

HELIX WATER DISTRICT

Setting standards of excellence in public service

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, February 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, Muse, Scalzitti, Linden and Hedberg present.

Staff present: Lugo, Stoia, Hayman, Tomasulo, Umphres, Janzen, Bryant, Olney, Fox, Ross, Schipper, Anub, Salois, Masterson, Sullivan, Uhrhammer and Annett. General Counsel Elizabeth Hull was also present.

Others present: Customer Gordon Place; The Water Conservation Garden Executive Director John Bolthouse and Harold Bailey; U-T San Diego Reporter Karen Pearlman.

2. Director Hedberg 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. Customer Gordon Place congratulated President Verbeke and Vice President Muse for their board election to serve in said offices. Mr. Place suggested the board evaluate the selection process for officers in order to provide opportunity for others to serve in the role of president and vice president.

5. The consent agenda was approved unanimously.

Motion:	Linden
Second:	Hedberg
Vote:	5 ayes

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

- i. list dated January 20, 2015
- ii. list dated January 27, 2015

- b) Memorandum dated February 4, 2015, from the board secretary submitting expense and per diem claims was approved.
 - c) Minutes of the regular board meeting of January 21, 2015, and minutes of the special board meeting of January 27, 2015, were approved.
6. The presentation by Executive Director John Bolthouse of The Water Conservation Garden regarding the Habitat Garden and development of an education program exclusively for Helix Water District ratepayers was received by the board. Mr. Bolthouse provided a handout outlining the features of the future demonstration garden and invited the board to a reception the afternoon of June 12, 2015 (more details to come); followed by the grand opening June 13. On August 1, 2013, The Garden will host the Helix Ratepayers Day complete with conservation and landscape demonstrations. Mr. Bolthouse thanked Helix Water District for their founding and continued support of The Water Conservation Garden.
7. The board adopted Resolution 15-08 concurring in nomination of David A. Drake of Rincon Del Diablo Municipal Water District and Resolution 15-09 concurring in nomination of W.D. “Bill” Knutson of Yuima Municipal Water District to the Executive Committee of the Association of California Water Agencies Joint Powers Insurance Authority; and advised staff to execute a resolution concurring in nomination of Paul E. Dorey of Vista Irrigation District to the same Executive Committee.

Motion: Muse
Second: Scalzitti
Vote: 5 ayes

8. The board authorized staff to call for bids for the riveted steel pipeline replacement project Valencia Street and Bancroft Drive, Work Order 4159 and approved March 10, 2015, at 10 a.m. as the bid opening date and time. The motion passed unanimously.

Motion: Hedberg
Second: Scalzitti
Vote: 5 ayes

9. The board authorized staff to call for bids for the Lake Jennings Pavement Improvement project, Work Order 4445 and approved Wednesday, March 11, 2015, at 10 a.m. as the bid opening date and time. The motion passed unanimously.

Motion: Scalzitti
Second: Linden
Vote: 5 ayes

10. The board adopted Resolution 15-10 awarding construction of pipeline project Grove Road, Merritt Drive, Windridge Drive and surrounding easements, Work Order 2578, to the lowest responsive, responsible bidder, S.C. Valley Engineering, Inc. of El Cajon, in the amount of \$1,798,900 and appropriate funds in the amount of \$2,190,000 from schedule 64, item 9, of fiscal year 2014-15 budget for the construction of Work Order 2578. The motion passed unanimously.

Motion: Scalzitti
Second: Linden
Vote: 5 ayes

11. The board appropriated funds in the amount of \$30,000 from schedule 64, item 31, of the fiscal year 2014-15 budget for the design and project administration of the boardroom audio/visual improvements project, Work Order 4529. The motion passed unanimously.

Motion: Muse
Second: Linden
Vote: 5 ayes

President Verbeke stated improvements are needed. Director Hedberg asked for clarification regarding the budget and requested staff bring the design concept to the board for input. Director Linden suggested staff tour the San Diego County Water Authority's boardroom. Director Scalzitti requested the ability to plug in the district iPads during meetings.

12. The board approved the mid-year adjustments to the fiscal year 2014-15 capital improvement program budget schedules 64 and 84, approved the addition of the Lake Jennings Campground assessment for \$30,000; the WateReuse Research Foundation donation for \$20,000; pipeline project Emerald Avenue looping, Work Order 4350 for \$30,000; the boardroom audio visual improvements, Work Order 4529 for \$125,000; and the storage array replacement for \$55,000. The motion passed unanimously.

Motion: Linden
Second: Muse
Vote: 5 ayes

President Verbeke recognized Customer Gordon Place. Mr. Place stated his appreciation for the report, yet cautioned that revenues may drop and the district will need reserves. Mr. Place also asked the board to consider, during negotiations with the employee organizations, having Helix Water District employees pay more for medical and retirement benefits.

Mr. Lugo highlighted the district has reserves, a rate stabilization fund and is in great financial shape. Director Hedberg stated she would like to look at the maintenance reserves during the April board meeting.

Information:

- A. The board received and filed the annual strategic work plan. Director Hedberg requested Goal 1.1 (to complete a customer service survey every three years to measure the level of customer service provided, and better understand the needs and expectations of our customers) be placed on a board agenda for board review of the survey questions. Director Linden asked if the survey is done in-house. Director of Administrative Services Lisa Stoia, clarified that the survey is done in-house with a set of standard questions to analyze performance over prior years. Ms. Stoia stated the board has added questions in the past and can do so again. Director Hedberg asked questions regarding the drought awareness campaign and suggested the technology newsletter be forwarded to the Association of California Water Agencies/Joint Powers Authority as an informational item.

Discussion:

- A. President Verbeke recognized staff for the care they provided a water customer during a recent waterline break, provided a turf replacement update and shared a news release from the San Diego County Water Authority regarding turf replacement, conservation and landscape classes, the Water Smart Makeover Series and stated 30 Helix Water District ratepayers participated in the turf replacement program and received a total of \$75,474.

President Verbeke requested the board consider participation in the Special District Leadership Foundation Transparency Certification process and asked that the item be placed on a future board agenda.

Director Hedberg suggested the board consider joining the California Special Districts Association at the state level during a future board meeting.

President Verbeke distributed the general manager's annual performance appraisal form to all boardmembers, requested the forms are completed and returned to the board secretary by February 11, 2015. President Verbeke stated the scores will be tabulated and consolidated by the board secretary and all original evaluations will be forwarded to the general manager. Director Hedberg asked for clarification regarding the instructions and requested an electronic version of the evaluation form.

- B. Vice President Muse and Director Linden provided written reports for the record. Director Scalzitti thanked Director of Water Quality/System Operations Mark Umphres for providing El Cajon City Councilmember Star Bales and himself with a tour of the treatment plant. Director Hedberg stated she attended the East County Chamber Land Use Committee on January 27, 2015.
- C. General Manager Carlos V. Lugo had no additional items to report.

- D. General Counsel Elizabeth Hull provided the board with a confidential memorandum regarding *Siskiyou County v. Superior Court of Sacramento County*.
- 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 at 2 p.m., to include a cost of service workshop.

President Verbeke adjourned the meeting to closed session at 3:12 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 5:30 p.m. There was no reportable action taken during closed session.

ATTEST:

Sandra L. Janzen, Board Secretary

DeAna R. Verbeke, President

