

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of March 27, 2025

Opening of Meeting and Roll Call:

The meeting was called to order at 7:05 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: District Clerk Landi, Counsel Mog, Maintenance Director Landi and Clerk Trainee Landi
Also: Felix Oviawe, Murgreen Environmental; Baylands staff Shan Wei, Sichun Zhang and Stephanie Shakofsky

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
Director Tonna told the Board that he and the Maintenance Director checked out the abandoned pump station. He showed photos which indicate that the facility has been used as a homeless encampment, all components stripped and the door has been kicked in. It was the consensus of the Board that action be taken to secure the building.
- (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 February 27, 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept February, 2025 report on District's current financial status
- (7) Accept February, 2025 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: No report
- (10) Brisbane: No report

Staff Reports:

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

(a) Monthly report on District operations and maintenance: Grease trap inspections were done at Kentucky Fried Chicken and McDonalds on Geneva Avenue. Both of the facilities need to have their traps cleaned. Counsel will review the Ordinance Code with regard to grease trap inspections. This topic will be placed on the April agenda.

There is a taxi cab company with numerous vehicles parked on the south side of the CPS. Frequently there are cars parked over the District's manhole preventing access. The Maintenance Director showed the Board photos of the area including one with a vehicle partially blocking the manhole. The District has an easement over the area where the manhole is located. Perhaps the strip of land belongs to the District and the fence could be moved so that the manhole is within the District yard. After the meeting Mr. Landi will show the Baylands staff the area in question.

Thirty seven laterals and main line were inspected at Point Martin and all passed inspection.

The new Brisbane Manager was walking the Industrial Way area and stopped by the CPS. The Maintenance Director showed him the facility and mentioned that the District has been in service for 100 years. The City Manager offered to issue a proclamation. Staff needs to reach out to him.

About a month ago the Maintenance Director and Felix Oviawe reached out to Tesco. The SCADA system was down and we wanted Mr. Oviawe to be added to the system to monitor the CPS remotely. During a 4½ hour phone consultation they added Felix to the system and got the system back into operational mode. However, about 3 days later the system was down again. We have reached out a few times but to date Tesco has failed to get the system back up and running rendering it useless. Fortunately we are able to get the pump data manually. For that February telephone consultation we have been billed \$1,012.50. There was agreement that payment will be considered at the April meeting.

(c) CCTV evaluation: There is \$15,000 budgeted for FY 2024-25. The Maintenance Director and Murgreen Environmental are creating a list of lines that should be televised.

(12) District Engineer:

(a) February meter reading data: The average daily flow was 392,867 gallons. There was 7.4" of rain in February.

(b) Various cabling projects: All plans submitted have been reviewed and comments sent to Daly City. From our standpoint the projects can proceed.

(c) Midway Village Phase 2: They have applied for a new ground water discharge permit for Phase 2 for construction ground water. Permit #25-1788 has been prepared. A motion was made by Director Tonna to approve issuance of the permit. The motion was seconded by Director Constantino and unanimously passed by voice vote.

(d) SFPUC contract negotiations: In August, 2024 the SFPUC said they would issue a term sheet by September 1 and then would want to schedule meetings to go over the term sheet. Our existing contract expires July 30, 2025. The SFPUC wanted the new contract to begin on August 1, 2025. We received the term sheet on February 22, 2025 and they indicated their desire to create a single contract for all agencies (the District, Brisbane and Daly City) and then there would be a supplemental agreement for each agency. They also requested comments in 2-3 weeks and then would schedule a meeting. Engineer Yeager advised them that he was out of the country and would bring the matter to the Board at its March meeting. He reviewed his comments as contained in his

