Agenda

6:30  1.  CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

6:35  2.  COMMENTS FROM THE PUBLIC

6:45  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 OCTOBER 14, 2015
   
   B.  APPROVAL AND RATIFICATION OF:
      •  OCTOBER 2015 DISBURSEMENTS PAID IN NOVEMBER, IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR HOLTZ, PATRICK WALTER, AND RAYLENE COLLINS)
      •  NOVEMBER 2015 DISBURSEMENTS PAID IN DECEMBER, IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR JORDAN, PATRICK WALTER, AND RAYLENE COLLINS)
   
   C.  FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLAN OCTOBER 2015 AND NOVEMBER 2015 REVENUES AND EXPENDITURES, BALANCE SHEETS

6:50  4.  RESOLUTION 2015-06 ADOPTING POLICIES AND PROCEDURES FOR AWARD OF CONTRACTS AND BIDDING REQUIREMENTS  DISCUSSION/ACTION

7:00  5.  ENGINEER’S REPORT
   
   A.  PAGE MILL TANK RETROFIT  UPDATE

7:25  7.  MANAGER’S REPORT
   
   A.  GRANT PROPOSAL  INFORMATION
   
   B.  FIELD REPORT  UPDATE
   
   C.  CUSTOMER COMMUNICATIONS  UPDATE

7:40  8.  DIRECTORS’ REPORT  DISCUSSION
   
   A.  BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES

BOARD OF DIRECTORS  R. N. ANDERSON  •  B. HOLTZ  •  S. A. JORDAN  •  P. EVANS  •  E. SOLOMON
B. DIRECTORS’ COMMENTS

7:55   10. AGENDA ITEMS FOR JANUARY 11, 2016 BOARD MEETING    DISCUSSION

8:00   11. 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.
CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE  President Solomon called the regular meeting to order at 6:30 p.m. in the District office.

Directors Present: President Ernest Solomon, Directors Robert N. Anderson, Brian Holtz, Peter Evans and Steve Jordan (teleconference).

Staff Present: Patrick Walter, General Manager; Joubin Pakpour, Engineer; Brandon Laurie, Pakpour Engineering; Dave Gehrig, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

COMMENTS FROM THE PUBLIC  None

CONSENT CALENDAR  It was moved by Director Anderson, seconded by Director Evans, to approve the Consent Calendar with the minutes revised as discussed. Motion approved unanimously – voice vote.

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.

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.

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.
MEMO

Agency: Purissima Hills Water District                       Date: December 3, 2015
Attn: Board of Directors
Project Name: Page Mill Tank Retrofit Project             Project No.: 10001.22
Reference: Project Update and Progress Payment No. 1
From: Joubin Pakpour, P.E. – District Engineer

Construction Status

On September 9, 2015 the Purissima Hills Water District (District) awarded Paso Robles Tank (PRT) the Page Mill Tank Retrofit Project. The contract was executed on September 21, 2015 and a pre-construction meeting was held on October 21, 2015. The Notice to Proceed was issue for November 23, 2015.

During the first week of construction, Robert S. Hamilton (RSH), PRT’s underground contractor began to excavate around the tank to expose the concrete foundation. RSH installed wattles and silt fence around the site. Crew also stabilized the entrance/exit of the site by installing filter fabric underlayment and crushed rocks at the site. PRT also began to set scaffold on the exterior of the tank and began to cut the roof in sections.

Homeowner at 11200 Page Mill Road stopped by to check on the project on November 25, 2015.

Work is progressing on scheduled with no major issues.

Two non-cost impact field orders have been issued to PRT clarifying the tank installation and appurtenances.

Field Order No. 1 - Tool Pulley

On October 14, 2015 PRT submitted at request for change (RFC) to the specified roof pulley system. The requested change was reviewed and approved by the General Manager. This change will be at no cost and no additional time is required to be added to the project.

