

**RESOLUTION 22-64  
OF THE HELIX WATER DISTRICT BOARD OF DIRECTORS  
ADOPTING THE HELIX WATER DISTRICT POLICIES AND  
PROCEDURES MANUAL EFFECTIVE JANUARY 1, 2023**

**WHEREAS**, the board of directors from time to time adopts policies and procedures pertaining to many different subjects involving relations with employees, customers, suppliers, the public and others; and

**WHEREAS**, it is desirable for more orderly and efficient administration that the policies and procedures adopted by the board be made as easily identifiable and accessible as practical for use by the public, personnel involved and other interested persons; and

**WHEREAS**, it is the intention and desire of the board that as soon as practical all policies and procedures as adopted by the board shall be included within and become a part of the policies and procedures manual, and that future changes and additions in policies and procedures shall become a part of the policies and procedures manual; and

**WHEREAS**, the district annually updates fees for miscellaneous services in sections 2.12-2(C), 2.12-3(B), 2.12-4(B), 2.12-5(B), 2.12-6(B), 2.12-11(B) and 2.12-12(B) based on the prior calendar year's annual Consumer Price Index for All Urban Consumers for all items in the San Diego area.

**NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Helix Water District Board of Directors as follows:

**Section 1.** Adoption of Policies and Procedures Manual

That attached hereto as Exhibit A and made a part hereof, a policies and procedures manual which is hereby adopted as the policies and procedures of the Helix Water District pertaining to the subjects therein contained.

**Section 2.** Repeal

All actions by the Helix Water District Board of Directors heretofore taken pertaining to the subjects covered in the policies and procedures manual are hereby repealed.

**Section 3.** Interpretation

Any action taken prior hereto related to the subjects covered in the policies and procedures manual shall be interpreted in a manner consistent with the policies and procedures herein set forth and any matters inconsistent therewith are hereby disapproved.

**Section 4.** Amendments

Additions, modifications, deletions and other changes to the policies and procedures contained in said manual shall be made by amendment thereto upon a resolution or ordinance as required by law duly adopted by the Helix Water District Board of Directors.

**Section 5.** Effective Date

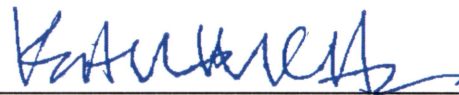
Resolution 22-64 shall take effect January 1, 2023.

**PASSED, ADOPTED AND APPROVED** this 16th day of November 2022, by the following vote:

**AYES:** Hedberg, Verbeke, McMillan, Gracyk and Scalzitti

**NOES:** None

**ABSENT:** None



Kathleen Coates Hedberg, President

**ATTEST:**



Sandra L. Janzen, Secretary of the Board

