

PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

November 18, 2020 Minutes

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** Vice President Holtz called the regular meeting to order at 6:30 p.m. on the Zoom on-line platform.

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

Staff Present: Phil Witt, General Manager; Anthony Stoloski, Operations Manager; Raylene Collins, District Secretary, Joubin Pakpour, Engineer, Pakpour Consulting Group; Brandon Laurie, Engineer Pakpour Consulting Group; Dave Gehrig, Attorney, Hanson Bridgett

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC**
3. **CONSENT CALENDAR** It was moved by Director Knopoff, seconded by Director Jordan, to approve the Consent Calendar. Motion approved unanimously – roll call vote.
4. **Appreciation for Raylene Collins, District Secretary** Raylene (Ray) Collins described the reasons for her early retirement after 8 years of employment with the District, and expressed appreciation for the District's generosity. The Board members expressed their appreciation. The GM discussed the search for a replacement.
5. **Resolution 2020-08 Appreciation for Director Ernest Solomon** The GM presented Resolution 2020-08 that described Director Solomon's leadership, contributions, and dedication to the Board of Directors for 24 years. The Board members expressed their appreciation for Director Solomon. It was moved by Director Jordan, seconded by Director Evans, to approve Resolution 2020-08. Motion approved unanimously – roll call vote.
6. **Consider cancelling the December 9, 2020 Board meeting.** It was moved by Director Jordan, seconded by Director Holtz, to cancel the December 9, 2020 Board meeting for lack of agenda items. Motion approved unanimously – roll call vote.
7. **Resolution 2020-09 Adopting Procedures for Payment** Resolution 2020-09 gives the Operations Manager check signing authority for vendor payments under \$1,000. Director Holtz recommended that although the District Secretary is already approved for check signing authority, the District Secretary should be added to the resolution. It was moved by Director Knopoff, seconded by Director Holtz, to approve Resolution 2020-09 as revised. Motion approved unanimously – roll call vote.
8. **Consider and approve the reimbursement of registration and associated fees for Director Jordan's virtual attendance at the Sustainable Silicon Valley Waterpalooza Conference December 3 -4, 2020 and the Water Now Alliance Summit April 6-8 2021.** Director Jordan explained the events he hoped to attend. It was moved Director Holtz, seconded by Director Knopoff, to approve the reimbursement of registration and associated fees for the Sustainable Silicon Valley Waterpalooza and Water Now Alliance Summit. Motion approved roll call vote – (4-0). Jordan abstaining.
9. **Approval of a contract with Ten Over Studios for the Preliminary Design of the McCann Maintenance Building Upgrades for an amount of \$50,120.** The Engineer reported that the McCann Maintenance Building (Operations Yard), where the District's equipment and inventory are stored, is vulnerable to a

moderate earthquake. The building must be renovated or replaced to be safe and functional after a disaster. The preliminary design of this project is included in the Districts current Fiscal Year Capital budget. He contacted three architects about the design; two responded with proposals. A selection comprising of the General Manager, Operations Manager and Engineer selected Ten Over Studios because the firm has worked for small districts and the Principal understood the District needs. The selection process adhered to the District's procurement policy. Ten Over will conduct a needs assessment and seismic analysis and prepare a preliminary design. Director Knopoff agreed the fee was reasonable, then questioned if the Engineer provided Ten Over with a budget and guidelines. Director Evans agreed and Director Jordan asked to see the guidelines. The Engineer added that a needs assessment will come before the Board. Director Evans suggested flexible space with multiple uses. The GM reported that meeting space, emergency living quarters, and heat systems will be improved. It was moved by Director Holtz, seconded by Director Knopoff, to approve the contract. Motion approved unanimously - roll call vote.

10. **Fire Hydrant Flow Requirements** Director Jordan discussed the principals of flow requirements and that they are considered when replacing pipes. Regarding the project on Concepcion, there is an operational need to meet flow requirements, but not necessarily an obligation on cul-de-sacs.
11. **Tier Two Drought Allocation** Director Jordan explained that the Bay Area Water Supply and Conservation Agency (BAWSCA) is renewing the Tier Two Drought Allocation formula and it is not favorable to the District. The formula stipulates that the further below a district's use is under the Individual Supply Guarantee (ISG), the lesser the cutback. Also, the formula stipulates that districts with high summer use, will be cutback more. Conversely, the allocation increases to districts that found alternative supplies. The formula cannot be modified. Director Jordan urged the importance of finding additional supplies because the District's ISG could be significantly cutback during a drought.
12. **CIP Funding** Director Jordan suggested seeking another loan while interest rates are low to fund as many projects as feasible. The Engineer added that it is feasible to replace up to one mile of pipe a year. Thirty projects are on the Capital Improvement Plan. Director Holtz suggested that a rate study would provide data to consider. The General Manager stated the District is soliciting proposals from rate consultants.
13. **Engineer's Report**
 - A. **Taaffe/Elena/Moody Road Water Main Replacement – Progress Payment No. 6** The Engineer explained that Teichert stabilized slopes, installed retaining walls, installed cathodic protection, and did several ties-ins. The pipeline backbone is now in place and operational from Neary Tank to Deer Creek Pump Station. The project is on schedule and budget.
 - B. **Concepcion Road Water Main Replacement** The engineer discussed the impact on the project schedule of adding cul-de-sacs to the project. The design is almost complete. He will confirm with the Los Altos Hills County Fire District General Manager if they intend to add the cul-de-sacs, and report to the Board about its impact on project schedule.
 - C. **Water Rate Comparisons** Charts showing comparisons of PHWD water rates with other districts and agencies was provided. The charts show what PHWD customers pay less than the median compared to other agencies customers, for the same amount of use.
14. **Attorney's Report** The Attorney reported on the schedule for a rate hearing to be held in 2021.
15. **Manager's Report**
 - A. The GM reported is working on adjustments to the Scada system and the Adobe Creek repair at Toyon Yard. He also reported that the FY2019-2020 audit is complete.

B. Field Report

- Page Mill Gate is now complete.
- On 10/19 crew installed a new 1" water service and 2" backflow for a new house on Bassett LN.
- On 11/2 there was a leak on Dori Ln. The leak was a full circle crack on 6" CIP, it was in the pathway and did no property damage.
- On 11/4 there was a leak on Padre Ct. The leak was severely corroded bolts that failed on an 8" DIP fitting. This is the same pipe repaired last month. The corrosion on the pipe is significant. There is some minor asphalt repair in the street.
- On 11/10 the Fire District installed a new Hydrant lateral on Viscaino Rd. An inline valve was added on the main at the same time.
- On 11/12 there was a leak on Templeton Pl. This leak was on a service Corp directly tapped on the pipe. There were 3 service taps within 2 feet of pipe. All 3 services were upgraded from direct taps on CIP to the standard service saddles on 5 feet of DIP. Required is a 10'x10' asphalt repair in the street.
- On 11/13 there was a leak inside Congregation Beth AM. The leak was a crack on 6" cast Iron pipe. A full circle repair was done. It was inside a planter area, so the restoration was minimal.
- Quotes were received for replacing the roof at Matadero Creek Pump Station.

C. Customer Communications None to Report

16. Directors' Report

A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics Director Jordan reported on Valley Water storage projects.

B. Directors' comments None

17. Agenda Items January 14, 2020

General Manager Review

Proposal for Rate Consultant

18. ADJOURNMENT The meeting was adjourned at 9:40 p.m.

Respectfully submitted

District Secretary

Approved: _____
Brian Holtz, President