



## NORTH SAN MATEO COUNTY SANITATION DISTRICT

*a subsidiary of the City of Daly City*

333 – 90<sup>TH</sup> STREET, DALY CITY, CALIFORNIA 94015-1895

(650) 991-8127

Regular Meeting - SANITATION DISTRICT

### AGENDA

Monday, July 27, 2026 - 6:45 PM

### PUBLIC PARTICIPATION

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](mailto: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 90<sup>th</sup> 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 of June 22, 2026

Action Items:

2. Sewer Service Charge Appeals - Fiscal Year 2026-27
3. Authorize the Purchase of Disinfection Chemicals for the Wastewater Treatment and Recycling Facility (WWTF)
4. Authorize the Purchase of Coagulant Chemicals from Polydyne Inc. for the Wastewater Treatment and Recycling Facility (WWTF)

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**

**June 22, 2026**

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on June 22, 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 6:50 p.m.

#### **ROLL CALL:**

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

Absent: None

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

#### **APPROVAL OF AGENDA:**

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

#### **CONSENT AGENDA:**

1. **Minutes of Special Meeting of May 26, 2026**
2. **Sewer Service Charge Appeals – Fiscal Year 2026-27**
3. **Adopt Appropriations Limitation for Fiscal Year 2026-2027**

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

#### **NEW BUSINESS:**

None.

#### **REPORTS:**

1. **Board of Directors**

None.

2. **Staff**

Director Joshua Cosgrove informed the Board that on Thursday, June 18, 2026, he delivered a presentation to the Broadmoor community. Boardmember Juslyn Manalo and Supervisor David Canepa were also present at the meeting.

He was invited to discuss the Vista Grande Project at their board meeting, where residents shared their experiences with flooding in Broadmoor. He explained to them how the Vista Grande Project will help alleviate these flooding issues and provided a status and a timeline for the start of the construction phase.

He did note that the County of San Mateo, who manages the storm system of Broadmoor, is in the early phase of planning in the improvement of the storm system of Broadmoor. But it was pointed out that Broadmoor is in the middle of the Vista Grande Basin and that any improvements to their

local storm drain system will have little effect until the downstream Vista Grande facilities are replaced.

County of San Mateo is also funding about 10% of the project; thus, this effort to help alleviate the flooding in Broadmoor is a collaboration between the County and the City. Director Cosgrove also reported that his PowerPoint presentation will be posted on Broadmoor's website for public viewing.

**ADJOURNMENT:**

At 7:01 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: July 27, 2026

**Subject: SEWER SERVICE CHARGE APPEALS - FISCAL YEAR 2026-27**

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

S. Wang  
APN# 008-272-300

A. & D Bailey, A. Badio  
APN# 004-252-300

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 be "Amanda Halbur".

Amanda Halbur  
Assistant 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. 008-272-300 2026-27  
PROPERTY OWNER(S) S. Wang  
SERVICE ADDRESS 357 St. Francis Blvd, Daly City CA 94015

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

|                |    |                                                           |                   |
|----------------|----|-----------------------------------------------------------|-------------------|
|                |    | Base Period Usage                                         | 74                |
|                |    | Actual Usage                                              | 74                |
|                |    | 2 MONTHS PRIOR                                            | 41                |
| 2 MONTHS AFTER | 32 | 4 MONTHS PRIOR                                            | 41                |
|                |    | 6 MONTHS PRIOR                                            | 36                |
|                |    | 8 MONTHS PRIOR                                            | 28                |
|                |    | 10 MONTHS PRIOR                                           | 23                |
|                |    | <b>ACTUAL ANNUAL USAGE</b>                                | <b>243</b>        |
|                |    | BASE PERIOD ANNUALIZED                                    | 444               |
|                |    | <b>ANNUAL CREDIT IN UNITS<br/>(MUST BE OVER 15 UNITS)</b> | <b>201</b>        |
|                |    | <b>PERCENTAGE CHANGE<br/>(MUST BE OVER 10%)</b>           | <b>83%</b>        |
|                |    | <b>ANNUAL CREDIT IN DOLLARS</b>                           | <b>\$2,345.67</b> |
|                |    | (N.S.M.C.S.D. \$11.67 per unit)                           |                   |

REASON FOR APPEAL

Customer had a toilet leak during the base period. Usage decreased after repairs were completed. Requesting to adjust sewer fee based on actual usage for TY2026-27.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage

NORTH SAN MATEO COUNTY SANITATION DISTRICT  
SEWER SERVICE CHARGE APPEAL  
BOARD MEETING DATE

PARCEL NO. 004-252-300 2026-27  
PROPERTY OWNER(S) A. & D Bailey, A. Badio  
SERVICE ADDRESS 954 Brunswick St., Daly City CA 94014

