



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, May 26, 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.

CALL TO ORDER:

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.

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 of March 23, 2026

Action Items:

2. Sewer Service Charge Appeals - Fiscal Year 2025-26/27
3. Resolution of Intent to Adopt Appropriations Limitation (Gann Limit)
4. Authorize Emergency Culvert Repairs Associated with the Vista Grande - Lake Merced Compensatory Mitigation 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

March 23, 2026

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on March 23, 2026, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chair Glenn Sylvester at 6:47 p.m.

ROLL CALL:

Present: Daus-Magbual, DiGiovanni, Sylvester

Absent: Manalo, Proaño,

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, Assistant to the Director of WWR Kaila DeFries, Senior Management Analyst Anthony Tofiga, Water & Wastewater Maintenance Manager Michael Patolo, Collection System Manager Louis Langi, and Office Assistant III Ester Cabral as Recording Secretary.

APPROVAL OF AGENDA:

Motion was made, seconded (Daus-Magbual/ DiGiovanni) and unanimously approved.

CONSENT AGENDA:

1. **Minutes of Regular Meeting of March 9, 2026**
2. **Sewer Service Charge Appeals – Fiscal Year 2025-26/27**
3. **Authorize Skyline Sewer Lift Station Emergency Generator Replacement**
4. **Approve Amendment #11 to Professional Services Agreement with Delve Underground**
5. **Authorize the Execution of an Engineering Services During Construction Contract with Delve Underground for the Vista Grande Drainage Basin Improvement Project**
6. **Authorize General Manager to Execute the Cover Agreement with the State of California Department of Transportation**

Motion was made, seconded (Daus-Magbual/ DiGiovanni), and unanimously carried to adopt the Consent Agenda.

NEW BUSINESS:

None.

REPORTS:

1. **Board of Directors**
None.
2. **Staff**
None.

ADJOURNMENT:

At 6:49 p.m., call of adjournment of Regular Meeting by Chair Glenn Sylvester.



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: May 26, 2026

Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2025-26/27

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

H. Sannadan

APN# 003-013-170

I Shamiya

APN# 004-042-160

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 "Tim Nevin", with a long horizontal stroke extending to the right.

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
BOARD MEETING DATE

PARCEL NO. 003-013-170 TY 2026-27
CUSTOMER LAST NAME Sannadan
SERVICE ADDRESS 163 Santa Cruz Ave., Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

Base Period Usage	20
Actual Usage	20
2 MONTHS PRIOR	4
4 MONTHS PRIOR	3
6 MONTHS PRIOR	9
8 MONTHS PRIOR	5
10 MONTHS PRIOR	6
ACTUAL ANNUAL USAGE	47
BASE PERIOD ANNUALIZED	120
ANNUAL CREDIT IN UNITS (MUST BE OVER 15 UNITS)	73
PERCENTAGE CHANGE (MUST BE OVER 10%)	155%
ANNUAL CREDIT IN DOLLARS	\$851.91
(N.S.M.C.S.D. \$11.67 per unit)	

REASON FOR APPEAL

Customer had toilet leak during the base period. Usage began to decrease after repairs were completed. Requesting to adjust the sewer charge for TY 2026-27.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

NORTH SAN MATEO COUNTY SANITATION DISTRICT
SEWER SERVICE CHARGE APPEAL 2026-27
BOARD MEETING

PARCEL NO: 004-042-160
CUSTOMER NAME: Shamiya
SERVICE ADDRESS: 6192 Mission St., Daly City, CA 94014

CREDIT BASED ON AVERAGE ANNUAL CONSUMPTION

ACTUAL BASE PERIOD USAGE	33	AVERAGE BIMONTHLY USAGE	22
		2 MONTHS PRIOR	32
		4 MONTHS PRIOR	25
		6 MONTHS PRIOR	23
		8 MONTHS PRIOR	21
2 MONTHS AFTER	10	10 MONTHS PRIOR	11
4 MONTHS AFTER			
		AVERAGE ANNUAL USAGE	134.4
		ACTUAL BASE PERIOD ANNUALIZED	198
		ANNUAL CREDIT IN UNITS (Must be over 15 units)	63.6
		PERCENTAGE CHANGE (Must be over 10%)	32%
		ANNUAL CREDIT IN DOLLARS	<u>\$742.21</u>

SANITATION CHARGE IS \$ 11.67
PER UNIT

REASON FOR APPEAL

Found a waterline leak during the base period, which may have been leaking for months. Usage began to decrease once repairs were done. Requesting to adjust the sewer fee before reporting to the county.

