

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of January 15, 2026

Opening of Meeting and Roll Call:

The meeting was called to order at 7:30 P.M.

Present: Director's Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: None
Staff: District Clerk Landi, Maintenance Director Landi, Engineer Yeager, Counsel Mog and Retired 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

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 December 18, 2025 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept December, 2025 report on District's current financial status
- (7) Accept December, 2025 checking and LAIF account reconciliations – District Clerk informed the Board that LAIF interest for Q2 has not been posted. Therefore, the Revenue status is off. Clerk will send an updated Revenue and LAIF reconciliation to the Board next week. The Board would like to transfer \$1,000,000.00 from the Tri Counties checking account to the LAIF account. District Clerk will find out the procedure to initiate the transfer.

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 –
Reviewed pump operating hours for December at Carlyle Station - 77 hours.

Reviewed procedure with Murgreen Environmental/Felix Oviawe on filling out pump station log, checking operation of each pump, adjusting leakage on each packing gland if necessary.

Pt. Martin- Final lateral inspection on 4 model homes – Murgreen Environmental/Felix Oviawe televised from cleanout to mainline. All passed and issued inspection cards to on-site foreman.

Instructed Murgreen Environmental/Felix Oviawe on performing GPM calculation on each pump.

(b) Maintenance Director would like to continue in his current role through the end of the fiscal year, June 30, 2026. Murgreen Environmental/Felix Oviawe will take over July 1, 2026. President Gallagher expressed desire for the Maintenance Director to assist in a consultant/advisory capacity after June 30, 2026; the details of which can be worked out. In the meantime, Felix has been creating electronic documentation and SOPs with the transferred knowledge.

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

(a) December meter reading data- The ADF in December 2025 was 336,364 per day. Typically, dry weather is 260,000 to 270,000 gallons per day, but there was almost five inches of rain in December.

(b) Various cabling projects- Sonic and PG&E cabling projects are on-going. Plans have been accepted and construction is scheduled for March, 2026. Maintenance Director is aware and there should be minimum impact on BSD assets.

(c) Brisbane Landfill Industrial Discharge Permit- Payment received and Industrial Discharge permit has been executed by Engineer and sent to Baylands Project Sponsor for signature.

(d) Comorant- Engineer has submitted comments to Daly City but has not seen a response.

(e) Cow Palace Redevelopment – Class 4 permit and deposit are being processed.

(f) Sanitary Sewer System Service Area Boundary Map – Submitted on time (prior to 12/31/25 deadline) to CIWQS by District Clerk

(g) Point Martin- Issue with capacity entitlement charge for SFPUC. ER sent worksheets to SFPUC in December. ER contacted SFPUC 1/8/26 and should receive executed worksheets before the next meeting. Four worksheets are outstanding and the developer has to pay the capacity entitlement fees. Check will be sent to BSD and BSD will forward to SFPUC.

(h) Capacity Entitlement fees- Received check from Universal Bakery. The District Clerk received a call from Jose Batton at Mount Vernon Baptist. He said that they never received the first invoice. ER attempted to call Jose but was unsuccessful. ER ended up in his voicemail a couple of times. There is some problem with the water usage that ER doesn't understand. ER received

additional information from Daly City and the water usage is a lot less in the last few months than it was when he generated this report last year. ER will dig into the water usage and try and understand what's going on at Mt. Vernon Baptist. We'll just put that one on hold for right now.

(i) BSD Capacity Charge – ER typically performs these calculations in August. The calculations have now been performed and no increase is recommended for FY 2025-26.

(j) Upcoming rate increase- Developed models for revenue and expenses for a 2-year rate increase. Significant unknowns are income from the county and interest rates. The Board needs to decide if they want to use some of the reserves to offset the rate increase

In addition to the rate increase, changes that need to be made to BSD ordinances include stating the rate for multifamily residences (greater than or equal to four units) or residential units with dedicated irrigation system be billed on total annual water usage rather than on water used in the non-irrigation season. Changing the loading factors for non-residential customers to match the loading factors used by SFPUC. Section 5 – Permits; section needs to be updated to conform to current administrative practices; especially with respect to Class 4 Permits. The fee for Class 1 Permit needs to increase from \$300 to at least \$500. This is necessary to cover final inspection which may include CCTV

(k) SFPUC Term Sheet – One hour zoom meeting on 1/14/26 with Daly City, SFPUC. Trying to reach a workable solution for all parties. This has been ongoing for a year and no progress has been made. Still no resolution on duplicate billing. SF wants to change the way they bill for capacity. Working with Alex on some Admin items to send a letter to SF. We need their biennial budget, and property list from the county. Calculations are tied to the existing SF contract

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

(a) Approve Updated Sewer System Management Plan (SSMP) Organizational Chart – A motion was made to approve by Director Sy, seconded by Director Tonna and passed by voice vote by all.

(b) Review and direction regarding scope of work for Murgreen Environmental
i. Current Murgreen Scope for CPS Contract - emergency work and CPS – Murgreen providing monthly standby and emergency repairs until Maintenance Director retires 6/30/26.

ii. Proposed Murgreen Scope for Maintenance Director – A lengthy discussion was had regarding additional 1 hour per day to include duties not included in the original scope. Engineer mentioned the revised scope includes items BSD is not doing- i.e. the 9 restaurants and grease traps. Not all 9 have grease traps. If they're inside, they are OUR responsibility, if the grease traps are outside, Daly City inspects them because of their plumbing code and building permit process.
Murgreen was under the impression that the Maintenance Director was retiring 12/31/25 so he billed the district for 1/12 of the negotiated amount on his January bill. The bill was short-paid because this work needs written approval from the Board before commencing. There was additional back and forth regarding the bill with no resolution. The Board recommends the Maintenance Director and Murgreen sit down to hash out the issues before the February meeting. It was also recommended that all communication be done in writing to avoid any further misunderstandings.

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

(a) Working on sample language for upcoming rate increase notice. Will provide at next meeting for input from the Board.

(b) Direct deposit available through ADP for director’s fee. Will provide information at the next meeting.

(c) On-line bill pay & ACH payments pending signatory changes @ Tri Counties

Old Business:

(15) Succession Planning

New Business:

(16) Election of officers for 2026 – continued to April 23, 2026 meeting

(17) Reports on other matters - Form 700 is electronic now. Directors should receive via email.

Joseph Kay passed away at age 99. He was very active in the community.

Adjournment: meeting adjourned @ 9:36pm

Submitted by Valerie Landi