

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
May 1, 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, May 1, 2008, at 7:05 p.m. The meeting was held 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-Johnson
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 April 3, 2008, Regular Board Meeting Minutes

Motion: Director Savage Johnson moved, seconded by Director Yanez, to approve the minutes of the April 3, 2008, Regular Board Meeting. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 950 Approving Withdrawal Orders and Authorizing Payment of Certain Bills.

Motion: Director Haggans moved, seconded by Director Yanez, to approve Resolution 950 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

7. Consideration/Approval of Change Order #1, #2, and #3 for EPASD 2nd Floor Office Improvements Project

General Manager Lee Hawkins reported that the project was 99% complete.

Ken Jones described the three change order requests: #1 - to add exterior steel doors to west stairwell; #2 – change in restroom fixtures including toilets, hand dryer, soap dispenser; and #3 – contract time extension. The contractor expects to finish by Monday, and the total for the change orders is approximately \$8,000.

Motion: Director Haggans moved, seconded by Director Savage Johnson, to approve Change Orders #1, #2, and #3 for the 2nd Floor Office Improvement Project. Motion passed unanimously.

8. Consideration/Approval of a Resolution Authorizing Various Year End Fund Transfers Recommended

Mr. Hawkins reported that the resolution is needed to balance any accounts which were over the original appropriations limit.

Motion: Director Haggans moved, seconded by Director Yanez, to approve Resolution 951, a Resolution Ordering the Transfer of Funds. Motion passed unanimously.

9. Manager's Report

- Toilet Rebate Project
- Sewer Rate Public Hearing
- Cost of Services Study
- Upstairs Renovation
- Capital Projects
- 70th Year Anniversary

Mr. Hawkins reported that staff is meeting with officials of the American Water Company, the City of East Palo Alto, and the Bay Area Water Supply and Conservation Agency in an effort to develop a recommendation to implement a toilet replacement program. The 218 Public Hearing Notice has been mailed to property owners and residents, and the public hearing is scheduled for June 5. The Cost of Services Study, prepared by Alex Handlers, Financial Consultant with Bartle Wells, is available for public review at the District Office and on the website. The Sewer Repair/Replacement Projects, approved by Board action for FY 2007/08, are scheduled to begin next month. Staff is working with the Facilities and Grounds Committee to develop an event to commemorate the 70th Year Anniversary next year. A special meeting was set for May 24, and the Board agreed to meet on July 12 with Cecil Reeves. The Human Resources Committee agreed to meet on Tuesday, May 6 at 8 a.m.

10. Committee Reports:
a) Engineering

Director Sykes-Miessi reported meeting with Engineer Rich Laureta and had a good discussion.

b) Finance

Director Savage-Johnson reported that the Finance Committee met and paid the bills.

c) Human Resources

Director Yanez reported that the Human Resources Committee is waiting for the attorney for advice on the Handbook.

d) Intergovernmental

Director Mitchell reported that the Committee discussed quantifying impacts of not having a formal agreement with the City.

e) Facilities

Director Savage-Johnson reported discussing the presentation from Mr. Jones.

11. Oral & Written Communication

Director Mitchell presented a memo regarding key issues raised at the CASA event.

Director Sykes-Miessi congratulated staff for the good work is doing.

12. Future Agenda

One item suggested is an update on lateral projects.

13. Adjournment

The meeting adjourned at 7:32 p.m.

APPROVED:

/s/Joan Sykes-Miessi
Board President

/s/Glenda Savage
Board Secretary