

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
August 6, 2009**

1. Call to Order
2. A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Savage on Thursday, August 6, 2009, at 7:00 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 La Quinta Beach Resort, Unit 204, J.E. Irausquin Boulevard 228, Eagle Beach, Oranjestand, Aruba

Directors Present

Joan Sykes-Miessi (teleconferencing)
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 July 2, 2009, Regular Board Meeting Minutes

Motion: Director Haggans moved, seconded by Director Yanez, to approve the July 2, 2009, Regular Board Meeting Minutes.

Motion carried by roll call vote:

AYES: Directors Sykes-Miessi, Haggans, Mitchell, Yanez, and Savage

NOES: None

6. Consideration/Approval of Resolution No. 974 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

Motion: Director Haggans moved, seconded by Yanez, to approve Resolution No. 974 Approving Withdrawal Orders and Authorizing Payment of Certain Bills.

Motion carried by roll call vote:

AYES: Directors Sykes-Miessi, Haggans, Mitchell, Yanez, and Savage

NOES: None

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7. Consideration/Approval of Bid to Paint the Exterior Structure at the District Office located at 901 Weeks Street, East Palo Alto, CA 94303

General Manager Lee Hawkins reported that the District received several bids for the project ranging from \$12,000 to \$40,000, which were reviewed by the Architect. The lowest bid was from a responsible, local contractor. The recommendation was to accept the lowest bid.

Motion: Director Mitchell moved, seconded by Director Yanez, to accept the bid from High Definition Painting.

Motion carried by roll call vote:

AYES: Directors Sykes-Miessi, Haggans, Mitchell, Yanez, and Savage

NOES: None

8. Consideration/Approval of a Resolution Regarding Annual COLA Policy for District Employees

Mr. Hawkins reported that Legal Counsel was requested to develop the wording for the COLA policy, and the resolution included in the Board's packet includes what the Board approved at its last meeting.

Motion: Director Haggans moved, seconded by Director Yanez, to approve Resolution 975, a Resolution Regarding Annual COLA Policy for District Employees.

Motion carried by roll call vote:

AYES: Directors Sykes-Miessi, Haggans, Mitchell, Yanez, and Savage

NOES: None

9. Consideration/Approval of Board Committee Assignment Changes

Mr. Hawkins commented that Director Yanez is on the ONE EPA Board, which may cause a conflict of interest with her being on the Facilities Committee.

The concurrence was that Director Yanez would remain on the Facilities Committee but recuse herself from any discussions relating to ONE EPA.

10. Manager's Report

- Upcoming Conferences
- 70th Anniversary Event – August 29, 2009
- Manager's Evaluation Date – August 22, 2009
- Painting Exterior of District Building
- General Operations
- Purchase of Vactor Truck

Mr. Hawkins reminded Board Members to sign up for the Conference in San Diego. He reported that Ms. Maxey has been working diligently on the 70th Anniversary event; staff

is working on getting invitations mailed out. He is waiting to hear if the District has the finances to purchase the Vector Truck. The Manager's Evaluation is August 22 at 9 a.m.

11. Committee Reports

a) Engineering

Director Haggans reported on the O'Connor and Pulgas sagging pipe and doing a topographic survey of the area; and looking at the possibility of obtaining stimulus funding.

Mr. Hawkins reported working with the Treatment Plant on a salinity issue.

b) Finance

Director Savage reported that the Finance Committee met and paid the bills.

c) Human Resources

Director Haggans reported that the Committee met and discussed changes to the Employee Handbook and COLA for District employees.

d) Intergovernmental

No report.

e) Facilities

Director Savage reported that the Facilities Committee met and discussed the 70th Anniversary event.

14. Oral & Written Communication

Director Haggans announced that he was appointed President of the San Mateo County Chapter of Special Districts.

14. Future Agenda

15. Adjournment

The meeting adjourned at 7:30 p.m.

APPROVED:

/s/Glenda Savage
Board President

/s/Joan Sykes-Miessi
Board Secretary