



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

Special Meeting - SANITATION DISTRICT

AGENDA

Tuesday, January 6, 2026 - 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:

REORGANIZATION OF BOARD OF DIRECTORS

1. A. Election of Chair
B. Election of Vice Chair

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:

2. Minutes of Regular Meeting of November 24, 2025

Action Items:

3. Approve Amendment to the Professional Services Agreement with Professional TreeCare Company for the Vista Grande - Lake Merced Compensatory Mitigation Project
4. Approve Amendment to the Professional Services Agreement with Environmental Science Associates for the Vista Grande Drainage Basin Improvement Project

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:

5. Board of Directors
6. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

November 24, 2025

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on November 24, 2025, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Dr. Rod Daus-Magbual at 6:49 p.m.

ROLL CALL:

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

Absent: None

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

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of October 13, 2025**
3. **Authorize Staff to Purchase Final Effluent Pump #3 Replacement**

Motion was made, seconded (Proaño/Sylvester), and unanimously carried to adopt the Consent Agenda except for Item 2, which was pulled for further discussion.

2. **Sewer Service Charge Appeals – Fiscal Year 2025-26**

Board Member Glenn Sylvester asked for clarification on why two addresses were receiving sewer charge credits of over \$7,000.00 each. He expressed concern that, when combined, this represented a significant loss of revenue.

Assistant City Manager and Acting Director of Finance Tim Nevin stated that, based on actual usage, the property would still be paying \$5,500 in the sewer service charges versus the \$12,000 they were originally billed.

He also clarified that two separate bills were being discussed: the sewer service charge, which is an annual fee, and the water bill, which is based on metered water usage. Customers are billed for the water that passes through the meter. If Utility Billing staff see meter reads that are different than normal, they reach out to the customer so the leak can be fixed, and water is not wasted. However, they are still charged for the metered water.

On the wastewater side, customers are billed \$10.71 per unit for the wastewater that goes to the treatment plant. This is also based on usage. The credit is intended to prevent customers from being unfairly charged for leaks that occur during the winter months, which are used to calculate the annual sewer charge. This charge is based only on water usage during January and February, multiplied by six to estimate annual usage. However, if there was a leak during those months, the calculated charge may be significantly high. Since not all of that

water entered the system for treatment, there was no corresponding cost to the City. Therefore, instead of using that calculated amount, the actual water usage for the entire year is used. Credit is given for wastewater that never actually reached the treatment plant, so no revenue was lost.

Motion was made, seconded (Sylvester/Manalo), and unanimously approved Item #2, Sewer Service Charge Appeals – Fiscal Year 2025-26.

NEW BUSINESS:

None.

REPORTS:

1. **Board of Directors**

None.

2. **Staff**

None.

ADJOURNMENT:

At 7:07 p.m., call of adjournment of Special Meeting by Chairman Dr. Rod Daus-Magbual.



North San Mateo County Sanitation District

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Meeting Date: January 6, 2026

Subject: Approve Amendment to the Professional Services Agreement with Professional TreeCare Company for the Vista Grande – Lake Merced Compensatory Mitigation Project

Recommended Action

Authorize the execution of an Amendment to the existing Professional Services Agreement with the Professional TreeCare Company in the amount of \$1,061,231.90 for the Vista Grande - Lake Merced Compensatory Mitigation Project.

Background

The Vista Grande – Lake Merced Compensatory Mitigation Project (Project) is currently underway, and it's being implemented to offset future environmental impacts anticipated from the planned Vista Grande Drainage Basin Improvement Project. Daly City (City) and its partners must comply with state and federal regulations (like the Clean Water Act and CEQA) and the California Coastal Commission that require mitigation for expected impacts to wetlands and sensitive habitats. By proactively restoring and enhancing habitat at Lake Merced, the City will ensure regulatory compliance once construction of the drainage project begins.

The project focuses on removing invasive plant material and restoring native habitats at 14 designated sites around Lake Merced. It includes:

- Clearing invasive plants (such as eucalyptus).
- Installing protective fencing and Best Management Practices (BMPs) for sediment and erosion control.
- Planting native container plants, live stakes, and transplanting wetland plants.
- Installing irrigation systems to support new vegetation.
- Applying erosion control measures like hydroseeding and mulch.
- Implementing a five-year plant establishment and maintenance period to ensure the success of the restored habitats.

