

**BAYSHORE SANITARY DISTRICT**  
**MINUTES**  
Meeting of July 24, 2025

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**Opening of Meeting and Roll Call:**

The meeting was called to order at 7:03 P.M.

Present: Gallagher, Rizzi, Sy, Tonna  
Absent: Constantino  
Staff: District Clerk Landi, Counsel Mog, Maintenance Director Landi, Engineer Yeager and Asst. Clerk Landi  
Also: Felix Oviawe, Murgreen Environmental

**Public Hearing:**

The Public Hearing was opened at 7:04 P.M.

(1) Approval of Sewer Service Charge Report for FY 2025-26 – Resolution No. 2025-03

Engineer Yeager advised the Board that there had been a last-minute change to the amount of sewer service charges to be collected from Midway Village. This resulted in an approximate \$60,000 increase. A motion was made by Director Sy and Seconded by Director Tonna to adopt Resolution No. 2025-03. The motion passed by the following roll call vote:

Ayes: Gallagher, Rizzi, Sy, Tonna  
Noes: None  
Absent: Constantino  
Abstained: None

(2) Approval of collection of delinquent accounts on County Property Tax Roll  
There are no delinquent accounts.

(3) Adoption of FY 2025-2026 Annual Budget – Resolution No. 2025-04

The Assistant Clerk will be in full charge by December 31 and has requested that the hourly rate of compensation be increased to \$52 per hour. After brief discussion a motion was made by Director Sy to approve the increase and also to adopt Resolution No. 2025-04, a Resolution adopting the FY 2025-26 budget. The motion was seconded by Director Rizzi and passed by the following roll call vote:

Ayes: Gallagher, Rizzi, Sy  
Noes: None  
Absent: Constantino  
Abstained: Tonna

The Public Hearing was closed at 7:17 P.M.

**Oral and Written Communications:** (Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)

- (4) Communications from members of the public  
None
- (5) Communications from members of the District Board and Staff  
None
- (6) Acknowledgment of recent correspondence 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.)*

- (7) Minutes of the June 26, 2025 meeting
- (8) Payment authorization for bills and compensation
- (9) Accept June, 2025 report on District's current financial status
- (10) Accept June, 2025 checking and LAIF account reconciliations

A motion was made by Director Tonna, seconded by Director Sy and passed by voice vote to approve items 7 – 10.

**Board Reports** – consideration of matters relating to:

- (11) President Gallagher
  - (a) LAFCo: No report
  - (b) CSDA – Local Chapter: No report.
- (12) Daly City: No report
- (13) Brisbane: No report

**Staff Reports:**

- (14) Maintenance Director – consideration of matters relating to:
  - (a) Monthly report on District operations and maintenance: We recently experienced some problems with the flowmeter. Telstar responded to our service request and found a couple loose wires. While they were on site had them check the stop and start floats in the wetwell. Over the recent weekend the total flow was extremely low; the pump hours were correct. In response to a question from the Engineer the Clerk said that to estimate the flow we would look at similar hour meter run times.

We have received two \$35,000 quotes to repave the yard. Two inches of pavement would be ground down and new asphalt applied. Both bids exceed the budgeted amount of \$25,000. This matter will be placed on the August agenda and the Board will be provided with copies of the bids.

Responded to a service request at 158 Accacia Street. There was no problem with the District's mainline. The resident hired a plumber to replace the lateral from the front of the

property to the cleanout. They attempted to televise the line from the cleanout toward the street but the camera would not pass. Upon further inspection it was determined that there was a problem in the lateral in the street. Since the property has an approved cleanout SF Underground was hired to replace the lateral from the cleanout to the main. Mr. Landi asked for approval to pay the invoice in the amount of \$10,500. A motion was made by Director Tonna, seconded by Director Sy and passed by voice vote to approve payment.

(b) SCADA system: Tesco finally made an in-person service call and repairs were made. The remote function of the system is now working.

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

(a) June meter reading data: The average daily flow was 286,167 gallons.

(b) Various cabling projects : There are two projects underway. Sonic Communications' project crosses Geneva Avenue at Schwerin and goes to MacDonald Avenue. They are currently potholing only. PG&E has proposed a project that will go up Bayshore Boulevard from Geneva Avenue, tie into the Martin Service Center and traverses into San Francisco. Potholing has been done and the plans have been approved.

