

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY, OCTOBER 11, 2017

26375 FREMONT ROAD, LOS ALTOS HILLS CA 94022

Teleconference Steve Jordan
16 Bay View Avenue
Camden, ME 04843
(650) 260-5244

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 SEPTEMBER 13, 2107**
- B. APPROVAL AND RATIFICATION OF SEPTEMBER 2017 DISBURSEMENTS PAID IN OCTOBER 2017 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR ANDERSON, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLANS SEPTEMBER 2017 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:50 4. ENGINEER'S REPORT UPDATE**
- 7:00 5. ATTORNEY'S REPORT UPDATE**
Little Hoover Commission: Improving Oversight and Transparency for Special Districts
- 7:10 6. ANTENNA MOUNT ON LA CRESTA TANK FOR TOWN OF LOS ALTOS HILLS DISCUSSION/ACTION**
EMERGENCY COMMUNICATIONS COMMITTEE (ECC)
- 7:20 7. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. CUSTOMER COMMUNICATIONS**

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| 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 | |
| | | C. DATA RETENTION | |
| 7:50 | 9. | AGENDA ITEMS FOR NOVEMBER 8, 2017 BOARD MEETING | DISCUSSION |
| 7:55 | 10. | CLOSED SESSION: Pursuant to California Government Code Section 54957 Public Employee
Performance Evaluation (mid-year review) Title: General Manager | DISCUSSION |
| 8:20 | 11. | OPEN SESSION:
Public Employee Performance Evaluation (mid-year review)
Title: General Manager | 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 SEPTEMBER 2017 v3

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 Steve Jordan, Robert N. Anderson, Ernie Solomon and Peter Evans.

Staff Present: Patrick Walter, General Manager; Phil Witt, General Foreman, 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** Customer Kjell Karlsson who lives at 12251 Menalto Dr. attended the meeting.
3. **CONSENT CALENDAR** It was moved by Director Anderson, seconded by Director Evans, to approve as amended Item A. Draft Minutes of the August 9, 2017 Regular Meeting of the Board, and Items B. and C. of the Consent Calendar. Motion approved unanimously – voice vote.
4. **ENGINEER'S REPORT** Nothing to Report.
5. **ATTORNEY'S REPORT** The Attorney provided an update on statutory law regarding audit services for public agencies, in light of the fact that the Board had discussed the potential for hiring a new accounting firm to conduct the annual audit. He reported that the District is in compliance with Government Code Section 12410.6 (b) which states:

Commencing with the 2013-14 fiscal year, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for six consecutive fiscal years.

Director Evans suggested that the District begin the search for a new firm to perform audit services. Director Holtz agreed that an RFP should be prepared.

6. **AUTHORIZATION TO INSTALL 820 FEET OF PIPE ON VINEDO LANE FOR A COST NOT TO EXCEED \$200,000.** Two main breaks have occurred on Vinedo Lane; the first in October 2014 and the second in July 2017. Both breaks damaged the road and flooded the landscapes of several customers. The GM recommended the 55 year old cast iron pipe be replaced with 820 feet of 8 “ductile iron pipe. The project will include 11 service tie-ins, a hydrant reconnect located towards the end of the street, and an air release valve. He said that the Vinedo Lane HOA had planned to repave the entire road before the rainy season. Accordingly, the District and HOA both hope to complete the replacement of the old cast iron pipe prior to the HOA's repaving work, in order to avoid having to disturb the repaved street. The HOA will charge the District, and the District has agreed to pay, the cost of rebuilding the 12” to 18” of road base made necessary by the recent leak. The GM requested informal bids from 4 experienced contractors. He received two competitive quotes, and then selected DACO Contractors who had the lowest bid, and can start work in September. The Attorney explained that although the District's procurement policy requires formal bids for contracts over \$50,000, the Board has the discretion to suspend or waive the requirements of the policy at its discretion when circumstances require. (See Resolution 2015-06 Adopting Policies and Procedures for Award of Contracts And For Bidding Requirements.)

It was moved by Director Jordan, seconded by Director Evans, to award a contract to DACO to replace 820 feet of water main on Vinedo Lane for a sum not to exceed \$200,000 , and waive the formal bid requirements of Resolution 2015-06 for the following reasons: 1) the GM obtained two informal competitive bids and the lowest bid is also time compliant; 2) the current poor condition of the pipe poses ongoing water damage risks to neighboring properties; 3) replacing the pipe now, prior to the HOA repairing the road base and repaving the street, will allow for a single final paving of the street at one time, creating a safer and higher quality pavement; 4) replacing the pipe now will avoid having to disturb the newly constructed road base later; and 5) an informal bid process saves the administrative expense of writing a formal bid package. Motion approved unanimously – voice vote.

7. **MANAGER’S REPORT**

A. FIELD REPORT

- Chloramine Boost Station: The Hazardous Material permit process continues for the chemicals at Neary. The permit approval is anticipated on Sept 18, 2017.
- Ascension Drive main leak: On September 4th a leak occurred on the 8” cast iron main on Ascension Drive. The leak was caused by a circumferential break and was repaired with a full circle clamp. There was no public or private property damage.
- Lead and Copper Testing: Samples were taken on Tuesday, September 12 at Bullis Gardener School. Results should be available by next month.
- Annual Audit: A draft version of the audit is being reviewed by staff.
- Annual Cathodic Protection: Maintenance was performed by GMC Electrical on all of the tank units.
- Backflows and meter upgrades were completed on Todd Ln., Deer Creek Ln., Ortega Dr., and Via Ventana.
- Samantha Vu was hired as a permanent employee on August 14, 2017. She has been filling in for Ginny To, who is on medical leave, by processing the monthly billing statements, daily payments and managing accounts receivable. She is also handling some of the QuickBooks functions, as well as representing the District as the conservation coordinator and providing customer service for customers receiving beacon leak notifications.

B. CUSTOMER COMMUNICATIONS Director Jordan reported that he and two customers who live on Vinedo Lane discussed the two main breaks on Vinedo that occurred in 2014 and 2017.

8. **DIRECTORS’ REPORT**

A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES Director Anderson provided BAWSCA’s Drought Report August 2017. In addition to BAWSCA’s drought response actions, it documented water quality impacts from the drought such as nitrification and elevated levels of disinfection byproducts that can occur when water age is increased in the pipelines because of low demand.

B. DIRECTORS’ COMMENTS Director Jordan reported that he invited an official from the Santa Clara Valley Water District (SCVWD) to give a presentation on their “One Water Program” to the Town of Los Altos Hills City Council. He also attended the Second Annual Water Summit at Stanford University where he learned of rebates for self- programming weather-based controllers. He suggested that calibrating data from weather-based controllers with the District’s customers’ Beacon AMI usage data may be an opportunity to improve conservation. Director Solomon will join BAWSCA on a tour of the Calaveras Dam.

C. DATA RETENTION Nothing to Report.

9. AGENDA ITEMS FOR OCTOBER 11, 2017 BOARD MEETING

AMI data for disaster preparedness.

10. ADJOURNMENT It was moved by Director Anderson, seconded by Director Jordan, to adjourn the meeting at 7:50 p.m. Motion approved unanimously – voice vote.