



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 – BOARD OF DIRECTORS

Monday, July 22, 2019 - 6:45 PM
City Hall Council Chambers – 2nd Floor
333 – 90th Street, Daly City, CA 94015

AGENDA

Persons with disabilities who require auxiliary aids or services in attending or participating in this meeting should call the office of the City Clerk at 991-8078. *We will need **FIVE (5) WORKING DAYS BEFORE ANY FUTURE MEETINGS** to make any necessary accommodations.*

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. Regular Meeting of July 8, 2019

Action Items:

2. Revenue and Expenditures Summary Report - May 2019
3. Sewer Service Charges for FY 2019-20 - No Rate Increase

END OF CONSENT AGENDA

***“AVAILABILITY OF PUBLIC RECORDS.** All public records relating 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.”*

PUBLIC APPEARANCES/ORAL COMMUNICATIONS:

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

REPORTS:

4. Board of Directors

5. Staff

ADJOURNMENT:

REGULAR MEETING - BOARD OF DIRECTORS

MINUTES

July 8, 2019

The Board of Directors of the North San Mateo County Sanitation District convened in a Regular Meeting on July 8, 2019, in the City Council Chamber, City Hall, 333 - 90th Street, Daly City, California.

The meeting was called to order by Chairman Raymond Buenaventura at 6:57 p.m.

ROLL CALL:

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

Absent:

Staff Present: General Manager Shawna Maltbie, District Counsel Rose Zimmerman, Director of Water and Wastewater Resources Thomas Piccolotti, Plant and Equipment Maintenance Manager Joshua Cosgrove, Financial Services Manager Todd High, Senior Management Analyst Anthony Tofiga and Office Assistant II Gillian Chow as Recording Secretary.

APPROVAL OF AGENDA:

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

CONSENT AGENDA:

1. **Minutes of Regular Meeting of June 24, 2019**
2. **Sewer Service Charge Appeals – FY 2019/20**
3. **Mid-Year Budget Appropriation for North San Mateo County Sanitation District (NSMCSD) Capital Improvement Program**

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

NEW BUSINESS:

None.

REPORTS:

4. **Board of Directors**

None.

5. **Staff**

None

ADJOURNMENT:

At 6:59 p.m., call of adjournment of Regular Meeting by Chairman Raymond Buenaventura.

NORTH SAN MATEO COUNTY SANITATION DISTRICT

EXPENDITURES REPORT

FOR THE MONTH OF MAY 2019

	<u>CURRENT MONTH</u>	<u>YEAR TO-DATE</u>
SALARIES AND BENEFITS	\$ 1,023,530	\$ 8,234,108
SERVICES, UTILITIES & SUPPLIES (Includes reimbursements to Sanitation Collection/Treatment Division)	593,623	7,668,945
DEPRECIATION & OTHER CHARGES	242,083	2,684,462
CAPITAL OUTLAYS	837,368	4,106,046
LESS ASSETS TO BALANCE SHEET	(57,815)	(112,866)
TRANSFERS	<u>96,241</u>	<u>1,439,246</u>
TOTAL	\$ <u><u>2,735,030</u></u>	\$ <u><u>24,019,941</u></u>

AUDITED



Acting Director of Finance

APPROVED

Board Chair

APPROVED

General Manager/Secretary

DATE APPROVED

City of Daly City, California
Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/19

Page 2

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to -date Actual	Encumb- rances	Remaining Balance	Percnt To-dat
=====		=====	=====	=====	=====	=====	=====	=====
	Ttl OPRTNG TRNSFRS	1,802,030.24	1,932,030.14	449,752.52	1,797,277.72	0.00	134,752	93.0
*	Total Revenues	<u>25,762,303.40</u>	<u>36,610,171.48</u>	<u>2,292,615.23</u>	<u>25,258,231.46</u>	<u>0.00</u>	<u>11,351,940</u>	<u>69.0</u>

City of Daly City, California
Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/19

