

# **Attachment No. 50**

Pending and Approved  
Development

**EAST PALO ALTO SANITARY DISTRICT  
SPECIAL PUBLIC INFORMATION  
& INTERGOVERNMENTAL AFFAIRS  
COMMITTEE MEETING MINUTES  
November 22, 2017**

**1. Call to Order**

A Rescheduled Public Information & Intergovernmental Affairs Committee Meeting of the East Palo Alto Sanitary District was called to order by Director Yanez on Wednesday, November 22, 2017 at 10:30 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

Bethzabe Yanez  
Dennis Scherzer

Staff Present

Akin Okupe - General Manager  
Nicole Steward-Crooks – Executive Admin. Asst.  
Justin Lai – Engineer, Freyer & Laureta  
Maz Bozorginia - City of East Palo Alto

**3. Communications from the Public**

There were no communications from the public.

**4. Agenda Amendments**

There were no agenda amendments.

**5. Review/Approval of Meeting Minutes**

- A. October 25, 2017 Special Public Information and Intergovernmental Affairs Meeting Minutes

The Committee approved the meeting minutes of October 25, 2017 with the below noted corrections:

Corrections

Item 2 – Engineer Justin “Lai”  
Item 6 – Should be “potable” water  
Item 6 – Should be “Cologne”

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Intergovernmental Committee Meeting – November 22, 2017

**6. Report/Discussion of Purple Pipe**

Mr. Lai reported that the recycled water line is in place. He will have further discussions with the General Manager about how to proceed going forward.

Director Yanez stated that she has spoken with representatives of the City and they have agreed to work on the project.

**7. Report/Discussion of Portable Water Projects**

Mr. Bozorginia mentioned the below potential potable water projects:

- IKEA;
- Primary schools that are in close proximity to the potential alignment; and
- 2111 University Avenue proposed office building

**8. Report/Discussion of Runnymede Project**

Mr. Lai reported that all of the 24-inch pipe has been installed. Two of three crossings have been completed. The third crossing will begin on Monday and should be substantially complete within one week.

**9. Report/Discussion of Update of City of East Palo Alto Projects**

Mr. Bozorginia reported on the below planned projects:

- Pedestrian overcrossing project. This will be an 18-month project. There will be a groundbreaking on Thursday November 30<sup>th</sup> at 9:00 a.m. at the corner of Clark and East Bayshore. He will send an invitation to the District.
- 2020 Bay Road proposed 1.4 million square foot office building
- Loop Road project to mitigate traffic concerns relating to the 2020 Bay Road project.
- The Music and Arts Center on Pulgas Avenue is nearing construction
- Four Corners project – nothing has been submitted at this time

- Weeks Street low income housing project. The City will be sending out RFP's within the next three to four months to obtain proposals on the development project.

**10. Oral & Written Communication**

Director Yanez stated that there is a Recycled Water Conference taking place in December. She will provide date and time information once it is known.

Mr. Okupe reported that PG&E called and would like to discharge waste into the District's sewer. He requested a written plan in order to ensure that the requirements for discharging waste will be met, and although it was not provided, PG&E has invited him to a meeting to inspect their discharge methodology. He will be meeting with them on Monday November 27, 2017.

**11. Future Agenda**

The next regular meeting will be held on December 13, 2017 at 5:30 p.m.

- A Special Committee Meeting will be held on November 28, 2017 at 10:30 a.m. - Carlos Martinez and Larry Moody to attend.
- Public records/videos to District website

**12. Adjournment**

There being no further business, the meeting adjourned at 11:15 a.m.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS / RATE ADVISORY COMMITTEE  
SPECIAL BOARD MEETING MINUTES  
August 2, 2023**

**1. Call to Order**

A Special Board Meeting of the East Palo Alto Sanitary District was called to order by Director Scherzer on Wednesday, August 2, 2023 at 6:01 p.m. The meeting was held virtually and in person, with the public participating in the meeting by logging online through the following Zoom address: <https://us02web.zoom.us/j/83055301179>.

**2. Roll Call**

Directors Present

Glenda Savage  
Dennis Scherzer  
Betsy Yañez

Committee Members Present

Elizabeth Jackson  
Niambi Lincoln  
Webster Lincoln  
Angah Miessi  
Sean Ripley  
Gail Wilkerson  
Sharifa Wilson

Staff Present

Akin Okupe – General Manager

**3. Agenda Amendments**

There were no agenda amendments.

