



## **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 PUBLIC INFORMATION & INTERGOVERNMENTAL AFFAIRS COMMITTEE MEETING May 16, 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 April 18, 2018 Meeting Minutes
6. **Report/Discussion** of Update of City of East Palo Alto Projects
7. **Review/Discussion** of Memorandum of Understanding (MOU)
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**  
  
June 20, 2018 Public Information and Intergovernmental Affairs Committee Meeting
10. **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 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 05/16/2018

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**   05/16/2018

**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 05/16/2018

**I. NATURE OF ITEM**

**REVIEW/APPROVAL** of April 18, 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  
APRIL 18, 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, April 18, 2018 at 5:30 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  
Donna Rutherford – City of East Palo Alto  
Kamal Fallaha – Engineer, City of East Palo Alto

The Committee recessed at 5:31 p.m. to await the appearance of City of East Palo Alto Engineer, Mr. Kamal Fallaha. The meeting then reconvened at 5:32 p.m.

**11. Communications from the Public**

There were no communications from the public.

**12. Agenda Amendments**

There were no agenda amendments.

**13. Review/Approval of March 22, 2018 Meeting Minutes**

The Committee reviewed and approved the meeting minutes of March 22, 2018.

**14. Report/Discussion of Update of City of East Palo Alto Projects**

Mr. Fallaha reported that the City is attempting to secure shortfall funding for the Bay Road project in order to begin construction.

**15. Review/Discussion on Sphere of Influence**

Director Mitchell advised that this item relates to the concept of bringing in through a four inch line the water from the treatment plant for reuse, and the question of whether doing so is within the District's sphere of influence.

Mr. Okupe stated that it may be necessary to amend the ordinance to include recycled water use.

The Committee agreed to recommend to the Board that the District expand its sphere of influence to include both recycled and potable water.

**16. Review/Discussion of Memorandum of Understanding (MOU)**

Mr. Fallaha reported that he has forwarded a draft of the MOU to the office of the City Attorney for review and will present the draft at the next meeting.

**17. Oral & Written Communication**

There was no oral or written communication.

**18. Future Agenda**

The next meeting will be held on May 16, 2018 at 5:30 p.m.

- Update on City of East Palo Alto projects
- MOU

**19. Adjournment**

There being no further business, the meeting adjourned at 6:15 p.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**(xx) Additional Materials Attached**

**Agenda Item** 6  
**Meeting Date** 05/16/2018

**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** 05/16/2018

**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 8  
Meeting Date 05/16/2018

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** 9  
**Meeting Date** 05/16/2018

**I. NATURE OF ITEM**

**Future Agenda**

June 20, 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 05/16/2018

I. NATURE OF ITEM

Adjournment