



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 March 28th, 2019 10:30 a.m.

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Thursday March 28th, 2019 at 10:30 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

2. Roll Call

Director Glenda Savage
Director Bethzabe 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 Withdrawal Orders and Authorizing Payment of Bills

6. Report/Discussion of Bank Reconciliation

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 April 11th, 2019 Finance Committee Meeting

9. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 03/28/2019

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:

() **Additional Materials Attached**

Agenda Item 3 & 4
Meeting Date 03/28/2019

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 03/28/2019

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 # 33-19

| |
|-----------|
| 400.00 |
| 617.14 |
| 12,812.18 |
| 6,469.25 |
| 1,561.99 |
| 9,512.80 |
| 707.07 |
| 337.76 |
| 600.04 |
| 20.00 |
| 63.23 |
| 11,496.05 |
| 260.20 |
| 7,800.00 |
| 295.00 |
| 1,402.50 |
| 68.00 |
| 987.82 |
| 514.32 |
| 315.02 |
| 1,051.16 |
| 515.26 |
| 100.00 |
| 1,249.31 |
| 1,021.47 |
| 85.72 |
| 103.00 |
| 9,180.00 |
| 117.29 |

IN THE AMOUNT OF \$69,663.58

| 02545 CODE NUMBER | EAST PALO ALTO SANITARY DISTRICT PAYABLE TO: | PURPOSE | REQUEST AMOUNT | #33-19 CHECK NUMBER |
|-------------------------|--|---|-------------------|---------------------------|
| 5721 | AKINTUNDE A. OKUPE 1675 MORELLA CIRCLE ROSEVILLE, CA 95747 | GENERAL MANAGER CAR ALLOWANCE MONTH OF MARCH 2019 I384 | 400.00 | |
| 5638 | AT&T MOBILITY P.O. BOX 6463 CAROL STREAM, IL 60197-6463 | SMARTPHONE ACCT: 287239974171 SVC PERIOD: 3/2-4/1/2019 I385 | 617.14 | |
| 5876 | BARTLE WELLS ASSOCIATES 1889 ALCATRAZ AVENUE BERKELEY, CA 94703 | PROFESSIONAL SERVICES - ALEX HANDLERS INV. 1003A DT: 3/15/2019 I386 | 12,812.18 | |
| 6732 | BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE P.O. BOX 1028 RIVERSIDE, CA 92502 | PROFESSIONAL SERVICE RENDERED THROUGH 2/28/2019 INV. 844556 DT: 3/11/2019 MATTER #82091.00001 GENERAL INV. 844557 DT: 3/11/2019 MATTER #82091.00002 GENERAL LABOR INV. 844558 DT: 3/11/2019 MATTER #82091.00008 PUBLIC CONTRACTING I387 | 6,469.25 | |
| 5721 | BETSY YANEZ 720 CAMPHOR WAY EAST PALO ALTO, CA 94303 | 2019 WATEREUSE CONFERENCE TRAVEL REIMBURSEMENT UBER RIDE TO AND FROM AIRPORT 3/17, AND 3/21 BUDGET RENTAL & HYATT STAY 3/16 - 3/20 I388 | 1,561.99 | |
| 7311 | CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827 | KONICA COPIER & ACCESSORIES INVOICE# 2730294 DT: 03/15/2019 I389 | 9,512.80 | |
| 5858 | CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059 | MAINTENANCE UNIFORMS & SUPPLIES INV# 464267747 DT:3/6/2019, INV# 464280016 DT:3/13/2019 INV# 464283343 DT: 3/20/2019 I390 | 707.07 | |
| 5638 | COMCAST BUSINESS P.O. BOX 37601 PHILIDELPHIA, PA 19101-0601 | BUNDLED SERVICES - PRI ACCT: 905067630 INV. 77787458 DT. 3/1/2019 SERVICE FROM 3/1/2019 TO 3/31/2019 I391 | 337.76 | |
| 5858 | DERRICK WASHINGTON 1100 62ND AVE. OAKLAND, CA 94621 | ON CALL SERVICE DT: 3/4/2019 - 3/10/2019 DT: 3/11/2019 - 3/17/2019 I392 | 600.04 | |
| 5858 | GLENDA SAVAGE 2398 GLEN WAY EAST PALO ALTO, CA 94303 | BOARD PRESIDENT CELL PHONE REIMBURSEMENT FOR MARCH 2019 I393 | 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: 33,038.23
TOTAL THIS PERIOD: 69,663.58