**4. Review/Discussion: Development Projects**

General Manager Okupe reported that draft development agreements have been sent to developers of the following projects:

- University Circle Phase II
- 1788 East Bayshore Road
- 2519 Pulgas Avenue
- 2535 Pulgas Avenue
- 2340 Cooley Avenue

He stated that the developer of 965 Weeks Street has executed an agreement and a will-serve letter has been issued. He added that he is also working closely with the developer of 760 Weeks Street.

**5. Review/Discussion:** Report from Committee Members

Committee member Sharifa Wilson suggested that information regarding development projects be placed on the District’s website, and that informational billboards be placed in front of each development project. Board members agreed and will follow up on these suggestions.

**6. Oral and Written Communication**

There was no oral or written communication.

**7. Future Agenda/Meetings**

The next meeting will be held on August 16, 2023 at 6:00 p.m.

**8. Adjournment**

There being no further business, the meeting adjourned.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
April 12, 2022**

**1. Call to Order**

A Regular Board meeting of the East Palo Alto Sanitary District was called to order by Director Yañez on Thursday April 12, 2022 at 7:00 p.m. In view of the ongoing pandemic, and pursuant to Assembly Bill 361, the meeting was held electronically, with the public participating in the meeting by logging online through the following Zoom address:  
<https://us02web.zoom.us/j/86310443024>.

**2. Roll Call**

Directors Present

Joan Sykes-Miessi  
Glenda Savage  
Dennis Scherzer  
Martha Stryker  
Bethzabe Yañez

Staff Present

Akin Okupe - General Manager  
Micheline Wegem - Accountant  
Martin De Los Angeles – District Counsel

**3. Board Member Excused/Unexcused Absences**

Director Sykes was excused from the Human Resources Committee meeting due to a medical appointment.

**4. Communications from The Public**

Resident Mr. Jason O’Connell approached the Board for a response regarding his ADU project and requested the code sections outlining how the District’s fees are determined. General Manager Okupe responded that he has scheduled an Engineering Committee meeting to discuss the request.

**5. Agenda Amendments**

The Board agreed to table Item 10.

6. **Consideration/Approval** of March 3, 2022 Regular Board Meeting Minutes and March 22, 2022 Special Board Meeting Minutes.

**Motion:** Director Sykes-Miessi moved, seconded by Director Stryker, for approval of the March 3, 2022 Regular Board Meeting Minutes and March 22, 2022 Special Board Meeting Minutes. Motion passed unanimously.

7. **Consideration/Approval of Resolution No. 1298** Approving Withdrawals and Authorizing Payment of Bills.

**Motion:** Director Sykes-Miessi moved, seconded by Director Scherzer, for approval of Resolution No. 1298 approving withdrawals and authorizing the payment of bills. Motion passed unanimously.

8. **Consideration/Approval of Resolution No. 1299** re-authorizing remote teleconference/virtual meetings of the District pursuant to AB 361.

**Motion:** Director Scherzer moved, seconded by Director Savage, for approval of Resolution No. 1299 re-authorizing remote teleconference/virtual meetings of the District pursuant to AB 361. Motion passed unanimously.

9. **Consideration/Discussion:** of District Engineer and General Manager's Reports.

General Manager Okupe reported as follows:

A) Maintenance

There were no spills reported during the month of March.

B) Light Tree Project

The consultant has submitted the drawing for final review and General Manager Okupe will meet with the consultant before advertising the project. Director Scherzer inquired whether there was a fast track process that would eliminate the need for a permit for the pipeline to cross the seasonal pond near the pumping station. General Manager Okupe responded that if the area of disturbance can be limited to one tenth of an acre, the project will qualify for a waiver under Section 58 of the Clean Water Act. He stated that he will receive further details from the consultant and advise the Board at the next meeting.

General Manager Okupe added that he has also received the consultant's drawing of Area 2 for the CCTV project and after review, the project will be advertised.



10. **Closed Session:** Conference with Special Legal Counsels (Steven Werth and Diane Marshall-Freeman) – Existing Litigation Government Code Section 54956.9(d)(1) *Rodney Ryce v. East Palo Alto Sanitary District, et al.*  
San Mateo County Case No. 16IV03076

This item was tabled.

