

# Helix Water District

As of 5/24/10

Board of Directors

General Manager  
MARK WESTON

Director of  
Water Quality/System Operations  
MARK UMPHRES

Director of  
Field Operations & Distribution  
TRISTAN HAYMAN

Director of  
Engineering  
CARLOS LUGO

Director of  
Administrative Services  
LISA IRVINE

Treatment Plant Operation  
Treatment Plant Maintenance  
Cross Connection Control  
Instrumentation/SCADA  
Water Quality Laboratories  
Water Quality Customer Service  
Hazardous Materials Response  
System Operation/Water Ordering  
Lake Jennings Recreation  
Lake Jennings Campground  
Maintenance of Dams/Reservoirs  
Instrumentation/Electrical  
Pump Maintenance  
Communications  
Energy Resources

Distribution System Maintenance  
Street Improvement Coordination  
Vehicle/Equipment Maint & Purchasing  
Operations Center Building Maint  
Inventory Warehousing & Storage  
Meter/Lateral Maintenance  
Emergency Services  
Valve Maintenance & Operations  
Landscape Program  
Asphalt/Concrete Program  
Specialized Crafts  
Meter Repairing & Testing  
Dispatch  
Safety/Risk Management

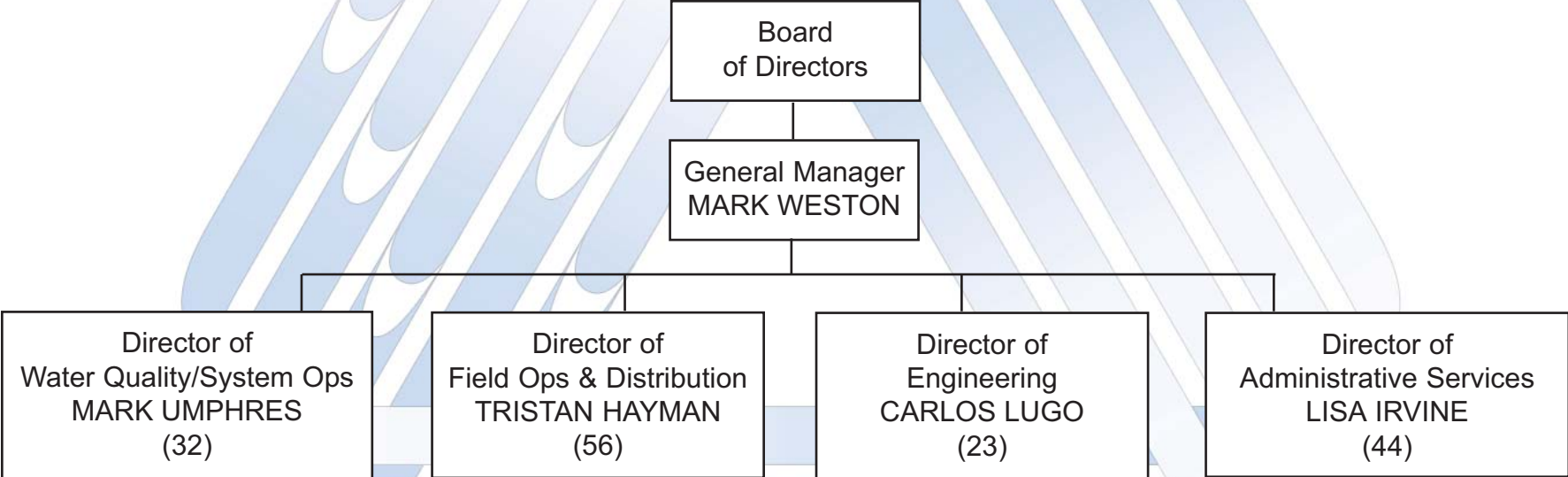
Planning & Water Records  
Private Development Projects  
Capital Improvement  
Environmental Studies  
Plan Checking  
Right of Way/Leases  
Mapping  
District Project Design  
Contracts Administration  
Survey  
Inspection  
Cathodic Protection  
Construction Management  
Underground Facilities Location

