

To be held at the PALMDALE CITY HALL  
 38300 Sierra Highway, Palmdale, California

THE DISTRICT MAY TAKE ACTION ON ANY AGENDA ITEM LISTED BELOW

THURSDAY	March 21, 2024	At 11:30 A.M.
Governing Body	Director	Alternate
PALMDALE	BISHOP (Chairperson)	LOA
PALMDALE	BETTENCOURT	LOA
LOS ANGELES COUNTY	HORVATH	BARGER

1. Pledge of Allegiance
2. Public Comment
3. Approve Minutes of Regular Meeting Held February 8, 2024
4. Approve December 2023 Expenses in Amount of \$1,716,227

Summary: Local District expenses represent costs that are the sole responsibility of the individual District. Allocated expenses represent the District’s proportionate share of expenses made by District No. 2, the Administrative District, on its behalf pursuant to the Joint Administration Agreement. This Agreement provides for the joint administration and technical support for all of the signatory Districts along with the methodology for determining the proportionate costs for each District. A listing of Districts’ payments and previously approved budgets can be found on the Districts’ website at [lacsds.org/financial-documents](http://lacsds.org/financial-documents). This item is consistent with the Districts’ Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship.

Local District Expenses:	
Operations & Maintenance	\$1,278,177
Capital	225,439
Legal	1,108
Allocated Expenses	
Joint Administration	98,434
Technical Support	110,083
Legal	2,986
Total Expenses	<u>\$1,716,227</u>

5. Adopt Amended Conflict of Interest and Disclosure Code

Summary: At its meeting of February 27, 2024, the Districts’ code reviewing body, the Los Angeles County Board of Supervisors, adopted an amended Conflict of Interest Code and Disclosure Categories for the Districts. The amendment consists of revisions of deletion of one position from the code as it no longer exists in the agency, changes to nine position titles, addition of eleven positions to the code, and adds one position under “Officials who manage Public Investments.” Pursuant to Government Code 87306, each District Board is required to adopt the amended code.

6. Re: Palmdale Sanitary Sewer Improvement Project

- (a) Adopt *Resolution of the Board of Directors of County Sanitation District No. 20 of Los Angeles County Declaring Support for Application for Congressionally Directed Spending Request For Palmdale Sanitary Sewer Improvement Project* (Resolution)
- (b) Authorize Chief Engineer and General Manager, or His Designee, to Execute Documents and Take All Necessary Actions Related to Obtaining Congressionally Directed Funding

Summary: Due to aging infrastructure, the District has identified the need for capital projects to rehabilitate non-reinforced concrete sewers that average over 60 years old. To help fund these projects, staff plans to submit a Congressionally Directed Spending Request for Fiscal Year 2024 to Representative Mike Garcia (who represents the 27<sup>th</sup> Congressional District) and to Senators Laphonza Butler and Alex Padilla (California’s United States Senators). To maximize the funding request, the rehabilitation projects will be combined into a single project entitled “Palmdale Sanitary Sewer Improvement Project,” which is projected to cost approximately \$7 million. If funding is appropriated by Congress and the District elects to move forward with the project, the District would be required to provide 20 percent or more in matching funds depending on the amount of federal funding that is made

6. Contd.

available. Adoption of the Resolution, which is attached, authorizes the District to apply for Congressionally Directed Spending but does not obligate the District to accept the funding, provide the matching funds, approve, or construct the project. Staff has determined that the adoption of the Resolution does not constitute a “Project” under the California Environmental Quality Act (CEQA) pursuant to California Public Resources Code Section 21065 and Title 14 of the California Code of Regulations (“CEQA Guidelines”) Section 15378. This item is consistent with the Districts’ Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship; and to maximize use of our assets and resources (recycled water, recyclables, and energy).

7. Report on Financial Implications of Utilizing Local Banking Services

Summary: The Chief Engineer and General Manager will provide a report on the financial implications of utilizing local banking services for the Districts’ investments. This item is consistent with the Districts’ Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship.

8. Report on Issues Related to Potential Consolidation of Districts Nos. 14 and District No. 20

Summary: The Chief Engineer and General Manager will brief the Boards on potential consolidation of Sanitation Districts Nos. 14 and 20. 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.

9. Re: Wastewater Revenue Program Update

(a) Service Charge Rates Update

(b) Authorize Publication of Proposition 218 Notices

Summary: At the January 22 and February 8, 2024, Board meetings, the Chief Engineer and General Manager discussed budgetary needs, proposed service charge rates, and the rate ordinance implementation process. The Board requested additional information regarding the proposed service charge rate increases. The Chief Engineer and General Manager will provide the requested additional information. The Board is requested to provide direction to staff on the rate increase the Board would like to proceed with and authorize publication of the Proposition 218 notices. 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.