CREDIT BASED ON ACTUAL ANNUAL USAGE

WATER USAGE:

|                |    |                                                           |                   |
|----------------|----|-----------------------------------------------------------|-------------------|
|                |    | Base Period Usage                                         | 43                |
|                |    | Actual Usage                                              | 43                |
|                |    | 2 MONTHS PRIOR                                            | 6                 |
| 2 MONTHS AFTER | 18 | 4 MONTHS PRIOR                                            | 4                 |
| 4 MONTHS AFTER | 2  | 6 MONTHS PRIOR                                            | 4                 |
|                |    | 8 MONTHS PRIOR                                            | 7                 |
|                |    | 10 MONTHS PRIOR                                           | 3                 |
|                |    | <b>ACTUAL ANNUAL USAGE</b>                                | <b>67</b>         |
|                |    | BASE PERIOD ANNUALIZED                                    | 258               |
|                |    | <b>ANNUAL CREDIT IN UNITS<br/>(MUST BE OVER 15 UNITS)</b> | <b>191</b>        |
|                |    | <b>PERCENTAGE CHANGE<br/>(MUST BE OVER 10%)</b>           | <b>285%</b>       |
|                |    | <b>ANNUAL CREDIT IN DOLLARS</b>                           | <b>\$2,228.97</b> |
|                |    | (N.S.M.C.S.D. \$11.67 per unit)                           |                   |

REASON FOR APPEAL

Customer had a toilet leak during the base period. Usage decreased after repairs were completed. Requesting to adjust sewer fee based on actual usage for TY2026-27.

STAFF RECOMMENDATION TO BOARD

Grant Adjustment - Based on actual annual usage



## **North San Mateo County Sanitation District**

*a subsidiary of the City of Daly City*

Meeting Date: July 27, 2026

**Subject: Authorize the Purchase of Disinfection Chemicals for the Wastewater Treatment and Recycling Facility (WWTF)**

### **Recommended Action**

Authorize staff to purchase disinfection chemicals for the WWTF in an amount not to exceed \$900,000 for Fiscal Year 2026-2027.

### **Background/Discussion**

The purchase of chemicals for the WWTF's disinfection process is a necessary component of maintaining the Facility's environmental permit. Sodium Hypochlorite is used to disinfect the effluent as the final process and Sodium Bisulfite is used to neutralize the Sodium Hypochlorite prior to discharging into the Pacific Ocean. Both chemicals are part of the bid process by the Bay Area Chemical Consortium, in which the District is a member. The Consortium ensures that its members receive the lowest price on the chemicals associated with the Consortium. This company also had the most responsive customer service while providing the chemicals within the required time.

This purchase will cover these chemical expenditures for the WWTF for Fiscal Year 2026-27 as projected by staff.

### **Fiscal Impact**

Sufficient funds are available in the Sanitation Fund 487-372-00-51016 Operating Supplies.

### **Summary/Conclusion**

Authorize staff to purchase disinfection chemicals for the WWTF in an amount not to exceed \$900,000 for Fiscal Year 2026-2027.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Joshua Cosgrove".

Joshua Cosgrove  
Director of Water and Wastewater Resources

A handwritten signature in black ink, appearing to read "Gregory Krauss".

Gregory Krauss  
Chief of Operations





## **North San Mateo County Sanitation District**

*a subsidiary of the City of Daly City*

Meeting Date: July 27, 2026

**Subject: Authorize the Purchase of Coagulant Chemicals from Polydyne Inc. for the Wastewater Treatment and Recycling Facility (WWTF)**

### **Recommended Action**

Authorize staff to purchase coagulant chemicals for the WWTF from Polydyne Inc. in an amount not to exceed \$900,000.

### **Background/Discussion**

This is the regular annual request to purchase coagulant chemicals for WWTF. The purchase of this specific chemical is a necessary component of treating wastewater and maintaining WWTF's environmental permit. These chemicals help to bind and remove wastewater solids in several critical treatment processes such as the centrifuges, recycled water system, and air flotation system. Staff worked with different chemical manufacturers to determine which blends work most efficiently in our WWTF and the chemicals from Polydyne Inc. were shown to have the best performance. This company also had the best customer service while providing the chemicals within the required time.

This purchase will cover the coagulant chemical expenditures for the WWTF for Fiscal Year 2026-2027 as projected by staff.

### **Fiscal Impact**

Sufficient funds are available in the Sanitation Fund 487-372-00-51016 Operating Supplies.

### **Summary/Conclusion**

Authorize staff to purchase coagulant chemicals for the WWTF from Polydyne Inc. in an amount not to exceed \$900,000.

Respectfully submitted,

A handwritten signature in blue ink that reads "Joshua Cosgrove".

Joshua Cosgrove  
Director of Water and Wastewater Resources

A handwritten signature in black ink that reads "Gregory Krauss".

Gregory Krauss  
Chief of Operations