

PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS



AUGUST 13, 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 A. Richard Jones. Director Gary C. Waldeck was absent.

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

The Pledge of Allegiance was led by Director Anderson.

2. **COMMENTS FROM THE PUBLIC:** Steven Garcia, Public Safety Officer for the Town of Los Altos Hills, was present to discuss emergency preparedness.

3. **CONSENT CALENDAR:** It was moved by Director Anderson, seconded by Director Solomon, that Item A be removed from the Consent Calendar, and that Items B, C, and D be approved. Motion carried unanimously—voice vote.

- B. Correction to approved May 14, 2008, Minutes—Item 9, Paragraph 6
- C. Approval and Ratification of July, 2008, Disbursements—\$770,491.50
- D. Financial Reports: Income and Capital Improvement Plan
Revenues and Expenditures
Balance Sheet
Consumption and Billing
Investments

Item A—Approval of Minutes of the Regular Meeting of July 9, 2008 This item was approved by roll call vote.

Ayes: Directors Anderson, Seidel, and Solomon
Noes: None
Absent: Director Waldeck
Abstain: Director Jones (Abstained because he was not at the July 9 meeting.)

4. **EMERGENCY PREPAREDNESS:** Director Seidel said that Mr. Garcia had been invited to discuss emergency preparedness in terms of how the Town would be interfacing with the District in an emergency.

Mr. Garcia noted that public agencies follow SEMS (Standardized Emergency Management System). This system is used to manage emergencies involving multiple jurisdictions and agencies. He said that two components of SEMS are interagency coordination and mutual aid (sharing of resources).

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Mr. Garcia said that the two most likely emergencies in this area would be either fire or earthquake and that maintaining the water supply would be extremely critical. He said that the Town has an Emergency Operations Center which would be activated in an emergency and communications between the Town and District would be easily continued because of the close proximity of the offices to one another. If phone and computer lines are down, the Town could supply a HAM operator to the District and could also gather ongoing updated information from the District and disseminate this to customers of the District via the Town's emergency notification system. Mr. Garcia also noted that the State Office of Emergency Services must be kept apprised of the status of a District emergency so that the State can be prepared to distribute resources and equipment.

Mr. Garcia said that there are approximately 50 volunteer residents trained in CERT (Community Emergency Response Team) who could be available to the District if needed and suggested that a District employee or director obtain emergency preparedness training through the California Specialized Training Institute in San Luis Obispo.

Mr. Garcia noted that an emergency drill would be held with the Fire District in October and that the District could be included. Discussion ensued regarding additional emergency procedures and training.

The Board thanked Mr. Garcia for his valuable information.

Director Seidel requested that an advisory committee comprised of two Directors be formed to attend the emergency drill in October with the Town and Fire District. Director Solomon said he would volunteer and Director Anderson said either he or Director Waldeck would volunteer, as well.

The Board then reviewed the tabletop exercise that had been performed on July 29 with District Staff.

5. **ENGINEER'S REPORT:**

A. Deer Creek Pump Station Improvement Project The Engineer reviewed his memo of August 8, noting that the contractor, JMB Construction, had completed over 70% of the work, which included addressing the structural steel punch list items as recommended by the structural engineer. Other work included the installation of a new hatch above pump #5; installation of the cable raceways and accessories; and the modification of the existing switchgear and Kirk Key interlock. The Engineer said that the high pressure piping would arrive onsite next week and that the pump station would be shut down during installation.

The Engineer noted that the contractor is on schedule. He also said that inspection of the project by District employee, Pat Gillin, has gone very well.

The Engineer then reported that a small grass fire had occurred on August 11 adjacent to the pump station. The Fire District responded but the cause of the fire is still unknown. Based on preliminary investigation, there appeared to be no evidence that the fire was caused by the contractor, JMB Construction, who was working near the site where the fire started. Director Seidel noted that District employees had been instrumental in helping to prevent the fire from spreading—one employee driving by the site had called the Fire District and two others used fire extinguishers and shovels to help contain the fire.

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The Engineer also reported that there had been two thefts at the site and that the District had installed razor wire to try to secure the site.

B. Emergency Intertie Project (with City of Palo Alto and California Water Service Company) The Engineer reviewed his memo of August 8. He noted that, as of July 25, the contractor, Lewis and Tibbitts, had completed 48 percent of the contractual work.

Cal Water portion of Project: The Engineer reported that all water main had been installed, pressure tested, bacterially tested, and hooked up to the Cal Water system. All that remained was the installation of two check valves, which are on backorder, after which the interconnection will be active and functional.

The Engineer then explained that, during potholing, the contractor had found an AT&T distribution line at the same alignment as the new water main, although AT&T had marked its facilities during design. The District decided to relocate the new main to avoid conflict with the AT&T line.

Palo Alto portion of Project: The Engineer explained that, during potholing for this portion of the project, the contractor could not locate Palo Alto's gas transmission line and also found a Palo Alto water main line that had been mismarked during design. The District then stopped all work while Palo Alto located its facilities. Once the facilities were located, the interconnection was re-designed. The interconnection to Palo Alto will not occur until after the Cal Water portion of the project is substantially completed, sometime after August 15, or as approved by the District inspector.

