



## **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 September 4, 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 **Tuesday, September 4, 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 Withdrawal Orders and Authorizing Payment of Bills**

#### **6. Report/Discussion of Bank Reconciliation**

#### **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**

September 19, 2018 Finance Committee Meeting

#### **9. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 9/4/2018

**I. NATURE OF ITEM**

**Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

**2. Roll Call**

**Directors Present:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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Agenda Item 3 & 4  
Meeting Date 9/4/2018

**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

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 # 06-19

4,928.65
982.06
3,285.96
550.51
700.00
899.97
300.02
1,761.94
2,577.51
10,795.93
1,708.00
531.25
385.74
28.80
156.84
600.04
600.55

**IN THE AMOUNT OF \$30,793.77**

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02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#06-19 CHECK NUMBER
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028	PROFESSIONAL SERVICES RENDERED THROUGH 7/31/2018 INV. 828128 DT: 8/7/2018 MATTER# 82091.00002 GENERAL(\$969.00) INV. 828127 DT: 8/7/2018 MATTER# 82091.00001 GENERAL(\$3,959.65) I085	4,928.65	
	BUSINESS CARD 6977 PO BOX 15796 WILMINGTON, DE 19886-5796	COSTCO DELIVERY 5193-\$403.30 DOORDASH( 7/31, 8/6, 8/7) 5969-\$220.03 MICROSOFT 5193-\$44.73 TRANSFERBIGFILES.COM 5193-\$39.99 MONTEREY CASA Annual Conference & HOTEL (B.YANEZ) 8/10 5721- \$1030.82 I086	982.06	
	BUSINESS CARD 8533 PO BOX 15796 WILMINGTON, DE 19886-5796	MONTEREY CASA Annual Conference & HOTEL (3 DIRECTORS) 8/10 5721- \$3,014. HOBEE'S #3 5969- \$111.00 COSTCO DELIVERY 5193-\$159.98 I087	3,285.96	
	BUSINESS CARD 9257 PO BOX 15796 WILMINGTON, DE 19886-5796	DOORDASH 7/23, 7/24 5969-\$144.70 HOME DEPOT 7/27/18 5459 - \$405.81 I088	550.51	
4631	CALPERS FINANCIAL REPORTING & ACCOUNTING SEVICES -CASHIER PO BOX 942703 SACRAMENTO, CA 94229-2703	FEES FOR GASB-REPORTS & SCHEDULES MEASUREMENT DATE 6/30/201 PERS. INV. 100000015403122 DT:8/18/2018 CUSTOMER ID: 606728257 I089	700.00	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV# 464183866 DT: 8/8/18 (\$228.33), INV# 464186869 DT: 8/15/18 (\$223.88) INV# 464189878 DT: 8/22/18 (\$223.88) INV# 464192887 DT: 8/29/18(\$223.88) I090	899.97	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 8/20/18 TO 8/26/18 I091	300.02	
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 AUGUST 2018 4631 = 915.99 6731 = 845.95 I092	1,761.94	
5858	HALLMARK PERSONNEL 1240 OAKMED PARKWAY SUITE 107 SUNNYVALE, CA 94085	TEMP. ADMINISTRATIVE SERVICES N. WHITE. L. GILBERT INVOICE #. 9242 5/7/18 - 5/11/18 NV. DT.5/23/2018 I093	2,577.51	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV.23550 DT. 8/17/2018 \$5,761.04 INV. 23633 DT. 8/24/2018 \$5,034.89 I094	10,795.93	
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPAs 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES SERVICES RENDERED ON 8/22 AND 8/29 APPROVED BY BOARD OF DIRECTORS' 8/10/18 I095	1,708.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT/TRAINING WIFI CONNECTION HALLMARK, HP LAPTOP PREP, CAMERA PREP, CAMERA REVIEW /FLASH DRIVE COPIES INVOICE#: 8463 DT: 8/14/2018 I096	531.25	

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: 29,021.80**  
**TOTAL THIS PERIOD: 30,793.77**

PAGE 1 OF 2

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 4TH DAY OF SEPTEMBER 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	#06-19 CHECK NUMBER
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 8/18/18 TO 8/19/18 & 8/20/18 TO 8/26/18 I097	385.74	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	GAS CHARGES ACCT. 2205881930-5 DT 8/16/2018 I098	28.80	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421108082018 DT.8/8/2018 ACCOUNT#4211 I099	156.84	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 8/6/18 TO 8/12/18, 8/13/18 TO 8/19/18 I100	600.04	
5188	WECO INDUSTRIES, INC. 4971 ALLISON PARKWAY SUITE A VACAVILLE, CA 95688	MAINTENANCE SUPPLY REPLACE JETS, CERAMIC INSERTS AND TORPEDO NOZZLE INVOICE #0041678-IN DT: 8/20/18 I101	600.55	

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: 1,771.97**  
**TOTAL THIS PERIOD: 30,793.77**

PAGE 2 OF 2

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 4TH DAY OF SEPTEMBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLEND A SAVAGE, SECRETARY

(xx) Additional Materials Attached

Agenda Item 6  
Meeting Date 9/4/2018

I. NATURE OF ITEM

Report/Discussion of Bank Reconciliation

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.



**(xx) Additional Materials Attached**

**Agenda Item**         7      
**Meeting Date**   9/4/2018

**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.

**IV.   BACKGROUND**

**V.     STAFF COMMENTS/ RECOMMENDATIONS**

**IV.   ACTION OPTIONS**

To be determined upon discussion.

**(xx) Additional Materials Attached**

**Agenda Item** 8  
**Meeting Date** 9/4/2018

**I. NATURE OF ITEM**

**Future Agenda**

September 19, 2018 Finance Committee Meeting

**II. BACKGROUND**

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

To be determined upon discussion.

**VI. NEXT STEPS**

**(xx) Additional Materials Attached**

Agenda Item 9  
Meeting Date 9/4/2018

**V. NATURE OF ITEM**

Adjournment

**VI. BACKGROUND**

**VII. STAFF COMMENTS/ RECOMMENDATIONS**

**VIII. ACTION OPTIONS**

To be determined upon discussion.

**IX. COMMITTEE ACTION TAKEN**

**VI. NEXT STEPS**