



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 BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA MARCH 01, 2018 7:00 p.m.

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Thursday, March 01, 2018 at 7:00 p.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 Joan Sykes-Miessi
Director Glenda Savage

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. Presentation/Discussion of Copier Service – David Dewhirst of Shamrock Office Solutions

6. Review/Approval of February 12, 2018 Meeting Minutes

7. Review/Discussion of Withdrawal Orders and Authorizing Payment of Bills

8. Review/Discussion of Bank Reconciliation

9. Review/Discussion of Fund Transfer

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

March 12, 2018 Finance Committee Meeting

12. Adjournment

***PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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.

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 03/01/2018

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:

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 03/01/2018

I. NATURE OF ITEM

PRESENTATION/DISCUSSION of Copier Service – David Dewhirst of Shamrock Office Solutions

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 03/01/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of February 12, 2018 Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN



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About Us



Serving the San Francisco Bay Area for 10+ years, Shamrock is a locally owned and operated company dedicated to providing [technology solutions](#) to over 2,000 companies.

Shamrock features the best [digital office equipment and document management software](#), with the most prompt, professional, courteous service in our industry. We constantly strive to exceed our customers expectations.

Our wide range of products (full line of copiers, faxes, printers and scanners) and services allows Shamrock to be an asset to companies large and small. Our [customer base](#) ranges in size from small sole proprietorships to large Fortune 500 companies prominently listed on the NYSE, as well as colleges, universities and school districts.

Shamrock is your trusted technology partner, providing a complete information technology solution. We focus on proactive, cost effective, [IT managed services](#) and [consulting services](#) to small- and medium-sized enterprises.

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Shamrock chooses to partner with Ricoh for its office equipment products. Durability and productivity are of the upmost importance and Ricoh is the leader in the industry. Ricoh is #1 in market share due to its engineering and continuous focus on R&D. Ricoh makes Multifunction copiers for the desktop to the print shop. They bring together unparalleled advances in security, print quality and network integration via its award-winning line of MFPs and production printing systems.

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**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING MINUTES
FEBRUARY 12, 2018**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Monday, February 12, 2018 at 5:31 p.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

2. Roll Call

Directors Present

Joan Sykes-Miessi
Glenda Savage

Staff Present

Akin Okupe, General Manager
Micheline Wegem, Accountant
Neptina B. White, Executive Admin. Asst.

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

13. Review/Approval of Meeting Minutes

The Committee reviewed and approved the meeting minutes.

14. Review/Discussion of Withdrawal Orders and Authorizing Payment of Bills

The Committee reviewed and approved withdrawal orders and authorized payment of bills.

15. Oral & Written Communication

There was no oral or written communication.

16. Future Agenda

The next meeting will be held on March 1, 2018 at 7:00 p.m.

17. Adjournment

There being no further business, the meeting adjourned at 5:49 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 03/01/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of Withdrawal Orders and Authorizing Payment of Bills

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

REQUEST ORDER # 28-18

*	ALL
	613.85
	400.00
	857.40
	771.69
	8,125.24
	178.15
	1,463.18
	11,115.32
	2,757.00
	185.33
	288.47
	579.99
	547.15
	250.00
	300.02
	1,912.89
	900.06
	1,725.00
	5,156.06
	900.00
	10,177.19
	7,800.00
	20.00
	2,150.00
	752.77
	186.17
	140.00
	600.04
	1,021.48
	94.00
	-
30	61,968.45

