

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
COUNTY SANITATION DISTRICT NO. 8
HELD AT THE OFFICE OF THE DISTRICT

November 8, 2023
1:30 o'clock, P.M.

The Board of Directors of County Sanitation District No. 8 of Los Angeles County met in regular session.

There were present: Emma Sharif, Director from Compton
Suely Saro, Alternate Director from Long Beach
Janice Hahn, Director from Los Angeles County

Absent: Lula Davis-Holmes, Chairperson, Director from Carson
Paul Krekorian, Director from Los Angeles City

Also present: Kimberly S. Christensen, Secretary to the Board
Wes Beverlin, District Counsel

Upon motion of Director Saro, duly seconded and unanimously carried, Director Hahn was elected Chairperson pro tem.

RE: PUBLIC COMMENT
The Chairperson pro tem 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.

RE: MINUTES
Upon motion of Director Sharif, duly seconded and unanimously carried, the minutes of the regular meeting held October 11, 2023, were approved.

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

Local District Expenses:

Operations & Maintenance	<u>\$1,434</u>
Total Expenses	<u>\$1,434</u>

RE: WASTEWATER MANAGEMENT
216TH STREET REPLACEMENT TRUNK
SEWER PHASE 2 - LUCAS BUILDERS, INC.
CONTRACT NO. 5342 - APPROVE CHANGE
ORDER NO. 19 - EXTRA WORK
As part of the *216th Street Replacement Trunk Sewer Phase 2* (Project), the contractor was required to install a 54-inch-diameter fiberglass-reinforced plastic (FRP) pipe sewer which crossed underneath an existing 78-inch-diameter water line that is owned by the Metropolitan Water District. During construction, it was determined that the 78-inch-diameter water line was deeper than was shown on the Contract Drawings. The contractor was therefore directed to revise the installation depth of the proposed sewer to ensure that the appropriate vertical clearance between the two pipelines was maintained. In addition, the contractor was also directed to repair and avoid several unmarked utilities along the sewer alignment and to repave sections of the street where settlement had occurred. 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 claims have been reviewed and the work was determined to be beyond the scope of the plans and specifications. A recommendation was made to approve Change Order No. 19 to Contract No. 5342 with Lucas Builders, Inc., for construction of *216th Street Replacement Trunk Sewer Phase 2* (Project); resulting in payment of \$1,200,000 for extra work.

Upon motion of Director Sharif, duly seconded and unanimously carried, Change Order No. 19 to Contract No. 5342 with Lucas Builders, Inc., for the construction of *216th Street Replacement Trunk Sewer Phase 2*, resulting in a payment of \$1,200,000, was approved.

RE: JOINT ADMINISTRATION
PURCHASING POLICY - ADOPT
As part of the continuing effort to ensure the Districts follows best practices as it relates to financial matters,

revisions to the Purchasing Policy are being recommended. The Districts' Purchasing Policy establishes rules for the purchase of materials, supplies, equipment, services, and construction projects. A letter summarizing the proposed changes was attached to the agenda. This item is consistent with the Districts' Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship; and to plan for both short-term and long-term needs to minimize the need for significant rate increases. A recommendation was made that the Purchasing Policy be approved and adopted.

The Assistant Chief Engineer and Assistant General Manager stated that all agendas have an item to consider adoption of the proposed revisions to the Purchasing Policy. The financial policies are reviewed annually to ensure that the Districts follows best practices on financial matters. At this time, staff is only proposing revisions to the Purchasing Policy, which establishes rules for the purchase of materials, supplies, equipment, services and construction projects. The proposed revisions provide minor clerical revisions in several sections and modify the provisions for emergency orders and contracts. In September 2023, the Personnel Committee, comprised of the Chairpersons of all active Districts, unanimously endorsed the proposed revisions.

In response to Director Hahn, Mr. Andrew Hall, Assistant Department Head of Financial Management, stated that Section 3 of the Purchasing Policy addresses revisions to the authorization related to emergency repairs. The revised policy requires notification and seeking concurrence from the Chairperson of the District as soon as practicable, and reporting to the board at the next meeting, for repairs over \$500,000. It also requires, obtaining confirming approval from the Board for any action that exceeds \$100,000.

The Assistant Chief Engineer and Assistant General Manager stated that Section 6 of the Purchasing Policy includes the added term, historically underutilized businesses (HUB).

Upon motion of Director Sharif, duly seconded and unanimously carried, the Purchasing Policy was considered, approved, and adopted.

Upon motion of Director Sharif, duly seconded and unanimously carried, the meeting adjourned.

Janice Hahn
JANICE HAHN
Chairperson pro tem

ATTEST:

Kimberly S. Christensen
KIMBERLY S. CHRISTENSEN
Secretary

/ee