



## **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](http://www.epasd.com)

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

### **EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA**

**APRIL 09, 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, April 09, 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/Approval of March 26, 2018 Finance Committee Meeting Minutes**

**6. Review/Approval of Withdrawal Orders and Authorizing Payment of Bills**

**7. Consideration/Approval to Authorize General Manager to Enter into Contract with Shamrock Office Solutions to Replace the Current District Copier Service Agreement**

**8. 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**

**9. Future Agenda**

April 23, 2018 Finance Committee Meeting

**10. 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 1<sup>st</sup>. 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 04/09/2018

**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** 04/09/2018

**I. NATURE OF ITEM**

**REVIEW/APPROVAL** of March 26, 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 AGENDA  
MARCH 26, 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, March 26, 2018 at 5:36 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.  
Bobby Ham, Pacific Office Automation  
David Renteria, Pacific Office Automation

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**11. Review/Discussion of Pacific Office Automation Copier Presentation**

Mr. Bobby Ham and Mr. David Renteria of Pacific Office Automation gave a presentation to the Committee regarding copier options.

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

The Committee reviewed and approved the meeting minutes of March 12, 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 Request Order No. 33-18 in the amount of \$48,652.42.

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

Mr. Okupe concluded that the solar panel installation has proven beneficial and stated that the District is breaking even with its usage.

**15. Oral & Written Communication**

There was no oral or written communication.

**16. Future Agenda**

The next meeting will be held on April 9, 2018 at 5:30 p.m.

- Bank reconciliation

**17. Adjournment**

There being no further business, the meeting adjourned at 6:26 p.m.

APPROVED:

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Board President

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Board Secretary

**(xx) Additional Materials Attached**

**Agenda Item** 6  
**Meeting Date** 04/09/2018

**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 # 34-18

\*

ALL  
356.31  
4,357.71  
4,906.45  
488.64  
425.21  
626.17  
29.25  
600.04  
1,677.77  
746.25  
600.04  
4708.21  
11,073.37  
1,612.50  
63.00  
699.55  
150.00  
917.52  
270.61  
200.15  
709.94  
171.81  
1021.48  
293.00  
244.41  
**34,308.60**

**IN THE AMOUNT OF \$34,308.60**



02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#34-18 CHECK NUMBER
	BUSINESS CARD 6977 PO BOX 15796 WILMINGTON, DE 19886-5796	MICROSOFT XCHANGE SERVER & EMAIL 03/19/18 OFFICE / BREAKROOM SUPPLY 03/06/18 5969 = 87.84 5193 =268.47 I446	356.31	
	BUSINESS CARD 9257 PO BOX 15796 WILMINGTON, DE 19886-5796	OFFICE BREAKROOM SUPPLY MAINTENANCE RODDER & TRUCK REPAIRS & SUPPLIES TRAVEL TO CASA 2018 D.C. POLICY FORUM SYKES-MIESSI, SAVAGE, YANEZ 02/24/ - 02/28/2018 TO/FROM DEPOSITION A.OKUPE & SAVAGE 5969 = 1082.65 5721 = 5816.46 5459 = 1090.25 5416= 88.90 CREDITS: 5721 = (5000) 5969 = (189.16) 5416 = (16.82) I447	4,357.71	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE CA 92502	SERVICES RENDERED THROUGH FEBRUARY 2018 82091.00001 GENERAL INV. 817545 3/16/18 82091.00002 GENERAL LABOR INV. 817546 3/16/19 82091.00008 PUBLIC CONTRACTING INV. 817547 3/16/20 I448	4,906.45	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464126952 DT: 03/28/18 INV. 464129826 DT: 04/04/18 I449	488.64	
5638	COMCAST PO BOX 34744 SEATTLE WA 98124-1744	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE INV. DT. 04/03/18 SERVICE DATE 04/03/18 - 05/02/18 I450	425.21	
5858	CPO LTD A JJR ENTERPRISES CO 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE AGREEMENT SERVICE DT: 03/01/18 - 03/31/18 INV. DT: 03/09/18 I451	626.17	

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: 11,160.49  
TOTAL THIS PERIOD: 34,308.60

