

MINUTES OF THE ADJOURNED MEETING OF THE  
BOARD OF DIRECTORS OF THE  
SANTA CLARITA VALLEY SANITATION DISTRICT  
HELD AT THE OFFICE OF THE DISTRICT  
VIA TELECONFERENCE

December 19, 2022  
11:00 o'clock, A.M.

The Board of Directors of Santa Clarita Valley Sanitation District of Los Angeles County met pursuant to adjournment as ordered by this Board of Directors at the Regular Meeting on December 14, 2022. A copy of the Order of Adjournment was posted as required by law and proper affidavits of the posting are on file in the Secretary's office.

There were present: Jason Gibbs, Director from Santa Clarita  
Kathryn Barger, Alternate Director from Los Angeles County

Absent: Laurene Weste, Chairperson, Director from Santa Clarita

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

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

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 LOS ANGELES COUNTY  
A certificate from the Executive Officer-Clerk of the Board of Supervisors of the County of Los Angeles was presented to the Secretary certifying that pursuant to Section 7 of the Rules of the Board of Supervisors, Supervisor Janice Hahn assumed the Office of Chair of the Board of Supervisors at 9:30 a.m., on Tuesday, December 6, 2022, to serve in such capacity until December 5, 2023, or until the election or succession of her successor, which automatically places Supervisor Hahn on the Board of Directors of this District.

Upon motion of Director Barger duly seconded and unanimously carried by a roll-call vote, the certificate was accepted and ordered filed.

RE: MINUTES  
Upon motion of Director Barger, duly seconded and unanimously carried by a roll-call vote, the minutes of the adjourned regular meeting held October 17, 2022, were approved.

RE: DISTRICT EXPENSES  
The following expenses for the month of August and September 2022 were presented and upon motion of Director Barger, duly seconded and unanimously carried by a roll-call vote, were approved:

Local District Expenses:	
Operations & Maintenance	\$ 4,188,892.99
Capital	7,395,603.63
Allocated Expenses:	
Joint Administration	414,106.78
Technical Support	700,685.05
Total Expenses	<u>\$12,699,288.45</u>

RE: RESOLUTION PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY - ADOPT  
A proposed *A Resolution of the Board of Directors of the Santa Clarita Valley Sanitation District of Los Angeles County Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency on March 4, 2020 by California Governor and Authorizing Remote Teleconference Meetings of the Legislative Body*, was presented. Remote teleconference meetings, during the continued

existence of the Governor's proclaimed state of COVID-19 emergency, will be conducted under the provisions of AB 361 which added California Government Code Section 54953(e), to the Brown Act. Under the provisions of AB 361 and Government Code Section 54953(e), each District must adopt, by majority vote, a resolution making certain findings about the continuing COVID state of emergency and health and safety risks of conducting their meetings in person. By statute, this Resolution and its referenced findings, are only legally valid for 30 days. A copy of the proposed Resolution was attached to the agenda. A recommendation was made to adopt the Resolution.

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

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY  
PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF  
EMERGENCY ON MARCH 4, 2020 BY CALIFORNIA GOVERNOR AND AUTHORIZING  
REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODY

WHEREAS, the Santa Clarita Valley Sanitation District of Los Angeles County ("District") is committed to preserving and nurturing public access and participation in meetings of the District's Board of Directors and committees; and

WHEREAS, all meetings of the District's Board of Directors are open and public, pursuant to the requirements of the Ralph M. Brown Act (California Government Code Sections 54950-54963) (the "Brown Act"), so that any member of the public may attend, participate, observe and watch the District's Board of Directors conduct business; and

WHEREAS, the Brown Act, Section 54953(e), allows for conducting and participating in meetings by members of a legislative body, without compliance with the requirements of the Brown Act Section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition under the Brown Act Section 54953(e) is the declaration of a state of emergency by the Governor pursuant to California Government Code Section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within California caused by the conditions outlined and described in California Government Code Section 8558; and

