This would be a District funded project. We would need an easement from Baylands for the line.

The Engineer will prepare a model and confer with the President and Vice President. This process will also trigger changes needed in the Ordinance Code. He also explained that sewer service charges are based on annual water usage with an allowance made for irrigation. The newer developments have separate meters for irrigation.

(j) SFPUC FY 2025-26 Sewer Service Charge: The first two installments have been made.

(k) SFPUC Term Sheet and Model: (An electronic copy of the Term Sheet was provided to the Board prior to the meeting.) The SFPUC sent a revised term sheet on December 4 and indicated they had scheduled a zoom meeting for December 11. Brisbane and the District let them know that wasn't enough time for review of the document. The meeting will be some time in January. The Engineer said this is the 3<sup>rd</sup> version and seems to be a version with more legalese. Mr. Yeager reviewed the timeline since this process began in June, 2024. The President, Engineer and Maintenance Director met with Brisbane representatives. One topic was hiring a financial consultant to help with the SFPUC financial analysis, especially with the Cost of Service Study that is used in the rate model.

The Engineer responded with his initial comments on the latest Term Sheet on December 11 and requested a response by December 18. Some concerns are the very expensive sampling plan and acceptance to abide by San Francisco ordinances. The new language conformed with our position that the Robinson Drive properties are District customers. Mr. Yeager reached out to Matt Frieberg yesterday explaining that he needed information because the Board would not be meeting again until January. Mr. Frieberg replied that they are still "investigating" their assertion that the properties on Robinson Drive are their customers.

The Engineer and Counsel Mog will develop some bullet points re this latest version of the Term Sheet.

(l) SFPUC billing of BSD customers: As mentioned above they are still investigating the matter.

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

(a) Legal requirements for meeting participation via zoom: There are no restrictions for participating via zoom for non-Board members. For Board members, their address would have to be included and posted on the property from which they are participating which would be open to the public.

(b) Approve Amendment to Murgreen Environmental’s Agreement regarding Carlyle Pump Station Maintenance and Maintenance Director Duties: The Amendment is to formally take over the Maintenance Director duties. As part of this amendment \$10,000 has been included to cover inspection costs. That is not an automatic payment but is paid when inspections are done. Mr. Landi stated that he has decided not to retire December 31, 2025. There are projects under way that he would like to see to their completion. He will meet with the President to discuss further. This topic is continued to the January meeting.

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

(a) On-line bill pay for reoccurring expenses: President Gallagher said this is the preferred method. The District could also investigate using Zelle.

(b) Offer ACH for Permits & Capacity Entitlement Payments: The Assistant clerk is in the process of investigating the possibility of offering this option.

(c) LAIF webinar: The webinar is on February 12 at 10:30 A.M. The Board was provided information on how to obtain access. The President said this would be an opportunity to learn more about LAIF.

**Old Business:**

(15) Succession Planning

President Gallagher again mentioned that she likely will not stand for reelection in November.

The Clerk is currently one of the authorized signers on the District’s checking account. Since she is retiring December 31, 2025 President Gallagher suggested that the new clerk replace the current clerk as an approved signer. A motion was made by President Gallagher to add Vice President Tonna and new Clerk Valerie Landi as authorized signers. The motion was seconded by Director Sy and passed unanimously by voice vote.

**New Business:**

(16) 2026 meeting schedule

January 15, 2026	May 28, 2026	September 24, 2026
February 26, 2026	June 25, 2026	October 22, 2026
March 26, 2026	July 23, 2026	November 19, 2026
April 23, 2026	August 27, 2026	December 17, 2026

(17) Election of officers for 2026

After a brief discussion a motion was made by President Gallagher to postpone the election until the April meeting. The motion was seconded by Director Constantino and passed by voice vote.

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

**Adjournment:**

The meeting was adjourned at 8: 14P.M. The next meeting is January 15, 2026 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher, President

/s/ Norman Rizzi, Secretary