



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

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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
FEBRUARY 25, 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, February 25, 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

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 February 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

March 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 02/25/2019

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 02/25/2019

I. NATURE OF ITEM

REVIEW/APPROVAL of February 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
FEBRUARY 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 Thursday, February 14, 2019 at 1:30 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

Bethzabe Yanez

Staff Present

Akin Okupe – General Manager

Micheline Wegem – Accountant

3. Communication from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of January 29, 2019 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of January 29, 2019.

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

The Committee recessed at 1:33 p.m. and resumed at 1:45 p.m., having approved the withdrawal orders, authorized the payment of bills and completed the bank reconciliation.

7. Review/Approval of Bank Reconciliation

This item was discussed together with Item 6.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on February 25, 2019 at 4:00 p.m.

10. Adjournment

There being no further business, the meeting adjourned at 1:40 p.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 02/25/2019

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 # 30-19

400.00
596.54
12,828.95
2,661.60
117.74
606.72
337.76
3,862.00
227.14
1,546.69
20.00
272.00
11,929.30
7,800.00
300.00
680.00
600.04
515.26
500.00
302.90
1,021.47

IN THE AMOUNT OF \$ 47,126.11

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#30-19 CHECK NUMBER
5721	AKINTUNDE OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER'S CAR ALLOWANCE MONTH OF FEBRUARY 2019 I340	400.00	3855
5638	AT&T MOBILITY PO BOX 6463 CAROL STREAM, IL 60197-6463	SMARTPHONE ACCT: 287239974171 SVC PERIOD: 1/2/19 TO 2/1/19 I341	596.54	3856
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE PO BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH 1/31/2019 INV. 841968 DT: 2/6/2019 MATTER# 82091.00008 PUBLIC CONTRACTING INV. 841967 DT: 2/6/2019 MATTER# 82091.00001 GENERAL I342	12,828.95	3857
5721	BUDGET RENT A CAR SYSTEM, INC 14297 COLLECTION CENTER DRIVE CHICAGO, IL 60693	BUDGET CAR RENTAL DIRECTORS WINTER 2019 CASA SEMINAR STATEMENT NO: 6576 DT: 2/7/2019 I343	2,661.60	3858
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYWARD, CA 94545	TOOL REPAIR*RIDGE COUPLING 5/8 IW CABLE INV. S4490689.001 DT: 2/6/2019 I344	117.74	3859
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA COPIER MAINTENANCE INVOICE# 2702190 DT: 2/6/2019 2/1/2019 TO 2/28/2019 I345	606.72	3860
5638	COMCAST PO BOX 37601 PHILADELPHIA, PA 19101-0601	BUNDLED SERVICES- PRI TRUNK ACCT: 905067630 INVOICE #: 76413610 DT. 2/1/2019 I346	337.76	3861
5969	COUNTY OF SAN MATEO 555 COUNTY CENTER, 4TH FLOOR REDWOOD CITY, CA 94063	DISTRICTS'S SHARE OF LAFCO OPERATING EXPENSES DISTRICT COST GC 56381 DT: 2/13/2019 I347	3,862.00	3862

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: 21,411.31
TOTAL THIS PERIOD: 47,126.11

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 25TH 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	#30-19 CHECK NUMBER
	DENNIS SCHERZER 901 WEEKS STREET EAST PALO ALTO, CA 94303	VISION REIMBURSEMENT TRAVEL REIMBURSEMENT-CASA 2019 WINTER CONFERENCE 5721- \$187.18 4631- \$39.96 I348	227.14	3863
	DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE POLICY NO. 4022576 MARCH 2019 4631 = 700.74 6731 = 845.95 I349	1,546.69	3864
5638	GLENDAS SAVAGE 901 WEEKS ST EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF FEBRUARY 2019 I350	20.00	3865
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. 25314 DT: 2/19/2019 I351	272.00	3866
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE AND ADMINISTRATIVE SERVICES INVOICE # 25850 DT: 2/8/2019, INVOICE# 25934 DT: 2/15/2019 I352	11,929.30	3867
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPA'S 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF FEBRUARY 2019 INV. DATE 2/21/2019 I353	7,800.00	3868

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TOTAL THIS PAGE: 21,795.13
TOTAL THIS PERIOD: 47,126.11

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 25TH DAY OF FEBRUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDAS SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#26-19 CHECK NUMBER
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303	CATERING SERVICE 2/7/2019 RBM INV. DATE 2/7/2019 I354	300.00	3869
5858	JONATHAN BROWN PO BOX 19138 STANFORD, CA 94309	IT-SUPPORT- PHONE PBX RESEARCH MICHELINE- LAPTOP CONFIGURE/UPGRADE AND REVIEW REVIEW GIS VIDEO DRIVE WITH STAFF/PBX STUDY INV. 8521 DT. 2/19/2019 I355	680.00	3870
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 2/4/2019 TO 2/10/2019 2/11/2019 TO 2/17/2019 I356	600.04	3871
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: 1/1/2019 TO 1/31/2019 I357	515.26	3872
6731	SDRMA 1112 I STREET , SUITE 300 SACRAMENTO, CA 95814-2865	COLLISION DEDUCTIBLE CLAIM NUMBER: CL1819007680-0001 DATE OF LOSS: 12/27/2018 I358	500.00	3873
5858	STAR ELEVATOR 1300 INDUSTRIAL ROAD, STE 4 SAN CARLOS, CA 94070	REGULAR SERVICE INVOICE# 321526 DT: 2/1/2019 I359	302.90	3874
5858	T & K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR FEBRUARY (REMAINING BALANCE) INV. 5036 DT. 2/19/2019 I360	1,021.47	3875

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: 3,919.67
TOTAL THIS PERIOD: 47,126.11

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 25TH DAY OF FEBRUARY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

REQUEST ORDER # 31-19

886.29
340.89
800.00

IN THE AMOUNT OF \$2,027.18

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#31-19 CHECK NUMBER
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER DT: 2/15/2019 DEC 6 TO FEB 6 ACCT: 92-0386303-1, (\$478.40) ACCT: 92-0385576-3, (\$376.49) ACCT: 92-0415720-1, (\$31.40) I361	886.29	3876
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-87300	GAS CHARGES 2/15/2019 I362	340.89	3877
5459	PROTERA 2603 CAMINO RAMON STE 200 SAN RAMON, CA 94583	MOLD INVESTIGATION AND INSPECTION INVOICE: 99281 DT: 12/11/2018 I363	800.00	3878

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: 2,027.18
TOTAL THIS PERIOD: 2,027.18

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 25TH 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 02/25/2019

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 02/25/2019

I. NATURE OF ITEM

Future Agenda

March 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 02/25/2019

I. NATURE OF ITEM

Adjournment