



## **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](http://www.epasd.com)

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

## **EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA August 5<sup>th</sup>, 2019 2:00 p.m.**

Notice is hereby given that the Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Monday August 5<sup>th</sup>, 2019 at 2:00 p.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 Glenda Savage  
Director Bethzabe Yañez

### **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 Withdrawal Orders and Authorizing Payment of Bills**

### **6. Review/Discussion of CINTAS Contract Update**

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

### **8. Future Agenda August 19<sup>th</sup>, 2019 at 2:00 p.m. Finance Committee Meeting**

### **9. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 08/05/2019

**I. NATURE OF ITEM**

1. **Call to Order**

Called to order by \_\_\_\_\_ at \_\_\_\_\_ p.m.

2. **Roll Call**

**Directors Present:**

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**Directors Absent:**

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**Staff Present:**

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**Guests Present:**

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( ) **Additional Materials Attached**

**Agenda Item**    3 & 4  
**Meeting Date**   08/05/2019

**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 08/05/2019

I. NATURE OF ITEM

Review/Approval of Withdrawal Orders and Authorizing Payment of Bills

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

## REQUEST ORDER # 01 - 20

400.00
1,588.26
2,257.32
5,697.36
2,050.17
1,064.08
58.50
1,986.31
75.00
8,948.60
8,034.00
885.00
510.00
1,150.00
20.00
84.85
57.95
155.09
724.95
501,374.00
2,164.90
1,021.48
600.04
1,294.67

**IN THE AMOUNT OF \$542,202.53**

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#01-20 CHECK NUMBER
5721	AKINTUNDE A. OKUPE 1675 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF JULY 2019 I001	400.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER, WATER SERVICE, METER REPLACEMENT CAPITAL IMPROVEMENT - ACCT# 92-0501630-7, 92-0385576-3, 92-0386303-1 I002	1,588.26	
5858	BAYSIDE EQUIPMENT COMPANY 3562 HAVEN AVENUE REDWOOD CITY, CA 94063	SERVICE ON CUMMINS GENERATOR 80DGDA - IN SHOP RE#74195 DT: 7/24/2019 I003	2,257.32	
6732	BEST BEST & KRIEGER LLP ACCOUNTS RECEIVABLE P.O. BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH 6/30/2019 INV. 854475 DT: 7/17/2019 MATTER #82091.00002 GENERAL LABOR INV. 854474 DT: 7/17/2019 MATTER #82091.00001 GENERAL INV. 854476 DT: 7/17/2019 MATTER #82091.00009 EMPLOYEE BENEFITS INV. 854477 DT: 7/17/2019 MATTER #82091.00010 REAL PROPERTY MATTERS I004	5,697.36	
	BUSINESS CARD - 8533 P.O. BOX 15796 WILMINGTON, DE 19886-5796	OFFICE PURCHASES 6/21/2019 - 7/20-2010 5193-\$583.04 5459-\$621.26 5969-\$679.39 FEES-\$166.48 I005	2,050.17	
5858	CINTAS CORPORATION # 464 PO BOX 29059 PHOENIX, AZ 85038-9059	MAINTENANCE UNIFORMS & SUPPLIES : INV.#464329039 DT: 7/3/2019 INV# 464335071 DT:7/17/2019, INV# 464339093 DT:7/24/2019, INV.#464 DT:7/31/2019 I006	1,064.08	
5858	DATCO SERVICES CORPORATION 2280 GRASS VALLEY HWY SUITE 232 AUBURN, CA 95603	QUARTERLY SERVICE FEES FOR APRIL, MAY, JUNE - QTR 2, 2019 INV. #144904 DT: 4/1/2019 I007	58.50	
5858	FAST SIGNS 1476 ODDSTAD DRIVE REDWOOD CITY, CA 94063	SINGLE SIDED EXTERIOR SIGN & INSTALLATION INV.#395-27079 DT: 7/17/2019 I008	1,986.31	
5459	GLOBAL STEEL 255 DEMETER STREET EAST PALO ALTO, CA 94303	SPOT REPAIR ON SERVICE TRUCK #1331250 INV.#10449 DT: 7/25/2019 I009	75.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES INV.#27777 DT: 7/12/219 INV.#27867 DT: 7/19/2019 I010	8,948.60	
5872	JEANPIERRE, WEGEM, ALABI & CO., LLP CPAS 150 EXECUTIVE PARK BOULEVARD, STE #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH FOR JULY 2019 I011	8,034.00	
5969	JOANN WRIGHT 2525 ANNAPOLIS STREET EAST PALO ALTO, CA 94303	CATERING SERVICES (RBM & SBM) SBM 6/27/19, RBM 6/13/19, RBM 7/11/19 I012	885.00	
5858	JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309	IT SERVICES FROM 7/11/2019 TO 7/24/2019 INV. #8583 DT: 7/24/2019 I013	510.00	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT:  
PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE: 33,554.60**  
**TOTAL THIS PERIOD: 542,202.53**

PAGE 1 OF 2

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED  
AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.  
SIGNED AND SEALED THIS 5TH DAY OF AUGUST 2019 BY EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS

\_\_\_\_\_  
GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
BETSY YANEZ, SECRETARY

