

PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS



JULY 9, 2008

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

Directors Present: President Daniel F. Seidel, Vice President Ernest Solomon, and Directors Robert N. Anderson and Gary C. Waldeck. Director A. Richard Jones was absent.

Staff Present: Patrick D. Walter, General Manager; Patrick T. Miyaki, Attorney; Joubin Pakpour, Engineer; and Lucy E. Xavier, District Secretary.

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC:** Michael Sanders, Emergency Services Coordinator for the Santa Clara County Fire Department, was present to discuss emergency preparedness.

3. **CONSENT CALENDAR:** It was moved by Director Anderson, seconded by Director Waldeck, that the consent calendar be approved. Motion carried unanimously—voice vote.

A. Approval of Minutes: Special Meeting of May 22, 2008
Regular Meeting of June 11, 2008

B. Approval and Ratification of June 2008 Disbursements—\$556,138.41

4. **EMERGENCY PREPAREDNESS:** The Manager said that Mr. Sanders had been invited to discuss emergency preparedness in terms of how the Fire Department would be interfacing with the District in an emergency.

Mr. Sanders said he was a retired fire captain, now working as an emergency services coordinator for the Santa Clara County Fire Department. He gave a general overview of the Fire Department, which included a performance report card, staffing levels, local and regional partners, and accreditation. He noted that he also works closely with the Town's Safety Officer.

Mr. Sanders noted that the Fire Department was very impressed with the District's field staff and that it was a very unique relationship in terms of response and cooperation.

Director Seidel asked how the Fire Department would respond to several emergencies at once, such as in an earthquake. Mr. Sanders said that the Fire Department would use triage. However, most residents would be on their own for a while, especially if freeway overpasses collapse. He noted that people trained in CERT (Community Emergency Response Team) could be utilized for light search and rescue, minor first aid, etc. Mr. Sanders said that HAM radio operators would be very important in an emergency, especially if phone landlines are overloaded and cell phone systems are not working. These operators would be able to notify the Town's Emergency Command Center of situations in the area that need attention. The Manager and Mr. Sanders agreed that repairing main breaks should be the priority of the Water District in any emergency.

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Mr. Sanders said that the Fire Department drills frequently but not with other agencies. Director Seidel noted that the District would be having a drill in October and would like to involve the Town, Sheriff, and Fire Department. He asked Mr. Sanders if the Fire Department would be able to have someone at the District's emergency operations tabletop exercise on July 29. Mr. Sanders said he would try to accommodate the request.

The Board thanked Mr. Sanders for his valuable information.

5. ENGINEER'S REPORT:

A. Deer Creek Pump Station Improvement Project The Engineer reviewed his memo of July 1, noting that the contractor, JMB Construction, had completed 65% of the work. Minor work included installation of the grounding wire around the generator and installation of the exhaust fans, site and roof restoration, and electrical work. The Engineer noted that a meeting had been held with the structural engineer to discuss the rejection of the structural beams and that a report would be prepared to identify any structural issues that are of concern and any corrections that may be necessary. The Engineer also reviewed pictures of the project.

B. Berry Hill Water Main Replacement Project The Engineer reviewed his memo of July 3, which gave a brief history of the project. He noted that the project was now complete but that, due to unforeseen underground utility crossings, an additional 33 linear feet of pipe was required to complete the project. He said that extensive weather-related issues also helped to add to the cost. This brought the original price of the project from \$40,310 to \$70, 252.30.

After discussion, it was moved by Director Anderson, seconded by Director Solomon, that Resolution 2008-7, attached hereto, accepting as complete the Berry Hill Water Main Project and authorizing the recordation of a notice of completion, be adopted. Motion carried—roll call vote.

Ayes:	Directors Anderson, Seidel, Solomon, and Waldeck
Noes:	None
Absent:	Director Jones

C. Emergency Intertie Project (with City of Palo Alto and California Water Service Company) The Engineer noted that the project had started on July 7 and that the contractor, Lewis & Tibbitts, Inc., had begun potholing on Robleda Road for existing utilities due to some discrepancy on the plans.

The Engineer noted that Director Seidel had been concerned that there were no end caps on the pipe that had been delivered to the site. The Engineer said that he had called two pipe suppliers to inquire as to whether there was some type of cap that could be installed after the pipe came off the assembly and was told there was no such thing. He also called a pipe manufacturer who said that there is no requirement for end caps. The Engineer said that, at this time, the pipe that is onsite will be wrapped in plastic for protection.

The Engineer said that the Cal Water portion of the project would take approximately four weeks to complete.

