

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
6:30 P.M. WEDNESDAY JULY 10, 2019

Agenda

- 6:30 1. CALL TO ORDER, ROLL CALL**
- 6:35 2. COMMENTS FROM THE PUBLIC**
- 6:40 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 JUNE 12, 2019**
- B. APPROVAL AND RATIFICATION OF JUNE 2019 DISBURSEMENTS PAID IN JULY 2019 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR SOLOMON, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLANS JUNE 2019 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:45 4. CONSIDER AND ADOPT DRAFT FY 2019-20 OPERATIONS AND CIP BUDGET**
DISCUSSION/ACTION
- 7:15 5. CONSIDER \$4 MILLION LOAN APPLICATION TO HOLMAN CAPITAL**
DISCUSSION/ACTION
- 7:45 6. CONSIDER AND ADOPT RESOLUTION 2019-04 REVISING PROCEEDURES FOR THE INVESTMENT OF PURISSIMA HILLS WATER DISTRICT MONIES IN THE LOCAL AGENCY INVESTMENT FUND**
DISCUSSION/ACTION
- 8:00 7. CONSIDER AND ADOPT RESOLUTION 2019-05 AUTHORIZING THE FILING OF AN APPLICATION WITH SANTA CLARA VALLEY WATER DISTRICT FOR SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM 2012 FUNDS**
DISCUSSION/ACTION
- 8:15 8. ENGINEER'S REPORT**
UPDATE/DISCUSSION
- A. CAPITAL IMPROVEMENT PROGRAM UPDATE**
- B. TAAFFE/ELENA CAPITAL PROJECT**

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY JULY 10, 2018

- | | | | |
|-------------|------------|--|--------------------------|
| 9:00 | 9. | ATTORNEY'S REPORT | UPDATE/DISCUSSION |
| 9:05 | 10. | MANAGER'S REPORT | UPDATE/DISCUSSION |
| | | A. FIELD REPORT | |
| | | B. CUSTOMER COMMUNICATIONS | |
| | | C. LOS ALTOS HILLS COUNTY FIRE DISTRICT | |
| 9:20 | 11. | DIRECTORS' REPORT | UPDATE |
| | | A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES | |
| | | B. DIRECTORS' COMMENTS | |
| 9:30 | 12. | AGENDA ITEMS FOR AUGUST 14, 2019 BOARD MEETING | DISCUSSION |
| 9:35 | 13. | CLOSED SESSION
PUBLIC EMPLOYMENT
Government Code section 54957
Title: General Manager | DISCUSSION/ACTION |
| 9:40 | 14. | RECONVENE TO OPEN SESSION | DISCUSSION/ACTION |
| 9:45 | 15. | 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 JUNE 12, 2019 REGULAR MEETING v3

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

Directors Present: President Evans, Directors Ernie Solomon, Steve Jordon, and Brian Holtz

Staff Present: Patrick Walter, General Manager; Phil Witt, Assistant General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; David Gehrig, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

2. **COMMENTS FROM THE PUBLIC** Customer Chris Taelemans spoke about her claim for damages caused by a leak on a main on Moody Rd.
3. **CONSENT CALENDAR** It was moved by Director Jordan, seconded by Director Holtz, to approve the Consent Calendar. Motion approved unanimously – voice vote.
4. **DRAFT FY 2019-20 OPERATIONS AND CIP BUDGET** The GM explained that the draft budget was revised to 766,000 units of water sold and that the BAWSCA bond surcharge was increased to \$365,000. The GM also explained that the District's cost of the Taffee/Elena Main Replacement Project, a \$3.7M capital improvement project, is uncertain until the Los Altos Hills County Fire District Commission (LAHCFD) formally agrees to share the cost. The GM said that he will also add the cost of an additional crewmember in order to make a five-member crew who can efficiently improve response times and lower repair costs. Director Evans requested that the budget forecast to 5 years. A revised draft budget will be provided at the Board's July 10, 2019 regular meeting. No action taken.
5. **APPROVAL OF K&M ASPHALT PROPOSAL TO GRIND, PAVE, AND STRIPE WITH PAINT THE ELENA RD. MAIN LEAK (NEAR FOOTHILL LANE) FOR AN AMOUNT NOT TO EXCEED \$20,000.** The Assistant GM described the work to be done and explained that this project is a separate agreement to the existing contract. Bid requests are not required in this submittal because the project cost is under the District's Procurement Policy threshold of \$25,000. It was moved by Director Jordan, seconded by Director Holtz, to approve the proposal. Motion approved unanimously - voice vote.
6. **RESOLUTION 2019-02 ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE TO THE DISTRICT DURING FY2019/2020.** The Attorney explained that Resolution 2019-02, required by law, limits the amount of expenditures that can be made from tax revenues on an annual basis. It was moved by Director Jordan, seconded by Director Solomon, to approve Resolution 2019-02. Motion approved unanimously – voice vote.
7. **OPERATIONS SITE LEASE RENEWAL TERMS** Director Jordan summarized the leases held by the Los Altos Hills County Fire District and Los Altos Library that are considered comparable to the District's Operations Site Lease held with the Town of Los Altos Hills. He suggested the District request an amendment to its lease for a longer term.
8. **ENGINEER'S REPORT**
 - A. **TAAFFE/ELENA CAPITAL PROJECT** The Engineer discussed the updated schedule for this project. The design is scheduled to be advertised in October 2019 and construction to begin early December 2019. He explained that previous delays were due to inclement weather, the reassignment of his staff to emergency designs for other District projects, permitting requirements, and environmental documentation. The Engineer also reported that the Moody Road Main Replacement Project Phase II will be ready for construction in late 2019. At the Board's next regular meeting on

