

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY MAY 9, 2018

26375 FREMONT ROAD, LOS ALTOS HILLS CA 94022

Teleconference:

Robert N. Anderson
27820 Saddle Court.
Los Altos Hills, Ca
650-949-1109

Agenda

- 6:30 1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**
- 6:35 2. COMMENTS FROM THE PUBLIC**
- 6:40 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 APRIL 12, 2018**
- B. APPROVAL AND RATIFICATION OF APRIL 2018 DISBURSEMENTS PAID IN MAY 2018 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 APRIL 2018 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:45 4. SANTA CLARA VALLEY WATER DISTRICT (SCVWD) AND STATE WATER ISSUES: GARY KREMEN UPDATE/DISCUSSION**
- 7:00 5. DISCUSS RATE STUDY PROPOSAL TO AMEND DISTRICT RATE AND FEE SCHEDULE DISCUSSION/ACTION**
- 7:15 6. AUTHORIZE ONE OR MORE DIRECTORS TO ATTEND THE SUSTAINABLE SILICON VALLEY “NAVIGATING BAY AREA WATER” SESSION MAY 31, 2018 IN PALO ALTO DISCUSSION/ACTION**
- 7:20 7. ENGINEER’S REPORT DISCUSSION/ACTION**
- A. REVIEW AND APPROVAL OF CAPITAL IMPROVEMENT PROGRAM**
- 7:45 8. ATTORNEY’S REPORT UPDATE**

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| 7:50 | 9. MANAGER'S REPORT | UPDATE/DISCUSSION |
| | A. FIELD REPORT | |
| | B. CUSTOMER COMMUNICATIONS | |
| 8:00 | 10. DIRECTORS' REPORT | DISCUSSION/ACTION |
| | A. MEETING UPDATE OF THE PHWD COMMITTEE AND LOS ALTOS HILLS COUNTY FIRE DISTRICT (LAHCFD) COMMITTEE. | |
| | B. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, LAHCFD, AND OTHER AGENCY ISSUES | |
| | C. DIRECTORS' COMMENTS | |
| | D. CONSIDER RESCHEDULING JUNE 13, 2018 MEETING | |
| 8:10 | 11. AGENDA ITEMS FOR JUNE 2018 BOARD MEETING | DISCUSSION |
| 8:20 | 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 APRIL 2018

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

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

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** Los Altos Hills County Fire Commissioners Mark Warren and George Tyson attended.
3. **CONSENT CALENDAR** It was moved by Director Holtz, seconded by Director Evans, to approve the Consent Calendar. Motion approved unanimously– voice vote.
4. **DISCUSS PARTNERSHIP WITH LOS ALTOS HILLS COUNTY FIRE DISTRICT (LAHCFD) TO IMPROVE FIRE FLOW INFRASTRUCTURE IN PHWD** The GM explained that the District's Engineer, PCG, modeled hydrant flows throughout the Water District to identify lower flow fire hydrants. This report was presented to the Fire District as well as a similar presentation from Cal Water. The Fire District subsequently hired an independent engineering firm, EKI, who evaluated both reports to determine and prioritize an appropriate list of projects that would improve fire flow to those hydrants based on Fire District criteria. The GM recommended the formation of a committee of PHWD directors to discuss and agree upon priority projects that benefit both Districts and enable cost sharing. A PHWD committee was formed comprised of Directors Jordan and Evans, which will evaluate District priorities. The PHWD committee also plans to meet with the LAHCFD committee, Commissioners Mark Warren and George Tyson, to explore possibilities for a potential partnership between the agencies. Commissioner Warren said that LAHCFD is ready to fund its priority projects and wants to move forward.
5. **DISCUSS PROPOSAL TO AMEND DISTRICT RATE AND FEE SCHEDULE** Director Jordon discussed a rate increase and funding options of completing the District's backlog of capital improvement projects with an estimated cost of \$10 million. The GM explained that he would request a proposal for rate study from both Raftelis Inc. and Bartle Wells Associates to analyze the CIP financing needs and debt service, write a financial report and conduct the rate hearing. Director Evans suggested frequent messaging to customers about the importance of capital improvements. It was moved by Director Solomon, seconded by Director Holtz, to authorize the GM to obtain proposals for a rate study that will support a potential rate increase to fund the District's capital improvement projects. Motion approved unanimously - roll call vote.
6. **APPROVAL TO PURCHASE ON-SITE CHLORINE GENERATION SYSTEM FOR NEARY TANK** The GM explained that delivery of liquid chlorine, a hazardous material, to Neary tank is expensive and time consuming. He also explained that delivery and holding a large inventory of chlorine is not practical because chlorine degrades quickly. The proposed sodium chloride generation system automatically produces a 0.8 chlorine solution on-site as required. The cost of the system is \$26,000, with an additional \$5,000 - \$10,000 for installation. Although multiple bids are required for purchases over \$25,000, the GM requested exemption from the requirement because the service team also works on PAX chlorine boost station equipment and is located in Campbell. The other manufacturers are not in California. It was moved by Director Evans, seconded by Director Solomon, to approve the purchase and installation of the on-site Chlorine Generation system. Motion approved unanimously - roll call vote.

