



NORTH SAN MATEO COUNTY SANITATION DISTRICT

a subsidiary of the City of Daly City

333 – 90TH STREET, DALY CITY, CALIFORNIA 94015-1895

(650) 991-8127

Regular Meeting - SANITATION DISTRICT

AGENDA

Monday, October 13, 2025 - 6:45 PM

There are two ways to submit public comments: (1) submit written comments by meeting day and (2) attend the meeting in person.

1. To submit written comments by meeting day, please email dwwr@dalycity.org and include "Public Comment" in the subject line. All written comments received by 4:00 pm on meeting day will be provided to the Board members prior to the meeting.

Please note: Any emailed comments received after 4:00 p.m. on the meeting date are not guaranteed to be received by the Board members prior to the meeting. Comments are not read aloud into the record.

2. To speak at the meeting in person, please complete a Speaker Card located at the entrance to the Council Chamber and submit it to a Staff Member as early in the meeting as possible.

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the Board Clerk at (650) 991-8200 as soon as possible.

AVAILABILITY OF PUBLIC RECORDS:

All public record to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the City Clerk's Office, City Hall located at 333 90th Street, Daly City, CA during normal business hours, at the same time that the public records are distributed or made available to the legislative body.

CALL TO ORDER:

ROLL CALL:

APPROVAL OF AGENDA:

CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine and may be approved by one roll call vote of the Board of Directors. There shall be no separate discussion of the matters on the Consent Agenda unless requested by a member of the Board. If discussion is required, that item will be removed from the Consent Agenda and will be considered separately at the end of the Agenda.

Minutes:

1. Minutes of Regular Meeting September 8, 2025

Action Items:

2. Sewer Service Charge Appeals - Fiscal Years 2024/2025-26
3. Authorize Staff to Enter into an Agreement for Vista Grande Drainage Basin Improvement Project Construction Management Services with Delve Underground

END OF CONSENT AGENDA

PUBLIC APPEARANCES/ORAL COMMUNICATIONS

Speakers are limited to two minutes unless modified by the Chair. The District cannot take action on any matter raised under this item.

NEW BUSINESS

REPORTS:

4. Board of Directors
5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

September 8, 2025

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on September 8, 2025, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chair Dr. Rod Daus-Magbual at 7:22 p.m.

ROLL CALL:

Present: DiGiovanni, Manalo, Proaño, Sylvester, Daus-Magbual

Absent: None

Staff Present: General Manager Thomas J. Piccolotti, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Joshua Cosgrove, Assistant to the Director of WWR Kaila DeFries, Director of Finance and Administrative Services Tim Nevin, Assistant to the City Manager Leilani Ramos, Office Assistant II Erika Luna, and Office Assistant II Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Manalo/DiGiovanni) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of July 14, 2025**
2. **Biosolids Hauling and Disposal**

Motion was made, seconded (Manalo/Proaño) and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

None.

REPORTS:

3. **Board of Directors**

None.

4. **Staff**

None.

ADJOURNMENT:

At 7:24 p.m., call of adjournment of Regular Meeting by Chair Dr. Rod Daus-Magbual.



North San Mateo County Sanitation District
a subsidiary of the City of Daly City

Meeting Date: October 13, 2025

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEARS 2024/2025-26

Recommended Action

Based on staff review, I recommend that the sewer service charge be revised and based on annual water consumption or average yearly consumption excluding the base period.

Daly City Water

Coronado, William
 APN# 006-153-180

Westborough Water District

Caramanzana, Cesar
 CAR0070

Staff is available to provide any additional information desired by the Chair or Board Members.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "TAN" followed by a long horizontal stroke that curves upwards at the end.

