

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
6:30 P.M. WEDNESDAY AUGUST 14, 2019

Steve Jordan, Teleconference
650-949-3800
7539 Tullymore Drive
Dublin, OH 43016

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 JULY 10, 2019**
- B. APPROVAL AND RATIFICATION OF JULY 2019 DISBURSEMENTS PAID IN AUGUST 2019 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 JULY 2019 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:45 4. REVIEW AND APPROVE LOAN APPLICATION DISCUSSION/ACTION**
- 7:00 5. ENGINEER'S REPORT UPDATE/DISCUSSION**
- A. TAAFFE/ELENA CAPITAL PROJECT**
- B. REVIEW CAPITAL IMPROVEMENT PLAN**
- 7:30 6. ATTORNEY'S REPORT UPDATE**
- 7:35 7. CONSIDER AND ADOPT RESOLUTION 2019-07 ADOPTING SALARY SCHEDULE FOR FY 2019-2020 DISCUSSION/ACTION**

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| 8:00 | 8. MANAGER'S REPORT | DISCUSSION/ACTION |
| | A. FIELD REPORT | |
| | B. CUSTOMER COMMUNICATIONS | |
| | C. LOS ALTOS HILLS COUNTY FIRE DISTRICT | |
| 8:20 | 9. DIRECTORS' REPORT | UPDATE |
| | A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES | |
| | B. DIRECTORS' COMMENTS | |
| 8:30 | 10. AGENDA ITEMS FOR SEPTEMBER 11, 2019 BOARD MEETING | DISCUSSION |
| 8:35 | 11. CLOSED SESSION
PUBLIC EMPLOYMENT
Government Code section 54957
Title: General Manager | DISCUSSION/ACTION |
| 9:10 | 12. RECONVENE TO OPEN SESSION | DISCUSSION/ACTION |
| 9:15 | 13. 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 JULY 10, 2019 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, Brian Holtz, and Steve Jordon

Staff Present: Patrick Walter, General Manager; Phil Witt, Assistant General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett; 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 Jordon, seconded by Director Holtz, to approve the Consent Calendar. Motion approved unanimously (4-0) – voice vote.
4. **CONSIDER AND ADOPT DRAFT FY 2019-20 OPERATIONS AND CIP BUDGET** The GM explained revisions to the draft budget: He increased the total usage from 766,000 ccf to 770,000 ccf and decreased average selling price for the residential tiered rate. Director Evans discussed the impact of loans for capital improvements and loan repayment on the total debt balance. Director Jordan provided a 15-year pro forma projection that showed loans and loan repayment, and the amount of rate increases that are necessary to achieve the District's capital improvement plan. His 15-year projection is an informative document only and not attached to the proposed budget; it may be submitted with a federal loan application. It was moved by Director Jordan, seconded by Director Holtz, to approve the 2019-20 Operations and CIP Budget. Motion approved unanimously (4-0) – voice vote.
5. **CONSIDER \$4 MILLION LOAN APPLICATION TO HOLMAN CAPITAL** The GM explained that a \$4M loan will fund the Taaffe Elena Main Replacement Project, the top priority of the District's Capital Improvement Plan. The project cost may be shared with the Los Altos Hills County Fire District. It was moved by Director Jordan, seconded by Director Holtz, to authorize the GM to apply for a loan for up to \$4 million. Motion approved unanimously (4-0) - voice vote.
6. **CONSIDER AND ADOPT RESOLUTION 2019-04 REVISING PROCEDURES FOR THE INVESTMENT OF PURISSIMA HILLS WATER DISTRICT MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF)** The GM explained that the resolution adds the authorization for the Assistant General Manager and the Billing Specialist/Accountant to move funds between the LAIF and the District's checking account as needed. Director Evans requested that those fund transfers are shown on the monthly financials. It was moved by Director Jordan, seconded by Director Solomon, to approve Resolution 2019-04. Motion approved unanimously (4-0) – voice vote
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** It was moved by Director Jordan, seconded by Director Solomon, to approve Resolution 2019-05. Motion approved unanimously (4-0) – voice vote.
8. **ENGINEER'S REPORT**

- A. CAPITAL IMPROVEMENT PROGRAM UPDATE** The Engineer updated the list of capital improvements to include five new projects that replace cast iron mains in Fremont Rd., Concepcion Rd., Sherlock Rd., and a cross country main on the Seton property. The total of twenty three projects have an estimated cost of \$31.6 million. He then presented the project maps and explained necessary improvements. He will provide the final CIP at the August 14th, 2019 Board meeting.
- B. TAAFFE/ELENA CAPITAL PROJECT** The Engineer reported that the design is on schedule.
- 9. ATTORNEY'S REPORT** The Attorney reported that the FY 2019-2020 salary schedule will be presented for adoption at the August 14th, 2019 Board meeting.
- 10. MANAGER'S REPORT**
- A. FIELD REPORT**
- Neary Tank 2 Pax fan motor is being replaced because of the motor failure.
 - Foothill College hired Bay Area Backflow to install a 4" backflow preventer at the observatory fire connection.
 - The Assistant GM met with Nichol Bowersox on June 25th regarding the force sewer mains in the right of way. It was agreed that the District will give to the Town the project's scope of work and in turn the Town will contact the homeowner and ensure the line is marked.
 - The Assistant GM sent in a Letter of Intent to the EPA WIFIA loan program.
 - Crew repaired a small service leak on Vista Del Valle. Service was very shallow and not located in the road. The repair was 8 ft. of copper.
- B. CUSTOMER COMMUNICATIONS** Nothing to Report
- C. LOS ALTOS HILLS COUNTY FIRE DISTRICT (LAHCFD)** The GM reported that the cost sharing agreement on the Elena Taaffe Main Replacement is delayed until a formal Engineers Estimate can be provided to the LAHCFD
- 11. DIRECTORS' REPORT**
- A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES** Director Jordan reported that he met with Roger Spreen, Mayor of Town of Los Altos Hills, about the District's Operation Center Lease Agreement at the Town Hall site. At that meeting, he provided a comparison of local government leases in the Los Altos area and requested a guaranteed renewable agreement with the Town. Director Jordan also requested that the Town comply with the Underground Service Alert law to locate and mark regular and force flow sewer lines where the District is excavating. Director Jordan reported that he met with BAWSCA officials regarding supplemental supply.
- B. DIRECTORS' COMMENTS** Nothing to Report
- 12. AGENDA ITEMS FOR AUGUST 14, 2019 BOARD MEETING**
Review and adopt CIP
Loan application
Adoption of Salary Schedule for FY 2019-2020

13. **CLOSED SESSION** Continued to the August 14, 2019 Board meeting.
PUBLIC EMPLOYMENT
Government Code section 54957
Title: General Manager
14. **RECONVENE TO OPEN SESSION**
15. **ADJOURNMENT** It was moved by Director Jordan, seconded by Director Holtz, to adjourn the meeting at 9:35 p.m. Motion approved unanimously (4-0) – voice vote.