



Setting standards of excellence in public service

**MINUTES
COMMITTEE OF THE BOARD
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, October 25, 2017 – 3 p.m.
7811 University Avenue, La Mesa, CA 91942-0427**

1. President Scalzitti called the Committee of the Board meeting to order at 3 p.m. The roll call showed a quorum of the board present: Directors Scalzitti, Hedberg, McMillan, Verbeke and Gracyk.

Staff present: Lugo, Miller, Olney, Tomasulo, Bryant, Janzen, Garuba, Doubrava, Kading, Mooney and Uhrhammer.

At 3 p.m. the boardroom was filled with Helix Water District employees, retirees, family and friends of Field Services Coordinator Richard J. Gilroy in honor of his 30-year service award.

Others present: None.

2. Director Gracyk provided the invocation and led the Pledge of Allegiance.
3. There were no additions or deletions to the agenda. The agenda was approved unanimously.

Motion: Hedberg
Second: Verbeke

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 was no one to be heard.

DISCUSSION

5. Field Services Coordinator Richard J. Gilroy received an award for 30 years of service with the district. He was joined by family, friends, retirees and employees. Facilities Manager Joseph J. Garuba introduced Mr. Gilroy; General Manager Carlos V. Lugo provided background information; Director Gracyk presented a framed certificate. Mr. Gilroy introduced and thanked his family, co-workers and the board for their support.

President Scalzitti adjourned the meeting at 3:15 p.m. for service award photographs. President Scalzitti reconvened the meeting at 3:26 p.m.

6. The board reviewed and discussed potential changes to Section 9.1, Board of Directors Guidelines for Conduct, of the policies and procedures manual, prior to review of the complete policies and procedures manual in November 2017. There were no public comments. Per Director Verbeke's suggestion, the board agreed to follow Section 9.1-2 Code of Conduct and Decorum pages 1 through 3 in adherence with Robert's Rules of Order; specifically to state views briefly and not interrupt others when they have the floor. Director Hedberg requested in Section B Conduct in Office number 9, removal of the fourth sentence and all following verbiage within number 9. Director Verbeke requested staff consult with general counsel regarding Section 9.1-9 Soliciting Political Contributions to determine if the section applies to photographs of candidates at district facilities or with district staff. General Manager Carlos V. Lugo stated he would review this question with general counsel. Section 9.1-13 A. 2. Travel Guidelines was discussed. It was noted the intent of the policy to reimburse travel by personal automobile will not exceed those paid to board members traveling by scheduled airline to attend the same conference (to include the expenditure of the airline ticket, parking and baggage fees). No change to the policy was required – the intent of the policy was clarified for staff processing per diem claim forms. Director McMillan suggested Government Code Section 53232.2 be referenced in the policies and procedures manual. President Scalzitti requested the two-hour requirement to attend San Diego County Water Authority meetings be removed. President Scalzitti also requested the limitation of two per diems per year to attend the Metropolitan Water District board meetings be removed. The board also agreed to add Colorado River Water Users Association conferences and Urban Water Institute conferences. Director McMillan requested Lake Jennings, the Water Conservation Garden and Harry Griffin Park be added to Section 9.1-18 G. 3. Gift of Tickets and/or Passes. Also discussed but not changed: additional one on one meetings with the general manager, additional new board member orientation meetings, the addition of State Water Resources Control Board meetings and the general manager's title. General Manager Lugo stated the redline changes will be provided to the board for conceptual approval on November 15, 2017.
7. The board received an update regarding the district's emergency operations plan. Safety/Risk Administrator Susen Doubrava provided a PowerPoint presentation and answered all questions.

ADJOURNMENT

8. President Scalzitti adjourned the meeting at 5:02 p.m.



Joel A. Scalzitti, President

ATTEST:



Sandra L. Janzen, Board Secretary