



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

EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING AGENDA September 3, 2019 10:30 a.m.

Notice is hereby given that the Special Finance Committee Meeting of the East Palo Alto Sanitary District will be held on **Tuesday September 3, 2019 at 10:30 am**. 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. 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

7. Future Agenda September 17, 2019 at 10:30 a.m Finance Committee Meeting

8. Adjournment

() Additional Materials Attached

Agenda Item 1 & 2
Meeting Date 9/03/2019

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:

() Additional Materials Attached

Agenda Item 3 & 4
Meeting Date 9/03/2019

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 9/03/2019

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 # 07- 20

| |
|-----------|
| 657.53 |
| 6,698.50 |
| 500.88 |
| 6,102.57 |
| 645.24 |
| 532.04 |
| 1,546.69 |
| 5,013.04 |
| 80,000.00 |
| 57.97 |
| 10,034.97 |
| 535.50 |
| 6.00 |
| 98.00 |
| 257.16 |
| 37.76 |
| 154.32 |
| 751.90 |
| 1,021.48 |

IN THE AMOUNT OF \$114,651.55

| 02545 CODE NUMBER | EAST PALO ALTO SANITARY DISTRICT PAYABLE TO: | PURPOSE | REQUEST AMOUNT | #07-20 CHECK NUMBER |
|-------------------------|--|--|-------------------|---------------------------|
| 5638 | AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449 | EPA INDUSTRIAL WATER DT: 8/16/2019 ACCT: 92-0501630-7 I056 | 657.53 | |
| 5459 | AMERICAN WATER ENTERPRISES INC. P.O BOX 822039 PHILADELPHIA, PA 19182-2039 | NEW HYDRANT REPAIR INV.#AWEC-00000155 DT: 8/20/2019 I057 | 6,698.50 | |
| 5858 | ANDREW MCGEE 147 VERBENA DRIVE EAST PALO ALTO, CA 94303 | ON CALL SERVICE, BEREAVEMENT, BRIDGE TOLL 8/12/2019 TO 8/18/2019 , 8/23/2019 , 5/3/2019 I058 | 500.88 | |
| 6732 | BEST BEST & KRIEGER LLP ACCOUNTS PAYABLE P.O BOX 1028 RIVERSIDE, CA 92502 | PROFESSIONAL SERVICES RENDERED THROUGH JULY 31, 2019 INV. #856455 DT: 8/14/2019 MATTER# 82091.0001 GENERAL INV. #856456 DT: 8/14/2019 MATTER# 82091.00008 PUBLIC CONTRACTING INV. #856457 DT: 8/14/2019 MATTER# 82091.00010 REAL PROPERTY MATTERS I059 | 6,102.57 | |
| 5858 | CALTRONICS 10491 OLD PLACERVILLE ROAD SACROMENTO, CA 95827 | CONTRACT BASE RATE AND USE CHARGES FOR 3/21/2019 TO 8/12/2019 INV.#2734372 INV.#2771563 INV.#2791173 INV.#2814052 INV.#2835579 DT: 8/20/2019 I060 | 645.24 | |
| 5858 | CINTAS CORPORATION # 464 P.O. BOX 29059 PHOENIX, AZ 85038-9056 | MAINTENANCE UNIFORMS & SUPPLIES INV.#464350175 DT: 8/21/2019, INV.#464353197 DT: 8/28/2019 I061 | 532.00 | |
| 5638 | DOOLEY INSURANCE & FINANCIAL SERVICES 1567 EDMOND DRIVE SAN CARLOS, CA 94070 | GROUP LIFE & DENTAL INSURANCE POLICY No. 4022576 4631 = 698.74 6731 = 840.95 DT:9/1/2019 I062 | 1,546.69 | |
| 4631 | EPASD 901 WEEKS STREET EAST PALO ALTO, CA 94303 | REPLENISHMENT OF CB&T GENERAL FUND FOR CALPERS DT: 8/30/2019 I063 | 80,000.00 | |
| 5969 | ENGINEERING DATA SOFTWARE, INC. P.O. BOX 366 CRYSTAL BAY, NV 89402 | USE OF PARCEL MANAGEMENT SYSTEM TO PLACE EPASD SEWER SERVICE CHARGES ON 19/20 SAN MATO TAX ROLL THE CHARGES REFLECTS A 3.9% JUNE 2019 INV.#180220 DT:8/12/2019 I064 | 5,013.04 | |
| 5721 | GORO MITCHELL 901 WEEKS STREET EAST PALO ALTO, CA 94303 | TRANSPORTATION UBER RIDE 8/21/2019 UBER RIDE 8/23/2019 I065 | 57.97 | |
| 5858 | INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023 | TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES INV.#28214 DT: 8/16/2019 INV.#28295 DT:8/23/2019 I066 | 10,034.97 | |
| 5858 | JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309 | IT-SUPPORT/TRAINING/BOARD MEETING ATTENDANCE INV.#8599 DT 8/18/2019 I067 | 535.50 | |
| 5459 | MERWYN POBLETE 901 WEEKS STREET EAST PALO ALTO, CA 94303 | BRIDGE TOLL REIMBURSEMENT COLLECTOR: 6253 DT: 8/13/2019 I068 | 6.00 | |
| 4631 | OCCUPATIONAL HEALTH CENTERS P.O. BOX 3700 RANCHO CUCAMONGA, CA 91729-3700 | D. MEACHAM WORK VACCINATIONS INV.#65115514 DT: 8/13/2019 I069 | 98.00 | |
| 5858 | OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303 | ON CALL SERVICE 8/20/2019 TO 8/25/2019 I070 | 257.16 | |

