

HELIX WATER DISTRICT

Setting standards of excellence in public service

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday November 4, 2015 – 2 p.m.

7811 University Avenue, La Mesa, CA 91942-0427

1. President Verbeke called the meeting to order at 2 p.m. The roll call showed Directors Verbeke, Hedberg, Linden and Scalzitti present. Vice President Muse was absent due to a conference.

Staff present: Lugo, Tomasulo, Stoia, Umphres, Hayman, Bryant, Janzen, Olney, Gutkowski, Herrera, Palechek, Salois, Uhrhammer, Lawler, Lunde, Doubrava and Annett. General Counsel Elizabeth W. Hull was also present.

Others present: Customers Susan Nichols, Larry Nichols and Tom Brady.

2. President Verbeke gave the invocation and led the Pledge of Allegiance.
3. General Manager Carlos V. Lugo reported there were no additions or deletions to the agenda. The agenda was approved 4:0.

Motion: Hedberg

Second: Linden

Vote: Ayes: Verbeke, Hedberg, Linden, Scalzitti Absent: Muse

4. President Verbeke provided opportunity for members of the public to address the board on any item under the subject matter jurisdiction of the district. President of the Grossmont–Mt. Helix Improvement Association Susan Nichols stated that during the October 21, 2015, regular board meeting she requested an action item be placed on the next board agenda. She expressed disappointment that the requested item was not placed on the November 4, 2015, agenda and stated there had been little communication regarding the procedure to add an agenda item. She also expressed dissatisfaction with district staff for not forwarding an email addressed to the board secretary and overall lack of communication regarding her concern. General Manager Carlos V. Lugo and Board Secretary Sandra L. Janzen addressed Ms. Nichols' comments. President Verbeke stated that a discussion item regarding board decorum would be placed on the next agenda. Director Scalzitti and Director Hedberg requested email communication also be placed on the agenda. General Manager Lugo stated an agenda item regarding email would not be necessary as staff has been working to provide email options that will be communicated shortly and could be activated in approximately two weeks.
5. The consent agenda was approved 4:0.

Motion: Linden
Second: Hedberg

Vote: Ayes: Verbeke, Hedberg, Linden, Scalzitti Absent: Muse

- a) The following operating account checks submitted for ratification were approved:
 - i. list dated October 20, 2015
 - ii. list dated October 27, 2015
- b) Memorandum dated November 4, 2015, from the board secretary submitting expense and per diem claims was approved.
- c) The board approved the following minutes:
 - i. adjourned regular board meeting of October 7, 2015
 - ii. regular board meeting of October 21, 2015
 - iii. Committee of the Board/regular board meeting of October 28, 2015
- d) The board adopted the following attendance considerations:
 - i. Association of California Water Agencies
Region Chair and Vice Chair Issues Webinar
October 6, 2015 at 10:30 a.m. - 12 p.m.
 - ii. Water in California – Stretching Every Drop
Sponsored by: Water Education for Latino Leaders, California Water Foundation and Public Policy Institute of California
October 24, 2015 at 9 a.m. - 1 p.m.
Temecula, CA 92591
 - iii. 2015 East County Excursion
Presented by San Diego Gas and Electric
October 29, 2015 at 8 a.m. - 12:30 p.m.
El Cajon, CA 92020
- e) The board rejected a claim filed by Mr. Luis Tejeda in the amount of \$779.42 for the cost of replacing his tenant's water heater and pressure regulator valve.

Director Scalzitti inquired if district staff had responded to Mr. Tejeda via email communication. General Manager Carlos V. Lugo stated there had been email communication. Director of Operations Tristan D. Hayman stated he communicated verbally with Mr. Tejeda.

6. The board appropriated funds in the amount of \$40,000 from schedule 84, item 2, of the fiscal year 2015-16 capital budget for the information systems firewall software replacement, Work Order 4660. The motion passed 4:0.

Motion: Hedberg

Second: Linden

Vote: Ayes: Verbeke, Hedberg, Linden, Scalzitti Absent: Muse

Director Hedberg and Director Scalzitti clarified that funding of Work Order 4660 was not part of the Cayenta software upgrade. Enterprise Architecture Manager Michael A. Herrera stated the firewall software would be needed with or without the Cayenta software upgrade and will work with the new software.