D. Purchase of Mixer for Neary Tank The Engineer reported that the District could not come to an agreement with PAX on some of the terms and conditions of the contract, which included the limitation of liability provision. Therefore, the District would not be purchasing a mixer from PAX. The Engineer said that Staff was evaluating a proposal from another mixer manufacturer, Solar Bee, and would report back to the Board.

6. WATER SUPPLY ALTERNATIVES:

A. Potential Purchase of Additional Water from the Santa Clara Valley Water District (SCVWD) The Engineer reported that a meeting had been scheduled for July 17 to continue discussions on the cost and feasibility of purchasing additional water.

The Manager noted that he had attended a Board meeting of the SCVWD to thank Director Patrick Kwok and the Board for their interest in the District's request.

B. Quarry Hills Lake The Engineer reported that the consultant was working on the preliminary analysis report and he hoped to have it ready by the end of the month.

7. APPROPRIATIONS LIMIT: The Attorney reviewed the provisions of Resolution 2008-8, which establishes the appropriations limit applicable to the District during fiscal year 2008-2009 as \$1,015,112. It was then moved by Director Anderson, seconded by Director Solomon, that Resolution 2008-8, attached hereto, be adopted. Motion carried—roll call vote.

Ayes: Directors Anderson, Seidel, Solomon and Waldeck
Noes: None
Absent: Director Jones

8. CONFLICT OF INTEREST CODE: The Attorney reported that the District must review its Conflict of Interest Code every two years. He noted that there are no changes to be made this year and that a notice to that effect would be sent to the County. It was then moved by Director Anderson, seconded by Director Solomon, that Resolution 2008-9, attached hereto, confirming that there are no amendments to be made to the District's Conflict of Interest Code, be adopted. Motion carried—roll call vote.

Ayes: Directors Anderson, Seidel, Solomon, and Waldeck
Noes: None
Absent: Director Jones

9. MANAGER'S REPORT / COMMUNICATIONS ITEMS:

A. Field Report The Manager reported the following:

- A service leak on a 2-inch line had occurred on Menalto Drive.
- A saddle connecting the service to the main rusted, causing a service leak on La Cresta Drive.
- A fire service installation had been completed on La Vida Real.
- Neary and Hungry Horse tanks are in service for the summer.
- A 1½-inch meter and 2-inch backflow had been installed.
- Tank sites have been cleaned and vegetation trimmed back from the fences.

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B. Financial Reports The Manager reviewed reports for the income and capital plan; revenues and expenditures; balance sheet; consumption and billing; and investments.

C. Customer Communications Director Solomon noted that a customer had told him that she was very happy with the services of the District's Conservation Specialist.

D. Antenna Tower at the La Cresta Tank Site The Manager noted that the amendment to the agreement for the Town's antenna tower at the District's La Cresta tank site would be before the Town Council for approval the next evening.

E. Electronic Customer Payment System The Manager reported on three electronic payment systems that District customers could use to make payments on water bills. The Board discussed the options and Director Anderson offered to inquire among residents he knows as to which option would be more favorable to them. The Board directed that this item be continued to the next meeting.

10. DIRECTORS' REPORT:

A. Bay Area Water Supply and Conservation Agency (BAWSCA) Issues Director Seidel reported on BAWSCA issues.

The Board discussed the use of solar panels at the District's pump stations to save energy. The Engineer explained that this issue had been looked into previously but that the California Public Utilities Commission does not allow energy trading within a system, only on a site-by-site or meter-by-meter basis, and so the matter was dropped. After discussion, the Board directed that letters be drafted to California legislators, for the President's signature, asking for help in convincing the CPUC to allow electric energy trading.

B. Proposal to Consider a Quality of Communications Policy Director Waldeck noted that, in light of Director Jones' concern about the quality of customer communications that the District sends out, he was asking the Board to consider a policy that would require that all mass communications to customers be reviewed by at least two District employees in addition to the originator prior to the release of the communication. After discussion, the Board agreed that no formal policy was necessary but that a note be placed in the District's office procedures manual to reflect that all mass communications be reviewed by more than one person.

C. Agenda Item Requests The Board identified agenda items for the August 13, 2008, meeting.

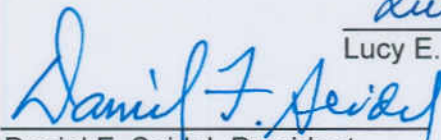
11. ADJOURNMENT: The meeting was adjourned at 9:15 p.m. to reconvene at a special meeting on July 29, 2008, at 8:00 a.m., at the District's facility, Deer Creek Pump Station (corner of Purissima and Arastradero Roads). (This special meeting had been called by President Seidel on June 30, 2008.)

Respectfully submitted



Lucy E. Xavier, District Secretary

Approved:


Daniel F. Seidel, President