

**EAST PALO ALTO SANITARY DISTRICT
BOARD OF DIRECTORS
REGULAR BOARD MEETING MINUTES
September 3, 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, September 3, 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.

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 August 6, 2009, Regular Board Meeting Minutes and August 6, 2009, Special Board Meeting Minutes

Motion: Director Haggans moved, seconded by Director Yanez, to approve the August 6, 2009, Regular Board Meeting Minutes and August 6, 2009, Special Board Meeting Minutes. Motion passed unanimously.

6. Consideration/Approval of Resolution No. 978 Approving Withdrawal Orders and Authorizing Payment of Certain Bills

Motion: Director Haggans moved, seconded by Director Yanez, to approve Resolution 978 Approving Withdrawal Orders and Authorizing Payment of Certain Bills. Motion passed unanimously.

7. Consideration/Approval to Reschedule the October 1, 2009, Regular Board Meeting to October 8, 2009

It was mentioned that several Directors would be attending a conference on October 1, 2009.

Motion: Director Savage moved, seconded by Director Yanez, to reschedule the October 1, 2009, Regular Board Meeting to October 8, 2009. Motion passed unanimously.

8. Consideration/Approval of Costs Associated with Preparing Facility for the 70th Anniversary Celebration

Administrative Services Director Karen Maxey explained that a detailed accounting of the food expenses would be provided since most of the costs were on the credit card and two caterers have not yet submitted bills.

General Manager Lee Hawkins explained that most of the costs had been paid for; staff was waiting for the invoice from the painters and some of the caterers.

Motion: Director Haggans moved, seconded by Director Yanez, to approve costs associated with preparing the facility for the 70th Anniversary Celebration. Motion passed unanimously.

Mr. Hawkins indicated that a final report on costs would be on the next meeting agenda.

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

Legal Counsel Malathy Subramanian reported that at a previous meeting she was asked to draft language with regard to placing items on the agenda.

Motion: Director Sykes-Miessi moved, seconded by Director Yanez to approve the revisions to the Board of Directors Regulations for the Conduct of Public Meetings. Motion passed by roll call vote:

AYES: Directors Haggans, Sykes-Miessi, Mitchell, Yanez, Savage
NOES: None

10. Consideration/Approval of Design and Installation of Handicapped Parking Ramp

Mr. Hawkins explained that the District has to meet the requirements for the handicapped parking; the architect developed the design; but approval for the design has not been received from the City. His suggestion was that staff be authorized to bid the project when the approval is received.

Motion: Director Sykes-Miessi moved, seconded by Director Yanez, to authorize staff to receive bids for the handicapped parking in the front of the District office. Motion passed unanimously.

11. Manager's Report
- General Operations
 - Vactor Truck Update
 - Manager's Evaluation Results
 - Upcoming Conferences

Mr. Hawkins reported there were five service calls for the month; there have been some issues with the alarm system and staff will meet with the alarm company to address the issues; paperwork for the new Vactor Truck has been completed; and the Manager's evaluation was completed and is being discussed in the Human Resources Committee.

Director Savage thanked the staff for their participation in the 70th Anniversary event.

12. Committee Reports

a) Engineering

Director Haggans reported that the Engineering Committee met and reviewed capital projects and discussed the application for stimulus funding.

b) Finance

Director Savage reported that the Finance Committee paid bills.

c) Human Resources

Director Mitchell reported that the Human Resources Committee discussed meetings with the General Manager and suggestions for course work. Information will be in the next Board packet.

d) Intergovernmental

Director Yanez reported that the Intergovernmental Committee met and discussed having a lunch meeting with Council Member Carlos Romero to work on the MOU with the City.

e) Facilities

Director Savage reported that the Facilities Committee met and discussed the upstairs and parking.

13. Oral & Written Communication

Director Sykes-Miessi reported that the District received \$24,000 from the Redevelopment Agency from the Gateway 101 development.

14. Future Agenda

15. Adjournment

The meeting adjourned at 8:00 p.m.

APPROVED:

_____/s/Glenda Savage_____
Board President

_____/s/Joan Sykes-Miessi_____
Board Secretary