



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Joan Sykes-Miessi, President
Bethzabe Yañez, Vice President
Glenda Savage, Secretary
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Akin Okupe, M.B.A, P.E., General Manager

EAST PALO ALTO SANITARY DISTRICT ENGINEERING COMMITTEE MEETING MARCH 21, 2018 2:00 P.M.

Notice is hereby given that the Rescheduled Engineering Committee Meeting of the East Palo Alto Sanitary District will be held on **Wednesday March 21, 2018 at 2:00 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**
Director Dennis Scherzer
Director Bethzabe Yanez
2. **Roll Call**
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. **Technology Review**
6. **Review/Approval** of February 20, 2018 Meeting Minutes
7. **Review/Discussion** of Study of City of East Palo Alto General Plan
8. **Review/Discussion** of Second Unit Connection Fee Status
9. **Review/Discussion** of Sewer System Management Plan (SSMP)
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 take.
11. **Future Agenda**
April 18, 2018 at 6:00 p.m. Engineering Committee.
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.

(xx) Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 03/21/2018

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 03/21/2018

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 03/21/2018

I. NATURE OF ITEM

DISCUSSION: TECHNOLOGY REVIEW

II. BACKGROUND

This standing agenda item has been added to the Engineering Committee meetings by its members and will serve as an opportunity to be updated on emerging technologies in the field of wastewater transportation and treatment.

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 03/21/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of February 20, 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
ENGINEERING COMMITTEE MEETING MINUTES
FEBRUARY 20, 2018**

1. Call to Order

A Rescheduled Engineering Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Yanez on Tuesday, February 20, 2018 at 11:02 a.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

Dennis Scherzer
Bethzabe Yanez

Staff Present

Akin Okupe, General Manager

13. Communications from the Public

There were no communications from the public.

14. Agenda Amendments

There were no agenda amendments.

15. Technology Review

Mr. Okupe advised the following:

- The maintenance crew is currently undergoing training on operation of the Vactor truck.
- He is working with the City of East Palo Alto and West Bay regarding knowledge sharing.
- He is in negotiations with Lucidity for a cost reduction of the \$32,000 proposal for software upgrades.

16. Review/Approval of January 16, 2018 Meeting Minutes

Upon review of the minutes, the Committee noted that items were not consecutively numbered.

The Committee approved the meeting minutes with agreement to the amendment of the numbering.

17. Review/Approval of IIPP Final Draft

The Committee reviewed the final draft of the Illness and Prevention Preparedness Plan.

Director Scherzer noted the absence of several topics. Mr. Okupe indicated that he will research the missing information and provide an update at the next meeting.

18. Review/Discussion of Study of City of East Palo Alto General Plan

Mr. Okupe stated that he is awaiting a proposal from Freyer & Laureta as to the cost of a study of the previous General Plan versus the new General Plan. This item will be further discussed at the next meeting.

19. Review/Discussion of Second Units

After discussion, Director Scherzer requested a copy of the connection fee study relating to second units. Mr. Okupe stated that he will provide a copy at the next meeting.

20. Oral & Written Communication

There was no oral or written communication.

21. Future Agenda

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

- IIPP
- General Plan
- Second units connection fee study status

22. Adjournment

There being no further business, the meeting adjourned at 11:22 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 03/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Study of City of East Palo Alto General Plan

II. BACKGROUND

There is need to evaluate the capacity of the existing collection systems due to changes in the General Plan

III. STAFF COMMENTS/COMMUNICATIONS

Staff request authorization for the General Manager to enter into contact with an Engineer to evaluate the collection system in relation to the updated General Plan.

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 03/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Second Unit Connection Fee Status

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 03/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Sewer System Management Plan (SSMP)

[P:\SEWER SYSTEM MANAGEMENT PLAN\EPA SSMP FINAL Jan 19 2017.pdf](#)

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 03/21/2018

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

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 11
Meeting Date 03/21/2018

I. NATURE OF ITEM

FUTURE AGENDA

April 18, 2018 at 6:00 p.m. Engineering Committee.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() **Additional Materials Attached**

Agenda Item 12
Meeting Date 03/21/2018

I. NATURE OF ITEM

Adjournment