WHEREAS, a proclamation of a state of emergency is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-induced disasters; and

WHEREAS, it is further required that the state or local officials have imposed or recommended measures to promote social distancing, or the Board of Directors of the District have held a meeting where it considered and determined that meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, such conditions now exist in the District as Governor Newsom declared a State of Emergency on March 4, 2020 as a result of the threat of COVID-19; and

WHEREAS, the County of Los Angeles Department of Public Health Order of the Health Officer issued September 22, 2022 (the "County Order") includes recommendations for the protection of persons with elevated risk factors for severe health outcomes due to COVID-19 infection; and

WHEREAS, the District's Board of Directors does hereby find that the ongoing and significant risks associated with COVID-19 infection, especially in the absence of capacity limits and physical distancing requirements for indoor activities, on those individuals with underlying health conditions that make them susceptible to severe COVID-19 illness and individuals who are not and cannot be vaccinated, that COVID-19 infection remains a significant health hazard to all residents, and desires to proclaim a local emergency and ratify the proclamation of a state of emergency by the Governor of the State of California, and further, ratify the County Order findings related to the ongoing health hazards of COVID-19; and

WHEREAS, as a consequence of the declared state of emergency and the local emergency, the Board of Directors of the District does hereby find that the District shall continue to conduct its meetings in accordance with the provisions and requirements of the Brown Act Section 54953(e), and that the legislative bodies of the District shall comply with the requirements to provide the public with access to, and an opportunity to comment at all meetings of the District's legislative bodies in accordance with the requirements of the Brown Act Section 54953(e)(2); and

WHEREAS, the District will continue its practice of live streaming its meetings via the Zoom software platform which allows members of the public to observe and participate in the meetings via video or call-in options and will continue to offer members of the public an opportunity to make oral comments during the meetings and/or submit written comments before the meetings.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true, correct, and are incorporated in this Resolution by reference.

Section 2. Proclamation of Local Emergency. The Board of Directors of the District does hereby proclaim that a local emergency now exists throughout the territory of the District and, as described in the County Order, recommendations from health officers include ongoing masking, and social distancing practices especially for indoor settings and particularly for individuals who, due to vaccine status or underlying health conditions, continue to be at risk for severe illness, and COVID-19 infection remains a significant health hazard to all residents of the District.

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The District's Board of Directors hereby ratifies the Governor of the State of California's Proclamation of a State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Chief Engineer and General Manager, staff and legislative bodies are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, without limitation, conducting open and public meetings in accordance with the Brown Act Section 54953(e) and all other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of 30 days after the date of this resolution, or such time that the District's Board of Directors adopts a subsequent resolution in accordance with the Brown Act Section 54953(e)(3) to extend the time during which the legislative bodies of the District may continue to teleconference without compliance with the requirements of the Brown Act Section 54953(b)(3).

PASSED AND ADOPTED by the Board of Directors of the Santa Clarita Valley Sanitation District of Los Angeles County this 19<sup>th</sup> day of December 2022 by the following vote:

AYES: Two (2)

NOES: None

ABSTAIN: None

ABSENT: One (1)

RE: RESOLUTION ESTABLISHING TIME AND PLACE FOR REGULAR AND SPECIAL MEETING - ADOPT

*A proposed Resolution Establishing Time and Place for Regular and Special Meetings of the Santa Clarita Valley 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 the third Monday of every month, except in August, where no meetings will be held, at 11:00 a.m. in the Board Room of the Santa Clarita City Hall located at Valencia, California, 91355. 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 (24) hours before the time of such meetings as specified in the notice. The Resolution is attached to the agenda. 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 Barger, duly seconded and unanimously carried by a roll-call vote, the following Resolution was adopted:

RESOLUTION ESTABLISHING TIME AND PLACE FOR  
REGULAR AND SPECIAL MEETINGS OF THE  
SANTA CLARITA VALLEY SANITATION DISTRICT OF LOS ANGELES COUNTY

BE IT RESOLVED, that there shall be a regular monthly meeting of the Board of Directors of the District on the third Monday of every month, at 11:00 a.m. in the Board Room of the Santa Clarita City Hall located at 23920 Valencia Boulevard, Valencia, California, 91355; provided that, should the third Monday 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 monthly 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 RESOLVED, that there shall be no regular monthly meeting of the Board of Directors of the District in the month of August unless deemed necessary.