Page 3

* Fund 87 SANITATION DISTRICT *

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=====	=====	=====	=====	=====	=====	=====	=====	=====
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	4,600,725.75	5,326,142.26	561,631.58	4,539,005.94	0.00	787,136	85.2
4102	HOURLY WAGES	28,415.00	27,206.40	7,808.99	50,893.58	0.00	(23,687)	187.1
4103	OVERTIME	142,276.60	132,167.00	20,106.74	131,321.39	0.00	846	99.4
4104	PERS RETIREMENT	874,010.07	1,966,049.05	108,966.45	861,104.57	0.00	1,104,944	43.8
4105	GROUP INSURANCE	687,303.35	790,488.72	64,407.56	691,799.42	0.00	98,689	87.5
4106	WORKERS CMPNSTN	706,277.03	732,254.40	88,832.71	707,761.42	0.00	24,493	96.7
4107	MEDICARE	69,328.03	76,982.56	8,900.05	68,756.94	0.00	8,226	89.3
4108	UNMPLYMNT INSRN	539.92	0.00	0.00	0.00	0.00	0	0.0
4109	COMPNSTD ABSNCS	462,731.56	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	62,077.98	0.00	31,828.09	71,486.89	0.00	(71,487)	0.0
4112	STANDBY PAY	20,020.00	21,900.00	2,520.00	19,320.00	0.00	2,580	88.2
4116	INJURY LEAVE	30,866.53	0.00	3,062.02	20,787.36	0.00	(20,787)	0.0
4118	RETIREE HEALTH	274,628.18	336,117.00	23,755.68	257,714.41	0.00	78,403	76.7
4119	SOCIAL SECURITY	(2,079.61)	2,081.28	0.00	0.00	0.00	2,081	0.0
4120	OTHR PST EMPLYM	(338,454.00)	0.00	0.00	0.00	0.00	0	0.0
4125	PENSION EXPENSE	540,957.00	0.00	0.00	0.00	0.00	0	0.0
4126	UNFNDD PRS CNTR	718,394.49	0.00	101,710.60	814,155.85	0.00	(814,156)	0.0
Ttl SLRS AND BNFTS		8,878,017.88	9,411,388.67	1,023,530.47	8,234,107.77	0.00	1,177,281	87.5
SERVICES AND SUPPLIES								
4211	ADVERTISING	303.60	0.00	0.00	0.00	0.00	0	0.0
4212	COMMUNICATIONS	48,312.98	40,300.32	4,675.32	44,638.08	0.00	(4,338)	110.8
4213	UTILITIES	1,227,647.73	1,163,120.00	89,155.72	1,045,902.06	0.00	117,218	89.9
4217	EQPMNT MNTNNC C	84,993.04	106,692.44	12,856.18	75,942.19	0.00	30,750	71.2
4219	PROFESSNL SRVCS	196,330.95	373,551.23	19,741.25	155,607.42	135,357.00	82,587	77.9
4220	OTHR CNTRCTL SR	4,646,166.61	4,818,358.92	102,520.37	3,402,543.99	72,292.83	1,343,522	72.1
4228	PUMP STATIN RPR	97,135.51	69,500.00	1,900.53	67,695.06	0.00	1,805	97.4
4230	OFFICE EXPENSE	16,828.56	26,929.68	1,656.48	15,119.38	0.00	11,810	56.1
4231	SAFETY GEAR	55,905.97	63,679.00	11,651.00	57,376.20	0.00	6,303	90.1
4234	SPECIL DPRTMNTL	219,861.14	201,394.98	12,874.01	53,292.77	0.00	148,102	26.5
4235	BUILDING MNTNNC	84,700.57	95,600.00	9,001.38	140,241.29	0.00	(44,641)	146.7
4237	CLOTHING	39,572.57	29,564.87	2,610.42	30,844.34	0.00	(1,279)	104.3
4241	STRTS OPRNG SP	11,656.31	12,348.00	1,005.49	7,759.74	0.00	4,588	62.8
4243	OPERATING SPPLS	1,209,648.09	1,361,762.81	149,087.51	1,027,902.53	78,059.14	255,801	81.2
4244	REPARS & MNTNNC	210,661.28	232,357.00	28,134.22	211,353.85	0.00	21,003	91.0
4246	FUELS & MTR OLS	15,922.52	40,963.46	29,556.39	38,496.94	0.00	2,467	94.0
4255	SMALL EQUIPMENT	34,152.79	25,069.00	898.65	14,961.44	0.00	10,108	59.7
4313	INVNTY ADJSTMN	101,168.93	0.00	0.00	0.00	0.00	0	0.0
Ttl SRVCS AND SPPL		8,300,969.15	8,661,191.71	477,324.92	6,389,677.28	285,708.97	1,985,805	77.1

Summary 06/21/19 9:38 AM

City of Daly City, California
Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/19

