

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
July 12, 2008**

1. Call to Order

A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Haggans on Saturday, July 12, 2008, at 10:18 a.m. The meeting was held at the East Palo Alto Sanitary District Office located at the Four Seasons Hotel, 2050 University Avenue, East Palo Alto, California. Director Sykes-Miessi was teleconferencing from Tahoe Seasons Resort, 3901 Saddle Road, South Lake Tahoe, 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

3. Communications from the Public

There were none.

4. Agenda Amendments

There were no changes to the agenda.

5. Discussion/Report of Recommendation for FY 2008/09; FY 2009/10; FY 2010/11; and FY 2011/12 Goals and Objectives

General Manager Hawkins reported that the Annual Report was included in the Board's packet and contains the District's accomplishments during the year. One of the biggest accomplishments was putting together the 10-year Financial Master Plan, and the sewer rates were adjusted. The District had a spending plan for the funds which shows an increased level of accountability and fiscal responsiveness to the challenges faced by the District. The biggest cost is the Treatment Plant. Progress is expected in fixing pipes, and approximately \$450,000 will be spent this year, with a plan to spend at least \$500,000 for the next five years on improving sewer lines. The District recently approved a progress payment on Woodland, Runnymede, and Capitol and the project is going well. The Engineer is reviewing the tapes for the coming year and the result will be new projects. The upstairs project is complete although there are still some issues with the City on the permit. The vactor is over 12 years old and will need to be replaced. Staff will look at a vehicle that uses alternative fuel. An overall goal of the District is financial stability which the District is on its way to achieve. All the District employees have been evaluated, and one employee was terminated for not meeting the minimum job requirement. Monthly staff meetings are being

held, and safety officers have been selected. The Employee Handbook is being reviewed by the Human Resources Committee, and revisions from the Attorney's Office are expected next week. The District approved a 10-year Strategic Plan. The upstairs project was delayed but finally completed, and a Grand Opening is being planned. Legal staff is reviewing the District Code in order to be codified. A college intern program has been implemented and is geared toward giving local students exposure to environmental sciences and how the District operates. The District implemented a computerized phone system, and the computer room will be moved upstairs. The District currently communicates with the City through the District Engineer who attends meetings where projects are being discussed. The District needs more interaction with the City and will have the Board President meet with the Mayor. The Board has had several meetings during the month, and Betsy Yanez was honored at the SDI conference. All the Board members have attended at least four conferences. For the next five years, the vector will need to be replaced, the budget will need to be refined each year, revenue sources will need to be analyzed, the computer system will need to be upgraded, a succession plan needs to be looked at, employee development will continue, the toilet replacement program will be looked at, \$1.5 million will be spent on sewer line repairs and maintenance, and an event will be planned for the 70<sup>th</sup> Year Anniversary. The District needs to look at ways to cover the costs in the event of disasters and costs of funding depreciation.

Director Sykes-Miessi suggested that the 70<sup>th</sup> Year Anniversary was a great time to highlight what the District has accomplished but also to educate people about environmental changes.

The Board adjourned to Closed Session at 11:20 a.m. Cecil Reeves facilitated the Closed Session.

6. Closed Session  
Public Employee Performance Evaluation  
Title: General Manager  
Pursuant to Government Code Section 54957

The meeting returned to regular session.

7. Oral & Written Communication

There were no oral or written communications.

8. Future Agenda
9. Adjournment

The meeting adjourned at 12:40 p.m.

APPROVED:

/s/Joan Sykes-Miessi  
Board President

/s/Glenda Savage  
Board Secretary