



## **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  
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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 October 24, 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 **Thursday October 24, 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 November 12, 2019 at 10:30 a.m. Finance Committee Meeting**

### **9. Adjournment**

( ) Additional Materials Attached

Agenda Item 1 & 2  
Meeting Date 10/24/2019

**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 10/24/2019

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 10/24/2019

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 # 12 - 20

400.00
55.70
634.98
471.44
658.69
2,838.75
2,878.71
357.12
122.68
1,128.84
340.48
435.06
954.75
300.02
58.50
1,546.69
20.00
18,769.55
8,112.00
860.00
196.00
618.04
910.46
382.09
154.46
760.68
515.26
118.52
132.00
24.21
223.34
1,021.47
428.60

**IN THE AMOUNT OF \$46,429.09**

NUMBER	PAYABLE TO:	PURPOSE	REQUEST AMOUNT	#12-20 CHECK NUMBER
5721	AKINTUNDE A. OKUPE 1765 MORELLA CIRCLE ROSEVILLE, CA 95747	GENERAL CAR ALLOWANCE FOR OCTOBER 2019 I122	400.00	
5638	AMERICAN WATER DEPT LA 21449 PASADENA, CA 91185-1449	EPA INDUSTRIAL WATER AUGUST 6 TO OCTOBER 2 ACCT.#92-0415720-1 ACCT.#92-0385576-3 ACCT.#92.0386303-1 DT: 10/15/2019 I123	55.70	
5638	AMERICAN WATER 2415 UNIVERSITY AVE, 2ND FLOOR EAST PALO ALTO, CA 94303	PORTABLE METER NO. P 70093837 ACCT.# 92-0501630-7 DT: 10/01/2019 I124	634.98	
5858	ANDREW MCGEE 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 9/23/2019 TO 9/29/2019 & 9/30/2019 TO 10/06/2019 I125	471.44	
5638	AT&T MOBILITY P.O. BOX 6463 CAROL STREAM, IL 60197-6463	WIRELESS SMARTPHONES ACCT.# 287239974171 SVC. 9/02/2019 TO 10/01/2019 I126	658.69	
6732	BEST BEST & KRIEGER LLP P.O. BOX 1028 RIVERSIDE, CA 92502	PROFESSIONAL SERVICES RENDERED THROUGH SEPTEMBER 30, 2019 INV. #860784 DT: 10/10/2019 & INV. #860785 DT: 10/10/2019 I127	2,838.75	
	BUSINESS CARD P.O. BOX 15796 WILMINGTON, DE 19886-5769	MICROSOFT OFFICE, MARRIOTT ACCOMODATIONS, INDEED, TRANSFER BIG FILES, COSTCO, LYFT, WEF AUG. 21, 2019 TO SEPT. 20, 2019 5193 - \$380.73 5969 - \$465.05 5721 - \$2032.93 I128	2,878.71	
5966	CALIFORNIA SERVICE TOOL 3875 BAY CENTER PLACE HAYWARD, CA 94545	RIDGE GLOVES / KISHIGO / RIDGE CABLE INV.#S4625218.002 & INV.#S4625218.003 DT:9/03/2019 INV.#s4625218.004 DT:9/23/2019 I129	357.12	
5954	CALTRONICS 10491 OLD PLACERVILLE ROAD SACRAMENTO, CA 95827	CONTRACT BASE RATE CHARGES FOR 10/11/2019 TO 11/10/2020 INV. #2883076 dt: 10/11/2019 ACCT. #CP-SC3248 I130	122.68	
5858	CINTAS CORPORATION # 464 P.O. BOX 29059 PHOENIX, AZ 85038-9056	MAINTENANCE UNIFORMS & SUPPLIES INV.#4031475026 DT:10/02/2019 INV.#4032060883 DT:10/09/2019 INV.#4032601140 DT:10/16/2019 I131	1,128.84	
5638	COMCAST P.O. BOX 37601 PHILADELPHIA, PA 19101-0601	COMCAST BUNDLE SERVICES - PRI INV. #89151202 DT: 10/01/2019 I132	340.48	
5638	COMCAST P.O. BOX 60533 CITY OF INDUSTRY, CA 91716-0533	CABLE/HIGH SPEED INTERNET/DIGITAL VOICE - 10/03/2019 TO 11/02/2019 ACCT. #8155200070165362 DT: 9/28/2019 I133	435.06	
5341	DAILY JOURNAL CORPORATION P.O. BOX 54026 LOS ANGELES, CA 90054-0026	NOTICE OF BID / SAN MATEO COUNTY TIMES / PALO ALTO DAILY NEWS INV.# B3287231 DT: 9/16/2019 & INV.# B3287226 DT: 9/19/2019 I134	954.75	
5858	DARAY MEACHAM 2344 MENALTO AVE. EAST PALO ALTO, CA 94303	ON CALL SERVICE 10/07/2019 TO 10/13/219 I135	300.02	
5858	DATCO SERVICES CORPORATION 2280 GRASS VALLEY HWY STE. 232 AUBRUN, CA 95603	MONTHLY SERVICE FEES FOR OCT. / NOV. / DEC. INV.# 148833 DT. 10/01/2019 I136	58.50	
	DOOLEY INSURANCE & FINANCIAL SERVICE 1567 EDMOND DRIVE SAN CARLOS, CA 94070	GROUP LIFE & DENTAL INSURANCE FOR OCTOBER 2019 POLICY #4022576 REC'D 9/01/2019 4631 - \$700.74 6731 - \$845.95 I137	1,546.69	

