

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
COUNTY SANITATION DISTRICT NO. 23
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. 23 of Los Angeles County met in regular session.

There were present: Crystal Larios, Director from Vernon
Leticia Lopez, Director from Vernon
Judith Merlo, Chairperson, Director from Vernon

Absent: Jesus Rivera, Director from Vernon
Melissa Ybarra, Director from Vernon

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

RE: MINUTES Upon motion of the Director Larios, 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 the Director Larios, duly seconded and unanimously carried, were approved:

Local District Expenses:	
Operations & Maintenance	<u>\$4</u>
Total Expenses	<u>\$4</u>

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.

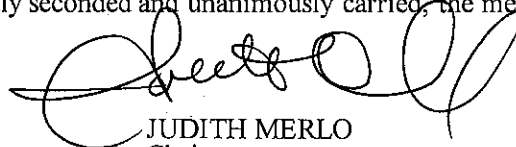
The Assistant Chief Engineer and Assistant General Manager stated that all agendas have an item to consider adoption of the proposed revisions to the Purchasing Policy. The financial policies are reviewed annually to ensure that the Districts follows best practices on financial matters. At this time, 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 Larios, duly seconded and unanimously carried, the Purchasing Policy was considered, approved, and adopted.

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



JUDITH MERLO
Chairperson

ATTEST:



KIMBERLY S. CHRISTENSEN
Secretary

/ee