



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 BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA July 23, 2018 10:00 a.m.

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Monday, July 23, 2018 at 10:00. a.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 July, 9th 2018 Finance Committee Meeting Minutes

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

7. 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

8. Future Agenda

August 23, 2018 Finance Committee Meeting

9. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 07/23/2018

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 07/23/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of July 9, 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
July 9, 2018**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Monday, July 9, 2018 at 9:48 a.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 Staff Present

Glenda Savage Micheline Wegem, Accountant

Joan Sykes-Miessi Marina Owens, Admin. Assistant

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of June 25, 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of June 25, 2018.

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

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

7. Oral & Written Communication

There was no oral or written communication.

8. Future Agenda

The next meeting will be held on July 23, 2018 at 10:00 a.m.

9. Adjournment

There being no further business, the meeting adjourned at 10:21 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 07/23/2018

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 # 02-19

400.00
177.44
734.69
628.32
2,860.25
672.99
1,297.72
1,725.00
528.33
424.86
3,588.36
39.00
13,252.78
212.30
7,800.00
20.00
1,870.00
2,047.00
800.00
75.13
74.99
537.74
300.02
505.34
471,943.00
306.50
4,175.86
1,068.52

IN THE AMOUNT OF \$518,066.14

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#02-19 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGERS CAR ALLOWANCE MONTH OF JULY 2018 I001	400.00	
5193	A-A LOCK & ALARM PO BOX 909 MENLO PARK, CA 94026-0909	LOCKSMITH SERVICE & PRIMUS KEYS MADE INV. 279852 INV. DT. 07/03/18 I002	177.44	
5638	AMERICIAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER DT 7/2/18 ACCT: 92-0386303-1 ACCT: 92-0385576-3 I003	734.69	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM IL 60197-6463	SMARTPHONE ACCT: 287239974171 SVC PERIOD: 6/2-7/1/2018 I004	628.32	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE CA, 92502	PROFESSIONAL SERVICES RENDERED THROUGH 6/30/2018 INV. 826838 DT: 7/11/2018 MATTER# 82091.00002 GENERAL INV. 826837 DT: 7/11/2018 MATTER# 82091.00001 GENERAL I005	2,860.25	
5721	BUDGET RENT A CAR SYSTEM, INC 14297 COLLECTION CENTER DRIVE CHICAGO, IL 60693	BUDGET CAR RENTAL GENERAL MANAGER LEADERSHIP SUMMIT #U692579403 6/22- 6/27/2018 I006	672.99	
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYWARD, CA 94545	SERVICE SUPPLIES INV. S4348248.001 DT. 7/9/18 I007	1,297.72	
5332	CASA 1225 8TH STREET SUITE 595 SACRAMENTO, CA 95814	CASA CONFERENCE REGISTRATION 2018 MONTEREY CA 8/8-8/10 INVOICE# 2786, 2787, 2788 I008	1,725.00	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV. 464171759 DT: 7/11/18 INV. 464153817 DT: 5/30/18 I009	528.33	
5638	COMCAST PO BOX 34744 SEATTLE WA 98124-1744	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCOUNT: 81552000070165362 SERVICE FROM: 7/3/18-8/2/18 I010	424.86	

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: 9,449.60
TOTAL THIS PERIOD: 518,366.16

PAGE 1 OF 3

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 23RD DAY OF JULY 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MESSI, PRESIDENT