Information Services/GIS  
Accounting/Payroll  
Human Resources  
Employee Benefits  
Board Secretary  
Secretarial Services  
Education Programs  
Media Relations  
Legislation  
Water Conservation  
Special Events/Tours  
Customer Service  
GIS  
Meter Reading  
Admin Office Building Maintenance

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# Helix Water District

As of 5/24/10



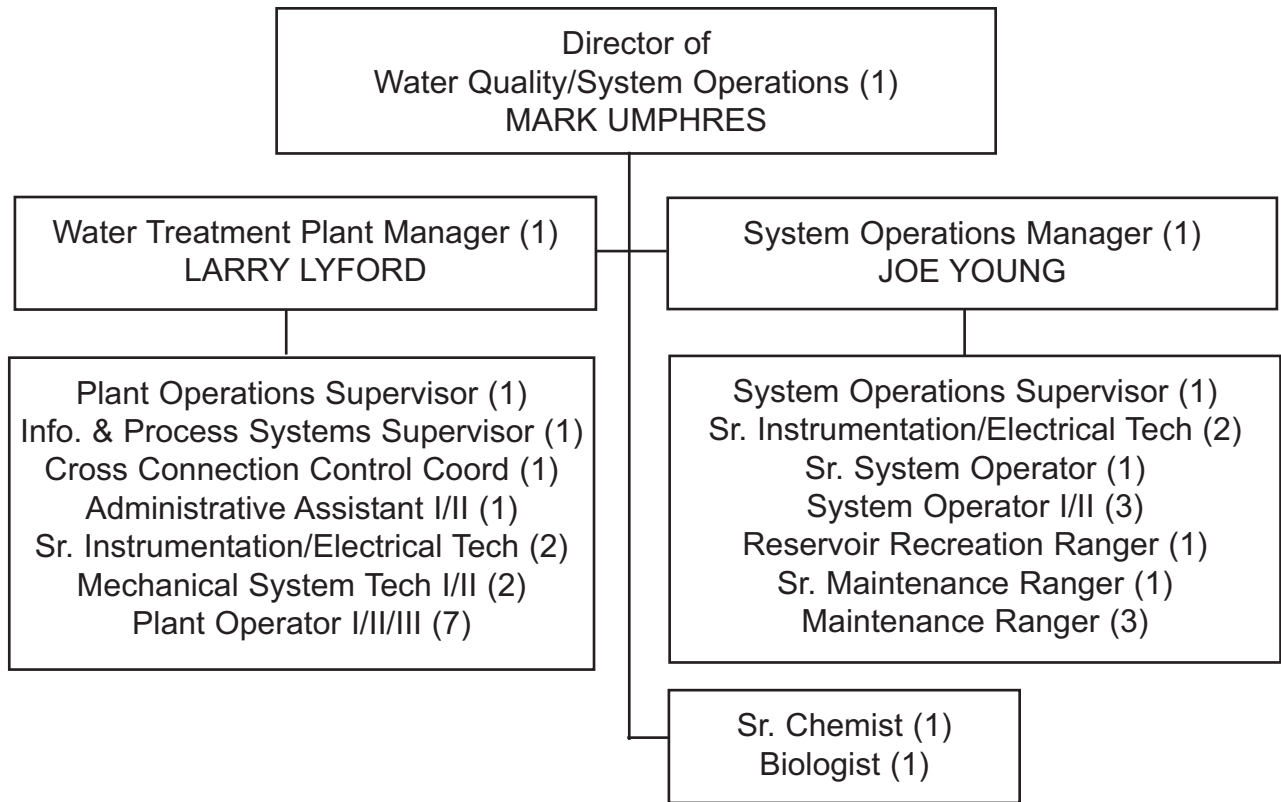
vii

Total Staff:

