

PURISSIMA HILLS WATER DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS

March 13, 2013 Minutes

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

Directors Present: President Stephen A. Jordan, Vice President Gary Kremen, Directors Robert N. Anderson, Ernest Solomon, Brian Holtz

Staff Present: Patrick D. Walter, General Manager; David S. Gehrig, Attorney; Joubin Pakpour, Engineer; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC.** None

3. **CONSENT CALENDAR:**

It was moved by Director Anderson, seconded by Director Holtz, to approve Consent Calendar items A. Minutes as amended and B. Approval and Ratification of March 2013 Disbursements for February payables. Motion carried unanimously – voice vote.

Consent Calendar item C. Financial Reports for February 2013 was removed from the Consent Calendar for further discussion. It was then moved by Director Anderson, seconded by Director Solomon, to approve Consent Calendar item C. Motion carried unanimously – voice vote.

4. **DISBURSEMENT APPROVAL AND PAYMENT PROCESSES** Director Kremen and Director Holtz were appointed to the Disbursement and Payment Process Committee to consider and recommend improvements to the process.

5. **HYDRANT SECURITY** The Engineer displayed samples of hydrant locks and wrenches that may be installed on hydrants in the District to prevent water theft and subsequent pipe breaks caused by negligently closing hydrant valves. He will meet with Los Altos Hills County Fire District staff to demonstrate and test the locks and wrenches on hydrants.

6. **CONSIDER RESOLUTION 2013-2 APPROVING AN AMENDMENT TO THE WATER SUPPLY AGREEMENT WITH THE CITY AND COUNTY OF SAN FRANCISCO**

It was moved by Director Anderson, seconded by Director Solomon, to approve Resolution 2013-2 Amending the Water Supply Agreement with the City and County of San Francisco. Motion carried-roll call vote.

AYES: Directors Jordan, Solomon, Holtz, Kremen, and Anderson

NOES: None

ABSENT: None

7. **CONSIDERATION OF PAKPOUR CONSULTING GROUP RATE INCREASE** The Engineer discussed the requested rate increase to begin April 1, 2013. The Attorney described the processes available to the District for awarding contracts for professional services. The General Manager gave his reasons for supporting approval of the rate increase. It was moved by Director Anderson, seconded by Director Solomon, to approve the proposed rate increase. Motion carried – voice vote.

8. **ENGINEER'S REPORT**

- A. NEARY TANK UTILIZATION PROJECT: The Engineer reported the project is on schedule, then illustrated its phases and challenges on the project plan drawings.
- B. LA CRESTA #2 RECOATING:
Construction started Feb 25, 2013 and the tank is expected to return to service in May 1, 2013.
- C. QUARRY LAKE: The Engineer will meet with EKI March 18, 2013 to review the EKI draft Operations Manual which reports on the options the District has for renting or purchasing pump equipment for emergency use of water. He will return to the Board at its next meeting April 10, 2013 to present the findings.
- D. CHRISTOPHER'S MAIN INSTALLATION: The Engineer presented the survey showing available areas for main installation on Christopher's Lane. He noted that a challenge to the project is identifying land ownership and easements. He continues to investigate the potential for an intertie with Palo Alto. The Engineer also discussed the potential for receiving a grant from the Santa Clara Valley Water District to fund a portion of the cost of the waterway enhancement to Matadero Creek, but concluded that the project does not qualify for those grants.

9. **MANAGER'S REPORT**

A. WATER TANK SITES

- 1. TANK WELDING SCHEDULES. The General Manager presented the welding and painting schedules for the District's seismic upgrade project.
- 2. FIELD REPORT. The General Manager reported that a 2" turbo meter and a 2" backflow for the wharf head on Fremont Road was installed, the Hungry Horse altitude valve is now controlled hydraulically with electronic override capability, a 1" meter and 2" backflow for the Town of Los Altos Hills "Safe to School Pathway Project" was installed, a 1" meter upgrade and 2" backflow device were both installed at two locations.


He also reported that the main leak on Purissima Road was caused by a full circle crack on a pipe located beneath a disintegrating storm drain.
- 3. CONCEPCION ROAD LEAK REPORT. The General Manager concluded that three of the main leaks from pipe splits on Concepcion Road that occurred on and after October 5, 2012 were caused by water hammer.
- 4. SUMMARY OF PROJECTS IN PROCESS. Discussed under item A.1.
- 5. TAGGLE PILOT PROGRAM. The General Manager described wireless capabilities of Taggle's radio receiver and transmitter relative to automated meter read pilot program.
- 6. The General Manager reported that he attended a lecture entitled Earthquake Effects on Critical Infrastructure held at Stanford University.


B. CUSTOMER COMMUNICATIONS: None

10. **DIRECTORS' REPORT**

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA) ISSUES. Director Anderson reported that Art Jensen, Director of BAWSCA, will retire Sept. 30, 2013.
- B. CONSIDER APPROVING THE EXPENSE TO SEND A DIRECTOR TO ATTEND THE AMERICAN WATER WORKS ASSOCIATION EMERGENCY PREPAREDNESS WORKSHOP APRIL 23, 2013. The Board agreed to send the General Manager to the Workshop
- C. ADVISORY COMMITTEES—UPDATES
- 1) COST REDUCTION STRATEGIES (DIRECTORS JORDAN AND KREMEN)
Nothing to report.
- D. DIRECTORS' COMMENTS. Director Solomon suggested that the most stringent designs for seismic safety should be applied to the District's most critical pipes and tanks; those the District has determined must not fail. Director Kremen reminded everyone of the Imagine H2O Water Entrepreneurs Showcase to be held March 19, 2013. Director Anderson announced that the District Secretary will earn a ham radio technician license. The license gives her access to all Amateur Radio frequencies above 30 megahertz, allowing her to communicate locally in an emergency on the District's behalf. Director Anderson also requested data or photo logs of the recent leaks.
- E. AGENDA ITEMS FOR THE APRIL 10, 2013 BOARD MEETING.
1. Consideration of findings from the disbursement committee and consider acquiring a District credit card.
11. **CLOSED SESSION** Pursuant to California Government code Subdivision (c) of Section 54956.9 (one potential case); the Regular Meeting of the Board of Directors was closed at 8:44 p.m.
12. **RETURN TO OPEN SESSION** The regular meeting of the Board of Directors was reopened at 9:17 p.m. No reportable action was taken.
13. **ADJOURNMENT** The meeting was adjourned at 9:18 p.m.

Respectfully submitted


Raylene Collins, District Secretary

Approved: 
Steve Jordan, President