



## **EAST PALO ALTO SANITARY DISTRICT**

### **BOARD OF DIRECTORS**

Glenda Savage, President  
Joan Sykes-Miessi, Vice President  
Bethzabe Yañez, 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 BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA January 14, 2019 4:00 p.m.**

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Monday, January 14, 2019 4:00 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 Glenda Savage  
Director Betsy Yañez

### **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 December 27, 2018 Finance Committee Meeting Minutes

6. **Review/Approval** of Withdrawal Orders and Authorizing Payment of Bills

7. **Review/Approval** of Bank Reconciliation

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** TBD

10. **Adjournment**

**I. NATURE OF ITEM**

1. **Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ **p.m.**

2. **Roll Call**

**Directors Present:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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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**   1/14/2019

**I.     NATURE OF ITEM**

**Review/Approval** of December 27, 2018 Finance Committee Meeting Minutes

**II.    BACKGROUND**

**III.   STAFF COMMENTS/ RECOMMENDATIONS**

**IV.   ACTION OPTIONS**

To be determined upon discussion.

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING MINUTES  
December 27, 2018**

**1. Call to Order**

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Sykes-Miessi on Thursday, December 27, 2018 at 9:32 a.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

Glenda Savage  
Joan Sykes-Miessi

Staff Present

Akin Okupe – General Manager  
Micheline Wegem - Accountant

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of December 17, 2018 Finance Committee Meeting Minutes**

The Committee reviewed and approved the meeting minutes of December 17, 2018.

**6. Review/Approval of Withdrawal Orders and Authorizing Payment of Bills**

The Committee reviewed and approved Withdrawal Order No. 23-19 in the amount of \$21,930.24 and No. 24-19 in the amount of \$6,620.00. After recessing to sign checks, the Committee resumed at 9:48 a.m. and authorized payment of the bills.

**7. Oral & Written Communication**

There was no oral or written communication.

**8. Future Agenda**

The next meeting will be held on January 14, 2019 at 4:30 p.m.

- Copier

**9. Adjournment**

There being no further business, the meeting adjourned at 9:52 a.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**(xx) Additional Materials Attached**

**Agenda Item**     6  
**Meeting Date**   1/14/2019

**I.     NATURE OF ITEM**

**Review/Approval** of Withdrawal Orders and Authorizing Payment of Bills

**II.    BACKGROUND**

**III.   STAFF COMMENTS/ RECOMMENDATIONS**

**IV.   ACTION OPTIONS**

To be determined upon discussion.

# REQUEST ORDER # 25-19

6,885.00
80.00
3,873.18
5.30
8,913.00
922.59
433.71
58.50
2,801.95
69.35
1,331.44
15,504.14
510.00
1,525.00
184.00
216.00
68.00
137.50
1,269.40
376.02
208.39
1,250.00
153.57
723.32
132.00
222.44
681.04
1,021.48
9,180.00

**IN THE AMOUNT OF \$58,736.32**



02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#25-19 CHECK NUMBER
5876	BARTLE WELLS ASSOCIATES 1889 ALCATRAZ AVENUE BERKELEY, CA 94703	WW CAPACITY FEE & STUDY RATE INV. 1002A DT. 12/21/2018 9/2018 -9 HOURS, 10/2018 -12 HOURS, 11/2018 -6 HOURS I270	6,885.00	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH 11/30/2018 INV. 838263 DT: 12/3/2018 MATTER# 82091.00008 PUBLIC CONTRACTING (\$80.00) I271	80.00	
	BUSINESS CARD 8533 PO BOX 15796 WILMINGTON, DE 19886-5796	SOUTHWEST AIRLINES-CASA WINTER CONFERENCE INDEED.COM, DoorDash breakfast/lunch Committee Meetings 11/21, 12/3, 12/4, 12/17, 12/18, 12/19, 12/19, 12/19 TRANSFERBIGFILES.COM, HP STORE, MICROSOFT, COSTCO COMCAST 5721- \$411.88 5969-\$950.70 5193-\$805.07 5638-\$1705.53 I272	3,873.18	
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE INVOICE# 2676815 DT: 1/3/2019 I273	5.30	
5332	CASA 1225 8TH STREET SUITE 595 SACRAMENTO, CA 95814	CASA MEMBERSHIP RENEWAL THROUGH DEC. 31, 2019 INVOICE# 3253 DT: 12/5/2018 I274	8,913.00	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV# 464198957 DT: 9/12/18 (\$228.33), INV# 464205087 DT: 9/26/18 INV# 464245368 DT:12/26/18 (\$235.19), INV# 464248431 DT: I275	922.59	
5638	COMCAST PO BOX 60533 CITY OF INDUSTRY CA 91716-0533	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCT: 8155200070165362 DT. 12/28/2018 SERVICE FROM 1/3/19 TO 2/2/19 I276	433.71	
5858	DATCO SERVICES CORPORATION 2280 GRASS VALLEY HWY SUITE 2 AUBURN	1ST QUARTER CHARGES 2019 INVOICE# 142919 DT: 1/1/2019 I277	58.50	
5459	DEGREE HVAC, INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	HVAC SERVICE CALL 11/20 AND 11/27 INV# 138474 DT :11/30/2018 (\$550.71) REPAIR FLUE OVER WATER HEATER INV# 2260 DT: 12/27/2018 (\$2,251.19) I278	2,801.95	
4631	DENNIS SCHERZER 901 WEEKS STREET EAST PALO ALTO CA 94303	REIMBURSEMENT KAISER PERMANENTE CO-PAY 12/19,WALMART & CVS PHARMACY 1/9/2019 I279	69.35	
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 FEBRUARY 2019 (215.25 CREDIT FOR MONTH OF JAN) 4631 = 700.74 6731 = 845.95 I280	1,331.44	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE: 25,374.02**  
**TOTAL THIS PERIOD: 58,736.32**

