



## **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

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East Palo Alto, CA 94303  
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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 17, 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 17, 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. Report/Discussion of Bank Reconciliation**

### **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 October 1, 2019 at 10:30 a.m Finance Committee Meeting**

### **9. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 9/17/2019

**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 9/17/2019

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

( ) Additional Materials Attached

Agenda Item 5  
Meeting Date 9/17/2019

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 # 09- 20**

400.00
300.00
993.79
122.68
537.54
340.24
435.06
214.96
224.63
20.00
10,070.54
8,034.00
1,232.50
362.50
32.00
1,300.00
68.00
99.90
31.60
46.21
1,182.60
427.58
283.05
154.91
515.26
132.00
934.34
1,021.47

**IN THE AMOUNT OF \$29,517.36**

02545 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT  PAYABLE TO:	PURPOSE	REQUEST  AMOUNT	#09-20 CHECK NUMBER
5721	AKINTUNDE A. OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL MANAGER CAR ALLOWANCE MONTH OF SEPTEMBER I076	400.00	
5858	ANDREW MCGEE 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 9/02/2019 TO 9/06/2019 I077	300.00	
5638	AT&T MOBILITY P.O. BOX 6463 CAROL STREAM, IL 60197-6463	WIRELESS SMARTPHONES ACCT: #287239974171 SVC PERIOD 8/02/2019 TO 9/01/2019 I078	993.79	
5858	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	KONICA CONTRACT BASE RATE FOR 9/11/2019 TO 10/10/2019 BILLING PERIOD INV. #2859131 DT: 9/10/2019 ACCT. #CP-SC3248 I079	122.68	
5858	CINTAS CORPORATION # 464 P.O. BOX 29059 PHOENIX, AZ 85038-9056	MAINTENANCE UNIFORMS & SUPPLIES INV. #464356236 DT: 9/04/2019 & INV. #464359305 DT: 9/11/2019 I080	537.54	
5638	COMCAST P.O. BOX 37601 PHILIDELPHIA, PA 19101-0601	COMCAST BUNDLE SERVICES INV. #87611007 DT: 9/01/2019 ACCT: #905067630 I081	340.24	
5638	COMCAST BUSINESS P.O. BOX 60533 CITY OF INDUSTRY, CA 91716-0533	CABLE TV, HIGH SPEED INTERNET, DIGITAL VOICE ACCT.# 8155200070165362 SERVICE FROM 9/03/2019 TO 10/02/2019 I082	435.06	
5721	DENNIS SCHERZER 901 WEEKS STREET EAST PALO ALTO, CA 94303	REIMBURSEMENT PARK AND TRAVEL, PUBLIC TRANSPORTATION, PLANE TICKETS I083	214.96	
5341	EPA CENTER FOR COMMUNITY MEDIA 2111 UNIVERSITY AVENUE #160 EAST PALO ALTO, CA 94303	CUSTOMIZE SIZE PRINT ADS INV.#4462 DT: 9/05/2019 I084	224.63	
5638	GLENDA SAVAGE 2389 GLEN WAY EAST PALO ALTO, CA 94303	BOARD PRESIDENT CELLPHONE REIMBURSEMENT MONTH OF SEPTEMBER I085	20.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE/ADMINISTRATIVE SERVICES INV.#28377 DT: 8/30/2019 & INV. #28466 DT: 9/06/2019 I086	10,070.54	
5872	JEANPIERRE, WEGEM, ALABI & CO. LLP CPAs 150 EXECUTIVE PARK BLVD STE. #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF SEPTEMBER 2019 I087	8,034.00	
5858	JONATHAN BROWN P.O. BOX 19138 STANFORD, CA 94309	COMPUTER AND IT SERVICES INV. N#8605 DT: 9/09/2019 I088	1,232.50	
5858	JS TRANSCRIPTION SERVICES 2750 BELLAIRE PLACE OAKLAND, CA 94601	JULY TRANSCRIPTION SERVICES FCM 8/05/2019 , RBM 8/06/2019 , FCM 8/19/2019 DT: 8/30/2019 I089	362.50	
5858	KEIANNA TALTON 35227 LIDO BLVD NEWARK, CA 94560	PAY INCREASE DIFFERENCE 9/05/2019 TO 9/06/2019 DT: 9/05/2019 I090	32.00	
5876	MACLEOD WATTS INC. 5200 SW MACADAM STE. #310 PORTLAND, OR 97239	PREPARE GASB 75 ACTUARIAL REPORT FY ENDING JUNE 30, 2019 INV. #190812EPASD DT: 8/12/2019 I091	1,300.00	

