



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
Phone: (650) 325-9021
Fax: (650) 325-5173
www.epasd.com

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

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING AGENDA
JANUARY 29, 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 **Tuesday, January 29, 2019 at 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 Bethzabe Yañez

3. Communication 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 January 14, 2019 Finance Committee Meeting Minutes

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

7. 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.

8. Future Agenda

February 11, 2019

9. Adjournment

***PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

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 01/29/2019

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 01/29/2019

I. NATURE OF ITEM

REVIEW/APPROVAL of January 14, 2019 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
January 14, 2019**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Monday, January 14, 2019 at 4:01 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

Glenda Savage

Betsy Yañez

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 27, 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of December 27, 2018.

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

The Committee reviewed and approved the Withdrawal Orders and authorized payment of the bills.

7. Review/Approval of Bank Reconciliation

The Committee reviewed and approved the bank reconciliation.

8. Oral & Written Communication

Mr. Okupe advised that the existing copier vendor has requested the opportunity to submit a competing bid for services. He will present the bid to the Committee once received.

9. Future Agenda

The next meeting will be held on January 29, 2019 at 4:00 p.m.

10. Adjournment

There being no further business, the meeting adjourned at 4:17 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 01/29/2019

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 # 26-19

400.00
538.30
596.17
8,999.45
1,453.56
337.76
80,000.00
20.00
759.00
146.76
10,244.28
7,800.00
76.07
580.00
552.50
92.00
108.00
590.32
295.50
261.97
38.24
505.34
471,943.00
1,021.47
204.58

IN THE AMOUNT OF \$ 587,564.27

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#26-19 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER'S CAR ALLOWANCE MONTH OF JANUARY 2019 I293	400.00	
5193	A-A LOCK & ALARM PO BOX 909 MENLO PARK, CA 94026-0909	LOCKSMITH SERVICE- REKEY FOR LOCKS, DUPLICATE PRIMUS KEYS FROM SYSTEM (2 KEYS) INV. 284829 DT: 1/14/2019, INV. 284826 DT. 1/14/2019 I294	538.30	
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM, IL 60197-6463	SMARTPHONE ACCT: 287239974171 SVC PERIOD: 12/02/18 TO 1/01/19 I295	596.17	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH 12/31/2018 INV. 839685 DT: 1/8/2019 MATTER# 82091.00008 PUBLIC CONTRACTING INV. 839683 DT: 1/8/2019 MATTER# 82091.00001 GENERAL INV. 839685 DT: 1/8/2019 MATTER# 82091.00001 CITY OF PALO ALTO I296	8,999.45	
7311	CITY OF EAST PALO ALTO 1960 TATE STREET EAST PALO ALTO, CA 94303	BUILDING PERMIT/INSPECTION- REPAIRING WALL DAMAGED BY VEHICLE PRINT DATE: 1/22/2019 I297	1,453.56	
5638	COMCAST PO BOX 37601 PHILADELPHIA, PA 19101-0601	BUNDLED SERVICES- PRI TRUNK ACCT: 905067630 INVOICE #: 74467885 DT. 1/1/2019 I298	337.76	
4631	EPASD 901 WEEKS ST. EAST PALO ALTO CA 94303	REPLENISHMENT OF CB&T GENERAL FUND FOR REQUIRED ELECTRONIC PAYMENTS OF CALPERS HEALTH RETIREMENT I299	80,000.00	
5638	GLENDASAVAGE 901 WEEKS ST EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF JANUARY 2019 I300	20.00	

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: 92,345.24
TOTAL THIS PERIOD: 587,564.27

