

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

**OCTOBER 14, 2015 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, Brian Holtz, Peter Evans, and Steve Jordan (teleconference)  
  
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 Evans, to approve the Consent Calendar. Motion approved (5-0) - voice vote.
4. **REVISIONS TO POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS AND FOR BIDDING REQUIREMENTS** The Attorney explained that advertising in the newspaper is not a statutory requirement for county water districts and that it may be substituted with sufficient and comparable electronic advertising. The Engineer further explained that most contractors get information from membership-based project plan houses that notify members electronically through e-mail and on resource websites. In addition, the Engineer keeps lists of all contractors who have bid on projects in the past and are notified directly to bid new projects. He explained that bid advertisement in the newspaper may cost \$3,000 to \$5,000 with publication deadlines that complicate the bid scheduling. After discussion, it was agreed that a revised bid advertisement policy will be prepared for consideration and action by the Board at their December 2015 meeting.
5. **ENGINEER'S REPORT**
  - A. **PAGE MILL TANK RETROFIT** The Engineer reported that the project was awarded to Paso Robles Tank, the contracts are signed, a preconstruction meeting is scheduled for Oct. 21, 2015, and construction will begin mid November 2015. Because Page Mill Tank is the only storage tank supplying the zone, an intertie with City of Palo Alto will be used to supply water to Zone 4 while the project is in construction. A temporary tank is in place to supply water to the Zone in the event of an emergency outage from City of Palo Alto.
  - B. **NEARY TANK UTILIZATION PROJECT** This project was completed in early 2014. However, a non-structural defect was discovered in the concrete foundation design that caused a cosmetic cracking. It has no impact on the function or seismic resistance of the tank. An agreement and release was signed between Cornerstone and the District providing the District with a credit of \$13,000 for the cosmetic repair that will be applied to the Hungry Horse Tank seismic evaluation.
6. **DEFINITION OF WATER WASTE AS IT RELATES TO USES FOR CONSTRUCTION AND PUBLIC WORKS** Director Jordan questioned the long term viability of the District providing free water and proposed the possibility of charging the Town for a permit. The General Manager explained that contractors who have access to free water at the wharf head are less likely to use fire hydrants for water.. Director Evans suggested considering trucking in recycled water or directing contractors and public works to recycled water sources. Director Holtz suggested asking the Town to deny permits to contractors who violate the promise to not access water from hydrants. Director Evans suggested the District attempt to collect a fine.

7. **MANAGER'S REPORT**

**A. CONSERVATION UPDATE** The General Manager reported that consecutive hot days in September caused more water use. District-wide savings during the State Water Resources Control Board (SWRCB) measurement period from May-November is 34% and for the calendar year-to-date it is 28%.

**B. FIELD REPORT**

- Leak on Natoma and Black Mountain: On September 21, the six inch cast iron main broke with a half circle crack that was temporarily repaired with a clamp. Eighty feet of new 8" ductile iron pipe was installed to take two old cast iron pipes out of service and to install two three valve sets for more efficient water flow and to reduce the number of properties out of service during a shut down.
- Leak on Padre Ct.: On October 6, an 8" ductile iron pipe broke due to an 1-1/2" hole that blew-out of the top of the main. The main was repaired with a clamp.
- Elsie Way 6" DIP main: The property owner for 12060 Elsie Way is installing a water main for a hydrant and service. District crews are inspecting and handling issues relative to other conflicting utilities on their long and narrow driveway.
- Page Mill Tank: Staff started the removal of electrical conduits and wiring necessary to perform the seismic work on the tank. The SCADA box needs to be relocated in order to provide tank level and pressure data for control.

**C. CUSTOMER COMMUNICATIONS** None to Report

8. **DIRECTORS' REPORT**

**A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA),**

**ACWA/JPIA AND OTHER AGENCY ISSUES** Director Anderson reported that the San Francisco public Utility Commission (SFPUC) has a three year supply of water in the Hetch Hetchy system. The SFPUC continues to study the proposed upgrade to the Mountain Tunnel. He mentioned the importance of submitting for water conservation grants offered by the Santa Clara Valley Water District.

**B. DIRECTORS' COMMENTS** Director Evans suggested the District have a goal to continue conservation that results in usage below the SFPUC's supply assurance. He requested staff work with high users as identified in previous conservation mailings and outreach.

9. **CONSIDER RESCHEDULE MEETING NOVEMBER 11 (VETERANS DAY)** It was moved by Director Anderson, seconded by Director Holtz, to cancel the November 11, 2015 meeting because the meeting date is a national holiday (Veteran's Day), and for lack of important agenda items. Motion approved- roll call vote:

AYES: Directors Anderson, Holtz, Solomon, and Evans

NOES: Director Jordan

ABSENT: None

10. **AGENDA ITEMS FOR THE DECEMBER, 2015 BOARD MEETING**

Rate change proposed by Pakpour Engineering

11. **ADJOURNMENT** Meeting adjourned at 8:20 p.m.

Respectfully submitted

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Raylene Collins, District Secretary

Approved: 

Ernest Solomon, President