

**EAST PALO ALTO SANITARY DISTRICT  
BOARD OF DIRECTORS  
REGULAR BOARD MEETING MINUTES  
August 7, 2008**

1. Call to Order

2. A Regular Board Meeting of the East Palo Alto Sanitary District was called to order by Director Haggans on Thursday, August 7, 2008, 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.

Directors Present

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

Staff Present

Lee Hawkins, General Manager  
Karen Maxey, Administrative Services Director  
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 10, 2008, Rescheduled Regular Board and July 12, 2008, Special Board Meeting Minutes

Director Mitchell asked that the July 10, 2008, minutes, under item 10, include a comment that the cost to the District for YouTube is nominal.

**Motion** Director Haggans moved, seconded by Director Yanez, to approve the July 10, 2008, Rescheduled Regular Board Meeting Minutes, as amended, and the July 12, 2008, Special Board Meeting Minutes. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 946 Approving Withdrawal Orders and Authorizing Payment of Certain Bills.

**Action:** Director Savage moved, seconded by Director Haggans, to approve Resolution No. 946. Motion passed unanimously.

7. Consideration/Approval of New Changes to Travel Policy

Director Savage recalled that the Board had discussed having three conferences and two trainings and/or four conferences which is not reflected in the policy.

Legal Counsel Malathy Subramanian pointed out that the minutes indicated "or four conferences and no training."

Board Member Haggans questioned the specific wording related to conferences with regard to the affidavit.

Board Member Mitchell explained that the Finance Committee tried to lower costs and came up with the conclusion that if specific amounts of trainings and seminars would lower travel costs.

Board Member Yanez commented that the Board wants to be transparent with the ratepayers and keep expenses down.

Board Member Sykes-Miessi explained that the purpose of the affidavit is to have Board Members indicate that they actually attended the conference in question.

**MOTION:** Director Savage moved, seconded by Director Yanez, to approve the new changes to the Travel Policy. Motion passed unanimously.

8. Consideration/Approval to Reschedule the September 4, 2008, Regular Board Meeting to September 11, 2008

General Manager Lee Hawkins explained that there is a conference from September 4-6, 2008, and he did not know whether any of the Board Members would be attending. He also reported that he had a medical procedure planned and would be unable to attend the meeting on September 4.

**MOTION:** Director Mitchell moved, seconded by Director Haggans, to move the September 4, 2008, Regular Board Meeting to September 11, 2008.

Director Yanez indicated she would attend the conference.

9. Manager's Report

Mr. Hawkins reported that the District had four capital projects that will be completed this month, and the Engineer will review the tapes on the projects prior to making recommendations. The upstairs project is completed and approved by the Inspector. Staff is doing surveys to find out what the rent should be. Several people have expressed interest in renting space. The student interns have been working at the Treatment Plant and the District Office. One of the students is doing articles for the newsletter. The deadline to receive bids for the downstairs is August 25. The software in the TV van has been upgraded. The City of Menlo Park has started its street resurfacing project, and some of the District's manholes will have to be raised.

10. Committee Reports: