

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
SOUTH BAY CITIES SANITATION DISTRICT  
HELD AT THE TORRANCE CITY HALL

January 17, 2024  
1:30 o'clock, P.M.

The Board of Directors of South Bay Cities Sanitation District of Los Angeles County met in regular session.

There were present: Dean Francois, Alternate Director from Hermosa Beach  
Richard Montgomery, Director from Manhattan Beach  
Dawn Murdock, Director from Palos Verdes Estates  
John Cruikshank, Director from Rancho Palos Verdes  
Chris Pimentel, Chairperson, Alternate Director from El Segundo

Absent: Bill Brand, Director from Redondo Beach  
Velveth Schmitz, Director from Rolling Hills Estates  
George Chen, Director from Torrance

Also present: Kimberly S. Christensen, Secretary to the Board  
Jessica Lienau, 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: DIRECTOR FROM CITY OF RANCHO PALOS VERDES  
A certificate from the City Clerk of the City of Rancho Palos Verdes was presented to the Secretary stating that at a meeting of the City Council held December 5, 2023, Mr. John Cruikshank was elected Mayor of the City of Rancho Palos Verdes, which is the designation of the presiding officer of the governing body of that city and automatically places Mr. Cruikshank on this Board.

Upon motion of Director Montgomery, duly seconded and unanimously carried, the certificate was accepted and ordered filed.

RE: ALTERNATE DIRECTOR FROM CITY OF RANCHO PALOS VERDES  
A copy of an action taken by the City Council of the City of Rancho Palos Verdes at a meeting held December 19, 2023, was presented to the Secretary stating that Mr. Eric Alegria, a member of the City Council of the City of Rancho Palos Verdes, was appointed to serve as alternate Director from the city.

Upon motion of Director Montgomery, duly seconded and unanimously carried, the action was accepted and ordered filed.

RE: MINUTES  
Upon motion of Director Montgomery, duly seconded and unanimously carried, the minutes of the regular meeting held December 20, 2023, were approved.

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

Local District Expenses:	
Operations & Maintenance	\$831
Total Expenses	<u>\$831</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 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. Subsequent minor modifications requested by District No. 14 and District No. 20 that only apply to the smaller Districts have also been incorporated. 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 Policy be approved and adopted.

The Chief Engineer and General Manager stated that a detailed letter regarding this matter was attached to the agenda. Most of the changes provide for clarifications. There is a modification of the Board approval requirement, from \$100,000 to \$500,000, for emergency and urgent purchases, allowing for staff to take immediate action related to sewer spills, etc. The Chairperson and Board will be notified following the emergency for concurrence.

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

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

*Chris Pimentel*  
CHRIS PIMENTEL  
Chairperson

ATTEST:

*Kimberly S. Christensen*  
KIMBERLY S. CHRISTENSEN  
Secretary

/ee