



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 BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA MAY 29, 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 29, 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 15, 2018 Finance Committee Meeting Minutes

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

7. Report/Discussion of Bank Reconciliation

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 11, 2018 Finance Committee Meeting

10. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 05/29/2018

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 05/29/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of May 15, 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 15, 2018**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Tuesday, May 15, 2018 at 2:35 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
David Dewhirst, Shamrock Office Solutions

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

Mr. Okupe requested that Item 7 be discussed after Item 5.

11. Review/Approval of May 2, 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of May 2, 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 Replacement of Konica Copier

David Dewhirst of Shamrock Office Solutions returned for a follow-up presentation regarding replacement of the Konica Copier.

14. Oral & Written Communication

There was no oral or written communication.

15. Future Agenda

The next meeting will be held on May 29, 2018 at 2:30 p.m.

16. Adjournment

There being no further business, the meeting adjourned at 3:12 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 05/29/2018

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 # 40-18

ALL
400.00
590.06
4,839.75
426.71
954.96
547.15
600.04
1,714.93
540.00
30.00
900.06
2,709.20
9,432.04
7,800.00
20.00
1,423.75
1,558.26
49.90
208.99
157.28
356.10
287.50
372.00
1,021.48
188.00
-
37,128.16

IN THE AMOUNT OF \$37,128.16

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#40-18 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF MAY 2018 I524	400.00	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM, IL 60197-6463	IPAD WIRELESS DATA & SMARTPHONES ACCT: 287239974171 DT: 05/24/18 I525	590.06	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH APRIL 2018 MATTER 82091.00002 GEN. LABOR INV. 821373 DT. 5/10/18, MATTER 82091.00008 PUB. CONTRACTING INV. 821374 DT. 5/10/18, MATTER 82091.00001 GENERAL INV. 821372 DT. 5/10/18 I526	4,839.75	
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYWARD, CA 94545	MAINTENANCE SAFETY SUPPLIES, JACKETS AND GLASSES INV. S4306779.001 DT. 05/09/18 I527	426.71	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464147772 DT: 05/16/18 INV. 464150793 DT: 05/23/18 I528	954.96	
5858	CPO LTD A JJR ENTERPRISES CO 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE/SERVICE INV. 2511878 DT. 05/04/18 I529	547.15	

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: 7,758.63
TOTAL THIS PERIOD: 37,128.16

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 29TH 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	#40-18 CHECK NUMBER
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 05/14/18 - 05/20/18 INV. DT. 05/21/18 05/07/18 - 05/13/18 INV. DT 05/14/18 I530	600.04	
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO 4022576 INV. DT: 05/23/18 FOR JULY 2018 4631 = 868.98 6731 = 845.95 I531	1,714.93	
5731	DU-ALL SAFETY LLC 45950 HOTCHKISS ST. FREMONT, CA 94538	PROFESSIONAL SAFETY HOURS CONSULATION FOR APRIL 2018, INV. 19807 INV. DT. 04/30/18 I532	540.00	
5969	FASTRAK VIOLATION PROCESSING PO BOX 26925 SAN FRANCISCO, CA 94126	TOLL EVASION FEE LICENSE 1119289 INCIDENT DATE: 05/9/18 10:48 A.M. INV. DT. 05/18/18 I533	30.00	
5858	FRANK LAMPKIN 1158 CARLTON AVENUE MENLO PARK, CA 94025	ON CALL SERVICE 04/23 - 04/29/18 DT. 04/30/18 05/07 - 05/13/18 DT. 05/16/18 05/14 - 05/20/18 DT. 05/23/18 I534	900.06	
5858	HALLMARK PERSONNEL 1240 OAKMED PARKWAY SUITE 107 SUNNYVALE, CA 94085	TEMP. ADMINISTRATIVE SERVICES N. WHITE & L. GILBERT INV. 9255 05/14/18 - 05/18/18 INV. DT. 05/23/18 I535	2,709.20	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 22449 DT. 05/11/18 SERVICE 04/23 - 04/29/2018 I536	9,432.04	