11. **Consideration/Discussion/Approval:** Authorize General Manager to enter into contract with National Plant Service Inc. for an amount not to exceed \$204,980.00, \$185,680.00, and \$212,526.00 for Closed Circuit Television Area 1, Area 3, and Area 4 Projects respectively.

General Manager Okupe reported that this project was advertised and received the lowest bid from National Plant Service Inc.

**Motion:** Director Stryker moved, seconded by Director Sykes-Miessi, for approval to authorize the General Manager to enter into contract with National Plant Service Inc. for an amount not to exceed \$204,980.00, \$185,680.00, and \$212,526.00 for Closed Circuit Television Area 1, Area 3, and Area 4 Projects respectively. Motion passed unanimously.

12. **Consideration/Discussion/Approval:** Authorize General Manager to enter into contract with Sierra West Consultants Inc. for an amount not to exceed, \$70,454.45 for the construction management of the Closed Circuit Television (CCTV) Area 1, Area 3, and Area 4 Projects, respectively.

General Manager Okupe advised that Sierra West Consultants will perform project inspections and ensure that contractor job performance is according to specification, and also ensure accurate recordkeeping.

**Motion:** Director Sykes-Miessi moved, seconded by Director Savage, for approval to authorize General Manager to enter into contract with Sierra West Consultants Inc. for an amount not to exceed, \$70,454.45 for the construction management of the Closed Circuit Television (CCTV) Area 1, Area 3, and Area 4 Projects, respectively. Motion passed unanimously.

13. **Consideration/Discussion/Approval:** Authorize General Manager to enter into contract with Integral Talent Systems Inc. for an amount not to exceed \$7,500.00 regarding performance evaluation of the General Manager.

This item was tabled and sent to the Human Resources Committee for review.

**14. Committee Reports and Approval of Meeting Minutes**

A) Adhoc

The Committee has not met.

B) Development

The Committee has not met.

C) Engineering

The Committee discussed development projects and financing system upgrades.

D) Finance

The Committee met and paid bills.

E) Human Resource

The Committee met and discussed Covid policies and the General Manager evaluation.

F) Intergovernmental

The Committee has not met.

G) Public Relations

The Committee has not met.

H) Director's Reports on Attendance at Conferences/Trainings

Director Scherzer reported that he attended the LAFCO Public Information session and that both he and General Manager Okupe attended the Senior Advisory Committee meeting.

Director Savage reported that she attended the Water Reuse 101 Conference.

**15. Oral & Written Communication**

There was no oral or written communication.

**16. Future Agenda/Meetings**

The next Human Resources Committee meeting will be held on Friday April 22, 2022 at 10:00 a.m.

The next Special Board meeting will be held on April 27, 2022 at 6:00 p.m.

- *Ryce* case closed session

A further Special Board Meeting will be held on April 28, 2022 at 6:00 p.m.

- LAFCO study session

The next Regular Board meeting will be held on May 12, 2022 at 7:00 p.m.

**17. Adjournment**

There being no further business, the meeting adjourned.

APPROVED:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary



EAST PALO ALTO SANITARY DISTRICT

BOARD OF DIRECTORS  
Dennis Scherzer, President  
Martha Stryker, Vice President  
Glenda Savage, Secretary  
Bethzabe Yanezi, Director  
Ofelia Bello, Director

901 Weeks Street  
East Palo Alto, CA 94303  
Phone: (650) 357-9021  
Fax: (650) 325-5173  
[www.epasd.com](http://www.epasd.com)  
Akin Okupe, M.B.A, P.E., General Manager

March 17<sup>th</sup>, 2023  
Ingrid Casco  
328 Azalia Drive,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 328 Azalia Drive**

Dear Ingrid Casco,

This letter serves as notice that your project at *328 Azalia Drive* can be served by the District.

We understand this project includes a garage conversion to an Accessory Dwelling Unit and additional rooms to the existing home.

If you have any questions, please contact me at (650) 325-9021  
Thank you for your anticipated action.

Sincerely,

Akintunde Okupe, General Manager



**EAST PALO ALTO SANITARY DISTRICT**

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Ofelia Bello Director  
Akin Okupe, M.B.A, P.E., General Manager

June 13<sup>th</sup>, 2023

Jose A. Cortes  
1108 Bay Road,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 1108 Bay Road**

Dear Jose Cortes,

This letter serves as notice that your project at *1108 Bay Road* can be served by the District.