Tim Nevin
 Director of Finance and Administrative Services
 City of Daly City

Attachment: Sewer Service Charge Appeals

cc: District General Manager
 City Attorney
 Department of Water and Wastewater Resources

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2024-25
BOARD MEETING

PARCEL NO: 006-153-180
CUSTOMER NAME: William Coronado
SERVICE ADDRESS: 109 Village Ln., Broadmoor CA 94015

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL -BASE PERIOD	30	AVERAGE -BASE PERIOD	7
		2 MONTHS PRIOR	14
		4 MONTHS PRIOR	3
		6 MONTHS PRIOR	1
		8 MONTHS PRIOR	2
2 MONTHS AFTER	1	10 MONTHS PRIOR	3
4 MONTHS AFTER	2		
		ANNUAL USAGE WITH BASE AVERAGE	30
		ACTUAL BASE PERIOD ANNUALIZED	180
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	150
		PERCENTAGE CHANGE (Must be over 10%)	83%
		ANNUAL CREDIT IN DOLLARS	<u>\$1,474.50</u>

SANITATION CHARGE IS \$ 9.83
PER UNIT

REASON FOR APPEAL

Customer had high usage during the base period due to a leak found at the house side of the meter. Usage decreased after leak is fixed.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL FY 2025-26
BOARD MEETING
WESTBOROUGH WATER DISTRICT

ACCOUNT NO.: CAR0070
CUSTOMER NAME Cesar Caramanzana
SERVICE ADDRESS 12 Seville Way, S. San Francisco CA 94080

CREDIT BASED ON AVERAGE ANNUAL USAGE

WATER USAGE:

ACTUAL- BASE PERIOD	20	AVERAGE - BASE PERIOD	9
		2 MONTHS PRIOR	9
		4 MONTHS PRIOR	8
		6 MONTHS PRIOR	12
		8 MONTHS PRIOR	9
		10 MONTHS PRIOR	9
		ANNUAL USAGE WITH BASE AVG	56
		ACTUAL BASE ANNUALIZED	120
		ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	64
		PERCENTAGE CHANGE (MUST BE OVER 10%)	114%
		ANNUAL CREDIT IN DOLLARS	<u>\$ 860.80</u>

WESTBOROUGH RATE PER UNIT \$13.45

REASON FOR APPEAL

Customers had a leak under their sub-floor during the base period. Usage began to decrease after repairs were completed.

STAFF RECOMMENDATION TO BOARD

Grant adjustment - Based on average annual consumption.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: October 13, 2025

Subject: Authorize Staff to Enter into an Agreement for Vista Grande Drainage Basin Improvement Project Construction Management Services with Delve Underground

Recommended Action

Authorize the execution of a Construction Management (CM) Services contract with Delve Underground of Walnut Creek, CA to provide support to Daly City for the Vista Grande Drainage Basin Improvement Project in an amount not to exceed \$9,322,281.

Background

Delve Underground (originally Jacobs Associates) was selected at the beginning of the Vista Grande Drainage Basin Improvement Project (Project) through a competitive Request for Proposals process. Subsequently, they were selected to be the principal design engineering firm for the Project and have assisted staff through all stages of the process (design, engineering, permitting, funding, etc.). Because of the firm's experience with the Project and engineering expertise, staff recommends continuing with the firm to provide Construction Management services throughout the three-year duration of the Project.

Discussion

The Vista Grande Drainage Basin Improvement Project is 100% designed and ready to go out to bid. The objective of the CM services is to:

- Provide resident engineering as Daly City's field representative in the administration and quality assurance inspection of the construction work for both the Vista Grande Drainage Basin Improvement Project and the associated revegetation project
- Manage the flow of documentation associated with the construction contract
- Resolve field issues and disputes as they arise
- Oversee the contractor's work in carrying out quality, safety, and permit compliance activities
- Ensure environmental permit compliance

The scope of services is attached to this staff report and breakdown of the cost is provided here:

Table 1-3. Construction Management Cost Summary Aug '25 through Dec '29

	Labor	ODC	Sub Markup	total
Delve Underground	\$7,911,739	\$176,600	\$46,125	\$8,134,463
ESA	\$1,153,118	\$34,700		\$1,187,818
CM Total	\$9,064,857	\$211,300	\$46,125	\$9,322,281

Fiscal Impact

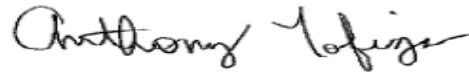
Sufficient funds are currently available in the Sanitation Fund 87 fund balance for this action. The Project financing plan outlines how these services will be capitalized with construction.

