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CITY OF EAST PALO ALTO

Office of the City Manager

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October 25, 2024

To: East Palo Alto Sanitary District Vendors, Consultants and Contractors
From: Melvin E. Gaines, City Manager/General Manager
Re: East Palo Alto Sanitary District as a Subsidiary District to the City of East Palo Alto,
Effective October 1, 2024

Dear Vendor, Consultant or Contractor:

Please be advised that effective October 1, 2024, the East Palo Alto Sanitary District (EPASD) is a subsidiary district of the City of East Palo Alto. This action was approved by the San Mateo Local Agency Formation Commission (San Mateo LAFCo) on November 23, 2023, and was finalized on September 16, 2024. A copy of the Certificate of Completion ordering the subsidiary district is attached. As a subsidiary district of the City, EPASD will continue to operate with the City Council as the Board of Directors and the City Manager as General Manager.

Correspondence regarding EPASD governance, administration and operation of EPASD should be addressed to:

Melvin Gaines, General Manager
East Palo Alto Sanitary District
901 Weeks Street
East Palo Alto, CA 94303
mgaines@cityofepa.org

Correspondence regarding EPASD financial matters, including accounts receivable and accounts payable, should be addressed to:

Tomohito Oku, Finance Director
East Palo Alto Sanitary District
901 Weeks Street
East Palo Alto, CA 94303
financedepartment@cityofepa.org

Sewer service operations, maintenance and general office activities will continue at the 901 Weeks Street facility. Please feel free to contact me with questions or concerns.

Melvin E. Gaines

Melvin E. Gaines,
City Manager/General Manager