

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
June 5, 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, June 5, 2008, at 7:01 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  
Malathy Subramanian, Legal Counsel  
Micheline Wegem, Accountant

3. Communications from the Public

There were none.

4. Agenda Amendments

There were no changes to the agenda.

5. Consideration/Approval of May 1, 2008, Regular Board Meeting Minutes

**Action:** Director Savage-Johnson moved, seconded by Director Haggans, to approve the May 1, 2008, Regular Board Meeting Minutes. Motion unanimously approved.

6. Consideration/Approval of Resolution No. 952 Approving Withdrawal Orders and Authorizing Payment of Certain Bills.

**Action:** Director Haggans moved, seconded by Director Yanez, to approve Resolution 952 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion unanimously approved.

Public Hearing

7. Consideration/Approval of Ordinance #56, An Ordinance Further Amending Section 201 of Article II of Ordinance No. 6, "An Ordinance Establishing Rates and Charges for Sewage Disposal Service and Providing Penalties for the Violation of the Provisions thereof," as Amended, and Relating to Sewer Service Charges

Director Sykes-Miessi opened the Public Hearing. There were no comments from the public, and the Public Hearing was closed.

General Manager Lee Hawkins reported that Legal Counsel made slight revisions to the ordinance, and three written protests were received and included in the packet.

**Action:** Director Haggans moved, seconded by Director Yanez, to approve Ordinance 56, An Ordinance Further Amending Section 201 of Article II of Ordinance No. 6, "An Ordinance Establishing Rates and Charges for Sewage Disposal Service and Providing Penalties for the Violation of the Provisions thereof," as Amended, and Relating to Sewer Service Charges.

Motion passed by roll call vote:

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

Public Hearing

8. Consideration/Approval of Resolution 953, Adopting the Proposed FY 2008/09; FY 2009/10; FY 2010; and FY 2011/12 Annual Budget Document and Authorizing the Collection of Sewer Service Charges on the Tax Roll

Director Sykes-Miessi opened the Public Hearing.

Alex Handlers, Financial Consultant with Bartle and Wells Associates talked about the maximum rate that can be charged and noted that the Board has done a great job restoring the District's financial health.

There being no further comments from the public, the Public Hearing was closed.

**Motion:** Director Haggans moved, seconded by Director Yanez, to approve Resolution 953, Adopting the Proposed FY 2008/09; FY 2009/10; FY 2010; and FY 2011/12 Annual Budget Document and Authorizing the Collection of Sewer Service Charges on the Tax Roll. Motion passed unanimously.

9. Consideration/Recommendation Regarding Placement of Board Meeting Videos on Youtube

Director Savage-Johnson expressed concern about digitalized videos, adding that interested citizens might watch meetings on Cable TV. She added that people interested in meetings can also get copies of tapes or DVD's from District staff.

Director Mitchell commented that Youtube is the best way to make meetings accessible to the ratepayers.

Mr. Hawkins suggested inviting the Computer Tech to come to a meeting and talk about options.

Director Savage-Johnson commented she would like to know what other entities are doing.

Director Mitchell suggested tabling this item until getting more information, including looking at security and information from other municipalities.

10. Committee Reports:

a) Engineering

Director Haggans reported that the Engineering Committee discussed capital improvements, noting that much of the work is near completion.

b) Finance

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

c) Human Resources

Director Yanez reported that the Human Resources Committee reviewed the personnel handbook and had a discussion with Legal Counsel.

d) Intergovernmental – No report

e) Facilities

Director Savage-Johnson reported that the Facilities Committee talked about the upstairs and plans for the Open House.

11. Manager's Report

Mr. Hawkins distributed Brown Act updates, the current calendar, and the Manager's Annual Report. He noted that the year was good, with a lot of accomplishments. There was no change last year in the annual Sewer Service Charge rate; the Siphon Line Repair Project resulted in a sizable decrease in infiltration; the District gained a better reading at the Treatment Plant; Six sewer main projects were identified and work is currently underway; Alex Handlers, Financial Consultant with Bartle and Wells Associates, completed a Cost of Services Study which culminated in a Financial Master Plan which was the foundation for the District's Future Revenue Program for the next five years; the computer system will be moved; the District got a new phone system; the 40-hour work week was restored; the District contracted with an actuarial firm to determine the cost of retirement benefits for District employees; the Board approved a renovation project for the Downstairs Office space; and the 70<sup>th</sup> Anniversary of the East Palo Alto Sanitary District is being planned.

12. Oral & Written Communication

There were no oral or written communications

13. Future Agenda

Mr. Hawkins noted that the next meeting is scheduled for July 3, which is the day before the July 4 holiday. The Board agreed to move the regular meeting to July 10.

14. Adjournment

The meeting adjourned at 7:55 p.m.

APPROVED:

/s/Joan Sykes-Miessi  
Board President

/s/Glenda Savage  
Board Secretary