



## **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 May 23<sup>rd</sup>, 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 May 23<sup>rd</sup>, 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** June 6<sup>th</sup>, 2019 at 10:30 a.m. Finance Committee Meeting

### **9. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 05/23/2019

**I. NATURE OF ITEM**

**1. Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

**2. Roll Call**

**Directors Present:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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( ) **Additional Materials Attached**

**Agenda Item**     3 & 4  
**Meeting Date**   05/23/2019

**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 05/23/2019

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 # 44-19**

400.00
342.88
643.83
344.17
293.51
864.19
336.88
433.43
623.13
7,800.00
10,901.71
697.00
76.00
68.00
20.00
857.20
143.89
515.26
132.00
1,021.47
600.04
98.00

**IN THE AMOUNT OF \$27,212.59**

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#44-19 CHECK NUMBER
5721	AKINTUNDE A. OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF MAY 2019 I480	400.00	
5858	ANDREW MCGEE 564 PIRINEN IN, APT. F MODESTO, CA 95354	ON CALL SERVICEDT: 5/7/2019 I481	342.88	
5638	AT&T MOBILITY P.O. BOX 6463 CAROL STREAM, IL 60197-6463	WIRELESS SMARTPHONES - SVC PERIOD: 4/2/2019 - 5/1/2019 INV. #287239974171X05092019 DT: 5/1/2019 I482	643.83	
5858	BAYSIDE EQUIPMENT CO. 3562 HAVEN AVENUE REDWOOD CITY, CA 94063	TROUBLESHOOT GENERATOR SHUTDOWN INV. #33857 DT: 5/15/2019 I483	344.17	
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYWARD, CA 94545	RIDGID - SNAKE REPLACEMENT FOR TRUCK INV. #S4548349.001 DT: 4/29/2019 I484	293.51	
5858	CINTAS CORPORATION #464 P.O. BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES INV #464304781 DT: 5/08/2019 INV #464307850 DT: 5/15/2019 I485	864.19	
5638	COMCAST P.O. BOX 37601 PHILADELPHIA, PA 19101-0601	COMCAST BUNDLED SERVICES - PRI INV. #80606049 DT: 5/1/2019 I486	336.88	
5638	COMCAST P.O. BOX 60533 CITY OF INDUSTRY, CA 91716-0533	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE SVC PERIOD: 5/3/2019 TO 6/2/2019 DT: 4/28/2019 I487	433.43	
5459	DEGREE HVAC, INC. 2566 BAY ROAD REDWOOD CITY, CA 94063	HVAC SERVICE LABOR, TRUCK CHARGE, THERMOSTAT SVC DT: 3/7/2019 INV. #15315 DT: 3/22/2019 I488	623.13	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP CPAS 150 EXECUTIVE PARK BLVD STE #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES MONTH OF MAY 2019 I489	7,800.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES INV. #26882 DT: 5/3/2019 INV. #26965 DT: 5/10/2019 I490	10,901.71	
5858	JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309	IT SERVICES FOR MAY 2019 INV. #8553 DT: 5/14/2019 I491	697.00	
5858	KEIANNA TALTON 35227 LIDO BLVD NEWARK, CA 94560	SICK DAY - HALF DAY PAY DT: 4/24/2019 I492	76.00	
5858	MARQUEE PEST MANAGEMENT 44170 OLD WARM SPRINGS BLVD FREMONT, CA 94538-6144	EXT.G.I.P/EBS SVC DT: 5/9/2019 INV. #0158252 CUSTOMER #1131 I493	68.00	

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: 23,824.73**  
**TOTAL THIS PERIOD: 27,212.59**

PAGE 1 OF 2

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**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 23RD DAY OF MAY 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	#44-19 CHECK NUMBER
5638	MS. GLENDA SAVAGE 2389 GLEN WAY EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF MAY 2019 I494	20.00	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE DT: 4/29/2019 TO 5/5/2019 & 5/6/2019 TO 5/12/2019 I495	857.20	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	CURRENT ELECTRIC MONTHLY CHARGES, ACCT: 2164215266-0 SVC PERIOD 3/25/2019 - 4/23/2019 DT: 5/1/2019 I496	143.89	
5638	RECOLOGY SAN MATEO COUNTY P.O. BOX 514230 LOS ANGELES, CA 90051-4230	COMML WASTE/COMML ORGANICS ACCOUNT #730936203 SVC PERIOD: 4/1/2019 TO 4/30/2019 I497	515.26	
5638	RFC WIRELESS INC. 829 CORPORATE WAY FREMONT, CA 94539	SERVICE TURBO TALK INV. #22026 DT: 5/1/2019 I498	132.00	
5858	T&K JANITORIAL 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES FOR MAY (2ND HALF) INV #5041 DT: 5/15/2019 I499	1,021.47	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE DT: 4/29/2019 TO 5/5/2019 & 5/6/2019 TO 5/12/2019 I500	600.04	
4631	U.S. HEALTHWORKS P.O. BOX 50042 LOS ANGELES, CA 90074	VACCINE - 1 EMPLOYEE AT SAN CARLOS FACILITY INV. #3493671-CA DT: 4/26/2019 I501	98.00	

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: 3,387.86**  
**TOTAL THIS PERIOD: 27,212.59**

PAGE 2 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 23RD DAY OF MAY 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDASAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

( ) Additional Materials Attached

Agenda Item 6  
Meeting Date 05/23/2019

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 05/23/2019

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** 05/23/2019

**I. NATURE OF ITEM**

**Future Agenda** June 6<sup>th</sup>, 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** 05/23/2019

**I. NATURE OF ITEM**

Adjournment