



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 19, 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 **Wednesday, September 19, 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. 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

7. Future Agenda

October 1, 2018 Finance Committee Meeting

8. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 9/19/2018

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

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 # 08-19

400.00
19,500.00
424.89
300.02
11,866.10
7,800.00
20.00
862.50
100.00
68.00
300.02
379.41
283.05
505.34
132.00
300.02
1,021.48
551.00
111.44

IN THE AMOUNT OF \$44,925.27

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#08-19 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER'S CAR ALLOWANCE MONTH OF SEPTEMBER 2018 I106	400.00	
5459	A&R HEATING & AIR CONDITIONING 5085 HOLBORN WAY SAN RAMON, CA 94582	HVAC REPAIR / MAINTENANCE - UNIT REPLACEMENT AND LABOR I107	19,500.00	
5638	COMCAST PO BOX 34744 SEATTLE WA 98124-1744	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCT: 8155200070165362 INV. DT. 8/28/2018 SERVICE DATE 9/3/18 TO 10/2/18 I108	424.89	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 8/27/2018 TO 9/2/2018 I109	300.02	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 23722 DT. 8/31/2018 \$6122.25 INV. 23810 DT. 9/7/2018 \$5743.85 I110	11,866.10	
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPAS 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF SEPTEMBER 2018 INV. DATE I111	7,800.00	
5638	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF SEPTEMBER 2018 I112	20.00	
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	TRANSCRIPTION SERVICES FOR ALL AUGUST 2018 COMMITTEE, REGULAR AND SPECIAL BOARD MEETINGS INV. DATE: 8/31/2018 I113	862.50	
5969	MARIA GUTIERREZ 2108 EL CAMINO DE LOS ROBLES MENLO PARK CA 94025	REFUND 9/4/2018 I114	100.00	
5858	MARQUEE PEST MANAGEMENT 44170 OLD WARM SPRINGS BLVD FREMONT, CA 94538-6144	I/O ANTS PEST CONTROL SERCICE INV. 0152962 DT. 09/04/2018 I115	68.00	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 8/27/2018 TO 9/2/2018 I116	300.02	
TOTAL THIS PAGE:			41,641.53	
TOTAL THIS PERIOD:			41,641.53	

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 19TH 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	#08-19 CHECK NUMBER
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	ELECTRIC CHARGES ACCT. 2164215266-0 DT 8/31/2018 I117	379.41	
5521	PITNEY BOWES GLOBAL FINANCING SERVICES LLC PO BOX 371887 PITSSBURGH, PA 15250-7887	LEASING CHARGES FOR POSTAGE METER INV. 3102400633 DT. 9/1/2018 ACCT: 0010539430 I118	283.05	
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 ACCT# 730936203 DT.8/30/2018 SERVICE DATE: 8/1/18 TO 8/31/18 I119	505.34	
5638	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	MOTOROLA RADIOS- TURBOTALK AIRTIME FOR OCTOBER INV. 20401 DT. 09/1/2018 I120	132.00	
5459	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 9/3/2018 TO 9/9/2018 I121	300.02	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR SEP (REMAINING BALANCE) DT. 9/12/2018 I122	1,021.48	
4631	US HEALTHWORKS PO BOX 50042 LOS ANGELES, CA 90074	PE DOT 3 EMPLOYEES, PE-BASIC 2 EMPLOYEES SCHEDULED VACCINES 1 EMPLOYEES SAN CARLOS FACILITY DT: 8/15/2018, 8/22/2018, 8/13/2018, 8/20/2018 I123	551.00	
5969	WATERLOGIC PO BOX 31001-2417 PASADENA, CA 91110-2417	WL 350 MINI CHILLER 3 FW SERVICE AGREEMENT 40758 SERVICE DT. 9/1 - 11/31/2018 ACCT: 10325 INV# CNIN738673W DT: 9/1/2018 I124	111.44	

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: 3,283.74
TOTAL THIS PERIOD: 44,925.27

PAGE 2 OF 2

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

DATE

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SIGNED AND SEALED THIS 19TH DAY OF SEPTEMBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

REQUEST ORDER # 09-19

935.00

392.50

1237.50

660.00

IN THE AMOUNT OF \$3,225.00

2546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#09-19 CHECK NUMBER
5861	FREYER & LURETA, INC 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROJECT: 2031 2018 SEWER SERVICE FEE CALCULATION REPORT PROFESSIONAL SERVICES JULY 1 TO JULY 31 2018 STAFF ENGINEER 1- CHOU, SEAN C 7/19/2018 EAST PALO ALTO CONSUPTION DATA STAFF ENGINEER 1- CHOU, SEAN C 7/20/2018 EAST PALO ALTO CONSUPTION DATA STAFF ENGINEER 1- CHOU, SEAN C 7/23/2018 EPA SEWER CONSUPTION EDITS PRINCIPAL TARANTINO, JEFFREY J 6/13/2018 EAST PALO ALTO CONSUPTION DATA INV. 18-393 DT. 8/20/2018	935.00	
		PROJECT: 2032 2020 BAY ROAD HYDRAULIC MODELING PROFESSIONAL SERVICES JULY 1 TO JULY 31 ASSOCIATE ENGINEER-LAI, JUSTIN, 7/26/2018 TECH MEMO PRINCIPAL TARANTINO, JEFFREY J 7/26/2018 COORDINATION INV. 18-392 DT. 8/20/2018	392.50	
		PROJECT: 2033 EPA CENTER ARTS PROFESSIONAL SERVICES JULY 1 TO JULY 31 ASSOCIATE ENGINEER-LAI, JUSTIN, 7/19/2018 HYDRAULIC MODELING ASSOCIATE ENGINEER-LAI, JUSTIN, 7/25/2018 TECH MEMO ASSOCIATE ENGINEER-LAI, JUSTIN, 7/26/2018 TECH MEMO ASSOCIATE ENGINEER-LAI, JUSTIN, 7/30/2018 TECH MEMO ASSOCIATE ENGINEER-LAI, JUSTIN, 7/31/2018 TECH MEMO PRINCIPAL TARANTINO, JEFFREY J 7/24/2018 COORDINATION INV. 18-392 DT. 8/20/2018	1,237.50	
		PROJECT: 2034 PALO ALTO AIRPORT MANHOLE CONSULTATION PROFESSIONAL SERVICES JULY 1 TO JULY 3 2018 STAFF ENGINEER IV- FEUDALE, JASON COORDINATION, SUMMARY SITE VISIT PRINCIPAL TARANTINO, JEFFREY SITE VISIT COORDINATION INV. 18-391 DT. 8/20/2018 I125	660.00	

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:	3,225.00
TOTAL THIS PERIOD:	3,225.00

PAGE 1 OF 1

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

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JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 9/19/2018

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 9/19/2018

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 9/19/2018

I. NATURE OF ITEM

Future Agenda

October 1, 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 9/19/2018

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