



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS

Glenda Savage, President
Joan Sykes-Miessi, Vice President
Bethzabe Yañez, Secretary
Goro Mitchell, Director
Dennis Scherzer, Director

901 Weeks Street
East Palo Alto, CA 94303
Phone: (650) 325-9021
Fax: (650) 325-5173
www.epasd.com

Akin Okupe, M.B.A, P.E., General Manager

EAST PALO ALTO SANITARY DISTRICT HUMAN RESOURCES MANAGEMENT AND ORGANIZATION COMMITTEE AGENDA

MAY 21, 2019

10:30 AM

Notice is hereby given that the Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday, May 21, 2019 10:30 a.m.** The meeting will take place at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

1. **Call to Order**

2. **Roll Call**

Director Joan Sykes-Miessi
Director Glenda Savage

3. **Communications from the Public**

Members of the public are invited to address the Board regarding non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.

4. **Agenda Amendments**

5. **Review/Approval** of April 23, 2019 Meeting Minutes

6. **Review/Discussion** of the District Contract with Jean Pierre & Co. for accounting services.

7. **Oral & Written Communication** Brief reports may be presented by the Board Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

8. **Future Agenda**

To be determined

9. **Adjournment**

***PLEASE REMEMBER TO TURN OFF ALL CELL PHONES AND ELECTRONIC DEVICES**

Any writings or documents pertaining to an open session item provided to a majority of the members of the legislative body less than 72 hours prior to the meeting, shall be made available for public inspection at the East Palo Alto Sanitary District located at 901 Weeks Street, East Palo Alto, CA 94303.
Upon request, agendas and documents in the agenda packet will be made available in appropriate alternative formats to persons with a disability, as required by law. Any such request must be made in writing to the East Palo Alto Sanitary District, 901 Weeks Street, East Palo Alto, CA 94303. Requests will be valid for the calendar year in which the request is received and must be renewed prior to January 1st.
Persons needing disability-related modifications or accommodations in order to participate in public meetings, including persons requiring auxiliary aids or services, may request such modifications or accommodations by calling the East Palo Alto Sanitary District at (650) 325-9021 at least 48 hours prior to the meeting.

I. NATURE OF ITEM

1. Call to Order

Called to order by _____ at _____ **p.m.**

2. Roll Call

Directors Present:

Directors Absent:

Staff Present:

Guests Present:

3. **NATURE OF ITEM**

Communication from the Public - Members of the public are invited to address the Board regarding agenda items and non-agenda items at the beginning of the meeting only. Persons wishing to speak on items listed on the agenda will be heard when called by the meeting chair.

Speaker # 1: _____

Speaker # 2: _____

Speaker # 3: _____

4. **Agenda Amendments**

Item# _____ moved to _____

Item# _____ moved to _____

Item# _____ tabled

Item# _____ tabled

(xx) Additional Materials Attached

Agenda Item: 5
Meeting Date: 05/21/2019

I. **NATURE OF ITEM**

Review/Approval of April 23, 2019 Meeting Minutes

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined.

VI. **NEXT STEPS**

**EAST PALO ALTO SANITARY DISTRICT
HUMAN RESOURCES MANAGEMENT AND
ORGANIZATION COMMITTEE MEETING MINUTES
APRIL 23, 2019**

1. Call to Order

A Human Resources and Organization Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Tuesday, April 23, 2019 at 10:34 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

Glenda Savage
Joan Sykes-Miessi

Staff Present

Akin Okupe - General Manager

3. Communications from the Public

There were no communications from the public.

4. Agenda Amendments

The Committee agreed to table Item 6 for the next meeting.

5. Review/Approval of February 12th Meeting Minutes

The Committee reviewed and approved the meeting minutes of February 12, 2019.

6. Review/Discussion Recruitment and Selection Policy

This item was tabled for the next meeting.

7. Review/Discussion of the District Contract with Jean Pierre & Co. for accounting services.

The Committee agreed to a retroactive cost of living increase, effective May 1, 2017, for Jean Pierre & Co. Accounting Services as stipulated in its contract. Mr. Okupe will provide increase information at the next meeting, after which the request will go before the Board for final approval.

8. Oral & Written Communication

There was no oral or written communication.

9. Future Agenda

The next meeting will be held on May 14, 2019 at 10:00 a.m.

10. Adjournment

There being no further business, the meeting adjourned at 10:42 a.m.

