



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 SPECIAL FINANCE COMMITTEE MEETING AGENDA October 5, 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 **Friday, October 5, 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 September 4, 2018 and September 19, 2018 Finance Committee Meeting Minutes.

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

7. **Review/Approval** of County of San Mateo Treasure Department Authorization for Transfer of Funds signature page.

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

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

10. **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

11. Future Agenda

October 15, 2018 Finance Committee Meeting

12. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 10/05/2018

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

(xx) Additional Materials Attached

Agenda Item 5
Meeting Date 10/05/2018

I. NATURE OF ITEM

Review/Approval of September 4, 2018 and September 19, 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
September 4, 2018**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Tuesday, September 4, 2018 at 10:05 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

Micheline Wegem, Accountant

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

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

The Committee recessed at 10:07 a.m. to review and approve the withdrawal orders, and authorized the payment of bills.

6. Report/Discussion of Bank Reconciliation

The Committee reconciled the bills.

7. Oral & Written Communication

There was no oral or written communication.

8. Future Agenda

The next meeting will be held on September 19, 2018, time to be discussed.

9. Adjournment

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

APPROVED:

Board President

Board Secretary

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING MINUTES
September 19, 2018**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Sykes-Miessi on Wednesday, September 19, 2018 at 10:15 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 (by phone)

Joan Sykes-Miessi

Staff Present

Micheline Wegem, Accountant

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

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

The Committee reviewed and approved the withdrawal orders and authorized the payment of bills.

6. Oral & Written Communication

There was no oral or written communication.

7. Future Agenda

The next meeting will be held on October 1, 2018 at _____

8. Adjournment

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

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 10/05/2018

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.



SHAMROCK

office solutions

PROJECTED AMORTIZATION SCHEDULE PREPARED FOR

East Palo Alto Sanitary District

August 2, 2018

Projected Spend for Next 8 Years

Current Situation: Konica Minolta

\$547.15 = Current Total Monthly Payment

Proposed Solution: Shamrock

\$1,955.60 = Amortized Equipment Payment

\$2,760.00 = Amortized Maintenance Payment

* <u>Year 1:</u>	\$547.15/month x 12 months = \$6,565.80	\$1,955.60/year + \$2,760.00/year = \$4,715.60
* <u>Year 2:</u>	\$547.15/month x 12 months = \$6,565.80	\$1,955.60/year + \$2,760.00/year = \$4,715.60
* <u>Year 3:</u>	\$547.15/month x 12 months = \$6,565.80	\$1,955.60/year + \$2,760.00/year = \$4,715.60
* <u>Year 4:</u>	\$547.15/month x 12 months = \$6,565.80	\$1,955.60/year + \$2,760.00/year = \$4,715.60
* <u>Year 5:</u>	\$547.15/month x 12 months = \$6,565.80	\$1,955.60/year + \$2,760.00/year = \$4,715.60
** <u>Year 6:</u>	\$547.15/month x 12 months = \$6,565.80	Equipment Paid + \$3,036.00/year = \$3,036.00
** <u>Year 7:</u>	\$547.15/month x 12 months = \$6,565.80	Equipment Paid + \$3,339.60/year = \$3,339.60
** <u>Year 8:</u>	\$547.15/month x 12 months = \$6,565.80	Equipment Paid + \$3,673.56/year = \$3,673.56

*Shamrock will waive escalations for the first 5 years, with 10% annual escalations beginning in Year 6.

**Years 6, 7 and 8 above and below reflect the new maintenance payment with 10% annual escalations.

Annual Savings with Shamrock - (Years 1-8)

* <u>Year 1:</u>	\$6,565.80 - \$4,715.60 = \$1,850.20 per year
* <u>Year 2:</u>	\$6,565.80 - \$4,715.60 = \$1,850.20 per year
* <u>Year 3:</u>	\$6,565.80 - \$4,715.60 = \$1,850.20 per year
* <u>Year 4:</u>	\$6,565.80 - \$4,715.60 = \$1,850.20 per year
* <u>Year 5:</u>	\$6,565.80 - \$4,715.60 = \$1,850.20 per year
** <u>Year 6:</u>	\$6,565.80 - \$3,036.00 = \$3,529.80 per year
** <u>Year 7:</u>	\$6,565.80 - \$3,339.60 = \$3,226.20 per year
** <u>Year 8:</u>	\$6,565.80 - \$3,673.56 = \$2,892.24 per year



OFFICIAL PARTNER

Special Olympics
Northern California



OFFICIAL PARTNER

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 10/05/2018

I. NATURE OF ITEM

Review/Approval of County of San Mateo Treasure Department Authorization for Transfer of Funds signature page.

