

ODOR CONTROL ADVISORY BOARD

Foundation for the Junior Blind

5300 Angeles Vista Blvd.

September 23, 2002, 6:00 p.m.

MEETING MINUTES

Members Present: Felipe Valasquez
Samuel Hart
Milton Bassett
Victor Nahmias
John Saito
Patrick McCullough
Carol Tucker
Tony Nicholas
Debra Harris (via telephone conference)
Natasha Jenkins (via telephone conference)

City Staff/Attorneys: Lin Min Kong, CLIPI
Katrina McIntosh, CLIPI
Bryan Brown, Bingham McCutchen
Adel Hagekhalil, City of LA, Sanitation
Kathleen Salvaty, English Munger Rice

Handouts: Meeting Agenda
Odor Control Advisory Board, contact list
Stipulated Case Management Order, dated 7/3/01
Proposal for Independent Review of LA's Sewer Odor Control Program
Summary of Qualifications and Experience, Bowker & Associates
Letter from Bowker & Associates to Mr. Brent Lorscheider, dated 8/2/01
City of LA Outreach Flyer, Odor Reporting Hotline

Introductory Issues

- Member Introductions - Board Members introduced themselves and briefly described their backgrounds.

Substantive Issues

Review of Board's purpose as defined in Stipulated Case Management Order, dated 7/3/01. The Board agreed that members should have the opportunity to review the provided written materials and to gain a better understanding of its role before drafting a mission statement and setting goals and objectives. This background information would also assist the Board in determining what information they need to assess the City's program. The Board requested that any presentations made at the meetings also be provided as a hard copy.

- **Action:** Adel Hagekhalil of the Bureau of Sanitation agreed to help educate the board members by providing the following:

1. Provide a presentation over the course of the next 3 board meetings, including the background and information about sewer system, the history of the litigation, current technology and outreach efforts, including the City's odor hotline, and the City's future plans for addressing odors;
2. Provide to each board member a binder with tabs to keep background and informational materials.

Action: Lin Min Kong to provide a summary of litigation background to Bryan Brown for any comments prior to submitting to the Board.

Procedural Issues

- Time and Frequency of meetings – The Board agreed to initially have more frequent meetings, approximately every two weeks, for the purposes of decuating the Board regarding odor control background issues. Thereafter the Board will set future meetings, most likely on a monthly basis. Discussion of scheduling later meetings to accommodate members' working schedules. The next two board meetings were scheduled for the following dates:

Monday, October 14, 2002, 6:30 p.m.

Monday, October 28, 2002, 6:30 p.m.

- Location of meetings – The Board identified the need to have a meeting location within the community and accessible to members, adequate parking, and telephone conferencing capability for members who could not physically attend. The Board suggested the following locations as possible meeting locations:

Crenshaw DWP

Village Green

Baldwin Hills Recreational Center

Baldwin Hills Library

Action: Debra Harris will check on the availability of Village Green. Adel Hagekhalil will check on the availability of other suggested locations.

- Conduct of meetings
 1. Discussion of election of officers. Board agreed to the following:
 - a. Rotating chairperson should be chosen to lead each meeting
 - b. Secretary should be chosen to review minutes, make suggested changes, other duties as necessary.
 2. Administrative Matters. The Board raised concerns regarding the time commitment of scheduling meetings, drafting minutes, etc. Adel Hagekhalil offered the City of LA to appoint a person to handle administrative matters, distribute documents, record meeting minutes, etc. He also raised the possibility of providing food at the next meeting.

Action: Adel Hagekhalil will identify who at the City will be assigned this administrative role, look into the possibility of providing food at the next meeting. Lin Min Kong to draft minutes of the first meeting to be circulated for input.

3. Public Meetings. The Board agreed that meetings should be made public, but that there should be a limited time period for public comment. Discussion as to whether the Board must comply with the Brown Act, noting that the board is not an official city entity. Agreement among the Board that the community should be made aware of the existence of the Board and that the public is welcome to attend for educational purposes or to raise any concerns. Discussion regarding possible methods of outreach, including City's website, homeowner association or community organization's websites and newsletters, City council offices, etc.

Action: Board members are responsible for adding information about the odor board on their groups' websites, in their newsletters, and to share with other members of their representative groups. Adel to look into posting the information both on www.lawsewers.org and on the city sanitation website at www.lacity.san.org.

4. Number of Board Members – Discussion to have Patrick McCullough and Ted Lumpkin serve as additional Board members, rather than as alternates. Agreement that the Board should be representative of the community and that a larger board would increase participation and resources. Patrick McCullough (chosen by plaintiffs) and Ted Lumpkin (chosen by City) identified as representing two groups not currently represented on the Board. Patrick McCullough agreed to serve as board member. Agreement amongst members to add both to the Board, extending members to 11 (increase from 9). Ted Lumpkin will be asked to serve on the Board or recommend another person from his group. The Board would still remain an odd number of members to avoid voting ties. Lawyers agreed that this needs to be approved by parties in the litigation.

Action: Victor Nahmias to contact Ted Lumpkin to request that he serve on the Board or recommend another person. Bryan Brown, Lin Min Kong, and Kathleen Salvaty to discuss the addition of two new members with parties in the litigation.

5. Alternates – Discussion of role of alternates. Board agreed to allow each Board member to select an alternate from his/her represented group to serve in his or her place when the Board member is not able to attend. Alternates can attend all Board meetings. Alternate list should be submitted to parties in the litigation for approval.

Action: Each Board member to choose an alternate from his/her represented group by next meeting on October 14, 2002.

Next Meeting:

- Monday, October 14, 2002. Location to be determined, Board members will be contacted by City.

FOLLOW-UP ACTION ITEMS TO BE DONE BY THE CITY

Substantive Issues:

1. *The City to provide a presentation over the course of the next 3 Board meetings, including the background and information about sewer system, the history of the litigation, current technology and outreach efforts, including the City's odor hotline, and the City's future plans for addressing odors.*

The above issues will be discussed during the next 3 Board meetings

2. *The City to provide to each Board member a binder with tabs to keep background and informational materials.*

A binder is being provided to each Board member by mail.

Procedural Issues

1. *The City to check on room availability for meetings at Crenshaw DWP, Baldwin Hills Recreational Center, and Baldwin Hills Library. Debra Harris to assist on checking at Village Green.*

The City checked out the meeting locations suggested by the Board and the following are the results:

DWP Crenshaw:

Not available in October and November

Parking is free

Small Kitchen available

Available from 9 am - 9 pm

Baldwin Recreation Center:

Available in October and November

Only open until 8:00 p.m. Meeting must conclude at 7:30 p.m. (otherwise will be charged for staff overtime)

Baldwin Library:

Library will be closed at 8:00 p.m.

Village Green: 5300 Rodeo Road (between La Cienega and La Brea)

Debra Harris has helped to reserve Village Green for meeting on October 14, 2002 at Village Green.

Currently, the City is still checking other facilities in the community to secure the meeting room for the next 4 months.

2. *The City to look into posting the information on its website.*

The information will be posted on www.lawsewers.org, which can also be linked from the City sanitation website at www.lacitysan.org.