



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 INFORMATION & INTERGOVERNMENTAL AFFAIRS COMMITTEE MEETING December 19, 2018 2:30 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, December 19, at 2:30 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 October 24, and November 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. **Review/Discussion** of Sewer Replacement Project Miscellaneous Areas
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**

January 16, 2019 Public Information and Intergovernmental Affairs Committee Meeting.
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.

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 12/19/2018

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 12/19/2018

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 12/19/2018

I. NATURE OF ITEM

Review/Approval of October 24, and November 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
October 24, 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, October 24, at 5:45 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
Bethzabe Yanez

Staff Present
Akin Okupe – General Manager
Marina Owens – Admin. Assistant
Donna Rutherford – City Council Member
Kamal Fallaha – Director, Public Works and
Transportation Commission, City of East Palo
Alto (by phone)

Director Goro Mitchell was absent.

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of September 20, 2018 Meeting Minutes

This item was tabled until the next meeting in the absence of Director Mitchell.

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

Mr. Fallaha reported that the Bay Road project is in the final design stage. Due to the shortfall in funding, the City is applying for an Economic Development Grant (EDG) and also working with lobbyists in Sacramento and Washington, DC to identify additional funding for the project. Mr. Fallaha stated that the City will know by December or January if a federal grant will be attainable.

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

Mr. Fallaha advised that he will present the final draft of the MOU at the next meeting, after which the City attorney will review and approve it, and then it be brought before the Board for approval.

8. Oral & Written

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on November 21, 2018 at 5:30 p.m.

- City Engineer visit

10. Adjournment

There being no further business, the meeting adjourned at **[time not provided]**.

APPROVED:

Board President

Board Secretary

**EAST PALO ALTO SANITARY DISTRICT
PUBLIC INFORMATION
& INTERGOVERNMENTAL AFFAIRS
COMMITTEE MEETING MINUTES
November 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 Tuesday, November 20, at 1:40 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

Bethzabe Yanez

Akin Okupe – General Manager

Humza Javed – Engineer, City of East Palo Alto

Director Goro Mitchell was absent.

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 24, 2018 Meeting Minutes

This item was tabled until the next meeting in the absence of Director Mitchell.

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

Bay Road Improvement: Mr. Javed reported that the design is being finalized for this project. He stated that the City is currently under budget for the project, but once the funding gap has been resolved, the project will hopefully be advertised by December or January of 2019 so that construction can begin in the Spring.

Cooley Landing: Mr. Javed advised that the last phase of this project is underway with the addition of restrooms and an outdoor amphitheater which are scheduled for completion within the next three months.

Street Resurfacing: This project is underway on residential streets with the adjustment of manholes, etc.

Safe Routes to School: This project has been completed, along with other environmental projects.

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

Mr. Okupe reported that he has spoken with City of East Palo Alto Engineer Kamal Fallaha regarding the inclusion of language in the MOU that provides for a waiver of encroachment permit fees, and will work further with City Engineer Humza Javed to prepare a draft for Committee review, after which it will be presented to the Board for approval.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on December 19, 2018 at 1:30 p.m.

10. Adjournment

There being no further business, the meeting adjourned at 1:50 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 12/19/2018

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 12/19/2018

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 12/19/2018

I. NATURE OF ITEM

Report/Discussion of Sewer Replacement Project Miscellaneous Areas

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 12/19/2018

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 10
Meeting Date 12/19/2018

I. NATURE OF ITEM

Future Agenda

January 16, 2019 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 11
Meeting Date 12/19/2018

I. NATURE OF ITEM

Adjournment