Field Order No. 2 - Antenna Pole

On October 26, 2015 PRT submitted a request to use the existing antenna pole rather than a new one as shown on sheet 6 of the plans. The request was reviewed and approved by the General Manager to reattach the existing antenna pole to the new railing to match current mounting after the roof is constructed. A credit will be due to the District and no additional time is required to be added to the project. Final cost will be discussed with PRT.
Project Schedule and Request for Progress Payment No. 1

As of November 30, 2015, the contractor has completed 20% percent of the contractual work ($130,037.50), including completion of a detailed structural design, and has 76 working days remaining out of 80 working days.

Enclosed please find Progress Payment No. 1 due PRT for this period for $123,535.50 (value of work minus 5 percent retention). The work performed to date has been satisfactory and payment is recommended.

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<thead>
<tr>
<th></th>
<th>Current Month</th>
<th>Total</th>
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<tbody>
<tr>
<td>Original Contract Amount</td>
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<td>Approved Change Orders</td>
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<td>$0.00</td>
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<td><strong>$647,800.00</strong></td>
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<td>Previously Paid</td>
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<td><strong>Current Request (Less Retention)</strong></td>
<td><strong>$123,535.50</strong></td>
<td><strong>$123,535.50</strong></td>
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<tr>
<td>Retention</td>
<td>$6,502.00</td>
<td>$6,502.00</td>
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<td>Total Value of Work Completed</td>
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<td>$130,037.50</td>
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<tr>
<td>Total Remaining on Contract</td>
<td>$517,762.50</td>
<td>$517,762.50</td>
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</table>
## Page Mill Tank Retrofit Project

**Progress Payment No. 01**

**November 23, 2015 thru November 30, 2015**

<table>
<thead>
<tr>
<th>Bid</th>
<th>Description</th>
<th>Original Contract</th>
<th>Change Order</th>
<th>Revised Contract Amount</th>
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<td>Total Price</td>
<td>Unit Price</td>
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<td>Mobilization</td>
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<td>Demolition of Concrete Foundation</td>
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<td>6</td>
<td>Page Mill Water Tank Interior Coating / Dehumidification Unit</td>
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<td>7</td>
<td>SS 316 Conduit Supports (Uimtrus)</td>
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<td>8</td>
<td>Sampling Station and Boxes</td>
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<td>9</td>
<td>Tank Outlet Modification</td>
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<td>10</td>
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<td>11</td>
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<td>14</td>
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<td>15</td>
<td>Funding Sign and Traffic Control</td>
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<td>-</td>
<td>1</td>
<td>$3,000.00</td>
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<td>16</td>
<td>Water Trailer 500 gal capacity (Water Buffalo)</td>
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<td>1</td>
<td>$2,500.00</td>
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<td>17</td>
<td>Sweeper</td>
<td>Day $725.00</td>
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<td>$2,900.00</td>
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<td>4</td>
<td>$725.00</td>
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| Contract Amount | $417,800.00 |
| Amount Earned | $130,037.50 |
| Retention (5%) | ($6,502.00) |
| Amount Due | $123,535.00 |
| Amount Remaining on Contract | $517,762.50 |

Prepared By

Jabrin Palkour, P.E.
District Engineer
Page Mill Tank Retrofit Project
Purissima Hills Water District, Los Altos Hills, CA
November 23 thru November 30, 2015

November 23, 2015 - Rebar Delivery

November 24, 2015 - Bicycle Sign Posting on Page Mill Road
Page Mill Tank Retrofit Project  
Purissima Hills Water District, Los Altos Hills, CA  
November 23 thru November 30, 2015

November 25, 2015 - Roof Cutting

November 25, 2015—Interior View of Cut Roof Panels
Page Mill Tank Retrofit Project
Purissima Hills Water District, Los Altos Hills, CA
November 23 thru November 30, 2015

November 30, 2015 - Tank Excavation At Exiting Foundation

November 30, 2015 - Roof Panel Removal
November 30, 2015 - Interior View of Removed Roof Panels

November 30, 2015 - Top View of Removed Roof Panels
Project Application

SAFE, CLEAN, WATER AND NATURAL FLOOD PROTECTION PROGRAM
Priority A - Water Conservation Research Grant Program

Purissima Hills Water District
Residential Advanced Metering Program
November 2015
ATTACHMENT 1  
PROJECT APPLICATION FORM  
Santa Clara Valley Water District  
Water Conservation Unit  

SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM  
Priority A Water Conservation Research Grant Program  

This form and required attachments must be submitted for each Water Conservation Research Project.