Page 4

* Fund 87 SANITATION DISTRICT *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to- date Actual	Encumb- rances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
OTHER CHARGES								
4215	RENTS AND LEASS	3,646.97	3,500.00	240.00	240.00	0.00	3,260	6.9
4302	MMBRSHPS & PBLC	17,160.14	62,171.55	18,383.30	57,117.40	0.00	5,054	91.9
4303	TRAVEL & METNGS	6,173.22	23,965.00	2,426.60	6,961.21	0.00	17,004	29.0
4304	EDUCATN & TRNNG	59,389.43	82,945.00	9,092.23	44,903.56	0.00	38,041	54.1
4434	MSCLLNS OTHR CH	166,667.44	280,485.35	0.00	178,227.60	0.00	102,258	63.5
Total OTHER CHARGS		253,037.20	453,066.90	30,142.13	287,449.77	0.00	165,617	63.4
FIXED CHARGES								
4208	TLPHN SRVC CHRG	25,162.20	22,890.75	1,907.58	20,983.38	0.00	1,907	91.7
4216	VHCL SRVC CHRGS	350,830.43	418,462.42	34,871.86	383,590.46	0.00	34,872	91.7
4223	INFRMTN SRVCS C	251,863.08	298,685.73	24,890.48	273,795.28	0.00	24,890	91.7
4226	MAL/MSSNGR SRVC	5,372.72	5,065.67	422.14	4,643.54	0.00	422	91.7
4227	COPIER SERVICES	8,861.88	10,370.38	864.19	9,506.09	0.00	864	91.7
4233	POSTAGE	4,747.44	4,901.43	408.45	4,492.95	0.00	408	91.7
4301	GNRL INSRNC CHR	493,860.84	635,187.16	52,932.26	582,254.86	0.00	52,932	91.7
Total FIXED CHARGS		1,140,698.59	1,395,563.54	116,296.96	1,279,266.56	0.00	116,297	91.7
CAPITAL OUTLAY								
4504	ENGINEERNG SRVCS	1,951,018.32	3,108,771.92	254,914.73	1,562,063.29	1,892,014.23	(345,306)	111.1
4507	MAINS CONSTRCTN	598,787.83	0.00	0.00	0.00	0.00	0	0.0
4516	IN-HS SRV CHRGS	58,095.00	148,203.52	185.00	40,657.50	0.00	107,546	27.4
4518	IN-HS SRV CHG C	13,265.00	186,798.00	1,287.50	18,865.00	0.00	167,933	10.1
4520	BUILDINGS	2,762.58	30,189.82	7,330.00	11,450.00	18,739.82	0	100.0
4530	SANITATN EQPMNT	120,940.10	130,206.10	1,542.21	127,168.66	0.00	3,037	97.7
4534	CNTRCTL SRVCS D	229,068.65	664,331.82	800.00	40,628.44	98,320.41	525,383	20.9
4535	ADMINSTRTN DSGN	0.00	81,392.53	0.00	669.53	0.00	80,723	0.8
4536	CNTRCTL SRVCS C	1,218,502.89	7,671,878.50	567,081.69	2,246,969.40	313,926.57	5,110,983	33.4
4537	ADMNSTRTN CNSTR	0.00	28,000.00	0.00	0.00	0.00	28,000	0.0
4550	TLS AND SHP EQP	32,369.36	40,220.00	4,227.21	17,209.50	0.00	23,011	42.8
4551	CMMNCTNS EQPMNT	10,430.83	0.00	0.00	0.00	0.00	0	0.0
4563	ELECTRCL EQPMNT	63,747.21	69,987.06	0.00	40,366.55	25,165.00	4,456	93.6
4567	COMPUTER EQPMNT	0.00	18,836.00	0.00	0.00	0.00	18,836	0.0
4573	EQUIPMENT	245,018.37	148,520.00	0.00	0.00	33,520.00	115,000	22.6
4597	EXPNS CNTR ACCN	(3,875,521.12)	0.00	(57,815.12)	(112,867.13)	0.00	112,867	0.0
Total CAPITAL OTLY		668,485.02	12,327,335.27	779,553.22	3,993,180.74	2,381,686.03	5,952,469	51.7
OPERATING TRANSFERS OUT								
4642	IF TO 31-313	25,000.00	0.00	0.00	0.00	0.00	0	0.0
4651	IF T 01-031-031	1,149,146.88	1,154,892.89	96,241.07	1,058,651.77	0.00	96,241	91.7
4672	IF T 55-035-458	7,630.13	6,594.03	0.00	6,594.03	0.00	0	100.0
4675	IF TO 41-385	0.00	2,825,000.00	0.00	325,000.00	0.00	2,500,000	11.5

