



## **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  
Phone: (650) 325-9021  
Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)

Akin Okupe, M.B.A, P.E., General Manager

### **EAST PALO ALTO SANITARY DISTRICT PUBLIC INFORMATION & INTERGOVERNMENTAL AFFAIRS COMMITTEE MEETING SEPTEMBER 20, 2018 5:30 PM**

Notice is hereby given that the Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District will be held on **Thursday, September 20, at 5:30 PM**. 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 Goro Mitchell  
Director Betsy Yanez
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 July 11, 2018 Meeting Minutes
6. **Report/Discussion** of Update of City of East Palo Alto Projects
7. **Review/Discussion** of Memorandum of Understanding (MOU)
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**  
  
October 17, 2018 Public Information and Intergovernmental Affairs Committee Meeting
10. **Adjournment**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District located at 901 Weeks Street, East Palo Alto, CA 94303.  
Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1<sup>st</sup>.

**SUPPLYING SANITARY SEWERAGE SERVICES FOR PORTIONS OF THE CITIES OF EAST PALO ALTO AND MENLO PARK**

**( ) Additional Materials Attached**

**Agenda Item 1 & 2**  
**Meeting Date 09/20/2018**

**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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**( ) Additional Materials Attached**

**Agenda Item** 3 & 4  
**Meeting Date** 09/20/2018

**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 09/20/2018

**I. NATURE OF ITEM**

**REVIEW/APPROVAL** of July 11, 2018 Meeting Minutes

**II. BACKGROUND**

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

**V. COMMITTEE ACTION TAKEN**

**VI. NEXT STEPS**

**EAST PALO ALTO SANITARY DISTRICT  
PUBLIC INFORMATION  
& INTERGOVERNMENTAL AFFAIRS  
COMMITTEE MEETING MINUTES  
July 11, 2018**

**1. Call to Order**

A Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Yanez on Wednesday, July 11, 2018 at 5:40 pm. 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  
Goro Mitchell  
Bethzabe Yanez

Staff Present  
Akin Okupe - General Manager

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of June 20, 2018 Meeting Minutes**

The Committee reviewed and approved the meeting minutes of June 20, 2018.

**6. Report/Discussion of Update of City of East Palo Alto Projects**

Mr. Okupe revisited events of the previous meeting wherein Mr. Kamal Halaha of the City of East Palo Alto presented a drawing of upcoming projects, and he re-stated the commitment of the District to work with the City in the coordination of projects in order to realize cost savings. He further reported that the 2018 sewer project is now 50% completed and coordination continues so as not to duplicate efforts.

**7. Review/Discussion of Memorandum of Understanding (MOU)**

Mr. Okupe reported that a copy of the MOU was sent to Mr. Kamal Halaha of the City of East Palo Alto. Upon completion of his review, Mr. Halaha will forward it to the City attorney for further review and will respond with comments.

**8. Oral & Written Communication**

Mr. Okupe reported that he is in ongoing discussions with Freyer & Laureta with regard to compiling a report detailing the costs associated with the District building its own treatment plant. He is also working with the City of Palo Alto and has received a letter including grant information which he will share with the Committee at a future meeting.

**9. Future Agenda**

The next meeting will be held on August 15, 2018 at 5:30 p.m.

- MOU
- Upcoming City projects

**10. Adjournment**

There being no further business, the meeting adjourned at 5:45 p.m.

APPROVED:

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Board President

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Board Secretary

**(xx) Additional Materials Attached**

Agenda Item 6  
Meeting Date 09/20/2018

**I. NATURE OF ITEM**

REPORT/DISCUSSION of Update of City of East Palo Alto Projects

**II. BACKGROUND**

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

**V. COMMITTEE ACTION TAKEN**

**VI. NEXT STEPS**

**(xx) Additional Materials Attached**

Agenda Item 7  
Meeting Date 09/20/2018

**I. NATURE OF ITEM**

**REPORT/DISCUSSION** of Memorandum of Understanding (MOU)

**II. BACKGROUND**

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

**V. COMMITTEE ACTION TAKEN**

**VI. NEXT STEPS**



(xx) Additional Materials Attached

Agenda Item 8  
Meeting Date 09/20/2018

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**

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**

**(xx) Additional Materials Attached**

**Agenda Item** 9  
**Meeting Date** 09/20/2018

**I. NATURE OF ITEM**

**Future Agenda**

October 17, 2018 at 5:30 p.m. Public Information & Intergovernmental Affairs Committee Meeting.

**II. BACKGROUND**

**III. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

**V. COMMITTEE ACTION TAKEN**

**VI. NEXT STEPS**

**(xx) Additional Materials Attached**

**Agenda Item** 10  
**Meeting Date** 09/20/2018

**I. NATURE OF ITEM**

**Adjournment**