

HELIX WATER DISTRICT

Setting standards of excellence in public service

MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Wednesday, November 2, 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.

Staff present: Lugo, Hayman, Stoia, Janzen, Ross, Schipper, Bryant, Lawler, Andrews, Miller, Garuba, Curtis, Uhrhammer, Lyford, Endozo, Masterson, Gutkowski and Annett. General Counsel Elizabeth W. Hull was also present.

At 3 p.m. the boardroom was filled with Helix Water District employees, retirees, friends and family of Rita A. Mooney in honor of her 10 year service award.

Others present: Customer Dan McMillan.

2. Director Hedberg provided a video from the California Special Districts Association as 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: Linden

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.

5. The consent agenda was approved unanimously.

Motion: Linden
Second: Scalzitti

- a) Memorandum dated November 2, 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 October 19, 2016.
- c) The following operating account checks submitted for ratification were approved:
 - i. list dated October 18, 2016
 - ii. list dated October 25, 2016
- d) The board adopted Resolution 16-41 declaring construction complete and authorized filing a notice of completion for Camden Yards, Work Order 4395
- e) The board approved the following attendance consideration:
 - i. Save Our Water
Fall Public Education Plans
October 12, 2016
Webinar

ACTION ITEMS

- 6. The board adopted Resolution 16-40 declaring construction complete, authorized filing a notice of completion and appropriated funds in the amount of \$270,000 from schedule 64, item 4, of the fiscal year 2016-17 capital budget for the construction of pipeline project Oro Street, Work Order 4239.4. The motion carried 4:0.

Motion: Linden
Second: Hedberg
Ayes: Verbeke, Muse, Linden, Hedberg
Abstain: Scalzitti

Director Scalzitti abstained from the discussion and the vote due to ownership of property in the area of Work Order 4239.4. Director Hedberg clarified that multijurisdictional projects can cost the district more money. General Manager Carlos V. Lugo explained the city and county maintain the right to inspect the project and may charge permit fees.

7. The board appropriated funds in the amount of \$38,000 from schedule 64, item 23, of the fiscal year 2016-17 capital budget, for the design and construction of the sedimentation basin handrail modifications project, Work Order 4843. The motion carried unanimously.

Motion: Linden
Second: Scalzitti

8. The board appropriated funds in the amount of \$100,000 from schedule 64, item 20 of the fiscal year 2016-17 capital budget for the design and construction of the treatment plant bridge recoat project, Work Order 4845. The motion carried unanimously.

Motion: Scalzitti
Second: Muse

Director Linden clarified that the appropriation included construction of the project. Director Hedberg verified the bridge was painted approximately 20 years ago.

9. The board appropriated funds in the amount of \$120,000 from schedule 64, item 2 of the fiscal year 2016-17 budget for the design of pipeline project Broadway, Second Street, Greenfield Drive, Grape Street, Madison Avenue, Work Order 4846. The motion carried unanimously.

Motion: Linden
Second: Muse

10. The board authorized General Manager Carlos V. Lugo to execute superseding addendums to the existing Nobel Americas Energy Solutions energy contracts modifying the price and extending the term of the contracts. The motion carried unanimously.

Motion: Muse
Second: Linden

Director Scalzitti verified that staff had attempted to negotiate a longer term based on the discussion during the October 26, 2016 PowerPoint presentation. System Operations Manager Brian M. Olney stated staff is comfortable with the two-year term and that a longer term would come at a higher cost to the district.

11. The board considered changes to the policies and procedures manual and set December 21, 2016 at 2 p.m. as the date and time for the public hearing. The motion carried unanimously.

Motion: Muse
Second: Linden

General Manager Carlos V. Lugo encouraged the board to ask questions regarding the proposed policy changes. Director Hedberg clarified that adjustments to the miscellaneous fees were based on full cost recovery. Director Scalzitti verified that the fees correlated with the cost of services study. Director Hedberg received an explanation regarding compensated time off, California Kin Care Leave, the Family Medical Leave Act, personal time off and the 9/80 flexible schedule. Staff assured Director Hedberg that staff is watching election results regarding the potential legalization of marijuana and will be working closely with legal counsel to ensure the district follows both federal and state laws while providing a safe work environment. Director Linden had staff clarify that significant changes to the policies and procedures manual are brought to the board as needed while less significant changes are reviewed annually.

President Verbeke adjourned the meeting at 2:58 p.m. to set up for the service award and reconvened the meeting at 3:05 p.m.

12. Administrative Assistant II Rita A. Mooney received an award for 10 years of district service. She was joined by retirees, friends, co-workers and family. Safety/Risk Administrator Susen Doubrava introduced Ms. Mooney. General Manager Carlos V. Lugo provided background information; Vice President Muse presented a framed certificate. Ms. Mooney introduced her family and friends and thanked the board, executive team, her co-workers and family for their support.

President Verbeke adjourned the meeting at 3:31 p.m. for service award photographs.

President Verbeke reconvened the meeting at 3:40 p.m.

INFORMATION

13. The board received the public affairs and water conservation annual report for fiscal year 2015-16. President Verbeke, Director Linden and Director Hedberg thanked staff for the report. General Manager Carlos V. Lugo added that the public affairs team has a detailed month to month plan.

DISCUSSION

14. President Verbeke stated she had nothing additional to report.
15. Director Linden provided a written report. There were no other board reports.
16. General Manager Carlos V. Lugo detailed future board agenda items for the November 16, December 7 and December 21, 2016 meetings. The board agreed to cancel the November 23, 2016 Committee of the Board meeting and may consider cancellation of the December 28, 2016 Committee of the Board meeting.
17. General Counsel Elizabeth W. Hull provided a written report regarding California's adoption of a measure targeting multifamily residential buildings for water conservation and adjourned the meeting into closed session at 3:45 p.m.

CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant Exposure to Litigation Pursuant to Government Code Section 54956.9(d)(2)

Number of Potential Cases: 1

District Counsel Elizabeth W. Hull adjourned closed session at 4:04 p.m. and turned the meeting back over to President Verbeke to reconvene open session.

ADJOURNMENT

President Verbeke stated there was no reportable action and adjourned the meeting at 4:05 p.m.

ATTEST:


Sandra L. Janzen, Board Secretary


DeAna R. Verbeke, President