

**EAST PALO ALTO SANITARY DISTRICT  
PUBLIC INFORMATION  
& INTERGOVERNMENTAL AFFAIRS  
COMMITTEE MEETING MINUTES  
January 15, 2019**

**1. Call to Order**

A Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Mitchell on Tuesday, January 15, 2019 at 3:15 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

Staff Present  
Akin Okupe - General Manager  
Marina Owens – Executive Assistant  
Korinne Nickings – Executive Assistant  
Humza Javed – Engineer, City of East Palo Alto

Director Yanez telephoned her absence. As such, the meeting is informational only.

**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 19, 2018 Meeting Minutes**

This item was tabled in the absence of Director Yanez.

**6. Report/Discussion of Update of City of East Palo Alto Projects**

Mr. Javed provided an update on the below projects:

- Bay Road Improvement Project: Phases 4 and 5 of the project will involve the reconstruction of Pulgas Avenue to the eastern end near the Cooley Landing entrance and will include bike and bus friendly lanes. The City is currently experiencing a funding shortfall and is seeking a grant in order to fill in the gap. If successful, advertising for the project will begin in the Spring.
- Flood Control Areas: This project which was undertaken by the JPA was recently completed.
- The trash capture device/pump station has been completed on O'Connor Street.
- RV Parking Project: A temporary parking site will be constructed at Bay Road and Pulgas Avenues that will be managed by local nonprofit Project We Hope. Plans are to provide job search and medical assistance services to the RV residents. The site will include restrooms, areas for showering and other hygiene services.
- Annual Street Resurfacing Project: This will be under construction soon, with bidding to begin in the Spring.
- Several applications are currently under review by the City for multi-family development projects.

Mr. Okupe added that as relates to the University Plaza Phase II Project, he has been working with a consultant and has drafted a memo to the project developer requesting financing for the necessary hydraulic modeling as well as fulfillment of other requirements.

**7. Review/Discussion of Memorandum of Understanding (MOU)**

Mr. Okupe reported that he has received the updated draft of the MOU; however, it does not address encroachment permit fees. He will add the pertinent language and submit the MOU for legal review before bringing it before the Board.

**8. Review/Discussion of Sewer Replacement Project Miscellaneous Areas**

Mr. Okupe stated that the sewer project was slated to begin on January 7 but has been delayed due to inclement weather.

**9. Review/Discussion of Permit Approval Process**

Mr. Okupe advised that residents with sewer lateral issues who are seeking to undertake property improvements must first repair the lateral and receive a sewer lateral permit before being approved for property improvement permits. He is

endeavoring to coordinate with the City to enforce lateral replacement prior to issuance of improvement permits. Director Mitchell suggested, and Mr. Okupe agreed, to insert language into the MOU relating to such enforcement.

**10. Oral & Written Communication**

There was no oral or written communication.

**11. Future Agenda**

The next meeting will be held on February 20, 2019 at 3:00 p.m.

- University Plaza Phase II
- MOU
- Other project updates

**12. Adjournment**

There being no further business, the meeting adjourned at 3:40 p.m.

APPROVED:

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Board President

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Board Secretary