

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY, DECEMBER 14, 2016

26375 FREMONT ROAD, LOS ALTOS HILLS CA 94022

Agenda

- 6:30 1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**
- 6:35 2. COMMENTS FROM THE PUBLIC**
- 6:45 3. CONSENT CALENDAR**
Items appearing on the Consent Calendar are considered routine and will be adopted in one motion, except for any item removed for separate consideration elsewhere on the agenda. The President will ask the Board and the audience for requests to remove these items.
- A. APPROVAL OF MINUTES: REGULAR MEETING OF NOVEMBER 9, 2016**
- B. APPROVAL AND RATIFICATION OF NOVEMBER 2016 DISBURSEMENTS PAID IN DECEMBER 2016, IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR ANDERSON, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLAN NOVEMBER 2016 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:50 4. SWEARING IN OF ELECTED DIRECTORS ERNEST SOLOMON, BRIAN HOLTZ, AND PETER EVANS ACTION**
- 7:00 5. ENGINEER'S REPORT: No Reports**
- 7:00 6. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. LEAKS**
- C. CUSTOMER COMMUNICATIONS**
- 7:15 7. DIRECTORS' REPORT DISCUSSION**
- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES**
- B. DIRECTORS' COMMENTS**

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- 7:30 8. AGENDA ITEMS FOR JANUARY 2017 BOARD MEETING DISCUSSION
- 7:35 9. CLOSED SESSION
Pursuant to California Government Code Section 54957 Public Employee
Performance Evaluation Title: General Manager
- 8:15 10. OPEN SESSION (ACTION)
Public Employee Performance Evaluation
Title: General Manager
Amendment to General Manager's Employment Agreement
- 8:20 11. ADJOURNMENT

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Secretary at 650-948-1217. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Copies of all agenda reports and supporting data are available for inspection at the District office , 26375 Fremont Road, Los Altos Hills, Ca. A complete agenda and minutes can also be found on the District's website: <http://www.purissimawater.org>.

PHWD MINUTES NOVEMBER 9, 2016 v3

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Anderson called the regular meeting to order at 6:30 p.m. in the District office.

Directors Present: President Robert N. Anderson, Directors Brian Holtz, Steve Jordan, and Ernest Solomon

Staff Present: Patrick Walter, General Manager; Joubin Pakpour, Engineer; David Gehrig, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** Director Evans attended by teleconference as a member of the public.
3. **CONSENT CALENDAR** It was moved by Director Solomon, seconded by Director Holtz, to approve the Consent Calendar. Motion approved unanimously– voice vote.
4. **DISCUSSION OF REVENUES, EXPENSES, AND RATES** GM reported that the District’s expenses are declining relative to revenues and the cash flow forecast is positive through the Spring of 2017. The GM will contact a financial advisor to analyze the District’s revenue financial status.
5. **APPROVAL OF PURCHASE FOR PAX WATER RESERVOIR CONTROL SYSTEM (RCS) TO AUTOMATICALLY MAINTAIN RESIDUAL IN NEARY TANK 2 FOR \$90,000.00**

In 2013, the Fire District agreed to provide funding for the seismic improvements for the 3 million gallon tank at Neary. The seismic improvements allowed for the tank to remain full to in the event of an emergency. Prior to the improvements, the operational strategy in the zone was to empty the tank during the winter months to maintain water quality during low usage periods. During the summer months, the tank floated on the system at roughly one-third full.

In order to comply with the Fire District’s expectation, it has become clear that in order to keep the tank full for any sustained period, the water in the tank will need treatment to maintain residual caused by extended water age. To this point, we have installed a mixer and have unsuccessfully tried to deep cycle to keep the water fresh. While the monitoring and boosting equipment will ease nitrification issues, the water will need to be deep cycled periodically to keep fresh and free from other water quality issues.

Pax Water provides a water quality monitor, two booster pumps for chlorine and ammonia, and a controller that can determine the proper dosage to maintain residual. PAX can obtain a 12 X 8 secure fiber reinforced plastic (FRP) shed to house the equipment. The cost of equipment and shed is approximately \$90,000.

It was moved by Director Holtz, seconded by Director Solomon, to approve the purchase of the PAX RCS. Motion approved unanimously – voice vote.

It was moved by Director Jordan, seconded by Director Holtz, to amend the previous motion to waive the requirement to obtain bids for this equipment under the procurement policy, due to the unique and patented features of the Water Quality Station and Smart Controller which qualifies as a “sole source” procurement. Motion approved unanimously-voice vote.

6. **ENGINEER’S REPORT:** The Engineer provided the results of BAGG Engineer’s Geotechnical Engineering Investigation, Rehabilitation of Altamont Water Tanks, per his proposal dated May 16, 2016.

The purpose of the investigation was to provide geotechnical reconnaissance and assessment of potential geologic and seismic hazards as well as geological engineering recommendations pertaining to design parameters, grading, foundation and drainage for potential tank upgrades.

7. MANAGER'S REPORT

A. FIELD REPORT

- PG&E Service: Electrical Conduit was installed at Page Mill Tank for a new 200A service.
- Leak Damage: Repaired property damage adjacent to the Elena and La Barranca leak.
- Backflows: Annual testing started in October.
- Flushing: Zone 4 and Zone 3 were flushed for enhanced water quality
- Altamont Drain for Tank: All trenches are backfilled to grade. Started asphalt removal and grading for efficient water drainage on the site. Paving is scheduled for completion next week.
- La Cresta Gate: The gate will not fully close, leaving a space for unauthorized access. The mounting point for the arm on the gate needs to be moved. Completion is scheduled for next week.
- Screen at Hungry Horse: Fine mesh screen was installed on the center vent.
- Cleaned Diesel Tanks: Filtered diesel to remove water and contaminants from the underground storage tank at the yard and the generators at Deer Creek and Altamont. Fuel stabilizer and fuel biocide treatment were added to all three tanks
- Pax Mixers: Purchased two additional mixers, one for Neary Tank 1 and the other for Altamont Tank 2. These mixers are necessary to eliminate water stratification and for boosting residual.
- The Engineer distributed his rate comparison report. The data showed that District's per unit water rate continue to be lower than most local agencies. In addition, he pointed out that some local agencies are collapsing tiers and increasing readiness to serve charges in response to several years of drought induced conservation.

B. LEAKS The GM said that staff continues customer outreach for leak notification and web signups for the Beacon Eye On Water program.

C. CUSTOMER COMMUNICATIONS None to report

8. DIRECTORS' REPORT

A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES None to Report

B. DIRECTORS' COMMENTS Director Evans reported that he was a guest speaker at the American Meadows presentation held on Oct. 27, 2016 in Los Altos which was sponsored by the District; he spoke about the District's Beacon leak detection program. Director Jordan reported that he attended the Santa Clara Valley Water District (SCVWD) Environmental and Water Resources Committee meeting held on Oct. 17, 2016. Director Jordan also reported on his attendance at the WaterNow Alliance Conference Oct 5-6, 2016 in Orange County, CA. His report and materials are available on-line.

9. AGENDA ITEMS FOR DECEMBER 14, 2016 BOARD MEETING

Closed session: Performance Evaluation of the General Manager

10. ADJOURNMENT It was moved by Director Jordan and seconded by Director Solomon to adjourn the meeting at 7:30 p.m. Motion was approved unanimously – voice vote.