

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
RESCHEDULED REGULAR BOARD MEETING MINUTES  
January 8, 2009**

1. Call to Order

A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, January 8, 2009, at 7:10 p.m. The meeting was held at the East Palo Alto Sanitary District Office located at the East Palo Alto Sanitary District Office located at 901 Weeks Street, East Palo Alto, California.

2. Roll Call

Directors Present

Joan Sykes-Miessi  
Edrick Haggans  
Glenda Savage  
Goro Mitchell  
Betsy Yanez

Staff Present

Lee Hawkins, General Manager  
Karen Maxey, Administrative Services Director  
Micheline Wegem, Accountant  
Malathy Subramanian, Legal Counsel

3. Communications from the Public

There were none.

4. Agenda Amendments

There were no changes to the agenda.

5. Consideration/Approval of December 4, 2008, Regular Board Meeting Minutes

**Motion:** Director Haggans moved, seconded by Director Yanez, to approve the December 4, 2008, Regular Board Meeting Minutes. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 964 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

**Motion:** Director Haggans moved, seconded by Director Sykes-Miessi, to approve Resolution No. 964 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

7. Consideration/Approval to Reschedule the February 5, 2009, Regular Board Meeting Date to February 12, 2009

**Motion:** Director Haggans moved, seconded by Director Sykes-Miessi, to reschedule the February 5, 2009 Regular Board Meeting to February 12, 2009. Motion passed unanimously.

8. Presentation: Film of District Operations

Michael Levine, Executive Director of EPA.Net, introduced the youth staff who prepared the film. The staff members included Jesus Avalos, Monica Malfavon, and Soli Tuulaupua. The film which shows the behind-the-scene preventive maintenance and waste treatment services of the EPASD was shown to the Board and audience.

The film was well received by the Board, and they felt it would be a great tool to use in the community.

The following item was moved up on the agenda.

15. Consideration/Approval of Amendment #5 to the Agreement (No. 237) with the City of Palo Alto

James Allen, Acting Plant Manager, Regional Water Quality Control Plant, explained that the agreement authorizes the cost sharing and implementation of the ultra violet (UV) disinfection facility project at the Palo Alto Regional Water Quality Control Plant. He went on to discuss the problems associated with the current chlorine-based chemicals used to disinfect the wastewater including residual discharge to the Bay, health and safety, chlorine byproducts, and release of toxins.

Legal Counsel Malathy Subramanian pointed out that the amendment has modifications that she has been working on with the City of Palo Alto and will be finalized next week. She noted that approval is needed before the end of the month.

General Manager Lee Hawkins recommended approval of the amendment.

**Motion:** Director Sykes-Miessi moved, seconded by Director Haggans, to approve Amendment #5 to the Palo Alto and East Palo Alto Sanitary District Agreement in substantive form knowing that minor modifications are coming. Motion passed by roll call vote:

AYES: Mitchell, Haggans, Savage, Sykes-Miessi, and Yanez  
NOES: None

9. Presentation: District FOG Program – Tabled

10. Consideration/Approval of Rental Agreement with One East Palo Alto for Upstairs Office Space

Director Yanez recused herself due to a conflict of interest.

Mr. Hawkins reported that this is a three-year lease and One East Palo Alto will be responsible for utilities; they will pay \$1 per square foot per month.

**Motion:** Director Savage moved, seconded by Director Haggans, to approve the agreement with One East Palo Alto, with some modifications. Motion passed by roll call vote:

AYES: Mitchell, Haggans, Sykes-Miessi, Savage  
NOES: None  
RECUSE: Yanez

11. Consideration/Approval of Additions to New Security System

Director Savage noted that the Facilities Committee met to review the additions and recommend approval by the Board.

Administrative Services Director Karen Maxey explained there will be extra cameras on the front door and the cost will be \$12,000.

**Motion:** Director Haggans moved, seconded by Director Savage, to approve additions to the new security system. Motion passed unanimously.

12. Consideration/Approval of Change Orders #1, #2, and #3 for Downstairs Office Remodel

Mr. Hawkins explained that there were unanticipated issues with the project including dry rot, new standards for the entrance doors, and upgrading cabinets. The change orders reflect the changes, and the budget will cover the changes.

**Motion:** Director Haggans moved, seconded by Director Yanez, to approve Change Orders #1, #2, and #3 for the Downstairs Office remodel. Motion passed by roll call vote:

AYES: Mitchell, Haggans, Sykes-Miessi, Yanez, and Savage  
NOES: None.

13. Consideration/Approval of Proposal to Paint Exterior of District Building - Tabled

14. Consideration/Approval of Consultant Services to Facilitate Strategic Planning Retreat for Board and Staff - Tabled

16. Manager's Report

Mr. Hawkins reported that the retreat is scheduled for February 14, from 9 a.m. to noon, and the Human Resources (HR) Committee directed staff to proceed with a facilitator. He is looking for a local facilitator. He added that the HR Committee is looking at the Policy and Procedures Manual that defines committee assignments and they are interested in doing team building activities.

Mr. Hawkins also suggested scheduling a budget meeting On March 26 at 7 p.m.

17. Committee Reports

a) Engineering

Director Haggans reported that the Engineering Committee met with District Engineer Rich Laureta and talked about putting together an updated citywide master plan.

b) Finance

Director Sykes-Miessi reported that the Finance Committee approved payment of bills.

c) Human Resources

Director Mitchell reported that Committee discussed the retreat and had a discussion about surveying Spanish speaking isolated rate payers.

d) Intergovernmental

Director Haggans reported that the Committee talked about the MOU, and that Director Mitchell is in contact with City Council Member Carlos Romero.

e) Facilities

Director Savage reported that the Committee approved projects.

18. Oral & Written Communication

Mr. Hawkins congratulated staff and the Board for a successful 2008, noting that the cash position has improved.

Director Savage also thanked the excellent staff.

19. Future Agenda

No items were suggested.

20. Adjournment

The meeting adjourned at 8:10 p.m.

APPROVED:

\_\_\_\_\_  
/s/Glenda Savage  
Board President

\_\_\_\_\_  
/s/Joan Sykes-Miessi  
Board Secretary