<u>3/1/98</u>	<u>3/1/99</u>	<u>3/1/00</u>	<u>4/8/01</u>	<u>7/1/02</u>	<u>7/1/03</u>	<u>7/1/04</u>	<u>7/1/05</u>	<u>7/1/06</u>	<u>7/1/07</u>	<u>7/1/08</u>	<u>7/1/09</u>	<u>5/24/10</u>
138	132	136	141	144	145	151	155	158	158	163	163	155

**100**

As of 5/24/10



+ indicates vacant position(s)

Total Staff:

3/1/98	3/1/99	3/1/00	4/8/01	7/1/02	7/1/03	7/1/04	7/1/05	7/1/06	7/1/07	7/1/08	7/1/09	5/24/10
25	24	24	26	27	27	29	30	31	30	33	34	32

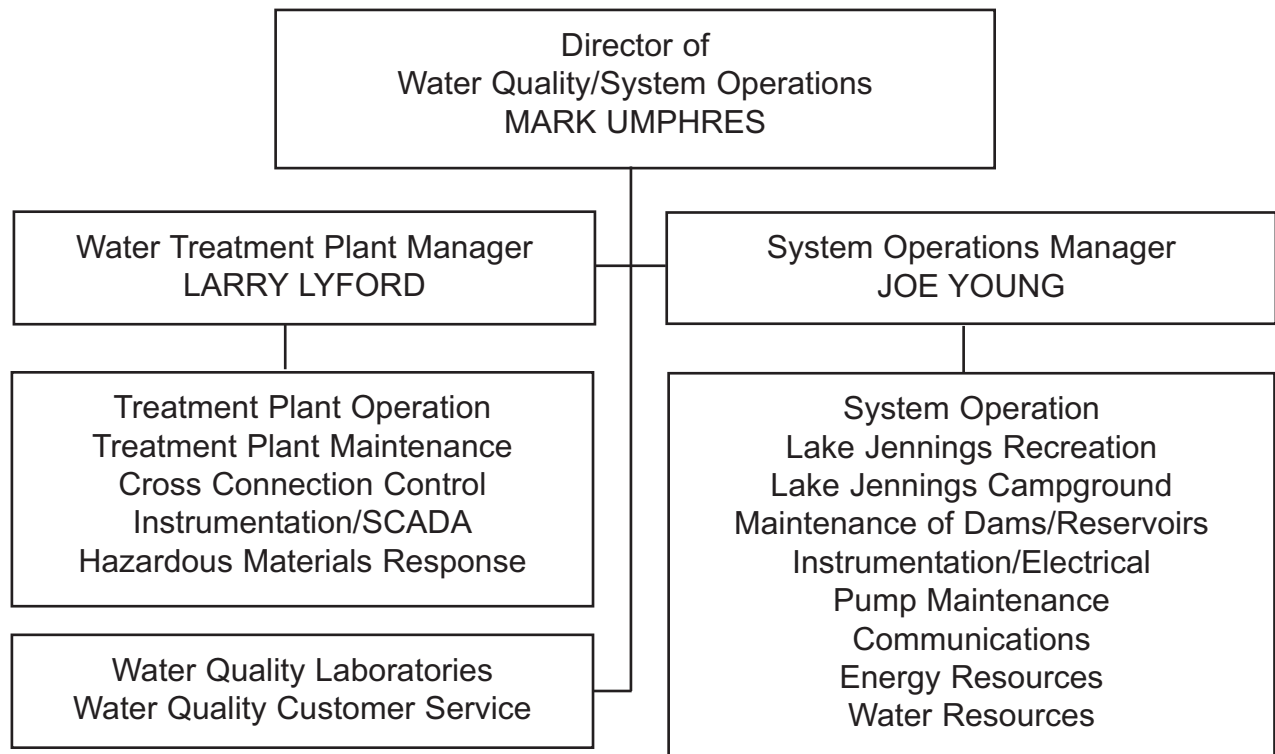
Part-time assistance was provided to the following departments in calendar year 2009:

Lake Jennings - 6,237 hours (equivalent to 3.0 full-time employees)