Staff is available to provide any additional information desired by the Chair or Members of the Board of Directors.

Respectfully submitted,



Joshua Cosgrove
Director of Water and Wastewater Resources



Anthony Tofiga
Senior Management Analyst - DWWR

Attachment 1: Construction Management Services Proposal

July 8, 2025

Joshua Cosgrove
Director of Water and Wastewater Resources
City of Daly City
North San Mateo County Sanitation District
650-991-8200 ext. 8201

Subject: Vista Grande Drainage Basin Improvements Project
Re: Proposal for Construction Management services

Dear Mr. Cosgrove:

Delve Underground has prepared this proposal to provide Construction Management (CM) services to the City of Daly City for the Vista Grande Drainage Basin Project. The CM services include management of the separate Lake Merced Compensatory Mitigation project. This cost proposal is a modification to our previously submitted cost proposal dated April 9, 2025. The modifications primarily address the City's request to expand the CM services to cover the construction contract for the Compensatory Mitigation project.

The objective of CM services is to:

- Provide resident engineering as the City's field representative in the administration and quality assurance inspection of the construction work for both the Vista Grande Drainage Basin Improvement Project and the associated revegetation project
- Manage the flow of documentation associated with the construction contract
- Resolve field issues and disputes as they arise
- Oversee the contractor's work in carrying out quality, safety, and permit compliance activities
- Ensure environmental permit compliance

Engineering Services During Construction (ESDC) will be performed by Delve Underground and are covered under a separate contract. The CM and ESDC services will be coordinated to avoid duplication and maintain a clear demarcation of the two services. To avoid conflicts of one firm serving as both CM and ESDC we plan further steps.

1. There will be no line of reporting from the ESDC team up to the RE, or vice versa with CM staff to the Design PM. All CM staff will report to the RE. All ESDC staff will report to the Design Manager. This approach will provide clear

and separate lines of communication, without interfering with the ability to collaborate.

2. Our Project Director (PD) John Kaplin will ensure team compliance with this “firewall”. If there are any instances where the City or any other party believes there is a conflict being created on a particular issue by the contractual relationship, the PD will confer independently with the City to review the matter and issue instructions accordingly.
3. The PD, with the presence of the City, will hold a workshop early in the construction period with members of CM and ESDC team to establish “rules of engagement” between ESDC and CM teams on their respective approach to review and rendering decisions or recommendations to the City the handling of proposed Contractor changes/claims.
4. If necessary we are open to independent review, by any party the City chooses, of decisions or recommendations made by the ESDC and CM teams.

The scope of services are attached to this letter as Attachment A. The estimate to provide these services is \$9,441,778, as summarized in table 1-1 below, and are expected to be provided over an approximately 4 year period. The estimate represents an increase of approximately \$665,000 over the amount submitted to you on April 9, 2025, which is driven by the additional services to cover the Compensatory Mitigation construction contract. A detailed labor breakdown and schedule is attached to this letter as Attachment B. The Lake Merced Compensatory Mitigation Project is currently underway, and the project team is already providing some advanced services to the project. We request that a purchase order be issued immediately for the expenditures anticipated in July 2025, as identified in Table 1-2, and the Board Approved CM contract be issued for the remainder of the project, as identified in Table 1-3.

Delve Underground will develop a sequenced implementation plan with the City to ensure that this work is performed within the City’s fiscal budgets. Professional services will be billed on a time and expense basis. We expect an Amendment will be processes to our existing services Agreement and the terms and conditions will apply to the CM services we propose herein. All work will be performed in a manner to meet the project requirements.