Summary 06/21/19 9:38 AM

City of Daly City, California
Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/19

Page 5

* Fund 87 SANITATION DISTRICT *

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=====	=====	=====	=====	=====	=====	=====	=====	=====
4683	IF TO 51-315	0.00	49,000.00	0.00	49,000.00	0.00	0	100.0
4685	IF TO 17-312	40,000.00	0.00	0.00	0.00	0.00	0	0.0
	Ttl OPRNG TRNSFRS	1,221,777.01	4,035,486.92	96,241.07	1,439,245.80	0.00	2,596,241	35.7
	DEBT SERVICE							
4378	NOTE PRINCIPAL	237,095.94	249,099.00	0.00	243,023.34	0.00	6,076	97.6
4379	NOTE INTEREST	48,324.80	39,780.00	0.00	45,855.04	0.00	(6,075)	115.3
4385	PRNCPL PYMNT CN	(237,095.94)	(249,099.00)	0.00	(243,023.34)	0.00	(6,076)	97.6
	Total DEBT SERVICE	48,324.80	39,780.00	0.00	45,855.04	0.00	(6,075)	115.3
	DEPRECIATION							
4431	DEPRECIATION	2,512,241.42	2,733,880.58	211,941.27	2,351,157.74	0.00	382,723	86.0
	Total DEPRECIATION	2,512,241.42	2,733,880.58	211,941.27	2,351,157.74	0.00	382,723	86.0
*	Total Expenditurs	23,023,551.07	39,057,693.59	2,735,030.04	24,019,940.70	2,667,395.00	12,370,358	68.3
	Nt fr SNTTN DSTRCT F	2,738,752.33	(2,447,522.11)	(442,414.81)	1,238,290.76	(2,667,395.00)	(1,018,418)	
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City of Daly City, California
Revenue and Expenditure Summary Report
By Fund
For the Period Ended 05/31/19

Page 6

* Fund 87 SANITATION DISTRICT *

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=====	=====	=====	=====	=====	=====	=====	=====	=====
Total Rev - All Fnds		25,762,303.40	36,610,171.48	2,292,615.23	25,258,231.46	0.00	11,351,940	69.0
Ttl Expnd - All Fnds		23,023,551.07	39,057,693.59	2,735,030.04	24,019,940.70	2,667,395.00	12,370,358	68.3
All Funds Net		2,738,752.33	(2,447,522.11)	(442,414.81)	1,238,290.76	(2,667,395.00)	(1,018,418)	
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North San Mateo County Sanitation District
a subsidiary of the City of Daly City

Meeting Date: July 22, 2019

Subject: Sewer Service Charges for Fiscal Year 2019/20 – No Rate Increase

Recommended Action

Adopt resolution prescribing and providing for the collection of sewer service charges for Fiscal Year 2019/20 on the San Mateo County Tax Roll.

Background/Discussion

Staff contracted with Hilton, Farnkopf, and Hobson (HF&H) in 2019 to perform financial analysis of the Sanitation District and propose a rate structure to fund activities. After the financial analysis was complete and staff reviewed the findings, it was determined that the current sewer service charges are adequate to fund the 2019/20 Sanitation District Operating and Capital Budgets.

Staff is proposing to continue the current sewer service charges for 2019/20 at \$7.88/CCF with a minimum charge of \$87.44. CCF represents 100 cubic feet of water or 748 gallons and the water usage amount is calculated using the winter billing period to prevent the addition of non-sewer water usage.

Fiscal Impact

The fiscal impact on a typical single-family residential customer using 15 ccf during the winter billing period will continue to be \$709.20 from sewer service charges.

Summary/Conclusion

The Board's action conforms with necessary procedural requirements associated with the sewer service charge. Under state statute, the District must provide its electronic roll to the County no later than August 1st for inclusion in the upcoming tax roll.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "T. Piccolotti".

Thomas J. Piccolotti
Director of Water and Wastewater Resources

RESOLUTION NO. 19-SD-10

A RESOLUTION OF THE NORTH SAN MATEO COUNTY SANITATION DISTRICT
PROVIDING FOR COLLECTION ON PROPERTY TAX ROLL, MAKING FINDINGS AND
DETERMINATION UNDER CEQA, AND CONFIRMING REPORT ON SEWER SERVICE
CHARGES FOR FISCAL YEAR 2019/20

A. Sewer Service Charges are calculated on the basis of water consumption during the winter months (January/February) billing cycle, and a rate is determined that provides sufficient revenues to operate, maintain, and improve the sanitary sewer system during the coming year.