Distribution Systems - 841 hours (equivalent to .40 full-time employees)

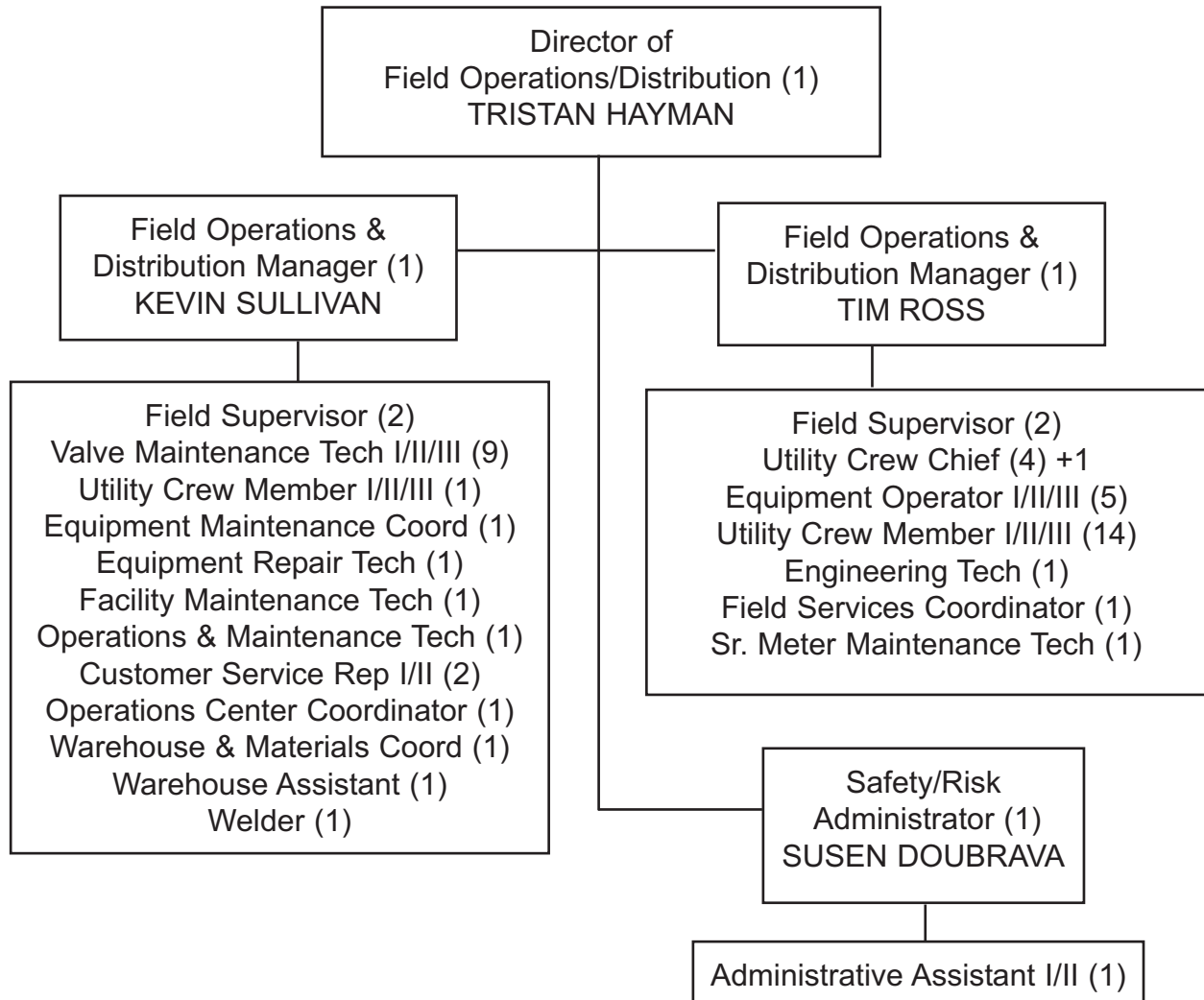
Operator Intern Program - 495 hours (equivalent to .24 full-time employees)