<table>
<thead>
<tr>
<th>Water Conservation Research Project Title</th>
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</table>

<table>
<thead>
<tr>
<th>Water Conservation Research Project Proponent* Organization Information</th>
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</thead>
<tbody>
<tr>
<td>Primary Contact:</td>
</tr>
<tr>
<td>Patrick Walter</td>
</tr>
<tr>
<td>Organization:</td>
</tr>
<tr>
<td>Purissima Hills Water District</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>26375 Fremont Rd</td>
</tr>
</tbody>
</table>

*Proponent must have legal authority to submit proposal on behalf of the applicant.
### Project Manager and Management Team

Identify project manager and other key individuals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Walter</td>
<td>General Manager</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>26375 Fremont Rd</td>
<td>Los Altos Hills</td>
<td>CA</td>
<td>94022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone Number</th>
<th>Fax Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>650–948–1217</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
<th>Years of Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:pwalter@purissimawater.org">pwalter@purissimawater.org</a></td>
<td>22</td>
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</tbody>
</table>

Role/Responsibilities:

- Oversee project generate quarterly reports

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jose Olivera</td>
<td>Utility Worker 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</thead>
<tbody>
<tr>
<td>26375 Fremont Rd</td>
<td>Los Altos Hills</td>
<td>CA</td>
<td>94022</td>
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<tr>
<th>Email</th>
<th>Years of Relevant Experience</th>
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<tbody>
<tr>
<td><a href="mailto:theoliverafamily@mac.com">theoliverafamily@mac.com</a></td>
<td>12</td>
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</tbody>
</table>

Role/Responsibilities:

- Install Badger cellular devices

---

### Partner Entities Participating in Water Conservation Research Project

List other project participants or cooperating agencies along with their roles and responsibilities.
<table>
<thead>
<tr>
<th>Funding Amount Requested</th>
<th>(Max $50,000)</th>
<th>% of total cost</th>
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</thead>
<tbody>
<tr>
<td>Amount Requested</td>
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<tr>
<td>Amount Contributed</td>
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<td>49.6%</td>
</tr>
<tr>
<td>Other secured funding</td>
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<td>0%</td>
</tr>
<tr>
<td>Total Water Conservation Research Project Cost</td>
<td>$ 99,200</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

List other sources of secured funding (if any) and amount.

---

**Signature (required)**

By signing below, I hereby acknowledge that I have read, understand and agree to comply with all terms and conditions of the Water Conservation Research Grant Program RFP. I will cooperate with the review of this application as requested.

I certify that the information on the application and supporting documentation is true and correct.

<table>
<thead>
<tr>
<th>Authorized Representative Name and title (print):</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Walter</td>
<td>General Manager</td>
<td>11/30/15</td>
</tr>
</tbody>
</table>
ATTACHMENT 2
APPLICATION REQUIREMENTS CHECKLIST

All District requirements must be met and a fully executed Grant Agreement signed before any funds will be disbursed. An audit may be performed before or after final payment.

An application for grant funds consists of the following:

☐ 1. Application Form [Attachment 1]

☐ 2. Water Conservation Research Project Scope (including response to evaluation criteria in Attachment 3) [Appendix A]

☐ 3. Water Conservation Research Project Schedule and Budget – Identify schedule and budget for each task through final completion of Water Conservation Research Project [Appendix B]

☐ 4. Sample Resolution [Appendix D]

☐ 5. If the Grantee is a public agency and the CEQA process has been completed, applicant should provide: a notice of exemption filed with the County Clerk in the case of an exempted project, or otherwise an environmental impact report, mitigated negative declaration or negative declaration along with a copy of the notice of determination filed with the County Clerk. If the CEQA process has not yet been completed, the Water Conservation Research Project scope and schedule should include a schedule of when this requirement will be met.