July 10, 2019, he will discuss the list of new high priority projects that may be added to the District's Capital Improvement Plan.

B. AUTHORIZATION TO DESIGN CONCEPCION RD. MAIN IMPROVEMENT PROJECT

The GM explained that the request is for approval for a proposal from Pakpour Consulting Group to design the replacement and upsizing of mains that have a history of frequent leaks on Conception, Fremont, and Arastradero Roads. The Engineer will bring the proposal to the Board for their consideration at their July 10, 2019 Board meeting.

C. CALIBRATION REPORT FINAL MODEL It was moved by Director Holtz, seconded by Director Jordan, to accept the Final Calibration Model Report. Motion approved unanimously – voice vote.

9. ATTORNEY'S REPORT Nothing to report

10. MANAGER'S REPORT

A. FIELD REPORT

- Three meter upgrades with new backflows were installed on Altamont, Amherst, Moody.
- La Cresta Tank 1 was cleaned.
- Matadero Pump Station check valve vault and flow meter piping was backfilled. Paving remains to be done.
- New backup batteries (UPS) have been installed at all tank sites and pump stations for SCADA support in the event of power outages.
- The leak on Maurer was backfilled.
- DACO installed a private fire line connection to the main on Altamont Rd. across from Julietta. Two valves were installed with a 4" backflow.

B. CUSTOMER COMMUNICATIONS Nothing to Report.

C. LOS ALTOS HILLS COUNTY FIRE DISTRICT (LAHCFD) The GM explained that an agreement between the District and the LAHCFD regarding permission to install pumper caps on hydrants is being negotiated. Pumper caps are devices that can detect leaks in the District's main pipes. He also reported that the agreement for cost sharing the Taaffe/Elena Main Replacement Project is delayed because of issues with the LAHCFD budget, their internal audit, and uncertainties about the project's cost.

11. DIRECTORS' REPORT

A. BAWSCA, ACWA/JPIA, VALLEY WATER, AND OTHER AGENCY ISSUES Director Jordan reported on his attendance at the Sustainable Silicon Valley Conference held May 29, 2019. He discussed how a new storage project, to be used in drought conditions, that is being considered by Valley Water and BAWSCA may affect the District's supply allocations.

B. DIRECTORS' COMMENTS None

12. AGENDA ITEMS FOR JULY 10, 2019 BOARD MEETING

Update on LAHCFD agreements
Proposals from Pakpour Consulting Group
Budget

13. CLOSED SESSION The meeting went into Closed Session at 8:20 p.m.

PUBLIC EMPLOYMENT

Government Code section 54957

Title: General Manager

14. **RECONVENE TO OPEN SESSION** The meeting returned to Open Session at 8:35 p.m. No action taken.
15. **ADJOURNMENT** It was moved by Director Jordan, seconded by Director Solomon, to adjourn the meeting at 8:40 p.m. Motion approved unanimously – voice vote.

PHWD MINUTES JUNE 12, 2019 SPECIAL

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Evans called the Special meeting to order at 6:00 p.m. in the District office.

Directors Present: President Evans, Directors Ernie Solomon, Steve Jordon, Kathy Knopoff and Brian Holtz.

Staff Present: Patrick Walter, General Manager; Phil Witt, Assistant General Manager; David Gehrig, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None

3. **CLOSED SESSION** The meeting went into closed session at 6:10 p.m.

CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case

Claim from Chris Taelemans

4. **RECONVENE TO OPEN SESSION** The meeting returned to open session at 6:30 p.m. No action taken.

