

PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS



OCTOBER 8, 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, and Directors Robert N. Anderson and Gary C. Waldeck. Directors Ernest Solomon and A. Richard Jones were absent.

Staff Present: Patrick D. Walter, General Manager; Joubin Pakpour, Engineer; and Lucy E. Xavier, District Secretary. David S. Gehrig, Attorney, arrived at 6:55 p.m.

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC:** Brian Holtz, who will take a Director's seat in December, was present, as well as Irving Siminoff, who has submitted his name for possible appointment to the Board.

John Harpootlian, Chair of the Town's Planning Commission, was also present. He noted that he regularly attends the Town's Site Development and Landscape Screening meetings in order to make the residents aware that the District is 40% over its SFPUC water allocation and that the voluntary 10% cutback has not been successful. He also warns the residents that a mandatory cutback would mean a reduction of water use of approximately 90%.

He noted that the District already supplies a letter which is included in the Town packet to residents when they start building and that letter could remain the same. However, he is now requesting an additional letter which could be included in the residents' landscape screening package which could be changed from time to time regarding matters of conservation. This way, they are reminded of the water situation before landscaping. The Board agreed and directed the Manager to prepare the letter.

Mr. Harpootlian then suggested that someone from the Board attend a meeting of the Town's Environmental Initiatives Committee. Director Seidel said the Board would be happy to have someone from the EIC attend a Board meeting and would agendaize the attendance at a later date.

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 and Ratification of September, 2008, Disbursements—\$453,394.89

B. Financial Reports: Income and Capital Improvement Plan
Revenues and Expenditures
Balance Sheet
Consumption and Billing
Investments

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4. **EMERGENCY PREPAREDNESS:** Dru Anderson, wife of Director Anderson, was present. Mrs. Anderson was past chairman of the Town's Emergency Communications Committee. She explained that she is part of the Town's Emergency Preparedness group and wanted to share her training experience through the California Specialized Training Institute in San Luis Obispo.

She gave an overview of the five-day training. All participants are assigned roles in an imaginary city which experiences a city-wide emergency. When the emergency strikes, in this case a major earthquake, each participant must play the role in the setting of an emergency operations center. Mrs. Anderson said that it was an invaluable way to learn what goes on in an emergency.

Director Seidel said that he had heard that the Town would be having a drill and thought it a good idea for the District to participate. Mrs. Anderson said she would contact Steve Garcia, the Town's Safety Office, to find out when this would occur.

Discussion ensued regarding emergency communications and preparedness.

Karen Lemus, a retired teacher at Foothill College, said that she had served on the Town's safety committee many years ago. She said that she was dismayed that the College and the Town did not have a stronger working relationship with regard to emergency preparedness.

Board and Staff continued discussions and Director Anderson then suggested that the Manager be authorized to attend the five-day training through the California Specialized Training Institute in San Luis Obispo. The Board agreed and directed the Manager to enroll so as to attend the training within the next six months.

5. **ENGINEER'S REPORT:**

A. **Deer Creek Pump Station Improvement Project** The Engineer reviewed his memo of October 1, noting that the contractor, JMB Construction, had completed over 84% of the work as of September 25. He said that the generator had gone through start up testing and that on October 10, District personnel would be receiving training on the generator and other facilities, as well as developing a punch list.

The Engineer noted that the last item of work will be the installation of the pipe vault and pipe modifications which will require a temporary shutdown of the pump station for 8 to 10 days. This will be done in early November to take advantage of the cooler weather.

B. **Emergency Intertie Project (with City of Palo Alto and California Water Service Company)**

Cal Water Portion of Project: All roadway work had been completed on Robleda Road, including the slurry seal and striping. A preliminary punch list had been developed for Robleda Road and will be given to the contractor during the week of October 8.

Palo Alto Portion of Project: The Engineer reported that certain issues had changed since the submittal of his memo to the Board dated October 3, which had been included in the Board packet. He said that, due to the decision by the City of Palo Alto to use a tapping sleeve for the connection tie-in instead of a cut-in tee to eliminate a shutdown, the District had sent a letter to Palo Alto restating its concerns for this type of tie-in to an AC main. A response had been received from the head of Palo Alto utilities that the City would not use a tapping sleeve, but would go back to the original design of a cut-in tee.

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Palo Alto will coordinate the shutdown and District Staff will need to determine what procedure to take to return the tapping sleeve that had been previously ordered.

C. Potential Tank Site in the Vicinity of the District's Deer Creek Pump Station
The Engineer reported that the District had been notified by the Los Altos Hills County Fire District that permission would not be given to the Water District to use the property on Purissima Road to build an underground water storage tank.

With this in mind and after discussion, the Board determined that a tank in this location would have to overcome hydraulic issues and that additional storage was not absolutely necessary. The Board then directed that this matter be tabled.

D. Zone 2.5, Phase II Project The Engineer reported that surveys were being done and design would begin when the surveys are completed. He then reviewed the project for the benefit of Mr. Holtz and Mr. Siminoff.

