



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

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

EAST PALO ALTO SANITARY DISTRICT PUBLIC INFORMATION & INTERGOVERNMENTAL AFFAIRS COMMITTEE MEETING APRIL 18, 2018 5:30 PM

Notice is hereby given that the Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District will be held on **Wednesday, April 18, at 5:30 PM**. 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 Betsy Yanez
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 22, 2018 Meeting Minutes
6. **Report/Discussion** of Update of City of East Palo Alto Projects
7. **Review/Discussion** on Sphere of Influence
8. **Review/Discussion** of Memorandum of Understanding (MOU)
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**

May 16, 2018 Public Information and Intergovernmental Affairs Committee Meeting
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

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 04/18/2018

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 04/18/2018

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 04/18/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of March 22, 2018 Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

**EAST PALO ALTO SANITARY DISTRICT
PUBLIC INFORMATION
& INTERGOVERNMENTAL AFFAIRS
COMMITTEE MEETING MINUTES
MARCH 22, 2018**

2. Call to Order

A Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Yanez on Wednesday, March 22, 2018 at 1:18 p.m. The meeting was held at the East Palo Alto Sanitary District office located at 901 Weeks Street, East Palo Alto, California.

3. Roll Call

Directors Present
Goro Mitchell
Bethzabe Yanez

Staff Present
Akin Okupe - General Manager

12. Communications from the Public

There were no communications from the public.

13. Agenda Amendments

There were no agenda amendments.

14. Review/Approval of February 21, 2018 Meeting Minutes

The Committee reviewed and approved the meeting minutes of February 21, 2018.

15. Report/Discussion of Update of City of East Palo Alto Projects

Mr. Okupe advised that Mr. Fallaha could not be present, and that he will provide an update on City of East Palo Alto projects at the next meeting, as well as share a draft Memorandum of Understanding for review and discussion.

16. Report/Discussion Permit for Emergency Discharge

Mr. Okupe reported that the City of East Palo Alto has asked for permission to discharge into the District's sewer system in the event of an emergency in exchange for a waiver of fees on encroachment permits. He stated that Mr. Fallaha will review the Memorandum of Understanding with the City attorney and will update the Committee at the next meeting.

17. Review/Discussion on Recycled Water

Mr. Okupe spoke of the ongoing water needs of Nautilus and their unsuccessful effort to secure the needed gallons per day from the City of Palo Alto. He stated that Nautilus will be in contact after a review of their business plan, and Mr. Okupe will update the Committee at the next meeting.

Director Mitchell suggested that Mr. Okupe and/or legal counsel contact LAFCO regarding the District's sphere of influence over recycled water that is allocated for other municipalities and is funneled from the treatment plant into East Palo Alto's pipelines.

Mr. Okupe stated that the District may need to change the ordinance to include a provision for recycled water. He will discuss the matter with legal counsel. He will also make contact with LAFCO and provide an update at the next meeting.

18. Review/Discussion of Memorandum of Understanding (MOU)

This item was discussed together with item 7.

19. Oral & Written Communication

There was no oral or written communication.

20. Future Agenda

The next meeting will be held on Wednesday, April 18, 2018 at 5:30 p.m.

- Recycled water sphere of influence
- Memorandum of Understanding (MOU)

21. Adjournment

There being no further business, the meeting adjourned at 1:29 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 04/18/2018

I. NATURE OF ITEM

REPORT/DISCUSSION of Update of City of East Palo Alto Projects

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 04/18/2018

I. NATURE OF ITEM

REPORT/DISCUSSION on Sphere of Influence

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 04/18/2018

I. NATURE OF ITEM

REPORT/DISCUSSION of Memorandum of Understanding (MOU)

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 04/18/2018

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**

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 04/18/2018

I. NATURE OF ITEM

Future Agenda

May 16, 2018 at 5:30 p.m. Public Information & Intergovernmental Affairs
Committee Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 11
Meeting Date 04/18/2018

I. NATURE OF ITEM

Adjournment