

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
July 10, 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, July 10, 2008, at 7:02 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

General Manager Lee Hawkins introduced Soli Tuulaupua and Jesus Avalos from EPA.net who were videotaping the meeting.

3. Communications from the Public

There were none.

4. Agenda Amendments

There were no changes to the agenda.

5. Consideration/Approval of May 24, 2008, Special Board Meeting Minutes and June 5, 2008, Regular Board Meeting Minutes

**Motion** Director Haggans moved, seconded by Director Yanez, to approve the May 24, 2008, Special Board Meeting Minutes and the June 5, 2008, Regular Board Meeting Minutes. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 954 Approving Withdrawal Orders and Authorizing Payment of Certain Bills.

**Action:** Director Haggans moved, seconded by Director Sykes-Miessi, to approve Resolution 954 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

7. Consideration/Approval to Authorize Staff to Make Needed Upgrades to District TV Van

General Manager Hawkins reported that the crew identified issues with the TV Van that requires repositioning of the monitor. The estimate is \$6,500.

**Motion:** Director Savage moved, seconded by Director Yanez, to authorize staff to make needed upgrades to the District TV Van. Motion passed unanimously.

8. Consideration/Approval of Progress Payment to Contractor, J.F. Pacific Liners, for Work Completed on Capital Projects

Mr. Hawkins reported that in April 2008, the Board of Directors authorized the construction and repair of sewer mains located at Popular, Runnymede, O'Connor, and Woodland Avenue, with a total project cost of \$413,354. The District Engineer reviewed the work and recommends approval of Progress Payment #1.

**Motion:** Director Haggans moved, seconded by Director Yanez, to approve Progress Payment #1 to Contractor, J.F. Pacific Liners, for work completed on Capital Projects. Motion carried unanimously.

9. Consideration/Approval of Security Upgrade Recommendation

Mr. Hawkins reported that the current system has been in place for 15 years and is overdue for an upgrade. The cost is approximately \$33,000.

Director Mitchell suggested that the District get more bids.

The item was tabled to a future meeting.

10. Consideration/Recommendation Regarding Placement of Board Meeting Videos on YouTube

Mr. Hawkins reported that staff surveyed other agencies and found that most do not use video, and many meetings are put on YouTube by individuals.

Director Savage commented that the District should not be responsible for putting meetings on YouTube.

Director Mitchell commented that the District needs to make meetings available to as many people as possible and favors the use of YouTube.

Director Savage pointed out that ratepayers received the District's newsletter and have access to the website.

**Motion:** Director Savage moved, seconded by Sykes-Miessi, to not place Board meetings on YouTube but to bring the issue back to the Board in six months to one year for further consideration.

Motion carried by roll call vote:

AYES: Savage, Yanez, Sykes-Miessi  
NOES: Mitchell, Haggans

11. Consideration/Approval of Finance Committee Recommendation for Changes to District Travel Policy

Director Savage reported that the Finance Committee discussed looking at three conferences and two trainings per Director per year or four conferences per year and no trainings.

Legal Counsel Malathy Subramanian explained that other agencies allot a certain amount for travel per person and many agencies limit travel to national conferences.

**Motion:** Director Savage moved, seconded by Director Miessi to accept the changes to the travel policy and to bring back the revised policy to the Board. Motion passed unanimously.

12. Committee Reports:

- a) Engineering – no report
- b) Finance

Director Sykes-Miessi commented that the Finance Committee paid bills and reviewed the travel policy.

- c) Human Resources – no report
- d) Intergovernmental – no report
- e) Facilities

Discussion at last meeting included the upstairs and renovating the downstairs.

- f) Report on Board Member Attendance at SDI Conference in San Diego

Mr. Hawkins acknowledged that Betsy Yanez was honored at the conference and received a certification.

13. Manager's Report

Mr. Hawkins reported that EPA.Net students are filming Maintenance crew in action for a public information documentary; staff has partnered with ONE EPA to assist with the College intern's selection process; three Board Members and he attended the SDI Conference in San Diego; Cecil Reeves will facilitate the Manager's annual evaluation

scheduled for July 12; the July meeting calendar was distributed to the Board; and two District employees will be attending seminars this month on controlling risk, making safety performance matter and solving safety problems.

14. Oral & Written Communication

There were no oral or written communications.

15. Future Agenda

Items include succession planning for retirements, toilet rebate update, and grease problem.

16. Adjournment

The meeting adjourned at 8:00 p.m.

APPROVED:

/s/Joan Sykes-Miessi  
Board President

/s/ Glenda Savage  
Board Secretary