



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Joan Sykes-Miessi, President
Bethzabe Yañez, Vice President
Glenda Savage, Secretary
Goro Mitchell, Director
Dennis Scherzer, Director

901 Weeks Street
East Palo Alto, CA 94303
Phone: (650) 325-9021
Fax: (650) 325-5173
www.epasd.com

Akin Okupe, M.B.A, P.E., General Manager

EAST PALO ALTO SANITARY DISTRICT PUBLIC RELATIONS COMMITTEE MEETING FEBRUARY 20, 2018 10:00 AM P.M.

Notice is hereby given that the Public Relations Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday, February 20, 2018 at 10:00 a.m.** The meeting will take place at the East Palo Alto Sanitary District office located at 901 Weeks Street, East Palo Alto, California.

1. Call to Order

2. Roll Call

Director Goro Mitchell
Director Bethzabe Yanez

3. Communications from the Public

Members of the public are invited to address the Board regarding non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.

4. Agenda Amendments

Consideration/Approval of Meeting Minutes

A) December 05, 2017 Public Relations Committee

5. Report / Discussion – Public Access Television

6. Report / Discussion – Brochure Inserts

7. Oral & Written Communication: Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

8. Future Agenda

March 06, 2018 at 1:00 p.m.

9. Adjournment

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District located at 901 Weeks Street, East Palo Alto, CA 94303.

Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1st.

Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

I. NATURE OF ITEM

Call to Order

Called to order by _____ at _____ p.m.

2. Roll Call

Directors Present:

Directors Absent:

Staff Present:

Guests Present:

3. **NATURE OF ITEM**

Communication from the Public - Members of the public are invited to address the Board regarding agenda items and non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.

Speaker # 1: _____

Speaker # 2: _____

Speaker # 3: _____

4. **Agenda Amendments**

Item# _____ moved to _____

Item# _____ moved to _____

Item# _____ tabled

Item# _____ tabled

(xx) Additional Materials Attached

Agenda Item 5
Meeting Date 02/20/2018

I. NATURE OF ITEM

CONSIDERATION/APPROVAL of January 09, 2018 Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

**EAST PALO ALTO SANITARY DISTRICT
PUBLIC RELATIONS COMMITTEE MINUTES
JANUARY 09, 2018**

10. Call to Order

A Public Relations Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Mitchell on Tuesday, January 9, 2018 at 1:13 p.m. The meeting was held at the East Palo Alto Sanitary District office located at 901 Weeks Street, East Palo Alto, California.

11. Roll Call

Directors Present
Goro Mitchell

Staff Present
Akin Okupe, General Manager
Neptina B. White, Executive Admin. Asst.

Due to the absence of Director Scherzer, Director Mitchell stated that the meeting would be informational only.

12. Communications from the Public

There were no communications from the public.

13. Agenda Amendments

There were no agenda amendments.

14. Consideration/Approval of Meeting Minutes

B) December 05, 2017 Public Relations Committee

This item was tabled in the absence of Director Scherzer.

15. Report / Discussion – Public Access Television

Mr. Okupe stated that this item is being researched. He has communicated with various TV stations and will update the Committee at the next meeting.

16. Report / Discussion – District Newsletter

Mr. Okupe stated that in the interest of economy, the newsletter will be created in-house and then brought before the Committee for review.

17. Oral & Written Communication

There was no oral or written communication.

18. Future Agenda

The next meeting will be held on February 06, 2018 at 1:00 p.m.

- Brochure inserts, etc.
- Public Access Television update

19. Adjournment

There being no further business, the meeting adjourned at 1:20 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 02/20/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: Public Access Television

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 02/20/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: – Brochure Inserts

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 02/20/2018

I. NATURE OF ITEM

ORAL & WRITTEN COMMUNICATION - Brief reports may be presented by the Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 02/20/2018

I. NATURE OF ITEM

FUTURE AGENDA

March 06, 2018 at 1:00 p.m. Public Relations Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 02/20/2018

I. NATURE OF ITEM

ADJOURNMENT

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS