



## **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](http://www.epasd.com)

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

## **EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA June 25, 2018 12:30 p.m.**

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Monday, June 25, 2018 at 12:30 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 June 12, 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**

July 9, 2018 Finance Committee Meeting

### **10. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 06/25/2018

**I. NATURE OF ITEM**

**Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

**2. Roll Call**

**Directors Present:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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Agenda Item 3 & 4  
Meeting Date 06/25/2018

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 06/25/2018

**I. NATURE OF ITEM**

**REVIEW/APPROVAL** of June 12, 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  
June 12, 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, June 12, 2018 at 4:00 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**

There were no agenda amendments.

**11. Review/Approval of May 29, 2018 Finance Committee Meeting Minutes**

The Committee reviewed and approved the meeting minutes of May 29, 2018.

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

The Committee recessed to review withdrawal orders and resumed at 4:29 p.m. having approved Request Order no 42-18 in the amount of \$69,795.51 and Request Order No. 43-18 in the amount of \$1,745.00, and authorized the payment of bills.

**13. Oral & Written Communication**

There was no oral or written communication.

**14. Future Agenda**

The next meeting will be held on June 25, 2018 at 12:30 p.m.

**15. Adjournment**

There being no further business, the meeting adjourned at 4:30 p.m.

APPROVED:

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Board President

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Board Secretary

**(xx) Additional Materials Attached**

**Agenda Item** 6  
**Meeting Date** 06/25/2018

**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 # 44-18

*	ALL
	400.00
	755.24
	561.69
	4,925.93
	1,150.00
	504.16
	608.56
	47.01
	25.65
	300.02
	600.04
	11,168.96
	7,800.00
	20.00
	573.75
	529.90
	38.21
	283.05
	154.92
	230.50
	6,536.86
	4,839.12
	1,021.48
	167.83
	300.02
	518.85
	111.44
	<b>44,173.19</b>

**IN THE AMOUNT OF \$44,173.19**



02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#44-18 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGERS CAR ALLOWANCE MONTH OF JUNE 2018 I573	400.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER DT 06/08/18 ACCT: 92-0415720-1 ACCT92-0386303-1 ACCT: 92-0385576-3 I574	755.24	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM IL 60197-6463	IPAD WIRELESS DATA SMARTPHONE ACCT: 287239974171 STMT DT. 06/01/18 I575	561.69	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH 5/31/2018 INV. 824483 DT. 6/15/18 MATTER 82091.0001 GENERAL INV. 824484 DT. 6/15/18 MATTER 82091.0002 GENERAL LABOR INV. 824485 DT. 6/15/18 MATTER 82091.0009 EMP. BENEFITS I576	4,925.93	
5332	CASA 1225 8TH STREET SUITE 595 SACRAMENTO, CA 95814	CASA 2018 ANNUAL CONFERENCE, MONTEREY CA REGISTRATIO 08/08/2018 - 08/10/2018 FOR SCHERZER & SAVAGE I577	1,150.00	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464162773 DT: 06/20/18 INV. 464159788 DT: 06/13/18 I578	504.16	
5858	CPO LTD A JJR ENTERPRISES CO 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	CONTRACT BASE RATE CHARGE INV. 2534189 DT. 6/6/18 06/01/18 - 06/30/18 KONICA COPIER MAINTENANCE AGREEMENT I579	608.56	

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: 8,905.58**  
**TOTAL THIS PERIOD: 44,173.19**

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 25TH DAY OF JUNE 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	#44-18 CHECK NUMBER
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 JULY 2018 ADJUSTMENT 4631 = 22.51 6731 = 24.50 I580	47.01	
	DENNIS SCHERZER 804 BELL STREET EAST PALO ALTO, CA	LUNCH REIMBURSEMENT FOR DEPOSITION 6/20/18 VISION REIMBURSEMENT RECEIPT NO. 39366815 DT. 06/19/18 5721 = 10.65 4631 = 15.00 I581	25.65	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 06/04/18 - 06/10/18 INV. DT. 06/07/18 I582	300.02	
5858	FRANK LAMPKIN 1158 CARLTON AVENUE MENLO PARK, CA 94025	ON CALL SERVICE 06/11/18 - 06/17/18 INV. DT. 06/19//18 06/04/18 - 06/10/18 INV. DT. 06/07/18 I583	600.04	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 22777 DT. 06/08/18 SERVICE 05/28/18 - 06/01/18 INV. 22850 DT. 05/25/18 SERVICE 06/04/18 - 06/10/18 VARIOUS INVOICES UNPAID BALANCE STMT DATE: 06/6/18 I584	11,168.96	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP CPA'S 150 EXECUTIVE PKWY SUTE 4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF JUNE 2018 I585	7,800.00	
5638	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF JUNE 2018 I586	20.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT SERVICES 5/23 - 06/20/18 INV. 8432 DT. 6/20/18 I587	573.75	

