

BAYSHORE SANITARY DISTRICT
MINUTES
Meeting of June 27, 2024

Opening of Meeting and Roll Call:

The meeting was called to order at 6:03 P.M.

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

(1) Budget Workshop

Discussion of the FY 2024-25 budget began with revenue projections. The District Engineer provided information on the estimated Permit Fee, Sewer Service Charge and Connection/Capacity fees. As is the case for most years the amount of Property Taxes is uncertain and to a significant degree dependent on the sell down of assets in the former Brisbane and Daly City redevelopment districts. We can project a sizeable increase to account 6104 – Interest, as a result of improvement in the economy.

Discussion moved on to expenditures for FY 2024-25 beginning with Contractual Services. There is little change compared to FY 2023-24; however, that could change depending on some restructuring of O&M service. Funds were budgeted for Account 7010 – Election Expenses since we will have an election of 3 directors this fiscal year. Most expenditure accounts will be relatively stable for the next fiscal year. Additional funding has been added to Account 7212 – Travel, Meetings & Outreach to allow for some expenses related to commemoration of the District’s 100 year anniversary in 2025.

The FY 2024-25 budget will include 6 categories under Capital Improvements totaling \$150,000.00.

There could be some minor changes prior to adoption of the budget at the July 25th meeting but as of this workshop the total annual budget is \$2,243,000.00.

The meeting was recessed at 7:10 P.M. for a meal break and reconvened at 8:10 P.M.

Oral and Written Communications: (Concerning matters not on the Agenda; no action will be taken nor will extended discussion be permitted.)

(2) Communications from members of the public
None

(3) Communications from members of the District Board and Staff
None

(4) 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.)*

- (5) Minutes of the May 23, 2024 meeting
- (6) Payment authorization for bills and compensation
- (7) Accept May, 2024 report on District's current financial status
- (8) Accept May, 2024 checking account reconciliation

A motion was made by Director Constantino, seconded by Director Tonna and passed by voice vote to approve items 5 – 8.

Board Reports – consideration of matters relating to:

- (9) President Gallagher
 - (a) LAFCo: President Gallagher said that she nominated Kathryn Slater-Carter to fill the Special District alternate position. Ballots have not been received yet and are due by late July.
 - (b) CSDA – Local Chapter: No report.
- (10) Daly City: No report

At this time Director Tonna reported that there have been concerts held in the Cow Palace lot where he has noticed 50-60 port-o-potties in use. This section of the lot abuts the rear entrance off Martin Street and may actually be in San Francisco. He wondered if this use required the Cow Palace to get permits from Daly City and also how this affects the District.

- (11) Brisbane: No report

Staff Reports:

- (12) Maintenance Director – consideration of matters relating to:
 - (a) Monthly report on District operations and maintenance: (i) Reported on work to the sump pump outside by the generator. The containment area fills with water and is emptied by the sump pump. (ii) Telstar Instruments performed the annual calibration of the flow meter. (iii) Met with Sage Engineering re the Geneva/MacDonald conduit project. (iv) Did some lateral inspections at Pt. Martin. There are two streets and they are installing mainline. The lots on the high side will drain to the main and in some areas homes will pump to the mainline. They are working on installation of the infrastructure. The lines need to be air tested and televised. (v) Inspected the sliplined lateral and cleanout at 179 Rio Verde Street.
- (13) District Engineer – consideration of matters relating to:
 - (a) May 2024 meter reading data: The average daily flow was 276,065 gallons and there was 1 rainfall event.

(b) Various cabling projects: There has been a lot of back and forth regarding how they are boring to cross Bayshore Boulevard with their cabling. The contractor and design group have different ideas about the project. They will be going over our sewer and under the gas and electric utilities.

(c) Daly City/North San Mateo County Sanitation District Maintenance Contract: Provided them with a signed copy of the contract at a recent meeting.

(d) Daly City/North San Mateo County Sanitation District CPS Maintenance Scope: Met with a large contingency of Daly City Water & Wastewater representatives at the Carlyle Pump Station (CPS). The Engineer believes that the department is very fragmented and believes that if they took over maintenance of the CPS it would have to fit into their system. He believes that integration of the CPS would be cumbersome and would likely take 3-4 months. The other option is to continue the independent provider model. There was extensive discussion about the Murgreen Environmental proposal. The Engineer will request a draft scope and fee schedule from the City with a due date of about 60 days.

