

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
July 2, 2009**

1. Call to Order

A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, July 2, 2009, at 7:15 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, and by teleconference at 5/658 Mowbray Rd. Lane Cove 2066, N.S.W. Sydney, Australia.

2. Roll Call

Directors Present

Joan Sykes-Miessi  
Edrick Haggans  
Glenda Savage  
Goro Mitchell  
Betsy Yanez (teleconference)

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 June 4, 2009, Regular Board Meeting Minutes

**Motion:** Director Haggans moved, seconded by Director Sykes-Miessi, to approve the June 4, 2009, Regular Board Meeting minutes. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 972 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

**Motion:** Director Haggans moved, seconded by Director Sykes-Miessi, to approve Resolution No. 972, Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

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

**Motion:** Director Haggans moved, seconded by Director Sykes Miessi to approve Resolution 973, Ordering the Transfer of Fund, East Palo Alto Sanitary District. Motion passed unanimously.

8. Consideration/Approval of Board Committee Assignment Changes

Director Haggans moved from Human Resources Management and Organization Committee to the Public Information & Intergovernmental Affairs Committee, and Director Yanez moved from the Public Information & Intergovernmental Affairs Committee to the Human Resources Management and Organization Committee.

**Motion:** Director Sykes-Miessi moved, seconded by Haggans, to approve the change in committee membership. Motion passed unanimously.

9. Consideration/Approval of Annual COLA Policy

General Manager Lee Hawkins reported that this matter was briefly discussed at the last meeting and that Director Mitchell did further research.

Director Mitchell presented information on Cost-Of-Living Adjustment (COLA) and noted that the Consumer Price Index (CPI) changes every year. The recommendation is .8% and that the Board considered the adoption annually in the month of April.

Legal Counsel Malathy Subramanian commented that the policy would start with the next fiscal year.

Director Savage questioned whether there was any increase in salary added to the budget.

Accountant Micheline Wegem responded that the impacts were unknown.

**Motion:** Director Mitchell moved, seconded by Director Haggans, to continue this item to the next meeting. Motion passed unanimously.

10. Consideration/Approval of Finance & Audit Committee Recommendation Regarding On-Call Pay for District Employees

Mr. Hawkins reported that the Human Resources Management & Organization Committee recommended an increase in the On-Call pay for District maintenance employees at the June Board Meeting, and the Board recommended the item be referred to the Finance & Audit Committee for review of fiscal impact to the current budget.

Director Sykes-Miessi explained that the Finance Committee questioned the number of service calls and wanted to look at the average on-call calls that staff responded to.

Herman responded that staff responds to an average of 5 calls per month; there are two people on call – one primary and one secondary. Two other workers are being trained and will be placed on the rotation.

**Motion:** Director Haggans moved, seconded by Sykes-Miessi, to approve the proposed on call pay for staff which is \$40/day on weekdays and \$50/day on weekends for the Primary worker and \$26.42/day for the Secondary worker. Motion passed unanimously.

11. Consideration/Approval to Revise Board of Directors Regulations for the Conduct of Public Meetings

Legal Counsel Subramanian noted that additional revisions were made to the policy that had been left off at some time in the past.

Mr. Hawkins noted that the past practice was that the Board President review the agenda and make changes.

Director Mitchell expressed concern about one person having a lot of power, using an example of a Committee wanting something on an agenda and the President vetoing it. Language in the policy should include that the Vice-President or Secretary review the agenda if the President is not available.

Director Sykes-Miessi commented that the President has to work with the General Manager, who can tell the President what needs to be on the agenda.

Director Yanez asked that this item be tabled so that she can express herself and there can be more discussion.

**Item tabled.**

12. Consideration/Approval to Authorize Staff to Purchase New Vector Truck

Mr. Hawkins noted that the current Vector is 14 years old and completely depreciated out; it requires repairs that are performed by maintenance crew on a weekly basis and other repairs that need to be taken care of at the dealer in Santa Rosa. The estimate to retrofit the old truck is \$16,000.

**Motion:** Director Sykes-Miessi moved, seconded by Director Haggans, to authorize the purchase of Ricky's Machinery Vac-Con Combination Truck in the amount of \$249,622. Motion passed unanimously.

13. Manager's Report

- Upcoming Conferences
- 70<sup>th</sup> Anniversary Event – August 29, 2009
- Manager's Evaluation Date – August 22, 2009
- Painting Exterior of District Building
- General Operations

Mr. Hawkins asked that Board Members submit their conference travel requests as soon as possible; the CASA conference in San Diego is August 12-15. Staff is preparing for the 70<sup>th</sup> Anniversary event; summer students are helping Ms. Maxey prepare materials. The Facilities Committee is monitoring the progress and making recommendations. Dr. Cecil Reeves has agreed to facilitate the General Manager's evaluation on August 22.

Staff is trying to get the buildings painted and tried to solicit informal bids. He went ahead and readvertised and received four bids. This will be on the August agenda. He has a meeting with the Treatment Plant staff regarding salinity.

14. Committee Reports

a) Engineering

Director Haggans reported that the Engineering Committee met with staff and talked about the overflow on O'Connor due to debris buildup and sagging in the main line.

b) Finance

Director Sykes-Miessi reported that the Finance Committee paid the bills and got information on the Vactor and On-Call pay.

c) Human Resources

Director Mitchell reported that the Human Resources Committee talked about the COLA and revisions to the Personnel Handbook.

d) Intergovernmental – Did not meet

e) Facilities

Director Savage reported that the Facilities Committee discussed the 70<sup>th</sup> Anniversary Event.

15. Oral & Written Communication

There were no oral or written communications.

16. Future Agenda

Items for future agendas include discussion of Annual COLA Policy and revision to the policy for Conduct of Public Meetings.

17. Adjournment

The meeting adjourned at 8:15 p.m.

APPROVED:

/s/Glenda Savage  
Board President

/s/Joan Sykes-Miessi  
Board Secretary