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 9TH DAY OF APRIL 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	#34-18 CHECK NUMBER
5858	DATCO SERVICES CORPORATION 2280 GRASS VALLEY HWY STE. 232 AUBURN, CA 95603	QUARTERLY SERVICE FEES APR - JUNE I452	29.25	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 03/20 - 03/27/2018 INV. DT: 03/26/18 03/28 - 04/02/2018 INV. DT: 04/02/18 I453	600.04	
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO 4022576 INV. DT: 04/01/18 FOR MAY 2018 4631 = 856.82 6731 = 820.95 I454	1,677.77	
5193	ESRI FILE 54630 LOS ANGELES, CA 90074-4630	ARCGIS FOR DESKTOP PRIMARY & SECONDARY MAINTENANCE INV. 93437565 DT: 03/23/18 I455	746.25	
5858	FRANK LAMPKIN 1158 CARLTON AVENUE MENLO PARK, CA 94025	ON CALL SERVICE 03/20 - 03/27/2018 INV. DT: 03/26/18 03/28 - 04/02/2018 INV. DT: 04/02/18 I456	600.04	
5858	HALLMARK PERSONNEL 1240 OAKMED PARKWAY SUITE 107 SUNNYVALE, CA 94085	TEMP. ADMINISTRATIVE SERVICES N. WHITE & B. WILLIAMS INV. 9173 03/21/18 INV. DT. 03/28/18 INV. 9169 03/19/18 - 03/23/18 INV. DT. 03/28/18 INV. 9178 03/26/18 - 03/30/18 INV. DT. 04/04/18 I457	4,708.21	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 21920 03/12/18 - 03/18/18 DT: 03/23/18 INV. 21987 03/19/18 - 03/25/18 DT: 03/30/18 I458	11,073.37	

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TOTAL THIS PAGE: 19,434.93  
TOTAL THIS PERIOD: 34,308.60

PAGE 2 OF 4

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

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SIGNED AND SEALED THIS 9TH DAY OF APRIL 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	#34-18 CHECK NUMBER
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIR PLACE OAKLAND, CA 94601	TRANSCRIPTION SERVICES FOR ALL MARCH 2018 MEETINGS INV. DT. 03/30/18 I459	1,612.50	
5858	MARQUEE PEST MANAGEMENT 44170 OLD WARM SPRINGS BLVD. FREMONT, CA 94538-6144	PEST CONTROL INV. 0148810 DT: 03/23/18 I460	63.00	
5459	MISSION VALLEY FORD TRUCK SALES INC. 780 E. BROKAW RD. SAN JOSE, CA 95112-1007	PICK UP AND SERVICE TRUCK MAINTENANCE/REPAIR INV. 254402 DT: 03/30/18 I461	699.55	
5969	NORTHERN GLASS CO 1757 E. BAYSHORE RD. # 8 REDWOOD CITY, CA 94063	WINDOW EVALUATION & REPAIR ACCT. WINDOW LEAK INV. 203933 INV. DT. 03/29/18 I462	150.00	
5459	OWENS EQUIPMENT SALES PO BOX 30959 PORTLAND, OR 97294	MAINTENANCE SUPPLIES INV. 41760 DT: 3/23/18, INV. 41731 DT: 03/21/18, INV. 41723 DT: 03/20/18 I463	917.52	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	GAS CHARGES STMT DATE: 03/16/18 I464	270.61	

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TOTAL THIS PAGE: 3,713.18  
TOTAL THIS PERIOD: 34,308.60

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 9TH DAY OF APRIL 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#34-18 CHECK NUMBER
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVENUE STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421103212018 DT: 03/21/18 I465	200.15	
	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	EQUIPMENT LEASE & EXTENDED SERVICE PROTECTION ALARM MONITORING INV. 121870905 DT: 03/20/18 I466	709.94	
5416	RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2160 EUCLID AVE E. PALO ALTO, CA 94303	FUEL CHARGES FOR JAN. 2018 INV. 8421 INV. DT. 03/28/18 I467	171.81	
5858	T&K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICE FOR 03/26 - 04/09/18 INV. 5014 DT. 04/04/18 I468	1,021.48	
4631	U.S. HEALTHWORKS PO BOX 50042 LOS ANGELES, CA 90074	VACCINE & DOT TESTING INV. 3291835-CA DT: 03/16/18 INV. 3295384-CA DT: 03/23/18 I469	293.00	
5188	WECO INDUSTRIES, LLC 630 EUBANKS CT. SUITE K VACAVILLE, CA 95688	SUPER PARKA YELLO 4X INV. 0040476-IN DT. 03/08/18 I470	244.41	