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 29TH DAY OF JANUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDASAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#26-19 CHECK NUMBER
6732	HAYES SCOTT BONINO ELLINGSON GUSLANI SIMONSON & CLAUSE, LLP 999 SKYWAY ROAD SUITE 310 SAN CARLOS, CA 94070	PROFESSIONAL SERVICES RENDERED RE: RYCE V. EPASD, RE: GRIFFIN V. EPASD INV. 25017 DT: 12/10/2018	759.00	
		I301		
5731	HEALTH EDUCATION SERVICES 1000 VARIAN STREET, SUITE A SAN CARLOS, CA 94070	ONSITE ADULT PADS CARTRIDGE (2 REFILLS) INVOICE: 23718 DT: 1/14/2019	146.76	
		I302		
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE AND ADMINISTRATIVE SERVICES INVOICE # 25512 DT: 1/11/2019, INVOICE# 25593 DT: 1/18/2019	10,244.28	
		I303		
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPA'S 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF JANUARY 2019 INV. DATE 1/28/2019	7,800.00	
		I304		
5193	JOAN SYKES-MIESSI 801 WEEKS STREET EAST PALO ALTO, CA 94303	REIMBURSEMENT-APPLE IPAD/IPAD PRO DT: 8/8/2019	76.07	
		I305		
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	CATERING SERVICE 1/10/2019 RBM, 1/16/2019 SBM INV. DATE 1/23/2019	580.00	
		I306		
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT- WEEKLY BACKUP/PHONE PBX RESEARCH/ CONFERENCE LAPTOP/SONY TV OPERATION INV. 8512, DT 1/17/2019	552.50	
		I307		
5858	KORINNE NICKINGS 345 OLIVE AVE PALO ALTO CA 94306	OFFICE STAFF HOLIDAY PAY 1/21/2019	92.00	
		I308		
5858	MARINA OWENS 1189 EDITH STREET SAN JOSE CA 95122	OFFICE STAFF HOLIDAY PAY 1/21/209	108.00	
		I309		
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE /HOLIDAY HALF DAY 1/7/19 TO 1/13/19, 1/14/19 TO 1/16/19, 1/18/19 AND 1/20	590.32	
		I310		

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: 20,948.93
TOTAL THIS PERIOD: 587,564.27

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 29TH DAY OF JANUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDIA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#26-19 CHECK NUMBER
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	GAS MONTHLY CHARGES ACCT#2205881930-5 INVOICE DATE: 1/16/2019 I311	295.50	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	ELECTRIC MONTHLY CHARGES ACCT#2164215266-0 INVOICE DATE: 1/16/2019 I312	261.97	
5459	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	BATTERY 12V-7AH SEALD LEAD AC ALARM MONITORING INV.126622585 SERVICE DATES 12/31/18 I313	38.24	
5638	RECOLOGY SAN MATEO COUNTY PO BOX 514230 LOS ANGELES, CA 90051 - 4230	COMML WASTE 2 YARD, \$426.75 COMML ORGANICS 96 GAL, \$68.81 ACCT# 730936203 SERVICE DATE: 12/1/2018 TO 12/31/2018 I314	505.34	
5817 6322 6322	REVENUE COLLECTIONS CITY OF PALO ALTO PO BOX 10250 PALO ALTO, CA 94303	3RD QTR FY 18/19 O&M OF RWQCP 1990 BOND DEBT SERVICE 1999 BOND DEBT SERVICE INV. 7800005309 DT: 1/11/2019 I315	471,943.00	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR JANUARY (REMAINING BALANCE) INV. 5034 DT. 1/22/2019 I316	1,021.47	
5459	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 1/14/19, 1/17/19 AND 1/19/19, HALF DAY HOLIDAY PAY I317	204.58	

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TOTAL THIS PAGE: 474,270.10
TOTAL THIS PERIOD: 587,564.27

PAGE 3 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 29TH DAY OF JANUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

() Additional Materials Attached

Agenda Item 7
Meeting Date 01/29/2019

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.

() Additional Materials Attached

Agenda Item 8
Meeting Date 01/29/2019

I. NATURE OF ITEM

Future Agenda

February 11, 2019

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 01/29/2019

I. NATURE OF ITEM

Adjournment