Table 1-1. Total Construction Management Cost Summary

	Labor	ODC	Sub Markup	total
Delve Underground	\$7,977,797	\$179,600	\$48,053	\$8,205,450
ESA	\$1,201,328	\$35,000	\$0	\$1,236,328
CM Total	\$9,179,125	\$214,600	\$48,053	\$9,441,778

Table 1-2. Construction Management Cost Summary – July 2025 Only

	Labor	ODC	Sub Markup	total
Delve Underground	\$66,058	\$3,000	\$1,928	\$70,987
ESA	\$48,210	\$300	\$0	\$48,510
CM Total	\$114,269	\$3,300	\$1,928	\$119,497

Table 1-3. Construction Management Cost Summary Aug '25 through Dec '29

	Labor	ODC	Sub Markup	total
Delve Underground	\$7,911,739	\$176,600	\$46,125	\$8,134,463
ESA	\$1,153,118	\$34,700		\$1,187,818
CM Total	\$9,064,857	\$211,300	\$46,125	\$9,322,281

Sincerely,


Shawn Spreng, PE
Principal

CONSTRUCTION MANAGEMENT

Overall Project Assumptions:

- CM contract duration will be from July 1, 2025 through completion by December 1, 2029
- Lake Merced Compensatory Mitigation NPT is anticipated in approximately July 2025
- Vista Grande project NTP is anticipated in approximately December 2025
- CM trailer will be provided by the construction contractor and will include furniture, internet, printer, water, electricity, heat, air conditioning, janitorial services, maintenance, and restroom facilities. CM will provide safety gear and laptops for use by CM personnel.

Role of the City During Construction: The City will provide timely decision making on matters related to city property, changes to the contract, and commercial matters within the City's jurisdiction. The CM will provide the City with timely counsel, updates and recommendations. The CM will serve as the primary point of contact with the Contractor as City's agent. The CM will run all construction meetings and respond to the contractor on RFIs, submittals, change requests, claims requests, and written correspondence. The CM will provide drafts for Owner to review on any matters that result in a change to the contract for either time or money. The City will participate in weekly progress meetings as best as they are able so they are engaged and up to speed on construction issues.

The scope of work for this CM contract will include the tasks described below.

Task 1 – Project Management

This task consists of the work activities required to set up and execute the project workplan. Within this work task, the Resident Engineer will set up the internal project controls, prepare monthly progress reports and invoices, organize and manage the internal team, and communicate with Daly City's project manager as required to execute the work effort. We anticipate monthly coordination calls with Daly City to coordinate and present the work progress. The CM will perform the following tasks:

- Conduct CM contract kickoff meeting and site visit.
- Prepare monthly progress reports on work completed, budget spent, and schedule.
- Submit timely invoices.

Deliverables:

- Meeting agendas and minutes
- Construction Management Plan
- Monthly Progress Reports

Task 2 – Pre-Construction Services

This task consists of the activities to familiarize the CM with the Contract Documents and prepare for all CM field activities.:

- Project Document Review – Review of all construction contract documents developed during design, including plans, specifications, and related design documentation.
- Prepare CM protocols, adopt off-the-shelf CM Plan to the Vista Grande project, develop

inspection procedures including documentation, contract administration, and project control procedures.

- Contractor Bid Support – Provide support to Daly City, attending pre-bid site walk, and reviewing contractor bids.
- Prepare conformed drawings and specifications that resulted from RFIs and amendments during construction bidding process.
- Identify, recommend, and implement the use of a preferred CM software platform to administer the document workflow during construction. Delve Underground is familiar with ProjectSight from other CM projects. This would be a collaborative effort with City and their consultant to select the best and most cost effective tool for this project recognizing there are now many competing products for this purpose on the market. CM staff and City selected staff would be trained on the use.
- Select a partnering facilitator with the City. Write the partnering requirements into the construction sections so that the cost for the facilitator is carried by the construction contractor.