GLENDA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#02-19 CHECK NUMBER
5341	DAILY JOURNAL CORPORATION PO BOX 54026 LOS ANGELES, CA 90054-0026	ANNUAL SEWER SERVICE CHARGE PUBLIC NOTICE SAN MATEO COUNTY TIMES INVOICE#B3138984 DT: 7/12/18 PALO ALTO DAILY NEWS INVOICE#B3138990 DT: 7/10/18 I011	3,588.36	
5858	DATCO SERVICES CORPORATION 2280 GRASS VALLEY HWY SUITE 232 AUBURN	3RD QUARTER CHARGES 2018 INVOICE# 139049 DT: 7/1/2018 I012	39.00	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 7/2/18 - 07/8/18 I013	300.02	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 23150 DT.7/13/18 SERVICE INV. 23075 DT. 7/6/18 INV. 22999 DT. 6/29/18 I014	13,252.78	
5459	INTERSTATE ALL BATTERY CENTER 570 EL CAMINO REAL, SUITE 160 REDWOOD CITY, CA 94063	AUTOMOTIVE MTP-AUTO CHG INVOICE# 1915001010076 DT: 7/3/18 I015	212.30	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP 150 EXECUTIVE PARK BLVD# 4500 SAN FRANCISCO, CA 94132	ACCOUNTING SERVICES FOR THE MONTH OF JULY 2018 I016	7,800.00	
5638	JOAN SKYES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBT MONTH OF JULY 2018 I017	20.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT/TRAINING/BOARD MEETING ATTENDANCE INVOICE#: 8447 DT: 7/5/18 I018	1,870.00	
5858	MARINA OWENS 1189 EDITH STREET SAN JOSE CA 95122	TEMPORARY ADMINISTRATIVE SERVICES INVOICE# 7/9/18 - 7/13/18 INVOICE# 7/16/18- 7/20/18 I019	2,047.00	
4631	MERWYN POBLETE 901 WEEKS STREET EAST PALO ALTO, CA 94303	VISION REIMBURSEMENT-SPOUSE & DAUGHTER SALES RECEIPT DT: 7/14/18 I020	800.00	
5969	MICHELINE WEGEM 901 WEEKS ST. EAST PALO ALTO, CA 94303	REIMBURSEMENT CREPVINE PICKUP ORDER FOR 7/9/18 FCM I021	75.13	

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TOTAL THIS PAGE: 30,004.59
TOTAL THIS PERIOD: 518,366.16

PAGE 2 OF 3

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 23RD DAY OF JULY 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	#02-19 CHECK NUMBER
5969	NEPTINA WHITE 901 WEEKS ST. EAST PALO ALTO, CA 94303	REIMBURSEMENT CREPVINE DOORDASH HRCM 7/10/18 I022	74.99	
5193	OFFICE DEPOT BUSINESS CREDIT DEPT 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	OFFICE DEPOT OFFICE SUPPLIES 8223507 DT: 6/6/18-7/5/18 I023	537.74	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 7/2/18- 07/8/18 I024	300.02	
5638	RECOLOGY SAN MATEO COUNTY PO BOX 514230 LOS ANGELES, CA 90051-4230	COMML WASTE/COMML ORGANICS ACCOUNT# 730936203 6/1/18-6/30/18 I025	505.34	
5817	REVENUE COLLECTIONS CITY OF PALO ALTO PO BOX 10250 PALO ALTO, CA 94303	1ST QTR FY 18/19 O&M OF RWQCP 1990 BOND DEBT SERVICE 1999 BOND DEBT SERVICE INVOICE# 7800005177 DT: 7/9/18 I026	471,943.00	
5459	R&S ERECTION NORTH PENINSULA, INC 133 SOUTH LINDEN AVE. SOUTH SAN FRANCISCO, CA 94080	GARAGE DOOR REPAIR INVOICE# 45934 DT: 7/6/18 I027	306.50	
5858	SILICON VALLEY STAFFING GROUP, INC. 2336 HARRISON STREET OAKLAND, CA 94612	TEMPORARY ADMINISTRATIVE SERVICES N. WHITE 6/25/18-7/1/18 INV. 7032882 DT. 7/1/2018 N. WHITE 7/2/18-7/8/18 INV.7033020 DT. 7/8/2018 I028	4,175.86	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR JULY (1ST HALF) INV. 5022 DT. 7/16/2018 I029	1,068.52	

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TOTAL THIS PAGE: 478,911.97
TOTAL THIS PERIOD: 518,366.16

PAGE 3 OF 3

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

DATE

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SIGNED AND SEALED THIS 23RD DAY OF JULY 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 07/23/2018

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 8
Meeting Date 07/23/2018

I. **NATURE OF ITEM**

Future Agenda

August 23, 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 9
Meeting Date 07/23/2018

I. NATURE OF ITEM

Adjournment