☐ 6. For construction projects, required permits or comments as applicable to the Water Conservation Research Project.

Please submit five hard copies and one electronic copy (CD or flash drive) of all items. All copies, paper and electronic, must be received by the application due date set forth in the Water Conservation Research Grant Program RFP.
ATTACHMENT 3

PROJECT EVALUATION

CRITERIA

Minimum Grant Application Qualifications

Provide a response to each minimum grant application qualification element specified in Section II of this Water Conservation Research Grant Program RFP. Any application not satisfying any one of the minimum application qualification elements will be deemed ineligible and returned to the applicant without further consideration or evaluation.

Evaluation Criteria

The review panel will use the criteria provided below to evaluate proposals that satisfy the minimum grant application qualification elements and make its recommendation to the District’s CEO. Recommendations will reflect the consensus findings of the review panel.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum points (100 points total)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Water savings and research plan</td>
<td>25</td>
</tr>
<tr>
<td>2. Water Conservation Research Project innovation or new features</td>
<td>25</td>
</tr>
<tr>
<td>3. Cost effectiveness</td>
<td>20</td>
</tr>
<tr>
<td>4. Market impact potential</td>
<td>15</td>
</tr>
<tr>
<td>5. Water Conservation Research Project preparedness</td>
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</tr>
</tbody>
</table>

Water savings and research plan: Please provide the following:

- Up to 10 points: a description of the potential water savings expressed as gallons per day or acre-feet per year. Include any other potential savings (e.g. energy, environmental, etc.); and
- Up to 15 points: a scientifically strong research plan that includes the following components: review of past literature (are there existing studies or reports that support the savings estimates?); clearly defined objective and hypothesis; identification of target audience; clear and logical research design (i.e. will you have a control group?); a description of your data collection methods (i.e. will it be metered or will submeters be needed?); and a description of the analysis that will be used.

Water Conservation Research Project innovation or new features: Response should, at a minimum, answer the following questions: How is the proposed project and/or technology better and/or different than what currently exists? What new markets will it open and how will they be affected? What is the lifespan of the new technology and how reliable is it?

Cost effectiveness: Goal is to fund projects that provide the largest water savings per dollar awarded. Describe your project’s potential water savings (Criteria 1) in the context of funds requested and total project costs. If applicable, include cost per acre-foot or gallon saved.

Market impact potential: Response should, at a minimum, answer the following questions: What audience or demographic will benefit from your project? What is the potential market
size or impact size for your project?

**Water Conservation Research Project preparedness:** Please provide a description of the experience or skills that will allow you to complete the proposed project. Also, describe how thoroughly the project will be planned including any preparatory work and understanding of potential obstacles and strategies to overcome them.
APPENDIX A

WATER CONSERVATION RESEARCH PROJECT SCOPE

A. GENERAL DESCRIPTION

Purissima Hills Water District (PHWD), an eligible public entity per the Santa Clara Water District (SCVWD) Water Conservation Research Grant Request for Proposals, is requesting funding to test the efficacy of AMI (Advance Metering Infrastructure) in reducing water use amongst our customers. This project is in alignment with SCVWD’s mission to provide Silicon Valley safe, clean water for a healthy life, environment, and economy, and is in line with the grant goals of identifying water savings devices and strategies that can assist the Santa Clara Valley Water District in meeting its long-term water savings goal of 98,500 acre-feet per year by 2030. PHWD believes that AMI technology can be a significant contributor to SCVWD’s stated conservation goal.

Background of Purissima Hills Water District

The Purissima Hills Water District (PHWD), located in Los Altos Hills, CA, serves approximately 6,150 residents and 2070 connections and also services 10 institutional customers including Foothill Community College, part of the Santa Clara County community college system. PHWD has one-acre minimum properties, hilly terrain and 80 miles of pipe. Our District is extremely challenging for conventional AMI deployment. The proposed new deployments are for the customers, in that they will be connected with their water usage on a daily basis.

