

HELIX WATER DISTRICT
Setting standards of excellence in public service

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, September 7, 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 and Linden. Director Scalzitti was absent.

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

Others present: Customer John L. Wood was present.

A subsequent attendance was taken at 2:01 p.m. with the arrival of Director Scalzitti. A quorum of the board was present to continue the meeting by the following results: Verbeke, Muse, Hedberg, Linden and Scalzitti.

2. Director Hedberg 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: Linden
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 turned the meeting over to General Counsel Elizabeth W. Hull to adjourn to closed session at 2:02 p.m.

CLOSED SESSION

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

At 2:15 p.m. General Counsel Hull adjourned closed session and reconvened open session stating no reportable action was taken and that the board would consider action under item 5.f) of the consent agenda regarding a claim made by Mr. Richard Bucklew at 1181 Greenfield Drive in the city of El Cajon.

5. The consent agenda was approved unanimously.

Motion: Linden
Second: Scalzitti

- a) Memorandum dated September 7, 2016, from the board secretary submitting expense and per diem claims was approved.
- b) The board approved the minutes of the regular board meeting of August 17, 2016 and the Committee of the Board meeting of August 24, 2016.
- c) The following operating account checks submitted for ratification were approved:
 - i. list dated August 16, 2016
 - ii. list dated August 23, 2016
 - iii. list dated August 30, 2016
- d) The board approved the following attendance considerations:
 - i. Save Our Water
Marketing Partnership Webinar
August 23, 2016 from 10 a.m. to 11 a.m.
Online
 - ii. 2016 ACWA Regulatory Summit
Water and Energy: Beyond the Nexus
October 3-4, 2016
Hilton Sacramento Arden West, Sacramento
- e) Reports
The board received the reports for the month of July 2016:
 - i. Claims report
 - ii. Treasurer's report
 - iii. Budget summary
 - iv. Rainfall, Use and Storage report
 - v. System Demand report
 - vi. Monthly Demand report

- vii. Conservation Status report
- f) The board rejected a claim filed by Richard Bucklew in the amount of \$8,511.29 for the cost of plumbing inspection services and building restoration, and tendered the claim to Universal Pipeline Inc.'s insurance provider.

ACTION ITEMS

- 6. The board authorized General Manager Carlos V. Lugo to execute a services agreement and related contract documents with Invoice Cloud Inc. to provide credit card and automated clearing house payment processing services for online, pay-by-phone and automatic bank draft (AutoPay) customer payment options. The motion carried unanimously.

Motion: Muse
Second: Linden

Enterprise Applications Manager Quince S. Lunde provided a PowerPoint presentation and answered questions from the board of directors. Director Hedberg clarified three qualified proposals were received; that Invoice Cloud provides various customer notifications and reminders via email; that Invoice Cloud will provide a service currently accomplished by district staff, allowing them to focus on the second phase of the ERP; and that staff negotiated with Invoice Cloud to reduce convenience fees to the district from 85 cents to 40 cents. Director Scalzitti asked what the cost is currently to have staff process these payments. That expenditure was not available during the meeting. Director Scalzitti stated it takes five days to pay his water bill through ACH processing and asked that this process be streamlined. Customer Service Manager Brian D. Lawler stated this should take 24 to 72 hours. Director of Administrative Services Lisa L. Stoia explained the automated clearing house process to the board of directors and stated this board meeting was the earliest staff could bring these options to the board.

- 7. The board authorized staff to utilize Helix Water District's sole source procurement procedure as set forth in the district's policies and procedures manual Section 3.1-3 and authorized the general manager to execute a four year agreement for professional services with InfoSend Inc. to provide water bill print and mail services. The motion carried unanimously.

Motion: Linden
Second: Scalzitti

Customer Service Manager Brian D. Lawler provided a PowerPoint presentation demonstrating InfoSend Inc.'s proven reliability.

8. The board authorized approval of the agreement with UBS Financial Services Inc. The motion carried unanimously.

Motion: Linden
Second: Muse

President Verbeke clarified this is an administrative item.

9. President Verbeke recommended the board vote for Laurel Cruz, Maggie Eggers, Eleanor Yvonne Mohammed, Michael Murphy and Kyle Nyswonger to serve on the La Mesa Chamber of Commerce board during the 2016-18 term. The motion carried unanimously.

Motion: Linden
Second: Scalzitti

DISCUSSION

10. President Verbeke provided invitations to the board, staff and customers for the Water Conservation Garden fundraiser to take place October 15, 2016 entitled the Enchanted Garden Gala Moonlight Serenade. Red carpet reception tickets will sell for \$200 or general admission Gala tickets can be purchased for \$95.
11. President Verbeke and Director Hedberg provided written reports Director Hedberg corrected her report removing the statement that Lisa Stoia and Jennifer Bryant were signed up for the San Diego Taxpayers Association meeting on August 18 but could not make it. This was not accurate. Director Scalzitti reported he attended the California Special Districts Association San Diego Chapter quarterly meeting at 6 p.m. on August 18 and accepted the district's Transparency Certificate of Excellence with President Verbeke and Vice President Muse.
12. General Manager Carlos V. Lugo detailed future board agenda items for the September 21, September 28, October 5, October 19 and October 26, 2016 meetings.
13. General Counsel Elizabeth W. Hull had nothing additional to report.

ADJOURNMENT

President Verbeke adjourned the meeting at 3:25 p.m.

ATTEST:


Sandra L. Janzen, Board Secretary


DeAna R. Verbeke, President