IN THE AMOUNT OF \$61,968.45

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#28-18 CHECK NUMBER
5193	AID MAILING FULFILLMENT 1988 LEGHORN STREET, STE A MOUNTAIN VIEW, CA 94043-1733	LABELLING AND PICK UP AND MAILING OF NEWSLETTER "THE FLOW" INV. 18992 10/3/17 I366	613.85	
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF FEBRUARY I367	400.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER ACCT 92-0415720-1 DT 2/9/18 ACCT 92-0386303-1 DT 2/9/18 ACCT 92-0386576-3 DT 2/9/18 I368	857.40	
5638	AT&T MOBILITY PO BOX 6483 CAROL STREAM	IPAD WIRELESS DATA SMARTPHONE STMT DT. 01/15/18 ACCT: 287239974171 I369	771.69	
	BUSINESS CARD - 6797 PO BOX 15796 WILMINGTON, DE 19886-5796	HOTEL / REFRESHMENT CASA WINTER CONFERENCE OKUPE, YANEZ, SYKES-MIESSI, SAVAGE, MITCHELL COMCAST BUNDLED SERVICES HOTEL / REGISTRATION YANEZ/ OKUPE GM LEAD. SUMMIT LAKE TAHOE REGISTRATION FOR OKUPE AT CASA/SDRMA EVENTS 5638 = 334.39 5731 = 2250.0 5721 = 4777.85 5969 = 763.00 I370	8,125.24	
	BUSINESS CARD - 6977 PO BOX 15796 WILMINGTON, DE 19886-5796	TRANSFERBIGFILES INV. DT. 02/01/18 MICROSOFT XCHG E0805EAMX DT 2/17/18 AMAZON PRIME 2/20/18 5969 = 138.16 5638 = 39.99 I371	178.15	
	BUSINESS CARD -9257 PO BOX 15796 WILMINGTON, DE 19886-5796	PAYROLL TAX SOFTWARE DT. 1/22/18 REFRESHMENTS FOR MEETINGS JAN FCM/HRCM/ HEALTH GAS FOR TRUCKS DT. 2/16/18 SNAKE REPAIR 2/12/18 COSTCO EXEC. MEMBERSHIP RENEWAL 1/30/18 5969 = 1321.94 5416 = 121.24 5459 = 20.0 I372	1,463.18	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	FOR PROFESSIONAL SERVICES THROUGH 1/31/18 DT. 2/20/18 MATTER 82091.00008 PUBLIC CONTRACTING INV. 815543 MATTER 82091.00001 GENERAL LABOR INV. 815542 MATTER 82091.00002 GENERAL INV. 815541 I373	11,115.32	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 23,524.83
TOTAL THIS PERIOD: 61,968.45

PAGE 1 OF 4

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 1ST DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#28-18 CHECK NUMBER
5721	BUDGET RENT A CAR SYSTEM INC. 14297 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693	BUDGET RENTAL CAR FOR CASA WINTER CONFERENCE OKUPE, MITCHELL, SCHERZER, SAVAGE, YANEZ I374	2,757.00	
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYARD, CA 94545	RIGID FOOT SWITCH INV. S4217032.001 DT 2/1/18 GLASSES, VESTS, SAFETY HATS INV. S4241966.001 DT 2/5/18 I375	185.33	
5193	CINTAS PO BOX 740855 CINCINNATI, OH 45274-0855	PUREFLOW CARTRIDGES FOR EYEWASH STATION INV. 8403491610 DT 1/5/18 I376	288.47	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464109805 DT: 02/14/18 INV. 464112666 DT:02/21/18 I377	579.99	
5858	CPO LTD A JJR ENTERPRISES CO 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER CONTRACT BASE RATE MAINTENANCE AGREEMENT INV. 2449808 DT 2/8/18 I378	547.15	
5459	DEGREE HVAC INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	1ST QUARTER MAINTENANCE 2018 SVC. DT: 2/8/18 INV. 10227 I379	250.00	
5858	DERRICK WASHINGTON 110062ND AVENUE OAKLAND, CA 94621	ON CALL SERVICE 02/20 - 02/26/2018 INV. DT. 02/26/2018 I380	300.02	
	DOOLEY INSURANCE & FINANCIAL SERVIC 1567 EDMOND DRIVE SAN CARLOS, CA D94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 INV. DT. 02/01/18 4631=1091.94 6731 = 820.95 I381	1,912.89	

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TOTAL THIS PAGE: 6,820.85
TOTAL THIS PERIOD: 61,968.45