Large residential lots tend to have extensive landscape and irrigation, which increases chance of leaks and substantial water loss, especially in pre-1980 construction. Approximately 70% of our customers live in pre-1980 homes with inefficient irrigation and galvanized pipes. Because the District is located in the hills, system pressures can range from 40 psi to 250 psi. While a house is usually protected with a pressure-reducing valve (PRV), there are many cases where the landscape irrigation is not protected. This can result in large leaks when plastic pipes pull apart or a hole develops in galvanized pipes.

In too many cases, leaks are first detected when our customers receive a monthly bill with a spike in the previous month’s use, leading to a call for assistance to troubleshoot the leak cause and determine the leak amount. Occasionally, a landscaper, sometimes without the customers’ knowledge, will repair the leak. Quite often the customer will ask for assistance in troubleshooting the leak cause, requiring a staff member to make a site visit, collect hourly data from the meters we have equipped with Orion heads using a laptop that utilizes an infrared device to the meter to access the data. A read like this requires a minimum of one hour that includes downloading and printing the data to be e-mailed to the customer. This process is slow and is usually long after the start of the leak.

While the District is dealing with constraints such as legally required one-acre minimums, hilly terrain and county fire restrictions, we’re using best practices of high tiered conservation rates, reaching out to high users, using meters with leak detection technology and monitoring sprinkler settings. We have found that the State’s even/odd water day restrictions are hard to enforce due to large obscured lots and private roads. Also, we do not expect that higher rates alone will further influence conservation as our rates have already increased to a high of $12 per CCF.
B. TASKS AND SUBTASKS

1 **Grant Administration**
   a. The PHWD board has already approved submission of a proposal to SCVWD at their June 10, 2015 Board Meeting.
   b. PHWD intends to execute the resolution at the January 13, 2016 Board Meeting. Once the resolution is signed an agreement will be signed by the end of January.
   c. Selection of candidates for Beacon registers and endpoints. Customers will be identified from the meter reading and selected for installation of based on the criteria for high users and those properties with chronic leaks.
   d. Water usage data will be collected assimilated into a spreadsheet for ease of comparing.

2A **Installation of Badger Meter Beacon AMI System**
   a. Registers and meter will be ordered at a rate of 100 per month for 4 months. It has been our experience that delivery takes about 4-6 weeks.
   b. Once received, account information will be entered into the website that act as a main dashboard that provide status of customer usage, inventory control and status of the devices.
   c. When data input is complete Beacon endpoints and LCD register can be installed on the bronze meter body by removing the existing register and Orion endpoint by loosening a screw and installing a new register and endpoint by tightening a screw. The entire process takes less than 10 minutes.

2B **Silver Springs Network utilizing PG&E network**
   a. Purchase 10 Master Meter registers with antenna to access SSN/PG&E network
   b. Negotiate with SSN to develop Access Points, Relays and Bridges as well as design and deploy scalable mesh network.
   c. Negotiate preliminary pricing with PG&E for accessing proprietary network.
   d. Secure MOU with PG&E upper management for understanding and acceptance of project
   e. Confirm that water meter data stream lands on receiving computer
   d. Collaborate with 3rd party software company that will receive and store data, create user interface and allow for customer alerts.

3 **Staff Outreach**
This aspect is a very important component of the research project. All customers will be educated in logging on and using the system and the website. The expectation is that our customers will set leak alerts and buy-in to the tool. However we know that this will not occur in every case and staff will need to monitor customer usage on a daily basis and notify them of leaks.

4 **Data Collection**
Develop an ongoing report that quantifies water savings for each customer with AMI as well as the control group. This will be represented in a spreadsheet with monthly data. These monthly spreadsheets will be able to roll up into monthly reports to be submitted to SCVWD.