6. WATER SUPPLY ALTERNATIVES:

A. Potential Purchase of Additional Water from the Santa Clara Valley Water District (SCVWD) As reported last month, the Manager noted that the District's Attorney was still in the process of preparing a reimbursement agreement for the legal work involved in the review of a standard contract between the District and the SCVWD for the purchase of water.

B. Quarry Hills Lake The Engineer reported that the final report had not yet been received. The Attorney said he would follow up with the consultant.

C. Well Costs The Engineer reported that construction costs for an eight-inch well had risen substantially since the District's consultant had prepared a study in January 2007—from an estimated cost of \$700,000 to approximately \$1 million. This cost does not include land acquisition or environmental reports.

He then submitted a summary of actions taken during the last five years dealing with water procurement.

7. MANAGER'S REPORT / COMMUNICATIONS ITEMS:

A. Field Report The Manager reported the following:

- The SolarBee had been installed in the Neary tank.
- District crews installed four 1½-inch services.
- District crews installed 10 feet of 6-inch pipe on Gerth Lane to eliminate a sub-standard water service installation.
- Two leaks on 6-inch CI main had occurred at the end of Laura Court, cross country from Laura Court to La Loma Drive.

B. Customer Communications There were no customer communications.

C. Antenna Tower at the La Cresta Tank Site The Manager noted that he had spoken to Steve Garcia who said that the Town was ready to bill the District for its share of the parts. The Manager also said that a schedule for completion should be forthcoming after the District approves the quote.

8. DIRECTORS' REPORT:

A. Adopt Resolutions Appointing Representatives to:

1. The Bay Area Water Supply and Conservation Agency and to the Bay Area Regional Financing Authority Director Seidel noted that he had tendered his resignation as director from these two agencies, effective December 5, 2008, the same as his last day as Director of the District. He suggested that a sitting Director of the Water Board be appointed to both agencies and said that Director Anderson had already been to several meetings with him.

After discussion, it was moved by Director Seidel, seconded by Director Waldeck, that Resolution 2008-11, attached hereto, appointing Director Anderson to the office of director of the Bay Area Water Supply and Conservation Agency, effective December 5, 2008, be adopted. Motion carried—roll call vote.

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

It was then moved by Director Waldeck, seconded by Director Seidel, that Resolution 2008-12, attached hereto, appointing Director Anderson to the office of director of the Bay Area Regional Financing Authority, effective December 5, 2008, be adopted. Motion carried—roll call vote.

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

B. Appoint Representative to Negotiate SFPUC Contract: At the last meeting, Director Waldeck had expressed interest in this appointment. After discussion, it was moved by Director Anderson, seconded by Director Seidel, that Director Waldeck be appointed the District representative to negotiate the SFPUC contract. Motion carried unanimously—voice vote.

C. Appoint Director to Town of Los Altos Hills Water Conservation Subcommittee: At the last meeting, Director Waldeck had explained that the Town's Planning Commission has an ad hoc water conservation subcommittee which can possibly influence the Planning Commission on rules regarding water conservation. He said that he would like to be appointed as a formal representative of the District to attend these meetings.

Director Seidel noted that he had contacted the Town and was told that this committee is an ad hoc subcommittee of the Environmental Initiatives Committee (EIC), formed by the EIC chair, and thus not an official committee. Director Waldeck explained that, even so, someone from the Board should be attending to give input from the District's perspective. After discussion, the Board determined that the District would be better served sending a Staff person, such as the Manager or Conservation Specialist.

D. Filling Vacancy on Board of Directors At the last meeting, a Director had asked if the current Board could appoint someone to fill the vacancy that will occur on the Board on December 5, 2008.

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The Attorney now reviewed his memo of September 30 in which he concluded (citing California Government Code Section 1780) that only the new Directors, whose terms are effective at noon on December 5, 2008, are responsible for filling the vacancy.

The Board and Staff then discussed the procedures to be taken with regard to public outreach, timing of submittals from applicants, and steps on how the Board will review the applications.

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

F. Agenda Item Requests The Board identified agenda items for the November 12, 2008, meeting.

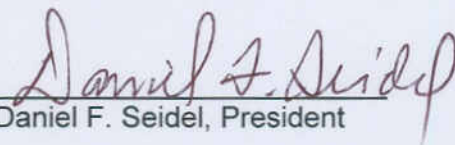
9. **CLOSED SESSION FOR GENERAL MANAGER PERFORMANCE EVALUATION:** Prior to convening to closed session, the Board determined that the General Manager's compensation was uncertain because it was not likely that the Board would complete the performance evaluation at this meeting. However, any increase in compensation would be retroactive to November 1, 2008. The meeting was then convened to closed session at 9:07 p.m., pursuant to Government Code Section 54957, for the performance evaluation of the General Manager. The meeting was reconvened at 9:23 p.m. No action was taken by the Board in closed session. The Board directed that this item be continued to the next meeting when all Directors are present.

10. **ADJOURNMENT:** The meeting was adjourned at 9:30 p.m. to reconvene at the next regular meeting on November 12, 2008, at 6:30 p.m., at the District's office.

Respectfully submitted



Lucy E. Xavier, District Secretary

Approved: 
Daniel F. Seidel, President