We understand that the project includes the addition of a Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-902.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Akintunde Okupe', written over a horizontal line.

Akintunde Okupe, General Manager

# **EPASD**

## **EAST PALO ALTO SANITARY DISTRICT**

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

May 26, 2022

David Rages  
1007 Beech Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 1007 Beech Street**

Dear David,

This letter serves as notice that your project at 1007 Beech Street can be served by the District.

We understand that the project includes a detached Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,



**Akintunde Okupe, General Manager**



EAST PALO ALTO SANITARY DISTRICT

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

September 13, 2022

Heather Starnes Logwood  
1261 Beech Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 1261 Beech Street**

Dear Heather,

This letter serves as notice that your project at 1261 Beech Street can be served by the District.

We understand that the project includes a new three-bedroom dwelling Unit with two bathrooms.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Okupe', written over a blue horizontal line.

Akintunde Okupe, General Manager



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

July 12, 2022

Olga Jimenez  
466 Bell Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 466 Bell Street**

Dear Olga,

This letter serves as notice that your project at 466 Bell Street can be served by the District.


We understand that the project include Accessory Dwelling Unit and a Junior Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

  
Akin Okupe, General Manager





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

January 27<sup>th</sup>, 2022

John Latu  
20 Buchanan Court  
East Palo Alto, CA 94303

**Subject: Engineering Plan Check Approval (A.P.N. 063-650-030)**

Dear John Latu,

In consideration of the review of your plans received and the findings of the inspection conducted, we are pleased to inform you that the plans have been approved. The project includes the conversion of a garage to an Accessory Dwelling Unit (ADU).

Please schedule an inspection with our maintenance crew during construction before you close the trench.

If you have any questions or concerns, please call us at (650) 325 – 9021 or visit the office located at 901 Weeks Street, East Palo Alto, CA 94303. Mon-Fri. 8am-12pm and 1pm-5pm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Akin Okupe', is written over a light blue horizontal line.

**Akin Okupe, General Manager**



**EAST PALO ALTO SANITARY DISTRICT**

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

April 19<sup>TH</sup>, 2022

Tao Li  
1219 Camellia Drive  
East Palo Alto, CA 94303

**Subject: Accessing Dwelling Unit (ADU) 1219 Camellia Drive.**

Dear Li,

This is to confirm that the District will serve your ADU. The building department of the City of East Palo Alto will be responsible for checking your drawing.

If you have any questions or concerns, please call the East Palo Alto Sanitary District at (650) 325 – 9021, or visit between 8 am – 12 pm, or 1 pm – 5 pm on weekdays.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Akin Okupe', is written over a horizontal line.

Akintunde Okupe, General Manager



EAST PALO ALTO SANITARY DISTRICT

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

May 26, 2022

Mohammed Soubhi Khabaza  
2194 Capital Ave  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2194 Capital Ave**

Dear Mohammed,

This letter serves as notice that your project at 2194 Capital Ave can be served by the District.

We understand that the project includes a detached Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in blue ink, appearing to read 'Akintunde Okupe', with a stylized flourish at the end.

**Akintunde Okupe, General Manager**



**EAST PALO ALTO SANITARY DISTRICT**

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Dennis Scherzer, President  
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Fax: (650) 325-5173

[www.epasd.com](http://www.epasd.com)

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

February 24, 2023

Linda Wu

2247 Cooley Ave,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2247 Cooley Ave**

Dear Linda Wu,

This letter serves as notice that your project at 2247 Cooley Ave, East Palo Alto can be served by the District.

We understand that the project includes a garage conversion to an Accessory Dwelling Unit. Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Okupe', with a long horizontal line extending to the right.

Akintunde Okupe, General Manager

# **EPASD**

## **EAST PALO ALTO SANITARY DISTRICT**

### **BOARD OF DIRECTORS**

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

October 18, 2022

Tom Figueroa  
755 Donohoe St  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 755 Donohoe St**

Dear Tom,

This letter serves as notice that your project at 755 Donohoe Street can be served by the District.

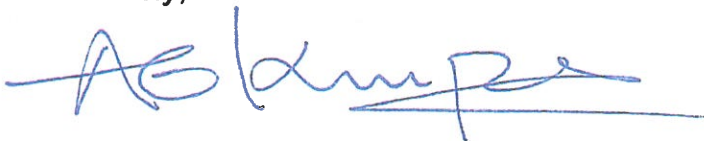
We understand that the project includes an additional bathroom unit to the Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,



Akintunde Okupe, General Manager



EAST PALO ALTO SANITARY DISTRICT

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

July 21, 2022

Alex Montes  
2231 Euclid Ave  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2231 Euclid Ave**

Dear Alex,

This letter serves as notice that your project at 2231 Euclid Ave can be served by the District.

