



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 ENGINEERING COMMITTEE MEETING August 21, 2018 1:30 P.M.

Notice is hereby given that the Engineering Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday, August 21, 2018 at 1:30 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**
Director Dennis Scherzer
Director Bethzabe Yanez
2. **Roll Call**
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. **Technology Review**
6. **Review/Approval** of July, 10 2018 Engineering Committee Minutes
7. **Review/Discussion** of McDonalds Structural Remodel/Modification
 - A. 1585 Bay Road
 - B. 1721 East Bayshore
 - C. 2020 Bay Road
 - D. EPA Arts Center
8. **Review/Discussion** of Current Restricted Funds Financial Statement
9. **Review/Discussion** of BBK Memorandum Regarding Waiver of Connection Fees
10. **Review/Discussion** of Bartles & Wells Report
11. **Review/Discussion** of Connection Fee Memo
12. **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 take.
13. **Future Agenda**
August 21, 2018 at 1:00 p.m. Engineering Committee.
14. **Adjournment**

(xx) Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 8/21/2018

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 08/21/2018

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 08/21/2018

I. NATURE OF ITEM

DISCUSSION: TECHNOLOGY REVIEW

II. BACKGROUND

This standing agenda item has been added to the Engineering Committee meetings by its members and will serve as an opportunity to be updated on emerging technologies in the field of wastewater transportation and treatment.

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 08/21/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of May 21, 2018 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
ENGINEERING COMMITTEE MEETING MINUTES
MAY 21, 2018**

1. Call to Order

A Rescheduled Engineering Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Yanez on Monday, May 21, 2018 at 1:00 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
Bethzabe Yanez
Dennis Scherzer

Staff Present
Akin Okupe, General Manager

15. Communications from the Public

There were no communications from the public.

16. Agenda Amendments

There were no agenda amendments.

17. Technology Review

Director Scherzer reported that he had an extended conversation with Mr. Breitbart from Resource Recovery Corporation regarding whether he would be submitting a proposal to Palo Alto. Director Scherzer opined from the response that absent certain conditions being met, a report may not be forthcoming.

18. Review/Approval of April 17, 2018 Meeting Minutes

Director Yanez reviewed and approved the meeting minutes of April 17, 2018.

19. Review/Discussion of Injury Illness Prevention Program Assessment (IIPP)

Mr. Okupe stated that this item will be transferred to the Human Resources Committee.

20. Review/Discussion of Purpose of Connection Fees

The Committee engaged in a lengthy discussion regarding the purpose and importance of levying connection fees for second units, after which it was agreed to recommend that this item be agendaized for discussion at the June 7, 2018 Board meeting. At that time, the Board can also revisit employing Bartle Wells Associates to conduct a connection fee study.

21. Review/Discussion of Anticipated Connection Fee Revenue from Future Development Within EPASD

This item was discussed within Item 8.

22. Review/Discussion of Current Restricted Funds Available for Capital Improvements

This item was discussed within Item 8, except that Director Scherzer requested that Mr. Okupe include the restricted funds spreadsheet for review in the Manager's Report at the next Board meeting.

23. Review/Discussion of BBK Memorandum Regarding Waiver of Connection Fees

This item was discussed within Item 8.

24. Review/Discussion of McDonalds Structural Remodel/Modification

Mr. Okupe reported that McDonald's has submitted drawings in preparation of expansion of its restaurant and has made inquiry regarding connection fees. He will revisit this item at a future meeting.

25. Review/Discussion of Lateral Replacement Program

After discussion, the Committee agreed to recommend to the Board that the lateral replacement program be reinstated, and in the interim, that such replacements be handled on a case-by-case basis, with loan reimbursements to be deducted from annual taxes.

Mr. Okupe stated that he will draft a contract outlining reimbursement terms and present it to the Board at the June 7th meeting.

26. Oral & Written Communication

There was no oral or written communication.

27. Future Agenda

The next meeting will be held on June 20, 2018 at 1:00 p.m.

28. Adjournment

There being no further business, the meeting adjourned at 1:30 p.m.

APPROVED:

Board President

Board Secretary

(xx) **Additional Materials Attached**

Agenda Item 7
Meeting Date 08/21/2018

I. **NATURE OF ITEM**

REVIEW/DISCUSSION of McDonald's Structural Remodel/Modification

- | | |
|-----------------------|--------------------|
| A. 1585 Bay Road | C. 2020 Bay Road |
| B. 1721 East Bayshore | D. EPA Arts Center |

II. **BACKGROUND**

III. **STAFF COMMENTS/COMMUNICATIONS**

IV. **ACTION OPTIONS**

To be determined upon discussion.

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 08/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Current Restricted Funds Financial Statement

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 08/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of BBK Memorandum Regarding Waiver of Connection Fees

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 08/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Bartles & Wells Report

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 11
Meeting Date 08/21/2018

I. NATURE OF ITEM

REVIEW/DISCUSSION of Connection Fee Memo

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) **Additional Materials Attached**

Agenda Item 12
Meeting Date 08/21/2018

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**

() Additional Materials Attached

Agenda Item 13
Meeting Date 08/21/2018

I. NATURE OF ITEM

FUTURE AGENDA

August 21, 2018 at 1:00 p.m. Engineering Committee.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

() **Additional Materials Attached**

Agenda Item 14
Meeting Date 08/21/2018

I. **NATURE OF ITEM**

Adjournment