(c) Midway Village Phase 2: They have issued an additional submittal which has been approved. They are currently working on installation of storm lines.

(d) Brisbane Landfill Industrial Discharge Permit: They have not received a permit from the SFPUC due to changes in monitoring and discharge requirements. They are working with the SFPUC to meet the requirements. Once they secure that permit, we can issue a District permit.

(e) Brisbane Baylands EIR: A letter was submitted with our comments. The issue remains that the EIR does not adequately explain the existence of the District nor does it address the flooding at Bayshore Boulevard and Industrial Way. The EIR also does not address the impacts to District assets, i.e. the force main. President Gallagher complimented Engineer Yeager on the thoroughness of his letter. In response to the question of what happens if they don't address issues Counsel said if someone believes they violated CEQA they would have to sue. The final step in the process is for the council to certify the EIR.

(f) SFPUC billing of BSD customers: This matter started in January and the SFPUC has repeatedly been asking questions. In a recent email they have asked for proof of ownership of the assets serving the various properties in question. The customers on Robinson Drive have been District customers since they were built in the early-mid 1950's. The SFPUC has been advised that we don't have those records. The Engineer's response has been to ask them to state which lines are their assets and when they constructed them. During this process we have determined that Grocery Outlet on Bayshore Boulevard is a San Francisco customer. San Francisco has also been billing the impound center on Bayshore Boulevard which they now acknowledge is a District customer. Sylvester Statue Factory owns two small parcels dating back to the 1930's across the street from the Grocery Outlet. It was thought they connected to the same main as the Grocery Outlet; however, they connect to a small line on the east side of Bayshore Boulevard.

In addition to parcels on Robinson Drive, the SFPUC claims 4 properties on Velasco and perhaps 1 on Pueblo. Most double billings started after 2000. Counsel said that they haven't provided any compelling evidence to support their position. Engineer Yeager recommends we continue to bill the customers that we have historically been billing and report flows as we have done in the past.

(g) SFPUC Term Sheet: They have scheduled a 2-hour meeting on August 7. We have had a rate model since the beginning of the current contract so it is puzzling that they are now suggesting a new rate model. The Engineer believes that the new model should not result in an increase to our sewer service charges. A new clause (4.12 Termination of a Customer) has been added which appears to be an attempt to settle the double billing issue. The Engineer will work with Counsel to respond to that clause.

(h) SFPUC Capacity Charge: The charges have not changed significantly.

(i) 2025-26 Sewer Service charges: This was discussed during the Public Hearing. The Engineer explained how, as Midway Village is redeveloped new APNs are created.

(k) 2025-26 Capacity Entitlements: This year there are three customers who have exceeded their capacity. They are Universal Bakery, 411 Allan Street and the Mt. Vernon Baptist Church. Engineer Yeager will reach out to 411 Allan Street before billing since they paid for additional capacity last year.

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

(a) Cyber Retention Buy Down Insurance: As part of our CSRMS insurance we have cyber coverage. They have made an offer whereby you can pay an additional premium to reduce the amount of the deductible. This is especially helpful for a large agency who could be hacked and locked out. It was the consensus of the Board that we decline the offer.

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

(a) Streamlining/digitizing meeting prep packets: It is the Board's preference to continue receiving paper copies.

The Clerk said that we received an invoice this week from Underground Service Alert for our annual dues and billable tickets. This bill is due prior to the August 28 meeting and she asked that the Board approve payment. A motion was made by Director Tonna, seconded by Director Sy and passed by voice vote authorizing payment of the USA invoice.

#### **Old Business:**

(18) Succession Planning: President Gallagher said she may not run for election in 2026 so the Board should be on the lookout for a resident who might be interested.

#### **New Business:**

(19) Resolution No. 2025-05 Allocating Funds to District Reserve, Contingency and Cash Flow Accounts for Fiscal Year 2025-26

President reminded everyone of why we began allocating our funds since 2000. A motion was made by Director Rizzi to adopt Resolution No. 2025-05. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes:	Gallagher, Rizzi, Sy, Tonna
Noes:	None
Absent:	Constantino
Abstained:	None

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

**Adjournment:**

The meeting was adjourned 8:43 P.M. The next meeting is August 28<sup>th</sup>.

Submitted by Joann Landi

/s/ Iris Gallagher, President

/s/ Norman Rizzi, Secretary