7. The board cast its ballot for the following seven candidates for the San Diego East County Chamber of Commerce Board of Directors 2016 Election: Brett Almquist; Ramona Bommer; Nancy Dennison; Odie Goward; Don Parent; Bryan Shull and Michael Stowers. The motion passed 4:0.

Motion: Hedberg

Second: Scalzitti

Vote: Ayes: Verbeke, Hedberg, Linden, Scalzitti Absent: Muse

8. The board considered changes to the policies and procedures manual and set December 9 at 2 p.m. as the date and time for the public hearing. The motion passed 4:0.

Motion: Hedberg

Second: Verbeke

Vote: Ayes: Verbeke, Hedberg, Linden, Scalzitti Absent: Muse

Director Hedberg requested clarification regarding sections: 1.2; 2.12-2(B)(2); 2.12; 2.14-4(E); 2.16-4 (C)(4), 3.1-4(B); 3.1-7(A)(1); 4.10-9(A)(14)&(15); 5.3-5; 8.1-5(I); 8.1-56(D)(7) & (8); 8.1-8 (E); 8.1-8(K); 8.1-13(C)(24); 9.1-14(B). Director Scalzitti requested clarification regarding section 3.17(D) and mentioned there had been no new changes to the drought response policy and procedure. General Manager Carlos V. Lugo, Director of Administrative Services Lisa S. Stoia, Director of Engineering James A. Tomasulo and District Counsel Elizabeth W. Hull addressed all questions.

Discussion ensued regarding section 9.1-14(B). The board of directors agreed webinars will be paid at the regular per diem amount, count toward the total number of monthly meetings and fall under the regular reporting requirements. Designated alternates will be paid a per diem for attending meetings. The California Special Districts Association chapter and committee meetings will be specifically included in section 9.1-14(B)(1).

DISCUSSION:

- A. President Verbeke reported that Executive Director of the Water Conservation Garden resigned to accept a position with the Friends of Balboa Park. The board of directors each commented on the great work Mr. Bolthouse has accomplished at the Garden. President Verbeke also reported that Executive Director of the Association of California Water Agencies Timothy Quinn will conduct a meeting for the ACWA Region 10 Board of Directors and general managers at 10 a.m. on November 18 in the Helix Water District boardroom.
- B. President Verbeke, Vice President Muse and Director Linden provided written reports. Director Hedberg reported she enjoyed the 2015 East County Excursion on October 29, 2015.
- C. General Manager Carlos V. Lugo recognized Director of Administrative Services Lisa L. Stoia. Ms. Stoia provided an update regarding the Cayenta software upgrade. The board was told to expect a detailed email on November 9, 2015, regarding the steps to go live, billing inserts, and the reduced fees for credit card payments and money grams. Ms. Stoia stated on November 16 customer service will focus on the implementation of the new system and will be closed to the public. A customer service representative will greet customers in the lobby, accept drop-off payments and provide customers with a cookie in appreciation for them coming by. General Manager Lugo provided the board of directors with a copy of the application submitted to the Special Districts Leadership Foundation for the District Transparency Certificate of Excellence.
- D. General Counsel Elizabeth W. Hull had nothing additional to report.
- E. Board Secretary Sandra L. Janzen highlighted the action items to be covered at the November 18, 2015, regular board meeting, stated that the December 9, 2015, meeting will be held at 4 p.m. and is the only December board meeting due to conference schedules. Ms. Janzen stated the Committee of the Board meeting at 3 p.m. on January 27, 2015, will cover the strategic work plan, district goals and objectives and mid-year adjustments.

President Verbeke adjourned the meeting to closed session at 3:32 p.m.

CLOSED SESSION:

A. THREAT TO PUBLIC SECURITY, FACILITIES

Pursuant to Government Code §54957(a)

Consultation with:

Director of Administrative Services Lisa L. Stoia

Director of Water Quality/System Operations Mark D. Umphres

Enterprise Architecture Manager Michael A. Herrera

Enterprise Applications Manager Quince S. Lunde

Information and Process Systems Supervisor Carlton H. Palechek

No reportable action was taken during closed session.

President Verbeke adjourned closed session and the regular board meeting at 4:40 p.m.

ATTEST:

Sandra L. Janzen, Board Secretary

DeAna R. Verbeke, President