

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
FINANCE COMMITTEE MEETING MINUTES  
FEBRUARY 14, 2019**

**1. Call to Order**

A Finance Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, February 14, 2019 at 1:30 p.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

Glenda Savage

Bethzabe Yanez

Staff Present

Akin Okupe – General Manager

Micheline Wegem – Accountant

**3. Communication from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of January 29, 2019 Finance Committee Meeting Minutes**

The Committee reviewed and approved the meeting minutes of January 29, 2019.

**6. Review/Approval of Withdrawal Orders and Authorizing Payment of Bills**

The Committee recessed at 1:33 p.m. and resumed at 1:45 p.m., having approved the withdrawal orders, authorized the payment of bills and completed the bank reconciliation.

**7. Review/Approval of Bank Reconciliation**

This item was discussed together with Item 6.

**8. Oral & Written Communication**

There was no oral or written communication.

**9. Future Agenda**

The next meeting will be held on February 25, 2019 at 11:30 a.m.

**10. Adjournment**

There being no further business, the meeting adjourned at 1:40 p.m.

APPROVED:

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Board President

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Board Secretary