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: 112,686.05
TOTAL THIS PERIOD: 114,651.55

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 3RD DAY OF SEPTEMBER 2019 BY EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

02545 EAST PALO ALTO SANITARY DISTRICT
CODE

REQUEST #07-20
CHECK

| NUMBER | PAYABLE TO: | PURPOSE | AMOUNT | NUMBER |
|--------|---|---|----------|--------|
| 5638 | PG&E BOX 997300 SACRAMENTO, CA 95899-7300 | CURRENT GAS MONTHLY CHARGES ACCT: 2205881930-5 DT: 8/19/2019 I071 | 37.76 | |
| 5858 | PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVENUE SUITE 216 PALO ALTO, CA 94306 | ANSWERING SERVICES & AUTOMATIC POSTING ACCT.#4211 INV# 421108072019 DT: 8/7/2019 I072 | 154.32 | |
| 5858 | PROTECTION ONE P.O. BOX 219044 KANSAS CITY, MO 64121-9044 | ALARM EQUIPMENT SERVICE PROVIDED 8/18/2019 TO 9/17/2019 INV.#130309495 DT: 8/20/2019 I073 | 751.90 | |
| 5858 | T & K JANITORIAL SERVICE 9 CAMELLIA COURT EAST PALO ALTO, CA 94303 | JANITORIAL SERVICES (PARTIAL BALANCE) FOR SEPTEMBER 2019 INV.# 5049 DT: 8/28/2019 I074 | 1,021.48 | |

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: 1,965.46
TOTAL THIS PERIOD: 114,651.55

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 3RD DAY OF SEPTEMBER 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

REQUEST ORDER # 08- 20

37,672.50

IN THE AMOUNT OF \$37,672.50

| 02546 CODE NUMBER | EAST PALO ALTO SANITARY DISTRICT PAYABLE TO: | PURPOSE | REQUEST AMOUNT | #08-20 CHECK NUMBER |
|-------------------------|--|--|-----------------------|---------------------------|
| 5861 | FREYER & LAURETA, INC. 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401 | PROJECT: 2031 SEWER SERVICE FEE CALCULATION REPORT PROFESSIONAL SERVICES JULY 1 TO JULY 30, 2019 MALLARI, RAYMOND INV.#19-331 DT: 8/29/2019 | 630.00 | |
| | | PROJECT: 2044 1200 WEEKS STREET PROFESSIONAL SERVICES JULY 1 TO JULY 30, 2019 JEFF TARANTINO INV.#19-335 DT: 8/30/2019 | 225.00 | |
| | | PROJECT: 2045 1201 RUNNYMEDE PROFESSIONAL SERVICES JULY 1 TO JULY 30, 2019 JEFF TARANTINO INV.# 19-335 DT: 8/30/2019 | 225.00 | |
| | | PROJECT: 2046 2331 UNIVERSITY PROFESSIONAL SERVICES MAY 1 TO MAY 30, 2019 DINGLASAN, JULIA / JEFF TARANTINO INV.# 19-211 DT: 6/17/2019 | 1,702.50 | |
| | | PROJECT: 2046 2331 UNIVERSITY PROFESSIONAL SERVICES JUNE 1 TO JUNE 30, 2019 DINGLASAN, JULIA / JEFF TARANTINO INV.#19-279 DT: 7/30/2019 | 1,095.00 | |
| | | PROJECT: 2046 2331 UNIVERSITY PROFESSIONAL SERVICES JULY 1 TO JULY 30, 2019 JEFF TARANTINO INV.# 19-336 DT: 8/30/2019 | 225.00 | |
| | | PROJECT: 2038 UNIVERSITY PLAZA PHASE 2 PROFESSIONAL SERVICES JULY 1 TO JULY 30, 2019 JEFF TARANTINO INV.# 19-332 DT: 8/29/2019 | 615.00 | |
| | | PROJECT: 2042 AIRPORT MANHOLE PROFESSIONAL SERVICES JUNE 1 TO JUNE 30, 2019 JULIA DINGLASAN / JEFF TARANTINO / JASON FEADALE INV.# 19-275 DT: 7/30/2019 | 2,845.00 | |
| | | PROJECT: 2043 2019 POINT REPAIR PROFESSIONAL SERVICES JULY 1 TO JULY 30, 2019 JULIA DINGLASAN / RAYMOND MALLARI / JASON FEADALE PRICIPAL: JEFF TARANTINO INV.# 19-333 DT: 8/30/2019 | 13,180.00 | |
| | | PROJECT: 2043 2019 POINT REPAIR / SUBCONSULTANT EXPENSES PROFESSIONAL SERVICES JUNE 1 TO JUNE 30, 2019 JEFF TARANTINO / JASON FEUDALE PRICIPAL: JEFF TARANTINO INV.# 19-331 DT: 8/29/2019 I075 | 16,930.00 | |

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: 7,562.50
TOTAL THIS PERIOD: 37,672.50

PAGE 1 OF 1

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 3RD DAY OF SEPTEMBER 2019 BY EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS

GLENDA SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

() Additional Materials Attached

Agenda Item 6
Meeting Date 9/03/2019

I. 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

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 9/03/2019

I. **NATURE OF ITEM**

Future Agenda

September 17, 2019 at 10:30 a.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 8
Meeting Date 9/03/2019

I. NATURE OF ITEM

Adjournment