# Water Quality & Distribution Functional Organizational Chart



200

As of 5/24/10



+ indicates vacant position(s)

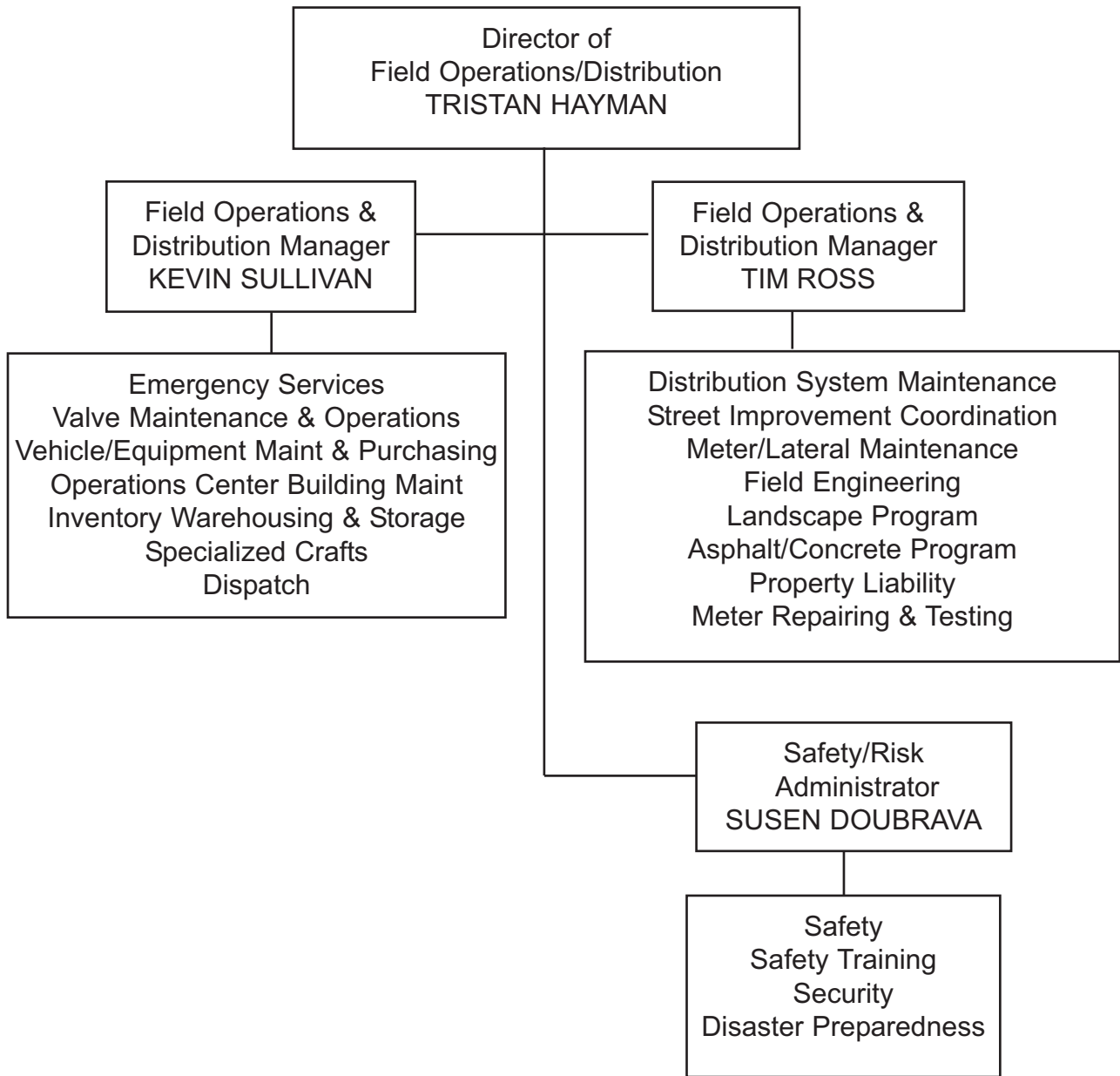
Total Staff:

3/1/98	3/1/99	4/8/00	7/1/01	7/1/02	7/1/03	7/1/04	7/1/05	7/1/06	7/1/07	7/1/08	7/1/09	5/24/10
51	47	48	47	49	51	54	55	59	59	59	58	56

This department receives contract assistance for landscaping, paving, and automotive service.