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.

PASSED AND ADOPTED by the Board of Directors of the Santa Clarita Valley Sanitation District of Los Angeles County this 19<sup>th</sup> day of December 2022 by the following votes:

- AYES: Two (2)
- NOES: None
- ABSTAIN: None
- ABSENT: One (1)

RE: FACILITIES PLANNING  
INTRODUCE AN ORDINANCE PRESCRIBING  
FEES FOR THE ANNEXATION OF TERRITORY

A proposed *An Ordinance Prescribing Fees for the Annexation of Territory to Santa Clarita Valley Sanitation District of Los Angeles County* (Ordinance) was presented to the Board for consideration and

introduction. Properties outside the jurisdictional boundary of the District must be annexed to the District before sewerage service can be provided. The cost of processing the annexation application is borne by the applicant pursuant to the District's existing Master Annexation Fee Ordinance and Annexation Fee Rate Ordinance (Existing Ordinances), which were both adopted in 2007. The current method of calculating the fee is a tiered acreage-based approach. However, this method results in inequities in certain circumstances. Furthermore, the cost to process an annexation application does not vary significantly between a large or small property. The proposed ordinance, which was attached to the agenda, supersedes the Existing Ordinances and establishes a flat fee of \$2,000 per annexation application, which is more equitable and representative of the actual cost to process each annexation. In October 2022, the Personnel Committee, comprised of the Chairs of all active Districts, unanimously endorsed the proposed ordinance. This item is consistent with the Districts' Guiding Principles of commitment to continual improvement; and commitment to fiscal responsibility and prudent financial stewardship. A copy of the Ordinance accompanied the agenda. A recommendation was made to waive the reading of the Ordinance in its entirety.

Upon motion of Director Barger, duly seconded and unanimously carried by a roll-call vote, *An Ordinance Prescribing Fees for the Annexation of Territory to Santa Clarita Valley Sanitation District of Los Angeles County* (Ordinance) was introduced, and after reading of the title thereof, further reading of the Ordinance was waived.

RE: PURCHASING POLICY, INVESTMENT  
POLICY, DEBT MANAGEMENT POLICY,  
AND WASTEWATER FINANCIAL RESERVE  
POLICY - ADOPT

As part of the continuing effort to ensure the Districts follows best practices as it relates to financial matters, revisions to certain policies are being recommended. First, sound Investment, Debt Management, and Financial Reserve Policies are crucial to maintaining the

Districts' financial stability, and changes are being proposed to the existing policies to ensure consistency across the Districts, ensure transparency in Districts' finances, and improve the Districts' investment performance. Second, the Districts' Purchasing Policy establishes rules for purchase of materials, supplies, equipment, services, and construction projects. Proposed revisions to the policy clarify certain provisions, ensure current practices are incorporated into the policy, and add provisions for related business practices. In October 2022, the Personnel Committee, comprised of the Chairs of all of the active Districts, unanimously endorsed the proposed revisions. A letter summarizing these proposed changes was attached to the agenda. Links to the policies showing proposed revisions can be found on the posted agenda on the Districts' website ([www.lacsd.org](http://www.lacsd.org)). 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 Purchasing Policy, Investment Policy, Debt Management Policy, and Wastewater Financial Reserve Policy be approved and adopted.

Upon motion of Director Barger, duly seconded and unanimously carried by a roll-call vote, the Purchasing Policy, Investment Policy, Debt Management Policy, and the Wastewater Financial Reserve Policy were considered, approved, and adopted.

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

JASON GIBBS  
Chairperson pro tem

ATTEST:

KIMBERLY S. CHRISTENSEN  
Secretary

/drs