



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 PUBLIC RELATIONS COMMITTEE MEETING MAY 20, 2019 1:30 P.M.

Notice is hereby given that the Public Relations Committee Meeting of the East Palo Alto Sanitary District will be held on **Monday May 20, 2019 at 1:30 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 Goro Mitchell
Director Dennis Scherzer
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 16th, 2019 PRCM Meeting Minutes
6. **Report / Discussion** Posting of Delinquency list on website
7. **Report / Discussion** of Novatech Proposal
8. **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.
9. **Future Agenda** TBD
10. **Adjournment**

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.

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:

I. NATURE OF ITEM

3. **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 5/20/2019

I. NATURE OF ITEM

Review/Approval of April 16th, 2019 PRCM Meeting 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
PUBLIC RELATIONS COMMITTEE MEETING MINUTES
APRIL 16, 2019**

1. Call to Order

A Public Relations Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Tuesday April 16, 2019 at 10:30 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
Goro Mitchell
Dennis Scherzer

Staff Present
Akin Okupe - General Manager

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of February 22, 2019 PRCM Meeting Minutes

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

6. Report / Discussion of Public Relation strategies for the Sewer Rate Increases and collection of delinquency fees.

Mr. Okupe advised that he is working with the public relations consultant as well as counsel in finalizing the newsletter. Once completed, the newsletter will be mailed together with a Proposition 218 notice to residents.

7. Report / Discussion of Novatech Proposal

The Committee agreed to pay former IT vendor Novatech the sum of \$600 to begin a search of their database in the hope of retrieving missing meeting videos. Mr. Okupe confirmed that the fee includes the search only, and that additional charges would be incurred for the restoration of any recovered videos. He also called attention to a clause in the proposal which states that there is no guarantee that a database search will locate the videos in question. Director Mitchell expressed concern as to the cost effectiveness of restoring videos that exceed the District's two-year retention policy.

Director Scherzer opined that such a decision should be brought before the full Board for resolution in the event that videos are located.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be announced.

- Video retention policy
- Newsletter

10. Adjournment

There being no further business, the meeting adjourned.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item 6
Meeting Date 5/20/2019

I. NATURE OF ITEM

Report / Discussion Posting of Delinquency list on website

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 7
Meeting Date 5/20/2019

I. NATURE OF ITEM

Report/Discussion of Novatech Proposal

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

V. COMMITTEE ACTION TAKEN

VI. NEXT STEPS

Korinne Nickings

From: Terry Hines <thines@novatechservices.com>
Sent: Tuesday, April 16, 2019 1:27 PM
To: Keianna Talton
Cc: Akin Okupe; Korinne Nickings
Subject: Re: Professional Service Agreement
Attachments: Re: EPASD Professional Services Agreement

Follow Up Flag: Follow up
Flag Status: Flagged

Greetings Keianna,

Per the attached email exchanged on March 28th we had said the quote needed to be increased to \$925:

We need to do a legal review with our attorney and insurance review with our provider. The costs to do this will need to be added to our quote (~\$300+). We would expect this to take 6-8 weeks. We will also have to schedule out once we reach an agreement.

As mentioned in the quote:

No guarantee is made for being able to find the videos

No guarantee is made to repair or correct any IT operations should there be a failure of IT equipment or services during searching

Please confirm if you want us to proceed with our legal and insurance review. Please also confirm you would accept the revision to the quote – to be finalized once the legal review is complete.

The agreement was returned without the additional fees of \$300 and without acceptance of the quote revision – total would be \$925. Therefore we are not in agreement and cannot proceed with the work.

Thank you for your interest in NovaTech Services. I suggest you work with your current IT provide who can search for the files just as we would.

Best Regards,

Terry Hines
NovaTech Services, Inc.
10th Anniversary – to the cloud and beyond
408-606-9407 direct
408-295-3188 office and fax
www.novatechservices.com

From: Keianna Talton <ktalton@epasd.com>
Date: Tuesday, April 16, 2019 at 1:13 PM
To: Terry Hines <thines@novatechservices.com>
Cc: Akin Okupe <aokupe@epasd.com>, Korinne Nickings <knickings@epasd.com>
Subject: Professional Service Agreement

Hello,

The Professional Service Agreement was Approved by the Board. Attached is the signed Professional Service Agreement.

Thanks.

**Keianna Talton
Administrative Assistant
East Palo Alto Sanitary District
Phone: (650)325-9021
Fax: (650)325-5173**

(xx) Additional Materials Attached

Agenda Item 8
Meeting Date 5/20/2019

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 STEPS

(xx) Additional Materials Attached

Agenda Item 9
Meeting Date 5/20/2019

I. NATURE OF ITEM

Future Agenda

Public Relations 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 10
Meeting Date 5/20/2019

I. NATURE OF ITEM

Adjournment