

MINUTES OF THE SPEICAL MEETING  
OF THE BOARD OF DIRECTORS OF  
COUNTY SANITATION DISTRICT NO. 20  
HELD AT THE ANTELOPE VALLEY  
TRANSIT AUTHROITY

April 13, 2023  
11:30 o'clock, A.M.

Pursuant to the call of the Chairperson and upon written notice of the Secretary setting the time and place of a special meeting and mailed to each Director at least 24 hours before the meeting, a special meeting of the Board of Directors of County Sanitation District No. 20 of Los Angeles County was held, in lieu of the regular meeting scheduled for 11:30 a.m. at the Palmdale City Hall, for the purpose of:

1. Public Comment
2. Approve Minutes of Regular Meeting Held March 9, 2023
3. Approve January 2023 Expenses in Amount of \$1,606,016.25
4. Re: Contract with Cora Constructors, Inc., in Amount of Approximately \$2,717,000, for Construction of *Palmdale Water Reclamation Plant Effluent Management System Modifications (Project)*
  - (a) Report on Bids and Award and Order Executed Contract
  - (b) Order Staff to Review Insurance and Surety Bonds for Performance and Payment and, if Sufficient, Order Secretary to Execute Contract Evidencing Approval of Bonds and Insurance
5. Adopt Resolution Establishing Time and Place for Regular and Special Meetings
6. Adopt *Resolution of the Board of Directors of County Sanitation District No. 20 of Los Angeles County Adopting Policies and Procedures for Providing Priority Service to Affordable Housing Projects (Resolution)*

There were present: Richard Loa, Director from Palmdale  
Laura Bettencourt, Chairperson, Director from Palmdale

Absent: Janice Hahn, Director from Los Angeles County

Also present: Kimberly S. Christensen, Secretary to the Board  
Brant Dveirin, District Counsel

RE: PUBLIC COMMENT  
The Chairperson announced this was the time for any questions or comments by members of the public. There were no public comments or questions to address the Board on any matters not listed on the agenda.

RE: MINUTES  
Upon motion of the Chairperson, duly seconded and unanimously carried, the minutes of the regular meeting held March 9, 2023, were approved.

RE: DISTRICT EXPENSES  
The following expenses for the month of January 2023, were presented and upon motion of the Chairperson, duly seconded and unanimously carried, were approved:

|                          |  |                       |
|--------------------------|--|-----------------------|
| Local District Expenses: |  |                       |
| Operations & Maintenance |  | \$1,301,267.27        |
| Capital                  |  | 106,424.16            |
| Legal                    |  | 411.95                |
| Allocated Expenses:      |  |                       |
| Joint Administration     |  | 88,773.72             |
| Technical Support        |  | 105,682.46            |
| Legal                    |  | 3,456.69              |
| Total Expenses           |  | <u>\$1,606,016.25</u> |

RE: WASTEWATER MANAGEMENT  
PALMDALE WATER RECLAMATION PLANT  
EFFLUENT MANAGEMENT SYSTEM  
MODIFICATIONS AWARD CONTRACT  
NO. 5524 TO CORA CONSTRUCTORS, INC.  
ORDER SECRETARY TO EXECUTE

The *Palmdale Water Reclamation Plant Effluent Management System Modifications* (Project) will modify the existing valve structures and piping at the reservoir influent pump station and storage reservoirs to maintain pressure in the transmission pipeline, provide emergency power for the existing reservoir inlet and outlet valves, and add new light poles and security cameras for the

existing reservoirs. Staff has determined that the Project is exempt or otherwise not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to Title 14 of the California Code of Regulations (“CEQA Guidelines”) Sections 15301 and 15303. This item is consistent with the Districts’ Guiding Principles to protect financial and facility assets through prudent investment and maintenance programs; and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness). The bid received at the District’s office on March 22, 2023, for construction of the Project is as follows:

| <u>BIDDER</u>           | TOTAL BID      |
|-------------------------|----------------|
| Cora Constructors, Inc. | \$2,717,000.00 |

The bid of Cora Constructors, Inc., was the sole bid received and that Cora Constructors, Inc., was the lowest, regular, responsible bidder for the work, and a recommendation was made to award a contract to Cora Constructors, Inc., at the unit prices stated in its bid amounting to approximately \$2,717,000. Furthermore, a recommendation was made to order staff to review the insurance and surety bonds for performance and payment and, if sufficient, order the Secretary to execute the contract with Cora Constructors, Inc., for construction of the Project.