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 28TH DAY OF MARCH 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 | #33-19 CHECK NUMBER |
|-------------------------|--|--|-------------------|---------------------------|
| 5721 | GORO MITCHELL 901 WEEKS STREET EAST PALO ALTO, CA 94303 | UBER TO SF LEGAL MEETING 3/20/2019 I394 | 63.23 | |
| 5858 | INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023 | TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES INV. 26024 DT: 3/8/2019 INV. 26285 DT: 3/15/2019 I395 | 11,496.05 | |
| 5459 | INTERSTATE BATTERY CENTER 570 EL CAMINO REAL, SUITE 160 REDWOOD CITY, CA 94063 | AUTOMOTIVE (MTP-49/H8-1), AUTO CORE, POWER PREM INSTALL INVOICE# 1915001011152 DT: 3/20/2019 I396 | 260.20 | |
| 5872 | JEANPIERRE, WEGEM, ALABI & CO., LLP CPAS 150 EXECUTIVE PARK BOULEVARD STE. #4500 SAN FRANCISCO, CA 94134 | ACCOUNTING SERVICES FOR THE MONTH OF MARCH 2019 I397 | 7,800.00 | |
| 5969 | JOANN WRIGHT CATERING 2525 ANNAPOLIS ST. EAST PALO ALTO, CA 94303 | CATERING SERVICE RBM DT: 3/7/2019 I398 | 295.00 | |
| 5858 | JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309 | IT-SUPPORT/PROCEDURE UPDATE/LOSING IP/KONICA SET UP KEIANNA ADMIN SET UP/AIPHONE INQUIRY/SECURITY CAMERA TRAINING INV# 8530 DT. 3/6/2019 I399 | 1,402.50 | |
| 5858 | MARQUEE PEST MANAGEMENT 44170 OLD WARM SPRINGS BLVD. FREMONT, CA 94538-6144 | PEST CONTROL SERVICES INV. 0157027 DT. 3/11/2019 I400 | 68.00 | |
| 5459 | OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 P.O. BOX 78004 PHOENIX, AZ 85062-8004 | OFFICE DEPOT BUSINESS CARD OFFICE & BREAKROOM SUPPLIES 2/15/2019 I401 | 987.82 | |
| 5858 | OMAR FUGGS 147 VERBANA DRIVE EAST PALO ALTO, CA 94303 | ON CALL SERVICE DT: 3/5/2019 - 3/6/2019 DT: 3/8/2019 - 3/10/2019 DT: 3/11/2019 - 3/17/2019 I402 | 514.32 | |
| 5638 | PG&E BOX 997300 SACRAMENTO, CA 95899-7300 | CURRENT GAS MONTHLY CHARGES ACCT. #2205881930-5 DT: 3/19/2019 I403 | 315.02 | |
| 5416 | RAVENSWOOD CITY SCHOOL DISTRICT OFFICE OF BUSINESS SERVICES 2120 EUCLID AVENUE EAST PALO ALTO, CA 94303 | FUEL SERVICES FOR MARCH 2019 INV. 8648 DT: 3/12/2019 I404 | 1,051.16 | |

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: 24,253.30
TOTAL THIS PERIOD: 69,663.58

