

MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF
NEWHALL RANCH SANITATION DISTRICT
HELD IN THE HEARING ROOM OF THE BOARD OF
SUPERVISORS, KENNETH HAHN HALL OF ADMINISTRATION
LOS ANGELES, CALIFORNIA

March 6, 2024
9:30 o'clock, A.M.

Pursuant to the call of the Chairperson and upon written notice of the Secretary setting the time and place of a special meeting and mailed to each Director at least 24 hours before the meeting, a special meeting of the Newhall Ranch Sanitation District of Los Angeles County was held in person at the Hearing Room of the Board of Supervisors, 500 West Temple Street, Room 383, Los Angeles, California, on March 6, 2024, at 9:30 a.m., for the purpose of:

1. Recommendation: Approve minutes of the regular meeting held December 5, 2023
2. Recommendation: Approve September, October, and November 2023 expenses in Total Amount of \$108,888
3. Recommendation: Adopt resolution establishing time and place for regular and special meetings
4. Recommendation: Approve and Order Filed *Annual Comprehensive Financial Report* (ACFR) for Fiscal Year Ending June 30, 2023
5. Recommendation: Adopt Purchasing Policy (Policy)
6. Recommendation: Re: Wastewater Service Charge
 - a) Order Wastewater Service Charge Report, Containing Description of Each Parcel and Amount of Proposed Wastewater Service Charge for Fiscal Year 2024-25 for Each Parcel; Filed with Clerk of Board of Directors of District(s)
 - b) Establish June 11, 2024, 9:30 a.m., at the Board of Supervisors as the date, time, and place for public hearing on Report; Order Publication of Required Public Notices

There were present: Kathryn Barger, Director from Los Angeles County
Janice Hahn, Director from Los Angeles County
Holly Mitchell, Director from Los Angeles County,
Hilda Solis, Director from Los Angeles County
Lindsey Horvath, Chairperson, Director from Los Angeles County

Absent: None

Also present: Kimberly S. Christensen, Secretary to the Board
Wes Beverlin, District Counsel

RE: MINUTES
held December 5, 2023, were approved. Upon motion of Director Solis, duly seconded and unanimously carried, the minutes of the regular meeting

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

Local District Expenses:	
Operations & Maintenance	\$ 65,232
Capital	19,256
Allocated Expenses:	
Joint Administration	15,900
Technical Support	8,500
Total Expenses	<u>\$108,888</u>

RE: RESOLUTION ESTABLISHING TIME AND PLACE FOR REGULAR AND SPECIAL MEETINGS OF THE COUNTY SANITATION DISTRICT NO. 27 OF LOS ANGELES COUNTY AND THE NEWHALL RANCH SANITATION DISTRICT OF LOS ANGELES COUNTY
ADOPT

A proposed *Resolution Establishing Time and Place for Regular and Special Meetings of the County Sanitation District No. 27 of Los Angeles County and the Newhall Ranch Sanitation District of Los Angeles County* was presented. The Ralph M. Brown Act requires that the Board provide, by ordinance, resolution or other rule, the time and place for regular meetings. It is recommended that regular meetings be held on March 6, June 4,

September 10, and December 3, 2024, at 9:30 a.m. in the Board Room of the Board of Supervisors of the Los Angeles County, Los Angeles, California. Special meetings may be called at any time by the Chairperson of the Board as the presiding officer, or by a majority of the members of the Board of Directors and notice must be delivered at least twenty-four hours before the time of such meetings as specified in the notice. This item is consistent with the Districts' Guiding Principle to provide transparent communication to our Boards and the public. A copy of the proposed Resolution was attached to the agenda. A recommendation was made to adopt the Resolution.

Upon motion of Director Solis, duly seconded and unanimously carried, the following Resolution was adopted:

RESOLUTION ESTABLISHING TIME AND PLACE FOR
REGULAR AND SPECIAL MEETINGS OF THE
COUNTY SANITATION DISTRICT NO. 27 OF LOS ANGELES COUNTY AND THE
NEWHALL RANCH SANITATION DISTRICT OF LOS ANGELES COUNTY

BE IT RESOLVED, that there shall be a regular quarterly meeting of the Board of Directors of the District on March 6, June 4, September 10, and December 3, 2024, at 9:30 a.m. in the Board Room of the Board of Supervisors, 500 West Temple Street, Room 383, Los Angeles, California, 90012; provided that, should the regular meeting fall upon a legal holiday, said meeting shall be held on the next business day thereafter, at the same time and place, and that no further notice of such regular quarterly meeting shall be required and further provided that for convenience and scheduling conflicts, regular meetings may be rescheduled on a majority vote of the Board of Directors.

