

**HELIX WATER DISTRICT**

*Setting standards of excellence in public service*

**MINUTES**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Wednesday, January 21, 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, Muse, Scalzitti, Linden and Hedberg present.

Staff present: Lugo, Hayman, Tomasulo, Stoia, Umphres, Janzen, Bryant, Olney, Ross, Schipper, Salois, Curtis, Geitz and Annett. General Counsel Elizabeth Hull was also present.

At 3 p.m. the boardroom was filled with Helix employees, retirees and the family of Anne D. Solano in honor of her 10 year service award.

Others present: No others were present.

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

Motion:	Linden
Second:	Scalzitti
Vote:	5 ayes

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 were no requests to be heard.

5. The consent agenda was approved unanimously.

Motion:	Muse
Second:	Linden
Vote:	5 ayes

- a) The following operating account checks submitted for ratification were approved:

- i. list dated January 7, 2015
- ii. list dated January 13, 2015

- b) Memorandum dated January 21, 2015, from the board secretary submitting expense and per diem claims was approved.
- c) Minutes of the regular board meeting of January 7, 2015, and minutes of the Lake Jennings Committee/special board meeting of January 14, 2015, were approved.
- d) The board adopted the following resolutions:
  - i. 15-03 authorizing execution of the quitclaim of a blanket easement over portions of lot 123 of Mount Helix subdivision, according to map 1516, in the city of La Mesa, county of San Diego, state of California, Assessor Parcel Number 496-420-22.
  - ii. 15-04 authorizing the execution of the quitclaim of an aligned easement over portions of the resubdivision of La Mesa Park Homes Unit 1, in the city of La Mesa, county of San Diego, state of California, Assessor Parcel Numbers 485-333-06, 07, 10 and 11.
  - iii. 15-05 authorizing the execution of the quitclaim of three aligned easements over portions of Brock’s Rancho El Cajon Estates Units 1, 2 and 3, in the city of El Cajon, county of San Diego, state of California, Assessor Parcel Numbers 483-264-07, 483-281-02, 483-282-03 and 483-301-13.
  - iv. 15-06 authorizing the execution of the quitclaim of four specific portions of an easement, as successors in interest to the Helix Water District, recorded November 29, 1957, book 6851, page 306, to the Grossmont Union High School District, in the city of El Cajon, Assessor Parcel Numbers 487-750-04, 06 and 07.
- 6. The presentation by Executive Director John Bolthouse of The Water Conservation Garden regarding the habitat garden project and development of an education program exclusively for Helix Water District ratepayers was continued to the regular board meeting of February 4, 2015.
- 7. The board appropriated funds in the amount of \$1,500 from schedule 84, item 3, of the fiscal year 2014-15 budget for the additional taxes and shipping costs for the total organic carbon analyzer. The motion passed unanimously.

Motion:	Linden
Second:	Hedberg
Vote:	5 ayes

8. The board appropriated funds in the amount of \$30,000 from schedule 64, item 2, of the fiscal year 2014-15 budget for the design of pipeline project Jamacha Road, Vista Del Valle Boulevard, and Flume right of way, Work Order 4459. The motion passed unanimously.

Motion: Scalzitti  
Second: Hedberg  
Vote: 5 ayes

9. The board authorized staff to call for bids for the treatment plant screw pump coating improvements project, Work Order 4446 and approved Thursday, February 19, 2015, at 10 a.m. as the bid opening date and time. The motion passed unanimously.

Motion: Hedberg  
Second: Linden  
Vote: 5 ayes

Several directors asked questions regarding the coating warranty, the preparation process and the effects of sunlight on the coating. Engineering Manager Timothy J. Ross and General Manager Carlos V. Lugo answered all questions.

10. The board adopted Resolution 15-07 amending Helix Water District's Conflict of Interest Code pursuant to the Political Reform Act of 1974. The motion passed unanimously.

Motion: Linden  
Second: Scalzitti  
Vote: 5 ayes

President Verbeke adjourned the meeting at 2:52 p.m. to prepare for the service award.

President Verbeke reconvened the meeting at 3 p.m.

11. Senior Human Resources Analyst Anne D. Solano received a service award for 10 years of service with the district. She was joined by her family, retirees and co-workers. Human Resources Manager Susan S. Fox introduced Anne Solano; Ms. Solano introduced her family; General Manager Carlos V. Lugo provided background information; and Vice President Muse presented the award.

President Verbeke adjourned the meeting at 3:20 p.m. for photographs.

President Verbeke reconvened the meeting at 3:31 p.m.

