



## **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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Fax: (650) 325-5173  
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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 29, 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 29 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 15, 2018 Finance Committee Meeting Minutes
- 6. Review/Approval** of Withdrawal Orders and Authorizing Payment of Bills
- 7. Report/Discussion** of Bank Reconciliation
- 8. 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
- 9. Future Agenda** November 12, 2018 Finance Committee Meeting

### **10. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 10/29/2018

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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Agenda Item 3 & 4  
Meeting Date 10/29/2018

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**   10/29/2018

**I.     NATURE OF ITEM**

**Review/Approval** of October 15, 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  
October 15, 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, October 15, 2018 9:55 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 October 5, 2018 Finance Committee Meeting Minutes**

The Committee reviewed and approved the meeting minutes of October 5, 2018.

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

The Committee reviewed and approved Request Order No.15-19 in the amount of \$22,142.46 and authorized the payment of bills.

**7. Oral & Written Communication**

There was no oral or written communication.

**8. Future Agenda**

The next meeting will be held on October 29, 2018 at 9:30 a.m.

**9. Adjournment**

There being no further business, the meeting adjourned at 10:15 a.m.

APPROVED:

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Board President

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Board Secretary

**(xx) Additional Materials Attached**

**Agenda Item** 6  
**Meeting Date** 10/29/2018

**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 # 16-19

199.50
400.00
987.88
1,708.18
5,623.95
6,740.00
579,137.48
300.02
2,822.00
10,551.67
7,800.00
20.00
1,516.61
31.83
153.52
264.00
165.86

**IN THE AMOUNT OF \$618,422.50**



02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#16-19 CHECK NUMBER
5459	A&D AUTOMATIC GATE AND ACCESS PO BOX 5040 REDWOOD CITY, CA 94063	101 ZONE RWC SERVICE TREE BRANCH WAS BOUND IN GATE TRIPPING THERMAL COUPLER INV # S511235 DT:N 10/11/2018 I172	199.50	
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER'S CAR ALLOWANCE MONTH OF OCTOBER 2018 I173	400.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER DT11/2/2018 AUG 3 TO OCT 3 ACCT: 92-0386303-1, (\$512.89) ACCT: 92-0385576-3, (\$402.19) ACCT: 92-0415720-1, (\$72.80) I174	987.88	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM IL 60197-6463	WIRELESS SMARTPHONES ACCT: 287239974171 SVC PERIOD: 8/2/18 TO 9/1/18 I175	1,708.18	
6732	BEST BEST & KRIEGER LLP PO BOX 1028 RIVERSIDE, CA 92502	FOR PROFESSIONAL SERVICES RENDERED THROUGH 9-30-18 MATTER# 82091.00001 GENERAL LABOR INV. 833820 DT:10/19/2018 MATTER# 82091.00008 PUBLIC CONTRACTING I176	5,623.95	
5332	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION 1112 I STREET SUITE 200 SACRAMENTO, CA 95814	CSDA 2019 MEMBERSHIP RENEWAL RMS-REGULAR MEMBER MEMBERSHIP ID:77 I177	6,740.00	
	CITY OF PALO ALTO PO BOX 10250 PALO ALTO, CA 94303	2ND QTR FY 18/19 O&M OF RWQCP 1990 AND 1999 BOND DEPT SERVICE UV DISINFECTION FACILITY ANNUAL SRF LOAN REPAYMENT UNDERPAYMENTS FY 17/18 - INVOICE # 7800005177 DT :7/9/18 5817-\$518,135 6322- \$18,545 7211- \$42,457.48 I178	579,137.48	
6732	HAYES SCOTT BONINO ELLINGSON GUSLANI SIMONSON&CLAUSE, LLP 999 SKYWAY ROAD SUITE 310 SAN CARLOS, CA 94070	FOR PROFESSIONAL SERVICES RENDERED INV: 24673 DT: 10/18/2018 RE: RYCE V. EPASD / GRIFFIN V. EPASD MATTER # EPASD-001 I179	2,822.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV. 24278 DT. 10/12/2018 INV. 24374 DT. 10/19/2018 I180	10,551.67	

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: 608,170.66**  
**TOTAL THIS PERIOD: 618,422.50**

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 29TH DAY OF OCTOBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDASAVAGE, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#16-19 CHECK NUMBER
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPA'S 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF OCTOBER 2018 INV. DATE 10/29/2018 I181	7,800.00	
5638	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF OCTOBER 2018 I182	20.00	
5193	OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 PO BOX 78004 PHOENIX, AZ 85062-8004	ACCT: 6011 5666 0129 8734 BREAKROOM / OFFICE SUPPLIES INV.197384127001 DT. 9/12/2018, \$25.12 INV. 202138613001 DT. 9/12/2018, \$1,092.76 INV. 202138613002 DT. 9/13/2018, \$24.53 INV. 202139304001 DT. 9/12/2018, \$29.49 INV. 202139305001 DT. 9/11/2018, \$62.90 INV. 209380580001 DT. 10/3/2018, \$51.66 I183	1,516.61	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 10/15/2018 to 10/21/2018 I184	300.02	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	GAS CHARGES ACCT. 2205881930-5 DT 10/17/2018 I185	31.83	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. 421110032018 DT. 10/25/2018 ACCOUNT#4211 I186	153.52	
5638	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	MOTOROLA RADIOS- TURBOTALK AIRTIME INV. 20242 DT. 08/1/2018, INV. 20116 DT. 7/11/2018 I187	264.00	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICES 10/8/2018 TO 10/14/2018 I188	165.86	

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: 10,251.84**  
**TOTAL THIS PERIOD: 618,422.50**

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 29TH DAY OF OCTOBER 2018 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

JOAN SYKES-MIESSI, PRESIDENT

GLENDIA SAVAGE, SECRETARY

**REQUEST ORDER # 17-19**

**IN THE AMOUNT OF \$16,000.00**

2546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#17-19 CHECK NUMBER
5861	C2R ENGINEERING PO BOX 1017 MOUNTAIN VIEW, CA 94042	EXISTING 6' S.S MAINLINE EMERGENCY POINT REPAIR PLUS ADDITIONAL WORK I189	16,000.00	

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: 16,000.00**  
**TOTAL THIS PERIOD: 16,000.00**

PAGE 1 OF 1

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**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 29TH DAY OF OCTOBER 2018 BY EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS

\_\_\_\_\_  
**JOAN SYKES-MIESSI, PRESIDENT**

\_\_\_\_\_  
**GLENDA SAVAGE, SECRETARY**

( ) **Additional Materials Attached**

**Agenda Item** 7  
**Meeting Date** 10/29/2018

I. **NATURE OF ITEM**

**Report/Discussion** of Bank Reconciliation

II. **BACKGROUND**

A ***bank reconciliation*** is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a ***bank*** statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

IV. **ACTION OPTIONS**

To be determined upon discussion.

VI. **NEXT STEPS**

( ) **Additional Materials Attached**

**Agenda Item** 8  
**Meeting Date** 10/29/2018

**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** 9  
**Meeting Date** 10/29/2018

I. **NATURE OF ITEM**

**Future Agenda** November 12, 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 10  
Meeting Date 10/29/2018

**I. NATURE OF ITEM**

Adjournment