

**HELIX WATER DISTRICT**

*Setting standards of excellence in public service*

**MINUTES**

**REGULAR MEETING OF THE BOARD OF DIRECTORS**

**Wednesday, December 21, 2016 – 2 p.m.**

**7811 University Avenue, La Mesa, CA 91942-0427**

1. President Scalzitti called the regular board meeting to order at 2 p.m. The roll call showed a quorum of the board present: Directors Scalzitti, Hedberg, Verbeke and Gracyk. A subsequent attendance was taken at 2:01 p.m. to reflect Director Tejada present.

Staff present: Lugo, Hayman, Tomasulo, Stoia, Umphres, Janzen, Ross, Bryant, Masterson, Miller, Olney, Garuba, Lyford, Pearce, Curtis, Uhrhammer, Salois, Kading, Doubrava, Lawler, Fox, Gutkowski, Andrews, Solano and Annett. General Counsel Elizabeth W. Hull was also present. Legal Counsel Allison Alpert joined the meeting for closed session at 3:46 p.m.

Others present: Customer James Marshall and San Diego Union-Tribune Reporter Karen Pearlman.

2. Vice President 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: Verbeke  
Second: Hedberg

4. President Scalzitti 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: Verbeke  
Second: Hedberg

- a) Memorandum dated December 21, 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 November 16, 2016, the special board meeting of December 5, 2016 and the regular board meeting of December 7, 2016.
- c) The following operating account checks submitted for ratification were approved:
  - i. List dated November 15, 2016
  - ii. List dated November 22, 2016
  - iii. List dated November 29, 2016
  - iv. List dated December 6, 2016
  - v. List dated December 13, 2016
- d) The board adopted the following resolutions:
  - i. Resolution 16-48 declaring construction complete and authorized filing a notice of completion for Valencia, Work Order 4301
  - ii. Resolution 16-49 declaring construction complete and authorized filing a notice of completion for Shadow Mountain Community Church, Work Order 4253
  - iii. Resolution 16-50 declaring construction complete and authorized filing a notice of completion for Vernon Ranch, Work Order 4394
- e) The board approved the following attendance considerations:
  - i. 5th Annual CalDesal Conference  
February 2-3, 2017  
Marriott Mission Valley, San Diego
  - ii. 2017 WaterReuse California Annual Conference  
March 19-21, 2017  
Westin San Diego Hotel, San Diego
- f) The board approved the reports for the month of November 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

**ACTION ITEMS**

6. The board conducted a public hearing to receive comments on miscellaneous fees and charges proposed for 2017 in the policies and procedures manual. President Scalzitti opened and closed the public hearing at 2:07 p.m. There was no one to be heard. The board adopted Resolution 16-51 approving and authorizing the adoption of the policies and procedures manual, effective January 1, 2017. The motion carried unanimously.

Motion: Hedberg  
Second: Verbeke

7. The board adopted Resolution 16-52 appointing Kathleen Coates Hedberg as a representative on San Diego County Water Authority Board of Directors for a term of December 21, 2016 to July 15, 2019. The board also adopted Resolution 16-53 appointing Joel A. Scalzitti as a Helix Water District representative to serve on the San Diego County Water Authority Board of Directors for a term of December 21, 2016 through August 18, 2019 and Resolution 16-54 confirming proxy authorization. All three resolutions were included in a single motion and carried unanimously.

Motion: Verbeke  
Second: Gracyk

8. The board adopted Resolution 16-55 awarding construction of pipeline replacement project Boulevard Place, El Cajon Boulevard, Wilson Avenue, Cypress Avenue, Magnolia Avenue, Oro Street, Work Order 3615.1, to the lowest responsive, responsible bidder, Arrieta Construction Inc. of El Cajon, California, in the amount of \$1,371,788; and appropriated funds in the amount of \$1,715,000 from schedule 64, item 6, of the fiscal year 2016-17 capital budget for the construction of the project. The motion carried unanimously.