Upon motion of Director Loa, duly seconded and unanimously carried, Contract No. 5524 for construction of the *Palmdale Water Reclamation Plant Effluent Management System Modifications* was awarded to the sole bidder, to wit: Cora Constructors, Inc., at the unit prices stated in its bid amounting to approximately \$2,717,000. Furthermore, the Board of Directors of County Sanitation District No. 20 of Los Angeles County ordered the staff to review the insurance and surety bonds for performance and payment and, if sufficient, ordered the Secretary to execute the contract with Cora Constructors, Inc., for construction of the Project.

RE: RESOLUTION ESTABLISHING TIME AND PLACE FOR REGULAR AND SPECIAL MEETINGS - ADOPT

A proposed *Resolution Establishing Time and Place for Regular and Special Meetings of the County Sanitation District No. 20 of Los Angeles County* was presented. The Ralph M. Brown Act requires that the Board

provide, by ordinance, resolution or other rule, the time and place for regular meetings. It is recommended that regular meetings be held on the second Thursday of every month at 11:30 a.m., except in August when no meetings will be held, in the Board Room of the Antelope Valley Transit Authority, located at 42210 6th Street West, Lancaster, California. By law, special meetings may be called at any time by the Chairperson of the Board as the presiding officer, or by a majority of the members of the Board of Directors and notice must be delivered at least twenty-four (24) hours before the time of such meetings as specified in the notice. The Resolution is attached to the agenda. This item is consistent with the Districts’ Guiding Principle to provide transparent communication to our Boards and the public. A copy of the proposed Resolution was attached to the agenda. A recommendation was made to adopt the Resolution.

In response to the Chairperson of District No. 14’s question regarding the time change, the Chairperson of District No. 20 stated that she made the request so the meetings would accommodate her work schedule and she appreciated Districts’ staff for their efforts on coordinating the time and location so both Districts could meet together. She also thanked the Antelope Valley Transit Authority’s staff members.

Upon motion of the Chairperson, duly seconded and unanimously carried, the following Resolution was adopted:

RESOLUTION ESTABLISHING TIME AND PLACE FOR  
REGULAR AND SPECIAL MEETINGS OF THE  
COUNTY SANITATION DISTRICT NO. 20 OF LOS ANGELES COUNTY

BE IT RESOLVED, that there shall be a regular monthly meeting of the Board of Directors of the District on the second Thursday of every month, except August, at 11:30 a.m., in the Board Room of the Antelope Valley Transit Authority, located at 42210 6<sup>th</sup> Street West, Lancaster, California, 93534; provided that, should the second Thursday fall upon a legal holiday, said meeting shall be held on the next business day thereafter, at the same time and place, and that no further notice of such regular monthly meeting shall be required and further provided that for convenience and scheduling conflicts, regular meetings may be rescheduled on a majority vote of the Board of Directors.

BE IT RESOLVED, that there shall be no regular monthly meeting of the Board of Directors of the District in the month of August unless deemed necessary.

BE IT FURTHER RESOLVED, that special meetings of the Board of Directors of the District may be called at any time by the Chairman of the Board as the presiding officer, or by a majority of the members of the Board of Directors by delivering personally or by mail written notice to each member of the Board of Directors and to each local newspaper of general circulation, radio station, or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. However, such written notice of special meetings may be dispensed with as to any member who has previously filed a written waiver of notice with the Secretary of the District. Such waiver may be given by fax or electronic mail. Such written notice may also be dispensed with as to any member of the Board of Directors who is actually present at the meeting at the time the special meeting is requested.

PASSED AND ADOPTED by the Board of Directors of the County Sanitation District No. 20 of Los Angeles County this 13<sup>th</sup> day of April 2023 by the following votes:

AYES: Directors Loa and Bettencourt

NOES:

ABSTAIN:

ABSENT: Director Hahn

RE: RESOLUTION OF THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 20 OF LOS ANGELES COUNTY ADOPTING POLICIES AND PROCEDURES FOR PROVIDING PRIORITY SERVICE TO AFFORDABLE HOUSING PROJECTS - ADOPT

A proposed Resolution of the Board of Directors of County Sanitation District No. 20 of Los Angeles County Adopting Policies and Procedures for Providing Priority Service to Affordable Housing Projects (Resolution) was presented. California Government Code Section 65589.7 requires public agencies that provide water or sewer services to adopt written policies and procedures with

specific objective standards for providing priority service to housing projects that include lower income units. The proposed Resolution would establish the required policies and procedures in accordance with the requirements of the law. Once adopted, these policies and procedures must be updated and approved by the Board every five years. This item is consistent with the Districts' Guiding Principle of commitment to continual improvement. A copy of the proposed Resolution was attached to the agenda. A recommendation was made to adopt the Resolution.