B. Pursuant to Ordinance No. 95, the Board of Directors authorized an annual Sewer Service Charge for Fiscal Year 2019/20 at the same rate and with no increase or decrease as Fiscal Year 2018/19.

C. The North San Mateo County Sanitation District elected to collect its sewer service charges pursuant to Section 5473 of the Health and Safety Code of the State of California; and wishes to continue the incorporation of this collection method for Fiscal Year 2019/20;

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of the North San Mateo County Sanitation District, San Mateo County, California, does hereby elect, pursuant to Section 5473, et. seq., of the Health and Safety Code of the State of California, to have sewer service charges for Fiscal Year 2019/20 as established by said District pursuant to its Ordinance No. 33, adopted April 15, 1974, as amended by Ordinance No. 95, adopted July 22, 2019, collected on the tax roll of the County of San Mateo, State of California, in the manner provided pursuant to Sections 5471 through 5473.11 of the Health and Safety Code of the State of California and authorized by Ordinance No. 33, as amended; and makes the following findings of fact:

1. That the above recitals, "A" through "C" within the Preamble are accurate, and constitute findings of the Board of Directors of the North San Mateo County Sanitation District.

2. That it does hereby determine that the adjustment in water rates is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) of the CEQA Guidelines and further pursuant to Section 21080 of the Public Resources Code of the State of California, specifically Subsection (b)(8) thereof.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be submitted to the County Controller, San Mateo County, State of California, and that collection of such charges on the tax roll shall remain in effect until repealed.

I hereby certify the foregoing resolution was duly and regularly passed and adopted by the Board of Directors of the North San Mateo County Sanitation District, San Mateo, County, California, at a regular meeting thereof held on the ____ 22nd ____ day of _____ July _____, 2019, by the following vote:

AYES, and in favor thereof, _____

NOES, _____

Absent, _____

GENERAL MANAGER, NORTH SAN MATEO COUNTY
SANITATION DISTRICT

APPROVED:

CHAIRPERSON

ORDINANCE NO. 95

AN ORDINANCE OF THE NORTH SAN MATEO COUNTY SANITATION DISTRICT
AMENDING ORDINANCE NO. 94 PRESCRIBING RATES AND CHARGES
FOR SEWAGE DISPOSAL SERVICE

BE IT ORDAINED by the Board of Directors of the North San Mateo County Sanitation District, San Mateo County, as follows:

Section 1: Section 10 of Article II of that certain ordinance entitled "Ordinance No. 33, An Ordinance Prescribing Rates and Charges for Sewage Disposal Service and Providing Procedures and Penalties for Its Enforcement," passed by the Board of Directors of the North San Mateo County Sanitation District on April 15, 1974, as heretofore amended, is hereby amended to read as follows:

"10. Rate Schedule. Sewer service charges are hereby prescribed for all premises connected to the sanitation or sewerage system of District. The rates for the 2019/2020 Tax Roll shall be computed at the rate of Seven Dollars and Eighty-eight Cents (\$7.88), per one hundred (100) cubic feet of water consumption calculated on the basis of two months' average winter water consumption annualized, with a minimum of Eighty Seven Dollars and Forty-four Cents (\$87.44) per annum."

Section 2: In accordance with the California Environmental Quality Act ("CEQA"), Public Resources Code §21000 et seq. and the regulations promulgated pursuant to CEQA ("the State Guidelines") the District Board finds that this Ordinance establishes and modifies rates and charges for the purposes of meeting operating expenses of the District, meeting financial reserve needs and requirements of the District and/or obtaining funds for capital projects which are necessary to maintain services within existing service areas in the District (State Guidelines §15273).

Section 3: Severability.

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of the North San Mateo County Sanitation District declares that it would have adopted each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, clauses, phrases or portions be declared invalid or unconstitutional.

Section 4: Publication

Upon adoption by the Board of Directors of the North San Mateo County Sanitation District, this ordinance shall be posted in three public places, and shall be published once in a newspaper of general circulation, within 15 days following its passage and adoption.

Introduced this 22nd day of July, 2019.

Passed and adopted as an Ordinance of the North San Mateo County Sanitation District at a regular meeting of the Board of Directors of the North San Mateo County Sanitation District held on the 22th day of, July 2019, by the following vote:

AYES, Director: _____

NOES, Director: _____

Absent, Director: _____

GENERAL MANAGER OF THE NORTH SAN
MATEO COUNTY SANITATION DISTRICT

APPROVED:

CHAIRPERSON