

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
6:30 P.M. WEDNESDAY MARCH 13, 2019

Agenda

- 6:30 1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE**
- 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 FEBRUARY 13, 2019**
- B. APPROVAL AND RATIFICATION OF JANUARY 2019 DISBURSEMENTS PAID IN FEBRUARY 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 FEBRUARY 2010 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- 6:45 4. APPROVAL OF RESERVE POLICY DISCUSSION/ACTION**
- 7:00 5. APPROVAL OF CONSTRUCTION FOR ELENA RD. MAIN REPLACEMENT PROJECT FOR AN AMOUNT NOT TO EXCEED \$198,000 DISCUSSION/ACTION**
- 7:10 6. DISTRICT WEBSITE: VIEW MY BILL REGISTRATION UPDATE**
- 7:15 7. ENGINEER'S REPORT UPDATE**
- 7:30 8. ATTORNEY'S REPORT UPDATE**
- 7:35 9. MANAGER'S REPORT UPDATE/DISCUSSION**
- A. FIELD REPORT**
- B. CUSTOMER COMMUNICATIONS**

PURISSIMA HILLS WATER DISTRICT
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WEDNESDAY MARCH 13, 2018

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| 8:00 | 10. DIRECTORS' REPORT | UPDATE/DISCUSSION |
| | A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES | |
| | B. DIRECTORS' COMMENTS | |
| 8:15 | 11. AGENDA ITEMS FOR APRIL 10, 2019 BOARD MEETING | DISCUSSION |
| 8:20 | 12. CLOSED SESSION
PUBLIC EMPLOYMENT
Government Code section 54957
Title: General Manager | DISCUSSION/ACTION |
| 8:40 | 13. RECONVENE TO OPEN SESSION | ACTION |
| 8:45 | 14. 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 FEBRUARY 13, 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 Jordan

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

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** Kathleen Knopoff, a customer and candidate for Director of the Board, attended by teleconference.
3. **CONSENT CALENDAR** It was moved by Director Jordan, seconded by Director Holtz, to approve the Consent Calendar. Motion approved unanimously– voice vote.
4. **RESOLUTION 2019-01 APPOINTMENT OF KATHLEEN KNOPOFF TO THE BOARD OF DIRECTORS AND OATH OF OFFICE** Director Jordan explained that to fill a vacant seat on the Board, the District notified the Santa Clara County elections officer and posted a notice of open seat on the door of the District's administrative office, NextDoor, and the District's website, and sent to all customers the notice in a newsletter seeking applications from interested and eligible members of the public to fill the Board vacancy. The District received statements of interest from three candidates and the three candidates were interviewed by an advisory committee of the District. After considering all information from the candidates, the advisory committee and the Board concluded that Kathleen L. Knopoff was the best candidate to fill the open seat due to her relevant training and experience in management consulting and organizational behavior, relevant experience with local agencies on climate resiliency efforts, and ability to offer a fresh point of view on District issues. At its December meeting, the Board recommended that the County appoint Kathleen L. Knopoff to the Board of Directors. The County subsequently notified the District that the deadline for the County to fill the open seat had passed and the District was authorized to fill the open seat directly. It was moved by Director Jordan, seconded by Director Solomon, to approve Resolution 2019-01. Motion approved unanimously – voice vote
5. **AUTHORIZATION FOR DIRECTOR JORDAN TO ATTEND WATERNOW ALLIANCE SUMMIT MARCH 27-29, 2019 IN AUSTIN, TEXAS** It was moved by Director Holtz, seconded by Director Solomon, to approve Director Jordan's attendance at the WaterNow Alliance Summit and reimbursement of expenses that exceed the amount paid by WaterNow Alliance. Motion approved 3-0. Director Jordan abstaining.
6. **RESOLUTION 2019-02 APPRECIATION FOR RETIRED EMPLOYEE GINNY TO** The District Secretary read Resolution 2019-02: Ms. Ginny To was hired by the District as a Billing Manager in 1999 and was instrumental in performing a variety of business functions including managing billing and customer accounts, answering customer inquiries, preparing and tracking work orders, assisting in audit preparations, and supporting the General Manager. She established a friendly and approachable presence with customers and staff of the District, and she was well regarded in the community. During her 19-year tenure with the District, Ms. To served the District with professionalism, loyalty, and dedication. In view

of Ms. To's retirement on April 30, 2018, the members of the Board of Directors conferred special recognition upon her for her contributions to the District.

It was moved by Director Jordan, seconded by Director Solomon, to approve Resolution 2019-01. Motion approved unanimously – voice vote

7. **RESOLUTION 2019-03 APPROVING AMENDMENTS TO THE WATER SUPPLY AGREEMENT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND WHOLESALE CUSTOMERS IN ALAMEDA COUNTY, SAN MATEO COUNTY, AND SANTA CLARA COUNTY** The Attorney explained the seven amendments that BAWSCA and SFPUC identified as having the greatest importance to member agencies: 1) Oversight of SFPUC's Capital Improvement Program; 2) Tier 1 Drought Allocation Plan; 3) Decisions regarding supply assurance to San Jose and Santa Clara; 4) Asset classification as water, power or joint; 5) Annual reconciliation of the Wholesale Capital Fund; 6) WISP completion date; and 7) Groundwater storage plan.