We understand that the project includes a garage conversion to a Junior Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in purple ink that reads 'Akintunde Okupe'.

Akintunde Okupe, General Manager



**EAST PALO ALTO SANITARY DISTRICT**

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

December 14, 2021

Sunil Rajasekar  
2387 Dumbarton Avenue  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2387 East Dumbarton Avenue, (APN #063-174-190)**

Dear Sunil Rajasekar,

This letter will serve as notice that your project at 2387 Dumbarton Avenue can be served by the East Palo Alto Sanitary District. We understand that the project includes the following:

- a) Addition of a master bedroom, master bathroom, and a closet to the existing home
- b) A detached ADU (Accessory Dwelling Unit) in the back yard, which will include a kitchen, two bedrooms, and two bathrooms

Please contact me at (650) 325-9021 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads 'Akin Okupe'. The signature is written in a cursive, flowing style.

Akintunde Okupe, General Manager



EAST PALO ALTO SANITARY DISTRICT

**BOARD OF DIRECTORS**

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

August 23, 2022

Chris & Rima Hopkins  
155 Gardenia Way  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 155 Gardenia Way**

Dear Chris,

This letter serves as notice that your project at 155 Gardenia Way can be served by the District.

We understand that the project includes a garage conversion and an additional bathroom

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in black ink, appearing to read 'Akintunde Okupe', written over a horizontal line.

Akintunde Okupe, General Manager





EAST PALO ALTO SANITARY DISTRICT

**BOARD OF DIRECTORS**

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

June 22, 2022

Joel Rivera  
2301 Glen Way  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2301 Glen Way**

Dear Joel,

This letter serves as notice that your project at 2301 Glen Way can be served by the District.

We understand that the project includes a detached Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Okupe', written over a horizontal line.

Akintunde Okupe, General Manager



**EAST PALO ALTO SANITARY DISTRICT**

**BOARD OF DIRECTORS**

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

July 21, 2022

Walter Jason  
2460 Gonzaga Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2460 Gonzaga Street**

Dear Walter,

This letter serves as notice that your project at 2460 Gonzaga Street can be served by the District.

We understand that the project includes a garage conversion to Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in blue ink that reads 'Akintunde Okupe'.

Akintunde Okupe, General Manager



EAST PALO ALTO SANITARY DISTRICT

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

April 7<sup>th</sup>, 2023

Jorge Bernal

111 Jasmine Way,

East Palo Alto, CA 94303

**Subject: Will Serve Letter – 111 Jasmine Way**

Dear Jorge Bernal,

This letter serves as notice that your project at *111 Jasmine Way* can be served by the District.

We understand that the project includes a garage conversion to a Jr. Accessory Dwelling Unit (JADU) within the existing home.

If you have any questions, please contact me at (650) 325-9021.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Akin Okupe', with a horizontal line extending to the right.

Akintunde Okupe, General Manager



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

June 30<sup>th</sup>, 2023

Isidro Lares  
1972 Pulgas Ave,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 1972 Pulgas Ave**

Dear Isidro Lares,

This letter serves as notice that your project at *1972 Pulgas Ave* can be served by the District.

We understand that the project includes the addition of a detached Accessory Dwelling Unit.

If you have any questions, please contact me at (650) 325-9021.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Akin Okupe', written in a cursive style.

Akintunde Okupe, General Manager



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

April 5, 2022

Suruj Narayan  
2061 Pulgas Ave  
East Palo Alto, CA 94303

**Subject: Connection Permit Approval (New Construction)**

Dear Mrs Narayan

Pursuant to your permit application for accessory dwelling unit sewer connection, you are hereby notified that your plans have been approved; you can proceed with the construction for the additional unit. Please schedule inspection with our maintenance crew during construction for certification.

If you have any questions or concerns, please call the East Palo Alto Sanitary District at (650) 325 – 9021, or visit between 8 am – 12 pm, or 1 pm – 5 pm on weekdays.

Thank you for your cooperation and anticipated action.

