

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY, FEBRUARY 8, 2017

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 JANUARY 11, 2107**
- B. APPROVAL AND RATIFICATION OF JANUARY 2017 DISBURSEMENTS PAID IN FEBRUARY 2017, IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR JORDAN, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLAN JANUARY 2017 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- D. ACCEPT FINAL AUDIT FY 2015/2016**
- 7:00 4. USAGE DATA, RETENTION REQUIREMENTS, AND DISCLOSURE DISCUSSION**
- 7:15 5. AUTHORIZE DIRECTOR JORDAN TO ATTEND THE WATERNOW ALLIANCE ANNUAL SUMMIT APRIL 20-21, 2017, BOULDER, CO. AND REIMBURSEMENT FOR ACTUAL AND NECESSARY EXPENSES PER THE DISTRICT'S REIMBURSEMENT POLICY DISCUSSION/ACTION**
- 7:25 6. ENGINEER'S REPORT: No Reports**
- 7:30 7. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. LEAKS**
- C. CUSTOMER COMMUNICATIONS**

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| 7:45 | 8. | DIRECTORS' REPORT | DISCUSSION |
| | | A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA),
ACWA/JPIA, AND OTHER AGENCY ISSUES | |
| | | B. DIRECTORS' COMMENTS | |
| 7:55 | 9. | AGENDA ITEMS FOR MARCH 8, 2017 BOARD MEETING | DISCUSSION |
| 8:00 | 10. | CLOSED SESSION
Pursuant to California Government Code Section 54957 Public Employee
Performance Evaluation Title: General Manager | DISCUSSION |
| 8:20 | 11. | OPEN SESSION
Public Employee Performance Evaluation
Title: General Manager
Amendment to General Manager's Employment Agreement | ACTION |
| 8:30 | 12. | 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 JANUARY 2017 v2

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, Ernest Solomon and Peter Evans.

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

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None

3. **CONSENT CALENDAR**

It was moved by Director Solomon, seconded by Director Anderson, to approve the Consent Calendar. Motion approved unanimously– voice vote.

4. **APPOINTMENT OF BOARD OF DIRECTORS PRESIDENT AND VICE PRESIDENT** Director Holtz was appointed President, and Director Jordan was appointed Vice President for 2017.

5. **FINAL AUDIT REPORT AND PRESENTATION FY 2015-2016 FEDAK AND BROWN**

Jeff Palmer, Supervisor with Fedak & Brown LLP, discussed the components of the Audit: 1) Audit Process; 2) the Report of “No Findings”; 3) Communication to Governing Board; 4) New Accounting Pronouncements of GASB 72 & 79 that improves reporting for investments; and 5) Financial Highlights. The presentation is available on the District’s Website.

6. **ENGINEER’S REPORT:** The Engineer reported that he is attending a funding fair event sponsored by the California Financing Coordinating Committee (CFCC). The CFCC, made up of state and federal funding members, facilitates and expedites the completion of various types of infrastructure projects. Though CFCC funding is primarily directed toward disadvantaged communities, the Engineer explained that occasionally funding arises for other communities’ projects such as conservation and interties. The District’s AMI metering is an example of such a project that may qualify for funding.

7. **MANAGER’S REPORT**

A. FIELD REPORT

- La Cresta Tank 2: Drained for three year interior coating inspection and installation of a water quality station and an FRP ladder.
- Elena Tank: Began installation of a drain pipe and drainage boxes to complete seismic modifications.
- Chloramine Boost Station: The shed for the Boost Station was located on the new pad at Neary Tank.
- Main leak on Concepcion: On January 3rd, 2017 a leak occurred on an 8” cast iron main on Concepcion between Esperanza and Alto Verde Lane. The full circle crack was repaired with a clamp. There was no public or private property damage.
- FRP Ladder Installations: New ladders are being installed at La Cresta Tank 2, McCann Tanks 1 & 2, and Neary Tank 2. FRP Ladders were recently installed at Neary Tank 1, Altamont Tank 2, Elena Tank, Page Mill Tank, and La Cresta Tank 1.
- Water quality testing and flushing continues in Zone 3 and 4.

B. LEAKS Reported under Field Report

C. CUSTOMER COMMUNICATIONS The GM explained that customers have the choice to receive one or a combination of bill types: Paper bill, e-bill, or both. Normally ebills are not sent to the “both” customers causing confusion during the January 2017 billing process.

8. DIRECTORS’ REPORT

A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES Director Anderson reported that the Mountain Tunnel, which delivers water from the Hetch Hetchy Reservoir, is closed, while undergoing investigation for damage and subsequent repairs until March, 2017.

B. DIRECTORS’ COMMENTS Director Anderson will attend the ACWA/JPIA Spring Conference in May, 2017 in Monterey, California. Director Evans mentioned he may attend a portion of the conference.

9. AGENDA ITEMS FOR FEBRUARY 8, 2017 BOARD MEETING

Discussion of Auditing Services

Discussion on data retention, disclosure, and staff’s implicit default policy.

10. CLOSED SESSION

Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation Title: General Manager

The Board entered into closed session at 7:35 p.m.

11. OPEN SESSION

Public Employee Performance Evaluation

Title: General Manager

Amendment to General Manager’s Employment Agreement

The Board returned to open session at 8:15 p.m. No action was taken.

12. ADJOURNMENT It was moved by Director Solomon, seconded by Director Jordan, to adjourn the meeting at 8:20. Approved unanimously – voice vote.