

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of April 25, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 7:04 P.M.

Present: Constantino, Gallagher, Rizzi, Sy, Tonna

Absent: None

Staff: District Clerk Landi, Counsel Mog, Maintenance Director Landi, Engineer Yeager and Valerie Landi, Clerk Trainee

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 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.)*

- (4) Minutes of the March 28, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept March, 2024 report on District's current financial status
- (7) Accept March, 2024 checking account reconciliation

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: At their May meeting LAFCo will be approving their budget and considering the Municipal Service Reviews for the Broadmoor Police Protection District and San Bruno.
 - (b) CSDA – Local Chapter: Maintenance Director Landi attended meeting last week via zoom. The LAFCo Executive Director made a presentation and at this time it appears that the District's Municipal Service Review will be some time in 2028. There were about 12 districts represented at the meeting.
- (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: Performed some work on #4 pump and replaced the packing gland. Continuing to have problems with the generator – likely a fuel problem. The fuel was cleaned about a year ago. If the problem continues we could consider changing the piping. Experienced a problem with #1 pump and called ASF Electric. They found a faulty time relay; put in a temporary and a new relay is on order. All pumps are now working properly.

ASF Electric submitted a quote to convert the Board room overhead lights to LED. Director Rizzi suggested getting a quote to place the two fixtures at the back of the room on a separate switch to improve the quality of visual presentations

A motion was made by Director Tonna to approve the electrical work for up to \$1500, Director Constantino seconded the motion which was passed unanimously by voice vote.

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

(a) March 2024 meter reading data: The average daily flow in March 2024 was 336,769 gallons. There were 10 rainfall events with a total of 4.11 inches of rain.

(b) Various cabling projects: 2700 Geneva/MacDonald will have minimal impact on BSD assets. No permit is required.

IIG submitted the geotechnical report for the Bayshore Blvd. cabling project, Potential groundwater was noted and IIG said their contractor would off-haul. Engineer Yeager accepted the plans and construction can proceed.

PG&E is also proposing a cabling project running up Bayshore Blvd. from the Martin Service Center to a facility in San Francisco known as Digital Realty. Very incomplete plans were submitted and rejected by Daly City back in December '23. PG&E was also advised to apply for a BSD permit; no response as yet.

(c) North San Mateo County Sanitation District/City of Daly City maintenance contract: Daly City has signed the contract for 2023-24 and Engineer Yeager will present it to the President for signature. The work has already been performed. There was discussion about returning to the protocol of NSMCSD referring callers to the District. Currently individuals taking the service requests do not obtain sufficient information, i.e. name of reporting party, telephone number, and complete information re the nature of the problem. The Maintenance Director will draft a letter.

(d) North San Mateo County Sanitation District/City of Daly City sewer cleaning list: Engineer Yeager is continuing to work with Daly City to develop a master list for reporting cleaning activities. Engineer Yeager has submitted the final edits and associated map.

(e) CPS Maintenance Scope: Engineer Yeager met with Maintenance Director Landi and developed a list of Carlyle Pump Station maintenance activities. What activities should be excluded from a contract? Landscaping could be done on a contract basis. Janitorial (cleaning) services for the board room and garage could be contracted out or performed by the District Clerk. Cleaning of the dry pit (pump room) would be included in the CPS scope. The next step is to meet with NSMCSD to start a discussion regarding this scope of service.

(f) 99 Robinson and 260 Oriente Street: These are two minor projects that may require BSD permits and/or connection fees. Engineer Yeager has noted these requirements as part of his review. All fees must be paid to BSD prior to the building permits being issued.

(g) Carlyle Pump Station Master Plan: Freyer & Laureta has completed their field work and is analyzing the data generated. They are also reviewing pump options. They would like to schedule a meeting with staff during the week of the May 15th. A summary of their recommendations will be presented to the Board at the May Board meeting.

(h) Midway Village Phase 2: They have submitted a permit package to Daly City which included architectural and civil plans; however they are difficult to read. They are proposing a sump pump – the Engineer and Maintenance Director do not agree. This is the first submission of plans and there is a lot of work to do.

(i) Point Martin: Engineer Yeager was contacted by Bob Williams with RBC Capital who is involved with the CSCDA funding for the capital improvements for this project. He wanted an updated list of District contacts. They have run into problems with the Fish & Game Authority which need to be resolved before they can start. There are wetlands in the area.

(j) 2024 Sewer Service Charge Report: The process for preparing the annual sewer service charge report has begun. Engineer Yeager received the updated property owners list from EDS and loaded it into the program. Has also contacted all the water purveyors and made his annual request for water usage data. The next critical item is the mailing of the notices to the property owners. The mailing must be sent out by June 1st; Engineer Yeager prefers that it go out by May 15th.

(k) Procedures Manual: Engineer Yeager is preparing a detailed Procedures Manual that documents the preparation of the Sewer Service Charge Report and other end of the fiscal year documentation. The document will be helpful for any subsequent engineer.

(f) Brisbane Baylands – CalWater Non-binding Letter of Understanding: The Engineer reviewed the various correspondence. At the March meeting there was Board consensus on four terms to be added to the letter. Brisbane responded that Cal Water and Baylands did not agree to payment of District legal costs. Subsequent to that they did agree to cover up to \$20,000 of legal fees. There may be confusion between the water reuse project and the entire Baylands project. The parties were advised that the District already has a permit with Baylands which was issued in 2020.

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

(a) East Palo Alto Sanitary District information request: The general manager for the EPASD reached out to counsel over the matter of LAFCo going down the path of having the EPASD taken over by the City of East Palo Alto. The manager thought that we had taken legal action vs. LAFCo in the past when there was discussion over dissolving the District. Those dissolution discussions were halted pending settlement of the Bayshore vs. Brisbane case challenging portions of Brisbane’s updated general plan.

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

(a) Clerk transition update: Making slow and steady progress. There was a brief discussion about the eventual auxiliary BSD phone transfer to the Clerk Trainee.

Old Business:

(15) Succession Planning

Planning is an on-going project. President Gallagher is thinking of retirement and wondered if Director Rizzi is as well. Directors Rizzi, Sy, and Constantino are up for reelection in November.

New Business:

(16) Informational letter to property owners: The Clerk reviewed the costs of a postcard vs. 3 page mailing. After discussion it was the consensus of the Board to proceed with a postcard mailing. The Clerk Trainee will be provided with the 4 to a page template and check into sources to have the postcards printed.

(17) District's 100th Anniversary – established May 18, 1925: The Maintenance Director showed the Board various documents from prior mailings to property owners. There was further discussion with no decisions made at this time.

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

Adjournment:

The meeting was adjourned at 8:20 P.M.

Submitted by Valerie Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary