



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 August 6, 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 **Monday, August, 6 2018 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

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, 23rd 2018 Finance Committee Meeting Minutes

6. **Review/Approval** Authorize GM to enter into contract with Shamrock Office Solutions for the replacement of the Konica Minolta Printer.

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

8. **Report/Discussion** of Bank Reconciliation

9. **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

10. Future Agenda

August 23, 2018 Finance Committee Meeting

11. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 08/06/2018

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:

Agenda Item 3 & 4
Meeting Date 08/06/2018

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 08/06/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of July 23, 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 23, 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 23, 2018 at 10:04 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

Glenda Savage
Joan Sykes-Miessi

Staff Present

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 July, 9th 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of July 9, 2018.

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

The Committee recessed to review the withdrawal orders and reconvened at 10:24 a.m., having approved Request Order No. 02-19 in the amount of \$518,066.14.

7 Oral & Written Communication

There was no oral or written communication.

8 Future Agenda

The next meeting will be held on August 6, 2018 at 9:30 a.m.

9 Adjournment

There being no further business, the meeting adjourned at 10:27 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 08/06/2018

I. NATURE OF ITEM

REVIEW/APPROVAL Authorize GM to enter into contract with Shamrock Office Solutions for the replacement of the Konica Minolta Printer.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 08/08/2018

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 # 03-19

229.15
216.00
597.09
1,214.70
547.15
998.41
50.00
250.00
300.02
1,761.94
80,000.00
34.45
6,503.33
200.00
1,508.75
1,250.01
84.90
300.02
8,000.00
1,067.28
30.05
198.13
723.32
344.50
1,821.30
1,338.33
300.02
1,021.48
1,108.48
3,495.77

IN THE AMOUNT OF \$115,494.58

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#03-19 CHECK NUMBER
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 I030	229.15	
5858	BRIDGET GRANT 255 DAPHNE WAY EAST PALO ALTO CA 94303	TEMP ADMINISTRATIVE STAFF 7/13/2018 I031	216.00	
	BUSINESS CARD 9257 PO BOX 15796 WILMINGTON, DE 19886-5796	DOORDASH -JULY THE HOME DEPOT JULY 6/21/2018-7/20/2018 5969-\$459.94 5459 - \$139.92 5731-\$7.25 I032	597.09	
	BUSINESS CARD 6797 PO BOX 15796 WILMINGTON, DE 19886-5796	HOTEL ACCOMODATIONS RESORT AT SQUAW CREEK B. Yanez, A, Okur INDEED EMPLOYMENT AD 5721-\$1146.68 5341-\$68.02 I033	1,214.70	
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE INVOICE# 2552973 DT: 7/6/2018 I034	547.15	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INVOICE #464180852 DT: 8/1/2018 I035	998.41	
5332	CSRMA C/O ALLIANT INS. SERVICES 100 PINE STREET 11TH FLOOR SAN FRANCISCO, CA 94111	CSRMA SEMINAR REGISTRATION 8/8/18-DENNIS SCHERZER REQUEST DT: 7/30/18 I036	50.00	
5459	DEGREE HVAC, INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	3RD QUARTER MAINTENANCE 2018 SVC. DT.7/16/2018 INV. 12201 I037	250.00	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 7/23/18 - 07/29/18 I038	300.02	
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 Sep-18 4631 = 915.99 6731 = 845.95 I039	1,761.94	

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: 6,164.46
TOTAL THIS PERIOD: 115,494.58

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 6TH DAY OF AUGUST 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#03-19 CHECK NUMBER
4631	EPASD 901 WEEKS ST. EAST PALO ALTO CA 94303	REPLENISHMENT OF CB&T GENERAL FUND FOR REQUIRED ELECTRONIC PAYMENTS OF CALPERS HEALTH RETIREMENT I040	80,000.00	
5193	FEDEX P.O. BOX7221 PASADENA CA 91109-7321	ALLEN GLAESSHER HAZELWOOD WORT (BETSY YANEZ) INVOICE# 6-249-93416 DT: 7/20/18 I041	34.45	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 23225 DT. 7/20/18 SERVICE 7/9/18 - 7/15/18 \$3,313.34 INV. 23308 DT. 7/27/18 SERVICE 7/16/18- 7/22/18 \$3,190.00 I042	6,503.33	
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	CANCELLATION FEE DT: 7/26/2018 I043	200.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT/TRAINING/BOARD MEETING ATTENDANCE INVOICE#: 8453 DT: 7/30/2018 I044	1,508.75	
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	TRANSCRIPTION SERVICES FOR ALL JULY 2018 COMMITTEE, REGULAR AND SPECIAL BOARD MEETINGS INV. DATE: 07/26/2018 I045	1,250.01	
5459	MENLO PARK CHEVRON 1200 EL CAMINO REAL MENLO PARK , CA 94025	SMOG CHECK 2010 DODGE DOKTA 119289 RETEST 2005 DODGE SPRINT 1119268 TEST #5547 DT: 7/18/2018 I046	84.90	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 7/23/18- 07/29/18 I047	300.02	

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TOTAL THIS PAGE: 89,881.46
TOTAL THIS PERIOD: 115,494.58

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 6TH 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	#03-19 CHECK NUMBER
5969	ONE EAST PALO ALTO 903 WEEKS STREET EAST PALO ALTO, CA 94303	SEP TEMP OFFICE ASSISTANT 30 HOURS PER WEEK FOR 6 WEEKS I048	8,000.00	
5459	OWEN EQUIPMENT SALES PO BOX 30959 PORTLAND, OR 97294	MAINTENANCE SUPPLIES SWIVEL JOINT (2) INVOICE# 00042911 INV. DT. 7/25/18 I049	1,067.28	
5638	PG&E PO BOX 997300 SACRAMENTO, CA 95899-7300	GAS CHARGES ACCT: 2205881930-5 STMT. DT.7/17/2018 I050	30.05	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421107112018 DT.7/11/2018 I051	198.13	
	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	EQUIPMENT LEASE & EXTENDED SERVICE PROTECTION ALARM MONITORING INV.123904693 DT: 7/19/2018 5521 = 307.90 5858 = 415.42 I052	723.32	
5459	R&S ERECTION NORTH PENINSULA, INC 133 SOUTH LINDEN AVE. SOUTH SAN FRANCISCO, CA 94080	GARAGE DOOR REPAIR INVOICE# 46075 DT: 7/23/18 I053	344.50	
5858	SILICON VALLEY STAFFING GROUP, INC. 2336 HARRISON STREET OAKLAND, CA 94612	TEMPORARY ADMINISTRATIVE SERVICES N. WHITE INV. 7033329 DT.7/15/2018 L. GILBERT INV.7703330 DT. 7/15/2018 I054	1,821.30	
5858	STAR ELEVATOR 1300 INDUSTRIAL ROAD, STE 4 SAN CARLOS, CA 94070	PERFORM PRELIMINARY ORDER WORK INVOICE# 309549 DT: 7/20/2018 I055	1,338.33	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICES 7/16/2018-7/22/2018 INV. DT. 7/23/2018 I056	300.02	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR AUG (1ST HALF) INV. 5023 DT. 8/1/2018 I057	1,021.48	
5332	UNDERGROUND SERVICE ALERT OF N. CALIFORNIA AND NEVADA 4005 PORT CHICAGO HWY. # 100 CONCORD, CA 94520-1122	ANNUAL PERCENT OF TICKETS FEE CA. FLAT RATE FEE INVOICE#18070408 DT: 7/20/2018 I058	1,108.48	
5188	WECO INDUSTRIES, INC. 630 EURBANKS COURT, STE. K VACAVILLE, CA 95688	MAINTENANCE SUPPLY INVOICE #0041529-IN DT:7/24/2018 INVOICE # 00411475-IN DT: 7/24/2018 I059	3,495.77	

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TOTAL THIS PAGE: 19,448.66
TOTAL THIS PERIOD: 115,494.58

PAGE 3 OF 3

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

DATE

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SIGNED AND SEALED THIS 6TH DAY OF AUGUST 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

() Additional Materials Attached

Agenda Item 8
Meeting Date 08/06/2018

I. NATURE OF ITEM

Report/Discussion of Bank Reconciliation

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 08/06/2018

V. 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

VI. BACKGROUND

VII. STAFF COMMENTS/ RECOMMENDATIONS

VIII. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 10
Meeting Date 08/06/2018

IX. NATURE OF ITEM

Future Agenda - August 23, 2018 Finance Committee Meeting

X. BACKGROUND

XI. STAFF COMMENTS/ RECOMMENDATIONS

XII. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 11
Meeting Date 08/06/2018

I. NATURE OF ITEM

Adjournment