monthly report. The SFPUC would like the contract term to be 30 years with amendments every 5 years. They are requesting new reporting requirements for non-residential users. It is not clear if they intend to bill on the quantity of water or quantity plus other factors. They also want to include a storm water component in addition to the wastewater component. San Francisco is now billing its customers for water, wastewater and storm water. Mr. Yeager provided a billing breakdown for a typical San Francisco single family residence using 200 gallons per day. This breakdown calculator was pulled from their website. That typical residence would be billed about \$100 per month. So in addition to being charged for wastewater flows they want to bill for any storm water that enters their system. Most of the District has separate storm water and wastewater systems. There are a few areas in the District where storm water goes into our system. The storm water fee would be based on the amount of impervious area of a property. For the sake of argument if it is determined to be our problem we would have to charge those affected residents. That would require a 218 public hearing making it impossible to meet the SFPUC deadline. There are a lot of questions to be resolved. Engineer Yeager would like to request that the SFPUC use last years flow and apply this proposed contract to determine if it would increase or decrease the cost to the District. The O&M costs have been stable but the SFPUC bond costs are going through the roof. There should be an audit of the bonds to insure that we are being billed for only those projects which are impacted by our flow. He would like to talk to Brisbane Public Works Director Randy Breault to see how they are going to approach the negotiations.

After lengthy discussion the following comments were agreed upon: the deadline can't be met, we want a single agreement, we disagree with storm water charges and we want them to apply the new calculations to our last annual bill as a comparison.

(e) SFPUC billing of BSD customers: They are billing 22 of the District's customers. The Engineer has contacted the SFPUC a couple times asking them to resolve this double billing. Their response has been that they are field checking to see if any of these parcels are connected directly to SFPUC assets. We question what difference that makes since those parcels are within the District boundaries and have San Mateo County parcel numbers. Historically we have billed the property owner not the tenant. It could be that when a tenant applies for water service from San Francisco they also then billed them for sewer service.

(f) Brisbane Baylands: Counsel reported that we now have two contacts at Baylands. The Engineer sent Baylands a Class 4 permit application and an invoice. Class 4 permits are used for large projects and a deposit is required to cover staff time. A new permit was issued since the ownership has changed.

The draft EIR for the Baylands will be released on April 3 with comments being taken until August 31. We have provided comments multiple times and will need to review the EIR to make sure all of those comments have been incorporated. Ms. Shakofsky brought the Board up to date with regard to the EIR and approval of the specific plan—probably over the next 6-12 months. Construction can begin in about a year.

Counsel was contacted by Brisbane in anticipation that all of the agencies, Cal Water, Brisbane, Baylands and the District will begin to work on agreements. They want a confidential agreement so that proprietary information is not shared. Counsel Mog made some changes with regard to what is confidential and what by law is public. He said that confidentiality agreements are common for large projects. Since the Board did not have time to review the document this matter is continued to the April meeting.

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

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

(a) Accounting system transition: We transition to Quickbooks Essential on-line on March 19. The Clerk placed the annual charge on the District credit card. There was a 10% discount for annual billing. One problem encountered was that we could not use Bayshoresanitary@aol. Apparently when we registered the 2014 desktop pro software we did not complete the process. The Clerk used her own email address but at some point in the future we need to press the issue of being able to use the District's email address. All seems in order after the transition. At the President's suggestion we will prepare a June 30, 2024 balance sheet to be certain that all data transferred properly. The Clerk still has the 2014 version on her computer.

Old Business:

(15) 100th anniversary

Clerk Trainee has been working with Sarkis Signs on the banner. It was displayed on the screen. It will be 12' long and 3½' wide and the cost is \$461.48. The sign was approved with minor changes – separate "100" in the upper right corner and check font size on "100 years".

We have a price from J&J Party for \$427.50 for a popcorn machine (including 50 bags and kernels), a canopy and 25 chairs. The price includes delivery and setup.

We are working with Supervisor Canepa's staff for a resolution. The Clerk will provide some text and let them decide what is relevant. President Gallagher said we should also ask Daly City to recognize our 100th anniversary.

With regard to giveaway items the Clerk provided items available on 4 Imprint, Etsy and Vista Print, i.e. reusable grocery bags, luggage tags, pens, etc.

An invitation to property owners will be included in this year's mailing to owners notifying of the 5th annual sewer service charge increase.

(16) Succession Planning: No report.

New Business:

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

Adjournment:

A motion was made by Director Tonna, seconded by Director Constantino and passed to adjourn the meeting at 9:07 P.M. The next meeting is April 24, 2025 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/Norman Rizzi
Secretary