

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
December 4, 2008**

1. Call to Order

A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, December 4, 2008, at 7:07 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

Rich Laureta, District Engineer

3. Communications from the Public

There were none.

4. Agenda Amendments

There were no agenda amendments.

5. Consideration/Approval of November 6, 2008, Regular Board Meeting Minutes

Motion: Director Haggans moved, seconded by Director Yanez, to approve the minutes of the November 6, 2008, Regular Board Meeting. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 963 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

Motion: Director Sykes-Miessi moved, seconded by Director Haggans, to approve Resolution No. 963 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

7. Consideration/Approval to Reschedule the January 1, 2009, Regular Board Meeting Date to January 8, 2009.

Motion: Director Haggans moved, seconded by Yanez, to approve rescheduling the January 1, 2009, Regular Board Meeting Date to January 8, 2009. Motion passed unanimously.

8. Consideration/Approval of General Manager's Employment Agreement

Director Mitchell reported that the Human Resources Committee found the General Manager's salary was in the middle range of the survey that was done.

Motion: Director Haggans moved, seconded by Director Yanez, to approve the General Manager's Employment Agreement. Motion passed unanimously.

9. Consideration/Approval of Annual Committee Assignments

Director Mitchell reported that the Human Resources Committee recommended that the Board consider holding a retreat and discuss the duties of the committees.

Upon consensus of the Board, it was agreed that the Committee membership would remain as it currently until after the retreat.

10. Consideration/Approval of District Engineer's Recommendation Regarding the Cured-in-Place Pipe Rehabilitation Project (CIPP) Project

District Engineer Rich Laureta provided an update on the project noting that, as of last week, the project was completed. He recommended the Board accept the project.

Motion: Director Haggans moved, seconded by Director Yanez, to accept the CIPP Project and release the final retention payment. Motion passed unanimously.

11. Consideration/Approval of Annual Audit Report Period Ending June 30, 2008

Director Haggans reported that the Finance Committee and the Accountant reviewed the Audit Report and recommend acceptance.

Motion: Director Haggans moved, seconded by Director Sykes-Miessi, to approve the Annual Audit Report for the period ending June 30, 2008.

12. Consideration/Approval of Strategic Planning Retreat for Board and Staff

Mr. Hawkins noted that this item was requested as a future agenda item at the November 6, 2008, Regular Board Meeting.

Upon consensus of the Board, the date of February 14, 2009, was selected as the date for the Retreat.

13. Manager's Report

Mr. Hawkins suggested changing the committee meetings scheduled for January 20 and 21 because of a conference. It was decided that the Facilities Committee would meet on January 12, and the Human Resources Committee would meet on January 14. He also reported that EPA.net and One East Palo Alto have expressed interest in renting the second floor of the District Office.

14. Committee Reports:

a) Engineering

Director Haggans reported that the Engineering Committee discussed the Cured-in-Place project and the need for a master plan.

b) Finance

Director Savage reported that the Finance Committee met and approved the bills.

c) Human Resources

Director Yanez reported that the Human Resources Committee discussed the General Manager's contract and talked about a retreat.

Director Mitchell added that the Committee talked about team building activities at the retreat.

d) Intergovernmental

Director Mitchell reported that the Intergovernmental Committee met and discussed the MOU and came up with a strategy to meet with the new Council members.

e) Facilities

Director Savage reported that the Facilities Committee met with nonprofits who might be interested in renting the upstairs. The Committee will discuss details and have a recommendation in January.

15. Oral and Written Communication

There were no oral or written communications.

16. Future Agenda

Items include Committee assignments and Strategic Plan.

17. Adjournment

There being no further business, the meeting adjourned at 7:35 p.m.

APPROVED:

/s/Glenda Savage
Board President

/s/Joan Sykes-Miessi
Board Secretary