Adjourn

**Status Report:**

Prior to or during the meeting session, the Chief Engineer and General Manager may update the Directors on various matters concerning the Districts that may be of current interest to the Directors.

**Public Comment:**

Members of the public may address the Board of Directors on any item shown on the agenda or matter under the Board’s authority. A “Request to Address Board of Directors” form is available. In compliance with the Americans with Disabilities Act, if you require special assistance to participate in this meeting, please contact the Secretary to the Boards’ Office (562) 908-4288, extension 1100. Notification of 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28CFR 35.101 et seq. ADA Title II).

**Document Requests:**

Links to supporting documents are available online at the time of posting. Agendas and supporting documents or other writings that will be distributed to Board members in connection with matters subject to discussion or consideration at this meeting that are not exempt from disclosure under the Public Records Act are available for inspection following the posting of this agenda at the office of the Secretary to the Boards of Directors located at the Districts’ Joint Administration Building, 1955 Workman Mill Road, Whittier, California, 90601, or at the time of the meeting at the address posted on this agenda.

Conflict of Interest Code  
of the

**Los Angeles County Sanitation Districts**

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Exhibit A establishing economic disclosure categories and Exhibit B designating officials and employees shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the Chief Engineer and General Manager; or his or her designee. The agency shall make and retain a copy of the statement filed by its Chief Engineer and General Manager and forward the original of such statement to Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of all statements filed by its Directors\*; Assistant Chief Engineer and Assistant General Manager; Chief Accountant; Department Head, Financial Management and all other Designated Positions named in the agency's conflict of interest code, as appropriate. All retained statements, original or copied, shall be available for public inspection and reproduction. (Gov. Code Section 81008).

- \* Directors shall be deemed to include Alternates but not to include Directors who are members of the Board of Supervisors of Los Angeles County. Directors who are members of the Board of Supervisors of Los Angeles County are not required to file separate Statements of Economic Interests for this Conflict of Interest Code, since they are classified as 87200 filers making disclosure for their County Supervisor position with the Fair Political Practices Commission.

# Los Angeles County Sanitation Districts

## Exhibit "A"

### CATEGORY 1 – REAL PROPERTY

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

### CATEGORY 2 – INVESTMENTS AND BUSINESS POSITIONS

Persons in this category shall disclose all investments and business positions.

### CATEGORY 3 – INCOME AND BUSINESS POSITIONS

Persons in this category shall disclose all income (including gifts, loans, and travel payments) and business positions.

### CATEGORY 4 – PUBLIC WORKS PROJECTS, CONSTRUCTION AND TRANSACTIONS

Persons in this category shall disclose all investments, business positions, and income (including gifts, loans, and travel payments), from business entities that perform public works projects or construction services that are utilized by the District(s) and associated with job assignment of the designated position.

### CATEGORY 5 – PROCUREMENT OF SERVICES

Persons in this category shall disclose all investments, business positions, and sources of income (including gifts, loans and travel payments), from business entities that provide services that are utilized by the District(s) and associated with the job assignment of the designated position.

### CATEGORY 6- PROCUREMENT OF SUPPLIES

Persons in this category shall disclose all investments, business positions, and sources of income (including gifts, loans and travel payments), from business entities that provide supplies, materials, machinery or equipment that are utilized by the District(s) and associated with the job assignment of the designated position.

# **Los Angeles County Sanitation Districts**

## **Exhibit "A"**

### CATEGORY 7 – REGULATION, PERMITTING, AND ENFORCEMENT

Persons in this category shall disclose all investments, business positions, and sources of income (including gifts, loans and travel payments), from persons/business entities that are subject to regulatory, permitting, licensing, or enforcement authority of or have an application, permit or license pending before the Districts.

### CATEGORY 8 – PROPERTY MANAGEMENT

Persons in this category shall disclose all investments in, business positions, with and sources of income, gifts, loans and travel payments from business entities that are engaged in any real estate services including, but not limited to, real estate appraisal, development, construction, planning/architectural design, engineering, sales, brokerage, leasing, lending, insurance, rights of way, studies, and/or property or facilities management or maintenance, that are utilized by the District (s) and associated with the job assignment of the designated position.

### CATEGORY 9 – HUMAN RESOURCES

Persons in this category shall disclose all income (including gifts, loans and travel payments) from any County Sanitation District employee, any representative or association of such employee; and business positions or income (including gifts, loans and travel payments) from any entity owned or controlled by such employee's spouse or other financial dependent.

