



Setting Standards of Excellence in Public Service

**MINUTES
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Wednesday, June 17, 2020 – 4 p.m.
7811 University Avenue, La Mesa, CA 91942-0427
Virtual Meeting**

1. President Gracyk called the special board meeting to order at 4:06 p.m. and turned the meeting over to Board Secretary Sandra L. Janzen to verify all board members, staff and members of the public could hear one another and that everyone could identify the board members by voice recognition or video image.

The roll call showed a quorum of the board present via electronic conferencing software. Directors Gracyk, Verbeke, Hedberg, Scalzitti and McMillan were present.

Staff present: Lugo, Olney, Bryant, Miller, Tomasulo, Janzen, Solano, Pope, Andrews, Berens, Dambrose, Haley and Curtis. General Counsel Elizabeth W. Hull was also present.

Others present: Customer Peter Tymkiu and Landscape Contest Winners Brianna and Tim Montgomery were present. Several unidentified customers joined the electronic conference.

2. Vice President 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 and suggested item 6 wait for the landscape contest winners to join the meeting at approximately 5:15 p.m. There were no public or board comments. The motion to approve the agenda carried unanimously by roll call vote.

Motion: Verbeke
Second: Hedberg

4. President Gracyk 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.

CONSENT AGENDA

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

Motion: Verbeke

Second: Scalzitti

- a) Memorandum dated June 17, 2020, 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. June 3, 2020, special board meeting
 - ii. June 4, 2020, Parks, Land, Lakes and Garden Committee meeting
 - iii. June 10, 2020, Finance and Administration Committee meeting
- c) The operating account checks submitted for ratification were approved:
 - i. Checks dated June 5, 2020
 - ii. Checks dated June 12, 2020
- d) The board adopted Resolution 20-24 declaring construction complete and authorized filing a notice of completion for Granite Hills High School project RMB18096
- e) The board approved the following attendance consideration:
 - i. San Diego County Local Agency Formation Commission
Videoconference
June 1, 2020 at 9 a.m.

PRESENTATION

6. The board recognized Brianna and Tim Montgomery as the winners of the 2020 annual landscape contest. Water Conservation Technician Vincent R. Dambrose, III provided a PowerPoint presentation and introduced Mr. and Mrs. Montgomery. Each board member congratulated the Montgomerys for the inspirational use of hardscape, color, texture and native plants. The Montgomerys thanked the board and verified that they learned about the contest on social media. Director Hedberg encouraged the contest winners to visit the new landscape at the district administration office. Mr. Dambrose

shared that the \$250 gift card, certificate and yard sign will be mailed to the contest winners.

ACTION ITEMS

7. The board adopted Resolution 20-22 amending Resolution 19-32 establishing job classifications and monthly rates of pay for fiscal year 2020-21, effective July 1, 2020. There were no public comments. The motion carried unanimously by roll call vote.

Motion: Scalzitti

Second: Gracyk

Human Resources Manager Anne D. Solano presented this item and answered all questions with the assistance of General Manager Carlos V. Lugo regarding the timing of the resolution, given the pandemic and the adding of a public affairs supervisor at range 17 and an assistant director of engineering at range 26, compared to removing the assistant director of administrative services/finance manager at range 25. In response to Director Scalzitti's question regarding timing, General Manager Carlos V. Lugo clarified that the budget accounted for the position changes with no increase in staffing and the 2.4 percent cost-of-living adjustment in accordance with the memorandums of understanding made and entered into on July 1, 2019. In response to Director McMillan's question regarding the different ranges of pay, Mr. Lugo clarified that he pays all directors within the same range, but that the salary for other district positions has been based on the technical requirements of the positions and therefore the assistant director of engineering has been set at a higher range than the deleted position of assistant director of administrative services. All board members voiced support for the new job titles as needed positions with the advanced water purification project, legislative outreach at the state and local levels, a future Proposition 218 process and for succession planning. Director McMillan reminded the board that approval of the resolution also approves the general manager's organizational plan for the district. President Gracyk reported the previous change to have the human resources manager report directly to the general manager has worked well, especially through the pandemic and will work nicely during employee negotiations.

8. The board authorized General Manager Carlos V. Lugo to execute the district's consent to the agreement for the wheeling of certain local water supplies to Padre Dam Municipal Water District by the San Diego County Water Authority to provide for the transportation of future East County Advanced Water Purification water. There were no public comments. The motion carried unanimously by roll call vote.

Motion: Verbeke

Second: McMillan

Director of Water Quality/System Operations Brian M. Olney presented this item and

answered all questions regarding the capacity owned by the San Diego County Water Authority in the district's 54/48-inch and flume transmission lines and the terms of the agreement for the wheeling of certain local water supplies to the Padre Dam Municipal Water District by the SDCWA. Discussion ensued regarding foreign supplies; past and potential negotiations and capacity percentages. General Counsel Elizabeth W. Hull clarified that the board is providing consent to the agreement between PDMWD and the SDCWA.

INFORMATION

9. The board received information on water bill collections during the pandemic. Director of Administrative Services Jennifer C. Bryant provided a PowerPoint presentation and shared this will be a monthly report. There were no public comments. Board discussion ensued. Directors McMillan and Hedberg reported they had received the PowerPoint presentation during the Finance and Administration Committee meeting and were pleased with the steps staff has taken to reach all customers on the nonpayment list. Customer Service Manager Sonya M. Andrews detailed the adjustments made to the reactivation of the three Call-em-All messages normally received prior to shut-off. Director Scalzitti reported that he would like the district office to open as soon as safe, as personal interaction is important. Director Scalzitti also stressed the importance of the board conducting meetings in the boardroom. General Counsel Elizabeth W. Hull reminded the board the health order still encourages those that can work from home to telecommute. General Manager Carlos V. Lugo expressed appreciation for Director Scalzitti's comments as the district tries to find a balance of safety and service and shared that customers are able to place their payments in the drop box at the administration office and that a table for writing checks has been provided with signage. Mr. Lugo also reported that customer service representatives answer the doorbells at both sides of the lobby to assist customer needs. President Gracyk clarified that any investigation into placing delinquent bills on the county tax rolls will be vetted at the board level. Ms. Bryant shared that a policy change would need to be approved by the board. Ms. Bryant also shared that 250 to 500 payments continue to be placed in the drop box each week.