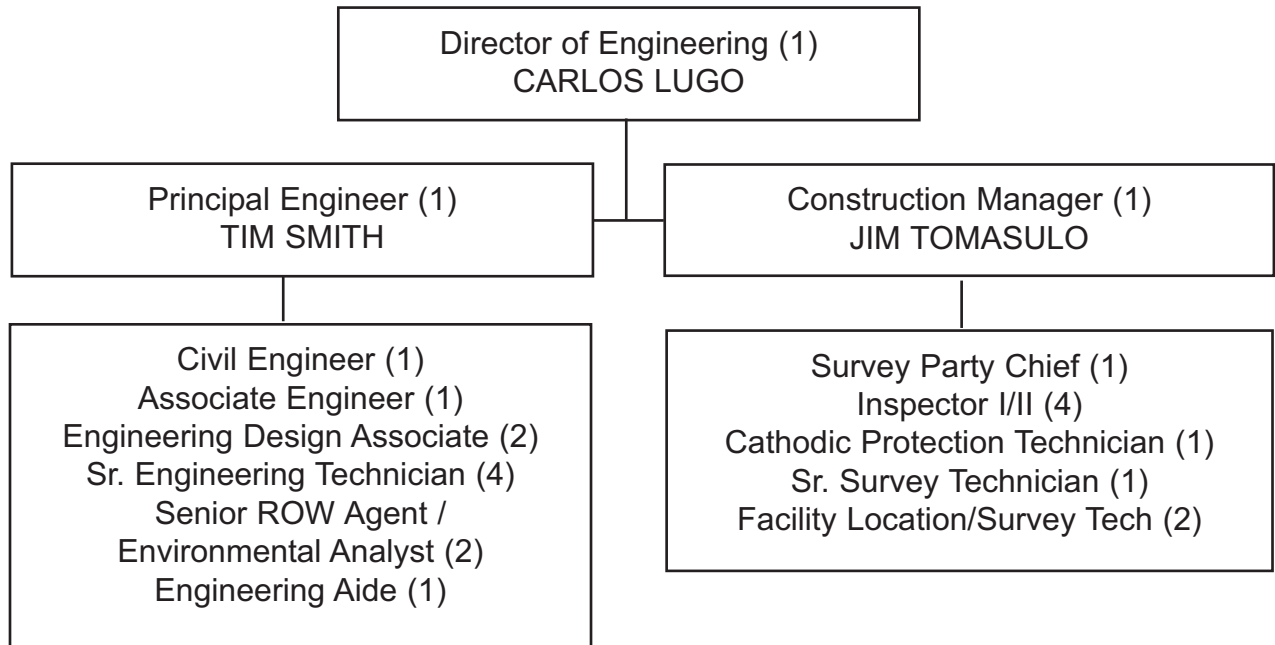
In calendar year 2009, part-time Warehouse assistance hours worked totaled 773, which is equivalent to .37 full-time employees.

