



Setting Standards of Excellence in Public Service

**MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, December 19, 2018 – 6 p.m.
7811 University Avenue, La Mesa, CA 91942-0427**

1. President Hedberg called the regular board meeting to order at 6:04 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, Ross, Malkin, Lunde, Curtis, Runyon, Rosenboom, Doubrava and Annett. General Counsel Elizabeth W. Hull was also present.

Others present: Customer John L. Wood

2. Director Verbeke provided 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 motion to approve the agenda carried unanimously.

Motion: Verbeke

Second: Gracyk

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 public comments.

5. The motion to approve the consent agenda carried unanimously. There were no public comments.

Motion: Verbeke

Second: Scalzitti

- a) Memorandum dated December 19, 2018, from the Secretary of the Board Sandra L. Janzen submitting expense and per diem claims was approved.
- b) The board approved the following sets of minutes:

- i. December 5, 2018, special board meeting/closed session
 - ii. December 5, 2018, regular board meeting
- c) The following operating account checks submitted for ratification were approved:
- i. List dated December 5, 2018
 - ii. List dated December 12, 2018
- d) The board approved the following attendance considerations:
- i. Municipal Debt Symposium
December 5, 2018, from 8:30 a.m. to 3:15 p.m.
San Diego Marriott Mission Valley
 - ii. Legislative Roundtable
December 17, 2018, from 1 p.m. to 3 p.m.
San Diego County Water Authority
 - iii. San Diego Taxpayers Educational Foundation's New Elected Leaders Orientation
January 10, 2019, from 9 a.m. to 5 p.m.
January 11, 2019, from 9 a.m. to 12 p.m.
Point Loma Nazarene University

ACTION ITEMS

6. The board elected Director McMillan to serve a one-year term per Section 9.1-3 of the policies and procedures manual as president and Director Gracyk to serve as vice president. President Hedberg turned the meeting over to General Manager Carlos V. Lugo to accept nominations for president and vice president. Director McMillan was nominated for president and Director Gracyk for vice president by Director Scalzitti. Secretary of the Board Sandra L. Janzen conducted a roll call vote. President McMillan and Vice President Gracyk were elected unanimously.

Mr. Lugo turned the meeting over to President McMillan. The officers took their new seats at the dais. Former President Hedberg thanked the board for their support and wished the new board officers success. President McMillan presented Director Hedberg with an engraved gavel and flowers on behalf of the board and staff for her service as president. All board members thanked Director Hedberg for her service.

The board adopted Resolution 18-45 appointing the board officers. There were no public comments. The motion carried unanimously.

Motion: Scalzitti
Second: Hedberg

7. The board conducted a public hearing to receive comments on miscellaneous fees and charges purposed for 2019 in the policies and procedures manual and adopted Resolution 18-48 approving and authorizing adoption of the policies and procedures manual, effective January 1, 2019. There were no public comments. The motion carried unanimously.

Motion: Scalzitti
Second: Gracyk

President McMillan opened the public hearing at 6:24 p.m. There was no one to be heard. President McMillan closed the public hearing at 6:24 p.m.

Director of Administrative Services Jennifer C. Bryant answered all board questions with the assistance of General Manager Carlos V. Lugo. Director Scalzitti requested future policies and procedures manual updates go to the Finance and Administrative Committee prior to full board review. Directors Scalzitti and Gracyk requested the Administration Manual also go to the Finance and Administration Committee for an informational review. District Counsel Elizabeth W. Hull clarified that the Administrative Manual is approved at the staff's technical level, not at the board level. The board maintained their request for an informational review.

8. The board adopted Resolution 18-49 declaring construction complete and authorized filing a notice of completion for pipeline project easement between Showplace Drive and Rogers Road CIP19009. There were no public comments. The motion carried unanimously.

Motion: Hedberg
Second: Verbeke

Engineering Manager Timothy J. Ross provided a PowerPoint presentation and answered all questions with the assistance of General Manager Carlos V. Lugo regarding California Environmental Quality Act requirements of Native American monitoring and the bird survey.

9. The board adopted Resolution 18-50 declaring construction complete and authorize filing a notice of completion for steel pipeline replacement project Valencia Street and Bancroft Drive CIP19010. There were no public comments. The motion carried unanimously.

Motion: Hedberg
Second: Scalzitti

Engineering Manager Timothy J. Ross provided a PowerPoint presentation and answered all questions with the assistance of General Manager Carlos V. Lugo regarding the three miles of riveted pipe still in the ground, the discovery of the abandoned gas line and the collaboration with the contractor.

10. The board adopted Resolution 18-47 declaring construction complete and authorized filing a notice of completion for the South Rim Tank rehabilitation project CIP19011. There were no public comments. The motion carried unanimously.

Motion: Hedberg
Second: Scalzitti

Engineering Manager Timothy J. Ross provided a PowerPoint presentation and answered all questions with the assistance of General Manager Carlos V. Lugo regarding the drone video, an open house or ribbon cutting and the 75+ year expected life of the tank. Vice President Gracyk suggested a flash drive with the district logo be provided to customers attending a future open house with the drone video.

REPORTS

11. Director of Administrative Services Jennifer C. Bryant and Director of Water Quality/System Operations Brian M. Olney presented the following reports for the month of November 2018:

- a) Treasurer
- b) Budget Summary
- c) Rainfall, Use and Storage
- d) System Demand
- e) Monthly Demand
- f) Conservation Status
- g) State Water Resources Control Board

There were no public comments. General Manager Carlos V. Lugo commended the treatment plant staff for the outstanding job they have performed in adjusting the treatment process and performing testing of the various water blends due to the San Diego County Water Authority shutdown of pipeline 5.

INFORMATION

12. The board received an update regarding phase two of the HP replacement project. Enterprise Applications Manager Quince S. Lunde, Information Systems Analyst II Christopher D. Rosenboom and GIS Specialist Gavin P. Runyon provided a PowerPoint presentation and answered all questions regarding board member accessibility to the Employee Self Service portal, temporary staffing and Smallword capabilities. There were no public comments.

Mr. Lunde expressed gratitude to the board for authorizing the addition of temporary staffing for successful software implementation.

DISCUSSION

13. President McMillan, Vice President Gracyk, Directors Hedberg, Scalzitti and Verbeke provided written reports. In addition, the December 12-14, 2018, Colorado River Water Users Association conference, snowpack, new chairs on the boards of the San Diego County Water Authority and the Metropolitan Water District of Southern California, the December 17, 2018, City of La Mesa Environmental Sustainability Commission meeting, the December 17, 2018, Finance and Administration Committee meeting and potentially changing the regular board meeting time from 6 p.m. to 5 p.m. were discussed.
14. President McMillan also reported attending the December 12-14, 2018, Colorado River Water Users Association conference and requested that the secretary of the board distribute the current committee/association appointments spreadsheet while directing board members to provide Ms. Janzen with their preferences for future assignments. President McMillan requested that legal counsel work with the general manager to formalize the process for developing a Lakes, Park, Land and Garden Committee as well as a Citizens Review Committee to be chaired by Customer Larry Nichols.

Secretary of the Board Sandra L. Janzen reported the district received customer compliments regarding the professional customer service received from Customer Service Representative I Michelle I. Harrison, Inspector II Donald C. Gingrich Jr. and Customer Service Representative II Deborah A. Copher.

15. General Manager Carlos V. Lugo detailed upcoming agenda items for the meetings scheduled on January 2, January 9, January 16 and January 23, 2019. Mr. Lugo also wished the board happy holidays. There were no public comments.
16. General Counsel Elizabeth W. Hull wished the board happy holidays. There were no public comments.

ADJOURNMENT

17. President McMillan adjourned the meeting at 8:28 p.m.



Daniel H. McMillan, President

ATTEST:



Sandra L. Janzen, Secretary of the Board