



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Glenda Savage, President
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Akin Okupe, M.B.A, P.E., General Manager

EAST PALO ALTO SANITARY DISTRICT ENGINEERING COMMITTEE MEETING

March 19, 2019

9:30 A.M.

Notice is hereby given that the Engineering Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday March 19, 2019 at 9:30 a.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**
Director Dennis Scherzer
Director Joan Sykes-Miessi
2. **Roll Call**
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. **Technology Review** New Konica Printer installed
6. **Review/Approval** of February 22, 2019 Engineering Committee Minutes
7. **Review/Discussion** of updated agreement with the City of Palo Alto regarding treatment of wastewater.
8. **Review/Discussion** of Delinquency Fees
9. **Review/Discussion** Conference call with Paula Shen regarding issues and concerns on the unpaid sewer service charges.

10. **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.
11. **Future Agenda TBD**
12. **Adjournment**

(xx) Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 3/19/2019

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:

(xx) Additional Materials Attached

Agenda Item 3 & 4
Meeting Date 3/19/2019

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 3/19/2019

I. NATURE OF ITEM

Technology Review

II. BACKGROUND

This standing agenda item has been added to the Engineering Committee meetings by its members and will serve as an opportunity to be updated on emerging technologies in the field of wastewater transportation and treatment.

III. STAFF COMMENTS/COMMUNICATIONS

New Konica Printer installed

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 3/19/2019

I. NATURE OF ITEM

Review/Approval of February 22, 2019 Engineering Committee Minutes

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be Determined upon Discussion

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

**EAST PALO ALTO SANITARY DISTRICT
ENGINEERING COMMITTEE MEETING MINUTES
February 22, 2019**

1. Call to Order

An Engineering Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Friday February 22, 2019 at 9:34 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

Dennis Scherzer
Joan Sykes-Miessi

Staff Present

Akin Okupe – General Manager
Marina Owens –Executive Admin. Assistant

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Technology Review

Director Scherzer advised that he has been informed by a Bioforce Tech representative that it has been shut down while awaiting a new air quality permit.

Mr. Okupe added that he is working with the City of Palo Alto to receive recommendations for an Autocad consultant ahead of the next phase of the sewer replacement project.

6. Review/Approval of January 31, 2019 Engineering Committee Minutes

Director Scherzer requested that Item 8 specifically state that the referenced sewer project is the 2018 Sewer Miscellaneous Project.

The Committee reviewed and approved the meeting minutes of January 31, 2019 with the above noted revision.

7. Review/Discussion

A. Amazon Building

Mr. Okupe reported that he has drafted a letter to the owner of the Amazon building with a request for payment of four-year-old delinquent sewer service fees.

B. EPA Arts Center

Mr. Okupe stated that the District has received \$50,000 in payment of delinquent connection fees from the EPA Arts Center.

C. Delinquency Fees

Mr. Okupe advised that the District continues to receive payments for delinquent connection fees in response to letters that were mailed. The staff is comprising a list of those who have not responded and follow up letters will be sent by certified mail. If no response is received, the delinquent amounts will be added to the respective tax rolls.

8. Review/Discussion of Sewer Repair Projects

Mr. Okupe advised that the Sewer Miscellaneous Repair Project is now 90% complete and should be finalized within the next two weeks. He stated that there were a couple of discrepancies which necessitated change orders, namely, there were service connections and increases in pipe length that were not shown on the drawing. The contractor has been instructed to make the necessary repairs, and Mr. Okupe will provide the as-built drawing at the next meeting for discussion before presenting it to the Board with a request to pay the contractor for the change orders.

9. Review/Discussion Meeting with Paula Shen regarding issues and concerns on the unpaid sewer service charges.

This item was tabled.

10. Oral & Written Communication

There was no oral or written communication.

11. Future Agenda

The next meeting will be held on March 19, 2019 at 9:30 a.m.

- As-built drawing re sewer replacement project
- Update on delinquency fees

12. Adjournment

There being no further business, the meeting adjourned at 9:44 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 7
Meeting Date 3/19/2019

I. NATURE OF ITEM

Review/Discussion of updated agreement with the City of Palo Alto regarding treatment of wastewater.

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

As directed

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 3/19/2019

I. NATURE OF ITEM

Review/Discussion of Delinquency Fees

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

As directed

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 3/19/2019

I. NATURE OF ITEM

Review/Discussion Conference call with Paula Shen regarding issues and concerns on the unpaid sewer service charges.

II. BACKGROUND

III. STAFF COMMENTS/COMMUNICATIONS

As directed

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 10
Meeting Date 3/19/2019

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.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEP

(xx) Additional Materials Attached

Agenda Item 11
Meeting Date 3/19/2019

I. NATURE OF ITEM

FUTURE AGENDA

Engineering Committee Meeting TBD

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item 12
Meeting Date 3/19/2019

I. NATURE OF ITEM

Adjournment