



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
FEBRUARY 14, 2019
1:15 p.m.**

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Thursday, February 14, 2019 at 1:15 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 29, 2019 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

February 25, 2019

10. 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 02/14/2019

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 02/14/2019

I. NATURE OF ITEM

REVIEW/APPROVAL of January 29, 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 29, 2019**

1. Call to Order

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Tuesday, January 29, 2019 at 4:03 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

Staff Present
Akin Okupe – General Manager
Micheline Wegem – Accountant

Director Yanez was absent.

3. Communication from the Public

There was no communication from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of January 14, 2019 Finance Committee Meeting Minutes

The meeting minutes of January 14, 2019 were reviewed and approved.

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

The withdrawal orders were reviewed and approved authorizing the payment of bills.

7. Oral & Written Communication

There was no oral or written communication.

8. Future Agenda

The next meeting will be held on February 11, 2019 at 4:00 p.m.

9. Adjournment

There being no further business, the meeting adjourned at 4:32 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 02/14/2019

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 # 27-19

179.81
6,399.21
606.72
1,183.23
443.65
668.70
77.08
10,553.53
573.75
1,225.00
875.00
47.86
157.15
153.94
723.32
264.00
2,142.44
1,021.48
600.04
1,089.44

IN THE AMOUNT OF \$ 28,985.35

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#27-19 CHECK NUMBER
5721	BETSY YANEZ 720 CAMPHOR DRIVE EAST PALO ALTO CA 94303	CASA 2019 WINTER CONFERENCE TRAVEL REIMBURSEMENT UBER RIDE TO AND FROM AIRPORT 1/22, 1/23 AND 1/26 BAGGAGE CHECK I318	179.81	
	BUSINESS CARD 8533 PO BOX 15796 WILMINGTON, DE 19886-5796	SOUTHWEST AIRLINES-CASA WINTER CONFERENCE INDEED.COM, DOORDASH BREAKFAST/LUNCH MEETINGS 12/19 TO 1/15 TRANSFERBIGFILES.COM, HP STORE, MICROSOFT, COSTCO AMAZON 5721- \$3641.31 5969-\$898.86 5193-\$1859.04 I319	6,399.21	
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE INVOICE# 2697245 DT: 1/31/2019 1/1/2019 TO 1/31/2019 I320	606.72	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV# 464251540 DT:1/9/2019, INV# 464254635 DT:1/16/2019 INV# 464257751 DT: 1/23/2019, INV# 4642608461 DT:1/30/2019 INV# 464263993 DT: 2/6/2019 I321	1,183.23	
5638	COMCAST PO BOX 60533 CITY OF INDUSTRY CA 91716-0533	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCT: 8155200070165362 DT. 1/28/2019 SERVICE FROM 2/3/19 TO 3/2/19 I322	443.65	
5459	DEGREE HVAC, INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	INSTALL (3) FIRE STOPS AT EXISTING FLUE PIPING IN MECHANICAL AND SERVER ROOM INVOICE #: 2325 DT: 1/30/2019 I323	668.70	
5721	GORO MITCHELL 901 WEEKS STREET EAST PALO ALTO CA 94303	CASA 2019 WINTER CONFERENCE TRAVEL REIMBURSEMENT UBER RIDE TO AND FROM AIRPORT 1/23 AND 1/25 I324	77.08	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE AND ADMINISTRATIVE SERVICES INVOICE # 25680 DT: 1/25/2019, INVOICE# 25763 DT: 2/1/2019 I325	10,553.53	
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT- WEEKLY BACKUP/PHONE PBX ADJUST KORINNIE TWAIN DRIVES, NAPS2 , PC TUNE UPS, PHONE FORWARDING TEST, EMAIL GROUP SETTINGS GIS VIDEO PREP, PC CLEANS WITH MAINT. DEPT, PREP MICHILINE I326	573.75	

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: 20,685.68
TOTAL THIS PERIOD: 28,985.35

