

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of May 23, 2024

Opening of Meeting and Roll Call:

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

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

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
President Gallagher referred to the recent CSDA publication announcing their September conference in Indian Wells. She asked that Directors look over the schedule.

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 April 25, 2024 meeting
- (5) Payment authorization for bills and compensation
- (6) Accept April, 2024 report on District's current financial status
- (7) Accept April, 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: We received notice from LAFCo regarding the election of the alternate special district position. President Gallagher will vote for the District.
 - (b) CSDA – Local Chapter: The Maintenance Director is working with Kathryn Slater-Carter on a review of the bylaws.
- (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: Activity during the reporting period: (1) Inspected the grease trap at Wing Stop at the request of Daly City; (2) Inspected the lateral replacement at 359 Accacia Street; (3) Annual certification of the backflow preventers was conducted; (4) Ace Fire Equipment serviced the extinguishers; and (5) #4 pump was down due to a packing problem –is back in service.

Earlier this month had Dynamic Fuel service the fuel tank. There was a lot of debris in the sample they took and they recommended we remove the fuel, clean the tank thoroughly and replace piping. Dynamic recommends annual service at a cost of about \$2,300. Mr. Landi will follow up with Bayside Equipment Co. and get information about replacing the tank with a smaller one.

Conducted a video inspection of the manholes and 8” line that goes down Bayshore Boulevard and enters into the CPS yard. This line serves Lazzari Fuel which is now closed. A break was detected in the landscape area of the CPS. After discussion with the District Engineer the recommendation is that we abandon the line. It won’t be needed for the Baylands project.

The Maintenance Director will secure an estimate from SF Underground with regard to the depression in the CPS yard as well as a cost to repave the facility yard.

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

(a) April 2024 meter reading data: The average daily flow was 272,438 gallons. There were 4 rainfall events in April.

(b) Various cabling projects: These have been underway for some time but we are not aware of any new activity.

(c) Daly City/North San Mateo County Sanitation District (NSMCS D) maintenance contract: The contract will be signed by the President after the meeting.

(d) CPS Maintenance Scope: There will be a meeting at the District office with NSMCS D next week to open discussions.

(e) 130 Rio Verde Street: This property is a single 50 foot wide lot with an existing home and plans for a second home. They will have to submit utility plans and pay fees to the District as well as the SFPUC.

(f) Carlyle Pump Station Master Plan: The Maintenance Director and Engineer met with Freyer & Laureta (FL). They provided some analytic and modeling information. Our current pumps have a maximum pumping rate of 3000 gallons per minute with 30 HP pumps. One FL recommendation is 25 HP pumps rated 3000 gallons per minute. Interesting that the current 4 pumps are producing what we could expect from new 25 HP pumps. FL provided preliminary recommendations for improvements. More detailed information is needed. FL’s timeline for the improvements is to do them right away and that is not practical. They will work with staff to improve the scheduling of projects. We need a CIP plan that identifies projects that need to be done during the next fiscal year. The Engineer would like the cost for a parallel

force main; however, that is not in the FL scope. We currently have a 14" force main—would a larger one cause problems? As the Baylands develops they will need to set aside an easement for a parallel force main.

(g) Midway Village Phase 2: There currently is no activity.

(h) BSD FY 2024-25 Budget: In FY 21-22 the Board approved a five year plan for sewer service charge (SSC) rate increases through FY 25-26. The results were a .2 million increase in fees collected and an increase in the SFPUC fees of .3 million. So far the SSC fees are keeping pace with the SFPUC increase. What has increased significantly is the amount of property taxes received and the interest on invested funds. Those increases cover the difference between the SSC fees and the SFPUC contract. The reserves are being built up due to development connection fees.

(i) 2024 Sewer Service Charge Report: We need to incorporate the Overlook meter data into the system. Midway Village has 4 new meters which create a bit more work than in previous years.

(j) Procedures Manual: The manual will incorporate all the new procedures implemented for the SSC.

(k) Brisbane Baylands – Cal Water non-binding letter of understanding: This letter indicates that we will work with Cal Water to explore the feasibility of a recycled water plan serving the Baylands. It states that Bayshore Sanitary District will be the sole provider for the collection system – something that has finally been memorialized. Cal Water wants to undertake this project to be able to shift water among their clients. We have had a number of meetings with Baylands, Brisbane and Cal Water and have gone back and forth via email working on the agreement. This is a non-binding agreement and there will other documents/agreements in the future between the parties.

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

(14) District Clerk – consideration of matters relating to:
The Clerk referred to a recent email from the County Clerk with regard to requirements for the November election.

Old Business:

(15) Consider approval of non-binding letter of intent with Cal Water
Background and discussion was conducted in 12(k) above. A motion was made by Director Tonna to authorize the President to sign the non-binding letter of intent. The motion was seconded by Director Sy and unanimously approved by voice vote.

(16) Succession Planning
The Maintenance Director mentioned the possibility of merging CSMS with another company and going back to the full service model. He will have some numbers for the June budget workshop.

(17) District's 100th Anniversary – established May 18, 1925
President Gallagher suggested a reception at the Boys & Girls Club Center. Director Tonna prefers something smaller at the District facility. Another suggestion is to have a large banner announcing the anniversary hung on the fence facing Bayshore Boulevard.

New Business:

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

Adjournment:

The meeting was adjourned at 8:30 P.M. The next meeting is June 27th and will begin with a Budget Workshop at 6 P.M.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary