

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY, SEPTEMBER 13, 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 AUGUST 9, 2107**
- B. APPROVAL AND RATIFICATION OF AUGUST 2017 DISBURSEMENTS PAID IN SEPTEMBER 2017 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR HOLTZ, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLANS AUGUST 2017 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:50 4. ENGINEER'S REPORT UPDATE**
- 7:00 5. ATTORNEY'S REPORT UPDATE**
- 7:10 6. AUTHORIZATION TO INSTALL 820 FEET OF PIPE ON VINEDO LANE FOR A COST NOT TO EXCEED \$200,000. DISCUSSION/ACTION**
- 7:20 7. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. CUSTOMER COMMUNICATIONS**
- 7:40 8. DIRECTORS' REPORT DISCUSSION/ACTION**
- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES**
- B. DIRECTORS' COMMENTS**

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
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C. DATA RETENTION

7:50 9. AGENDA ITEMS FOR OCTOBER 11, 2017 BOARD MEETING DISCUSSION

7:55 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>.

PHWD MINUTES AUGUST 9, 2017

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

Directors Present: President Brian Holtz (teleconference), Vice President Jordan, Directors Robert N. Anderson, Ernie Solomon, and Peter Evans.

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** 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. **ENGINEER’S REPORT** Nothing to Report
5. **AUTHORIZATION FOR STEVE JORDAN TO ATTEND THE SECOND ANNUAL WATER DATA SUMMIT** The Water Data Summit, organized by Water Alliance, and will be held at Stanford Business School, August 24-25, 2017. Director Jordan intends to gather information about AMI trends and report to the Board. It was moved by Director Solomon, seconded by Director Anderson, to approve the request for Director Jordan to attend the conference. Motion approved unanimously – voice vote.
6. **MANAGER’S REPORT**

A. FIELD REPORT

- **CHLORAMINE BOOST STATION** The Hazardous Material permit process continues for storing the chemicals at Neary Tanks 1 and 2
- **MATADERO PUMP STATION** Romig Engineering has provided a geotechnical report of the excavation necessary for Cornerstone Structural Engineering Group to design supports to handle the hydraulic forces of the water main.
- **MAIN BREAK ON VINEDO LN** On August 7, a leak occurred on the Zone 3, 8” cast iron main. The leak was caused by an 8 foot longitudinal split. The location of the leak was almost at the top of Vinedo and caused considerable damage to the road and to a driveway just downhill from the leak. Most of the other damage was limited to landscaping. The water main was repaired by installing a ten foot section of 8” ductile iron pipe. Work is being done to make the road drivable.
- **BYRNE PARK FIRE** On July 20th, a fire was started by a tractor disking a field in Byrne Park Preserve near West Wind Barn. The District was not immediately notified by the Town.

The GM reported that, on his way home, he saw Santa Clara County fire engines going up Altamont Rd. So he stopped to ask one of the crew, who was waiting near the Fire Station at Foothill College, about the fire, which was at Byrne Preserve in Zone 4. The GM immediately accessed the SCADA by phone, and turned on the Altamont pumps that fill Zone 4 Page Mill Tank. Though the Altamont pumps would automatically fill Page Mill Tank when it reached a low set point; the purpose was to get a head start on filling the 500,000 gallon tank in case the wildfire spread out of control. The GM sent staff to the fire to monitor the progress so that other precautionary measures could be taken if necessary. The Altamont pump station is on the border the Byrne Preserve. The fire was contained at approximately 4:30 pm. Director Jordan asked when the GM and District staff were alerted by the Town because he had received three phone calls notifying him of the fire, one of them from the Town Clerk’s voice recorded notification system. After these calls, Director Jordan called the District Secretary who had not been notified by phone. The District Secretary said that she received the Alert notification from the Town sent to her email at 4:30 pm. She said that she and the GM were not

notified by Rapid Notify (now Nixel) by phone for which she had previously registered and confirmed with the Town. Director Jordan commented that this was the second time he had been alerted about an emergency before the District staff. The District Secretary explained that the Town sometimes uses a “need to know” alert system.

