



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

EAST PALO ALTO SANITARY DISTRICT SPECIAL PUBLIC RELATIONS COMMITTEE MEETING SEPTEMBER 12, 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 September 12, 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 August 1, 2018 PRCM Meeting Minutes

6. Report / Discussion Update on meeting videos

7. Report/Discussion of EPASD Newsletter

8. Report/Discussion Hiring a Public Relations Consultant

9. 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.

10. Future Agenda

October 17, 2018 at 1:00 p.m.

11. 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.

Agenda Item 1 & 2
Meeting Date 09/12/2018

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:

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 09/12/2018

I. NATURE OF ITEM

REVIEW/APPROVAL of August 1, 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
AUGUST 1, 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 August 1, 2018 at 1:38 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
Bridget Grant – 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 July 11, 2018 PRCM Meeting Minutes

The Committee reviewed and approved the meeting minutes of July 11, 2018.

6. Report / Discussion Update on meeting video uploads

In a progress report regarding the upload of Board meeting videos to the District's website, Mr. Jonathan Brown advised that the DVD conversion of videos can be expedited utilizing YouTube as the host. Director Mitchell stated that the Board will need to revisit the discussion of uploading videos to YouTube since it previously was not amenable to this method of transmission.

Mr. Okupe stated that he will agendize this item for discussion at the next Board meeting.

7. Report/Discussion of EPASD Newsletter

Mr. Okupe presented a draft of the newsletter for review and discussion, after which the Committee agreed to forward it to the Board for further review and approval.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on September 12, 2018 at 1:00 p.m.

10. Adjournment

There being no further business, the meeting adjourned at 2:03 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 09/12/2018

I. **NATURE OF ITEM**

REPORT/DISCUSSION: Attached is the letter from NovaTech Services, Inc dated 9/20/2017 regarding website videos. This item was requested by Director Scherzer.

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed

IV. **ACTION OPTIONS**

To be determined upon discussion.

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**



September 20, 2017

East Palo Alto Sanitary District
Attn: Karen Maxey
901 Weeks Street
East Palo Alto, CA 94303

RECEIVED

SEP 30 2017

EPASD

Dear Ms. Maxey,

Per our conversation with your office and email on September 13, 2017, NovaTech Services does not agree with your interpretation of the NovaTech Services invoices. All services were performed per the invoices and are past due. Based on our conversation you do not have any plans to pay the invoices in full. NovaTech Services will pursue all means possible to receive payment in full.

At this point we need to establish a fixed contract or cancel all our services completely. This is your choice. If we do not hear from you we will plan to cancel all services effective October 31, 2017. Upon cancelation, no services will be recoverable.

The services to be cancelled effective October 31, 2017 will be your data backup services, email services, D/R platform, and onsite IT services. We will include, in the final October 31, 2017 invoice, a line item through the end of the eMail license agreement of April 7, 2018 since you are paying monthly.

No email will be received after October 31, 2017 unless you make other arrangements. No data backups will be available after October 31, 2017 – all backups will be destroyed unless you make other arrangements.

All IT details have been previously included in the IT documentation we have provided.

We have enjoyed working with EPASD over the many years and would like to proceed. But without a contracted agreement we do not feel we can proceed with your account.

Best regards,

A handwritten signature in black ink that reads "Terrence D. Hines".

Terrence D. Hines
NovaTech Services, Inc.
P.O. Box 518, Santa Clara, CA 95052
10th Anniversary – to the cloud and beyond
408-606-9407 direct; 408-295-3188 office and fax
thines@novatechservices.com
www.novatechservices.com

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 09/12/2018

I. **NATURE OF ITEM**

REPORT/DISCUSSION: EPASD newsletter

II. **BACKGROUND**

This newsletter is to update the public on what the District does.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

This is a working progress

IV. **ACTION OPTIONS**

To be determined upon discussion.

V. **COMMITTEE ACTION TAKEN**

VI. **NEXT STEPS**

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 09/12/2018

I. NATURE OF ITEM

1. REPORT/DISCUSSION: Hiring a Public Relations Consultant

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

This is a working progress

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 09/12/2018

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 09/12/2018

I. NATURE OF ITEM

FUTURE AGENDA

October 17, 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 09/12/2018

I. NATURE OF ITEM

ADJOURNMENT