



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 INFORMATION & INTERGOVERNMENTAL AFFAIRS COMMITTEE MEETING FEBRUARY 21, 2018 5:00 PM

Notice is hereby given that the Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District will be held on **Wednesday, February 21, at 5:00 PM**. 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 Betsy 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**
5. **Review/Approval** of January 17, 2018 Meeting Minutes
6. **Report/Discussion** of Update of City of East Palo Alto Projects
7. **Report/Discussion** Permit for Emergency Discharge
8. **Report/Discussion** of Transient Occupancy
 - A. Transient Occupancy, Temporary Overnight Lodging, and Residential Care Facilities as Defined by EPASD Sanitary Code Ordinance
 - B. City Business License Definitions
 - C. Licensed Residential Occupancy Capacity
 - D. Detached Units Used for Transient Occupancy and How to Properly Assess Sewer Service Charges
9. **Review/Discussion** on Recycled Water
10. **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
11. **Future Agenda**
Wednesday, March 21, 2018
12. **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.

SUPPLYING SANITARY SEWERAGE SERVICES FOR PORTIONS OF THE CITIES OF EAST PALO ALTO AND MENLO PARK

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 02/21/2018

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:

() Additional Materials Attached

Agenda Item 3 & 4
Meeting Date 02/21/2018

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 02/21/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of January 17, 2018 Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

**EAST PALO ALTO SANITARY DISTRICT
PUBLIC INFORMATION
& INTERGOVERNMENTAL AFFAIRS
COMMITTEE MINUTES
JANUARY 17, 2018**

2. Call to Order

A Rescheduled Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Mitchell on Wednesday, January 17, 2018 at 5:10 p.m. The meeting was held at 901 Weeks Street, East Palo Alto, California.

2. Roll Call

Directors Present

Goro Mitchell

Staff Present

Akin Okupe - General Manager

Maz Bozorginia - General Manager, City of East Palo Alto

Director Mitchell called for a short recess at 5:11 p.m. to await the arrival of Director Yanez. The meeting resumed at 5:15 p.m. in the absence of Director Yanez.

Director Yanez arrived at 5:18 p.m.

13. Communications from the Public

There were no communications from the public.

14. Agenda Amendments

There were no agenda amendments.

15. Review/Approval of December 06, 2017 Meeting Minutes

This item was tabled as Director Mitchell was not present at the December 6, 2017 meeting.

16. Report/Discussion of Update of City of East Palo Alto Projects

Mr. Bozorginia provided an update on the Bay Road Project. He stated that the City has submitted paperwork to CalTrans for work on storm drains and other infrastructure improvements.

Mr. Okupe stated that he has requested a proposal from Freyer & Laureta to evaluate the capacity of the existing pipeline with an eye toward also improving sewer infrastructure in conjunction with the Bay Road project. He will report findings to the Committee.

17. Report/Discussion of Memorandum of Understanding

Mr. Okupe reported that he has received a draft evaluation analysis from Freyer & Laureta and will present it to the Committee for review and discussion.

18. Report/Discussion of Transient Occupancy

- E. Transient Occupancy, Temporary Overnight Lodging, and Residential Care Facilities as Defined by EPASD Sanitary Code Ordinance
- F. City Business License Definitions
- G. Licensed Residential Occupancy Capacity
- H. Detached Units Used for Transient Occupancy and How to Properly Assess Sewer Service Charges

This item was tabled for discussion at a future meeting.

19. Oral & Written Communication

There was no oral or written communication.

20. Future Agenda

The next meeting will be held on Wednesday, February 21, 2018 at 5:00 p.m.

- Memorandum of Understanding
- Transient occupancy
- Permit for emergency discharge

21. Adjournment

There being no further business, the meeting adjourned at 5:40 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 02/21/2018

I. NATURE OF ITEM

REPORT/DISCUSSION of Update of City of East Palo Alto Projects

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 02/21/2018

I. NATURE OF ITEM

REPORT/DISCUSSION of Permit for Emergency Discharge

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 02/21/2018

I. NATURE OF ITEM

REPORT/DISCUSSION of Transient Occupancy

- A. Transient Occupancy, Temporary Overnight Lodging, and Residential Care Facilities as Defined by EPASD Sanitary Code Ordinance
- B. City Business License Definitions
- C. Licensed Residential Occupancy Capacity
- D. Detached Units Used for Transient Occupancy and How to Properly Assess Sewer Service Charges

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 02/21/2018

I. NATURE OF ITEM

REPORT/DISCUSSION on Recycled Water

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 02/21/2018

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

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 11
Meeting Date 02/21/2018

I. NATURE OF ITEM

Future Agenda

March 21, 2018 at 5:00 p.m. Public Information & Intergovernmental Affairs
Committee Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 12
Meeting Date 02/21/2018

I. NATURE OF ITEM

Adjournment