

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY, JULY 12, 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 THE BOARD JUNE 14, 2107**
- B. APPROVAL AND RATIFICATION OF JUNE 2017 DISBURSEMENTS PAID IN JULY 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 PLANS JUNE 2017 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:50 4. FINAL BUDGET FY2017-2018 DISCUSSION/ACTION**
- 7:10 5. AUTHORIZATION TO PURCHASE 300 BEACON METERS FOR \$50,000.00 DISCUSSION/ACTION**
- 7:20 6. ENGINEER'S REPORT UPDATE**
- 7:25 7. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. CUSTOMER COMMUNICATIONS**
- 7:40 8. DIRECTORS' REPORT DISCUSSION**
- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES**
- B. DATA RETENTION SUBCOMMITTEE DISCUSSION/ACTION**
- C. DIRECTORS' COMMENTS**
- 8:10 9. AGENDA ITEMS FOR AUGUST 9, 2017 BOARD MEETING DISCUSSION**

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REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 12, 2017

8:15 10. 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>.

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

Directors Present: President Holtz, Directors Jordan, Robert N. Anderson, Directors Brian Holtz, Steve Jordan, 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 Anderson , seconded by Director Solomon, to approve the Consent Calendar. Motion approved unanimously– voice vote.

4. **RESOLUTION 2017-01 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE DISTRICT DURING FY2017-2018** It was moved by Director Anderson, seconded by Director Solomon, to approve Resolution 2017-01. Motion approved unanimously – voice vote.

5. **RATE INCREASE NOTIFICATION** The GM explained that the rate increase approved in June 2015 enabled the District to increase the rates as per the approved rate schedule and to pass through the wholesale rate increases from San Francisco Public Utility Commission (SFPUC) for three years without a public hearing. Customers were notified of the new rates in the June 2017 newsletter, effective July 1, 2017. No action taken.

6. **DRAFT BUDGET FY2017-2018** The GM presented the proposed budget with revenue and expenses that are based on 680,000 units of purchased water. He also discussed the capital improvement plan for FY17-18 . Director Jordan and Evans agreed that any surplus should continue to refund the LAIF savings account that was drawn down during the recent drought. The GM will make the suggested changes and return to the Board at their July 12 meeting with a final budget for their approval. No action taken.

7. **ENGINEER'S REPORT**

- A. **REQUEST FOR PAKPOUR BILLING RATE INCREASE** The Engineer said that the last adjusted billing rates with the District were in July 2015. He provided rate comparisons from 10 other engineering companies, and showed that his proposed rates are lower than the average of the 10 firms. It was moved by Director Jordan, seconded by Director Evans, to approve the request for Pakpour billing rate increase. Motion approved unanimously – voice vote.

8. **RESOLUTION 2017-02 SUPPORT OF ACWA POLICY STATEMENT ON BAY-DELTA FLOW REQUIREMENTS** It was moved by Director Evans, seconded by Director Holtz, to approve Resolution 2017-02. Motion approved 4-1 voice vote. (Jordan)

9. MANAGER'S REPORT

A. FIELD REPORT

- **Chloramine Boost Station:** Installation continues at Neary Tank No. 2. Because of the quantities required, staff is looking for a chemical distributor that will supply ammonia.
- **Matadero Pump Station** was pot-holed to determine the location of existing facilities in order to install a mag meter to record pump station water flow. Based on the location of underground 12KVA electrical line, it was decided to install the meter inside the pump station, similar to Deer Creek.
- **La Cresta Tank 2:** The 3 year recoating inspection was performed by District foreman Phil Witt and Pat Sweeny of CSI Services Inc. AIS will repair the paint defects.
- **McCann Tank 2:** A 60 foot section of tank interior paint failed between the water line and interior of the roof because of corrosion. Jeffco Painting sandblasted and recoated the failed section and touched up the recent welding work.
- **Beacon Installation:** Continued to install Beacon registers and endpoints. To date, 1,075 have been installed. Beacon installation has been suspended until some communication issues are resolved.
- **Pax Mixers** have been installed on La Cresta Tank2 and McCann Tank 2.
- **Hidden Villa Fire Hydrant Installation:** Inspected construction of a 255 feet of ductile iron pipe and a hydrant to ensure that installation met District specifications.
- **Sean Brown** resigned effective April 28, 2017 to pursue a career change in the HVAC industry in Nevada.
- **Elena Pump Station Main Circuit Breaker:** The main circuit breaker for the pump station catastrophically failed. Cupertino Electric replaced the breaker and pulled new wire.
- **Elena Pump Station Tree Trimming:** McClenahan removed the trees that had fallen in a recent storm.
- **Los Altos Hills County Fire District:** Continued to work with the Fire District's hydrant project.
- **Main Break on Elena Rd.:** On May 19th a leak occurred on the 12" cast iron Zone 2 main supplying Elena Tank. The leak was caused by a failed fitting on a tee that was to pressure test the main during installation. was removed and replaced with a 2" plug. There was no damage to private or public property.

- B. CUSTOMER COMMUNICATIONS** Director Jordan reported that the leak from a customer on Viscaino Place returned and suggested installing a Beacon meter so that the customer may receive automatic leak notifications. Phil Witt said that he will investigate.

10. DIRECTORS' REPORT

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES** Director Anderson reported on topics discussed at the ACWA/JPIA Spring Conference held in Monterey, Ca. He provided a trip report and literature that are available at the District office.
- B. DATA RETENTION SUBCOMMITTEE** Director Holtz reported that the Subcommittee continues to work on the draft policy for data security and intends to have a draft for discussion at the July 12, 2017 Board meeting.
- C. DIRECTORS' COMMENTS** Director Jordan reported on discussions that occurred at the monthly meeting of the Santa Clara Valle Water District (SCVWD) Environmental Committee and at the ACWA/JPIA Spring Conference. He provided a trip report of the ACWA/JPIA Spring Conference that is available at the District office.

11. AGENDA ITEMS FOR JULY 12, 2017 BOARD MEETING

Final Budget FY 2017/2018
Data Security Policy

- 12. ADJOURNMENT** It was moved by Director Anderson, seconded by Director Jordan, to adjourn the meeting at 8:30 pm. Motion approved- voice vote.