PAGE 2 OF 4

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

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SIGNED AND SEALED THIS 1ST DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#28-18 CHECK NUMBER
5858	FRANK LAMPKIN 1158 CARLTON AVENUE MENLO PARK, CA 94025	ON CALL SERVICE 02/06/18 - 02/12/18 INV. DT. 02/12/18 02/13/18 - 02/19/18 INV. DT. 02/20/18 02/20 - 02/26/2018 INV. DT. 02/26/2018 I382	900.06	
5817	FRANK SATTERWHITE 2275 EUCLID AVENUE EAST PALO ALTO, CA 94303	SEWER SERVICE CHARGE CREDIT FOR NO LATERAL ON PROPERTY 3 YEARS OF CHARGES 2014/15, 2015/16, 2016/17 I383	1,725.00	
5858	HALLMARK PERSONNEL 1240 OAKMED PARKWAY SUITE 107 SUNNYVALE, CA 94085	TEMP. ADMINISTRATIVE SERVICES N. WHITE INV. 9103 02/05/18 - 02/09/18 DT 02/14/18 INV. 9111 02/12/18 - 02/16/18 DT 02/21/18 I384	5,156.06	
5731	HEALTH EDUCATION SERVICES 200 WAVERLY ST. STE. 8 MENLO PARK, CA 94025	AHA HEARTSAVER FIRST AED/CPR/FIRST AID 1/31/18 INV 22032 DT 2/5/18/ I385	900.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES F. LAMPKIN INV. 21475 DT 01/29/18 - 02/04/18 INV. DT. 02/9/18 INV. 21545 DT 02/05/18 - 02/11/18 INV. DT. 02/16/18 INV. 21618 DT 02/11/18 - 02/17/18 INV. DT. 02/23/18 I386	10,177.19	
5872	JEANPIERRE, WEGEM, ALABI & CO LLP CP, 150 EXECUTIVE PARK BLVD. STE 4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF FEB. 2018 I387	7,800.00	
5838	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBT MONTH OF FEB 2018 I388	20.00	
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	REFRESHMENTS FOR: 2/18/18 RBM, 1/18/18SBM, 10/5/17 RBM 10/23/18 SBM, 10/25/17 ECM/ICM, 12/5/17 PRCM, 12/7/17 RBM I389	2,150.00	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 28,828.31
TOTAL THIS PERIOD: 61,968.45

PAGE 3 OF 4

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 1ST DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#28-18 CHECK NUMBER
5193	OFFICE DEPOT BUSINESS CREDIT DEPT 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	OFFICE / BREAK ROOM SUPPLIES STMT DATE 02/02/18 I390	752.77	
5638	PG&E PO BOX 997300 SACRAMENTO, CA 95899-7300	GAS CHARGES ACCT: 2205881930-5 STMT. DT. 02/14/18 I391	186.17	
5966	REDWING SHOE COMPANY, INC. PO BOX 844329 DALLAS, TX 4329	WORK BOOTS PO 5541 SHAWN THOMAS I392	140.00	
5817	SHAWN THOMAS 880 E. FREMONT AVE. # 418 SUNNYVALE, CA 94087	ON CALL SERVICE 02/4/2018 - 02/10/2018 INV. DT. 2/12/18 02/13/2018 - 02/19/2018 INV. DT. 02/20/18 I393	600.04	
5858	T&K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICE FOR 2/14 - 2/28/2018 INV. 5012 FEBRUARY 2018 I394	1,021.48	
4631	US HEALTHWORKS PO BOX 50042 LOS ANGELES, CA 90074	VACCINE HEP B AUTH. BY OKUPE FOR S. THOMAS SVD. DT. 1/30/18 I395	94.00	

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TOTAL THIS PAGE: 2,794.46
TOTAL THIS PERIOD: 61,968.45

PAGE 4 OF 4

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

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SIGNED AND SEALED THIS 1ST DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

REQUEST ORDER # 29-18

	ALL
	18,420.00
	20,000.00
2	\$38,420.00

IN THE AMOUNT OF \$38,420.00

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST #29-18 CHECK AMOUNT NUMBER
5459	CASEY CONSTRUCTION INC. 819 SYLVAN WAY EMERALD HILLS, CA 94062	DEMETER STREET SEWER MAIN REPAIR MOBILIZE LABOR AND EQUIPMENT INV.1597 DT. 11/1/17 I396	18,420.00
5861	RANGER PIPELINE, INC. 1790 YOSEMITE AVE SAN FRANCISCO, CA 94124	CHANGE ORDER ADDITIONAL WORK NEEDED FOR T-LINE PROJECT FOR MATERIALS AND ADDITIONAL WORK NOT COVERED DT. 12/28/2017 I397	20,000.00

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 38,420.00
TOTAL THIS PERIOD: 38,420.00

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 1ST DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT GLENDA SAVAGE, SECRETARY

REQUEST ORDER # 30-18

	ALL
	1874.76
	3536.82
2	5,411.58

IN THE AMOUNT OF \$5,411.58

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#30-18 CHECK NUMBER
	BUSINESS CARD - 6797 PO BOX 15796 WILMINGTON, DE 19886-5796	PAY OFF ALL BALANCES ON CARD I398	1,874.76	
	BUSINESS CARD - 9257 PO BOX 15796 WILMINGTON, DE 19886-5796	ADVANCE PAYMENT SO CC CAN REMAIN IN USE I399	3,536.82	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 5,411.58
TOTAL THIS PERIOD: 5,411.58

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 1ST DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLEND A SAVAGE, SECRETARY

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 03/01/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Bank Reconciliation

