



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

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

EAST PALO ALTO SANITARY DISTRICT PUBLIC RELATIONS COMMITTEE MEETING AUGUST 1, 2018 1:00 P.M.

Notice is hereby given that the Public Relations Committee Meeting of the East Palo Alto Sanitary District will be held on **Wednesday August 1, 2018 at 1:00 p.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 Goro Mitchell
Director Dennis Scherzer

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 PRCM Meeting Minutes

6. Report / Discussion Update on meeting video uploads

7. Report/Discussion of EPASD Newsletter

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

September 4, 2018 at 1:00 p.m.

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 1st.

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.

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 08/01/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of July 11, 2018 PRCM Meeting Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

EAST PALO ALTO SANITARY DISTRICT
PUBLIC RELATIONS COMMITTEE MEETING MINUTES
JULY 11, 2018

1. Call to Order

A Public Relations Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Wednesday July 11, 2018 at 1:05 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
Dennis Scherzer

Staff Present

Akin Okupe - General Manager
Marina Owens – Admin. Assistant
Jonathan Brown – IT Support

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 6, 2018 PRCM Meeting Minutes

The Committee reviewed and approved the meeting minutes of June 6, 2018.

6. Report / Discussion of Ransom Ware/Internet Security

Mr. Okupe presented an Information Technology Plan for review.

Mr. Brown presented an updated report regarding internet security and Board meeting video recordings.

Mr. Okupe stated that action items will be to find out how to retrieve the former meeting videos as well as the associated cost of doing so.

Director Scherzer suggested that meeting minutes uploaded to the District website be made available in pdf format instead of Word format.

Director Mitchell suggested that the District website be more intuitive with regard to locating meeting minutes and the monthly calendar of meetings.

Mr. Okupe stated that he will investigate making the noted changes to the website and provide an update at a future meeting.

The Committee agreed to recommend for Board approval the payment of a \$1,700 upfront fee to begin uploading current videos to the District website as well as a \$95 per month service fee.

7. Report/Discussion of EPASD Newsletter

Mr. Okupe presented a draft of the EPASD newsletter for review.

Director Mitchell suggested the use of layperson language in the brochure in order to appeal to a diverse ratepayer audience.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on August 1, 2018 at 1:00 p.m.

- Update on meeting video uploads
- Final copy of newsletter
- IT Management Master Plan

10. Adjournment

There being no further business, the meeting adjourned at 1:45 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 08/01/2018

I. **NATURE OF ITEM**

REPORT/DISCUSSION: of Ransom Ware/ Internet Security

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

IV. **ACTION OPTIONS**

To be determined upon discussion.

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 08/01/2018

I. NATURE OF ITEM

REPORT/DISCUSSION: of EPASD Newsletter

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 08/01/2018

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.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 08/01/2018

I. NATURE OF ITEM

FUTURE AGENDA

September 4, 2018 at 1:00 p.m. Public Relations Meeting

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 11
Meeting Date 08/01/2018

I. NATURE OF ITEM

ADJOURNMENT