Deliverables:

- Meeting agendas and minutes
- Project Schedule in native and pdf formats
- Cost Estimate

Task 3 – Construction Services

This task consists of the work activities required to administer and manage the construction contract from pre-award through completion. The CM will perform the following tasks:

- Provide and maintain a document management system using a commercially available CM software platform selected in Task 2
- Manage the workflow and reviews of submittals, RFIs, change orders and all other construction documents incoming from construction contractor. Review and Process & Distribute submittals and RFIs to Daly City staff and EOR, track reviews and responses, and manage transmission back to contractor.
- Track and report on delays, changes or conflicts of materials or personnel which will affect project schedule and budget.
- Assist Daly City with public relations.
- Participate in partnering sessions with the Contractor and City
- Monitor Construction Contractor's performance and documentation of daily coordination and safety meetings.
- Provide Onsite Construction Inspection services:
 - Inspection of project work based on task and schedule. Inspections to include daily contractor oversight and specialty craft inspections
 - Inspectors shall prepare daily inspection reports
- Provide coordination of Daly City staff, Daly City Contractors, construction contractor, inspection services and required regulatory visits.
- Attend Daly City required meetings and provide updates to relevant personnel.
- Coordinate with Daly City representatives.
- Ensure Contractor's compliance with regulatory requirements.

- Provide tracking for As-built drawings.
- Track, investigate, and provide recommendations on the disposition of potential or construction contractor-requested change orders and ensure Agency review and approval for all work. Provide recommendations to Daly City on accepting or rejecting change orders.
- Facilitate regular progress meetings.
- Facilitate special meetings needed to resolve field issues.
- Review contractor monthly schedule updates and provides notification of any deviation or potential schedule conflict requiring management approval.
- Attend project and coordination meetings before and during outages.
- Provide Onsite Environmental/Biologic Monitoring Services (by qualified ESA staff) in accordance with regulatory requirements.
- Provide Safety Contractor services on an as-needed basis, including providing project oversight during construction to monitor construction contractors' compliance with their own safety program. Review Contractor's safety plan, ventilation plans, access control plan, attend safety and project meetings, monitor Job Hazard Analysis (JHA) compliance, providing guidance on work methods and jobsite safety. Bring safety concerns to the attention of Daly City and the construction contractor for resolution.
- CM shall operate under Construction Contractor's safety plan and provide coordination between contractor and Daly City and designer.
- Review contractor pay applications and make recommendations to Daly City for payment or, if necessary, negotiate with contractor to make adjustments for pay items in dispute.
- Monitor and provide coordination of pre-condition surveys and photo documentation of areas that may be impacted by construction. It is assumed detailed photo/video/narrative pre-condition surveys will be performed by Construction Contractor. CM will obtain and catalog periodic site photo documentation.
- Proactively monitor the construction schedule and work with the Contractor to regain slippage, document delays, as well as causes of delays and schedule slippage.
- Track, monitor and review construction claims
- Interface with Daly City technical and maintenance staff.
- Provide budget review and tracking of project elements within CM scope.
- Generate and maintain a construction work deficiency list; communicate open items to the contractor, track and monitor for resolution.
- Document issues and their resolutions that arise during construction.
- Confirm that Substantial and Final Completion of the Contract has been achieved.

Deliverables:

- Meeting agendas and minutes
- Weekly document tracking reports
- Daily inspection reports
- Responses to submittals, RFIs, change orders, and other construction document reviews

Task 4 – Environmental Compliance Services

This task consists of the work activities required to comply with environmental permit conditions. Elements of this task work include:

Task 4.1 – Dewatering and Fish Relocation Plan

The Permittee shall develop a Dewatering Plan and supply it to ESA to use for the development of a Fish Relocation Plan. The Fish Rescue Plan will be prepared for CDFW's review and approval at least 15-days prior to the start of the Project. The Plan shall address the capture and relocation of species that may be present in the dewatered area. Authorization of any other diversion or dewatering method shall be at the discretion of CDFW.

