



## HELIX WATER DISTRICT

*Setting standards of excellence in public service*

### AGENDA

#### SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, January 30, 2017 – 6 p.m.

7811 University Avenue, La Mesa, CA 91942-0427

**Assistance for those with disabilities:** If you have a disability and need accommodation to participate in the meeting, please call Board Secretary Sandra L. Janzen at (619) 667-6232 for assistance so the necessary arrangements can be made.

#### OPEN MEETING

1. Call Meeting to Order and Roll Call
2. Approval of Agenda (Additions and/or Deletions)

#### PUBLIC COMMENTS

3. Opportunity for Members of the Public to Address the Board on any Item under the Subject Matter Jurisdiction of the District

***Public Comment Procedure:*** This is the time set aside for those wishing to address the board on matters not on the posted agenda which are under the subject matter jurisdiction of the district. No action may be taken by the board except to set the matter presented for the next regular board meeting. State your name, topic and provide the secretary with a request to speak form so you can be properly included in the consideration of the item. Please limit your comments to three minutes so all who wish to speak can be heard. The board is not permitted during this time to enter into a dialogue with the speaker.

#### ACTION ITEM

4. The Board Interview the Candidates and Adopt Resolution 17-06 Appointing a Director for Division One

#### ADJOURNMENT


All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the board. Such records shall be available at the district office located at 7811 University Avenue, La Mesa, California.

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Helix Water District  
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**Certification of Posting**

I certify that on January 27, 2017, I posted a copy of the foregoing agenda near the regular meeting place of the Helix Water District Board of Directors, said time being at least 24 hours in advance of the special meeting of the board of directors (Government Code Section 54956 (a)).

Executed at La Mesa, California, on January 27, 2017.

  
\_\_\_\_\_  
Sandra L. Janzen, Board Secretary






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## **BOARD REPORT**

**TO:** Board of Directors

**FROM:** Carlos V. Lugo, General Manager 

**INITIATED BY:** Lisa L. Stoia, Director of Administrative Services   
Sandra L. Janzen, Board Secretary 

**DATE:** January 30, 2017

**SUBJECT:** Interview and Selection of Director for Division One

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**Strategic Focus Area:**

Customer Service

**Recommendation:**

The board interview the candidates and adopt Resolution 17-06 appointing a director for division one.

**Background:**

During the January 11, 2017 special board meeting, the board of directors agreed to appoint a division one director using the appointment with application process. The board set a special meeting at 6 p.m. on Monday, January 30, 2017, to interview candidates and make an appointment. The board set January 26, 2017 at 5 p.m. as the application deadline, allowing the board secretary adequate time to verify the candidates' eligibility to serve and provide the qualified applications to the board members.

A notice of vacancy was posted January 12, 2017, at the district administration office, operations center, treatment plant, the Fletcher Hills Branch of the San Diego County Library, the City of El Cajon Police Department and the East County Superior Court Division in El Cajon. In addition, information was shared on the Helix Water District website and Nextdoor (a social media network specific to the district's service area). Press releases were also distributed to the local media.

Applications were available to the public on January 19, 2017, following the board's review of the application and interview questions during the January 18, 2017 regular board meeting.

Eight individuals who submitted applications met the requirements to serve as a division one director. These candidates reside within the district, are registered voters and submitted their application by the January 26, 2017, 5 p.m. deadline.

The board will receive separately from this board package to protect confidentially of personal information and the integrity of the process:

1. Applications for Kathryn Bell, Humbert Cabrera, Jodi Harrison, Melvin M. Mann, Daniel McMillan, Stephen Rea, Tabitha Remund-Burke and Kathy Spacone
2. Interview Questions/Scoring Sheet

The board determined during the January 18, 2017 regular board meeting that the applicant's names will be pulled from a container by the board president to determine the order of which the candidates will be interviewed. The board also directed the board secretary to read the questions to each candidate during the interview process. The interviews will be limited to 20 minutes per applicant. There will be two to three minutes allotted for introductory comments, 15 minutes for questions and answers and two to three minutes for closing comments.

Staff recommends the board determine the order of the interviews, ask the candidates to leave the room until they are called back into the boardroom for their specific interview and remain in the lobby until the board is prepared to vote. Following the vote, the board is asked to adopt Resolution 17-06 appointing the new director.

All applicants received a board package in preparation for the February 1, 2017 board meeting and the appointed director will take the Oath of Office at the start of the February 1, 2017, 6 p.m. regular board meeting.

**RESOLUTION 17-06  
OF THE BOARD OF DIRECTORS OF HELIX WATER DISTRICT  
APPOINTING A NEW BOARD MEMBER TO FILL  
THE VACANCY IN DIVISION ONE**

**WHEREAS**, a vacancy exists in division one of the Helix Water District Board of Directors due to the resignation of Director Luis P. Tejada on December 30, 2016; and

**WHEREAS**, the board of directors voted unanimously at the January 4, 2017 regular board meeting to direct staff to inform the county Registrar of Voters of the vacancy as required by Government Code §1780; and

**WHEREAS**, general counsel sent the notice of vacancy to the registrar on January 6, 2017; and

**WHEREAS**, the board of directors voted unanimously on January 11, 2017 to direct the board secretary to post the notice of vacancy for at least fifteen days prior to making the appointment (Government Code §1780(d)(1).); and

**WHEREAS**, the notice of vacancy was posted January 12, 2017 at the district administration office, operations center and treatment plant, the Fletcher Hills Branch of the San Diego County Library, the City of El Cajon Police Department and the East County Superior Court Division in El Cajon; and

**WHEREAS**, the board of directors voted unanimously on January 11, 2017 to make the appointment to fill the division one vacancy using the application process and directed the board secretary to accept applications; verify voter registration and residency in division one; and set a special board meeting for January 30, 2017 for the board to interview applicants and make an appointment; and

**WHEREAS**, the board of directors reviewed eight applications and conducted interviews of the candidates at the January 30, 2017 special board meeting.

**NOW THEREFORE, BE IT RESOLVED**, by the Helix Water District Board of Directors that \_\_\_\_\_ is hereby appointed to fill the vacancy in division one, until the next district general election to be held in November 2018.

**APPROVED, ADOPTED AND SIGNED** this 30th day of January 2017, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

\_\_\_\_\_  
Joel A. Scalzitti, President

**ATTEST:**

\_\_\_\_\_  
Sandra L. Janzen, Secretary