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

**SAN MATEO COUNTY POOL
AUTHORIZATION FOR TRANSFER OF FUNDS**

DATE

DEPARTMENT-AGENCY NAME

IFAS ACCOUNT#

I/we hereby designate the officers of this agency whose signatures appear below to be authorized to request a wire transfer from the San Mateo County Pool account. **This authorization supersedes all prior authorization on file with San Mateo County Investment Department.**

Name	Title	Signature

I do hereby authorize the above listed staff to request a wire payment transfer on our behalf.
(This form needs to be approved by the department head and/or by a previous authorized signer on file.)

Approved By/Signature/Date

Print Name

Title

Telephone Number

(Please state provisions or restrictions here, if none use N/A (ex: 2 Sig. Required, Expiration Date))

**County of San Mateo Treasurer Department, Investment Division
555 County Center, 1st Floor, TXT 137, Redwood City, CA 94063**

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 10/05/2018

I. NATURE OF ITEM

Review/Approval of Withdrawal Orders and Authorizing Payment of Bills

IV. BACKGROUND

V. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

REQUEST ORDER # 13-19

4,022.55
129.31
1,303.39
3,078.49
58.50
600.04
1,761.94
228.00
11,088.00
2,577.51
9,471.10
250.00
1,020.00
1,450.00
5,300.00
162.18
600.04
134.80
29.98
723.32
153.00
132.00
846.47
1,231.95
728.62

IN THE AMOUNT OF \$47,081.19

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#13-19 CHECK NUMBER
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH 8/31/2018 INV. 831323 DT: 9/18/2018 MATTER# 82091.00002 GENERAL I129	4,022.55	
5193	BLUE GAVEL PRESS 3210 8TH STREET ROCK ISLAND, IL 61201	CAL/OSHA COMPLIANCE GUIDE 30TH ED STANDING ORDER INV.283032 DT.9/28/2018 I130	129.31	
5721	BUDGET RENT A CAR SYSTEM, INC 14297 COLLECTION CENTER DRIVE CHICAGO, IL 60693	BUDGET CAR RENTAL DIRECTORS CASA SEMINAR #U113499691, U692581212, U692581223, U69258126 8/7 TO 8/11 I131	1,303.39	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV# 464174765 DT: 7/18/2018 (\$1,107.47), INV# 464153817 DT:5/30/2018 (\$296.52) INV# 464180852 DT: 8/1/2018 (\$998.41) INV# 464195922 DT: 9/5/2018(\$223.88) INV# 464198957 DT: 9/12/2018(\$228.33) INV# 464205087 DT: 9/26/2018(\$223.88) I132	3,078.49	
5858	DATCO SERVICES CORPORATION 2280 GRASS VALLEY HWY SUITE 232 AUBURN	4TH QUARTER CHARGES 2018 INVOICE# 140977 DT: 10/1/2018 I133	58.50	
5858	DERRICK WASHINGTON 1100 62ND AVE. OAKLAND CA 94621	ON CALL SERVICE 9/17/2018 TO 9/23/2018, 9/24/18 TO 9/30/18 I134	600.04	
5431	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 NOVEMBER 2018 4631 = 915.99 6731 = 845.95 I135	1,761.94	
5868	DOMAIN LISTING PO BOX 19607 LAS VEGAS, NV 89132-0607	ANNUAL WEBSITE DOMAIN LISTING FROM OCT. 16, 2018 THRU OCT. 15, 2019 I136	228.00	
6732	HAYES SCOTT BONINO ELLINGSON GUSLANI SIMONSON & CLAUSE, LLP 999 SKYWAY ROAD SUITE 310 SAN CARLOS, CA 94070	PROFESSIONAL SERVICES RENDERED INV: 24469 DT: 9/10/2018 RE: RYCE V. EPASD, RE: GRIFFIN V. EPASD I137	11,088.00	
5858	HALLMARK PERSONNEL 12481 DOVER STREET SARATOGA CA 95070	TEMPORARY ADMINISTRATIVE SERVICES FOR THE MONTH OF MAY 2018 N WHITE AND L GILBERT 5/7 TO 5/11 AND 5/8 TO 5/10 I138	2,577.51	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV.23960 DT. 9/14/2018 \$4,793.28 INV. 2400 DT. 9/21/2018 \$4,677.83 I139	9,471.10	
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	CATERING SERVICES FOR RBM DT: 9/13/2018 I140	250.00	

