

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
SPECIAL BOARD MEETING MINUTES  
August 22, 2009**

1. Call to Order

2. A Special Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Saturday, August 22, 2009, at 9:20 a.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.

Directors Present

Joan Sykes-Miessi  
Edrick Haggans  
Glenda Savage  
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 Auditor for FY 2008/09 Financial Statements

General Manager Lee Hawkins reported that the Finance Committee recommended Christopher Chime Ogbodo as Auditor.

Director Mitchell pointed out that the recommended auditor did not have experience with special districts or public agencies.

Director Savage explained that the Finance Committee made its recommendation based on the experience of the auditor. Micheline had informed the Finance Committee that the recommended auditor was a member of the Peer Review Program and, as such, oversees auditing of public agencies.

**Motion:** Director Sykes-Miessi moved, seconded by to accept the recommendation of Christopher Chime Ogbodo as Auditor for FY 2008/09 Financial Statements. Motion carried unanimously.

6. Consideration/Approval of a Resolution Authorizing the Execution and Delivery of an Installment Sale Agreement and Authorizing and Directing Certain Actions in Connection with the Acquisition of a Sewer Vector Truck

Mr. Hawkins reported that the Finance Committee asked him to look into the difference of paying the truck outright or looking at financing the purchase. He presented a spreadsheet showing what the payment would be. A lease purchase can be paid off at any time; paying the truck off outright would deplete the District's reserves.

Director Sykes-Miessi questioned if money would only be taken out of the reserves.

Mr. Hawkins explained that some of the money would come from reserves and some would come from the General Plan.

**Motion:** Director Sykes-Miessi moved, seconded by Director Savage, to approve Resolution No. 977 Authorizing the Execution and Delivery of an Installment Sale Agreement with CSDA and Authorizing and Directing Certain Actions in Connection with the Acquisition of a Sewer Vector Truck. Motion carried unanimously.

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

Mr. Hawkins highlighted the report, including a report on the stimulus program. The lease agreement with the upstairs was completed, and the District got a compatible tenant. Facilities Committee will be dealing with issues with the upstairs having to do with the request from the tenants for a commercial kitchen. The 70<sup>th</sup> Anniversary is the start of a public education effort to get people aware of the Sanitary District.

Ms. Maxey commented that about 150 rsvp's have been received for the Anniversary event.

Mr. Hawkins explained that staff is trying to meet requirements for handicap parking; the requirements have changed since the District first moved into the building.

8. Closed Session  
Public Employee Performance Evaluation  
Title: General Manager  
Pursuant to Government Code Section 545957

**Motion:** Director Haggans moved, seconded by Director Yanez to adjourn to Closed Session. Motion carried unanimously.

The meeting reconvened from Closed Session.

9. Oral & Written Communication

Director Haggans commended the Board for it's a culture of empathy and sharing and ability to debate respectfully.

Director Sykes-Miessi thanked Dr. Reeves for his excellent facilitating skills.

Director Savage concurred with Directors Haggans and Sykes Miessi and also thanked Mr. Hawkins for his service to the District.

10. Future Agenda

One item is the HR Committee report.

11. Adjournment

The meeting adjourned at 12:00 noon.

APPROVED:

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/s/Glenda Savage  
Board President

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/s/Joan Sykes-Miessi  
Board Secretary