

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF  
COUNTY SANITATION DISTRICT NO. 28  
HELD AT THE OFFICE OF THE DISTRICT

January 24, 2024  
1:30 o'clock, P.M.

The Board of Directors of County Sanitation District No. 28 of Los Angeles County met in regular session.

There were present: Kim Bowman, Director from La Cañada Flintridge  
Richard B. Gunter III, Director from La Cañada Flintridge  
Michael T. Davitt, Chairperson, Director from La Cañada Flintridge

Absent: Keith Eich, Director from La Cañada Flintridge  
Teresa "Terry" Walker, Director from La Cañada Flintridge

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: MINUTES Upon motion of Director Gunter, duly seconded and unanimously carried, the minutes of the adjourned regular meeting held December 18, 2023, were approved.

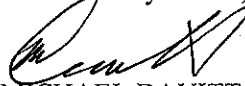
RE: DISTRICT EXPENSES The following expenses for the month of October 2023, were presented and upon motion of Director Gunter, duly seconded and unanimously carried, were approved:

|                          |              |
|--------------------------|--------------|
| Local District Expenses: |              |
| Operations & Maintenance | <u>\$618</u> |
| Total Expenses           | <u>\$618</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 is attached. 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 Gunter, duly seconded and unanimously carried,, the Purchasing Policy was approved and adopted.

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

  
MICHAEL DAVITT  
Chairperson

ATTEST:

  
KIMBERLY S. CHRISTENSEN  
Secretary  
/ee