

**EAST PALO ALTO SANITARY DISTRICT  
ENGINEERING COMMITTEE MEETING MINUTES  
March 19, 2019**

**1. Call to Order**

An Engineering Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Sykes-Miessi on Tuesday March 19, 2019 at 9:40 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  
Joan Sykes-Miessi

Staff Present  
Akin Okupe, General Manager  
Korinne Nickings, Executive Admin. Asst.

The Committee recessed at 9:42 a.m. to await the arrival of Director Scherzer who arrived at 9:56 a.m.

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

The Committee agreed to address Item 9 at such time as resident Paula Shen is able to conference in.

**5. Technology Review New Konica Printer installed**

Mr. Okupe advised that the new Konica printer has been installed and staff has received training.

**6. Review/Approval of February 22, 2019 Engineering Committee Minutes**

The Committee reviewed and approved the meeting minutes of February 22, 2019 subject to the below revisions:

Item No. 5 – Technology Review. The first sentence should be replaced to read:  
“Director Scherzer advised that he has been informed by a Bioforce Tech representative

that their facility at the Silicon Valley Clean Water treatment plant at Redwood Shores has been shut down while awaiting a new air quality permit.”

Item 7B - EPA Arts Center. Remove the word “delinquent”.

7. **Review/Discussion** of updated agreement with the City of Palo Alto regarding treatment of wastewater.

Mr. Okupe advised that he has received the revised agreement from District counsel and has forwarded it to the City of Palo Alto for concurrence. Once it has been returned, he will bring it before the Board for approval.

8. **Review/Discussion** of Delinquency Fees

Mr. Okupe is currently conducting a review of delinquent connection fees and will bring his findings back to the Committee at the next meeting.

9. **Review/Discussion** Conference call with Paula Shen regarding issues and concerns on the unpaid sewer service charges.

East Palo Alto resident Paula Shen spoke to the Committee with concerns regarding a \$2,300 delinquency fee that she has been levied and asked for a waiver of the retroactive fees. Mr. Okupe advised Ms. Shen that due to legal ramifications, fees cannot be waived; however, residents have the option to make installment payments on the delinquent fees.

Director Sykes-Miessi informed Ms. Shen that the Board will take the matter under further advisement with the full Board.

In discussion, Director Scherzer suggested that it may be prudent for the District to review building permits on a regular basis going forward in order to stay abreast of developments within its jurisdiction.

The Committee agreed to ask the Board for formal approval that residents be allowed to make installment payments on delinquent connection fees.

10. **Oral & Written Communication**

There was no oral or written communication.

11. **Future Agenda**

The next meeting will be held on April 16, 2019 at 9:30 a.m.

- Delinquency fees – provide copy of Sanitary Code
- MOU for City of East Palo Alto

**12. Adjournment**

There being no further business, the meeting adjourned at 10:17 a.m.

APPROVED:

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Board President

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Board Secretary