

**HELIX WATER DISTRICT**  
*Setting standards of excellence in public service*

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, January 20, 2016 – 2 p.m.**  
**7811 University Avenue, La Mesa, CA 91942-0427**

1. President Verbeke called the regular board meeting to order at 2 p.m. The roll call showed a quorum of the board present: Directors Verbeke, Muse, Hedberg, Linden and Scalzitti. At 2:22 p.m. Director Hedberg left the boardroom. At 2:27 p.m. Director Hedberg returned to the boardroom and excused herself from the meeting due to a family emergency. A quorum of the board remained present.

Staff present: Lugo, Stoia, Tomasulo, Hayman, Umphres, Bryant, Janzen, Curtis, Ross, Uhrhammer, Olney, Lawler, Herrera, Lunde, Schipper and Annett. General Counsel Elizabeth W. Hull was also present.

Others present: None.

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 unanimously.

Motion: Scalzitti  
Second: Hedberg

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. There was no one to be heard.

President Verbeke adjourned the meeting to Closed Session at 2:03 p.m.

**CLOSED SESSION**

- A. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**  
Significant Exposure to Litigation Pursuant to Government Code §54956.9(d)(2)  
Number of Cases: 1

President Verbeke adjourned closed session at 2:12 p.m. and reconvened open session at 2:13 p.m.

General Counsel Elizabeth W. Hull stated no reportable action was taken during closed session.

5. The consent agenda was approved unanimously.

Motion: Linden  
Second: Scalzitti

- a) The following operating account checks submitted for ratification were approved:
  - i. list dated January 5, 2016
  - ii. list dated January 12, 2016
- b) Memorandum dated January 20, 2016, from the board secretary submitting expense and per diem claims was approved.
- c) The board approved the minutes of the regular board meeting of January 6, 2016.
- d) The board rejected a claim in whole filed by Amerio Law Firm on behalf of Christine Anderson in the amount of more than \$25,000 for injuries allegedly sustained at Harry Griffen Park.

6. The board reviewed the San Diego Local Agency Formation Commission 2015 Special Districts ballot and voted for two time extensions for regular LAFCO special district members. The motion carried unanimously.

Motion: Scalzitti  
Second: Hedberg

7. The board adopted Resolution 16-03 declaring construction complete and authorized filing a notice of completion for the repair of the 36-inch concrete cylinder Slaughterhouse Canyon pipeline, Work Order 4691. The motion carried unanimously.

Motion: Scalzitti  
Second: Hedberg

#### **ATTENDANCE UPDATED**

A subsequent attendance was taken at 2:22 p.m. A quorum of members was present to continue the meeting by the following results:

Present: Verbeke, Muse, Linden, Scalzitti. Absent: Hedberg

At 2:27 p.m. Director Hedberg returned to the boardroom and excused herself from the meeting due to a family emergency.

8. The board appropriated funds in the amount of \$40,000 from schedule 64, item 12 of the fiscal year 2015-16 capital budget for the completion of design and bid process for Fletcher Hills 2 pump station replacement, Work Order 4214. The motion carried 4:0.

Motion: Scalzitti  
Second: Linden  
Ayes: Verbeke, Muse, Linden, Scalzitti. Absent: Hedberg

## **REPORTS**

9. The board received reports for the month of December 2015 and the quarterly reports:
- a) Claims Report
  - b) Quarterly Deferred Compensation Report
  - c) Treasurer's Report
  - d) Budget Summary
  - e) Quarterly Lake Jennings Financial Report
  - f) Rainfall, Use and Storage Report
  - g) System Demand Report
  - h) Conservation Status Report
  - i) Monthly Demand Report
  - j) Quarterly Capital Improvement Program Report

Director of Administrative Services Lisa L. Stoia provided additional information regarding the \$4 million budget shortfall created by reduced water billing revenue. Ms. Stoia stated staff continues to manage the shortfall through deferred capital improvement projects and reduced operational expenditures. Options will be discussed with the board at the Committee of the Board meeting on January 27, 2016, at 3 p.m. System Operations Manager Brian M. Olney reported roughly 300 acre-feet of runoff to date and stated the ground is saturated. Mr. Olney also stated Lake Cuyamaca has an additional 100 acre-feet of water due to recent rainfall.

## **INFORMATION**

- A. The board received an update and PowerPoint presentation regarding the district's drought action plan for December 2015.
- B. The board received an update and PowerPoint presentation regarding the Cayenta software implementation. Twelve thousand customers have registered for the self-service features. Customer service calls increased from 125 to 400 calls per day; additional temporary staffing continues. Enterprise Applications Manager Quince Lunde reported that one year of consumption data from the HP system was imported to the customer self-service portal. Mobile service orders are in place eliminating paper and phone calls. Director of Administrative Services Lisa L. Stoia reported less than 5 percent of these types of projects nationwide are on time and under budget. She stated Helix Water District has not

missed a water billing during this significant project and thanked the board for their support and providing the team with the necessary resources. Vice President Muse asked when Phase 2 would begin. Ms. Stoia stated the procurement process will take 12 to 15 months and will include the financials, asset management, human resources and payroll.

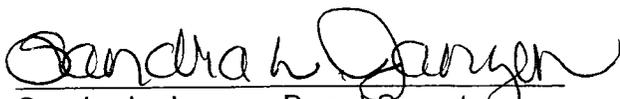
- C. The board received an update and PowerPoint presentation regarding the Enterprise Content Management System. Director of Administrative Services Lisa L. Stoia stated that due to the talent of district employees, funds saved from less reliance on the consultant may be used to purchase additional scanners.

### DISCUSSION

- A. President Verbeke provided details regarding a forum to be held on February 4, 2016, "Preparing for Disasters" from 9 a.m. to 11 a.m. at the Spring Valley Community Center. President Verbeke also shared a compliment from customer Ms. Saint Pierre thanking Customer Service Representative Mary Lamm and the finance department for their sensitivity and compassion during a difficult time for the Saint Pierre family. President Verbeke requested the board return the general manager's performance evaluation to the board secretary by January 29, 2016.
- B. No written reports were provided. Vice President Muse reported during the January 14, 2016, San Diego River Conservancy meeting the SDRC board designated \$540,000 of Proposition 1 grant funds for the City of San Diego Public Utilities Department to purchase 37 acres of land in El Monte Valley currently owned by the district for conservation purposes. Director Scalzitti provided a PowerPoint presentation and highlighted the Lake Jennings Recreation and Campground quarterly summary. Director Scalzitti requested options for the campground such as tepees be discussed at a future Committee of the Board meeting.
- C. General Manager Carlos V. Lugo reported that he met with the new city manager of Lemon Grove and offered opportunities to tour district facilities and meet with Helix Water District staff. Mr. Lugo reminded the board of the employee appreciation breakfast at 6:30 a.m. on January 22, 2016, and told the board that he and Director of Water Quality/System Operations Mark D. Umphres will attend the American Water Works Association symposium. General Manager Lugo also provided details from the January 19, 2016, member agency managers' meeting.
- D. General Counsel Elizabeth W. Hull had nothing additional to report.

President Verbeke adjourned the regular board meeting at 3:45 p.m.

ATTEST.

  
Sandra L. Janzen, Board Secretary

  
DeAna R. Verbeke, President