5 **Draft and Final Reports** to illustrate the relative success of Beacon AMI for saving water
C. RESPONSE TO PROJECT EVALUATION CRITERIA

1. Water Savings and Research Plan
   a. Objective and Hypothesis
   b. Potential Water Savings
   c. Review of Literature
   d. Target Audience
   e. Data Collection and Analysis
2. Water Conservation Research Project Innovation or New Features
   a. Technology
   b. New Markets
   c. Lifespan and Reliability
3. Cost Effectiveness
4. Market Impact Potential
5. Water Conservation Research Project Preparedness

1. Water Savings and Research Plan

   a. Objective and Hypothesis
   The proposed grant funding of $50,000 for the purchase of 400 Beacon devices is to demonstrate both that that AMI is a sufficient tool to achieve water savings and to achieve water savings among heavy users in PHWD. In addition the proposed grant funding will provide seed money to develop a prototype of the Silver Spring Network’s mesh network using PG&E infrastructure as an AMI alternative that can be accessible for all Santa Clara County retail water agencies.

   With our current Orion system, we know we have over 300 leaks per month. We know from our leak adjustments that some are significant leaks that affect the monthly bill. We also know that there are chronic leaks that add to the bill but aren’t noticeable enough to the customer to cause alarm. Both leak types represent a significant amount of water when measured in gallons per day. In addition, electricity is consumed to produce water both on the supply side as well as the distribution side.

   Our hypothesis is that the daily AMI reporting time intervals and ease of internet access to hourly usage will cause customers to react quicker to water waste and fixing leaks, and the value of saved water when scaled across a large population can defer capital spending for new sources of water and extend valuable water supplies during a drought. Once customers understand that their usage can be monitored, we expect that their behavior will change in that they will be open and interested in saving water and making investments in their sprinkler and plumbing infrastructure. We believe this will result is a range of 36,000 to 63,000 CCF savings per year, or about 4% to 7% or more for our district.

   Description of Beacon AMI
   The Beacon Advanced Metering Infrastructure (AMI) system from Badger Meter is a fully operational AMI system with one device requiring the installation of a register and a cellular endpoint that collects hourly water usage data and transmits it every 24 hours to a Badger hosted website. The Beacon offers increased visibility through customer engagement website and smartphone and tablet apps for a greater understanding of consumption patterns. The utility can view all of the meters to obtain usage data and leak information.
Consumer Engagement Tools: With the BEACON AMA software suite, utility customers interested in managing their own usage patterns and consumption rates have access to their water usage data. The BEACON AMA software suite includes instructive consumer engagement tools consisting of a consumer engagement website, a smartphone/tablet mobile app, and email reports, which provide easy access to consumption data. With these tools, water consumers are able to view their usage activity, and gain a greater understanding and control of what they use and the value you provide.

The screenshot below shows a view of the utility’s dashboard to identify a customer leak.

The screenshot below shows how a customer or the district can monitor if the customer is adhering to the two day per week watering ordinance.
**Description of Silver Springs Network using PG&E infrastructure**

The Silver Spring Networks mesh network using PG&E’s existing infrastructure may offer a cost effective alternative for Utilities to implement AMI. Like the Beacon system, the SSN requires a Master Meter register that can communicate with the mesh network. While the system is fully functional in collecting electric and gas meter reads, there is some software development that is needed to route the water meter data through the mesh network. In this system, water usage data can be transmitted every six hours and also features immediate notification for catastrophic leaks. There is not at present a website that the customer or utility can access, but there are a number of third party companies that can present the data in a useful way.

**b. Potential Water Savings**

We believe that water savings potential can be significant. The Coachella Valley Time of Use study determined that about 7% of residential usage is lost through leaks. Our water usage in recent years has been near 900,000 CCF. Our current system notifies us that we have over 300 leaks per month. A calculation of leaks in the range of a 4% to 7% leak rate would translate to a 36,000 to 63,000 CCF or almost a 27 to 47 million gallon savings. Looking at the calculation from the customer side, this would represent a believable 10 CCF per month or a leak of 10 gallons per hour. These calculations correlate with our experience with the Installed Beacon users, of which we’ve made good progress in reducing water usage with our proactive outreach program. Frank Loge, UC Davis professor, estimated that AMI can lead to 5% to 18% savings typically, based upon his work in price response. He estimated that 5% would be saved from communications and 5% to 10% from conservation rates. Leak detection and behavioral change are the two main sources of savings. We think that our 4% -7% water savings is conservative and reasonable.