# Los Angeles County Sanitation Districts

## Exhibit "B"

<u>Designated Positions</u>	<u>Disclosure Categories</u>
1 Directors and Alternates*	1, 2, 3
2 Department Head, Technical Services	1, 4, 5, 6, 7, 8
3 Department Head, Solid Waste Management	1, 4, 5, 6, 7, 8
4 Department Head, Wastewater Management	1, 4, 5, 6, 7, 8
5 Department Head, Engineering	1, 4, 5, 6, 7, 8
6 Department Head, Facilities Planning	1, 4, 5, 6, 7, 8
7 Human Resources Director	5, 6, 9
8 General Counsel**	1, 2, 3
9 Assistant Departmental Engineer	1, 4, 5, 6, 7, 8
10 Division Engineer, Air Quality Engineering Section, Technical Services	5, 6
11 Division Engineer, Water Quality Section, Technical Services	5, 6
12 Division Engineer, Wastewater Research Section, Technical Services	5, 6
13 Manager of Laboratories, Technical Services	4-7
14 Refuse & Compliance Manager, Technical Services	1, 4-8
15 Environmental Health and Safety Supervisor, Environmental Health and Safety Section, Technical Services	5, 6
16 Superintendent of JWPCP Lab, JWPCP Water Quality Lab, Technical Services	4-7
17 Supervising Engineer, Biosolids Management, Technical Services	4-7
18 Division Engineer, Solid Waste Management	4-7
19 Fleet Manager, Solid Waste Management	5, 6
20 Supervising Engineer, MRFs and Special Projects Engineering, Solid Waste Management	5, 6
21 Project Engineer, Recyclables, Solid Waste Management	5, 6
22 Supervising Engineer, Energy Recovery, Solid Waste Management	5, 6
23 Supervising Engineer, Landfill Engineering, Solid Waste Management	5, 6
24 Division Engineer, Wastewater Management	4-7
25 JWPCP Manager, Wastewater Management	4-7
26 Supervising Engineer, JWPCP Section, Wastewater Management	5, 6
27 Division Engineer, JWPCP Section, Wastewater Management	5, 6

# LOS ANGELES COUNTY SANITATION DISTRICTS

## Exhibit "B" (Cont'd)

Designated Positions

Disclosure Categories

28	Supervising Engineer, Wastewater Collection Systems Operations & Maintenance, Wastewater Management	5, 6
29	Supervising Engineer, Wastewater Collection Systems Engineering	5, 6
30	Supervising Engineer, Water Reclamation Plants Section, Wastewater Management	5, 6
31	Supervising Engineer, Electrical & Instrumentation Engineering Support Group, Wastewater Management	5, 6
32	Supervising Engineer, Field and Compliance Engineering, Inspection, and Monitoring, Wastewater Management	7
33	Supervising Industrial Waste Inspector II	7
34	Supervising Industrial Waste Inspector I	7
35	Project Engineer, Field and Compliance Engineering, Inspection, and Monitoring, Wastewater Management	7
36	Senior Industrial Waste Inspector, Field and Compliance Engineering, Inspection, and Monitoring, Wastewater Management	7
37	Industrial Waste Inspector I, II, Field and Compliance Engineering, Inspection, and Monitoring, Wastewater Management	7
38	Division Engineer, Engineering	4-7
39	Supervising Engineer, Resident Engineer, Construction Management Section, Engineering	4-7
40	Project Engineer, Resident Engineer, Construction Management Section, Engineering	4-7
41	Supervising Construction Inspector, Construction Management Section, Engineering	4-7
42	Construction Inspector, Construction Management Section, Engineering	4-7
43	Budget and Finance Manager, Financial Management	4-7
44	Accounting Services Supervisor, Financial Management	4-7
45	Insurance & Claims Coordinator, Financial Management	4, 5, 6, 8

# Los Angeles County Sanitation Districts

## Exhibit "B" (Cont'd)

### Designated Positions

### Disclosure Categories

46	Procurement and Risk Manager, Purchasing Section, Financial Management	4, 5, 6, 8
47	Senior Buyer, Purchasing Section, Financial Management	4, 5, 6, 8
48	Buyer, Purchasing Section, Financial Management	4, 5, 6, 8
49	Revenue Collection Supervisor, Financial Management	7
50	Customer Service Specialist (Surcharge), Revenue Collection Group, Financial Management	7
51	Customer Service Specialist (Data Management), Revenue Collection Group, Financial Management	7
52	Customer Service Coordinator (Customer Service), Revenue Collection Group, Financial Management	7
53	Surcharge Assistant, Industrial Waste, Revenue Collection, Financial Management	7
54	Customer Service Representative, Revenue Collection Group, Financial Management	7
55	Division Engineer, Planning & Property Management	1, 4, 5, 7, 8
56	Supervising Engineer, Property Management, Facilities Planning	1, 4, 5, 7, 8
57	Information Technology Manager, Information Technology Section, Facilities Planning	5, 6
58	Division Engineer, Wastewater Planning Section, Facilities Planning	1, 4, 5, 7, 8
59	Division Engineer, Information Services Section, Facilities Planning	5, 6
60	Chief Information Officer	5, 6
61	Legislative Programs Manager	5, 7