STAFF RECOMMENDATION TO BOARD

GRANT ADJUSTMENT - BASED ON AVERAGE ANNUAL CONSUMPTION.

**NORTH SAN MATEO COUNTY SANITATION DISTRICT****Meeting Date: May 26, 2026****Subject: Resolution of Intent to Adopt Appropriations Limitation (Gann Limit)****Recommended Action**

Approve Resolution of Intent to adopt the annual Appropriations Limitation (Gann Limit).

Background

As required by Article XIIIB of the State Constitution (Proposition 111, or the Gann Amendment), the Sanitation District Board of Directors is required to adopt an annual appropriations limitation. This resolution establishes the Agency's intent to adopt the Appropriations Limitation for Fiscal Year 2026-27.

Discussion

Adoption of the Appropriations Limitation will be requested at the Sanitation District meeting of June 22, 2026. At that time, the Department of Finance and Administrative Services will provide the calculations of proceeds of taxes and the appropriations limit based on our estimates for the upcoming FY. This information will be available for public inspection by Friday, May 29, 2026 on the City's website at www.dalycity.org.

Appropriate notice will be posted by the Department of Finance and Administrative Services regarding the availability of the documentation.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy J. Nevin".

Timothy J. Nevin
Assistant City Manager / Interim Director of Finance and Administrative Services



North San Mateo County Sanitation District

a subsidiary of the City of Daly City

Meeting Date: May 26, 2026

Subject: Authorize Emergency Culvert Repairs Associated with the Vista Grande – Lake Merced Compensatory Mitigation Project

Recommended Action

Staff recommend Board of Directors authorize emergency culvert repairs in the amount of \$563,531.84 for the Vista Grande - Lake Merced Compensatory Mitigation Project and authorize the appropriation of funds from the Sanitation Fund 87 Balance.

Background / Discussion

The California Coastal Commission is requiring the District, through a Coastal Development Permit for the Vista Grande Drainage Basin Improvement Project, habitat mitigation at Lake Merced. The Vista Grande – Lake Merced Compensatory Mitigation Project was approved by the Board to fulfill this permit requirement. As part of this mitigation project and as the work began, several existing culvert locations within the mitigation area were identified as requiring emergency repair due to storm related damage, erosion, drainage instability, and associated public safety and habitat protection concerns. To fulfill the Coastal Development Permit requirements and prevent additional work stoppages and increased costs, this emergency work is necessary.

Grand Industries Inc. was working on a project for the District and was able to begin the emergency culvert repair work at the identified locations immediately. Staff estimates the level of effort to complete the repairs and allow the mitigation project to continue unimpeded to be \$563,531.84.

This work is eligible for reimbursement from Caltrans because the culverts drain stormwater from a California State roadway. Caltrans has contributed approximately \$3.4 million to the Vista Grande Project and staff will seek reimbursement for this work.

Fiscal Impact

The proposed emergency culvert repair authority amount of \$563,531.84 will be funded through an appropriation from the Sanitation Fund 87 Balance for the Vista Grande – Lake Merced Compensatory Mitigation Project. Staff will continue pursuing reimbursement opportunities Caltrans.

Summary/Conclusion

Staff recommend Board of Directors authorize emergency culvert repairs in the amount of \$563,531.84 for the Vista Grande - Lake Merced Compensatory Mitigation Project and authorize the appropriation of funds from the Sanitation Fund 87 Balance.

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

Respectfully submitted,

A handwritten signature in blue ink, reading "Joshua Cosgrove". The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Joshua Cosgrove
Director of Water and Wastewater Resources