



*Setting Standards of Excellence in Public Service*

**MINUTES**  
**FINANCE AND ADMINISTRATION COMMITTEE MEETING**  
**STANDING COMMITTEE**  
**Wednesday, September 13, 2017 – 9 a.m.**  
**7811 University Avenue, La Mesa, CA 91942-0427**

1. Chair Verbeke called the Finance and Administration Committee meeting to order at 9:02 a.m. The roll call showed Chair Verbeke and Vice Chair McMillan present.

Staff present: Lugo, Stoia, Bryant, Masterson, Curtis, Lunde, Lawler and Janzen.

Others present: No customers were present.

2. There were no additions or deletions to the agenda. Vice Chair McMillan made a motion to approve the agenda. Chair Verbeke seconded the motion. The motion was approved unanimously.
3. The committee discussed and determined the structure of Finance and Administration quarterly standing committee meetings. The committee determined any special meetings of the Finance and Administration Committee would be discussed with President Scalzitti and General Manager Carlos V. Lugo and noticed accordingly. Mr. Lugo and Director of Administrative Services Lisa L. Stoia reviewed the proposed committee structure. The information was well received and the structure for the committee meetings agreed upon.
4. The committee reviewed the quarterly updates regarding projects, district finances, the budget, goals and objectives. Senior Accountant Robert A. Masterson presented the treasurer's report; investment spreadsheet; summary of district funds and budget summary. Vice Chair McMillan suggested prorated interest earnings be identified in the El Monte Land Sale Fund. Senior Public Affairs Representative Michelle M. Curtis presented a water conservation regulation update detailing Senate Bill 623, SB 606 and Assembly Bill 401. Director McMillan encouraged staff to fight these bills as a certain flow of water is needed to keep the district operating efficiently and effectively. Enterprise Applications Manager Quince S. Lunde provided an enterprise resource planning update detailing the project phases and reported 840 tasks have been assigned, 18 hours of workshops completed and 5,000 data points uploaded with a less than 2 percent error. Director McMillan reviewed the security aspects of the project. Ms. Stoia thanked the board of directors for their trust in spending \$7 million for this three phase project. Customer Service Manager Brian D. Lawler provided an eBill/autopay update.

Assistant Director of Administrative Services Jennifer C. Bryant reported during the public affairs update that staff are focused on frequently and timely communication with customers through multiple channels to remain engaged with the customers. There are currently 21,125 Nextdoor members; 1,183 Twitter followers; 958 receiving website emails and 342 Facebook followers. Vice Chair McMillan reported the Water Conservation Garden would like each agency to promote upcoming events. Chair Verbeke reported there are specific Water Conservation Garden events for the Helix Water District to promote and she stated she will provide details for a future Helix Helps. General Manager Carlos V. Lugo reported Senior Public Affairs Representative Theodore J. Salois retired. Assistant Director of Administrative Services Jennifer C. Bryant provided an overview of the miscellaneous fees and detailed how the fees are calculated, reviewed, evaluated and reaffirmed each year.

5. The committee set the agenda for the next meeting on September 29, 2017 at 10:30 a.m. to meet with the district auditor and December 13, 2017 at 9 a.m. to include Vice Chair McMillan's request to review the organizational chart. Vice Chair McMillan also requested General Manager Lugo solicit suggestions the full board may want reviewed by the committee in regards to the organizational chart.
6. Chair Verbeke adjourned the meeting at 10:31 a.m.

  
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DeAna R. Verbeke, Chair

ATTEST:

  
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Sandra L. Janzen, Board Secretary