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TOTAL THIS PAGE: 2,640.79  
TOTAL THIS PERIOD: 34,308.60

PAGE 4 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 9TH DAY OF APRIL 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

# REQUEST ORDER # 35-18

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ALL  
6582.50  
6,582.50

**IN THE AMOUNT OF \$6,582.50**

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT  PAYABLE TO:	PURPOSE	REQUEST #35-18 CHECK AMOUNT NUMBER
5861	FREYER & LAURETA, INC. 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROFESSIONAL SERVICES 12/1/17 - 02/28/2018 2027 DEMETER ROAD CA INV. 18-158 DT. 3/26/18 2026 DEMETER ST SANITARY SEWER POINT INV. 18-157 DT: 3/26/18, 2024 INJURY ILLNESS PLAN INV. 17-667 DT: 12/13/17 1471	6,582.50

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: 6,582.50  
TOTAL THIS PERIOD: 6,582.50

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 9TH DAY OF APRIL 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLEND A SAVAGE, SECRETARY

**(xx) Additional Materials Attached**

**Agenda Item** 7  
**Meeting Date** 04/09/2018

**I. NATURE OF ITEM**

**CONSIDERATION/APPROVAL** to Authorize General Manager to Enter into Contract with Shamrock Office Solutions to Replace the Current District Copier Service Agreement

**II. BACKGROUND**

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

To be determined upon discussion.

( ) **Additional Materials Attached**

**Agenda Item** 8  
**Meeting Date** 04/09/2018

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.

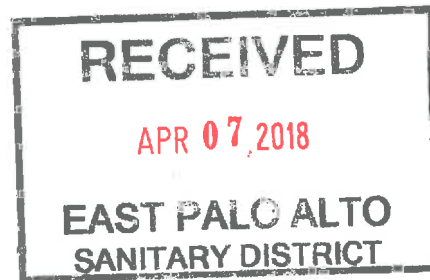
II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

IV. **ACTION OPTIONS**

To be determined upon discussion.





April 2, 2018



1oz - #10 - J220635 - 2295 - 2295  
EAST PALO ALTO SANITARY DISTRICT  
901 WEEKS ST  
EAST PALO ALTO CA 94303-1310



RE: Protection 1 Customer # 60536588, Site # 200078637

Dear East Palo Alto Sanitary District:

Customers always come first for us here at Protection 1. We've made lots of changes over the last few years, all aimed at providing you the best value possible without compromising a level of customer service that is unparalleled in the security industry. Attention to detail and innovations like removing automated answering service from our customer service lines and standing behind our promise of same day service are what allow us to maintain a 95.6% customer satisfaction rating and helped us win SDM Dealer of the year for 2012.

As much as possible, we strive to bring you these innovations without changing our pricing structure. While we held off for as long as possible, it has become necessary for us to implement a slight change in pricing to help offset the rising costs that impact everyday business. The increasing cost of health insurance and the costs of constantly improving infrastructure and service levels - all rising costs familiar to everyone involved in business today. Beginning with your next statement, you will see a monthly increase of \$ 12.75.

We are committed to pushing forward with new improvements as well, so please be assured that we continue to develop products that will increase the benefit of your security and alarm monitoring service. We understand that you have choices when it comes to your service provider and we intend to continue proving that we are a better choice for you.

If you have any questions or concerns, please call us at 1-800-599-3713

Thank you for choosing Protection 1. We truly appreciate your business and will continue to provide the best value and service available.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Longfield".

Joe Longfield  
Regional Vice President  
Protection1

# MARQUEE

"WE KNOW BUGS"  
PEST MANAGEMENT, INC.

0810

March 30, 2018

East Palo Alto Sanitary Dist.  
901 Weeks Street  
East Palo Alto, CA 94303



Dear valued customer,

Account # 1131

Due to rising business costs effective May 2018, the cost for your pest management program will need to be increased by \$5.00. Your new service cost will be \$68.00. If you feel our service is non deserving of this increase or if for any reason it is not acceptable please advise.

If you have any questions, please feel free to contact us at (650) 551-1712.

Thank You,

Operations  
Marquee Pest Management, Inc.

( ) **Additional Materials Attached**

**Agenda Item** 9  
**Meeting Date** 04/09/2018

**I. NATURE OF ITEM**

**Future Agenda**

April 23, 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 10  
Meeting Date 04/09/2018

I. NATURE OF ITEM

Adjournment