Upon motion of the Chairperson, duly seconded and unanimously carried, the following Resolution was adopted:

RESOLUTION OF THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 20 OF LOS ANGELES COUNTY ADOPTING POLICIES AND PROCEDURES FOR PROVIDING PRIORITY SERVICE TO AFFORDABLE HOUSING PROJECTS (California Government Code Section 65589.7)

WHEREAS, the California legislature has declared that the lack of affordable housing is a matter of vital statewide importance; and

WHEREAS, Government Code Section 65589.7 enhances the priority granted to lower-income housing by requiring that public agencies that provide water or sewer services shall adopt written policies and procedures with specific objective standards for providing priority service to housing projects that include lower income units; and

WHEREAS, the Sanitation Districts of Los Angeles County are continually evaluating system requirements and capacity, monitoring planned and proposed project development, and working to ensure there is adequate capacity for future development throughout the Sanitation Districts of Los Angeles County service areas.

NOW, THEREFORE, BE IT RESOLVED, that the following guidelines are hereby adopted by the Board of Directors of District No. 20 of Los Angeles County ("District") with respect to providing priority service to housing projects that include lower income units:

- (1) The District shall devote its best efforts to plan for and, to a reasonable degree (as determined on a case by case basis), prioritize providing sewer connections to residential housing projects that

include lower income units as specified in the housing element of a general plan adopted by the legislative body of a county or city within the District's boundaries;

- (2) Development projects that include lower income housing units shall not be denied approval of an application for service, nor shall conditions be imposed thereon or services reduced which are applied for, unless the District makes specific findings that the denial, condition, or reduction is necessary due to the existence of one or more of the following:
  - a. Insufficient water supply or insufficient water treatment or distribution capacity;
  - b. A State Department of Health Services order prohibiting new water connections;
  - c. Insufficient sewer treatment or collection capacity;
  - d. A Regional Water Quality Control Board order prohibiting new sewer connections; or
  - e. The applicant has failed to agree to reasonable terms and conditions.
- (3) Areas with Available Capacity – In times where the District has available capacity in its wastewater collection, treatment and disposal facilities, the provision of public sewer service to residential housing developments will be on an income-neutral basis.
- (4) Areas with Limitations in Capacity – In times where the District experiences service limitations due to capacity or regulatory constraints, service priority shall be given to planned developments that include housing units affordable to lower income households in accordance with Government Code Section 65589.7 and the limitations set therein.
- (5) Procedure – Whenever housing units affordable to lower income households are identified in a city or county housing element, or amendment thereto, from any city or county within the service area of the District, and a developer where the District is the local sewer agency applies for a connection permit, the District will give highest priority to the provision of services to that development and particularly to the affordable housing units contained therein.
- (6) At least once every five (5) years, the District shall update and approve the provisions of this Resolution by subsequent Resolution.

RE: STATUS REPORT/DIRECTOR COMMENTS  
ITEMS NOT LISTED ON AGENDA

The Chief Engineer and General Manager advised that the Districts' 2022 Annual Report was previously emailed to the Directors and accompanied the agenda.

The annual report is a good source of facts, figures, and information on major projects at the Districts.

The Chairperson stated that the report was very nicely published and she appreciated staff's efforts on providing the information in such a professional manner.

The Chief Engineer and General Manager invited the Board members to tour the Palmdale and Lancaster Water Reclamation Plants at their discretion. He stated that Directors may schedule a tour anytime by contacting him; his Secretary, Rechelle Asperin; or the Secretary to the Boards of Directors, Kim Christensen.

The meeting was adjourned by the Chairperson.



LAURA BETTENCOURT  
Chairperson

ATTEST:



KIMBERLY S. CHRISTENSEN  
Secretary

/cc