

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
FINANCE COMMITTEE MEETING MINUTES
January 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 Monday, January 14, 2019 at 4:01 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

Betsy Yañez

Staff Present

Akin Okupe – General Manager

Micheline Wegem - Accountant

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

There were no agenda amendments.

5. Review/Approval of December 27, 2018 Finance Committee Meeting Minutes

The Committee reviewed and approved the meeting minutes of December 27, 2018.

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

The Committee reviewed and approved the Withdrawal Orders and authorized payment of the bills.

7. Review/Approval of Bank Reconciliation

The Committee reviewed and approved the bank reconciliation.

8. Oral & Written Communication

Mr. Okupe advised that the existing copier vendor has requested the opportunity to submit a competing bid for services. He will present the bid to the Committee once received.

9. Future Agenda

The next meeting will be held on January 29, 2019 at 4:00 p.m.

10. Adjournment

There being no further business, the meeting adjourned at 4:17 p.m.

APPROVED:

Board President

Board Secretary