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	NUMBER
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	TRANSCRIPTION SERVICES FOR JULY 2019 COMMITTEE, AND REGULAR BOARD MEETINGS: INV. DT: 7/30/2019 I014	1,150.00	
5638	MS. GLENDA SAVAGE 2398 GLEN WAY EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT FOR JULY 2019 I015	20.00	
5459	OWEN EQUIPMENT SALES P.O. BOX 20877 PORTLAND, OR 97294	BALL VALVE 1/2 I INV.#00061214 DT: 7/26/2019 I016	84.85	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	CURRENT GAS MONTHLY CHARGES ACCT. #2205881930-5 DT: 7/18/2019 I017	57.95	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVENUE SUITE 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV.#421107102019 DT: 7/10/2019 I018	155.09	
5858	PROTECTION 1/ADT P.O. BOX 219044 KANSAS CITY, MO 64121-9044	ALARM MONITORING - SVC PERIOD: 8/18/2019 TO 9/17/2019 INV. 129823098 DT: 7/18/2019 I019	724.95	
	REVENUE COLLECTIONS CITY OF PALO ALTO P.O. BOX 10250 PALO ALTO, CA 94303	1ST QTR FY 19/20 O&M OF RWQCP 1990 BOND DEBT SERVICE AND 1999 BOND DEBT SERVICE INV.#7800005577 DT:7/19/2019 5817-\$482,954.00 6322-\$18,420.00 I020	501,374.00	
5459	STEVENS CREEK CHRY-JEEP DODGE 4100 STEVENS CREEK BLVD SAN JOSE, CA 95129	2010 DODGE TOYOTA MAINTENANCE INV.#250764 DT: 7/18/2019 I021	2,164.90	
5858	T & K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES (PARTIAL BALANCE) FOR AUGUST 2019 INV.#5047 DT: 8/1/2019 I022	1,021.48	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE DT: 7/15/2019 TO 7/21/2019 & 7/22/2019 TO 7/28/2019 I023	600.04	
5332	UNDERGROUND SERVICE ALERT OF NORTHERN CALIFORNIA AND NEVADA 4005 PORT CHICAGO HIGHWAY, # 100 CONCORD, CA 94520-1122	ANNUAL % OF TICKETS FEE - CA FLAT RATE FEE INV.#1422002019 DT: 7/19/2019 I024	1,294.67	

THE ABOVE CLAIMS, HAVING BEEN EXAMINED BY ME AND FOUND TO BE CORRECT ARE HEREBY APPROVED AND CERTIFIED AS DUE BILLS AGAINST THE DISTRICT: PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE: 508,647.93**  
**TOTAL THIS PERIOD: 542,202.53**

PAGE 2 OF 2

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

MOTIONS HAVING BEEN DULY MADE AND SECONDED. THE ABOVE CLAIMS ARE HEREBY APPROVED AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

SIGNED AND SEALED THIS 5TH DAY OF AUGUST 2019 BY EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS

\_\_\_\_\_  
GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
BETSY YANEZ, SECRETARY

**REQUEST ORDER # 02-20**

1,370.00

**IN THE AMOUNT OF \$1,370.00**



02546 EAST PALO ALTO SANITARY DISTRICT  
CODE  
NUMBER PAYABLE TO:

REQUEST #02-20  
CHECK  
NUMBER AMOUNT

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	CHECK NUMBER
5861	FREYER & LAURETA, INC. 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	2036 SEWER CAPACITY CHARGE UPDATE INV. #19-274 DT: 7/30/2019 I025	1,370.00	

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PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE: 1,370.00**  
**TOTAL THIS PERIOD: 1,370.00**

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

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SIGNED AND SEALED THIS 5TH DAY OF AUGUST 2019 BY EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS

\_\_\_\_\_  
GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
BETSY YANEZ, SECRETARY

**REQUEST ORDER # 03-20**

14,851.86

**IN THE AMOUNT OF \$14,851.86**

02546 EAST PALO ALTO SANITARY DISTRICT  
CODE  
NUMBER PAYABLE TO:

REQUEST #03-20  
CHECK  
NUMBER AMOUNT

5861	C2R ENGINEERING INC. 664 WILLOWGATE STREET MOUNTAIN VIEW, CA 94043	SEWER REPLACEMENT PROJECT - MISC. AREAS PROJECT #286 PP1 BALANCE & 5% RETENTION I026	14,851.86
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PAYMENT OF THE ABOVE BILLS SHOULD BE CHARGED AGAINST: EAST PALO ALTO SANITARY DISTRICT

**TOTAL THIS PAGE: 14,851.86**  
**TOTAL THIS PERIOD: 14,851.86**

PAGE 1 OF 1

AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

DATE

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BOARD OF DIRECTORS

\_\_\_\_\_  
GLENDA SAVAGE, PRESIDENT

\_\_\_\_\_  
BETSY YANEZ, SECRETARY

( ) Additional Materials Attached

Agenda Item 6  
Meeting Date 08/05/2019

I. NATURE OF ITEM

Review/Discussion of CINTAS Contract Update

II. BACKGROUND

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

( ) Additional Materials Attached

Agenda Item 7  
Meeting Date 08/05/2019

V. NATURE OF ITEM

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

VI. BACKGROUND

VII. STAFF COMMENTS/ RECOMMENDATIONS

VIII. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS

( ) **Additional Materials Attached**

**Agenda Item** 8  
**Meeting Date** 08/05/2019

I. **NATURE OF ITEM**

**Future Agenda** August 19<sup>th</sup>, 2019 at 2:00 p.m.. Finance Committee Meeting

II. **BACKGROUND**

III. **STAFF COMMENTS/ RECOMMENDATIONS**

IV. **ACTION OPTIONS**

To be determined upon discussion.

VI. **NEXT STEPS**

( ) **Additional Materials Attached**

**Agenda Item** 9  
**Meeting Date** 08/05/2019

**I. NATURE OF ITEM**

Adjournment