



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

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

EAST PALO ALTO SANITARY DISTRICT PUBLIC RELATIONS COMMITTEE MEETING MARCH 21, 2018 1:00 P.M.

Notice is hereby given that the Public Relations Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday, March 21, 2018 at 1:00 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 Goro Mitchell
Director Dennis Scherzer

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. Consideration/Approval of Meeting Minutes

A) February 20, 2018 Meeting Minutes

6. Report / Discussion – Public Access Television

7. Report / Discussion – Brochure Draft

8. Report/Discussion – Youth Engagement Education

9. 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.

10. Future Agenda

April 3, 2018 at 1:00 p.m.

11. 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

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 03/21/2018

I. NATURE OF ITEM

CONSIDERATION/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
PUBLIC RELATIONS COMMITTEE MEETING MINUTES
FEBRUARY 20, 2018**

1. Call to Order

A Public Relations Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Tuesday, February 20, 2018 at 10:08 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

Goro Mitchell
Dennis Scherzer

Staff Present

Akin Okupe, General Manager

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Consideration/Approval of Meeting Minutes

B) December 05, 2017 Public Relations Committee

Director Mitchell moved, seconded by Director Scherzer, for approval of the meeting minutes of December 5, 2017.

6. Report / Discussion – Public Access Television

Mr. Okupe reported that he has contacted various television representatives, including the Talking with Henrietta talk show, with regard to making an appearance to inform the public as to the inner workings of the treatment plant and other topics of importance as relates to the Sanitary District.

Director Mitchell suggested that research be conducted into the District's policy with regard to the posting of District meetings to the media center for public viewing. Mr. Okupe indicated that he will report findings of his research to the Committee at the next meeting.

7. Report / Discussion – Brochure Inserts

The Committee concluded that in lieu of including informational brochures as water bill inserts to ratepayers, it would be best to forward brochures separately since the coverage area also includes ratepayers located outside of the District's boundaries.

Mr. Okupe stated that he will circulate a draft of the brochure to the Committee at the next meeting.

Director Scherzer suggested inviting Mr. Omowale to the next meeting to discuss the development of a curriculum geared toward junior high and high school students who may be interested in learning about the scientific methodologies relating to water treatment.

8. Oral & Written Communication

Director Scherzer reported that a draft of the thank you letter to the President of CASA is in the works.

9. Future Agenda

The next meeting will be held on March 6, 2018 at 1:00 p.m.

- Public access television
- Mr. Omowale visit
- Youth engagement education
- Draft brochure

10. Adjournment

There being no further business, the meeting adjourned at 10:22 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 03/21/2018

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 03/21/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: – Brochure Draft

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 03/21/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: – Youth Engagement Education

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 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

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 03/21/2018

I. NATURE OF ITEM

FUTURE AGENDA

April 3, 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 11
Meeting Date 03/21/2018

I. NATURE OF ITEM

ADJOURNMENT