7. **RESOLUTION 2018-02 REQUEST FOR AND CONSENT TO CONSOLIDATION OF ELECTIONS** It was moved by Director Solomon, seconded by Director Holtz, to approve Resolution 2018-02. Motion approved unanimously – roll call vote.

8. **ENGINEER’S REPORT** Nothing to report.

9. **ATTORNEY’S REPORT** Nothing to report.

10. **MANAGER’S REPORT**

A. FIELD REPORT

- CHLORAMINE BOOST STATION. The boost station is fully operational and the chlorine feed was set to 2.0 PPM. Staff has picked up a third 50 gallon drum of chlorine. Water sampling at the tank by staff has proven that the system works well and is very stable. Our SCADA consultant is in the process of purchasing a PLC for Neary Tank to get access to all of the alarms and various signals.
- ALTAMONT ELECTRICAL Triad and Holmes Surveyors surveyed the back hill from Altamont Tank site to Moody Ct. The District’s two water mains and electrical line are not located in the existing easement. Triad will develop necessary documents for new easements.
- GINNY TO is officially retiring effective April 30, 2018. She was on medical leave since December 2016.
- METER UPGRADES and BACKFLOW on Foothill Lane, Moody Rd and Taaffe Rd.
- EMERGENCY COMMUNICATIONS An introductory meeting was held with Phil Witt and the emergency communications coordinator for the Town of Los Altos Hills to discuss potential protocols and procedures.
- McCANN ELECTRICAL PANEL was delivered earlier this month, but was returned to repair deficiencies.
- SCVWD GRANT PROPOSAL was put on hold until May, 2018 to provide an opportunity for the SCVWD Board to vote for approval.
- GENERATORS Collicut, our generator mechanic, replaced a voltage regulator circuit board on the Deer Creek generator. He also performed preventative maintenance on the Altamont and office generators.
- McCANN TANK 2 DRAIN New drain is installed and the paving was completed.

B. CUSTOMER COMMUNICATIONS Nothing to Report

11. DIRECTORS' REPORT

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES** The District Secretary reported on relevant items discussed at the BAWSCA Directors meeting held March 15, 2018 that she attended in place of Director Anderson.
- B. DIRECTORS' COMMENTS** Director Jordan reported on the sessions he attended at the WaterNow Alliance Summit held in Salt Lake City, Utah on March 28-29, 2018.

12. AGENDA ITEMS FOR MAY 2018 BOARD MEETING

- Discussion of SCVWD business

- Discussion of the rate study

13. ADJOURNMENT The meeting adjourned at 8:35 p.m.