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TOTAL THIS PAGE: 15,926.27
TOTAL THIS PERIOD: 37,128.16

PAGE 2 OF 4

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

DATE

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02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#40-18 CHECK NUMBER
5872	JEANPIERRE, WEGEM, ALABI & CO LLP CPAS 150 EXECUTIVE PARK BLVD. STE. 4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR MAY 2018 I537	7,800.00	
5638	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT FOR MAY 2018 I538	20.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT SERVICES PROVIDED FOR 4/25/18 - 05/19/2018 INV. 8424 DT. 05/21/18 I539	1,423.75	
	OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	OFFICE/ BREAKROOM SUPPLIES 5969 = 65.66 5193 = 1492.60 I540	1,558.26	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	GAS CHARGES INV. DATE 05/16/18 ACCT: 2205881930-5 I541	49.90	
5521	PITNEY BOWES PURCHASE POWER PO BOX 371874 PITTSBURGH, PA 15250-7874	PURCHASE POWER METER FUND REPLENISHMENT ACCT: 8000900007138880 DT. 05/21/18 I542	208.99	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVENUE STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421105162018 DT: 05/1/18 I543	157.28	
5416	RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2160 EUCLID AVE E. PALO ALTO, CA 94303	FUEL CHARGES FOR APRIL 2018 INV. 8458 INV. DT. 04/26/18 I544	356.10	

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TOTAL THIS PAGE: 11,574.28
TOTAL THIS PERIOD: 37,128.16

PAGE 3 OF 4

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

DATE

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SIGNED AND SEALED THIS 29TH DAY OF MAY 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

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02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#40-18 CHECK NUMBER
5459	R&S ERECTION NORTH PENINSULA, INC. 133 SOUTH LINDEN AVE. SOUTH SAN FRANCISCO, CA 94080	GARAGE DOOR REPAIR REF. 454000 DT. 4/30/18 I545	287.50	
5858	STAR ELEVATOR 1300 INDUSTRIAL ROAD STE. A SAN CARLOS, CA 94070	REPAIR SERVICE ELEVATOR DOOR INV. 305534 DT. 05/10/18 I546	372.00	
5858	T&K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICE FOR 5/15/18 - 05/31/18 INV. 5018 DT. 05/23/18 I547	1,021.48	
4631	US HEALTHWORKS PO BOX 50042 LOS ANGELES, CA 90074	VACCINE HEP B SERIES FOR T. NOEL & O. FUGGS INV. 3324949-CA DT. 05/11/18 I548	188.00	

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TOTAL THIS PAGE: 1,868.98
TOTAL THIS PERIOD: 37,128.16

PAGE 4 OF 4

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

DATE

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SIGNED AND SEALED THIS 29TH DAY OF MAY 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLEND A SAVAGE, SECRETARY

REQUEST ORDER # 41-18

	214,390.91
	4,862.50
2	219,253.41

IN THE AMOUNT OF \$219,253.41

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	41-18 CHECK NUMBER
7311	C2R ENGINEERING, INC. PO BOX 1017 MOUNTAIN VIEW, CA 94042	DEMETER STREET SEWER REPLACEMENT PROJECT PROGRESS PAYMENT # 1 I549	214,390.91	
5861	FREYER & LAURETA, INC. 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROFESSIONAL SERVICES 4/1 - 4/30/2018 INV. 18-238, INV. 18-237, INV. 18-236 DT 05/21/18 I550	4,862.50	

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BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

TOTAL THIS PAGE: 219,253.41
TOTAL THIS PERIOD: 219,253.41

PAGE 1 OF 1

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

DATE

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SIGNED AND SEALED THIS 29TH DAY OF MAY 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 05/29/2018

I. NATURE OF ITEM

REPORT/DISCUSSION of Bank Reconciliation

IV. BACKGROUND

V. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

() Additional Materials Attached

Agenda Item 8
Meeting Date 05/29/2018

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 05/29/2018

I. **NATURE OF ITEM**

Future Agenda

June 11, 2018 at 2:30 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 05/29/2018

I. NATURE OF ITEM

Adjournment