(e) Carlyle Pump Station Master Plan: Included in the meeting packets was a draft CIP spreadsheet with proposed improvements along with a timeline for completion. Freyer & Laureta have identified items to be done in the near future as well as two electric projects which they consider critical. Their reasoning being that an electrical failure could cause significant problems. This discussion will continue at the July meeting.

(f) Capacity Entitlement – Chevron Station: A bill for additional capacity was issued last summer. They were given a year to get to the bottom of the excessive usage. After much delay some repairs were made on the car wash equipment and recent water usage has fallen. We will revisit this top after obtaining the August water usage information from the city. It was noted that they will have to pay a sewer service charge based on the water usage.

(g) SFPUC Contract: Engineer Yeager received an email from a senior chemist with the SFPUC requesting a June start of the negotiations for the contract renewal. He was advised that a June meeting wasn't possible and that a team would be identified at the Board's June 27th meeting. The Engineer communicated with Randy Breault, Brisbane City Engineer, and learned that they also had a request for a June meeting—they too advised the SFPUC that they did not have a team assembled. Mr. Yeager also asked if Brisbane would be interested in joint negotiations. Since they have other issues with the SFPUC they declined but are interested in sharing information. The team representing the District is Engineer Yeager, Counsel Mog (with input from John Bakker as needed), Vice President Ken Tonna and Maintenance Director Landi. It was noted that Vice President Tonna is available for daytime meetings on Wednesdays.

(h) BSD FY 2024-25 Budget-Previous Budgets: Covered during the Budget Workshop.

(i) BSD Budget FY 2024-25 – Preliminary SFPUC Sewer Service Charge: Covered during the Budget Workshop.

(j) BSD Budget FY 2024-25 – Preliminary BSD Sewer Service Charges: Covered during the Budget Workshop.

(k) Brisbane Baylands – CalWater Non-Binding Letter of Understanding: No report.

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

(a) Bidding for small projects: Any project over \$5,000 needs to go out to bid. The Board could adopt an ordinance allowing us to raise that amount to \$60,000. Counsel will prepare an ordinance for consideration at the July meeting.

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

(a) San Mateo County election instruction materials and Resolution 2024-02
A Resolution Calling for the Election of Two Members of the Governing Board in the November, 2024 Election: This is the protocol we go through each year that there is an election. The County requires passage of a resolution, a map of the District, a form indicating which directors are up for election and if elected at large or by district and a form indicating the number of words for a candidate statement as well as who pays for the statement. A motion was made by Director Sy to adopt Resolution 2024-02. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes:	Constantino, Gallagher, Rizzi, Sy, Tonna
Noes:	None
Absent:	None

Old Business:

(16) Succession Planning

There was no discussion at this time; however, this item will remain on the agenda for future meetings.

(17) District's 100th Anniversary – established May 18, 1925

The Clerk mentioned one possibility to celebrate the anniversary – an ice cream social. A limited number of table and chairs could be set up in the parking area. She also mentioned ordering pens with the name of the district, recognition of the anniversary and the District's website. We will continue this discussion at future meetings.

New Business:

(18) Resolution No. 2024-01 setting Appropriations Limit for FY 2024-25

The calculation was provided by Fechter & Co. CPAs. A motion was made by Director Constantino to adopt Resolution 2024-01. The motion was seconded by Director Tonna and passed by the following roll call vote:

Ayes:	Constantino, Gallagher, Rizzi, Sy, Tonna
Noes:	None
Absent:	None

(19) Selection of auditor for FY 2023-24

a. Fechter & Co. CPAs: They have done a very job for the District in the past and have provided a letter of engagement and the fee for the audit. A motion was made by

Director Constantino authorizing the President to sign the letter of engagement. The motion was seconded by Director Tonna and unanimously passed by voice vote.

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

Adjournment:

The meeting was adjourned 9:30 P.M. The next meeting is July 25th. Director Constantino said he would miss the July meeting.

Submitted by Joann Landi

/s/ Iris Gallagher
President

/s/ Norman Rizzi
Secretary