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 03/01/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Fund Transfer

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

**EAST PALO ALTO SANITARY DISTRICT
GENERAL FUND - ACTUAL AND BUDGET COMPARISON - CASH BASIS
FOR THE SEVEN MONTH PERIOD ENDED JANUARY 31, 2017**

Before Interfund Transfers

File: ABC January 2018 Comparison.xls

58%

A	B	C	D	E	F
Account Code	Description	Approved Budget 2017-2018	YTD Spending 01/31/18	Remaining Budget Balance	Actual With Budget Percentage
4111	Wages	574,838.00	245,760.61	329,077.39	42.75%
4192	Directors Fees	52,100.00	35,710.40	16,389.60	68.54%
4631	Employees Benefits	407,974.00	242,615.07	165,358.93	59.47%
5188	Other Operating Supplies	1,500.00	280.57	1,219.43	18.70%
5193	Office Expenses	20,000.00	17,683.73	2,316.27	88.42%
5314	Election Expenses	8,000.00	-	8,000.00	0.00%
5332	Membership	16,000.00	8,612.00	7,388.00	53.83%
5341	Publication & Legal Notice	14,000.00	5,078.82	8,921.18	36.28%
5416	Gas, Fuel	9,000.00	471.91	8,528.09	5.24%
5459	Repairs & Maintenance	45,000.00	11,875.64	33,124.36	26.39%
5521	Rents & Leases	4,500.00	2,934.07	1,565.93	65.20%
5638	Utilities	38,000.00	25,228.85	12,771.15	66.39%
5721	Travel & Meeting	24,000.00	22,206.29	1,793.71	92.53%
5731	Training & Education	13,500.00	3,059.11	10,440.89	22.66%
5817	Contract Sewage Services	1,648,000.00	1,185,158.49	462,841.51	71.91%
5858	Contractual Services	150,000.00	179,462.41	(29,462.41)	119.64%
5861	Engineering Services	100,000.00	69,161.67	30,838.33	69.16%
5872	Prof & Spec Services	98,000.00	54,600.00	43,400.00	55.71%
5876	Professional Services	52,000.00	6,796.20	45,203.80	13.07%
5958	Research & Monitoring	400.00	-	400.00	0.00%
5966	Operating Supplies	5,500.00	848.36	4,651.64	15.42%
5969	Special Expenses	20,800.00	13,136.53	7,663.47	63.16%
6322	Repayment Treatment Plant	79,000.00	55,566.00	23,434.00	70.34%
6731	Insurance	46,000.00	40,416.65	5,583.35	87.86%
6732	Legal Services	55,000.00	44,210.95	10,789.05	80.38%
6546	Construction Transfer	1,200,000.00	1,200,000.00	-	100.00%
7311	Equipment Expenses	125,000.00	36,013.74	88,986.26	28.81%
	Total	\$ 4,808,112.00	\$ 3,506,888.07	\$ 1,301,223.93	72.94%

CONSTRUCTION & REPLACEMENT FUND - ACTUAL AND BUDGET COMPARISON

2546	Capital Projects	2,480,000.00	982,917.50	1,497,082.50	39.63%
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RESOLUTION No.

**RESOLUTION ORDERING THE TRANSFER OF FUND
EAST PALO ALTO SANITARY DISTRICT**

RESOLVED By the district Board of East Palo Alto Sanitary District, San Mateo County as follows:

1-The District Board of East Palo Alto Sanitary District hereby authorizes the revision of the budget by transferring the following funds from the specified budget categories to various other budget categories as herein specified:

\$190,000.00	From Wages	#4111
6,000.00	To Directors Fees	#4192
30,000.00	To Employees Benefits	#4631
110,000.00	To Contractual Services	#5858
7,000.00	To Special Expenses	#5969
17,000.00	To Legal services	#6732
20,000.00	To Travel & Meetings	#5721
\$10,000.00	From Repairs & Maintenance	#5954
8,000.00	To Office Expenses	#5858
2,000.00	To Election Expenses	#5314
\$10,000.00	From Professional services	#5876
6,000.00	To Utilities	#5638
4,000.00	To Engineering Services	#5861

2- That the Controller and the Treasurer of the County of San Mateo be and are hereby, authorized and directed to make said transfers.

3- That a certified copy of this resolution be forwarded to the County Controller and the Treasurer of San Mateo County, California.