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: 24,620.44**  
**TOTAL THIS PERIOD: 29,517.36**

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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 17TH DAY OF SEPTEMBER 2019 BY EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS

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

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

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	NUMBER
5858	MARQUEE PEST MANAGEMENT 44170 OL WARM SPRINGS BLVD FREMONT, CA 94538-6144	46 EXT. G.I.P / EBS IINV. #0160877 CUST. # 1131 DT: 9/12/2019 I092	68.00	
5459	MENLO PARK CHEVRON 1200 EL CAMINO REAL MENLO PARK, CA 94025	SMOG TEST/RETEST REF. #119514 DT: 9/09/2019 & REF. #119515 DT: 9/09/2019 I093	99.90	
5969	MERWYN POBLETE 901 WEEKS STREET EAST PALO ALTO, CA 94303	BOARD MEETING LUNCH REIMBURSEMENT DT: 9/03/2019 I094	31.60	
5459	OIL CHANGER 4511 WILLOW ROAD, STE 1 PLEASANTON, CA 94588	2010 DODGE TRUCK OIL CHANGE INV. #611-0217612 DT: 9/05/219 I095	46.21	
5858	OMAR FUGGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE & RAISE PAY BACK 8/26/2019 TO 9/01/2019 , 9/02/2019 TO 9/08/2019 I096	1,182.60	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	CURRENT ELECTRIC MONTHLY CHARGES ACCT: 2164215266-0 DT: 8/30/2019 I097	427.58	
5521	PITNEY BOWES GLOBAL FINANCING P.O. BOX 371887 PITTSBURGH, PA 15250-7887	LEASED EQUIPMENT INV. #3103371702 DT: 9/30/2019 ACT. #0010539430 I098	283.05	
5858	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVENUE STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICES & AUTOMATIC POSTING INV. #421109042019 DT: 9/04/2019 I099	154.91	
5638	RECOLOGY P.O. BOX 514230 LOS ANGELES, CA 90051-4230	COMML WASTE 2 YARD & COMML ORGANICS 96 GAL SERVICE 8/01/2019 TO 8/31/2019 ACCT: 730936203 I100	515.26	
5638	RFC WIRELESS INC. 829 CORPORATE WAY FREMONT, CA 94539	SERVICE TURBO TALK INV. #22853 DT: 9/01/2019 I101	132.00	
4631	STATE COMP. INSURANCE FUND P.O. BOX 7441 SAN FRANCISCO, CA 94120-7441	TOTAL BASE PREMIUM POLICY# 1746159-19 SERVICE 8/01/2019 TO 9/01/2019 & 9/01/2019 TO 10/01/2019 I102	934.34	
5858	T&K JANITORIAL SERVICES 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES ( REMAINING BALANCE) FOR SEPTEMBER INV. #5050 DT: 9/10/2019 I103	1,021.47	

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: 4,896.92**  
**TOTAL THIS PERIOD: 29,517.36**

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 17TH 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 9/17/2019

I. NATURE OF ITEM

Report/Discussion of Bank Reconciliation

II. BACKGROUND

A **bank reconciliation** is the process of matching the balances in an entity's accounting records for a cash account to the corresponding information on a **bank** statement. The goal of this process is to ascertain the differences between the two, and to book changes to the accounting records as appropriate.

III. STAFF COMMENTS/ RECOMMENDATIONS

IV. ACTION OPTIONS

To be determined upon discussion.

VI. NEXT STEPS



( ) Additional Materials Attached

Agenda Item 7  
Meeting Date 9/17/2019

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 8  
Meeting Date 9/17/2019

I. NATURE OF ITEM

Future Agenda

October 1, 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 9  
Meeting Date 9/17/2019

**I. NATURE OF ITEM**

Adjournment