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: 13,182.41  
 TOTAL THIS PERIOD: 46,429.09

*Akin Okupe*  
 AKIN OKUPE M.B.A., P.E., GENERAL MANAGER

10/18/19  
 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 24TH DAY OF OCTOBER 2019 BY EAST PALO ALTO SANITARY DISTRICT  
 BOARD OF DIRECTORS

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

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

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	NUMBER
5638	GLEND A SAVAGE 2389 GLEN WAY EAST PALO ALTO CA 94303	BOARD PRESIDENT CELL PHONE REIMBURSEMENT MONTH OF OCTOBER I138	20.00	
5858	INFINITY STAFFING 710 KIRKPATRICK DRIVE HOLLISTER, CA 95023	TEMPORARY MAINTENANCE AND ADMINISTRATIVE SERVICES INV.# 28706 DT: 9/27/2019 INV. #28786 DT: 10/04/2019 INV.#28864 DT:10/11/2019 I139	18,769.55	
5872	JEANPIERRE, WEGEM, ALABI & CO, LLLP CPAS 150 EXECUTIVE PARK BLVD STE #4500 SAN FRANCISCO, CA 94134	ACCOUNTING SERVICES FOR THE MONTH OF OCTOBER 2019 I140	8,112.00	
5969	JO ANN WRIGHT 2525 ANNAPOLIS STREET EAST PALO ALTO, CA 94303	CATERING SERVICES RBM 8/08/2019 . 9/05/2019, 10/10/2019 I141	860.00	
4631	OCCUPATIONAL HEALTH CENTERS OF CALIFORNIA A MEDICAL CORP P.O. BOX 3700 RANCHO CUCAMONGA, CA 91729-3700	D. MEACHAM & A. MCGEE WORK VACCINATIONS / HEP B VACC INV. #65533635 DT: 9/25/2019 & INV. #64784061 DT: 10/08/2019 ACCT.#N23-1060316855 I142	196.00	
5858	OMAR FUGS 147 VERBENA DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE AND TOLL REIMBURSEMENTS 9/23/2019 TO 9/29/2019 & 9/30/2019 TO 10/06/2019 I143	618.04	
5459	OWEN EQUIPMENT SALES P.O. BOX 30959 PORTLAND, OR 97294	VACTOR TRUCK - 3/4' LEADER HOSE / 1X2 LEADER HOSE INV.#00047233 DT:10/1/2019 INV.#00047225 DT: 10/09/2019 ACCT.#C10257 I144	910.46	
5638	PG&E BOX 997300 SACRAMENTO, CA 95899-7300	ELECTRIC MONTHLY CHARGES / ELECTRIC GENERATION CHARGES ACCT: 2164215266-0 DT: 10/01/2019 I145	382.09	
5638	PROFESSIONAL COMMUNICATION SERVICES 260 SHERIDAN AVE. STE. 216 PALO ALTO, CA 94306	ANSWERING SERVICE & AUTOMATIC POSTING INV. #421110022019 DT: 10/02/2019 ACCT. #4211 I146	154.46	
5858	PROTECTION ONE P.O. BOX 219044 KANSAS CITY, MO 64121-9044	ALARM MONITORING / SERVICE PROVIDED 10/18/2019 TO 11/17/2019 INV. #130773234 DT:9/19/2019 I147	760.68	
5638	RECOLOGY SAN MATEO COUNTY P.O. BOX 514230 LOS ANGELES, CA 90051-4230	COMML WAST 2 YARD / COMML ORGANICS 96 GAL - 9/1/2019 TO 9/30/2019 ACCT. #730936203 BILLING #35335645 DT: 9/27/2019 I148	515.26	
5966	RED WING BUSINESS ADVANTAGE ACCT. P.O. BOX 844329 DALLAS, TX 75284-4329	WORK BOOTS - DARAY MEACHAM INV.#20191010024979 DT: 10/10/2019 I149	118.52	
5638	RFC WIRELESS 829 CORPORATE WAY FREMONT, CA 94539	SERVICE TURBO TALK INV. #23041 DT: 10/01/2019 I150	132.00	
4631	STATE COMPENSATION INSURANCE P.O. BOX 7441 SAN FRANCISCO, CA 94120-7441	TOTAL BASE POLICY 7/01/2019 TO 11/01/2019 POLICY # 1746159-19 I151	24.21	