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: 34,568.83
TOTAL THIS PERIOD: 47,081.19

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 5TH DAY OF OCTOBER 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	#13-19 CHECK NUMBER
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT/TRAINING website maintenance, reset logins, upload videos to website, staff/software training INVOICE#: 8471 DT: 8/31/2018 I141	1,020.00	
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	TRANSCRIPTION SERVICES FOR ALL SEPTEMBER 2018 COMMITTEE, FCM, HRCM, PRCM, RBM, ECM, ICM I142	1,450.00	
5876	MACLEOD WATTS INC 5200 SW MACADAM SUITE 310 PORTLAND, OR 97239	ACTURIAL VALUATION OF OTHER POST-EMPLOYMENT BENEFIT PROGRAM AS OF JUNE 30,2017 I143	5,300.00	
5193	OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	ACCT: 6011 5666 0129 8734 BREAKROOM / OFFICE SUPPLIES INV.174746715 DT. 8/8/18, \$28.78 INV. 17967268 DT. 8/15/18, \$106.42 INV.184636604 DT. 8/22/18, \$26.98 I144	162.18	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 9/17/2018 TO 9/23/2018, 9/24/18 TO 9/27/18 I145	600.04	
5459	OWEN EQUIPMENT SALES PO BOX 30959 PORTLAND, OR 97294	MAINTENANCE SUPPLIES ELECTRONIC THRO INVOICE# 00043491 INV. DT. 9/19/2018 I146	134.80	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	GAS CHARGES ACCT. 2205881930-5 DT 9/16/2018 I147	29.98	
	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	EQUIPMENT LEASE & EXTENDED SERVICE PROTECTION ALARM MONITORING INV.124945976 DT: 10/14/2018 5521 = 307.90 5858 = 415.42 I148	723.32	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421109502018 DT 9/24/2018 ACCOUNT#4211 I149	153.00	
5638	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	MOTOROLA RADIOS- TURBOTALK AIRTIME INV. 20595 DT. 10/1/2018 I150	132.00	
4631	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY PO BOX 0821 CAROL STREAM, IL 60132-0821	LTD PREMIUM COVERAGE DT: 10/1/2018- 12/31/2018 INV. DT. 09/16/18 I151	846.47	
	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR OCTOBER(PARTIAL BALANCE) \$1,021.47 DT. 10/1/2018 9/20 TO 10/1 AND JANITORIAL SUPPLIES \$210.48 I152 5868 - 1,021.47 5966 - 210.45	1,231.95	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 7/9/18 TO 7/15/18,9/10/18 TO 9/16/18, 9/17/18 TO 9/18/2018, 9/24/18 TO 9/25/18 I153	728.62	

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: 12,512.36
TOTAL THIS PERIOD: 47,081.19

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 5TH DAY OF OCTOBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDA SAVAGE, SECRETARY

REQUEST ORDER # 14-19

IN THE AMOUNT OF \$1,340.00

2546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#14-19 CHECK NUMBER
5861	FREYER & LAURETA, INC 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROJECT: 2032 2020 BAY ROAD HYDRAULIC MODELING PROFESSIONAL SERVICES AUGUST 1 TO AUGUST 31 2018 ASSOCIATE ENGINEER-LAI, JUSTIN, 8/16, 8/17 TECH MEMO ASSOCIATE ENGINEER-LAI, JUSTIN, 8/1, 8/17 HYDRAULIC ANALYSIS PRINCIPAL TARANTINO, JEFFREY J 8/1/2018 COORDINATION INV. 18-429 DT. 9/26/2018	930.00	
		PROJECT: 2033 EPA CENTER ARTS PROFESSIONAL SERVICES AUGUST 1 TO SEPTEMBER 14, 2018 PRINCIPAL TARANTINO, JEFFREY J 8/7/2018 TECH MEMO INV. 18-430 DT. 9/26/2018 I154	410.00	

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: 1,340.00
TOTAL THIS PERIOD: 1,340.00

PAGE 1 OF 1

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 5TH DAY OF OCTOBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLEND A SAVAGE, SECRETARY

() **Additional Materials Attached**

Agenda Item 9
Meeting Date 10/05/2018

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 10
Meeting Date 10/05/2018

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.

VI. **NEXT STEPS**

() Additional Materials Attached

Agenda Item 11
Meeting Date 10/05/2018

I. NATURE OF ITEM

Future Agenda – October 15, 2018 and September 19, 2018 Finance Committee Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

() Additional Materials Attached

Agenda Item 12
Meeting Date 10/05/2018

I. NATURE OF ITEM

Adjournment