President Gracyk adjourned the meeting at 5:33 p.m. for a break and reconvened the meeting at 5:41 p.m. A quorum of the board remained.

10. The board received a PowerPoint presentation by Director of Water Quality/System Operations Brian M. Olney regarding the Lake Jennings campground and recreation opening plan focusing on the San Diego County Public Health Orders of March 16, April 24, May 10, June 4 and June 9, 2020; current and planned operations; customer communications regarding the orders; and a forecasted loss of \$122,400. There were no public comments. President Gracyk recognized Directors Scalzitti and McMillan as committee members of the Parks, Land, Lakes and Garden Committee. Both committee members expressed gratitude to staff for listening to their pushes to reopen the campground and recreation as soon as safe while helping customers feel comfortable.

Director Hedberg clarified the reduced recreation hours are due to a staffing shortfall. Mr. Olney reminded the board that dock construction will begin after the fourth of July. Director Verbeke thanked staff for their work during the challenges of the pandemic. President Gracyk clarified that cash is accepted at the bait shop and that the Fish and Game Warden knows fishing has resumed at Lake Jennings. General Manager Carlos V. Lugo thanked the Parks, Land, Lakes and Garden Committee for meeting discussions and commended Director of Water Quality/System Operations Brian M. Olney, System Operations Manager Michelle P. Berens, Reservoir Recreation Ranger Kira M. Haley and lake staff for their work.

DISCUSSION

11. President Gracyk reported that he continues to meet frequently with General Manager Carlos V. Lugo regarding the pandemic and other topics.

Secretary of the Board Sandra L. Janzen reported that the district received a complimentary email from customers John and Mary Campbell to Water Conservation Technician Vincent R. Dambrose, III and the public affairs team regarding the excellent water conservation outreach to the district's customers.

12. President Gracyk, Vice President Verbeke and Director McMillan provided written reports. Vice President Verbeke shared that the Water Conservation Garden opened June 15, 2020 and is charging \$8 for adults at the entrance. Vice President Verbeke also reported that the Garden's Strategic Planning Committee is meeting monthly with a focus on the visitors' experience. A 10-year plan is being developed with a committee retreat planned for October. Vice President Verbeke also shared that the butterfly pavilion is open.

Director Scalzitti reported that he will attend the Advanced Water Purification Joint Powers Authority regular board meeting on June 18, 2020. Both Director Scalzitti and Director Hedberg reported attending the San Diego County Water Authority Engineering and Operations Committee on June 11, 2020, receiving an energy usage evaluation. The committee will continue to develop an energy management policy focused on reducing costs. Director McMillan shared the costs associated with regional water projects.

Director Hedberg reported that during the June 10, 2020 meeting, the Finance and Administration Committee discussed extending the district's contract with the auditors, the financial impacts of COVID-19 and the timing to discuss four options for future water rates with the full board. Director Hedberg also attended the June 17, 2020, Urban Water Institute virtual meeting regarding Zoom fatigue. The presenter suggested using virtual backgrounds, keeping a smile looking into the camera, staying hydrated and taking breaks when needed. Director Hedberg reported the San Diego County Water Authority's increase for untreated water is going down from initial estimates of 6.3 percent to 4.8 percent.

Director McMillan encouraged Directors Scalzitti and Hedberg to push for a zero rate increase from the San Diego County Water Authority and suggested options for reduced regional costs. Director McMillan reported attending the June 4, 2020 special Parks, Land, Lakes and Garden Committee meeting and reported the board will be pleased with options to allocate funds for Lake Jennings or a solar project. Director McMillan shared that the board should receive a full report from Director of Engineering James A. Tomasulo in July. Director McMillan stated that he dropped by Lake Jennings and operations were going well. There were no public comments.

13. General Manager Carlos V. Lugo detailed the upcoming agenda items for the board meetings scheduled on June 24 and July 1, 2, 8, 15 and 22, 2020. The board agreed to cancel the June 24, 2020, Committee of the Board meeting due to a lack of agenda items. He reminded the board of the legislative recess planned for August 1-September 7, 2020. Mr. Lugo reported the COVID-19 Response Team continues to meet weekly and reported that the number of staff working on-site has increased to 95 percent at the treatment plant, will be at 100 percent at the operations center by the end of the month and remains at 50 percent at the administration office. Temperatures are taken daily and masks worn with the gyms opening July 1, 2020 at all three facilities. Director Scalzitti suggested a virtual ribbon cutting once the administration office landscape project is complete. Mr. Lugo also reported the San Diego County Water Authority member general managers have received the regional conveyance study with 200 pages of analysis. There were no public comments.
14. General Counsel Elizabeth W. Hull highlighted two Best Best and Krieger webinars regarding personal and public records, and respectful workplaces. There were no public comments.

REPORTS

15. The board received the reports for the month of May 2020:
 - a) Financial
 - b) Rainfall, Use and Storage
 - c) System Demand
 - d) Monthly Demand
 - e) Conservation Status
 - f) State Water Resources Control Board

There were no board or public comments.

ADJOURNMENT

16. President Gracyk adjourned the special board meeting at 6:55 p.m.



Mark Gracyk, President

ATTEST:



Sandra L. Janzen, Secretary of the Board