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TOTAL THIS PAGE: 31,573.27  
 TOTAL THIS PERIOD: 46,429.09

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

DATE

*Akin Okupe* 10/18/19

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 24TH DAY OF OCTOBER 2019 BY EAST PALO ALTO SANITARY DISTRICT BOARD OF DIRECTORS

GLEND A SAVAGE, PRESIDENT

BETSY YANEZ, SECRETARY

02545 EAST PALO ALTO SANITARY DISTRICT  
CODE  
NUMBER PAYABLE TO:

REQUEST #12-20  
CHECK NUMBER  
AMOUNT

NUMBER	PAYABLE TO:	PURPOSE	AMOUNT	#12-20 CHECK NUMBER
5193	SUPERIOR PRESS 9440 NORWALK BLVD. SANTA FE SRPINGS, CA 90670	500 LOOSE DUPLICATE COPIES INV.# 4070537 DT: 10/04/219 I152	223.34	
5858	T&K JANITORIAL SERVICES 9 CAMELLIA COURT EAST PALO ALTO, CA 94303	JANITORIAL SERVICES - REMAING BALANCE FOR OCTOBER 2019 INV. #5052 DT: 10/09/2019 I153	1,021.47	
5858	TRUHILL NOEL 1435 KAVANAUGH DRIVE EAST PALO ALTO, CA 94303	ON CALL SERVICE 9/27/2019 TO 9/28/2019 & 10/05/2019 TO 10/07/2019 & 10/07/2019 TO 10/13/2019 I154	428.60	

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TOTAL THIS PAGE: 1,673.41  
TOTAL THIS PERIOD: 46,429.09

PAGE 3 OF 3

*AK* *me* 10/18/19

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

DATE

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

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



**REQUEST ORDER # 13- 20**

3,145.00

**IN THE AMOUNT OF \$3,145.00**

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT  PAYABLE TO:	PURPOSE	REQUEST  AMOUNT	#13-20 CHECK NUMBER
5861	FREYER & LAURETA, INC. 144 NORTH SAN MATEO DRIVE SAN MATEO, CA 94401	<b>PROJECT: 2046 2331 UNIVERSITY</b> PROFESSIONAL SERVICES AUGUST 1 TO AUGUST 31, 2019 JEFFREY TARANTINO & JASON FUEDALE INV.#19-379 DT: 9/302019	1,125.00	
		<b>PROJECT: 2043 2019 POINT REPAIR</b> PROFESSIONAL SERVICES AUGUST 1 TO AUGUST 31, 2019 JEFFREY TARANTINO & JASON FUEDALE INV.#19-378 DT: 9/30/2019 I155	2,020.00	

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

**TOTAL THIS PAGE:** 3,145.00  
**TOTAL THIS PERIOD:** 3,145.00

PAGE 1 OF 1



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

10-17-19

DATE

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AND ALLOWED AND ARE CERTIFIED TO THE "CONTROLLER OF SAN MATEO" FOR PAYMENT.

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BOARD OF DIRECTORS

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

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

**REQUEST ORDER # 14- 20**

1,247.69

**IN THE AMOUNT OF \$1,247.69**

02546 CODE NUMBER	EAST PALO ALTO SANITARY DISTRICT  PAYABLE TO:	PURPOSE	REQUEST  AMOUNT	#14-20 CHECK NUMBER
5861	CARDMEMBER SERVICES  P.O. BOX 6294 CAROL STREAM, IL 60197-6294	DOOR DASH, WAITER.COM, INDEED, CVS, HOME DEPOT. REFRESHMENTS, AMAZON, SODA PDF, TRANSFERBIGFILES.COM, AIRPORT TRANSPORTATION  9/13/2019 TO 10/12/2019  5969 - \$880.53 5721 - \$48.94 5193 - \$318.22 1156	1,247.69	

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

TOTAL THIS PAGE: 1,247.69  
TOTAL THIS PERIOD: 1,247.69

PAGE 1 OF 1

*Akin Okupe* 10/18/19  
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 1024/2019

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 10/24/2019

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 10/24/2019

I. NATURE OF ITEM

Future Agenda

November 12, 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 10/24/2019

**I. NATURE OF ITEM**

Adjournment