



## **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 October 15, 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, October 15, 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 October 5, 2018

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

### **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**

October 29, 2018 Finance Committee Meeting

### **9. Adjournment**

**I. NATURE OF ITEM**

1. **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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I NATURE OF ITEM

3. **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** 10/15/2018

**I. NATURE OF ITEM**

**Review/Approval** of October 5, 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  
SPECIAL FINANCE COMMITTEE MEETING MINUTES  
October 5, 2018**

**1. Call to Order**

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Friday, October 5, 2018 at 9:44 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

Akin Okupe, General Manager  
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 September 4, 2018 and September 19, 2018 Finance Committee Meeting Minutes.**

The Committee reviewed and approved the meeting minutes of September 4, 2018 and September 19, 2018.

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

The Committee reviewed and approved an estimate that was received from Shamrock Office Solutions for replacement of the Konica Minolta printer.

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

Mr. Okupe presented a Transfer of Funds form received by the County of San Mateo Treasury Department for review and approval. The Committee agreed to forward the form to the Board for signature by each Board member. Legal counsel will also draft a resolution which will accompany the completed form.

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

The Committee reviewed and approved Withdrawal Order No. 3-19 in the amount of \$47,081.19 and No. 14-19 in the amount of \$1,240.00 and authorized the payment of bills.

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

The Committee completed the bank reconciliation.

**10. Oral & Written Communication**

There was no oral or written communication.

**11. Future Agenda**

The next meeting will be held on October 15, 2018 at 9:30 a.m.

**12. Adjournment**

There being no further business, the meeting adjourned at 10:07 a.m.

APPROVED:

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Board President

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Board Secretary

**(xx) Additional Materials Attached**

Agenda Item 6  
Meeting Date 10/15/2018

**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 # 15-19

30.86
73.67
1,702.34
724.00
424.67
96.79
2,200.00
10,004.18
560.00
1,570.00
697.18
390.00
294.96
1,546.97
505.34
300.02
1,021.48

**IN THE AMOUNT OF \$22,142.46**



02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT  PAYABLE TO:	PURPOSE	REQUEST  AMOUNT	#15-19 CHECK NUMBER
5721	BETSY YANEZ 720 CAMPHOR WAY EAST PALO ALTO CA 94303	TRAVEL REIMBURSEMENT REQUEST CASA 2018 MONTEREY UBER RIDE TO AND FROM BUDGET CAR RENTAL 8/7 AND 8/10 I155	30.86	
5969	BUSINESS CARD 6977 PO BOX 15796 WILMINGTON, DE 19886-5796	FCM 8/22/2018 DOORDASH BREAKFAST ORDER  I156	73.67	
	BUSINESS CARD 8533 PO BOX 15796 WILMINGTON, DE 19886-5796	CA Special District Registration, HOTEL AND BUDGET CAR RENTAL 9/24 9/28-Director Savage DoorDash breakfast/lunch meeting orders 9/4,9/5,9/12,9/18 and 9/19 Transferbigfiles.com, Microsoft and Office Depot, The Home Depot 8/21 TO 9/20 DT: 10/17/2018 5721- \$1203.45 5969-\$325.10 5193-\$95.13 5459-\$78.66 I157	1,702.34	
5332	CALIFORNIA CHAMBER OF COMMERCE P.O. BOX 398336 SAN FRANCISCO, CA 94139-8336	MEMBERSHIP DUES PRO-BUSINESS LEADERSHIP FUND MEMBERSHIP PERIOD 12/30/18 TO 12/30/19 I158	724.00	
5638	COMCAST PO BOX 34744 SEATTLE WA 98124-1744	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCT: 8155200070165362 INV. DT. 9/28/2018 SERVICE DATE 10/3/18 TO 11/2/18 I159	424.67	
4631	DENNIS SCHERZER 901 WEEKS STREET EAST PALO ALTO CA 94303	KAISER PERMANENTE CO-PAY, CVS PHARMACY 9/12/2018, 7/11/2018, 6/19/2018, 5/17/2018, 4/12/2018 I160	96.79	
5459	EVOLUTION LANDSCAPING INC 2260 DUMBARTON AVE EAST PALO ALTO CA 94303	11 TREES PRUNED 10/4 AND HAULED AWAY 10/5/2018 INVOICE DT 10/8/2018 I161	2200.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 24098 DT. 9/28/2018 \$5203.26 INV. 24182 DT. 10/5/2018 \$4800.93 I162	10,004.18	
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	CATERING SERVICES FOR 10/4/18 RBM AND 10/10/18 SBM DT: 10/11/2018 I163	560.00	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT/TRAINING/MACHINE IN CONFERENCE ROOM presentation prep, reset logins, disable videos to website, staff/software training INVOICE#: 8480, 8479 DT: 10/1/2018 I164	1,570.00	
<b>TOTAL THIS PAGE:</b>			<b>17,386.51</b>	
<b>TOTAL THIS PERIOD:</b>			<b>22,142.46</b>	

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 15TH 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	#15-19 CHECK NUMBER
5459	MISSION VALLEY FORD TRUCK 780 E. BROKAW RD. SAN JOSE, CA 95112-1007	SERVICE TRUCK MAINTENANCE/REPAIR INV. 258598 DT: 10/3/2018 I165	697.18	
5459	OMAC RESTORATION SERVICES INC 1009-B SHARY CIRCLE CONCORD CA 94518	AFTER HOURS SERVICE CALL-WATER DAMAGE FROM UPSTAIRS BATHROOM SINK - INVOICE # 2183066 DT: 5/9/2018 I166	390.00	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	ELECTRIC CHARGES ACCT. 2164215266-0 DT 10/01/2018 I167	294.96	
5416	RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2160 EUCLID AVE E. PALO ALTO, CA 94303	FUEL CHARGES FOR JULY, AUGUST AND SEPTEMBER 2018 INV.8567 INV. DT.10/4/2018 I168	1,546.97	
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.9/27/2018 SERVICE DATE: 9/1/18 TO 9/30/18 I169	505.34	
5459	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 10/1/2018 TO 10/7/2018 I170	300.02	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR OCTOBER (REMAINING BALANCE) INVOICE# 5028 DT. 10/10/2018 I171	1,021.48	

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

<b>TOTAL THIS PAGE:</b>	<b>4,755.95</b>
<b>TOTAL THIS PERIOD:</b>	<b>22,142.46</b>

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 15TH DAY OF OCTOBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

( xx ) Additional Materials Attached

Agenda Item 7  
Meeting Date 10/15/2018

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

( xx ) Additional Materials Attached

Agenda Item 8  
Meeting Date 10/15/2018

I. NATURE OF ITEM

Future Agenda October 29, 2018

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 10/15/2018

I. NATURE OF ITEM

Adjournment