PAGE 1 OF 2

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 11TH DAY OF FEBRUARY 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	#27-19 CHECK NUMBER
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	JANUARY 2019 TRANSCRIPTION SERVICES DT. 2/6/2019 HRCM 1/8/19, RBM 1/10/19, FCM 1/14/19, HRCM 1/15/19 ICM 1/15/19, SBM 1/16/19, FCM 1/29/19, ECM 1/31/19 I327	1,225.00	
4631	MERWYN POBLETE 901 WEEKS STREET EAST PALO ALTO, CA 94303	REIMBURSEMENT-IDEAL VISION CENTER GLASSES RX DT: 1/27/2019 I328	875.00	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE / DUMBARTON BRIDGE TOLL 1/23/2019 TO 1/23/2019 I329	47.86	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	ELECTRIC MONTHLY CHARGES ACCT#2164215266-0 INVOICE DATE: 1/30/2019 I330	157.15	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INVOICE# 421101232018 DT: 1/23/2019 ACCOUNT#4211 I331	153.94	
	PROTECTION ONE PO BOX 219044 KANSANS CITY, MO 64121-9044	EQUIPMENT LEASE & EXTENDED SERVICE PROTECTION ALARM MONITORING INV.126950388 DT: 1/20/2019 SERVICE DATES 2/18/2019 TO 3/17/2019 5521 = 307.90 5858 = 415.42 I332	723.32	
5638	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	MOTOROLA RADIOS- TURBOTALK AIRTIME INV. 21052 DT. 12/1/2018, INV. 21415 DT. 2/1/2019 I333	264.00	
5459	STEVENS CREEK CHRYSLER JEEP DODGE 4100 STEVENS CREEK BLVD SAN JOSE, CA 95129	PICKUP TRUCK REPAIRS AC, SLIDE DOOR INV# 244888 DT. 1/29/2019 I334	2,142.44	
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR FEBRUARY (PARTIAL BALANCE) INV. 5035 DT. 2/6/2019 I335	1,021.48	
5459	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 1/21/2019 TO 1/27/2019 AND 1/28/2019 TO 2/3/2019 I336	600.04	
5876	VISIONOVA HR CONSULTING 15501 SAN PABLO AVE STE G-339 SAN PABLO, CA 94806	HR PROJECT HOURLY RATE - GENERAL MANAGER EVALUATION INVOICE # INV-0307 DT: 1/11/2019 I337	1,089.44	

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: 8,299.67
TOTAL THIS PERIOD: 28,985.35

PAGE 2 OF 2

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 11TH DAY OF FEBRUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

REQUEST ORDER # 28-19

IN THE AMOUNT OF \$ 2,857.50

2546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#28-19 CHECK NUMBER
5861	FREYER & LAURETA, INC 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROJECT: 2038 UNIVERSITY PLAZA PHASE 2 PROFESSIONAL SERVICES DECEMBER 1 TO DECEMBER 31, 2018 ASSOCIATE ENGINEER IV- KOPPER, LAUREN PRINCIPAL TARANTINO, JEFFREY INV. 19-022 DT. 1/23/2019	1,497.50	
5861	FREYER & LAURETA, INC 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	PROJECT: 2025 SEWER REPLACEMENT PROJECT 2017 PROFESSIONAL SERVICES NOVEMBER 1 TO NOVEMEBR 30, 2018 PRINCIPAL TARANTINO, JEFFREY INV. 19-026 DT. 1/30/2019 I336	1,360.00	

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: 2,857.50
TOTAL THIS PERIOD: 2,857.50

PAGE 1 OF 1

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 11TH DAY OF FEBRUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

REQUEST ORDER # 29-19

IN THE AMOUNT OF \$ 140,333.44

2546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#29-19 CHECK NUMBER
5861	C2R ENGINEERING INC. P.O. BOX 1017 MOUNTAIN VIEW, CA 94042	EPASD SEWER REPLACEMENT PROJECT- MISC. AREAS PROJECT NUMBER: 286 PROGRESS PAYMENT: 1 WORK COMPLETED AS OF 1/31/2019 DT: 2/7/2019 I339	140,333.44	

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: 140,333.44
TOTAL THIS PERIOD: 140,333.44

PAGE 1 OF 1

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

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SIGNED AND SEALED THIS 11TH DAY OF FEBRUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

 GLENDA SAVAGE, PRESIDENT

 BETSY YANEZ, SECRETARY

() Additional Materials Attached

Agenda Item 7
Meeting Date 02/14/2019

I. NATURE OF ITEM

REVIEW/APPROVAL of Bank Reconciliation

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

() Additional Materials Attached

Agenda Item 8
Meeting Date 02/14/2019

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.

IV. BACKGROUND

V. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

() Additional Materials Attached

Agenda Item 9
Meeting Date 02/14/2019

I. NATURE OF ITEM

Future Agenda

February 25, 2019

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 02/14/2019

I. NATURE OF ITEM

Adjournment