The project also includes requirements for coordination with the City, public safety, traffic and pedestrian management on nearby trails, and compliance with environmental regulations. This project's urgency for completion by the first quarter of 2026 will help the City avoid additional mitigation requirements and costs.

Discussion

On June 23, 2025, the District Board approved the Professional TreeCare Company's bid as they met the required project guidelines and were the lowest responsive and responsible bidder.

With the extension of the project schedule to early 2026, the contractor requires additional budget for work that includes removal of large eucalyptus trees, a 50-ton crane to remove logs and debris, pipe installation, and installation of erosion control fabric. This Amendment will provide additional funding through their existing Professional Services Agreement to complete the Project.

Fiscal Impact

Sufficient funds are available in the Sanitation Fund balance for this action. Staff is requesting to appropriate \$1,061,231.90 to account 48784200-55108 to meet the additional costs of the Project.

Staff are actively working with our financial consultant to obtain a loan through California's Infrastructure and Economic Development Bank (IBank) to reimburse these funds back to the Sanitation Fund.

Summary/Conclusion

Staff recommends the Board of Directors authorize execution of this Amendment to the Professional Services Agreement with the Professional TreeCare Company to complete additional work needed for the Vista Grande – Lake Merced Compensatory Mitigation Project to be completed.

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



Kaila DeFries
Assistant to the Director of DWWR



North San Mateo County Sanitation District

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Meeting Date: January 6, 2026

Subject: Approve Amendment to the Professional Services Agreement with Environmental Science Associates for the Vista Grande Drainage Basin Improvement Project

Recommended Action

Authorize the execution of an Amendment to the existing Professional Services Agreement with Environmental Science Associates (ESA) in the amount of \$807,000 (\$685,555+\$121,445 contingency) for environmental consulting services related to the Vista Grande Drainage Basin Improvement Project.

Background

On September 23, 2024, the North San Mateo County Sanitation District (District) approved a Professional Services Agreement with ESA to provide environmental consulting services for the Vista Grande Drainage Basin Improvement Project (Project) that is currently out to bid. The scope of work included services related to the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), and permitting implementation.

ESA also provides services for the Vista Grande – Lake Merced Compensatory Mitigation Project that is currently underway. It is being implemented to offset future environmental impacts anticipated from the planned drainage Project. The District, Daly City (City), and its partners must comply with state and federal regulations and the California Coastal Commission that require mitigation for expected impacts to wetlands and sensitive habitats. By proactively restoring and enhancing habitat at Lake Merced, the District and City will ensure regulatory compliance when construction of the drainage Project begins in May 2026.

Discussion

Implementation of the ESA scope of work substantially ramped up in 2025, as design of the mitigation sites and construction bid support efforts required additional support that was not anticipated, including additional tree/arborist assessment and data collection. Furthermore, complexities arising from an expedited construction schedule and the selected contractor needing substantial direct support/guidance have increased the cost of construction support from ESA.

This Amendment will allow ESA to continue its support restoration mitigation construction and allow for execution of future tasks included in the original scope of work. The additional funding will address additional existing and anticipated out of scope tasks through completion of construction of the mitigation project through March 2026.

Fiscal Impact

Sufficient funds are available in the Sanitation Fund balance for this action. Staff is requesting to appropriate \$807,000 to account 48784200-51009 to meet the additional costs of the Project.

Staff are actively working with our financial consultant to obtain a loan through California's Infrastructure and Economic Development Bank (IBank) to reimburse these funds back to the Sanitation Fund.

Summary/Conclusion

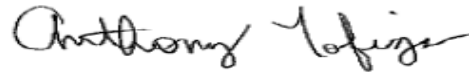
Staff recommends the Board of Directors authorize execution of this Amendment to the Professional Services Agreement with Environmental Science Associates to complete additional work needed for the Vista Grande Projects.

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 - DWW