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 28TH DAY OF MARCH 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 | 33-19 CHECK NUMBER |
|-------------------------|--|---|-------------------|--------------------------|
| 5638 | RECOLOGY SAN MATEO COUNTY P.O. BOX 514230 LOS ANGELES, CA 90051-4230 | COMMERCIAL WASTE/ORGANICS & KEY SERVICE ACCOUNT #730936203 DT: 2/1/2019 - 2/28/2019 I405 | 515.26 | |
| 5459 | ROTO-ROOTER SERVICES 220 DEMETER STREET EAST PALO ALTO, CA 94303 | CLIENT PARTIAL REFUND DATE OF APPLICATION: 2/27/2019 I406 | 100.00 | |
| 4631 | THE LINCOLN NATIONAL LIFE INSURANCE COMPANY P.O. BOX 0821 CAROL STREAM, IL 60132-0821 | LTP PREMIUM COVERAGE DATES: 4/1/2019 - 6/30/2019 INV. DT: 3/9/2019 DUE DT: 4/1/2019 I407 | 1,249.31 | |
| 5858 | T & K JANITORIAL SERVICES 9 CAMELIA COURT EAST PALO ALTO, CA 94303 | JANITORIAL SERVICES FOR MARCH 2019 INV. 5037 SVC DATES: 3/12/2019 - 3/29/2019 I408 | 1,021.47 | |
| 5858 | TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303 | ON CALL SERVICE DT: 3/4/2019 & 3/7/2019 I409 | 85.72 | |
| 4631 | U.S. HEALTHWORKS P.O. BOX 50042 LOS ANGELES, CA 90074 | D.WASHINGTON 3/8/2019 PE-DOT INV. 3484883-CA DT: 3/15/2019 I410 | 103.00 | |
| 5872 | VAVRINEK, TRINE, DAY & CO., LLP 10681 FOOTHILL BLVD. STE 300 RANCHO CUCAMONGA, CA 91730 | BILLING FOR PROFESSIONAL SERVICES RENDERED IN CONNECTION WITH 2017/18 FY AUDIT INV# VT20537 DT. 2/28/2019 I411 | 9,180.00 | |
| 5969 | WATERLOGIC P.O. BOX 31001-2417 PASADENA, CA 91110-2417 | WL 350 MINI CHILLER 3 FW SERVICE AGREEMENT 40758 3/1/2019 - 5/31/2019 ACCT. #10325 INV. #CNIN754401W DT: 3/1/2019 I412 | 117.29 | |

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TOTAL THIS PAGE: 12,372.05
TOTAL THIS PERIOD: 69,663.58

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 28TH DAY OF MARCH 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLEND A SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

REQUEST ORDER # 34 - 19

76,836.56

IN THE AMOUNT OF \$76, 836.56

| 2546 CODE NUMBER | EAST PALO ALTO SANITARY DISTRICT PAYABLE TO: | PURPOSE | REQUEST AMOUNT | #34-19 CHECK NUMBER |
|------------------------|--|--|-------------------|---------------------------|
| 5861 | C2R ENGINEERING INC. PO BOX 1017 MOUNTAIN VIEW, CA 94042 | EPASD SEWER REPLACEMENT PROJECT - MISC. AREAS PROJECT NUMBER: 288 CONTRACT TOTAL - (5% RETENTION, PROGRESS PAYMENT 1) 1413 | 76,836.56 | |

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TOTAL THIS PAGE: 76,836.56
TOTAL THIS PERIOD: 76,836.56

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 28TH DAY OF MARCH 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLEND A SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

() **Additional Materials Attached**

Agenda Item 6
Meeting Date 03/28/2019

I. **NATURE OF ITEM**

Report/Discussion of Bank Reconciliation

II. **BACKGROUND**

A ***bank reconciliation*** is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a ***bank*** statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

III. **STAFF COMMENTS/ RECOMMENDATIONS**

IV. **ACTION OPTIONS**

To be determined upon discussion.

VI. **NEXT STEPS**

() Additional Materials Attached

Agenda Item 7
Meeting Date 03/28/2019

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 8
Meeting Date 03/28/2019

I. **NATURE OF ITEM**

Future Agenda April 11th, 2019 Finance Committee Meeting

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 03/28/2019

I. NATURE OF ITEM

Adjournment