



## **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](http://www.epasd.com)

Akin Okupe, M.B.A, P.E., General Manager

### **EAST PALO ALTO SANITARY DISTRICT ENGINEERING COMMITTEE MEETING May 14, 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 May 14, 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. **Review/Approval** of April 16, 2019 Engineering Committee Minutes
6. **Review/Discussion** of Mr. and Mrs. Peoples Delinquency Fees.
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 TBD**
9. **Adjournment**

**(xx) Additional Materials Attached**

**Agenda Item** 1 & 2  
**Meeting Date** 5/14/2019

**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**   5/14/2019

**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 5/14/2019**

**I. NATURE OF ITEM**

**Review/Approval** of April 16, 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  
April 16, 2019**

**1. Call to Order**

An Engineering Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Sykes-Miessi on Tuesday April 16, 2019 at 9:42 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  
Joan Sykes-Miessi

Staff Present  
Akin Okupe - General Manager  
Mark DeWitt - Starlink Logistics

The Committee recessed at 9:54 a.m. and resumed upon the arrival of Director Scherzer at 10:11 a.m.

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

The Committee agreed to discuss Item 9 after Item 3.

**5. Technology Review Options for Board Meeting Recordings.**

Mr. Okupe advised that he is researching backup options for recording District meetings and will report his findings at the next Board meeting.

**6. Review/Approval of February 22, 2019 Engineering Committee Minutes**

The Committee reviewed and approved the minutes of February 22, 2019.

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

Mr. Okupe advised that he and General Counsel have together revised the Wastewater Treatment Agreement to memorialize discussions held with the City of Palo Alto wherein the City rejected a request to grant the District ownership in the treatment plant given its payment of a portion of the capital costs. Agreement revisions also included the District's request that all capital projects be approved by the District, and that the City provide a cost-benefit analysis of all projects before moving forward. Mr. Okupe stated that he is awaiting feedback on the revisions from the City.

After discussion, in response to a request by Director Scherzer, Mr. Okupe stated that he will obtain a copy of the Silicon Valley Joint Powers Authority Agreement for Committee review.

8. **Review/Discussion** of Delinquency Fees

Mr. Okupe advised that the District continues to receive payments for delinquent sewer fees. He has created a list of outstanding fees and will provide it to the Board at the next meeting.

9. **Review/Discussion** Refund of Sewer Fees for Starlink Logistics at 1990 Bay Road

Mr. Mark DeWitt of Starlink Logistics came before the Board to request a refund of \$5,760.00 for service fees that the District has levied on their vacant lot since 2008. Mr. Okupe stated that he will work with the District Attorney to facilitate refund of the fees.

10. **Oral & Written Communication**

There was no oral or written communication.

11. **Future Agenda**

The next meeting will be held on May 21, 2019 at 9:30 a.m.

12. **Adjournment**

There being no further business, the meeting adjourned at 10:23 a.m.

APPROVED:

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Board President

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Board Secretary

**(xx) Additional Materials Attached**

**Agenda Item 6**  
**Meeting Date 5/14/2019**

**I. NATURE OF ITEM**

**Review/Discussion** of Mr. and Mrs. Peoples 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**     7  
**Meeting Date** 5/14/2019

**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.

**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 8**  
**Meeting Date 5/14/2019**

**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 9**  
**Meeting Date 5/14/2019**

**I. NATURE OF ITEM**

**Adjournment**