Deliverables:

- One (1) Draft, one (1) Agency Review Draft, and one (1) Final Fish Relocation Plan

Task 4.2 – Pre-Construction Botanical Surveys and Dune Scrub Mapping

If more than 2 years elapses between the focused, floristic preconstruction surveys of the Project site and commencement of ground disturbance activities, a final set of appropriately timed focused, floristic preconstruction botanical surveys shall be conducted. Populations shall be mapped prior to the start of Project-related construction activities, surveys for special-status plant species, including those listed by the California Native Plant Society, that may occur within the Project area shall be conducted by a qualified botanist following the "Protocols for Surveying and Evaluating Impacts to Special-Status Native Plant Populations and Natural Communities during the appropriate blooming season for each species. Information regarding the special-status plant populations shall be reported to the CNDDDB, mapped, and documented in a technical memorandum provided to Daly City.

If sensitive plant species are found within the work area, they shall be flagged and avoided and the USFWS, CDFW, CCC, and/or NPS shall be notified. If sensitive plant species are identified, ESA will provide a separate scope to develop Plant protection measures in consultation with the appropriate agencies.

Concurrent with focused botanical surveys, prior to establishing staging areas or beginning construction activities, areas of central dune scrub vegetation within the Project footprint and within a 50-foot buffer adjacent to the Project footprint shall be mapped by ESA's qualified botanist using a Global Positioning System (GPS) unit with 3-meter accuracy.

Deliverables:

- Draft and final memorandum presenting the survey methods and results, including figures showing the locations of special-status plants.

Task 4.3 – Environmental Compliance Monitoring During Construction

ESA's Field Manager will attend meetings (e.g. Partnering, weekly, contractor, management), oversee, coordinate, and schedule pre-construction surveys and compliance monitors, communicate with construction inspectors, and prepare team phone and email contact lists. ESA will be responsible for keeping all project adaptive plans up to date (e.g. Safety Plan, Communications Plan, Work Plan).

ESA's environmental compliance team will assist the CM Team in reviewing submittals, responding to RFIs, and drafting record documentation as needed to support construction. The team will prepare materials as needed to respond to requests from the CM Team or outside agencies. This will include preparation of documentation required by various permits and other governmental approvals. ESA will support CM Team in communication with regulatory agencies when the need arises, such as for covered species relocation or exclusion.

ESA will develop the required Worker Environmental Awareness Program and provide the approved biologist that will conduct the training for all construction workers. The program will include development of materials to provide training both in office and field settings (e.g. Powerpoint, brochures, handouts) and include a tracking component (e.g. hardhat stickers [provided by the City], sign in sheets) as specified in the General Requirements Section 1.09 Environmental Training Program. All construction staff at the foreman level and above shall attend a training that will last approximately 4 hours and all other field personnel will attend a training that will last no more than 1 hour. The trainings will be conducted at the project site office or as otherwise designated. ESA can provide trainings in Spanish as needed.

ESA will aid CM Team in conducting pre-construction biological surveys (based on construction sequence/timing in various locations) and compliance monitoring within the work areas. Pre-construction surveys will include the following:

Species	Timeline	Location
Western pond turtle	Within 1 week of construction	- South Lake: Lake Merced overflow and in-lake treatment infrastructure - Impound Lake: outlet structure on the bank
Nesting birds	Nesting Season within 7 days of construction or breaks in construction greater than 14 days	All activities within 250 feet of construction
Bats	Prior to tree and structure removal.	If bats are present Roost tree removal (Full time monitor March 1 to April 15 and August 15 to October 15)
Tree Removal/Certified Arborist	Prior to construction	- Identify trees to be removed, trimmed, or retained - Establish a Tree Protection Zone (TPZ)
Special-status species	48 hours prior to construction	Construction footprint
Amphibians	48 hours prior to construction	- Amphibian habitat: Egg mass inspection - Amphibian habitat: Egg mass inspection
Photo point establishment	Prior to construction	Four photo-documentation points at each location where Project related impacts to waters of the State occur

