



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 RELATIONS COMMITTEE MEETING JULY 11, 2018 1:00 P.M.

Notice is hereby given that the Public Relations Committee Meeting of the East Palo Alto Sanitary District will be held on **Wednesday July 11, 2018 at 1:00 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 Goro Mitchell
Director Dennis Scherzer

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 6, 2018 PRCM Meeting Minutes

6. Report / Discussion of Ransom Ware/Internet Security

7. Report/Discussion of EPASD Newsletter

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

August 1, 2018 at 1:00 p.m.

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 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.

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 07/11/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of June 6, 2018 PRCM Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

**EAST PALO ALTO SANITARY DISTRICT
PUBLIC RELATIONS COMMITTEE MEETING MINUTES
JUNE 6, 2018**

11. Call to Order

A Public Relations Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Wednesday, June 6, 2018 at 1:03 p.m. The meeting was held at the East Palo Alto Sanitary District office located at 901 Weeks Street, East Palo Alto, California.

12. Roll Call

Directors Present

Goro Mitchell
Dennis Scherzer

Staff Present

Akin Okupe - General Manager
Jonathan Brown – IT Support

13. Communications from the Public

There was no communication from the public.

14. Agenda Amendments

There were no agenda amendments.

15. Review/Approval of May 1, 2018 PRCM Meeting Minutes

The Committee reviewed and approved the meeting minutes of May 1, 2018.

16. Report/Discussion of Thermal Gasification Conference

Director Scherzer referenced the Thermal Gasification Conference that was hosted by the treatment plant partners last summer and suggested that the Resolution be reintroduced at a future partners conference, to be hosted by the District, once it has been adopted by the Board.

17. Report / Discussion of Ransom Ware/Internet Security

Jonathan Brown, District IT Support Specialist, presented a report to the Committee outlining the District's strategy relating to cyber security.

After discussion, Director Mitchell advocated for more detailed policy language.

Mr. Okupe stated that he will communicate with the General Manager of the West Bay Sanitary District and review their cyber security language, then modify the District's language as appropriate.

Director Scherzer revisited the issue of missing Board meeting videos on the District's website. Mr. Okupe stated that he will investigate the status of the videos and report at the next meeting.

18. Report/Discussion of EPASD Newsletter

Mr. Okupe sought Committee input regarding appointing EPA One to conduct an oral question and answer session that would then be published in the Newsletter.

This item has been agendaized to be discussed at the Board level.

19. Oral & Written Communication

There was no oral or written communication.

20. Future Agenda

The next meeting will be held on July 11, 2018 at 1:00 p.m.

- Ransom Ware/Internet Security
- Newsletter draft

21. Adjournment

There being no further business, the meeting adjourned at 1:54 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 07/11/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: of Ransom Ware/ Internet Security

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 07/11/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: of EPASD Newsletter

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

**EAST PALO ALTO
SANITARY DISTRICT**

VISION:

Recognized as an example of good government, public service and innovative leadership in the sanitary sewer services industry.

MISSION:

We provide safe, efficient and cost-effective sanitary sewer services to portions of East Palo Alto and Menlo Park.

CORE VALUES:

Quality Service, Commitment, Loyalty, Leadership, Vision and Clear Direction.

***2018 Calendar
Board & Committee Meetings***

Regular Board Meeting	April	May	June
COMMITTEES	5th	3rd	7th
Engineering	18th	16th	20th
Finance	9th, 23rd	7th, 21st	4th, 18th
Human Resources	5th	2nd	6th
Intergovernmental Affairs & Public Infor- mation	18th	16th	20th
Public Relations	3rd	1st	5th

East Palo Alto Sanitary
District
901 Weeks Street
East Palo Alto, CA 94303
Website: www.epasd.com
Email: info@epasd.com



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You can use secondary headings to organize your text to make it more scannable for the reader.

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DISTRICT TO ENGAGE IN TECHNOLOGIES TO IMPROVE OPERATIONS

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NEGOTIATIONS WITH THE CITY OF PALO ALTO RE: TREATMENT AGREEMENT

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RESTRUCTURING TO FINANCE CAPITAL IMPROVEMENT PROJECTS

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HIRING FROM THE COMMUNITY

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DISTRICT TO KEEP SEWER RATE CONSTANT IN FISCAL YEAR 2018/19

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(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 07/11/2018

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.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 07/11/2018

I. NATURE OF ITEM

FUTURE AGENDA

August 1, 2018 at 1:00 p.m. Public Relations Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 11
Meeting Date 07/11/2018

I. NATURE OF ITEM

ADJOURNMENT