

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

1. Call to Order

2. A Rescheduled Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, October 8, 2009, at 7:05 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.

Directors Present

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

Staff Present

Lee Hawkins, General Manager
Karen Maxey, Administrative Services Director
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 September 3, 2009, Regular Board Meeting Minutes and August 22, 2009, Special Board Meeting Minutes

Motion: Director Haggans moved, seconded by Director Yanez, to approve the September 3, 2009, Regular Board Meeting Minutes and August 22, 2009, Special Board Meeting Minutes. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 979 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

Motion: Director Haggans moved, seconded by Director Sykes-Miessi, to approve Resolution 979 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

7. Consideration/Approval of Amendment to Board of Directors Policy Handbook Regarding Compensation for Attendance at Committee Meetings

Director Haggans reported that more information was expected with regard to committee structure prior to making any recommendations.

Director Mitchell added that the Committee wants to have legal counsel review the policy before it goes to the Board.

Item tabled to the next meeting.

8. Consideration/Approval of Installment Sale Agreement for Vector Truck

General Manager Lee Hawkins reported that legal counsel reviewed the documents and made some changes. The changes were substantial and need Board approval.

Legal Counsel Malathy Subramanian suggested the Board could approve the agreement with minor changes or wait to hear back from the financial company.

Mr. Hawkins recommended bringing this back at the next meeting with the approved changes.

Item tabled to next meeting.

9. Consideration/Approval to Accept Exterior Painting Project Completion and Release of Final Payment

Mr. Hawkins reported that the contractors completed painting the District facilities and recommended acceptance of the project.

James Conley, High Definition Painting, was present to speak about the project.

Motion: Director Haggans moved, seconded by Director Yanez, to approve the exterior painting project completion and release the final payment. Motion passed unanimously.

10. Consideration/Approval of Handicap Parking improvements Project and Authorization for Staff to Solicit Bids

Mr. Hawkins spoke about the Building Department's requirement for an upgraded handicap access ramp. The handicap access was moved from the rear of the building to the front due to security concerns. A drawing was included in the Board's packet. It was reported that some of the trees would have to be moved to accommodate the handicap ramp.

Motion: Director Sykes-Miessi moved, seconded by Director Yanez, to authorize staff to receive bids for the handicapped parking in the front of the District office. Motion passed unanimously.

11. Consideration/Approval of Human Resources & Organization Committee Recommendation Regarding General Manager's Annual Evaluation Results

Director Haggans summarized the Human Resource Committee's recommendations:

- Manager will produce a written document detailing the district technology plan currently implemented with projections for the future.
- Manager will seek out training opportunities in the area of personnel management particularly in areas of employee discipline.
- Distinguish all goals and objectives status as either an annual objective or an ongoing objective.
- Manager will report goals and objective progress three times during the fiscal year: October, March, and May. These reports can be given at a special meeting or at a regular monthly meeting.

Director Mitchell pointed out that the first report was due in October but suggested for the current year to hold off until November.

Concurrence of the Board was to have the report at the regular November meeting.

Motion: Director Haggans moved, seconded by Director Savage, to approve the recommendations Regarding the General Manager's Annual Evaluation Results. Motion passed unanimously.

12. Manager's Report

Mr. Hawkins provided a report on the copier and problems incurred. Staff has received proposals from other companies which will go to the Finance Committee.

Director Mitchell noted that Canon has been a good machine.

Mr. Hawkins reported that the Maintenance staff has been receiving training at the Treatment Plant. Getting ready to upgrade the GIS system – expect to integrate in the near future.

13. Committee Reports

a) Engineering

Director Haggans reported that the Engineering Committee met and reviewed capital projects and discussed the application for stimulus funding. Looked at stimulus potential for items such as siphon to the airport extension.

b) Finance

Director Sykes Miessi reported that the Finance Committee reviewed and paid bills.

c) Human Resources

Director Mitchell reported that the Committee discussed committee level compensation.

d) Intergovernmental

Director Yanez reported that the Committee met and discussed the MOU agreement with the City. There will be a meeting with Council Member Carlos Romero in late October. The Committee is looking at education programs to teach people how to recycle.

Director Mitchell noted that the City Manager's retirement has been announced.

e) Facilities

Director Savage announced that the Committee met and discussed results of 70th anniversary celebration.

14. Oral & Written Communication

There were no communications.

15. Future Agenda

Item 7 and 8 will be on the next agenda.

16. Adjournment

The meeting adjourned at 8:00 p.m.

APPROVED:

/s/Glenda Savage
Board President

/s/Joan Sykes-Miessi
Board Secretary