

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

**6:30 P.M. WEDNESDAY, NOVEMBER 8, 2017**

26375 FREMONT ROAD, LOS ALTOS HILLS CA 94022

# Agenda

- 6:30 1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**
- 6:35 2. COMMENTS FROM THE PUBLIC**
- 6:45 3. CONSENT CALENDAR**  
Items appearing on the Consent Calendar are considered routine and will be adopted in one motion, except for any item removed for separate consideration elsewhere on the agenda. The President will ask the Board and the audience for requests to remove these items.
- A. APPROVAL OF MINUTES: REGULAR MEETING OF THE BOARD OCTOBER 11, 2107**
- B. APPROVAL AND RATIFICATION OF OCTOBER 2017 DISBURSEMENTS PAID IN NOVEMBER 2017 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR EVANS, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLANS OCTOBER 2017 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:50 4. ENGINEER'S REPORT UPDATE**
- 7:00 5. ATTORNEY'S REPORT UPDATE**
- 7:10 6. AUTHORIZATION TO PURCHASE TWO DIESEL TRUCKS NOT TO EXCEED \$99,000 LIST PRICE DISCUSSION/ACTION**
- 7:20 7. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. CUSTOMER COMMUNICATIONS**
- 7:30 8. DIRECTORS' REPORT DISCUSSION/ACTION**
- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES**
- B. DIRECTORS' COMMENTS**

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**C. DATA RETENTION**

- 8:00 9. AGENDA ITEMS FOR DECEMBER 13, 2017 BOARD MEETING DISCUSSION**
- 8:05 10. ADJOURNMENT**

**ASSISTANCE FOR PERSONS WITH DISABILITIES**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Secretary at 650-948-1217. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Copies of all agenda reports and supporting data are available for inspection at the District office , 26375 Fremont Road, Los Altos Hills, Ca. A complete agenda and minutes can also be found on the District's website: <http://www.purissimawater.org>.

## PHWD MINUTES OCTOBER 11,2017 v3

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

Directors Present: President Brian Holtz, Vice President Steve Jordan (teleconference),  
Directors Robert N. Anderson, Ernie Solomon, and Peter Evans (delayed)

Staff Present: Patrick Walter, General Manager; Joubin Pakpour, Engineer; Catherine Groves, Attorney,  
Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** David Gilmour, Associate Member of the Town of Los Altos Hills Emergency Communication Committee (ECC), attended the meeting.
3. **CONSENT CALENDAR** It was moved by Director Anderson, seconded by Director Solomon, to approve the Consent Calendar. Motion approved – voice vote (4-0).
4. **ENGINEER’S REPORT** Nothing to Report
5. **ATTORNEY’S REPORT** Attorney Catherine Groves provided a summary of the report: “*Little Hoover Commission: Improving Oversight and Transparency for Special Districts*”. Director Holtz suggested that the District incorporate recommendation nine from the report that states that the District post documents on the website that provide improved transparency. These goals should be incorporated into the District’s practices because this information increases transparency which builds trust and public engagement. The GM agreed.
6. **ANTENNA MOUNT ON LA CRESTA TANK FOR TOWN OF LOS ALTOS HILLS EMERGENCY COMMUNICATIONS COMMITTEE (ECC)** David Gilmour, Associate Member of the ECC, requested the Board approve the installation of a one-directional 40’ radio antenna to be mounted on the roof of La Cresta Tank. It is necessary for the antenna to be located on the tank because the tank acts as a ground plane to strengthen the signal and provide the ability for communications to reach Sacramento. The GM explained the antenna mount could be welded to the roof in center of the tank, along with brackets for guy wires.. The Town of Los Altos Hills will pay for the installation and any required maintenance or damage to the tank. Director Jordan inquired about potential damage to the tank from lightning strikes and corrosion. Mr. Gilmour agreed to provide additional information on protection from lightning strikes. It was moved by Director Anderson, seconded by Director Solomon, to amend the agreement with the Town to approve the installation of the ECC proposed antenna on La Cresta Tank. Motion approved - roll call vote

AYES: Directors, Holtz, Jordan, Solomon, Anderson

NOES: None

ABSENT: Director Evans

7. **MANAGER’S REPORT**

### A. FIELD REPORT

- **Chloramine Boost Station.** The Hazardous Material permit process continues for the chemicals at Neary Tank. The Santa Clara County Department of Environmental Health is expected to write a letter to let us know of deficiencies and test points.
- **Lead Testing.** Samples were taken on Tuesday, September 12 at Bullis Gardener School. The four samples taken were all Non Detects.
- **Backflow and meter upgrades** were installed on Ortega Drive.

- **Vinedo Main Installation.** The entire 850LF of 8” DIP main was completed October 10, 2017. The next steps are to pressure test the main and test for water quality, reconnect 11 services, an air release and a hydrant. When complete, O’Grady Paving will pave the road.

Director Jordan requested that the monthly Manager’s Report include a summary report that shows distribution system statistics. He provided an example. The GM agreed.

**A. CUSTOMER COMMUNICATIONS** None to report

**8. DIRECTORS’ REPORT**

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES** Director Anderson reported that JPIA, the District’s insurance agent, now provides cyber security insurance without additional cost. He also provided documents from the Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors Meeting held September 21, 2017
- B. DIRECTORS’ COMMENTS** Director Jordan reported that he stayed at the SFPUC-owned cabin located at Hetch Hetchy reservoir, which is made available to water agency officials.
- C. DATA RETENTION** Director Holtz reported that a draft data retention policy will be provided to the Board at the November 8, 2017 meeting.

**9. AGENDA ITEMS FOR NOVEMBER 8, 2017 BOARD MEETING**

Draft Data Retention Policy

- 10. CLOSED SESSION: Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation (mid-year review) Title: General Manager.** The meeting went into closed session at 7:22 p.m.
- 11. OPEN SESSION: Public Employee Performance Evaluation (mid-year review) Title: General Manager.** The meeting returned to Open Session at 7:55 p.m. No action was taken.
- 12. ADJOURNMENT** It was moved by Director Anderson, seconded by Director Solomon, to adjourn the meeting at 7:57 p.m. Motion approved unanimously – voice vote.