Sincerely,

Akin Okupe, General Manager



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Ofelia Bello Director  
Akin Okupe, M.B.A, P.E., General Manager

June 13<sup>th</sup>, 2023

Oriel Bar  
2398 Pulgas Ave,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2398 Pulgas Ave**

Dear Oriel Bar,

This letter serves as notice that your project at *2398 Pulgas Ave* can be served by the District.

We understand that the project includes a garage conversion to an Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-902.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Okupe', written over a horizontal line.

Akintunde Okupe, General Manager



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

March 17<sup>th</sup>, 2023  
Myra A. Gomez  
2345 Oakwood Drive,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2345 Oakwood Drive**

Dear Myra A. Gomez,

This letter serves as notice that your project at *2345 Oakwood Drive* can be served by the District.

We understand that the project includes a garage conversion to an Jr. Accessory Dwelling Unit (JADU) within the existing home.

If you have any questions, please contact me at (650) 325-9021.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Okupe', is written over a light blue horizontal line.

Akintunde Okupe, General Manager



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June 30<sup>th</sup>, 2023  
Efren Garcia  
2294 Ralmar Ave,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2294 Ralmar Ave**

Dear Efren Garcia,

This letter serves as notice that your project at *2294 Ralmar Ave* can be served by the District.

We understand that the project includes the addition of an Accessory Dwelling Unit and a patio and bedroom remodel to the existing home.

If you have any questions, please contact me at (650) 325-9021.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Akintunde Okupe', written in a cursive style.

Akintunde Okupe, General Manager





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June 30<sup>th</sup>, 2023  
Larry Moore  
2269 Ralmar Ave,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2269 Ralmar Ave**

Dear Larry Moore,

This letter serves as notice that your project at *2269 Ralmar Ave* can be served by the District.

We understand that the project includes the legalization of an Accessory Dwelling Unit.

If you have any questions, please contact me at (650) 325-9021.

Thank you for your anticipated action.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Okupe', with a stylized flourish at the end.

Akintunde Okupe, General Manager



**EAST PALO ALTO SANITARY DISTRICT**

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

April 18<sup>th</sup>, 2023

Olga Jimenez  
2196 Ralmar Ave,  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2196 Ralmar Ave**

Dear Olga Jimenez,

This letter serves as notice that your project at *2196 Ralmar Ave*, can be served by the District.

We understand that the project includes the construction of an Accessory Dwelling Unit.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Okupe', is written over a horizontal line.

Akintunde Okupe, General Manager



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

December 21<sup>st</sup>, 2021

Javad Majd  
923, 924 and 924A Runnymede Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 923, 924 and 924A Runnymede Street, (APN #063-265-300)**

Dear Javad Majd,

This letter will serve as notice that your project at 923, 924 and 924A Runnymede Street can be served by the East Palo Alto Sanitary District. We understand that the project includes the following:

- a) Two new units
- b) A detached ADU (Accessory Dwelling Unit) in the back yard

Please contact me at (650) 325-9021 if you have any questions.

Sincerely,

Akintunde Okupe, General Manager



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

June 01, 2022

Paul Barry  
535 Sacramento Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 535 Sacramento Street**

Dear Paul,

This letter serves as notice that your project at 535 Sacramento Street can be served by the District.

We understand that the project includes a detached Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in blue ink, appearing to read 'Akintunde Okupe'.

Akintunde Okupe, General Manager



EAST PALO ALTO SANITARY DISTRICT

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

August 9, 2022

Regina Wagner  
511 Sacramento Street  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 511 Sacramento St**

Dear Regina,

This letter serves as notice that your project at 511 Sacramento Street can be served by the District.

We understand that the project includes a garage conversion to an Accessory Dwelling Unit and an additional two bedrooms.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in black ink, appearing to read 'Akintunde Okupe', is written over a horizontal line.

Akintunde Okupe, General Manager



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

May 19, 2022

James K O'Connell  
2115 Salas Court  
East Palo Alto, CA 94303

**Subject: Will Serve Letter – 2115 Salas CT**

Dear James,

This letter serves as notice that your project at 2115 Salas Court can be served by the District.

We understand that the project includes a detached Accessory Dwelling Unit.

Please note that the City is responsible for checking the internal sewer system.

If you have any questions, please contact me at (650) 325-9021

Thank you for your anticipated action

Sincerely,

A handwritten signature in blue ink that reads 'Akintunde Okupe'.

Akintunde Okupe, General Manager