

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

May 8, 2013 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Jordan called the regular meeting to order at 6:35 p.m. in the District office.

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

Staff Present: Patrick D. Walter, General Manager; Joubin Pakpour, Engineer; Steve Miller, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC.** Members of the public present were customer Nicholas Erndt, 13452 Carillo Lane, and former District board member Gary Waldeck. Mr. Erndt suggested the benefits to a flat rate pricing alternative to the District's current tiered pricing structure to assist those individuals who are already conserving. Mr. Erndt will contact the General Manager with his proposal

3. **CONSENT CALENDAR**

It was moved by Director Anderson, seconded by Director Solomon to approve the Consent Calendar Motion carried – roll call vote.

AYES: Directors Jordan, Solomon, Holtz, Anderson
NOES: None
ABSENT: Kremen

4. **PROCEDURES FOR PAYMENT OF DISBURSEMENTS:** Director Holtz reviewed his findings of the disbursement process and will provide a recommendation at the June 14, 2013 Board meeting. The General Manager provided a report that lists vendors and monthly payments. The Board requested that the report be provided as well as a list of disbursements sorted by amount for review prior to the board meeting payable approval process.

5. **LEGAL UPDATE: BENEFITS OF USING DISTRICT EMAIL v. PERSONAL EMAIL FOR DISTRICT BUSINESS** Steve Miller, Attorney with Hanson Bridgett, explained that private email accounts are subject to public records disclosure under the state's public records laws. Though not mandatory or urgent, he cautioned about using private emails for District business and recommended a better practice would be to use a District email address. Searching District email files will be easier than searching emails on a private account, and the staff and legal time to locate and review responsive records should be greatly reduced with emails on a District server.

6. **LETTER TO CONTRACTOR REGARDING UNAUTHORIZED USE OF HYDRANT** The General Manager noted changes made to the draft letter regarding unauthorized use of a hydrant to be sent to contractors and copied to the home-owner.

7. **REVISIONS TO DISTRICT WATER PERMIT FOR CONSTRUCTION PURPOSES;
WARNING LABELS FOR FIRE HYDRANTS** The General Manager provided a copy of the revised Wharf Head Use permit that, when authorized by the District, allows a contractor to access water from the wharf head for construction purposes in the District's service area. Mr. Miller explained how unauthorized users may be prosecuted and fined through civil and / or criminal enforcement actions. Unauthorized use of a fire hydrant is a violation of the penal code and water code, a misdemeanor, and may be enforced by the District Attorney. Mr. Miller suggested an alternative to prosecution is that the District may fine the property owner and charge the owner for repairs to damages on pipes. Plaques that state the consequences of unauthorized use of hydrants can be installed on hydrants.
8. **TANK SECURITY / VIDEO CAMERAS** The General Manager discussed the potential use of motion sensitive security cameras that can send live images through DSL to a computer-. He will provide more information at the Board meeting June 14, 2013.
9. **ENGINEER'S REPORT**
- A. NEARY TANK UTILIZATION PROJECT: The project is on budget and schedule. The 80% plans were completed on April 30th.
- B. LA CRESTA #2 REPAINTING. The Engineer reported that the project was completed on schedule; on budget, and without a single change order. The tank is filled will be back in service pending water quality tests. He requested approval of progress payment #2 to the contractor. It was moved by Director Anderson, seconded by Director Solomon, to approve payment of \$98,301.00 to Advanced Industrial Systems. Motion carried – voice vote.
- C. CHRISTOPHER'S LANE: All homeowners on Christopher's Lane received a letter from the District that described the proposed project, the schedule, and encouraged residents to express their concerns or questions. No responses have been heard from the residents. Efforts continue to contact them and hear their concerns before the project begins.
10. **MANAGER'S REPORT**
- A. WATER TANK SITES
1. STATUS OF SEISMIC UPGRADES The General Manager distributed a report on the prior and projected monthly payments to contractors, and reviewed the construction schedule.
2. VERIZON GENERATOR AT LA CRESTA TANK. Verizon proposes to locate a generator adjacent to the front gate. The District will be able to share power from the generator for this key station.
- B. FIELD REPORT A new three valve set was installed at the intersection of Moody Road. and Page Mill Road, a new inlet/outlet pipe and flexible seismic connection was installed at La Cresta, a yearly generator load test completed, Neary Tank # 2 was cleaned after the painters finished, the concrete drain from the flush cleanout for McCann Tank 1 was formed and poured.


- C. TOWN PICNIC: The Conservation Officer, Mary Dateo, and WaterWorker II Jose Olivera will host exhibits at the Town Picnic and May 2013 Fun Run held at Westwind Barn.
- D. DISTRICT/CALPERS PARTICIPATION_The General Manager distributed the California Public Employees' Retirement System (CalPERS) Annual Valuation Report dated October, 2012 for the District. The report states the expected future employer contribution rate for 2013/2014 is 4.269%, and further details the condition of funds.
- E. CUSTOMER COMMUNICATIONS: None
- F. TRAINING: The General Manager reported on his attendance at the American Water Works Association Emergency Preparedness Workshop April 23, 2013.

11. **DIRECTORS' REPORT**

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES. Director Anderson reported on issues relevant to BAWSCA, and mentioned an upcoming tour of the construction of the new Calaveras Dam to be held June 21, 2013.
- B. DIRECTORS' COMMENTS. Director Solomon reported on the benefits of the JPIA session of the ACWA Spring Conference May 6-9, 2013 held in Sacramento.
- C. AGENDA ITEMS FOR JUNE 12, 2013 BOARD MEETING
1. Discuss a process for identifying who attends the ACWA/JPIA conferences.
 2. Flat rate idea proposed by the resident.
 3. Draft budget and Capital Improvement Plan

12. **ADJOURNMENT** The meeting was adjourned at 8:50 pm

Respectfully submitted


Raylene Collins, District Secretary

Approved: 
Steve Jordan, President