I hereby certified that the foregoing is full, true and correct copy of a resolution duly adopted and passed by the District Board of the East Palo Alto Sanitary District, San Mateo County, California, on the 8th day of March, 2018 by the following votes:

Ayes: and in favor thereof, Members:

Noes: Members:

Abstain: Members:

Absent: Members:

President of the District Board of the
East Palo Alto Sanitary District
San Mateo County, State of California

Attest:

Secretary of the District Board of the
East Palo Alto Sanitary District
of San Mateo County, State of California

EAST PALO ALTO SANITARY DISTRICT						
GENERAL FUND - ACTUAL AND BUDGET COMPARISON - CASH BASIS						
FOR THE SEVEN MONTH PERIOD ENDED JANUARY 31, 2017						
<i>After Interfund Transfers</i>						
File: ABC January 2018 Comparison.xls						58%
A	B	C	D	E	F	
Account	Description	Approved Budget	YTD Spending	Remaining Budget	Actual With Budget	
Code		2017-2018	01/31/18	Balance	Percentage	Notes
4111	Wages	384,838.00	245,760.61	139,077.39	63.86%	
4192	Directors Fees	58,100.00	35,710.40	22,389.60	61.46%	1
4631	Employees Benefits	437,974.00	242,615.07	195,358.93	55.39%	
5188	Other Operating Supplies	1,500.00	280.57	1,219.43	18.70%	
5193	Office Expenses	28,000.00	17,683.73	10,316.27	63.16%	2
5314	Election Expenses	10,000.00	-	10,000.00	0.00%	
5332	Membership	16,000.00	8,612.00	7,388.00	53.83%	
5341	Publication & Legal Notice	14,000.00	5,078.82	8,921.18	36.28%	
5416	Gas, Fuel	9,000.00	471.91	8,528.09	5.24%	
5459	Repairs & Maintenance	35,000.00	11,875.64	23,124.36	33.93%	
5521	Rents & Leases	4,500.00	2,934.07	1,565.93	65.20%	3
5638	Utilities	44,000.00	25,228.85	18,771.15	57.34%	
5721	Travel & Meeting	44,000.00	22,206.29	21,793.71	50.47%	
5731	Training & Education	13,500.00	3,059.11	10,440.89	22.66%	
5817	Contract Sewage Services	1,648,000.00	1,185,158.49	462,841.51	71.91%	4
5858	Contractual Services	260,000.00	179,462.41	80,537.59	69.02%	5
5861	Engineering Services	104,000.00	69,161.67	34,838.33	66.50%	6
5872	Prof & Spec Services	98,000.00	54,600.00	43,400.00	55.71%	
5876	Professional Services	42,000.00	6,796.20	35,203.80	16.18%	
5958	Research & Monitoring	400.00	-	400.00	0.00%	
5966	Operating Supplies	5,500.00	848.36	4,651.64	15.42%	
5969	Special Expenses	27,800.00	13,136.53	14,663.47	47.25%	
6322	Repayment Treatment Plant	79,000.00	55,566.00	23,434.00	70.34%	7
6731	Insurance	46,000.00	40,416.65	5,583.35	87.86%	8
6732	Legal Services	72,000.00	44,210.95	27,789.05	61.40%	9
6546	Construction Transfer	1,200,000.00	1,200,000.00	-	100.00%	10
7311	Equipment Expenses	125,000.00	36,013.74	88,986.26	28.81%	
	Total	\$ 4,808,112.00	\$ 3,506,888.07	\$ 1,301,223.93	72.94%	

CONSTRUCTION & REPLACEMENT FUND - ACTUAL AND BUDGET COMPARISON					
2546	Capital Projects	2,480,000.00	982,917.50	1,497,082.50	39.63%

Notes						
1	Include stipends for attendance at meetings, trainings and conferences					
2	Include equipment and office supplies					
3	Includes postage machine and alarm equipment					
4	Includes three quarterly payments of the Sewage Charge: O&M of RWQCP					
5	Include payments to Hallmark and Infinity agencies for the temp. personnel					
6	Includes the Engineering Services : 2015 San Francisquito Creek, T-Line Realignment Project					
7	Includes three quarterly payments of the 1990 & 1999 BOND DEBT SERVICE					
8	Includes the 2015-16 property and liability insurance (annual payment)					
9	Includes the Legal Matters					
10	Includes the approved budget transfer (2017/2018 Budget)					

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 03/01/2018

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.

(xx) Additional Materials Attached

Agenda Item 11
Meeting Date 03/01/2018

I. NATURE OF ITEM

Future Agenda

March 12, 2018 at 5:30 p.m.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 12
Meeting Date 03/01/2018

I. NATURE OF ITEM

Adjournment