The Engineer then reviewed pictures of the project.

C. Solar Sites for Tank Sites The Engineer noted that two letters had been sent out—one to Senator Joe Simitian and one to Assembly Member Ira Ruskin. These letters ask for assistance in convincing the California Public Utilities Commission (CPUC) to allow electric energy trading. As previously discussed at the last Board meeting, the District would like to install energy panels at the District's tank sites to save energy but the CPUC does not allow energy trading within a system, only on a site-by-site or meter-by-meter basis. District tank sites use very little power in contrast to the pump stations. No response had been received from either Legislator.

The Engineer also noted that a meeting had been scheduled with a solar consultant to get a better understanding of solar alternatives.

D. Purchase of Mixer for Neary Tank The Engineer noted that Staff had been evaluating a proposal from Solar Bee, manufacturer of a water mixer. He said that the Solar Bee system is a proven product with over 1,000 installations with positive results. He noted that the cost for the Solar Bee system is \$45,000 (\$10,000 more than the PAX mixer). He said that the contract with Solar Bee had been reviewed by the Attorney and that, at this time, there does not appear to be any major issues that would preclude the District from purchasing this mixer.

After discussion, Staff requested authorization to purchase the Solar Bee System for the Neary tank, in lieu of the PAX mixer. It was then moved by Director Jones, seconded by Director Anderson, that Staff be authorized to purchase the Solar Bee System for an amount not to exceed \$45,000. Motion carried unanimously—voice vote.

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E. Use of Fire District Property for District Facility Staff answered questions regarding the feasibility of using the Fire District property on Purissima Road to build an underground water storage tank. Director Seidel requested that this item be placed on the agenda at a future Board meeting.

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 held on July 17 to continue discussions of the cost and feasibility of purchasing additional water from the SCVWD. He said that he and the Manager had been given very preliminary figures for the purchase of 300 acre feet of water per year.

The Engineer then described the two options for the actual purchase of water after a one-time buy-in charge. Board and Staff discussed these costs, the purchase of additional water in excess of 300 acre feet per year, and how it would be wheeled to the District.

The Board then gave direction to Staff to continue discussions with the SCVWD regarding the purchase of water.

B. Quarry Hills Lake The Engineer reported that the preliminary analysis report had been received. After discussion, Director Seidel formed an advisory committee comprised of Directors Jones and Solomon to examine the results and report back to the Board.

7. **WORKER'S COMPENSATION FOR VOLUNTEER PERSONNEL:** The Manager explained that the District's insurance carrier, ACWA/JPIA, had advised that the District adopt a policy that gives an unpaid person, authorized to perform volunteer service for the District, workers' compensation insurance benefits for any injury or illness sustained by the person while engaged in the performance of volunteer services to the District. This policy protects the District in the event of a lawsuit and there is no additional cost to the District.

After discussion, it was moved by Director Solomon, seconded by Director Anderson, that Resolution 2008-10, attached hereto, adopting a policy regarding workers compensation insurance for volunteer personnel, be adopted. Motion carried—roll call vote.

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

8. **MANAGER'S REPORT / COMMUNICATIONS ITEMS:**

A. Field Report The Manager reported the following:

- A 1½-inch meter and 2-inch backflow was installed on Todd Lane.
- A 1½-inch meter and service was installed on Orchard Hill Lane.
- A 2-inch service was installed on Fawn Creek Court.
- District crews inspected potholing by Lewis and Tibbits on Arastradero Road.
- A broken service on Beaver Lane was repaired.
- Toyon yard dirt and spoils were removed.

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The Manager also reported that District employee, Gregory Onishi, had given his two-week notice because he was moving back to Idaho to be closer to family.

B. Customer Communications There were no customer communications.

C. Antenna Tower at the La Cresta Tank Site Mr. Garcia had noted (under Emergency Preparedness) that the Town was still waiting for a foundation kit that was backordered and that no work can be done on the antenna until this kit is received.

D. Electronic Customer Payment System At the last meeting, the Manager had reported on three electronic payment systems that District customers could use to make payments on water bills. The Board had discussed the options and then directed that this item be continued to the next meeting.

The Manager again reviewed the options. After discussion, the Board decided that no action would be taken at this time to offer electronic payment, since approximately one-quarter of customers use on-line banking to pay their water bill.

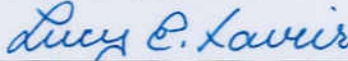
9. DIRECTORS' REPORT:

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

B. Agenda Item Requests The Board identified agenda items for the September 10, 2008, meeting.

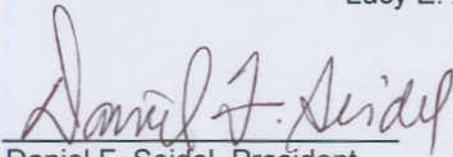
10. ADJOURNMENT: The meeting was adjourned at 9:25 p.m. to reconvene at the next regular meeting on September 10, 2008, at 6:30 p.m., at the District's office.

Respectfully submitted



Lucy E. Xavier, District Secretary

Approved:


Daniel F. Seidel, President