# Operations & Maintenance Functional Organizational Chart



**300**

As of 5/24/10



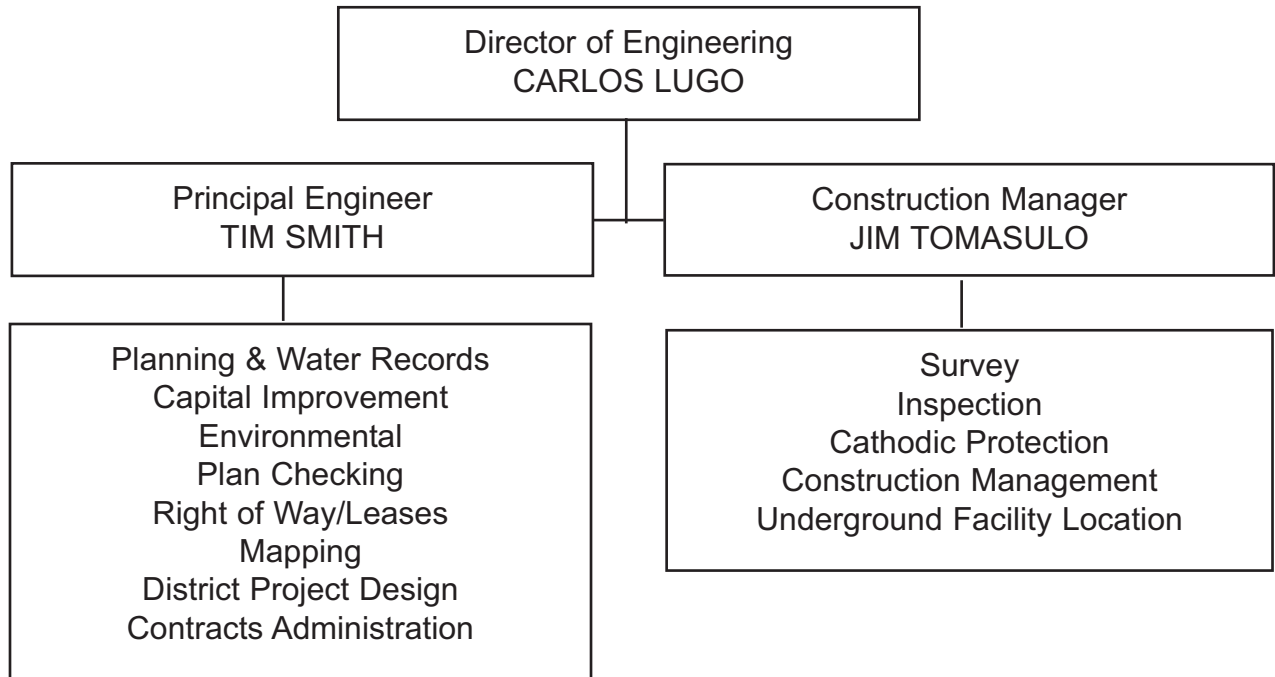
+ indicates vacant position(s)

Total Staff:

<u>3/1/98</u>	<u>3/1/99</u>	<u>4/8/00</u>	<u>7/1/01</u>	<u>7/1/02</u>	<u>7/1/03</u>	<u>7/1/04</u>	<u>7/1/05</u>	<u>7/1/06</u>	<u>7/1/07</u>	<u>7/1/08</u>	<u>7/1/09</u>	<u>5/24/10</u>
24	26	25	22	22	22	22	22	23	23	23	23	23

