

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
January 3, 2008**

1. Call to Order

A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Sykes-Miessi on Thursday, January 3, 2008, at 7:07 p.m. The meeting was held at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California, and Monte Ebano Mz, C-6 Lot 3, Surco, Peru.

2. Roll Call

Directors Present

Glenda Savage-Johnson

Edrick Haggans

Joan Sykes-Miessi

Goro Mitchell

Betsy Yañez (teleconferencing from Surco, Peru)

Staff Present

Lee Hawkins, General Manager

Malathy Subramanian, Legal Counsel

Micheline Wegem, Accountant

Tiana Thompson

3. Communications from the Public

There were none.

4. Agenda Amendments

There were no changes to the agenda.

5. Consideration/Approval of December 6, 2007, Regular Board Meeting Minutes

Action: Director Haggans moved, seconded by Director Savage-Johnson, to approve the minutes of December 6, 2007. Motion carried by roll call vote:

AYES: Mitchell, Haggans, Yañez, Savage-Johnson, Sykes-Miessi

NOES: None.

6. Consideration/Approval of Resolution No. 945 Approving Withdrawal Orders and Authorizing Payment of Certain Bills.

Action: Director Haggans moved, seconded by Director Savage-Johnson, to approve Resolution 945 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion carried by roll call vote:

AYES: Mitchell, Haggans, Yañez, Savage-Johnson, Sykes-Miessi

NOES: None.

7. Consideration/Approval of Audit Report for FYE June 30, 2007

General Manager Lee Hawkins reported that he did not have the final report and suggested tabling this item to the February meeting. The report did not include the monies that the District would receive in the SEP program were not counted as revenue.

Director Savage-Johnson suggested discussing the issue, noting there was a time element because the report was due in the County last month.

Action: It was moved (Mitchell) and seconded (Haggans) to accept the Audit Report. Motion carried by roll call vote:

AYES: Mitchell, Haggans, Yañez, Savage-Johnson, Sykes-Miessi
NOES: None.

8. Consideration/Approval of Ordinance #56 Establishing Small Business Contracting Goals for Capitol Projects

Legal Counsel Malathy Subramanian reported meeting with the Palo Alto City Attorney's Office to see how they handle contracting with small businesses. She found out that Palo Alto does a good deal of contracting work with federal funding which does not allow preferences for contracting work. The consideration before the Board is to give a preference of up to 5%, and the bidder could receive the 5% by being a small business with fewer than 100 employees, an average annual gross receipt of \$10 million or less over the three previous years.

Action: It was moved (Mitchell) and seconded (Haggans) to approve Ordinance #56 Establishing Small Business Contracting Goals for Capitol Projects. Motion carried by roll call vote:

AYES: Mitchell, Haggans, Yañez, Savage-Johnson, Sykes-Miessi
NOES: None.

9. Consideration/Approval of Committee Assignments

Committee Assignments:

Finance Committee: Directors Sykes-Miessi and Savage-Johnson

Engineering Committee: Directors Sykes-Miessi and Haggans

Human Resources: Directors Mitchell and Yañez

Public Information and Intergovernmental: Directors Mitchell and Haggans

Facilities: Directors Savage-Johnson and Yañez

10. Consideration/Approval to Change February's Regular Board Meeting Date

Director Sykes-Miessi pointed out that there is a conference in Palm Springs at the time of the February Regular Meeting.