

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

JANUARY 13, 2016 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Solomon called the regular meeting to order at 6:30 p.m. in the Council Chambers of Los Altos Hills Town Hall. Directors Present: President Ernest Solomon, Directors Robert N. Anderson, Steve Jordan, Brian Holtz, and Peter Evans

Staff Present: Patrick D. Walter, General Manager; Joubin Pakpour, Engineer; David Gehrig, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary
The Pledge of Allegiance was recited.
2. **COMMENTS FROM THE PUBLIC**
3. **CONSENT CALENDAR** It was moved by Director Anderson, seconded by Director Holtz, to approve the Consent Calendar. Motion approved (5-0) - voice vote.
4. **NOMINATION AND APPOINTMENT OF PRESIDENT AND VICE PRESIDENT**
FOR 2016 It was moved by Director Solomon, seconded by Director Evans to appoint Director Anderson as President, and Director Holtz as Vice President. Motion approved roll call vote:
AYES : Directors Jordan, Evans, Holtz, Solomon, Anderson
NOES: None
ABSENT: None
5. **FINAL AUDIT REPORT AND PRESENTATION: JEFF PALMER, SUPERVISOR, FEDAK AND BROWN LLP** Rescheduled for the February 10, 2016 Board meeting.
6. **CONSIDERATION OF WATER USE CHARGES FROM STAND PIPE:** The GM explained that the purpose for providing free water from the District's stand pipe located on Fremont Road is to encourage contractors to use the stand pipe instead of fire hydrants. He estimated the cost to the District of water provided at the stand pipe is approximately \$300 per month and it appears that 100% of the water is used by the Town of Los Altos Hills Public Works projects, and contractors working under Town permits. Director Jordan pointed out that it appears to customers to be an unfair distribution of water, given the water shortage during the drought. He proposed that the District charge the Town for the amount of water used by contractors and public works. The GM will discuss the issue with Town Engineer.
7. **CONSIDERATION FOR ADOPTING WATER CONSERVATION GOAL AND IMPACT ON FUTURE RATES.** Director Evans proposed that the District consider adopting a conservation goal of total water use at or below the Hetch Hetchy allocation supply assurance of 792K units a year. He explained that while customers have reduced use in 2015, there is still room for further reductions by providing better information about improving irrigation efficiency and finding leaks quicker. Director Solomon reminded that the capital improvement plan needs to be maintained, and questioned how further reductions would affect the budget for improvements. The GM explained that the budget, Capital Improvement Plan and recent rate increases are based on revenue generated from an annual use of 780K units. It was moved by Director Jordan, seconded by Director Anderson, to instruct the Attorney to draft a resolution adopting a conservation goal of 792K to be considered at the Board's February meeting.
8. **ENGINEER'S REPORT**
 - A. **PAGE MILL TANK RETROFIT** The Engineer reported that the roof was removed and new roof sections are being fabricated and installed; the ring foundation and tank hold-downs have been completed. Safety outreach for bicyclists has been successful. The project is on schedule despite many rain days. He explained change orders and cost sharing with the Los Altos Hills Fire District. He offered tours of the project.
 - B. **RATE COMPARISON** The Engineer annually conducts a rate comparison of local water agencies. His comparison showed that PHWD has the third lowest rates. He noted that other agencies appear to be increasing the fixed charges which reduces the variable cost of water and stabilizes revenue during a drought and winter months.

9. **MANAGER'S REPORT**

A. FIELD REPORT

- Main Leak on the Fremont Road 10" Cast Iron main. On December 13, a hole blew about the size of a baseball and caused a pipe split of roughly 10 feet. Approximately 30 feet of pipe was removed and replaced with new Ductile Iron pipe and a 10" isolation valve. A significant amount of water from the leak flooded the basement at 26630 Ascension. The Fire department pumped out about four feet of water from the basement. The claim was turned over to JPIA .
- Main Leak on Elena near Estralita. On December 16, a slow leak on the 8" cast iron pipe on Elena was discovered. The leak was a ½ circle crack on the bottom of the pipe and was repaired with a leak clamp.
- Main Leak on Concepcion and Westwind On December 21, a small leak on the 8" cast iron main was repaired. Due to the condition of the
- main, a new 3 valve set and about 20 feet of ductile iron pipe was installed. Main Leak on Concepcion near Viscaino. On December 22, the 8" cast iron main broke due to a two foot split. The main was repaired by installing five feet of ductile iron pipe.
- PAX forced air on Neary center vent. Ferguson fabricated an adapter to allow for the installation of the PAX vent.
- Center vent a Hungry Horse. A center vent neck was manufactured and is awaiting painting for installation of the cover.

- B. DISTRICT LOGO DECALS ON WORK TRUCKS** The GM provided a draft of three logos to be considered for labeling the District trucks. Director Anderson explained the importance of identifying the District trucks to the public.

10. **DIRECTORS' REPORT**

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES.** None to report

B. DIRECTORS' COMMENTS Director Jordan reported that he met with Mid-Peninsula Water District's subcontractor who was conducting a system-wide leak detection service. Director Evans reported that the Town updated its website with additional water conservation information. He also reported that the Town will consider joining the Silicon Valley Community Choice Energy Initiatives Program which may allow PG&E customers to buy energy from the Town at a discount. Director Anderson highly recommended the book: Using Grey Water and Storm Water to Enhance Local Water Supplies: An Assessment of Risks, Costs, and Benefits, National Academy of Engineers.

11. **AGENDA ITEMS FOR FEBRUARY 10, 2016 BOARD MEETING**

12. **CLOSED SESSION**

Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation
Title: General Manager The meeting went into closed session at 8:30 p.m.

13. **OPEN SESSION**

Public Employee Performance Evaluation
Title: General Manager

Amendment to General Manager's Employment Agreement The meeting was opened at 9:00 pm. No Action was taken

14. **ADJOURNMENT** It was moved by Director Holtz, seconded by Director Jordan, to adjourn the meeting at 9:05 p.m. Motion approved unanimously- voice vote.

Respectfully submitted



Raylene Collins, District Secretary

Approved: 

Robert N. Anderson, President