5. **ADJOURNMENT** The meeting adjourned at 6:30 p.m.

RESOLUTION NO. 2019 - 04

**REAUTHORIZING INVESTMENT OF
PURISSIMA HILLS WATER DISTRICT MONIES IN THE
LOCAL AGENCY INVESTMENT FUND AND REVISING LIST OF AUTHORIZED
POSITIONS**

PURISSIMA HILLS WATER DISTRICT

WHEREAS, pursuant to Chapter 730 of the statutes of 1976, Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund (LAIF) in the State Treasury for the voluntary deposit of money of a local agency for purposes of investment by the state Treasurer; and

WHEREAS, pursuant to Resolution 1991-5, the Board of Directors (Board) of Purissima Hills Water District (District) found that the deposit and withdrawal of money in the LAIF in accordance with the provisions of Section 16429.1 of the Government Code for investment purposes was in the best interests of the District and authorized the General Manager, Secretary of the District, and their successors in office to order the deposit or withdrawal of monies in the LAIF; and

WHEREAS, the Board continues to find that the deposit and withdrawal of money in the LAIF is in the best interests of the District and desires to revise the list of individuals who are authorized to make deposits and withdrawals to include the Administrative & Accounting Specialist and Assistant General Manager.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the deposit and withdrawal of Purissima Hills Water District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for investment purposes stated in that section.

BE IT FURTHER RESOLVED, that the following Purissima Hills Water District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

Patrick D. Walter
General Manager

Samantha Vu
Administrative & Accounting Specialist

Signature

Signature

Phil Witt
Assistant General Manager

Raylene Collins
Secretary of the District

Signature

Signature

PASSED AND ADOPTED this ____ day of _____, 2019, by the following
votes:

AYES:

NOES:

ABSENT:

President, Board of Directors
Purissima Hills Water District

ATTEST:

Secretary of the District

RESOLUTION NO. 2019 - 05

AUTHORIZING THE FILING OF AN APPLICATION WITH SANTA CLARA VALLEY WATER DISTRICT FOR SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM OF 2012 FUNDS

PURISSIMA HILLS WATER DISTRICT

WHEREAS, in November 2012 the voters of Santa Clara County approved Measure B, the Safe, Clean Water and Natural Flood Protection Program, as a countywide special parcel tax for 15 years with a sunset date of June 30, 2028 (Program); and

WHEREAS, the Santa Clara Valley Water District (Valley Water) created the 2019 Safe Clean Water Project A2 Water Conservation Grant Program as part of the Program (Grant Program), which provides funds for testing of new and innovative water conservation programs and technologies; and

WHEREAS, Valley Water's Water Conservation Unit has been delegated the responsibility for the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures established by the Valley Water require grantee's governing bodies to certify by resolution the approval of grantees to apply for and accept grant program funds; and

WHEREAS, Purissima Hills Water District (District) has eighty miles of water mains, forty miles of which are cast iron and asbestos cement and over fifty years old; and

WHEREAS, due to the District's high pressure system, some main breaks have caused damage to nearby properties and roads, resulting in significant water loss, overtime labor costs, and long water outages; and

WHEREAS, the District has identified an acoustic leak detection device that embeds intelligent nodes in fire hydrant caps, and transmits leak data via cellular communication, which is viable for use in the hilly District service area; and

WHEREAS, the District desires to submit an application to Valley Water for Program funds to purchase, install and maintain the acoustic leak detection devices on fire hydrant caps in its service area (Water Conservation Research Project).

NOW, THEREFORE, BE IT RESOLVED that the Purissima Hills Water District Board of Directors hereby:

1. Approves the submission of an application for local assistance funds from the 2019 Safe Clean Water Project A2 Water Conservation Grant Program under the Safe, Clean Water and Natural Flood Protection Program of 2012 for the Water Conservation Research Project;

2. Approves the acceptance of grant funds from the Grant Program, upon approval of grant funding for the Water Conservation Research Project by Santa Clara Valley Water District's Chief Executive Officer;
3. Certifies that the District has or will have sufficient funds to operate and maintain the Water Conservation Research Project for which it seeks funding from the Grant Program;
4. Certifies that the District will review and agree to the special provisions, general provisions and financial provisions contained in the grant agreement; and
5. Appoints the General Manager as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, and payment requests, which may be necessary for the completion of the Water Conservation Research Project.

PASSED AND ADOPTED this 10th day of July, 2019, by the following votes:

AYES:

NOES:

ABSENT:

President, Board of Directors
Purissima Hills Water District

ATTEST:

Secretary of the District