



## **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 PUBLIC INFORMATION & INTERGOVERNMENTAL AFFAIRS COMMITTEE MEETING October 24, 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 **Wednesday, October 24, 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 September 20, 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**  
  
November 21, 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>. Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

**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 10/24/2018**

**I. NATURE OF ITEM**

**1. 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** 10/24/2018

**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 10/24/2018

**I. NATURE OF ITEM**

**Review/Approval** of September 20, 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  
SEPTEMBER 20, 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 Thursday, September 20, 2018 at 5:40 p.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

Goro Mitchell  
Bethzabe Yanez

Staff Present

Akin Okupe – General Manager  
Marina Owens – Admin. Assistant  
Kamal Fallaha – Director, Public Works and  
Transportation Commission, City of East Palo  
Alto

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of July 11, 2018 Meeting Minutes**

The Committee reviewed and approved the meeting minutes of July 11, 2018, subject to correction of the spelling of Mr. Fallaha's name (erroneously identified as Hallaha) on pages 5 and 6.

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

Mr. Fallaha provided an update on the below projects:

Bay Road: This project will hopefully go before the City Council for final approval in the near future and receive authorization to go out for bid before the end of the year, and then break ground by March or April of 2019.

Street Resurfacing: The City hopes to begin construction on this project in March 2019.

In response to Mr. Fallaha's reporting on his membership in and attendance at the San Mateo County Sea Level Rise Workgroup, Director Mitchell requested that Mr. Okupe send a recommendation to the Board for membership/participation of the District's Directors.

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

Mr. Fallaha advised that he will provide a final draft of the MOU at the next meeting.

**8. Oral & Written Communication**

There was no oral or written communication.

**9. Future Agenda**

The next meeting will be held on October 17, 2018 at 5:30 p.m.

- MOU
- Updates on City of East Palo Alto projects

**10. Adjournment**

There being no further business, the meeting adjourned at 6:15 p.m.

APPROVED:

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Board President

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Board Secretary

(xx) Additional Materials Attached

Agenda Item 6  
Meeting Date 10/24/2018

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 10/24/2018

**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**



**AGREEMENT BETWEEN THE CITY OF EAST PALO ALTO  
AND  
EAST PALO ALTO SANITARY DISTRICT**

This agreement is entered into between the City of East Palo Alto, a municipal corporation of the State of California, "(City)" and the East Palo Alto Sanitary District, a special district ("District") effective **DATE**. City and District are sometimes referred to in this Agreement as the "Parties."

**RECITALS**

- A. City maintains and operates streets serving residents of City which are described in **Exhibit "A"** attached and incorporated herein by reference.
- B. District maintains and operates a sanitary sewer system consisting of sewer mains, service lines, manholes, pumps and related facilities to provide sanitary service to residents of City who are served by the above described streets. District facilities are described in **Exhibit "B"** attached and incorporated herein by reference.
- C. The parties desire to establish standards and procedures relating to the activities of each in connection with the operation and maintenance of the streets and underlying facilities. For reasonable consideration, the receipt of which is hereby acknowledged by the Parties agree as follows:

**RESPONSIBILITIES OF CITY**

- 1. City shall cooperate with District to coordinate the development of properties served by the streets within City limits. City shall notify District of any new property development served by District. City will advise District of the issuance of any City permits for development of property which results in the expansion of use which would require an upgrade of sanitary systems serving the property.
- 2. City shall ensure that in the course of installing any public facilities such as storm sewer lines that adequate separation be maintained per industry standards.
- 3. Upon application by individuals desiring to work in or around the streets within City limits, City shall issue Encroachment permits in compliance with City standards and with conditions designed to ensure proper installation of any improvements in the streets described in said Exhibits. Individual property owners desiring to install sanitary facilities will be charged for requisite city permits. City will not charge fees to District for any of District's capital improvement projects.



## ASSIGNMENT

Neither party shall assign its obligations under this Agreement without the prior written consent of the other.

## INDEMNIFICATION

City shall indemnify, defend, and hold District, its officers, officials, agents, employees and volunteers harmless from all claims, suits or actions of every name, kind and description, including but not limited to reasonable attorney's fees and other costs of defense, resulting from City's participation in this Agreement except where such claims, suits or actions arise from or relate to the acts or omissions of District, its officers, agents, employees or volunteers.

District shall indemnify, defend and hold City, its officers, officials, agents, employees and volunteers harmless from all claims, suits or actions of every name, kind and description, including but not limited to reasonable attorney's fees and other costs of defense, arising from or relating to the acts or omissions of District, its officers, agents, employees or volunteers except where such claims, suits, or actions arise from or relate to the actions or omissions of City, its officers, agents, employees or volunteers.

In the event of concurrent negligence of District, its officers, officials, agents, or employees, and City, its officers, officials, agents or employees the liability for any and all claims, suits or actions of every name, kind and description arising out of this Agreement shall be apportioned between the parties under the established California rules of comparative negligence with each party bearing its own attorneys' fees and costs.

The parties have caused this Agreement to be executed by the duly authorized officers on the effective date.

(SIGNATURES ARE ON THE FOLLOWING PAGE)

EAST PALO ALTO SANITARY DISTRICT, a special district

CITY OF EAST PALO ALTO, a municipal corporation

By: \_\_\_\_\_  
[ insert name ]  
[ insert title ]

By: \_\_\_\_\_  
Carlos Martinez  
City Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Terrie Gillen, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Marc G. Hynes  
Interim City Attorney

(xx) Additional Materials Attached

Agenda Item 8  
Meeting Date 10/24/2018

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** 10/24/2018

**I. NATURE OF ITEM**

**Future Agenda**

November 21, 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 10/24/2018**

**I. NATURE OF ITEM**

**Adjournment**