BE IT FURTHER RESOLVED, that special meetings of the Board of Directors of the District may be called at any time by the Chairman of the Board as the presiding officer, or by a majority of the members of the Board of Directors by delivering personally or by mail written notice to each member of the Board of Directors and to each local newspaper of general circulation, radio station, or television station requesting notice in writing. Such notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. However, such written notice of special meetings may be dispensed with as to any member who has previously filed a written waiver of notice with the Secretary of the District. Such waiver may be given by fax or electronic mail. Such written notice may also be dispensed with as to any member of the Board of Directors who is actually present at the meeting at the time the special meeting is requested.

AYES: Directors Barger, Hahn, Mitchell, Solis, and Horvath

NOES: None

ABSTAIN: None

ABSENT: None

RE: ANNUAL COMPREHENSIVE
FINANCIAL REPORT FOR FISCAL
YEAR ENDING JUNE 30, 2023
RECEIVE AND ORDER FILED

The Districts' *Annual Comprehensive Financial Report* (ACFR) for the fiscal year ending June 30, 2023, which includes the annual audit required by state and federal laws, has been previously distributed to the Directors.

This item is consistent with the Districts' Guiding Principles of commitment to fiscal responsibility and prudent financial stewardship; and to protect financial and facility assets through prudent investment and maintenance programs. A recommendation was made to receive and order filed the Districts' ACFR for fiscal year ending June 30, 2023.

Upon motion of Director Solis, duly seconded and unanimously carried, the *Annual Comprehensive Financial Report* for fiscal year ending June 30, 2023, which includes the annual audit required by state and federal laws, and was previously distributed to the Directors, was accepted and ordered filed.

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. 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 Solis, duly seconded and unanimously carried, the Purchasing Policy was approved and adopted.

RE: SERVICE CHARGE REPORT
RECEIVE AND ORDER FILED
SET PUBLIC HEARING FOR
JUNE 11, 2024, AND GIVE
REQUIRED NOTICE

A report titled *Newhall Ranch Sanitation District of Los Angeles County Service Charge Report for Fiscal Year 2024-25*, prepared in accordance with Section 5473 of the Health and Safety Code of the State of California and which establishes the formula for the calculation of a sewage unit that represents the average daily quantity of

sewage flow and strength from a single-family home (SFH), was presented.

Filing of the Service Charge Report is required each year to collect the wastewater service charge on the property tax roll. The current service charge rate per SFH is \$58.05 per month (\$696.60 per year) and no increase is recommended for fiscal year 2024-25. Owners of multiple dwelling units and commercial properties are charged in proportion to their use compared to an SFH. The Service Charge Report was attached to the agenda.

A recommendation was made that, in accordance with Section 5473 of the Health and Safety Code, the Board instruct the District Clerk to publish newspaper notices to inform the public of the date, time, and place for a public hearing on the Service Charge Report, and that a public hearing be set for June 11, 2024, at 9:30 a.m. in the Hearing Room of the Board of Supervisors, 500 West Temple Street, Room 383, Los Angeles, California, for the purpose of public discussion of the proposed service charge rate and its collection on the property tax roll. After the public hearing is closed, the Board must consider adoption of the Service Charge Report and introduction of ordinances establishing the service charge rate and for the collection of the service charge on the property tax roll.

BE IT RESOLVED, that the Board does hereby fix June 11, 2024, at 9:30 a.m. as the date and time, and in the Hearing Room of the Board of Supervisors, 500 West Temple Street, Room 383, Los Angeles, California, as the place for a public hearing on *Newhall Ranch Sanitation District of Los Angeles County Service Charge Report for Fiscal Year 2024-25*, the proposed service charge rate, and the collection of the service charge on the property tax roll.

The Clerk of this Board shall cause notice of the filing of the Service Charge Report and the time and place of the public hearing to be published once a week for two successive weeks in *The Signal Newspaper*, a weekly newspaper designated for publication, there being no newspaper of general circulation within the District printed and published in the District, and in such other publications as are deemed appropriate by the Chief Engineer and General Manager.

Upon motion of Director Solis, duly seconded and unanimously carried, the *Newhall Ranch Sanitation District of Los Angeles County Service Charge Report for Fiscal Year 2024-25* was ordered filed with the Clerk of the District.

The meeting was adjourned by the Chairperson.

ATTEST:

LINDSEY HORVATH
Chairperson

KIMBERLY S. CHRISTENSEN
Secretary

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