

BAYSHORE SANITARY DISTRICT

36 Industrial Way, Brisbane, CA 94005

MINUTES

Regular Meeting of April 23, 2026

Opening of Meeting and Roll Call: The meeting was called to order at 7:06 P.M. by President Gallagher

Present: Constantino, Gallagher, Rizzi, Sy, Tonna
Absent: Counsel Mog
Staff: District Clerk Landi, Maintenance Director Landi, Counsel Erika Gonzalez and Engineer Yeager
Also: Felix Oviawe, Murgreen Environmental – arrived at 8:00 P.M.

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: Engineer Yeager reported that Daly City is requesting a meeting regarding the Cormorant Energy Storage Project. The purpose of the meeting is to develop operational guidelines when working within or in proximity to the de-energized line. They specifically want to meet with Bayshore and Cormorant's consultant.
- (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 March 26, 2026 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept March, 2026 report on District's current financial status
- (7) Accept March, 2026 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 – LAFCo has an opening. President Gallagher is discussing with Linda to see if she would be interested in attending meetings once President Gallagher retires. LAFCo meets in Redwood City, but there's a possibility the meetings are remote.
 - (b) CSDA – Local Chapter: President Gallagher and Mr. Landi need to go to the bank on the coast to transfer the banking authorization before she retires.

- (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: Maintenance Director Landi reports that the pumps are running fine. He completed repairs on pump #4 packing gland. He had a meeting with Pump Repair Service regarding observations and maintenance report. Checked the cleanouts on Industrial Way and inspected grease trap. There were no service calls. With the early rains this year, the weeds in the back of the station were ~4 feet high. Maintenance Director Landi brought a whole trailer full of weeds to the dumps.

Included in the Maintenance Directors report is a one page insert listing tasks/duties performed during the course of his four-hour workday that are included in his base monthly fee.

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

(a) March meter reading data: the average daily flow in March was 288,722 gallons. There was .50 inches of rain in March.

(b) IIG Bayshore Blvd: Small project of approximately 200 – 300 feet making a final tie-in from Brisbane to San Francisco has been completed.

(c) 2026 Sewer Service Charges: Engineer Yeager contacted Tom Barker with EDS. He is supposed to get the updated San Mateo County property owners list around May 1st which starts the whole cycle of putting the sewer service charge together. Engineer Yeager would like to have the EDS program installed on Clerk Landi’s computer so he can train her in how to do the sewer service charge. He stressed the importance that someone else besides him knows how to do everything associated with the annual process of preparing the sewer service charges for the tax roll. He will walk Clerk Landi through the steps utilizing the procedures manual he created. Engineer Yeager and Clerk Landi will meet at the District with Tom Barker from EDS.

(d) SFPUC Duplicate Billing: On March 25th San Francisco sent a formal proposal to resolve the duplicate billing issue that has been outstanding since January, 2025. The following table summarizes the SFPUC proposal and includes Engineer Yeager’s recommendations.

Address	SFPUC Proposal	Recommendation
2630 Bayshore Blvd. Grocery Outlet	SFPUC Customer	BSD previously concurred and has ceased billing.
2634 Bayshore Blvd. L&T Building Supply	BSD Customer/SFPUC will cease billing	BSD previously concurred
269 Peabody City of SF Vehicle Impoundment	BSD Customer/SFPUC will cease billing	BSD previously concurred

53 Pueblo	SFPUC would cease billing and this would be considered a BSD customer if BSD accepts entire sewer line from MH54A to MH 55 for maintenance and replacement including approximately 30 feet in San Francisco and adds MH at Daly City SF boundary if sewer line replaced in the future	BSD accepts SFPUC proposal. See attached exhibit.
153,165,177,189 Velasco	BSD ceases billing these 4 accounts and SFPUC continues billing.	BSD began billing these parcels since they were in Daly City; however, the majority of the sewer laterals are in SF and the properties are connected to the SF Velasco Sewer. BSD to cease billing. BSD concurs with SFPUC proposal. See exhibit.
Robinson Drive Properties	There are 21 properties along Robinson that are in Daly City. SFPUC would continue billing 84 Robinson, but all other properties would be billed by BSD provided BSD accepts line from MH 13 to MH SF42 for maintenance and replacement when required and installs a new MH at the Daly City/San Francisco line when existing line replaced. This includes approximately 50 feet in SF.	To be consistent all properties along Robinson Drive that are in Daly City Robinson should be billed by BSD. BSD concurs with SFPUC proposal regarding sewer line from MH 13 to SF 42A.

