

**EAST PALO ALTO SANITARY DISTRICT  
PUBLIC RELATIONS COMMITTEE MEETING MINUTES  
MAY 20, 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 Monday May 20, 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

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 April 16, 2019 PRCM Meeting Minutes**

The Committee reviewed and approved the meeting minutes of April 16, 2019.

**6. Report / Discussion Posting of Delinquency list the on website**

Mr. Okupe advised the Committee of the creation of a delinquency list that he would like to post to the District's website.

Director Mitchell expressed concern that an inadvertent posting of erroneous information could give rise to legal liability. Mr. Okupe stated that he will bring the matter before the Board for further discussion and approval.

**7. Report / Discussion of Novatech Proposal**

Mr. Okupe reported that the Novatech proposal has increased from \$600 to \$900 due to the inclusion of a legal review. The Committee agreed to the increased proposal.

**8. Oral & Written Communication**

There was no oral or written communication.

**9. Future Agenda**

The next meeting will be announced.

- Legal counsel advice regarding website posting
- Novatech legal review findings
- Brochure

**10. Adjournment**

There being no further business, the meeting adjourned at 1:35 p.m.

APPROVED:

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Board President

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Board Secretary