



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 ENGINEERING COMMITTEE MEETING APRIL 17, 2018 1:00 P.M.

Notice is hereby given that the Rescheduled Engineering Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday, April 17, 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**
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 March 21, 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 Upcoming Capital Project at RWQCP
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**
May 15, 2018 at 1:00 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 04/17/2018

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 04/17/2018

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 04/17/2018

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 04/17/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of March 21, 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
MARCH 21, 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 Wednesday March 21, 2018 at 2:02 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
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 reported that in furtherance of the Lucidity software upgrade, he has received a quotation of \$3,000 to complete the project and is currently in negotiations with the company. He will update the Committee once negotiations have been completed.

16. Review/Approval of February 20, 2018 Meeting Minutes

The Committee reviewed and approved the meeting minutes of February 20, 2018.

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

Mr. Okupe stated that he has obtained a copy of the General Plan, and noted that there will be cost implications in terms of the need to upgrade existing infrastructure. He indicated that it would be advisable to wait until the initiation of the new development before undergoing infrastructure upgrades.

18. Review/Discussion of Second Unit Connection Fee Status

Mr. Okupe advised that thus far, the Board has made no decision regarding whether to charge connection fees for second units.

Director Scherzer suggested that the Committee collect more information as to the District's policies regarding connection fees, and also that the Board be educated in all aspects of connection fees, i.e., why there are fees, how they work, how they are calculated, etcetera.

The Committee agreed to further research the District's connection fee policy.

19. Review/Discussion of Sewer System Management Plan (SSMP)

Mr. Okupe advised that the SSMP is to be completed every five years, reviewed every two years and then adopted by the Board. Once adopted, the document is to be sent to the Regional Board. He stated that he has communicated with Freyer & Laureta and they have forwarded the SSMP to him for review. He will present it to the Committee for review at the next meeting and then submit it to the Board for adoption, then forward it on to the Regional Board.

20. Oral & Written Communication

Director Scherzer reported that he received a call from Greg Kester, head of Biosolids Management at CASA, inviting him to attend a conference call of the Climate Change Committee scheduled for April 24, 2018 from 1:00 p.m. to 3:00 p.m. This will be a ten minute presentation with a five minute question and answer session. Director Scherzer would like to open up the opportunity to include the full Board if there is interest.

Mr. Okupe will present this information at the April 12th Board meeting for input from all Directors.

21. Future Agenda

The next meeting will be held on April 18, 2018 at 1:00 p.m.

- SSMP
- Second unit connection fee status
- General Plan

22. Adjournment

There being no further business, the meeting adjourned at 2:22 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 04/17/2018

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 04/17/2018

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

23. Review/Discussion

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 04/17/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Upcoming Capital Project at RWQCP

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 04/17/2018

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 04/17/2018

I. NATURE OF ITEM

FUTURE AGENDA

May 15, 2018 at 1:00 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 04/17/2018

I. NATURE OF ITEM

Adjournment