

MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
COUNTY SANITATION DISTRICT NO. 4  
HELD AT THE OFFICE OF THE DISTRICT;  
AT THE BEVERLY HILLS CITY HALL; AND  
AT THE WEST HOLLYWOOD CITY HALL  
VIA TELECONFERENCE

June 12, 2024  
1:30 o'clock, P.M.

The Board of Directors of County Sanitation District No. 4 of Los Angeles County met in regular session both in person and via teleconference.

There were present: Sharona Nazarian, Alternate Director from Beverly Hills, via teleconference  
John Erickson, Director from West Hollywood, via teleconference  
Absent: Paul Krekorian, Director from Los Angeles City  
Also present: Kimberly S. Christensen, Secretary to the Board  
Jessica Lienau, District Counsel

Upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, Director Erickson was elected Chairperson pro tem.

RE: PUBLIC COMMENT  
The Chairperson pro tem 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 Nazarian, duly seconded and unanimously carried by a roll-call vote, the minutes of the regular meeting held February 14, 2024, were approved.

RE: DISTRICT EXPENSES  
The following expenses for the months of December 2023 through March 2024, were presented and upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, were approved:

Local District Expenses:	
Operations & Maintenance	\$2,395,693
Capital	1,739,716
Allocated Expenses:	
Joint Administration	2,575
Technical Support	1,513
Total Expenses	<u>\$4,139,497</u>

RE: AMENDED CONFLICT OF INTEREST AND DISCLOSURE CODE APPROVE AND ADOPT  
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.

Upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, the Board of Directors of County Sanitation District No. 4 of Los Angeles County approved and adopted an amended Conflict of Interest and Disclosure Code, a copy of which is on file in the Office of the District and all the provisions of which are incorporated herein as though fully set forth. The amended code supersedes the Conflict of Interest and Disclosure Code previously adopted by this Board.

RE: INVESTMENT POLICY ADOPT  
As part of the continuing effort to ensure the Districts follow best practices as it relates to financial matters, revisions to the Investment Policy (Policy) are being recommended. The Policy establishes the practices under which the Districts invest reserves until such time as

they are needed to meet expenses and identifies what types of investments are allowable. Proposed revisions would grant permission to invest in shared investment pools comprised of other California public agencies. A letter summarizing the proposed changes was attached to the agenda. This item is consistent with the Districts' Guiding Principle of commitment to fiscal responsibility and prudent financial stewardship. A recommendation was made to adopt the Policy.

The Chief Engineer and General Manager introduced Mr. Matt Eaton, Deputy Assistant Chief Engineer and Department Head of Financial Management, to provide a brief presentation regarding the Policy revisions.

Mr. Eaton stated that one uniform investment policy is adopted by every District. The Policy sets the objective of the investment program, in terms of safety of the principal, liquidity, and the market rate of the return. The Policy defines the types of investments that are allowed.

The current Policy allows investment with the County's PSIF. The proposed change would allow investment in other similar shared investment pools comprised solely of California public agencies. These investment pools could provide for potentially greater returns depending on market conditions and would reduce overall risk due to added diversification.

Two new potential investments were shown on a slide. The California Asset Management Program (CAMP) Pool consists of \$18.4 billion in assets. The CAMP Pool was established in 1989 and has an S&P rating of AAAm. California Cooperative Liquid Assets Securities System (CLASS) consists of \$407 million in assets. CLASS was established in 2022 and has an S&P rating of AAAm. The pools were formed by government entities and operate under Joint Power Agreements.

In May, the Personnel Committee endorsed the revisions to the Policy. The Policy will be presented to individual Boards for approval in June and July. In August, staff will begin the process of establishing accounts with the new pools and will include them as part of the Districts' investment strategy.

In response to Director Argumedo, City of Commerce, Mr. Eaton shared a table showing the recent investment return rates. The return rates and corresponding investments are as follows:

- LA County PSIF - 4.20 percent
- 3-month U.S. Treasury - 5.45 percent
- CLASS - 5.39 percent
- CAMP - 5.43 percent

He advised that the County PSIF rate of return will likely fluctuate less since it invests in longer-term investments. CLASS and CAMP invest in shorter-term investments. Furthermore, the Chief Engineer and General Manager stated that due to the current state of the market, the returns of the new pools provide a great benefit.

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

RE: SERVICE CHARGE PROGRAM  
HOLD PUBLIC HEARING ON  
SERVICE CHARGE REPORT, AND  
COLLECTION ON TAX ROLL

The Chief Engineer and General Manager announced that today the Board would hold a public hearing regarding collection of the service charge on the property tax roll. There is no new rate ordinance being proposed. Holding a public hearing and then adopting 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 single-family home is \$12.50 per month (\$150 per year), and no increase is recommended for fiscal year 2024-25. A letter discussing this matter, together with the Service Charge Report, the preliminary budget, and a budget explanation and glossary, accompanied 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.

In accordance with Section 5473 of the Health and Safety Code of the State of California, the *County Sanitation District No. 4 Service Charge Report for Fiscal Year 2024-25* was filed on February 14, 2024, and publication of two newspaper notices for today's public hearing were published in the *Los Angeles Independent*, a weekly newspaper. The Service Charge Report addresses the continued collection of the service charge for the District on the property tax roll. These charges are needed to supplement the District's existing revenue sources for the forthcoming fiscal year, as discussed in the letter to the Boards, dated February 9, 2024.

