



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 April 25th, 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 April 25th, 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 May 9th, 2019 at 10:30 a.m. Finance Committee Meeting

9. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 04/25/2019

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 04/25/2019

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 04/25/2019

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 # 39-19

400.00
19,795.18
568.67
7,387.75
170.72
471.38
336.88
8,871.99
7,800.00
295.00
637.50
20.00
848.91
557.18
852.39
43.70
515.26
420.00
473,098.40
1,109.13
42.86

IN THE AMOUNT OF \$524,242.90

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#39-19 CHECK NUMBER
5721	AKINTUNDE A. OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF APRIL 2019 I436	400.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPASD INDUSTRIAL WATER CHARGES FEB 6 TO APR 3 DT:4/12/2019 ACCT#92-0415720-1 (\$31.40) ACCT#92-0385576-3 (\$390.29) ACCT#92-0386303-1 (\$471.51) WATER SERVICES, METER REPLACED, CAPITOL IMPR. APR 2016 TO APR 2019 ACCT#92-0501630-7 (\$18,801.98) DT: 4/5/2019 I437	19,795.18	
5638	AT&T MOBILITY P.O. BOX 6463 CAROL STREAM, IL 60197-6463	SMARTPHONE ACCT: 287239974171 SVC PERIOD: 4/2/2019 TO 5/1/2019 I438	568.67	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE P.O. BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERES THROUGH MARCH 31, 2019 INV. 846644 DT: 4/9/2019 MATTER #82091.00001 GENERAL (\$7,387.75) I439	7,387.75	
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	CONTRACT BASE RATE BILL PERIOD: 4/11/2019 TO 5/10/2019 CONTRACT CHARGE - USAGE PERIOD: 3/11/2019 TO 4/10/2019 KONICA COPIER C552 INV #2749435 DT: 4/11/2019 I440	170.72	
5858	CINTAS CORPORATION #464 P.O. BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV #464292576 DT: 4/10/2019 INV #464295632 DT: 4/17/2019 I441	471.38	
5638	COMCAST P.O. BOX 37601 PHILADELPHIA, PA 19101-0601	COMCAST BUNDLED SERVICES - PRI ACCT #905067630 INV. 79184018 DT: 4/1/2019 I442	336.88	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE AND ADMINISTRATIVE SERVICES INV #26538 DT: 4/5/2019 INV #26619 DT: 4/12/2019 I443	8,871.99	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP CPAS 150 EXECUTIVE PARK BLVD. STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES MONTH OF APRIL 2019 I444	7,800.00	
5969	JOANN WRIGHT CATERING 2525 ANNAPOLIS STREET EAST PALO ALTO, CA 94303	CATERING SERVICE - REGULAR BOARD MEETING 4/9/2019 I445	295.00	

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: 46,097.57
TOTAL THIS PERIOD: 524,242.90

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

GLEND A SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#39-19 CHECK NUMBER
5858	JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309	GENERAL IT SERVICES - 7.5 HRS 3/22/2019 TO 4/10/2019 - WEEKLY BACKUPS, COMCAST, WEBSITE, CONTACT INFO I446	637.50	
5638	MS. GLENDA SAVAGE 2389 GLEN WAY EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF APRIL 2019 I447	20.00	
5193	OFFICE DEPOT BUSINESS CREDIT DEPT. 56-6601298734 P.O. BOX 78004 PHEONIX, AZ 85062-8004	BALANCE - DISPUTED CHARGES, ON PREVIOUS BALANCE ACCT #6001 5666 0129 8734 DUE: 4/30/2019 I448	848.91	
5858	OMAR FUGGS 147 VERBANA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE DT: 4/1/2019 TO 4/7/2019 & DT: 4/9/2019 TO 4/14/2019 I449	557.18	
5459	OWEN EQUIPMENT SALES P.O. BOX 30959 PORTLAND, OR 97294	MAINTENANCE SUPPLIES SWIVEL JOINT 1 & HOSE INV #00045277 DT: 4/3/2019 I450	852.39	
5193	PROTECTION ONE P.O. BOX 219044 KANSAS CITY, MO 64121-9044	5 KEYFOBS INV #128079623 DT: 3/29/2019 I451	43.70	
5638	RECOLOGY SAN MATEO COUNTY P.O. BOX 514230 LOS ANGELES, CA 90051-4230	COMML WASTE 2 YARD, \$435.29 COMML ORGANICS 96 GAL, \$70.19 INV #33315540 DT: 3/28/2019 SERVICE DT: 3/1/2019 TO 3/31/2019 I452	515.26	
5966	RED WING BUSINESS ADVANTAGE ACCT. P.O. BOX 844329 DALLAS, TX 75284-4329	MAINTENANCE WORK BOOTS INV #20190410024979 DT: 4/10/2019 CUTOMER #24979 I453	420.00	
	REVENUE COLLECTIONS CITY OF PALO ALTO P.O. BOX 100250 PALO ALTO, CA 94303	4TH QTR FY 18/19 O&M OF RWQCP 1990 BOND DEBT SERVICE 1999 BOND DEBT SERVICE INV #7800005397 DT: 4/11/2019 5817-453,399 , 6322-19,699.40 I454	473,098.40	
	T&K JANITORIAL 9 CAMELLIA COURT EAST APLAO ALTO, CA 94303	JANITORIAL SERVICES FOR APRIL (2ND HALF) INV #5039 DT; 4/17/2019 JANITORIAL SUPPLIES- INV # 603393331 DT ; 4/10/2019 5858-1021.47 , 5966- 87.66 I455	1,109.13	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE DT: 4/8/2019 TO 4/8/2019 I456	42.86	

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: 478,145.33
TOTAL THIS PERIOD: 524,242.90

PAGE 2 OF 2

117.35

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 APRIL 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

REQUEST ORDER # 40-19

250.00
196.00

IN THE AMOUNT OF \$446.00

02545 EAST PALO ALTO SANITARY DISTRICT
CODE
NUMBER PAYABLE TO:

REQUEST #40-19
CHECK
NUMBER AMOUNT

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	CHECK NUMBER
5459	DEGREE HVAC, INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	2ND QUARTER MAINTENANCE 2019 INV #15566 DT: 4/15/2019 I457	250.00	
5858	KORINNE NICKINGS 345 OLIVE AVENUE PALO ALTO, CA 94306	SICK DAY PAY DT: 4/18/2019 I458	196.00	

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: 446.00
TOTAL THIS PERIOD: 446.00

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 APRIL 2019 BY EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

() Additional Materials Attached

Agenda Item 6
Meeting Date 04/25/2019

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 04/25/2019

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.

VI. NEXT STEPS

() **Additional Materials Attached**

Agenda Item 8
Meeting Date 04/25/2019

I. NATURE OF ITEM

Future Agenda May 9th, 2019 at 10:30 a.m. 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 04/11/2019

I. NATURE OF ITEM

Adjournment