The Board agrees with the SFPUC’s proposal regarding the double-billing issue, with the exception of 84 Robinson. A motion to accept the proposal was made by Director Sy, seconded by Director Tonna and passed by voice vote.

(e) SFPUC Contract: Water Quality Testing – Still part of the on-going negotiation. Engineer Yeager has a conference call scheduled for May 19th with Mike Nguyen to discuss the cost breakdown of the Water Quality Testing. The total annual cost would be \$5,622.56, of which \$4,198.00 was for the laboratory testing and \$1,424.56 for sampling labor. Engineer Yeager asked for clarification on what the cost of sampling labor included. The dollar amount is not as significant as anticipated.

(f) SFPUC Rate Increase: Notice for Prop 218 hearing – After extensive review of the District’s current financial standing, including reserve funds and other contingencies, Engineer Yeager recommends the Board go with a 17% increase in sewer service rates for the next 2 years, FY 26/27 and 27/28. This allows ample time for the SFPUC contract to be finalized. A motion made by Director Constantino, seconded by Director Sy and approved by unanimous voice vote to accept the Engineer’s recommendation. Engineer Yeager, Counsel Mog, and Clerk Landi will work on the Prop 218 notice that needs to be mailed out no later than May 11th.

(g) Ordinance Revisions: No ordinance revisions needed for Prop 218 mailing.

(13) District Counsel – consideration of matters relating to:
None

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

(a) Tri Counties, On-line bill pay & ACH payment process: We are now online and operating smoothly. Should we have a list of monthly bills that are pre-authorized to pay each month, i.e. ,Comcast, PG&E, So. San Francisco Scavengers, Brisbane water, Physician’s Answering Service? Recurring bills can be paid through bill pay and placed on the monthly AP sheet for review/approval.

(b) Notice regarding open seat on the Board: A flyer will be included in the Prop 218 mailing. Director Rizzi will post a copy at the Boys & Girls Club.

Old Business:

(15) Succession Planning -

(a) Murgreen Scope for Maintenance Director - Amended Proposal and scope for Maintenance Director and CPS duties: Proposal continues to change and the cost has significantly increased over the course of several months. Mr. Oviawe states the reason is due to some tasks and duties being omitted from the original scope. Murgreen’s pricing reflects a significant discount compared to his other clients, and is also based on the District’s longstanding relationship with Maintenance Director Landi. Mr. Oviawe thought that the CPS agreement was never signed as it was incomplete. However, there is a signed agreement on file by both Murgreen and BSD for the Collection System and the Carlyle Pump Station. It was discussed that perhaps a 5- day presence at the pump station is not necessary. Due to the continued lengthy discussions and lack of progress on the negotiations, Director Gallagher recommends the Board appoint an Ad-hoc committee to review Murgreen’s proposal. Directors Tonna and Sy volunteered to take on duties of the Ad-hoc committee. They will discuss the scope, fees, and schedule and return with a recommendation for consideration by the full Board at the next meeting. A motion was made by Director Constantino and seconded by Director Rizzi to postpone continued contract discussions with Murgreen until after the Ad-hoc committee meetings.

(b) CSDA Conference - Director Gallagher reminded the Board about the CSDA Special District Leadership Academy meeting July 19 - 22 in San Rafael. Clerk Landi will research accommodations and event registration for Director Sy.

New Business:

(16) Election of officers for 2026 –

Director Gallagher nominated Director Tonna to serve as President of the Board. The nomination was seconded by Director Sy and approved unanimously by a roll call vote.

Director Gallagher nominated Director Constantino to serve as Vice President. The nomination was seconded by Director Tonna, and approved unanimously by a roll call vote.

Director Gallagher nominated Director Sy to serve as the Secretary-Treasurer. The nomination was seconded by Director Constantino, and approved unanimously by a roll call vote.

(17) Reports on other matters: None

Adjournment:

The meeting was adjourned at 9:15 P.M.

Submitted by Valerie Landi

Iris Gallagher, President

Norman, Rizzi, Secretary

Next Resolution #2026-01
Next Ordinance #110

The Board reserves the right to take action on or to conduct a closed session in connection with any item of business on its Agenda insofar as it is legally permitted to do so pursuant to the Ralph M. Brown Act.

AMERICANS WITH DISABILITIES ACT: In compliance with the Americans With Disabilities Act, those requiring auxiliary aids or services in attending or participating in this meeting should notify the District at least 48 hours prior to the meeting at (415) 467-1144 or BayshoreSanitary@aol.com.