

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
COUNTY SANITATION DISTRICT NO. 3  
HELD AT THE OFFICE OF THE DISTRICT  
AND AT THE SIGNAL HILL CITY HALL  
VIA TELECONFERENCE

January 10, 2024  
1:30 o'clock, P.M.

The Board of Directors of County Sanitation District No. 3 of Los Angeles County met in regular session both in person and via teleconference.

There were present: Ray Dunton, Alternate Director from Bellflower  
Ariel Pe, Director from Lakewood  
Edward Wilson, Alternate Director from Signal Hill, via teleconference  
Janice Hahn, Alternate Director from Los Angeles County  
Suely Saro, Chairperson, Alternate Director from Long Beach

Absent: Bruce Barrows, Director from Cerritos  
Paul Krekorian, Director from Los Angeles City

Also present: Kimberly S. Christensen, Secretary to the Board  
Jessica Lienau, District Counsel

RE: CHAIRPERSON  
ELECTION OF

The Chief Engineer and General Manager advised that, aside from playing an administrative role at the Board meetings, a Chairperson serves on the Personnel Committee, consisting of the Chairpersons of all active Districts. The Personnel Committee is the executive committee that meets with the Chief Engineer and General Manager and staff to discuss and advise on labor negotiations, personnel issues, policy changes, and major projects. During a year with no employee negotiations, the Personnel Committee typically meets three to five times, otherwise meetings are held at a greater frequency. It is the Personnel Committee's principal role to set the direction of labor negotiations. These meetings are usually scheduled on the fourth Wednesdays before the regular Board meetings and last one to two hours.

Upon motion of Director Hahn, duly seconded and unanimously carried by a roll-call vote, Director Suely Saro was elected Chairperson of this Board.

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: DIRECTOR FROM  
CITY OF BELLFLOWER

A certificate from the City Clerk of the City of Bellflower was presented to the Secretary stating that at a meeting of the City Council held December 11, 2023, Mr. Dan Koops was elected Mayor of the City of Bellflower, which is the designation of the presiding officer of the governing body of that city and automatically places Mr. Koops on this Board.

Upon motion of Director Hahn, duly seconded and unanimously carried by a roll-call vote, the certificate was accepted and ordered filed.

RE: ALTERNATE DIRECTOR  
FROM CITY OF BELLFLOWER

A copy of an action taken by the City Council of the City of Bellflower at a meeting held December 11, 2023, was presented to the Secretary stating that Mr. Ray Dunton, a member of the City Council of the City of Bellflower, was appointed to serve as alternate Director from the city.

Upon motion of Director Hahn, duly seconded and unanimously carried by a roll-call vote, the action was accepted and ordered filed.

RE: DIRECTOR FROM  
CITY OF SIGNAL HILL

A certificate from the City Clerk of the City of Signal Hill was presented to the Secretary stating that at a meeting of the City Council held December 12, 2023, Ms. Lori Woods was elected Mayor of the City of Signal Hill, which is the designation of the presiding officer of the governing body of that city and automatically places Ms. Woods on this Board.

Upon motion of Director Hahn, duly seconded and unanimously carried by a roll-call vote, the certificate was accepted and ordered filed.

RE: MINUTES

the regular meeting held December 13, 2023, were approved.

Upon motion of Director Hahn, duly seconded and unanimously carried by a roll-call vote, the minutes of

RE: DISTRICT EXPENSES

seconded and unanimously carried by a roll-call vote, were approved:

The following expenses for the month of October 2023 were presented and upon motion of Director Hahn, duly

Local District Expenses:

Operations & Maintenance

\$7,970

Total Expenses

\$7,970

RE: JOINT ADMINISTRATION  
PURCHASING POLICY - ADOPT

recommended. The Policy establishes rules for purchase of materials, supplies, equipment, services, and construction projects. Proposed revisions to the Policy clarify 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, and the revised Policy was adopted by this Board at the November 8, 2023, meeting. Subsequently, in response to concerns raised at the November meetings of the District No. 14 and District No. 20 Boards, staff made further revisions to notification requirements related to emergency actions specified in Section 3.3 to reduce the threshold for Board Chairperson notification and concurrence for actions exceeding \$200,000 for smaller Districts. These changes were included in the revised Policy 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 Policy be approved and adopted.

As part of the continuing effort to ensure the Districts follows best practices as it relates to financial matters, revisions to the Purchasing Policy (Policy) are being

Upon motion of Director Hahn, duly seconded and unanimously carried by a roll-call vote, the Purchasing Policy was approved, and adopted.

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

SUELY SARO  
Chairperson



ATTEST:



KIMBERLY S. CHRISTENSEN  
Secretary

/ee