



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

EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA MARCH 26, 2018 5:30 p.m.

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Monday, March 26, 2018 at 5:30 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. Review/Discussion of Pacific Office Automation Copier Presentation

6. Review/Approval of March 12, 2018 Finance Committee Meeting Minutes

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

8. Review/Discussion of PG&E vs. Solar Panel Savings

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 9, 2018 Finance Committee Meeting

11. 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 03/26/2018

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 03/26/2018

I. NATURE OF ITEM

REVIEWDISCUSSION of Pacific Office Automation Copier Presentation

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 03/26/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of March 12, 2018 Finance Committee Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING MINUTES
MARCH 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 Thursday, March 12, 2018 at 5:56 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

Glenda Savage
Joan Sykes-Miessi

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.

12. Review/Approval of March 1, 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of March 1, 2018.

13. Review/Approval of Withdrawal Orders and Authorizing Payment of Bills

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

14. Review/Discussion of Bank Reconciliation

The Committee completed the bank reconciliation.

15. Oral & Written Communication

There was no oral or written communication.

16. Future Agenda

The next meeting will be held on March 26, 2018 at 5:30 p.m.

17. Adjournment

There being no further business, the meeting was adjourned.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 03/26/2018

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 # 33-18

*

ALL

400.00
1299.47
160.00
14.89
526.80
7900.00
28.27
600.04
5275.14
17059.80
7800.00
20.00
1062.50
1943.15
1276.48
280.00
600.04
215.72
1021.48
1168.64
48,652.42

IN THE AMOUNT OF \$48,652.42

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#33-18 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF MARCH 2018 I426	400.00	
5193	A-A LOCK & ALARM, INC. PO BOX 909 MENLO PARK, CA 94026-0909	LOCKSMITH SERVICES DT: 03/06/18 INV. 27680 REKEY CYLINDER AT RECEPTION CREATE MAINTENANCE KEY I427	160.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	WATER CHARGES 92-0415720-1 DT 03/13/18 92-0385576-3 DT 03/13/18 I428	14.89	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM, IL 60197-6463	IPAD WIRELESS DATA SMARTPHONE ACCT: 287239974171 DT: 03/16/18 I429	1,299.47	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464121215 DT: 03/14/18 INV. 464124076 DT: 03/21/18 I430	526.80	
5731	DU-ALL SAFETY LLC 45950 HOTCHKISS ST. FREMONT, CA 94538	INJURY ILLNESS PREVENTION PROGRAM PROJECT INV. 19633 DT: 02/28/18 I431	7,900.00	
5193	FEDEX PO BOX 7221 PASADENA, CA 91109-7321	NOTICE TO DMV EMPLOYEE PULL NOTICE FED EX TRACKING NO: 770994726161 I432	28.27	

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: 10,329.43
TOTAL THIS PERIOD: 48,652.42

PAGE 1 OF 3

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 26th DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLEND A SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#33-18 CHECK NUMBER
5858	FRANK LAMPKIN 1158 CARLTON AVENUE MENLO PARK, CA 94025	ON CALL SERVICE 03/13/18 - 03/19/18 INV. DT: 03/19/18 03/06/18 - 03/12/18 INV. DT: 03/11/18 I433	600.04	
5858	HALLMARK PERSONNEL 1240 OAKMED PARKWAY SUITE 107 SUNNYVALE, CA 94085	TEMP. ADMINISTRATIVE SERVICES N. WHITE INV. 9140 03/05/18 - 03/09/18 DT: 03/14/18 INV. 9154 03/07/18 - 03/16/18 DT: 03/20/18 I434	5,275.14	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 21696 02/19/18 - 02/25/18 DT: 03/02/18 INV. 21747 02/26/18 - 03/04/18 DT: 03/09/18 INV. 21850 03/05/18 - 03/11/18 DT: 03/16/18 I435	17,059.80	
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPA'S 150 EXECUTIVE PARK BLVD., STE. 4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF MARCH 2018 I436	7,800.00	
5638	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF MARCH 2018 I437	20.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT SERVICES FOR FEB/MARCH 2018 INV. 8395 DT 3/15/18 I438	1,062.50	
5193	OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	OFFICE / BREAKROOM SUPPLIES STMT. DT: 03/13/18 I439	1,943.15	

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TOTAL THIS PAGE: 33,760.63
TOTAL THIS PERIOD: 48,652.42

PAGE 2 OF 3

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 26th DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#33-18 CHECK NUMBER
5416	RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2160 EUCLID AVENUE EAST PALO ALTO, CA 94303	FUEL CHARGES STATEMENT DT: 02/23/18 FOR JULY 2017 - DECEMBER 2017 I440	1,276.48	
5966	RED WING BUSINESS ADVANTAGE ACC PO BOX 844329 DALLAS, TX 75284-4329	WORK BOOTS FOR EMPLOYEES LAVAR REID PO 5443 & DEREK WASHINGTON PO 5542 I441	280.00	
5858	SHAWN THOMAS 880 E. FREMONT AVE. # 418 SUNNYVALE, CA 94087	ON CALL SERVICE 03/13/18 - 03/19/18 INV. DT. 03/19/18 03/06/18 - 03/12/18 INV. DT. 03/11/18 I442	600.04	
5193	SUPERIOR PRESS PO BOX 844550 LOS ANGELES, CA 90084-4550	LASER CHECK WITH TOP CHECK POSITON AND TWO STUBS I443	215.72	
5858	T&K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICE FOR 3/12/18 - 03/30/18 INV. 5014 DT. 03/21/18 I444	1,021.48	
4631	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY PO BOX 0821 CAROL STREAM, IL 60132-0821	LTD PREMIUM COVERAGE DATES 04/1/18 - 06/30/18 STMT. DT. 03/16/18 I445	1,168.64	

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TOTAL THIS PAGE: 4,562.36
TOTAL THIS PERIOD: 48,652.42

PAGE 3 OF 3

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 26th DAY OF MARCH 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 03/26/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of PG&E vs. Solar Panel Savings

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

() **Additional Materials Attached**

Agenda Item 9
Meeting Date 03/26/2018

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.

() **Additional Materials Attached**

Agenda Item 10
Meeting Date 03/26/2018

I. NATURE OF ITEM

Future Agenda

April 09, 2018 at 5:30 p.m.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 11
Meeting Date 03/26/2018

I. NATURE OF ITEM

Adjournment