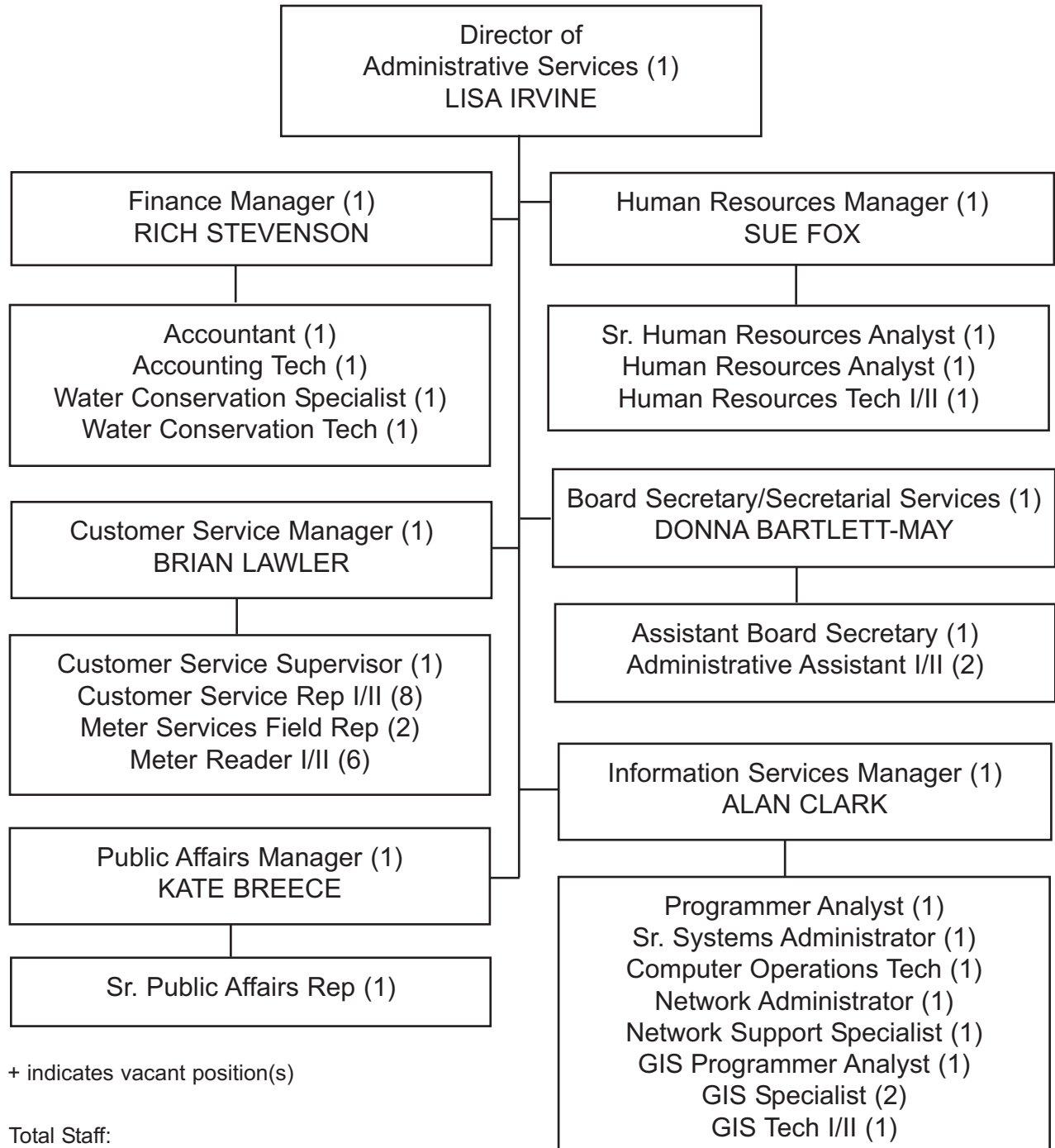
This department received part-time assistance in calendar year 2009. The part-time hours totaled 1,910, which is equivalent to .92 full-time employees.

## Engineering Functional Organizational Chart



**400**

As of 5/24/10



+ indicates vacant position(s)

Total Staff:

<u>3/1/98</u>	<u>3/1/99</u>	<u>4/8/00</u>	<u>7/1/01</u>	<u>7/1/02</u>	<u>7/1/03</u>	<u>7/1/04</u>	<u>7/1/05</u>	<u>7/1/06</u>	<u>7/1/07</u>	<u>7/1/08</u>	<u>7/1/09</u>	<u>5/24/10</u>
35	36	38	44	46	46	46	48	45	46	48	48	44

Part-time assistance was provided to the following departments in calendar year 2009:  
 Customer Service - 1,884 hours (equivalent to .91 full-time employees)  
 Public Affairs - 5,015 hours (equivalent to 2.41 full-time employees)  
 Human Resources - 278 hours (equivalent to .13 full-time employees)

## Administrative Services Functional Organizational Chart

