



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
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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
August 23th, 2018
9:30 a.m.**

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Thursday, August 23, 2018 at 9:30 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

- a. Director Joan Sykes-Miessi
- b. Director Glenda Savage

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

4. Future Agenda

TBD

5. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 8/23/2018

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:

(xx) Additional Materials Attached

Agenda Item 3
Meeting Date 8/23/2018

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 # 04-19

400.00
368.30
22.60
599.68
376.92
757.97
770.69
434.89
300.02
4857.60
10660.06
7800.00
20.00
565.00
2295.00
1145.60
600.04
274.33
376.54
505.34
4698.46
302.90
21.90
1021.48

IN THE AMOUNT OF \$39,175.32

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#04-19 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER'S CAR ALLOWANCE MONTH OF AUGUST 2018 I060	400.00	
5193	A-A LOCK & ALARM PO BOX 909 MENLO PARK, CA 94026-0909	LOCKSMITH SERVICE & PRIMUS KEYS MADE REKEY 5 LOCKS, MASTER KEY SYSTEM TO SPECIFIED SPECS INV. 28154 INV. DT. 8/9/2018 I061	368.30	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER DT 7/2/18 ACCT: 92-0386303-1, (-\$41.39) ACCT: 92-0385576-3, \$27.59 ACCT: 92-0415720-1, \$36.40 I062	22.60	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM IL 60197-6463	SMARTPHONE ACCT: 287239974171 SVC PERIOD: 7/2/18 TO 8/1/18 I063	599.68	
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYWARD, CA 94545	INV. 41738 DT. 8/1/18, \$312.32 LIME ULTRA COOL MESH VESTS 2XL, L, TRAP CUTTER, RIDGID WORK GLOVES INV. 41738 DT. 8/3/18, \$64.60 RUS-OLEUM GREEN MARKING PAINT I064	376.92	
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE RATE CHARGE 8/1/18 TO 8/31/18 CONTRACT OVERAGE 7/1/18 TO 7/31/18 INVOICE# 2572579 DT: 8/6/18 I065	757.97	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INVOICE #464177833, 464153817, 464171759 I066	770.69	
5638	COMCAST PO BOX 34744 SEATTLE WA 98124-1744	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCT: 8155200070165362 INV. DT. 7/28/2018 SERVICE DATE 8/3/18 TO 9/2/18 I067	434.89	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 7/30/18 - 8/5/18 I068	300.02	
5969	ENGINEERING DATA SOFTWARE, INC. PO BOX 366 CRYSTAL BAY, NV 89402	USE OF PARCEL MANAGEMENT SYSTEM TO PLACE EPASD SANITARY SEWER SERVICE CHARGES ON 2018/19 SAN MATEO TAX ROLL THE CHARGES REFLECT A 3.9% JUNE 2018 BAY AREA CPI INCREASE PER AGREEMENT INV. 180200 DT. 8/13/2018 I069	4,857.60	

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: 8,888.67
TOTAL THIS PERIOD: 39,175.32

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 AUGUST 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	#04-19 CHECK NUMBER
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 23385 DT. 8/3/2018 \$4860.75 INV. 23467 DT. 8/10/2018 \$5799.31 I070	10,660.06	
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPAs 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF AUGUST 2018 INV. DATE 08/23/18 I071	7,800.00	
5638	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF AUGUST 2018 I072	20.00	
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	CATERING SERVICE RBM/SBM DT: 8/16/2018, 8/2/2018 I073	565.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT/TRAINING/VIDEO CONVERT/FILE RECOVER INVOICE#: 8459 DT: 8/13/2018 I074	2,295.00	
5193	OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	ACCT: 6011 5666 0129 8734 BREAKROOM / OFFICE SUPPLIES INV.160519165 DT. 7/9/18, \$398.77 INV. 159638123 DT. 7/11/18, \$28.78 INV. 161905075 DT. 7/18/18, \$78.00 INV. 165459729 DT. 7/25/18, \$28.78 INV. 171884747 DT. 7/26/218, \$579.54 INV. 171886573 DT. 7/30/218, \$26.29 I075	1,145.60	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 7/30/18 TO 8/5/18, 8/6/18 TO 8/12/18 I076	600.04	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	ELECTRIC CHARGES ACCT. 2164215266-0 DT 08/20/18 I077	274.33	

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TOTAL THIS PAGE: 23,360.03
TOTAL THIS PERIOD: 39,175.32

PAGE 2 OF 3

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

DATE

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JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#04-19 CHECK NUMBER
5416	RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2160 EUCLID AVE E. PALO ALTO, CA 94303	FUEL CHARGES FOR JUNE 2018 INV. 8556 INV. DT. 8/10/18 I078	376.54	
5638	RECOLOGY SAN MATEO COUNTY PO BOX 514230 LOS ANGELES, CA 90051 - 4230	COMML WASTE 2 YARD, \$426.75 COMML ORGANICS 96 GAL, \$68.81 INV. 730936203 DT.7/28/2018 SERVICE DATE: 7/1/18 TO 7/31/18 I079	505.34	
5858	SILICON VALLEY STAFFING GROUP, INC. 2336 HARRISON STREET OAKLAND, CA 94612	TEMPORARY ADMINISTRATIVE SERVICES N. WHITE INV. 7033551 DT.7/29/2018 N. WHITE INV. 7033478 DT.7/22/2018 N. WHITE INV. 7033825 DT.8/5/2018 I080	4,698.46	
5858	STAR ELEVATOR 1300 INDUSTRIAL ROAD, STE 4 SAN CARLOS, CA 94070	PERFORM PRELIMINARY ORDER WORK INVOICE# 310127 DT: 8/1/2018 I081	302.90	
5459	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	REIMBT-TIRE REPAIR 8/6/2018 I082	21.90	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR AUG (REMAINING BALANCE) INV. 5024 DT. 8/4/2018 I083	1,021.48	

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TOTAL THIS PAGE: 6,926.62
TOTAL THIS PERIOD: 39,175.32

PAGE 3 OF 3

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

DATE

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JOAN SYKES-MIESSI, PRESIDENT

GLENDA SAVAGE, SECRETARY

REQUEST ORDER # 05-19

IN THE AMOUNT OF \$3,290.00

2546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#05-19 CHECK NUMBER
5861	FREYER & LURETA, INC 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROJECT: 2031 2018 SEWER SERVICE FEE CALCULATION REPO PROFESSIONAL SERVICES JUNE 1 TO JUNE 30 2018 STAFF ENGINEER 1- CHOU, SEAN C 6/13/2018 EAST PALO ALTO CONSUPTION DATA (\$1050.00) STAFF ENGINEER 1- CHOU, SEAN C 6/15/2018 EAST PALO ALTO CONSUPTION DATA STAFF ENGINEER 1- CHOU, SEAN C 6/18/2018 EPA SEWER CONSUPTION EDITS STAFF ENGINEER 1- CHOU, SEAN C 6/19/2018 EPA SEWER CONSUPTION EDITS STAFF ENGINEER 1- CHOU, SEAN C 6/20/2018 EPA SEWER CONSUPTION EDITS PRINCIPAL TARANTINO, JEFFREY J 6/13/2018 EAST PALO ALTO CONSUPTION DATA (\$615.00) INV. 18-345 DT. 7/31/2018	1,665.00	
		PROJECT: 2025 SEWER REPLACEMENT PROJECT 2017 PROFESSIONAL SERVICES JUNE 1 TO JUNE 30 2018 STAFF ENGINEER 1- LOVELADY, ROBERT Q 6/7/18 REVIEW SPECS & DRAWINGS STAFF ENGINEER 1- LOVELADY, ROBERT Q 6/12/18 TRANSITION COUPLING SPEC STAFF ENGINEER 1- BOSCH, JUSTIN L 6/13/18 FIND COUPLING SPEC FOR QUIN STAFF ENGINEER 1- LOVELADY, ROBERT Q 6/13/18 TRANSITION COUPLING SPEC INV. 18-346 DT. 7/31/2018	585.00	
		PROJECT: 2026 DEMETER STREET SANITARY SEWER POINT PROFESSIONAL SERVICES JUNE 1 TO JUNE 30 2018 STAFF ENGINEER IV-FEUDALE, JASON J 6/15/2018 COORDINATION; PROCESS PAYMENT INV. 18-347 DT. 7/31/2018	750.00	
		PROJECT: 2032 2020 BAY ROAD HYDRAULIC MODELING PROFESSIONAL SERVICES JUNE 1 TO JUNE 30 2018 ASSOCIATE ENGINEER-LAI, JUSTIN, 6/29/2018(MODEL SET UP) INV. 18-348 DT. 7/31/2018 1084	290.00	

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TOTAL THIS PAGE: 3,290.00
TOTAL THIS PERIOD: 3,290.00

PAGE 1 OF 1

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GLENDIA SAVAGE, SECRETARY

(xx) Additional Materials Attached

Agenda Item 4
Meeting Date 8/23/2018

I. NATURE OF ITEM

Future Agenda

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

() **Additional Materials Attached**

Agenda Item 5
Meeting Date 8/23/2018

I. NATURE OF ITEM

Adjournment