Director Evans said that he attended the recent Town’s Emergency Operations Center (EOC) tour which was also attended by Marsha Hovey, the Town’s emergency response consultant, and Mayor Gary Waldeck. Director Evans explained that the failed notification about the fire at Byrne Preserve was discussed at this tour; apparently the emergency notification system didn’t work well at all. The Town’s Emergency Communications Committee (ECC) received no communications about the fire. Director Evans reported that the most effective communication was through the social/community media site NextDoor. He explained that District Board President, Brian Holtz, happened to hear about the fire from a Santa Clara County Fire app on his cell phone. He immediately posted the news to NextDoor. Director Holtz’ message on NextDoor was then picked up by the Town ECC and relayed by repeater. But no one received an alert from the Town’s new phone system; Director Evans sincerely felt that the Town should test it.

➤ **WONDERWARE SCADA SOFTWARE PROJECT** On July 27, a kick off meeting for the new SCADA project was held at Aspect Engineering in Bakersfield. The purpose of the meeting was to review the current Lookout SCADA program screens and determine design preferences and requirements to apply to the Wonderware screen design. . Based on this meeting, preliminary screens will be designed and presented to staff in a meeting at the District for feedback.

B. **AMI - WATER SAVINGS UPDATE** The GM reported that 1,143 Beacon meters have been installed with 1,030 remaining to be installed. About one half (53%) of customers with Beacons have signed up for Eye On Water to monitor their usage and receive leak alerts. He then reported the results of his water savings analysis of Beacon meters. He projects that the District can install 1,030 endpoints for \$307.6K to save 73.5 acre ft. (\$4,183/acre ft.). This metric tracks with the Santa Clara Valley’s Water District’ savings projections of \$7,500/acft, given that we’re only replacing endpoints and not meters.

This data also showed that 89% of all leaks were small, less than one gallon per hour (gph), primarily due to the accuracy of the registers. Director Evans commented that nuisance leaks, under three gph, apparently would not be fixed without the notification of Beacon.

C. **CUSTOMER COMMUNICATIONS** The District Secretary said that a customer on Fremont Pines Lane had a leak that was apparently due to high pressure. The service line did not have a pressure regulator valve (PRV) installed at the meter. The customer suggested that the District inform customers with high pressure that they should have a PRV installed. The Board suggested that the next newsletter notify customers about the need to install a PRV in zones with high pressure.

7. DIRECTORS’ REPORT

A. **BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES** Director Anderson provided the document: *Results Delivered for the BAWSCA 2016-2017 Work Plan*, and the SFPUC opposition statement to the Bay Delta Water Quality Control Plan Proposed Amendments. Director Jordan reported on his attendance at the Environmental and Water Resources Committee meeting held July 17, 2017; he provided notes and excerpts from the SCVWD Board presentation.

B. **DATA RETENTION SUBCOMMITTEE** Nothing to Report

C. **DIRECTORS’ COMMENTS** Reported under Item A.

8. **ATTORNEY’S REPORT** The Attorney reported on changes to the public works contractor registration process, pursuant to a bill which went in to effect on July 1, 2017 (SB 96). Under the existing law, contractors who perform public works construction work for public agencies must first register with the Department of Industrial Relations (DIR). Under the revised law, registration no longer applies for new construction projects under \$25,000 and maintenance projects under \$15,000. In addition, the new law

imposes penalties on public agencies for allowing unregistered contractors to perform work on public works projects, in the amount of \$100 per day up to \$10,000. He suggested that bids on District projects include confirmation of that the contractor and all subcontractors are registered.

9. AGENDA ITEMS FOR SEPTEMBER 13, 2017 BOARD MEETING

Data Retention

10. ADJOURNMENT The meeting adjourned at 8:15 p.m.