

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of August 28, 2025

Opening of Meeting and Roll Call:

The meeting was called to order at 7:08 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: District Clerk Landi, Counsel Mog, Maintenance Director Landi, Engineer
Yeager 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 July 24 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept July, 2025 report on District's current financial status
- (7) Accept July, 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: Carlyle Pump Station is operating properly. Conducted a drive around the District and found nothing of concern. As noted in the monthly report there were a number of inspections at Pt. Martin of the mainline and manhole installations. A number of photos of the manhole being installed were shown on the overhead screen.

(b) Approval of quote for driveway repaving: We have two quotes to consider. One is from Ronan for a total of \$40,000; \$35,000 for the main yard and \$5,000 for the driveway approach. The second bid is from APCO at a total cost of \$35,000. There was discussion of the quotes, who owns the driveway, easement access to CPS, etc. This matter was continued to the September meeting. The Maintenance Director will ask the owner of 40 Industrial Way if he would be willing to share a portion of the \$5,000 cost for the driveway.

(12) District Engineer

(a) July meter reading data: The average daily flow was 272,129 gallons

(b) Various cabling projects: Construction of the projects hasn't begun.

(c) PG&E cross bores: Several years ago PG&E had a big cross bore program where they were replacing gas lines via a trenchless method. They were required to submit videos of our lines before and after. PG&E no longer provides DVDs. The Engineer will ask them to provide some form of documentation.

(d) Midway Village Phase 2: Engineer Yeager has received minor submittals. He has received a question from the finance group asking what the future sewer service charge will be. Midway Village has several APNs not just one. The Engineer provided an explanation to the finance person as well as a map. The calculation for this customer is unlike others in the District. He added that may install submeters. If the property is privately owned it will have its own APN and meter. There are no privately owned parcels in Phase 1 or 2.

(e) Brisbane Landfill Industrial Discharge Permit: They have not received their permit from the SFPUC so we cannot issue our permit. They have been billed for additional capacity which was based on the peak year discharge. They have indicated that they had equipment problems and were advised they need to provide an explanation of the problem and the remedy. Their permit expired June 30 and Engineer Yeager suggested the Board extend it until October 1. A motion was made by Director Sy, seconded by Director Tonna and approved by voice vote to extend the current permit until October 1.

(f) Brisbane Baylands EIR: The Engineer has submitted the District's comments.

(g) 66 Robinson Drive: A small home remodel is proposed for this property. Mr. Yeager reported that Daly City has been very good about keeping us informed of any projects within the District. It is noted that Daly City advised San Francisco that the District provides sewer service to this property and San Francisco was provided a copy of the latest sewer service charge billing.

(h) Point Martin: They started construction of 10 units and pulled building permits. They have not paid the District connection fees. They have been sent a total of four invoices; connection charges for Phase 1 and Phase 2 and an invoice for Class 1 permit charges for both phases. They were also made aware of capacity charges they must pay to San Francisco.

(i) 2025-26 SSC: The report is complete and everything has been submitted to San Mateo County. There were a lot of changes to the process this year so Engineer Yeager will update the procedures manual.

(j) Capacity Entitlements: No invoices have been issued.

(k) BSD flow data: We provide flow data to San Francisco which they use to compute our sewer service charges. This includes pumped flow and non-pumped flow. Non-pumped flow are those properties that flow directly to San Francisco. The Engineer conducted an audit of all the units that feed into San Francisco and compared it to our GIS map and to the assessor's map. He found a few units that feed into San Francisco that had not been reported to San Francisco. Two of those are the Sylvester properties on Bayshore Boulevard. There are 7 parcels on Schwerin between MacDonald and Velasco across from the See's Candy facility that have never been reported. They have San Mateo County assessor parcel numbers. We have been billing them but had not reported the non-pumped flow.

(l) SFPUC large group meeting: San Francisco set up the meeting and wanted to discuss the rate model. The meeting was supposed to start at 1:00 P.M. yesterday but we unable to sign in due to incorrect sign in information. They sent the correct information and President Gallagher, the Engineer and District Counsel were able to join the meeting; the Maintenance Director and Director Tonna were not. Engineer Yeager suggests we have a meeting with Brisbane and Daly City and also a one-on-one meeting with San Francisco at the Carlyle Pump Station. One thing that San Francisco is attempting is to have a universal contract with all 3 entities. Currently Daly City and Brisbane pay more than the District. Using the new model with last years numbers results in a cost increase. The existing model is a bit clunky but it is transparent. The bond costs are not transparent – we don't know what projects we are being billed for. The O&M costs have doubled in the last 3 years. Bond costs have risen even higher. As mentioned above the Engineer recommends that we meet with Brisbane and Daly City and another with San Francisco.

(m) SFPUC billing of BSD customers: This has been going on since January and is becoming more trivial all the time taking much more staff time than its worth. There are 3 specific issues that keep coming up: (1) ownership of sewer lines outside of the City of San Francisco; (2) billing history and (3) 4 Velasco parcels. Engineer Yeager has sent a letter to San Francisco addressing those 3 items. What we have discovered is that people purge their records. San Francisco provided a 1998 ordinance in which they accepted streets and indicates that ownership stops at the county line. If the ownership of the streets stops at the county line then the utilities also stop at the county line. Their legal staff believes one thing which contradicts their own ordinance. From our standpoint if a property has a San Mateo County assessors parcel number they are a District client. One question from San Francisco was when we started billing customers on Robinson Drive. We found documents indicating that we have billed these properties at least since 1980. San Francisco does not bill all the properties on Robinson Drive. We continue to believe that when someone requested a change in responsible party for the water service San Francisco automatically placed the property on their sewer service roll.

In closing the Engineer mentioned that we have not received any information from San Francisco regarding our FY 2025-26 sewer service charge bill.

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

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

(a) Update on FY 2024-25 audit: Assistant Clerk Landi has been working with Fechter & Co. CPAs this year. Everything has gone smoothly so far but it does seem like there have been more information and document requests this year.

Old Business:

(15) Succession Planning

President Gallagher again mentioned that she will likely not run for reelection in November, 2026 and that the Board should be on the lookout for potential candidates. It was suggested that we post an item on the website—perhaps some reasonable period preceding the candidate filing period. It was also mentioned that if the sewer service charge is to be increased, information about the Board opening could be included in the required mailing to all property owners.

(16) Approval of hourly rate increase for District Engineer

The increase was discussed during the June Budget Workshop but hasn't actually been approved by the Board. A motion was made by Director Constantino, seconded by Director Rizzi and passed unanimously to approve the \$5 hour increase to \$170 effective September 1.

New Business:

(17) October 27-29 Board Secretary/Clerk Conference

President Gallagher told the Board that CSDA is conducting a Board Secretary/Clerk 3-day conference in the Santa Rosa in October. She thinks it would be a good idea to have the Assistant Clerk attend. She added that the District would cover the hotel, conference registration, a per diem, mileage and daily stipend. A motion was made by Director Tonna, seconded by Director Constantino and approved by voice vote to approve the Assistant Clerk's attendance of the conference at a cost not to exceed \$2,200.00.

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

None

Adjournment:

The meeting was adjourned at 9:12 P.M. The next meeting is September 25 at 7:00 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher, President

/s/Norman Rizzi, Secretary