

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of May 22, 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

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 April 24, 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept April, 2025 report on District's current financial status
- (7) Accept April, 2025 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Sy and unanimously passed by voice vote to approve items 4 – 7.

Board Reports – consideration of matters relating to:

- (8) President Gallagher
 - (a) LAFCo: LAFCo meet yesterday. One item of business was to approve the annual budget – steadily increases year to year. They have also solicited nominations for the alternate public member.
 - (b) CSDA – Local Chapter: No report.
- (9) Daly City: The Clerk reported that Phyllis Rizzi has provided a contact to work with regarding a request for the City to acknowledge the District's 100th anniversary.

(10) Brisbane: None

Staff Reports:

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

(a) Monthly report on District operations and maintenance: There have been a number of inspections of mainline and laterals at Midway Village Phase 2. They have abandoned a portion of a sewer line using the slurry seal method. Also did grease trap re-inspections at McDonald's and Kentucky Fried Chicken (KFC). KFC has their trap cleaned monthly.

Bayside Equipment installed new lines on the fuel tank. They also did the periodic maintenance of the generator.

(b) SCADA system: Met with Telstar with regard to servicing the SCADA system. So far Tesco hasn't been cooperative in providing information.

(12) District Engineer:

(a) April meter reading data: The average daily flow was 281,000 per day.

(b) Various cabling projects: There are currently projects underway on Bayshore Boulevard. Plans have been submitted and we have provided our comments to Daly City.

(c) Midway Village Phase 2: They have paid their connection fees for Phase 2 as well as capacity fees to the SFPUC. They are starting to make submittals including the pump station which we have rejected. Piping and manhole plans were approved.

(d) SFPUC billing of BSD customers/term sheet: The Engineer reviewed his memo regarding the double billing. It has taken the SFPUC 6 months to review the situation. They have determined that two properties on Bayshore Boulevard are served by the District. They claim that 53 Pueblo is served by them. Their assumption is that they have sewer lines that are within the District and therefore these properties are connected to "their" sewer lines. They have misrepresented the issue with regard to the See's Candy facility. Robinson Drive has 20 properties and they are double billing 10 of them in spite of the fact that they all discharge into the same sewer lines. One conclusion is that the 10 properties being double billed is because those properties changed hands and when the water service was changed to the new occupant that triggered the levy of sewer service charges. The District bills the property owner not the tenant. Mr. Yeager has requested the SFPUC provide us with the dates they started billing the properties on Robinson Drive and also to provide as-built plans for the sewer lines they claim are theirs. He added that the Robinson Drive properties were platted in 1948. The SFPUC is of the opinion that the District needs to contact the property owners and issue reimbursement and the SFPUC will continue to bill them. The Engineer read a letter he has drafted to be sent to the SFPUC explaining our position and asking for information and documentation. The Board agreed that the letter be sent.

With regard to the contract renewal Engineer Yeager has written to the SFPUC regarding our administrative concerns. He has declined to address other concerns until he receives a model developed by the SFPUC applying the changes proposed in the new contract. Their response was that they might prepare a draft rate sheet and will begin this summer. There is a virtual meeting scheduled for May 30.

(e) Brisbane Landfill Industrial Discharge Permit: The permit expires at the end of June. They have applied for a permit from San Francisco and were advised that San Francisco would get back to them in the near future. We may need to issue an extension of our permit if San Francisco does not issue theirs before June 30.

(f) Brisbane Baylands EIR: Engineer Yeager has started a response letter. Our previous comments have not been addressed and they are in error with regard to the District's Carlyle Pump Station. There are more issues that we need to address, i.e. flooding at Bayshore Boulevard and Industrial Way, etc. He will continue working on the District's comments to the EIR.

(g) 2025 Sewer Service Charges: We have received water data from Brisbane and Daly City. San Francisco has been contacted on multiple occasions but have not yet provided the information we need to compute the billing.

The agreement with Overlook was that they would provide water meter readings and we will bill the individual parcels. There are two Daly City meters that service Overlook and we have received those from the City. Those readings don't come close to the information received from the billing company. Some readings make sense and some do not so Engineer Yeager will contact the people who read the meters. This is the first year that we have worked this way for Overlook and some glitches can be expected. There are 61 buildings metered to the master meter and there are 10 who have Daly City meters and are billed directly. There is also a meter for irrigation.

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

(14) District Clerk – consideration of matters relating to:
The Clerk will send a follow-up email to Supervisor Canepa's office regarding recognition of the District's 100th anniversary.

Old Business:

(15) 100th anniversary

(a) Merchandise: The Clerks reported on an issue encountered with Pens.com after they had personalized a variety projects. Upon check-out Pens.com had levied tariff charges. Products were then found on Amazon for approximately \$250 less. The reusable grocery bags, pens, LED flashlights, hand sanitizer and notebooks have all been received. Also have received the plungers for the first 50 attendees. The ice cream will be ordered and picked up on May 6. The Clerk will ask J&J Party Supply if they can provide popcorn for up to 100 servings.

The lower pump station will be off limits. The Maintenance Director will bring interested persons to the medium point and explain the workings of the pumps.

The Board will arrive prior to 1 P.M. on June 7.

(16) Succession Planning: No report.

New Business:

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

Adjournment:

The meeting was adjourned at 8:34 P.M. The next meeting is June 26, 2025 at 6 P.M.
We will begin with discussion and drafting of a preliminary FY 25-26 budget.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary