



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
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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
MAY 15, 2018
2:30 p.m.**

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday, May 15, 2018 at 2:30 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 May 2, 2018 Finance Committee Meeting Minutes

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

7. Review/Discussion of Replacement of Konica Copier

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

May 29, 2018 Finance Committee Meeting

10. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 05/15/2018

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:

Agenda Item 3 & 4
Meeting Date 05/15/2018

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 05/15/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of May 2, 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
MAY 02, 2018**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Wednesday, May 2, 2018 at 5:37 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

Item 9 was removed.

11. Review/Approval of April 9, 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of April 9, 2018.

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

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

13. Review/Discussion of Bank Reconciliation & Interfund Transfer

The Committee recessed at 5:40 p.m. and resumed at 5:56 p.m. having completed the bank reconciliation. Ms. Wegem then provided an explanation of the interfund transfer report.

14. Review/Discussion of Shamrock Office Solutions Copier Agreement

Mr. Okupe stated that he has received a proposal from Shamrock Office Solutions and that he has requested additional information. He will provide an update at the next meeting.

15. Review/Discussion of Marque Pest Control

This item was removed.

16. Review/Discussion of Protection One

Mr. Okupe informed that Protection One will increase their fees by \$12.75 per month as a result of rising production costs.

17. Oral & Written Communication

There was no oral or written communication.

18. Future Agenda

The next meeting will be held on May 15, 2018 at 2:30 p.m.

19. Adjournment

There being no further business, the meeting adjourned at 6:01 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 05/15/2018

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 # 38-18

0
963.99
2335.62
1358.35
488.64
425.07
333.97
300.02
1714.93
300.02
575
5913.18
9147.48
1587.5
68
135.09
158.1
723.32
307.67
505.34
300.02
846.33
510
1021.47
23 30019.11

IN THE AMOUNT OF \$30,019.11

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#38-18 CHECK NUMBER
	BUSINESS CARD 6977 PO BOX 15796 WILMINGTON, DE 19886-5796	TRANSFERBIGFILES INV. DT. 04/01/18, OFFICE & BREAKROOM SUPPLIES, MICROSOFT ONLINE SERVICES INV. E08005RHL5 DT. 04/17/18, HOTEL FOR G. MITCHELL WATEREUSE 2018 MONTEREY, CA 5969 = 9.99 5721 = 628.97 5638 = 39.99 5193 = 285.04 I500	963.99	
	BUSINESS CARD 9257 PO BOX 15796 WILMINGTON, DE 19886-5796	NETWORK SOLUTIONS 5 YEAR RENEWAL DT. 3/20/18 & DOMAIN RODDER REPAIR & RENTAL 3/21 - 3/29 INVOICES # 69632, W2334, W2326, 696166 REFRESHMENTS FOR MARCH 21 - APRIL 18, 2018 MEETINGS FLOWERS & CARDS FOR MALA & D. SCHERZER 04/11/18 MAINTENANCE SUPPLIES 5969 = 801.91 5459 = 1264.67 5193 = 269.04 I501	2,335.62	
5459	BAYSIDE EQUIPMENT COMPANY 3562 HAVEN AVENUE REDWOOD CITY, CA 94063	GENERATOR MAINTENANCE & REPAIRS INV. 71492 DT. 4/26/18, INV. 71493 DT. 4/26/18 INV. 71494 DT. 4/26/18 I502	1,358.35	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464144748 DT: 05/09/18 INV. 464141756 DT: 05/02/18 I503	488.64	
5638	COMCAST PO BOX 34744 SEATTLE WA 98124-1744	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE INV. DT. 04/28/18 SERVICE DATE 05/03/18 - 06/02/18 I504	425.07	
5638	COMCAST PO BOX 37601 PHILADELPHIA PA 19101-0601	COMCAST BUNDLED SERVICES PRI INV 64678268 DT. 5/1/18 SERVICE DATE: 04/01 - 04/30/18 I505	333.97	

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: 5,905.64
TOTAL THIS PERIOD: 30,019.11

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 15TH DAY OF MAY 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	#38-18 CHECK NUMBER
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 04/30/18 - 05/06/18 INV. # 15 DT. 5/7/18 I506	300.02	
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO 4022576 INV. DT: 04/30/18 FOR JUNE 2018 4631 = 868.98 6731 = 845.95 I507	1,714.93	
5858	FRANK LAMPKIN 1158 CARLTON AVENUE MENLO PARK, CA 94025	ON CALL SERVICE 04/30 - 05/06/18 INV. DATE: 05/07/18 I508	300.02	
5817	FRANK SATTERWHITE 2275 EUCLID AVENUE EAST PALO ALTO, CA 94303	SEWER SERVICE CHARGE CREDIT FOR NO LATERAL ON PROPERTY 1 YEAR 2017/2018 I509	575.00	
5858	HALLMARK PERSONNEL 1240 OAKMED PARKWAY SUITE 107 SUNNYVALE, CA 94085	TEMP. ADMINISTRATIVE SERVICES N. WHITE & L. GILBERT INV. 9222 04/23 - 04/27/2018 INV. DT. 05/02/18 INV. 9234 04/30/18 - 05/04/18 INV. DT. 05/09/18 I510	5,913.18	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV.22281 04/16/18 - 04/22/18 INV. DT. 04/27/18 INV. 22367 04/23/18 - 04/29/18 INV. DT. 05/04/18 I511	9,147.48	

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TOTAL THIS PAGE: 17,950.63
TOTAL THIS PERIOD: 30,019.11

PAGE 2 OF 4

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

DATE

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SIGNED AND SEALED THIS 15TH DAY OF MAY 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

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GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#38-18 CHECK NUMBER
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIR PLACE OAKLAND, CA 94601	TRANSCRIPTION SERVICES FOR ALL APRIL 2018 MEETINGS INV. DT. 04/27/18 I512	1,587.50	
5858	MARQUEE PEST MANAGEMENT 44170 OLD WARM SPRINGS BLVD. FREMONT, CA 94538-6144	PEST CONTROL INV. 0150168 DT: 05/04/18 I513	68.00	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	ELECTRIC CHARGES STMT DATE. 05/5/18 ACCT. 2164215266-0 I514	135.09	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVENUE STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421104182018 DT: 4/18/18 I515	158.10	
	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	EQUIPMENT LEASE & EXTENDED SERVICE PROTECTION ALARM MONITORING INV. 122405171 DT: 04/09/18 5521 = 322.99 5888 = 400.33 I516	723.32	
5416	RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2160 EUCLID AVE E. PALO ALTO, CA 94303	FUEL CHARGES FOR MARCH 2018 INV. 8458 INV. DT. 04/26/18 I517	307.67	
5638	RECOLOGY SAN MATEO COUNTY PO BOX 514230 LOS ANGELES, CA 90051 - 4230	COMML WASTE 2 YARD, COMML ORGANICS 96 GAL INV. DT. 4/27/18 SERVICE DATE: 04/01/18 - 04/30/18 I518	505.34	

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TOTAL THIS PAGE: 3,485.02
TOTAL THIS PERIOD: 30,019.11

PAGE 3 OF 4

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

DATE

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SIGNED AND SEALED THIS 15TH DAY OF MAY 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	#38-18 CHECK NUMBER
5858	SHAWN THOMAS 880 E. FREMONT AVE. # 418 SUNNYVALE, CA 94087	ON CALL SERVICE INV. DT. 04/29/18 SERVICE DATE 04/23 - 04/29/18 I519	300.02	
4631	STATE COMPENSATION INSURANCE FUND PO BOX 7441 SAN FRANCISCO, CA 94120 - 7441	POLICY 1746159-17 STMT DATE 05/01/18 TOTAL BASE PREMIUM 05/01/18 - 06/01/18 I520	846.33	
5459	STEVENS CREEK CHYR JEEP 4100 STEVENS CREEK BLVD. SAN JOSE, CA 95129	DIAGNOSE/ REPLACE ALTENATOR ON PICKUP INV. 235986 DT. 04/26/18 I521	510.00	
5858	T&K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICE FOR 05/01/18 - 05/14/18 INV. 5017 DT. 05/07/18 I522	1,021.47	

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TOTAL THIS PAGE: 2,677.82
TOTAL THIS PERIOD: 30,019.11

PAGE 4 OF 4

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

DATE

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SIGNED AND SEALED THIS 15TH DAY OF MAY 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

REQUEST ORDER # 39-18

0
10,348.75
1 10348.75

IN THE AMOUNT OF \$10,348.75

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST #39-18 CHECK AMOUNT NUMBER
5861	FREYER & LAURETA, INC. 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROFESSIONAL SERVICES 03/1/18 - 03/31/18 INV. 18-207 DT. 04/25/18 2027 DEMETER ROAD, CA 1523	10,348.75

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TOTAL THIS PAGE: 10,348.75
TOTAL THIS PERIOD: 10,348.75

PAGE 1 OF 1

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

DATE

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SIGNED AND SEALED THIS 15TH DAY OF MAY 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDA SAVAGE, SECRETARY

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 05/15/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Replacement Konica Copier

IV. BACKGROUND

V. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

() Additional Materials Attached

Agenda Item 8
Meeting Date 05/15/2018

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 9
Meeting Date 05/15/2018

I. **NATURE OF ITEM**

Future Agenda

May 29, 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 05/15/2018

I. NATURE OF ITEM

Adjournment