



*Setting Standards of Excellence in Public Service*

**MINUTES**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**Wednesday, January 3, 2018 – 6 p.m.**  
**7811 University Avenue, La Mesa, CA 91942-0427**

1. President Hedberg called the regular board meeting to order at 6 p.m. The roll call showed a quorum of the board present: Directors Hedberg, McMillan, Scalzitti, Verbeke and Gracyk.

Staff present: Lugo, Tomasulo, Miller, Olney, Bryant, Janzen, Kleber, Doubrava, Annett and Ross. General Counsel Elizabeth W. Hull was also present.

Others present: No members of the public were present.

2. Vice President McMillan led the Pledge of Allegiance. No invocation was provided.
3. General Manager Carlos V. Lugo reported there were no additions or deletions to the agenda. The motion carried unanimously.

Motion: Gracyk  
Second: Scalzitti

4. President Hedberg 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 comments.

5. The consent agenda was approved unanimously.

Motion: Verbeke  
Second: Scalzitti

- a) Memorandum dated January 3, 2018, from the board secretary submitting expense and per diem claims was approved.

- b) The board approved the minutes of the special board meeting of December 20, 2017 and the regular board meeting of December 20, 2017.
- c) The following operating account checks submitted for ratification were approved:
  - i. List dated December 26, 2017
- d) The board received the following awards:
  - i. The board received the Association of California Water Agencies Joint Powers Insurance Authority President’s Special Recognition Award for achieving a loss ratio of 20 percent or less in the property insurance program.
  - ii. The board recognized Field Supervisor Paul LaFalce, recipient of an Association of California Water Agencies Joint Powers Insurance Authority Safety Award.

**ACTION ITEM**

- 6. The board authorized General Manager Carlos V. Lugo to execute a professional services agreement between Helix Water District and Echologics, LLC, in the amount of \$68,050 and appropriated additional funds in the amount of \$80,000 from schedule 64, item 18 of the fiscal year 2017-18 capital budget for the initial phase of the Carmichael pipe condition assessment project, Work Order 4978. There were no public comments. The motion carried unanimously.

Motion: Scalzitti  
Second: Verbeke

Engineering Manager Timothy J. Ross provided a PowerPoint presentation and addressed all questions with the assistance of General Manager Carlos V. Lugo and Director of Engineering James A. Tomasulo. Vice President McMillan clarified the professional services agreement process. Director Gracyk verified the acoustic sensors will be spaced approximately 2.6 miles apart requiring six nodes. President Hedberg reviewed the cost of the project.

**DISCUSSION**

- 7. President Hedberg suggested the board attend Water Talks at the administration office on January 27, 2018, at 9 a.m. and reported staff had resolved an electric issue at Lake Jennings dock with the installation of a solar panel.

Board Secretary Sandra L. Janzen reported that the district received a compliment from California State University, San Marcos Professor Emeritus Lee Brown regarding System Operations Manager Michelle P. Berens, Plant Operator II Jessie A. Bartlett-May and Assistant Engineer Jeffrey J. MacMaster.

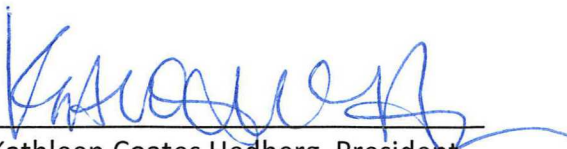
8. Directors Hedberg, McMillan, Scalzitti and Verbeke provided written reports. Vice President McMillan suggested the following items: preapproved per diems be codified in one location; the board and staff be congratulated for holding costs down, referencing wolframalpha.com; director meetings with the general manager and staff be preapproved for up to 18 per diems per year; a board retreat be scheduled as soon as possible for discussion of the salary compensation study or place the proposed study on a future agenda; encouraged board members to consider placing their business cards at the front counter.

Director Scalzitti encouraged staff and the board to embrace changes in 2018. Director Gracyk reported that he echoes Director Scalzitti's encouragement and is looking forward to a productive 2018. Director Verbeke reported meeting with Vice President McMillan, General Manager Carlos V. Lugo, Director of Administrative Services Jennifer C. Bryant and Human Resources Manager Susan S. Fox to discuss a salary compensation study to be placed on a future Committee of the Board meeting agenda. Director Verbeke also reported Otay Water District's Board of Directors unanimously voted in support of the amended and revised operating agreement between the Water Conservation Garden Joint Powers Authority and the Friends of the Garden. Director Verbeke reported there were 1,000 attendees and earnings of \$2,700 during the Water Conservation Garden's event, Gardens Aglow. Director Verbeke reported that the Water Conservation Garden Joint Powers Authority will meet January 12, 2018, at 9 a.m. and expect to sign a joint powers authority agreement.

9. General Manager Carlos V. Lugo detailed upcoming agenda items for the meetings scheduled on January 10, 17, 24, 2018 and February 7, 2018. General Manager Lugo reported the PowerPoint presentation of the customer survey results will be forwarded to the board prior to the 3 p.m. January 24, 2018, Committee of the Board meeting and will be available on the district website.
10. General Counsel Elizabeth W. Hull had nothing further to report.

#### **ADJOURNMENT**

11. President Hedberg adjourned the meeting at 6:45 p.m. requesting the board members remain for a brief review of boardroom safety protocols presented by Safety/Risk Administrator Susen Doubrava.



Kathleen Coates Hedberg, President

**ATTEST:**



Sandra L. Janzen, Board Secretary