

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
COUNTY SANITATION DISTRICT NO. 29
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. 29 of Los Angeles County met in regular session via teleconference.

There were present: Robert D. Copeland, Director from Signal Hill, via teleconference
Keir Jones, Director from Signal Hill, via teleconference
Edward Wilson, Vice Chairperson, Director from Signal Hill, via teleconference

Absent: Tina Hansen, Director from Signal Hill
Lori Y. Woods, Chairperson, Director from Signal Hill

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

RE: PUBLIC COMMENT The Vice 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: DIRECTORS FROM CITY OF SIGNAL HILL The Secretary presented a certificate from the City Clerk of the City of Signal Hill, certifying that as of December 12, 2023, the qualified members of the City Council of the City of Signal Hill are as follows:

Mayor, Lori Y. Woods
Vice Mayor, Edward H.J. Wilson
Council Member, Robert D. Copeland
Council Member, Tina L. Hansen
Council Member, Keir Jones

and, therefore, constitute the Board of Directors of County Sanitation District No. 29 of Los Angeles County since the District includes within its boundaries only incorporated territory of the City of Signal Hill.

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

RE: MINUTES Upon motion of Director Jones, duly seconded and unanimously carried by a roll-call vote, the minutes of the regular meeting held December 13, 2023, were approved.

RE: DISTRICT EXPENSES The following expenses for the month of October 2023, were presented and upon motion of Director Jones, duly seconded and unanimously carried by a roll-call vote, were approved:

| | |
|--------------------------------|-----------------|
| Local District Expenses: | |
| Operations & Maintenance (O&M) | \$52,788 |
| Capital | 91 |
| Total Expenses | <u>\$52,879</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 (Policy) are being 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.

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

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

ATTEST:

EDWARD WILSON
Vice Chairperson

KIMBERLY S. CHRISTENSEN
Secretary

/ee