The Chairperson pro tem opened a public hearing on the Service Charge Report for County Sanitation District No. 4 of Los Angeles County. In response to the Chairperson's question, the Secretary reported that the District has received no protests, correspondence, or telephone calls on the Service Charge Report.

There being no further comments, the Chairperson pro tem closed the public hearing.

RE: SERVICE CHARGE PROGRAM  
ADOPT SERVICE CHARGE REPORT

Following the public hearing, upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, the Board of Directors of

County Sanitation District No. 4 of Los Angeles County approved and adopted the *County Sanitation District No. 4 Service Charge Report for Fiscal Year 2024-25*, which was filed with the Clerk of the Board on February 14, 2024.

RE: APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2024-25  
ESTABLISH AND ADOPT

The Chief Engineer and General Manager stated that all agendas include an item to establish the appropriations limit on the proceeds of taxes, adopt the final operating budget, request the tax levy, and authorize appropriations

per the operating budget. The Joint Outfall System (JOS) is in a good financial position and reserves are at target. The Districts plans to apply for bonds later this year and anticipate low interest rates. The Capital Improvement Program (attached to the agenda), which was developed by the Financial Management Department, provides a brief overview of the JOS, the Districts' mission and core values, budget objective, major projects (including The Clearwater Project, Sewer Rehabilitation, Pure Water Southern California, Seismic Resiliency Program, and Emerging Regulatory Concerns).

He referred to a chart showing risk levels of sewer failure and length of sewer in miles that fall into each risk level (very low to very high). The chart allowed the Districts to plan and prioritize sewer rehabilitation projects with the highest risk levels. The Districts' goal is to reduce the high risk levels in the next few years.

A letter discussing the 2024-25 fiscal year budget matters accompanied the agenda. The Government Code requires the governing body of each local jurisdiction to establish, by resolution, an appropriations limit for each fiscal year. The documentation used in the determination of the appropriations limits must be available 15 days prior to this action being taken. The method by which the Districts' appropriations limits were calculated has been available to the public at the Districts' Joint Administration Office since May 15, 2024, and was provided to the Directors with the letter of May 30, 2024, mailed with 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 and long term needs to minimize the need for significant rate increases.

The appropriations limit for fiscal year 2024-25 has been determined by adjusting the previous fiscal year's limits using the factors specified in the procedures outlined in Article XIII B of the Constitution and Section 7910 of the Government Code. A recommendation was made that, in order to comply with legal requirements, this Board adopt an appropriations limit of \$3,695,781 for fiscal year 2024-25.

Upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, the following resolution was adopted:

BE IT RESOLVED, that pursuant to Section 7910 of the Government Code of the State of California, the Board of Directors of County Sanitation District No. 4 of Los Angeles County does hereby establish and adopt an appropriations limit of \$3,695,781 for fiscal year 2024-25, utilizing the population change and the change in the personal per capita income.

RE: BUDGET 2024-25  
OPERATING FUND

In a letter dated May 30, 2024, to the Board, matters were discussed pertaining to the budget for the 2024-25 fiscal year. A sewerage system final budget for the 2024-25

fiscal year was presented and a recommendation was made that the budget be adopted.

Upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, the sewerage system final budget for 2024-25 was approved, adopted, and ordered filed.

RE: TAX LEVY  
OPERATING FUND

Data for the tax levy necessary for the Operating Fund was presented and a recommendation was made that the tax levy be requested in accordance therewith.

Upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, the following resolution was adopted:

BE IT HEREBY DETERMINED, RESOLVED, AND ORDERED AS FOLLOWS:

That pursuant to the provisions of Article 6, Section 4815 of the County Sanitation District Act (Chapter 3, Part 3, Division V, of the Health & Safety Code of the State of California), the Board of Directors of County Sanitation District No. 4 of Los Angeles County does hereby find and declare that the sum of \$1,024,000 is and will be the amount necessary to maintain, operate, extend, or repair any work or improvements of the District for the collection, treatment, and disposal of sewage, and to defray all other expenses incidental to the exercise of any of the District's powers, except the amounts necessary to acquire, construct, maintain, and operate a refuse transfer or disposal system, or both, and any other expenses incidental to the operation of the system during the ensuing year and prior to the annual levy of taxes for the fiscal year 2025-26, and the Board of Supervisors of Los Angeles County is hereby requested to cause to be levied and collected at the same time and in the same manner as the next general tax levy for the County a tax upon the real property in the District, in an amount sufficient to raise the required amount, to wit: \$1,024,000, to be paid into the County Treasury to the credit of the Operating Fund of the District.

The Secretary is hereby instructed to furnish a copy of this resolution and statement to the Board of Supervisors of Los Angeles County at least fifteen (15) days before the first day of September 2024.

RE: APPROPRIATIONS  
OPERATING FUND 2024-25

Upon motion of Director Nazarian, duly seconded and unanimously carried by a roll-call vote, the appropriations from the Operating Fund for fiscal year 2024-25 were

ordered made as shown in the Operating Fund Final Wastewater Budget that was attached to the agenda.

The meeting was adjourned by the Chairperson pro tem.

ATTEST:

JOHN ERICKSON  
Chairperson pro tem

KIMBERLY S. CHRISTENSEN  
Secretary

/ee