It was moved by Director Holtz, seconded by Director Solomon, to approve Resolution 2019-03. Motion approved unanimously – voice vote

8. **CONSIDER AND ADOPT RESERVE POLICY** The GM explained that the purpose of the Reserve Policy is to establish separate funds for the District's unemployment insurance, emergency expenses due to natural disasters, and urgent capital projects. The fund enables the District to minimize significant water rate fluctuations due to unforeseen and unexpected cash flow requirements. Director Jordan said that the target amounts are likely too high, and the Policy should include a timeline for achieving the goals. Director Evans recommended that an asset allocation plan, or glide path, is included and that the separate funds are combined into one. Director Holtz suggested that the targets amounts are considered nonbinding goals without a budget tied to projects and without a required timeline. Director Jordan agreed. This item will be reconsidered at the March 13, 2019 Board meeting.
9. **CONSIDER AND ADOPT DEBT POLICY** The purpose of the Debt Policy is to establish the parameters for obtaining debt financing and commercial loan agreements for funding the District's long-term capital improvements as approved by the Board of Directors. Director Jordan requested that the policy include government entities as a lender, and clarified how a line of credit will be used. It was moved by Director Solomon, seconded by Director Jordan, to adopt the Debt Policy as revised. Motion approved unanimously – voice vote
10. **APPROVE CONTRACT WITH JDH CORROSION CONSULTANTS, INC. FOR AN AMOUNT OF \$19,670 FOR CORROSIVITY SOILS TESTING THROUGHOUT THE DISTRICT** The Engineer explained that the purpose of a corrosivity evaluation is to develop a comprehensive data base related to the corrosion potential resulting from the soils to ductile, cast iron, dielectric coated steel, mortar-coated steel and asbestos-cement (AC) water mains. The information will allow a better understanding of the risk of failure for mains resulting from corrosion. Approximately 60 in-situ soil resistivity measurements will be taken throughout the District. A corrosivity classification map will be prepared.

It was moved by Director Jordan, seconded by Director Holtz, to approve the contract with JDH Corrosion Consultants for an amount not to exceed \$20,000. Motion approved unanimously – voice vote

11. **CONSIDER AND APPROVE PAKPOUR CONSULTING FEE INCREASE** The Engineer explained that his last adjusted billing rates with the District occurred on July 1, 2017. He showed that the new increased rates are still below the local industry average. It was moved by Director Jordan, seconded by Director Solomon, to approve the Pakpour Consulting Fee Increase. Motion approved unanimously – voice vote.

12. **ENGINEER'S REPORT** The Engineer reported that he will update the District's 2013 construction specifications prior to the upcoming major projects. He also reported that work is underway to calibrate zone 2 for the hydraulic model. Flow data from hydrants will be discussed with the Los Altos Hills County Fire District. The Engineer discussed the Elena Rd. Main replacement project and explained that although the survey was delayed by rain, the design is on schedule.

13. **ATTORNEY'S REPORT** The Attorney discussed the requirements of California SB998 Discontinuance of Residential Water Service.

14. **MANAGER'S REPORT**

A. FIELD REPORT

- **Page Mill & Lupine.** The 4-valve installation was finished and paved.
- **Viscaino Ct.** A broken valve stem was replaced.
- **Elena Rd.** The Elena leak was re-patched because extensive rain caused a pothole to develop that needed repair. The Assistant GM is working with the Town of Los Altos Hills public works officials regarding the abandonment of their nearby storm drain.
- **Main Pump Station.** The new starter panel for pump 2 has not yet arrived.
- **Neary Tank site.** Crew installed a new Rotork seismic valve. The previous valve from Flo Loc has never worked.
- **Beacon meters.** In January, 81 Beacon devices were installed and in February 126; 413 remain to complete the district.
- **Corte Madera / Concepcion.** DACO excavated the tee feeding Corte Madera. The tee sits at 45 degrees downward direction which hinders operation. Crew will replace it with a new 3-valve set.
- **Seton Property leak.** On Dec. 19th a leak occurred on an 8" CI cross country from Altamont Rd. to the Seton property. The leak was caused by a corrosion hole and 5 feet of pipe was replaced.

B. CUSTOMER COMMUNICATIONS None to report.

15. **DIRECTORS' REPORT**

A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES

B. DIRECTORS' COMMENTS Director Jordan reported on legal actions against the State Water Resources Control Board related to the Bay Delta Plan minimum flow provisions. He also reported that the Subcommittee on the Operations Leases, composed of Directors Jordan and Solomon and the GM, met on Feb 12, 2019; he summarized the terms of prior lease agreements.

16. **CONSIDER RESCHEDULING MAY 8, 2019 BOARD MEETING DATE AND TIME.** It was moved by Director Jordan, seconded by Director Solomon, to reschedule the May 8th meeting to May 15, 2019. Motion approved unanimously – voice vote.

17. **AGENDA ITEMS FOR MARCH 13, 2019 BOARD MEETING**

Reserve Policy

Approval for construction of Elena Rd main replacement

18. **CLOSED SESSION 9:10**

Public Employee Performance Evaluation Pursuant to California Title/Unrepresented Employee: General Manager/Patrick Walter

The meeting went into closed session at 9:10 p.m.

19. RECONVENE TO OPEN SESSION

Public Employee Performance Evaluation

Title: General Manager

Amendment to General Manager's Employment Agreement

The meeting returned to open session at 10:00 p.m. The Board approved the General Manager's salary increase of 6.5%.

20. ADJOURNMENT The meeting adjourned at 10:03 p.m.