## Los Angeles County Sanitation Districts

### Exhibit "B" (Cont'd)

Designated Positions

Disclosure Categories

62	Environmental Health and Safety Manager	5, 6
63	IW Surcharge Supervisor	7
64	Customer Service Supervisor	7
65	Manager of Construction Management	4-7
66	Wastewater Collection Management	4-7
67	Water Reclamation Plants Manager	4-7
68	Solid Waste Operations and Engineering Manager	4-7
69	Manager of Civil and Mechanical Design	4-7
70	Diversity, Equity and Inclusion Programs Manager	5
71	Consultant/New Positions***	

\*Directors shall be deemed to include Alternates but not to include Directors who are members of the Board of Supervisors of Los Angeles County. The jurisdiction for each Director/Alternate is limited to the specific Sanitation District they represent, and not the entire County of Los Angeles. Except for District No. 2 Directors/Alternates who must include in their jurisdiction all the County Sanitation Districts of Los Angeles County.

\*\*General Counsel shall be deemed to be the attorney who regularly attends District Board meetings and under whose directorship the legal affairs of the District are handled.

\*\*\*Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Chief Engineer and General Manager or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chief Engineer and General Manager or his or her designee's determination is

# Los Angeles County Sanitation Districts

## Exhibit "B" (Cont'd)

a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

### Officials Who Manage Public Investments

It has been determined that the positions listed below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Chief Engineer and General Manager  
Assistant Chief Engineer and Assistant General Manager  
Deputy Assistant Chief Engineer  
Chief Accountant  
Departmental Head, Financial Management

**EFFECTIVE: 2/28/2024**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
COUNTY SANITATION DISTRICT NO. 20 OF LOS ANGELES COUNTY  
DECLARING SUPPORT FOR APPLICATION FOR CONGRESSIONALLY DIRECTED  
SPENDING REQUEST FOR PALMDALE SANITARY SEWER IMPROVEMENT  
PROJECT**

**WHEREAS**, County Sanitation District No. 20 of Los Angeles County (the “**District**”) and 23 other County Sanitation Districts of Los Angeles County, each organized and existing under the provisions of the County Sanitation District Act, California Health and Safety Code Section 4700 et seq., make up the Los Angeles County Sanitation Districts (“**Sanitation Districts**”); and

**WHEREAS**, the District owns and operates a sewerage system consisting of an interconnected network of 45 miles of trunk sewers, the Palmdale Water Reclamation Plant and several storage reservoirs; and

**WHEREAS**, the District was formed in 1951, and many of its sewers were built in the 1950s to 1970s and are now aging and in danger of failure; and

**WHEREAS**, the District has identified 9.5 miles of non-reinforced concrete sewers that have reached the end of their service life; and

**WHEREAS**, projects to rehabilitate 4.6 miles of non-reinforced concrete sewers are underway and another 4.9 miles remain to be rehabilitated at an estimated cost of \$7 million; and

**WHEREAS**, if these sewers are not rehabilitated in a timely manner, there is a risk of sewer failure that may lead to overflows or sinkholes and would necessitate expensive emergency repairs; and

**WHEREAS**, the District has limited funds available for capital improvement projects and receipt of external funding would help ensure that the community served by the District has a reliable sewer system that protects public health, the environment and critical wastewater infrastructure; and

**WHEREAS**, each year California’s United States Senators and Members of the House of Representatives invite local governments to submit requests for funding for Congressionally Directed Spending that are transparent and meet all requirements and guidelines of the Senate and House, respectively. In addition, applicants must provide a minimum 20% cost share for projects requesting federal funds from the United States Environmental Protection Agency (USEPA), which would be the source of funding for this request.

**NOW, THEREFORE**, the District’s Board of Directors finds and resolves as follows:

**Section 1.** The above recitals are true, correct and are specifically incorporated in and made a substantive part of this Resolution.

**Section 2.** The District’s Board of Directors hereby supports and directs the District to submit a Congressionally Directed Spending Request to members of California’s

Congressional delegation, as appropriate, for up to \$5.6 million in funding to support the Palmdale Sanitary Sewer Improvement Project.

**Section 3.** If the project is selected by Congress for funding, the Board of Directors of the District authorizes the Chief Engineer and General Manager to enter into an agreement with USEPA, or any other designated agency of the United States Government authorized to disburse such funding, to provide funding for the Palmdale Sanitary Sewer Improvement Project.

**Section 4.** The Board of Directors of the District declares that the District is authorized to provide a cost-share of at least 20% of the total amount of funding received.

**PASSED AND ADOPTED** by the Board of Directors of County Sanitation District No. 20 of Los Angeles County at its meeting on March 21, 2024.

By: \_\_\_\_\_  
Chairperson, Board of Directors

**ATTEST:**

By: \_\_\_\_\_  
Secretary to the Board