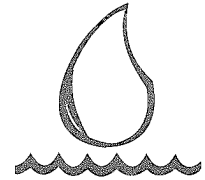


PURISSIMA HILLS WATER DISTRICT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS



April 10, 2013 Minutes

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

Directors Present: President Stephen A. Jordan, Vice President Gary Kremen, Directors Robert N. Anderson, Ernest Solomon, Brian Holtz

Staff Present: Patrick D. Walter, General Manager; David S. Gehrig, Attorney; Joubin Pakpour, Engineer; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC.** Customer Dru Anderson announced CPR training courses to be held at the fire station located at Foothill College. As a Certified Emergency Response Team (CERT) member and Incident Commander, she asked the Directors to consider helping the CERT members, in the event of a natural disaster, by visiting the tank sites and reporting on the conditions to CERT.

3. **CONSENT CALENDAR:**

It was moved by Director Anderson, seconded by Director Solomon, to approve Consent Calendar items A. Minutes and C. Financial Reports for March 2013. Motion carried unanimously – voice vote.

It was moved by Director Jordan, seconded by Director Holtz to approve and ratify March 2013 disbursements as amended. Motion carried unanimously – voice vote.

4. **CONSIDER ADOPTION OF A RESOLUTION REGARDING PROCEDURES FOR PAYMENT OF DISBURSEMENTS** It was agreed to test a new process of approving invoices for April 2013 payables to be paid in May 2013.

5. **CONSIDER AUTHORIZING A DISTRICT CREDIT CARD** No credit card will be authorized.

6. **CONSIDER COST PROPOSAL FOR INDEPENDENT AUDITOR SERVICES FROM CHARLES Z. FEDAK AND COMPANY** It was moved by Director Anderson and seconded by Director Kremen to approve an agreement with Charles Z. Fedak for auditor services. Motion carried unanimously – voice vote.

7. **RESOLUTION NO. 2013-4 APPOINTING A BOARD MEMBER TO THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA) 2013/2014** It was moved by Director Holtz, seconded by Director Kremen, to appoint Director Anderson to the Board of Directors of BAWSCA and adopted the resolution as amended. Motion carried – roll call vote

AYES: Directors Kremen, Jordan, Solomon, Holtz, Anderson

NOES: None

ABSENT: None

8. **RESOLUTION NO. 2013-5 APPOINTING A BOARD MEMBER TO THE SAN FRANCISCO BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY (RFA)**

It was moved by Director Solomon , seconded by Director Holtz , to appoint Director Anderson to the Board of Directors of the RFA and approve Resolution 2013-5 as amended. Motion carried – roll call vote

AYES: Directors Kremen, Jordan, Solomon, Holtz, Anderson

NOES: None

ABSENT: None

9. **REPRESENTATION AT ACWA/JPIA BI-ANNUAL CONFERENCES** Director Solomon and the General Manager will attend the ACWA 2013 Spring Conference & Exhibition May 7-10 2013 to be held in Sacramento, Ca.

10. **LEGAL UPDATE: THE CALIFORNIA PUBLIC RECORDS ACT AND ELECTRONIC COMMUNICATIONS FROM PERSONAL DEVICES.** The Attorney summarized a recent trial court ruling in Santa Clara Superior Court holding that city employee communications (e-mails or text messages) from personal devices regarding city business are public records subject to disclosure under the California Public Records Act. The attorney will investigate email protocols in place with other agencies, and report his findings and recommendations at the May 8, 2013 Board of Directors meeting.

11. **HYDRANT SECURITY / WATER PERMIT FOR CONSTRUCTION PURPOSES** The Engineer reported that LAHCFD might consider locks on hydrants, but suggested implementing other deterrents such as enforcing permits, fines, and warning plates on hydrants before the hydrants locks. They are very concerned about access to their hydrants and the ability for other agencies to provide mutual aid. He also reported that seven BAWSCA members who responded to a survey by the General Manager reported no significant issues with water theft, and thus do not use locks. Some would issue fines on the user if caught. The General Manager reported on a meeting with the Town of Los Altos Hills Planning Director of the Town of Los Altos Hills who is considering requiring a hydrant permit as a condition of approval for grading and building permits. The Engineer explained that permits, fines, and plates on the high pressure hydrants- the hydrants that cause the greatest damage to pipes when mishandled- should be considered first. The District should also educate customers on the importance of reporting theft.

12. **ENGINEER'S REPORT**

- A. **NEARY TANK UTILIZATION PROJECT** The Engineer reported that the new foundation design on the tank is continuing. A structural inspection identified an unusual horizontal bend in a portion of the 50' span rafters. One rafter that has twisted 45 degrees will be repaired before the tank is put back in service this year. As part of the Neary Utilization Project the structural engineer will design blocking to prevent this issue in the future. The project is on schedule to go out to bid in October, 2013.
- B. **LA CRESTA TANK #2 RECOATING.** The Engineer reported the project is on schedule and on budget, there have been no complaints from neighbors. The tank will be back in service by May 13, 2013. He recommended payment to the contractors. It was moved by Director Holtz, seconded by Director Solomon to approve disbursements of \$139,674 to Advanced Industrial Services and \$8,771.50 to CSI Services. Motion carried unanimously-voice vote. The Engineer also reported that a structural engineer's inspection of La Cresta Tank #2 and McCann Tank #2 revealed only minor corrosion and no structural issue.

13. **MANAGER'S REPORT**

A. WATER TANK SITES

- 1, APPROVAL FOR PAINTING SEISMIC WELDING WORK AND TOUCHUP TO McCANN TANK 1, McCANN TANK 2, AND NEARY TANK 2: The General Manager discussed the three detailed bids for interior and exterior painting on the welding work on McCann Tanks #1 and #2. It was moved by Director Holtz, seconded by Director Kremen, to approve payment of up to \$40,000 for painting work on the three tanks. Motion carried – voice vote.
2. STATUS OF SEISMIC WELDING WORK. The General Manager reported on the status of the welding completed by Ferguson Welding. It was moved by Director Solomon, seconded by Director Anderson, to approve disbursement of \$19,704.72 to Ferguson Welding. Motion carried unanimously-voice vote.

B. FIELD REPORT: The wharf head meter was installed, currently forming and pouring a concrete flush clean out on McCann Tank #1, and potholed the driveway up to the Altamont tank to locate existing water mains in anticipation of installing a new main.

C. CUSTOMER COMMUNICATIONS None

14. **DIRECTORS' REPORT**

A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES: Nothing to report

B. DIRECTORS' COMMENTS. Director Jordan reported that the grant application to the 2013 Comprehensive Stewardship Grant Program funded by the Santa Clara Valley Water District was submitted.

C. AGENDA ITEMS FOR MAY 8, 2013 BOARD MEETING

- Report on CPRA practices on e-mails
- Assessing tank status in an emergency
- Hydrant security permits and fines

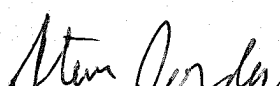
11. **CLOSED SESSION** The Board went into closed session pursuant to California Government Code Section 54956.9(c) (one potential case) at 9:13 p.m.

12. **RETURN TO OPEN SESSION** The regular meeting of the Board of Directors was reopened at 9:14 p.m. No reportable action was taken.

13. **ADJOURNMENT** The meeting was adjourned at 9: 15 p.m.

Respectfully submitted


Raylene Collins, District Secretary

Approved: 
Steve Jordan, President