ESA will support the CM Team with daily biological compliance monitoring. Based on the applicable avoidance and minimization measures (AMMs) we anticipate that full-time daily biological monitoring will be needed for initial ground disturbance activities, exclusion fence installation, cofferdam installation, tree and vegetation removal and trimming. The monitors will observe and document daily construction activities as they relate to sensitive biological resources. The biological monitors will also monitor nesting birds, check wildlife exclusion fencing, and conduct clearance surveys as needed to progress with construction. The monitors will work with crews to resolve any compliance concerns. The construction monitors will coordinate

with and report to the Field Manager. They will provide construction monitoring documenting daily activities, compliance status, and observations of biological resources all of which will be input into the compliance tracking system and available to the Project team.

Construction Monitoring

Species	Location	Activity
Amphibians	Amphibian habitat	Phased Vegetation removal
Western pond turtle full-time	- South Lake - Impound Lake	- Vegetation Removal - Installation of exclusion fencing (One week prior to construction) - Installation of cofferdam - Dewatering
Western pond turtle weekly spot check	South Lake and Impound Lake once deemed construction site	- Weekly Exclusion fencing inspection - Weekly Cofferdam inspection
	Lake Merced	Weekly Trench check
Nesting birds	All locations	- All active nests within 250' of construction for passerines and 500' of raptors or reduced buffers as appropriate (weekly) - Work within buffers requires full time monitor
Wetland avoidance and protection	Fort Funston	- Exclusion fence installation - Coffer dam installation
General wildlife	Project footprint	Weekly spot check of all activities

ESA will designate an environmental compliance Field Manager who will be responsible for overseeing, coordinating and supporting compliance monitoring staff. In addition, the Field Manager will be the primary conduit for communication between the environmental compliance team and the construction inspection team, construction contractor, and ESA's Oversight Manager. The Field Manager will work directly with these groups to develop schedules, plan work, and resolve issues and concerns as they arise.

Deliverables:

- Daily upload of monitoring log information, and weekly QC review by the Field Manager

Task 4.4 – Cultural Resources WEAP

An ESA Secretary of the Interior-qualified archaeologist will conduct a cultural resources sensitivity training,

which would consist of a ½-hour in person presentation that describes the types of cultural resources that could be encountered and the actions to follow in the event of a discovery. ESA will provide a PowerPoint presentation, accompanied by narrated script, for use during the duration of the Project. The PowerPoint presentation will describe the types of cultural resources and paleontological resources that could be encountered and the actions to follow in the event of a discovery. ESA will coordinate with any consulting culturally-affiliated Native American tribes to provide input to the training presentation.

Deliverables:

- Cultural resources sensitivity training PowerPoint and video recording

Task 4.5 – Cultural Support During Construction, and other Optional Tasks

In the event of an inadvertent discovery of cultural resources, ESA is available to provide a Secretary of the Interior-qualified archaeologist or designee to inspect the find and provide additional recommendations. This scope includes a one-day site visit and does not include consultation with Native American tribes, formal recordation, evaluative testing, or data recovery, all of which can be scoped on an as-needed basis.

ESA is also available for other optional task support, such as increased frequency of monitoring events, etc.

Deliverables:

- Write-up documentation of inadvertent discoveries, if they occur

Task 4 – Post-Construction Services

This task consists of the work activities required to finalize all documentation at the end of the construction contract. Elements of this task work include:

- Assist Daly City in all project closing activities, including ensuring As-builts are finalized, all equipment operation and maintenance manuals are provided, site condition is returned to original condition and all temporary equipment is removed, all reports are completed and submitted, budgets, schedule, inspection reports are finalized and provided in an organized manner.
- Provide a final summary of the work at completion.

Table B-1: Detailed Labor Distribution

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