APPROVED:

Board President

Board Secretary

(xx) Additional Materials Attached

Agenda Item: 6
Meeting Date: 05/21/2019

I. **NATURE OF ITEM**

Review/Discussion of the District Contract with Jean Pierre & Co. for accounting services.

II. **BACKGROUND**

II. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined.

VI. **NEXT STEPS**

**United States Consumer Price Index for All Urban Consumers (CPI-U)
1970 - 2019
(in percents)**

Year	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.	Annual Average	Annual Inflation Rate
2019	251.7	252.8	254.2											
2018	247.9	249.0	249.6	250.5	251.6	252.0	252.0	252.1	252.4	252.9	252.0	251.2	251.1	4.6%
2017	242.8	243.6	243.8	244.5	244.7	245.0	244.8	245.5	246.8	246.7	246.7	246.5	245.1	2.1%
2016	236.9	237.1	238.1	239.3	240.2	241.0	240.6	240.9	241.4	241.7	241.4	241.4	240.0	1.3%
2015	233.7	234.7	236.1	236.6	237.8	238.6	238.7	238.3	237.9	237.8	237.3	236.5	237.0	0.1%
2014	233.9	234.8	236.3	237.1	237.9	238.3	238.3	237.9	238.0	237.4	236.2	234.8	236.7	1.6%
2013	230.3	232.2	232.8	232.5	232.9	233.5	233.6	233.9	234.1	233.5	233.1	233.0	233.0	1.5%
2012	226.7	227.7	229.4	230.1	229.8	229.5	229.1	230.4	231.4	231.3	229.6	229.6	229.6	2.1%
2011	220.2	221.3	223.5	224.9	226.0	225.9	226.5	226.5	226.4	226.2	225.7	224.9	224.9	3.2%
2010	216.7	216.7	217.6	218.0	218.2	218.0	218.0	218.3	218.4	218.7	218.8	219.2	218.1	1.6%
2009	211.1	212.2	212.7	213.2	213.9	215.7	215.4	215.8	216.0	216.2	216.3	215.9	214.5	-0.4%
2008	211.1	211.7	213.5	214.8	216.6	218.8	220.0	219.1	218.8	216.6	212.4	210.2	215.3	3.8%
2007	202.4	203.5	205.4	206.7	207.9	208.4	208.3	207.9	208.5	208.9	210.2	210.0	207.3	2.8%
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	201.6	3.2%
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8	195.3	3.4%
2004	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3	188.9	2.7%
2003	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3	184.0	2.3%
2002	177.1	177.8	178.8	179.8	179.8	179.9	180.1	180.7	181.0	181.3	181.3	180.9	179.9	1.6%
2001	175.1	175.8	176.2	176.9	177.7	178.0	177.5	177.5	178.3	177.7	177.4	176.7	177.1	2.8%
2000	168.8	169.8	171.2	171.3	171.5	172.4	172.8	172.8	173.7	174.0	174.1	174.0	172.2	3.4%
1999	164.3	164.5	165.0	166.2	166.2	166.2	166.7	167.1	167.9	168.2	168.3	168.3	166.6	2.2%
1998	161.6	161.9	162.2	162.5	162.8	163.0	163.2	163.4	163.6	164.0	164.0	163.9	163.0	1.6%
1997	159.1	159.6	160.0	160.1	160.1	160.3	160.5	160.8	161.2	161.6	161.5	161.3	160.5	2.3%
1996	154.4	154.9	155.7	156.3	156.6	156.7	157.0	157.3	157.8	158.3	158.6	158.6	156.9	3.0%
1995	150.3	150.9	151.4	151.9	152.2	152.5	152.5	152.9	153.2	153.7	153.6	153.5	152.4	2.8%
1994	146.2	146.7	147.2	147.4	147.5	148.0	148.4	149.0	149.4	149.5	149.7	149.7	148.2	2.6%
1993	142.6	143.1	143.6	144.0	144.2	144.4	144.4	144.8	145.1	145.7	145.8	145.8	144.5	3.0%
1992	138.1	138.6	139.3	139.5	139.7	140.2	140.5	140.9	141.3	141.8	142.0	141.9	140.3	3.0%
1991	134.6	134.8	135.0	135.2	135.6	136.0	136.2	136.6	137.2	137.4	137.8	137.9	136.2	4.2%
1990	127.4	128.0	128.7	128.9	129.2	129.9	130.4	131.6	132.7	133.5	133.8	133.9	130.7	5.4%
1989	121.1	121.6	122.3	123.1	123.8	124.1	124.4	124.6	125.0	125.6	125.9	126.1	124.0	4.8%
1988	115.7	116.0	116.5	117.1	117.5	118.0	118.5	119.0	119.8	120.2	120.3	120.5	118.3	4.1%
1987	111.2	111.6	112.1	112.7	113.1	113.5	113.8	114.4	115.0	115.3	115.4	115.4	113.6	3.6%
1986	109.6	109.3	108.8	108.6	108.9	109.5	109.5	109.7	110.2	110.3	110.4	110.5	109.6	1.9%
1985	105.5	106.0	106.4	106.9	107.3	107.6	107.8	108.0	108.3	108.7	109.0	109.3	107.6	3.6%
1984	101.9	102.4	102.6	103.1	103.4	103.7	104.1	104.5	105.0	105.3	105.3	105.3	103.9	4.3%
1983	97.8	97.9	97.9	98.6	99.2	99.5	99.9	100.2	100.7	101.2	101.3	101.3	99.6	3.2%
1982	94.3	94.6	94.5	94.9	95.8	97.0	97.5	97.7	97.9	98.2	98.0	97.6	96.5	6.2%
1981	87.0	87.9	88.5	89.1	89.8	90.6	91.6	92.3	93.2	93.4	93.7	94.0	90.9	10.3%
1980	77.8	78.9	80.1	81.0	81.8	82.7	82.7	83.3	84.0	84.8	85.5	86.3	82.4	13.5%
1979	68.3	69.1	69.8	70.6	71.5	72.3	73.1	73.8	74.6	75.2	75.9	76.7	72.6	11.3%
1978	62.5	62.9	63.4	63.9	64.5	65.2	65.7	66.0	66.5	67.1	67.4	67.7	65.2	7.6%
1977	58.5	59.1	59.5	60.0	60.3	60.7	61.0	61.2	61.4	61.6	61.9	62.1	60.6	6.5%
1976	55.6	55.8	55.9	56.1	56.5	56.8	57.1	57.4	57.6	57.9	58.0	58.2	56.9	5.8%
1975	52.1	52.5	52.7	52.9	53.2	53.6	54.2	54.3	54.6	54.9	55.3	55.5	53.8	9.1%
1974	46.6	47.2	47.8	48.0	48.6	49.0	49.4	50.0	50.6	51.1	51.5	51.9	49.3	11.0%
1973	42.6	42.9	43.3	43.6	43.9	44.2	44.3	45.1	45.2	45.6	45.9	46.2	44.4	6.2%
1972	41.1	41.3	41.4	41.5	41.6	41.7	41.9	42.0	42.1	42.3	42.4	42.5	41.8	3.2%
1971	39.8	39.9	40.0	40.1	40.3	40.6	40.7	40.8	40.8	40.9	40.9	41.1	40.5	4.4%
1970	37.8	38.0	38.2	38.5	38.6	38.8	39.0	39.0	39.2	39.4	39.6	39.8	38.8	5.8%