**Reports:**

12. The board approved the following reports for the month of December 2014 and the quarterly reports:

- a) Claims report
- b) Quarterly Deferred Compensation report
- c) Treasurer's report
- d) Budget summary
- e) Quarterly Workers' Compensation report
- f) Quarterly Lake Jennings Financial report
- g) Rainfall, Use and Storage report
- h) System Demand report
- i) Conservation Status report
- j) Monthly Demand report
- k) Quarterly Capital Improvement Program report

Director of Administrative Services Lisa L. Stoia provided additional information regarding the budget summary and the timing of water purchases in regards to revenue, weather and conservation. System Operations Manager Brian M. Olney provided additional information regarding the financial report for Lake Jennings, stating campground revenues have increased and expenditures have decreased.

**Information:**

- A. The board received and filed the water use report for irrigation accounts with water budgets. Director Hedberg thanked staff for the thoroughness of the report and asked if the conservation was a direct result of our outreach efforts. Water Conservation Specialist Michelle M. Curtis stated the mandatory reductions helped.

**Discussion:**

- A. President Verbeke stated the San Diego County Water Authority will meet January 22, 2015, and Region 10 of the Association of California Water Agencies will meet February 10, 2015.
- B. Director Scalzitti reported attendance at the Lake Jennings Committee meeting. Director Scalzitti enjoyed General Manager Terry Quinn's presentation from the Association of California Water Agencies during the Council of Water Utilities meeting. Director Scalzitti also stated he has been nominated to serve on the San Diego Local Agency Formation Commission's Advisory Committee. Vice President Muse stated there are two vacancies on the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority. The vacancies will be filled during the May 2015, board of director's meeting. Vice President Muse also stated the Executive Committee approved a 10 percent property program fee reduction. Director Hedberg stated Vice President Muse was nominated for the Vice Presidency of the Council of Water Utilities and that the regional chapter of the California Special Districts Association will have a motivational speaker at the February 19, 2015, meeting. Both Director Hedberg and Director Scalzitti shared positive comments regarding the Lake Jennings Kid's Day. Director Linden provided the board with an article from the Wall Street Journal entitled, "*One River's Outside Impact.*"

- C. General Manager Carlos V. Lugo invited Water Conservation Specialist Michelle M. Curtis to provide a drought update. Ms. Curtis provided a PowerPoint presentation showing December water usage decreased by 22 percent; the residential gallons per capita per day reduced to 60.3; and total gallons per capita per day was 112.8 due to cooler temperature, rain, mandatory reductions and continued conservation of outdoor water use. Director Linden outlined his simple system for watering citrus trees and asked when customers would see the results of their December conservation efforts on their water bill. Ms. Curtis stated this would be reflected on bills in the next month or two. Director Hedberg requested information regarding the advertising of the California Friendly Landscape Training classes. Staff detailed the marketing effort.

Mr. Lugo also reminded the board of directors of the annual Employee Appreciation Breakfast at 7 a.m. on January 23, 2015.

- D. General Counsel Elizabeth Hull reported the District Attorney's investigation into allegations regarding Helix Water District's contract processes found no irregularities. No charges will be filed. No wrong doing was found. The investigation is complete and the district was thanked for their cooperation. The investigation is closed. Director Hedberg requested the District Attorney's report. Ms. Hull stated the district received the above stated information as a professional courtesy and that a report will not be provided. Director Hedberg asked if policy changes will be made as a result of the district's internal investigation. Mr. Lugo stated the contract committee and executive team are reviewing current policies.
- E. Board Secretary Sandra L. Janzen reviewed future agenda items: February 11, 2015, the Lake Jennings Committee is scheduled to meet at 5:30 p.m. to continue the ongoing discussion regarding activities, marketing and performance trends. A light meeting is scheduled for February 18, 2015, to include a cost of service workshop. The board discussed options to hold the workshop during the regularly scheduled meeting or to conduct a special meeting in the evening. The board determined the cost of service workshop should take place during the regularly scheduled meeting time.

District Counsel Elizabeth Hull announced in open session that the board would be discussing labor negotiations regarding the Employees' Association and the Middle Management Employees' Association in closed session.

President Verbeke adjourned the meeting to closed session at 3:31 p.m.

**Closed Session:**

- A. **CONFERENCE WITH LABOR NEGOTIATORS**  
Government Code §54957.6  
Agency Designated Representatives: Carlos Lugo and Lisa Stoia  
Employee Organizations: Employees' Association  
Middle Management Employees' Association

President Verbeke reconvened and closed open session at 5:10 p.m. There was no reportable action taken during closed session.

ATTEST:

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Sandra L. Janzen, Board Secretary

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DeAna R. Verbeke, President