PAGE 1 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 14TH DAY OF JANUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
BETSY YANEZ, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#25-19 CHECK NUMBER
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE SERVICES INV.25252 DT. 12/21/2018 \$5952.75,INV.25345 DT. 12/28/2018 \$5,916.91 INV.25433 DT. 1/4/2019 \$3,634.48 I281	15,504.14	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT-SERVER BACK UP/SOFTWARE MAINT/NETWORK,MAP DRIVE INVOICE # 8518 DT: 1/7/2019 I282	510.00	
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	DECEMBER 2018 TRANSCRIPTION SERVICES DT. 12/31/2018 FCM12/3, HRCM 12/4, RBM 12/6, SBM 12/13, FCM 12/17, SHRCM 12/18 PCRM 12/19, ECM 12/19, ICM 12/19, FCM 12/27 I283	1,525.00	
5858	KORINNE NICKINGS 345 OLIVE AVE PALO ALTO CA 94306	OFFICE STAFF HOLIDAY PAY 1/1/2019 I284	184.00	
5858	MARINA OWENS 1189 EDITH STREET SAN JOSE CA 95122	OFFICE STAFF HOLIDAY PAY 1/1/2019 I285	216.00	
5858	MARQUEE PEST MANAGEMENT 44170 OLD WARM SPRINGS BLVD FREMONT, CA 94538-6144	INV. 0155781 DT. 1/8/2019 I286	68.00	
5731	MERWYN POBLETE 901 WEEKS STREET EAST PALO ALTO, CA 94303	CWEA MEMBERSHIP RENEWAL 1/3/2019 AUTH:070365 \$ 275.00 I287	137.50	
5459	MISSION VALLEY FORD TRUCK 780 E. BROKAW RD. SAN JOSE, CA 95112-1007	SERVICE TRUCK MAINTENANCE/REPAIR FUEL FILTER CHECK AND TOP OFF FLUID LEVELS, CHP INSPECTION, REPAIR BREAK RELEASE INV. 25817 SERVICE REPAIR DATE: 9/28/2018 I288	1,269.40	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 12/17/2018 TO 12/23/2018 AND HALF DAY HOLIDAY PAY I289	376.02	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	GAS MONTHLY CHARGES ACCT#2205881930-5 INVOICE DATE: 12/16/2018 I290	208.39	
5459	PIZER INC P.O. BOX 1369 LANGLEY, WA 98260	ONE YEAR HYDRA SOFTWARE MAINT & TECH SUPPORT INV: 18040920 DT: 1/9/2019 I291	1,250.00	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INVOICE# 421112262018 DT: 12/26/2018 ACCOUNT#4211 I292	153.57	

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**TOTAL THIS PAGE: 21,402.02**  
**TOTAL THIS PERIOD: 58,736.32**

PAGE 2 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 14TH DAY OF JANUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
 GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
 BETSY YANEZ, SECRETARY

02545 EAST PALO ALTO SANITARY DISTRICT  
 CODE

REQUEST #25-19  
 AMOUNT CHECK  
 NUMBER

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	CHECK NUMBER
	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	EQUIPMENT LEASE & EXTENDED SERVICE PROTECTION ALARM MONITORING INV.126441110 DT: 12/19/2018 SERVICE DATES 1/18/2019- 2/17/2019 5521 = 307.90 5858 = 415.42 I293	723.32	
5638	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	MOTOROLA RADIOS- TURBOTALK AIRTIME INV. 21227 DT.1/2/2019 I294	132.00	
5193	SUPERIOR PRESS 9440 NORWALK BLVD SANTA FE SPRINGS, CA 90670	500 LASER CHECK WITH TOP CHECK INV: 3918592 DT: 1/8/2019 I295	222.44	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 12/24/2018 TO 12/30/2018, DUMBARTON BRIDGE TOLL 12/27/2018 12/31/2018 TO 1/6/2019 AND HALF DAY HOLIDAY PAY 1/1/2019 I296	681.04	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR JANUARY (PARTIAL) INVOICE # 5033 DT: 1/2/2019 I297	1,021.48	
5872	VAVRINEK, TRINE, DAY & CO., LLP 10681 FOOTHILL BLVD., STE. 300 RANCHO CUCAMONGA, CA 91730	BILLING FOR PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH2017/18 FINANCIAL AUDIT INVOICE NO: VT18748 DT. 12/31/18 I298	9,180.00	

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**TOTAL THIS PAGE: 11,960.28**  
**TOTAL THIS PERIOD: 58,736.32**

PAGE 3 OF 3

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

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SIGNED AND SEALED THIS 14TH DAY OF JANUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

\_\_\_\_\_  
 GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
 BETSY YANEZ, SECRETARY

**(xx) Additional Materials Attached**

**Agenda Item** 7  
**Meeting Date** 1/14/2019

**I. NATURE OF ITEM**

Review/Approval of Bank Reconciliation

**IV. BACKGROUND**

**V. STAFF COMMENTS/ RECOMMENDATIONS**

**IV. ACTION OPTIONS**

To be determined upon discussion.

( ) Additional Materials Attached

Agenda Item 8  
Meeting Date 1/14/2019

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.

VI. NEXT STEPS

( ) Additional Materials Attached

Agenda Item 9  
Meeting Date 1/14/2019

I. NATURE OF ITEM

Future Agenda TBD

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

( ) Additional Materials Attached

Agenda Item 10  
Meeting Date 1/14/2019

**I. NATURE OF ITEM**

Adjournment