

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
February 12, 2009**

1. Call to Order
2. A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, February 12, 2009, at 7:00 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  
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.

General Manager Lee Hawkins reported receiving correspondence from the Grand Jury and a response is needed prior to the next meeting.

**Motion:** Director Mitchell moved, seconded by Director Haggans to add new item 7a regarding Grand Jury Report. Motion unanimously approved.

5. Consideration/Approval of January 8, 2009, Rescheduled Regular Board Meeting Minutes

**Motion:** Director Haggans moved, seconded by Director Yanez, to approve the minutes of the January 8, 2009, Rescheduled Regular Board Meeting. Motion unanimously approved.

6. Consideration/Approval of Resolution No. 965 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

**Motion:** Director Haggans moved, seconded by Director Sykes-Miessi, to approve Resolution 965 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion unanimously approved.

7. a. Grand Jury Response

Mr. Hawkins reported that the District received a letter from the Grand Jury in December, but the receptionist had not opened it because it was addressed to the Board rather than the General Manager. The Chairman of the Grand Jury called to find out the District's response. The deadline for response was January 9. The Grand Jury asked questions about the number of District meetings per month/year and Board compensation; how many Board members were appointed; and what is tenure of each board member. The Grand Jury asked for opinions as to why more people do not run for office.

Director Mitchell suggested having conversations about comparisons with other Districts.

Director Sykes-Miessi questioned whether there is anything legal to be concerned about.

Legal Counsel Malathy Subramanian commented that she was unsure whether the District was targeted singly.

Mr. Hawkins indicated he would have comparisons at the next Finance Committee meeting

The letter from the Grand Jury was reviewed by the Board Members. It was noted that there has only been one election that has been contested. The Board discussed of term limits but decided not to consider since it is difficult to get people on the Board.

Director Mitchell said the Human Resources Committee would make a recommendation on term limits at some point, after researching other districts and looking at best practices.

Director Sykes-Miessi wanted to make sure the Board does not respond in a negative way. She did not recall ever filling out anything in the past for the Grand Jury.

Director Mitchell noted that the average term for the District is less than eight years, so there would not be a need for term limits.

The Board asked for a copy of what Mr. Hawkins prepares for the Grand Jury.

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

Director Haggans reported that the Engineering Committee recommended approving the project.

**Motion:** Director Haggans moved, seconded by Director Sykes-Miessi to approve the District Engineer's Recommendation Regarding the Cured-In-Place Pipe Rehabilitation Project. Motion passed unanimously.

8. Consideration/Approval of Proposal to Paint Exterior of District Building

Mr. Hawkins reported that the District tried to get local contractors but was not successful. He felt the District was better served to bid outright during the summer. He will go back to the Facilities Committee to start the process.

Director Savage spoke in favor of having a local contractor and agreed to send this back to the Facilities Committee.

9. Consideration/Approval of Recommendation from Human Resource Management & Organization Committee to Reschedule Board Retreat

Mr. Hawkins reported that the Human Resources Committee discussed identifying a facilitator and met with Dr. Jackson but she was not available for the February 14 meeting. He suggested the Board could have the retreat without a facilitator or reschedule to March.

Director Mitchell said the Human Resources Committee discussed having a longer meeting in March.

Director Haggans indicated that it had been difficult for him to get a replacement at his job for the February meeting, and it would be difficult for him to attend in March.

Director Mitchell commented that the facilitator was chosen because she knew about the operations of the District and is a specialist in leadership development.

The consensus of the Board was to hold the retreat on for Saturday, February 14, at 9 a.m. in the District Office.

10. Manager's Report

Mr. Hawkins reported that he had asked Director Mitchell to attend the LAFCo meeting in his place.

Director Mitchell explained that LAFCo does a review every two years and the group discussed the possibility of combining the East Bay Sanitary District with the West Bay Sanitary District, but they did not look at engineering issues or at capital costs of combining the Districts. They had questions about Board compensation and why salaries cost increased. He noted that the salaries increased due to going to a 40 hour work week. LAFCo said they would send questions directly to the General Manager.

Mr. Hawkins noted that the District is still planning the seven year anniversary and is working on advertisements and flyers. The Facilities Committee will discuss the agenda and possible speakers.

Mr. Hawkins reported that the agreement with One EPA has been completed, papers will be signed soon, and keys will be given to One EPA. He also pointed out that Board received an email from the City Inspector who noticed traffic control practices that were not being observed. He discussed it with the inspector and it will be a personnel action that he will take care of.

11. Committee Reports

a) Engineering

Director Haggans reported that the Engineering Committee met on January 27 and noted that the District continues to show levels of excellence.

b) Finance

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

c) Human Resources

Director Yanez reported that the Human Resources Committee met with Dr. Jackson who helped the Committee focus the retreat on how all Board Members can share leadership roles on the Board. The retreat will also focus on team building.

d) Intergovernmental

Director Mitchell reported on two items of discussion: LAFCo letter/meeting and MOU with the City.

e) Facilities

Director Savage reported that the Facilities Committee met last month and discussed exterior painting which will be delayed to summer.

12. Oral & Written Communication

Director Haggans reported that he continues to go to conferences and learn things about recycled water. There was a private sewer lateral task force report and it was noted that reserve funds are used for lateral replacements. He pointed out that hairline cracks are not picked up with cameras.

13. Future Agenda

14. Adjournment

The meeting adjourned at 7:50 p.m.

APPROVED:

/s/Glenda Savage  
Board President

/s/Joan Sykes-Miessi  
Board Secretary