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**TOTAL THIS PAGE: 20,535.43**  
**TOTAL THIS PERIOD: 44,173.19**

PAGE 2 OF 4

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

DATE

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SIGNED AND SEALED THIS 25TH DAY OF JUNE 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	#44-18 CHECK NUMBER
5193	OFFICE DEPOT BUSINESS CREDIT DEPT 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	OFFICE / BREAKROOM SUPPLIES STATEMENT DATE 06/05/18 I588	529.90	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	GAS CHARGES STMT DT. 06/15/18 ACCT: 2205881930-5 I589	38.21	
5521	PITNEY BOWES GLOBAL FINANCING SERVICES LLC PO BOX 371887 PITSSBURGH, PA 15250-7887	LEASING CHARGES FOR POSTAGE METER INV. 3102197208 DT. 05/31/18 ACCT: 0010539430 I590	283.05	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421106132018 DT. 06/13/18 I591	154.92	
5459	R&S ERECTION NORTH PENINSULA, INC. 133 SOUTH LINDEN AVE. SOUTH SAN FRANCISCO, CA 94080	GARAGE DOOR REPAIR INV. 45645 DT. 06/13/18 I592	230.50	
	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	MOTOROLA RADIOS, REMOTE SPEAKER MICS & TURBOTALK AIRTIME FOR JUNE (PRORATED) & JULY 2018 INV. 19927 DT. 06/18/18 7311 = 6333.86 5638 = 203.0 I593	6,536.86	

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**TOTAL THIS PAGE: 7,773.44**  
**TOTAL THIS PERIOD: 44,173.19**

PAGE 3 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 25TH DAY OF JUNE 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	#44-18 CHECK NUMBER
5858	SILICON VALLEY STAFFING GROUP, INC. 2336 HARRISON STREET OAKLAND, CA 94612	TEMPORARY ADMINISTRATIVE SERVICES L GILBERT 05/28 - 06/03/18 INV. 7032125 DT. 6/3/18 L GILBERT 06/04 - 06/10/18 INV. 7032297 DT. 6/10/18 N. WHITE 05/28 - 06/03/18 INV. 7032124 DT. 6/3/18 N. WHITE 06/04 - 06/10/18 INV. 7032296 DT. 6/10/18 I594	4,839.12	
5858	T&K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICE FOR 06/13 - 06/30/2018 INV. 5020 DT. 06/20/18 I595	1,021.48	
4631	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY PO BOX 0821 CAROL STREAM, IL 60132-0821	LTD PREMIUM COVERAGE DT: 07/1/18 - 09/30/18 INV. DT. 06/16/18 TOTAL REFLECTS BILLING OF = 846.47 WITH CREDITS OF (678.64) I596	167.83	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICES 06/11 - 06/17/2018 INV. DT. 06/18/18 I597	300.02	
5188	WECO INDUSTRIES, LLC 630 EUBANKS COURT SUITE K VACAVILLE, CA 95688	MAINTENANCE PPE JACKETS INV. 0040414 - IN DT 02/28/18 I598	518.85	
7311	WATERLOGIC PO BOX 31001-2417 PASADENA, CA 91110-2417	WL 350 MINI CHILLER 3 FW SERVICE AGREEMENT 40758 SERVICE DT. 6/1 - 8/31/2018 ACCT: 10325 I599	111.44	

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**TOTAL THIS PAGE: 6,958.74**  
**TOTAL THIS PERIOD: 44,173.19**

PAGE 4 OF 4

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

DATE

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SIGNED AND SEALED THIS 25TH DAY OF JUNE 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**(xx) Additional Materials Attached**

Agenda Item 7  
Meeting Date 06/25/2018

**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**   06/25/2018

**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 06/25/2018

I. **NATURE OF ITEM**

**Future Agenda**

July 9, 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 06/25/2018

**I. NATURE OF ITEM**

Adjournment