Motion: Hedberg  
Second: Tejeda

President Scalzitti clarified the project was planned in phases. Director Tejeda clarified with District Counsel Elizabeth W. Hull that the district is indemnified. Director Gracyk asked for, and was provided, clarification regarding the terms emergency versus urgent project. General Manager Carlos V. Lugo and Director of Engineering James A. Tomasulo stated this item is part of the district's overall cast-iron replacement program, and was elevated to urgent status to save the district money.

9. The board authorized General Manager Carlos V. Lugo to amend the existing as-needed seal coat pavement preventive maintenance services contract with Asphalt & Concrete Enterprises Inc. The motion carried unanimously.

Motion: Verbeke  
Second: Hedberg

Director Tejeda verified that a guard top will be used when maintaining one million square feet of district asphalt.

10. The board authorized General Manager Carlos V. Lugo to execute a four-year contract for fire hydrant painting services with ValueTek Utility Services Inc. The motion carried unanimously.

Motion: Hedberg  
Second: Verbeke

Directors Verbeke, Gracyk and Hedberg verified the experience and pricing of the as-needed vendor. Director of Operations Tristan D. Hayman stated the vendor also serves to purify the geographic information system by providing missing caps and an electronic spreadsheet.

### **INFORMATION**

11. The board received an update regarding the district's drought action plan for November 2016. Senior Public Affairs Representative Michelle Curtis provided a PowerPoint presentation focused on the draft framework of Executive Order B-37-16 and the required legislation. Discussion ensued. No action was taken.
12. The board received an update regarding state requirements for lead sampling at K-12 schools from Water Treatment Plant Manager Larry W. Lyford. Mr. Lyford provided a PowerPoint presentation. Discussion ensued. No action was taken.

### **DISCUSSION**

13. President Scalzitti thanked Valve Maintenance Technicians Geoffrey M. Menta and Michael T. Pepin for their responsiveness to customers' needs. President Scalzitti also thanked Director of Operations Tristan D. Hayman and Director of Water Quality/System Operations Mark D. Umphres for their dedicated service to the district.
14. There were no written reports. Director Verbeke reported attendance on September 2, 2016 at the East County Chamber of Commerce Breakfast; September 20, 2016 Council of Water Utilities meeting, Employee Benefit Strategies for the Water Industry; October 4, 2016 Water Conservation Garden

Joint Powers Authority – revised operating agreement, revised strategic plan and budget review; October 18, 2016 Council of Water Utilities meeting with Association of California Water Agencies President Kathy Tiegs; November 9, 2016 Water Conservation Garden Joint Powers Authority Board Meeting: extended current operating agreement six months for time to revise a new agreement. Director Verbeke suggested Water Conservation Garden Executive Director Elyssa Robertson provide a report to the Helix Water District Board of Directors at a future meeting. Director Verbeke also reported attendance on November 29, 2016 through December 1, 2016 at the ACWA Conference; December 14, 2016 through December 16, 2016 Colorado River Water Users Association Conference and recommended a free video. Director Verbeke also detailed CRWUA drought contingency plan.

President Scalzitti and Vice President Hedberg also reported attendance at the Colorado River Water Users Association conference. Director Gracyk stated he attended an informative community outreach at the Spring Valley Library regarding a county project.

15. General Manager Carlos V. Lugo detailed future board agenda items for the December 28, 2016 Committee of the Board meeting and regular board meetings January 4, 2017 and January 18, 2017. Mr. Lugo and the board discussed plans to host required Ethics and Sexual Harassment Avoidance Training on January 25, 2017 from 10 a.m. to 3 p.m. at the operations center.
16. General Counsel Elizabeth W. Hull had nothing additional to report.

President Scalzitti adjourned the meeting into closed session at 3:45 p.m.

### **CLOSED SESSION**

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


President Scalzitti adjourned closed session and reconvened open session at 4:22 p.m. There was no reportable action.

### **ADJOURNMENT**

17. President Scalzitti adjourned the meeting at 4:23 p.m.

**ATTEST:**

  
Sandra L. Janzen, Board Secretary

  
Joel A. Scalzitti, President