Source: U.S. Department of Labor, Bureau of Labor Statistics

4/10/19

ACCOUNTING FEE - Percentage Increase in the Consumer Price Index

	Annual Fee	CPI 2.45%	Total Montly	Annual CPI	Hours 832/year
7/1/2016 to 6/30/2017	78,000	2.45%	159.25	\$ 1,911	
7/1/2017 to 6/30/2018	95,511	2.51%	199.78	2,397	
7/1/2018 to 6/30/2019	97,908	2.55%	208.05	<u>2,497</u>	
Retroactive Total				6,805	

I. **NATURE OF ITEM**

Oral & Written Communication Brief reports may be presented by the Board Manager and Staff pertaining to items not listed on the Agenda; however, no discussion or action can be taken.

II. **BACKGROUND**

II. **STAFF COMMENTS/ RECOMMENDATIONS**

As directed by Board.

IV. **ACTION OPTIONS**

V. **COMMITTEE ACTION TAKEN**

To be determined.

VI. **NEXT STEPS**

(xx) Additional Materials Attached

Agenda Item: 8
Meeting Date: 05/21/2019

I. NATURE OF ITEM

Future Agenda

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS

(xx) Additional Materials Attached

Agenda Item: 9
Meeting Date: 05/21/2019

I. NATURE OF ITEM

Adjournment

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

As directed by Board.

IV. ACTION OPTIONS

V. COMMITTEE ACTION TAKEN

To be determined.

VI. NEXT STEPS