We self financed our investment in our current system, the Orion CE, from 2003 to 2007. However it only notifies us of the existence of a leak each month when meters are read. The Orion CE flags a leak (“L”) in a usage report if water has been running for 24 continuous hours. The “L” flag won’t show in a report if the leak stopped for one hour. Because there is no usage data, except for the normal meter read cycle, water leaks can only be quantified with a reading taken in the field. Our conservation coordinator spends a lot of time to determine priority accounts to check and help troubleshoot leaks for the customer.

An important improvement with Beacon AMI is that it displays the same leak flag, but stores and transmits the amount of water leaked hourly every 24 hours. Further, the Beacon AMI leverages our existing investment in Badger meters made in the last decade. Precious water is saved because either the customer can set their own leak alerts or we’re able to notify the customer as the leaks occur, as opposed to when the customer receives their monthly bill.

Recently, we have invested in the Beacon technology and have installed approximately 250 devices. Almost immediately, staff was able to notify two customers of large leaks which were unknown to the customers. In a couple of other cases, there were multiple leaks, one after the other. In each case the customer thought the leak was repaired. We know that this AMI system has been a key tool for our water reduction of almost 30% during the drought.

All of those customers appreciated learning that they had a leak and were eager to repair it. In essence, with the water usage information, we are able to assist the customer in reducing usage by almost 30%. On two homes specifically, we were able to determine that both customers were unaware that they had enormous leaks that were immediately repaired. One of these same customers had another bad leak a few days later that was repaired in the same day.
Another customer was able to determine that they had a leak from Mexico and called their landscaper to repair it.

A few customers have provided some feedback

“By the way I am using the new water meter and supporting software, it has been a great tool for water conservation and tracking our daily usage.”

“Just a note that we did find the leak (underground, of course) and have a temporary fix. I’ll put in permanent one before the weekend and will let you know the details. The meter is fantastic…. I would never have found it without its help.”

“We discovered that we had a huge leak when my husband logged into our account on-line for the new meter reads. It was leaking 50 gallons an hour!”

c. **Review of Past Literature**

The most significant research of water savings due to AMI was the Coachella Valley Water District’s time of use study by Lon House from Water and Energy Consulting. The report stated that there were water and energy savings from AMI metering and also residential customers lost about 7% of their water through leaks.

d. **Target Audience**

The target audiences are the highest users in the District and those with chronic and intermittent leaks. The Beacon will provide a contact point for staff to engage the high users with leak information and to educate them on efficient irrigation. Those properties with chronic leaks or toilet leaks provide the opportunity to resolve the leak issues on a long-term basis. All of the customers have been receptive to repairing their leaks.

e. **Data Collection and Analysis**

Water savings measurements will compare water usage of the 400 newly installed endpoint as well as the 250 previously installed endpoints. Water usage data before and after installation will be collected from the billing database and an excel spreadsheet will be setup to monitor monthly results for each customer. The control group will be all of the customers without AMI to normalize usage for the District. Since both AMI data and our current water usage data will reside in the same billing system, data will be easily exported to excel spreadsheets for analysis. Usage data will be plotted for ease of identifying water savings.

The AMI system allows for ease of data collection, storage, and analysis due to the hourly reads. The Meter Data Management System (MDM) provided by the AMI vendor will allow the District to monitor real time water usage data including examining the hourly, daily, and monthly consumption for each customer. With the current system, the District is limited to the frequency of a physical meter read taken for each customer.

Using the AMI System, District staff has the ability to examine all customers for continuous usage above specified levels of flow. Staff can examine any customer’s usage at any given time but the system will also automate leak alerts as well as provide batch summary reports on a weekly basis of all customer usage and highlighting those with continuous usage. It will also be possible for customers themselves to monitor their own usage through a web portal, or on their smart phones, and set their own leak alerts and notification.
2. Water Conservation Research Project Innovation or New Features

a. Technology
The most significant innovative feature is that for a very small investment, Beacon offers an AMI with a single device that can be installed in 10 minutes. Water usage can be available the very next day. All other systems feature endpoints that are radio based on 900MHz or 450MHz. Due to our hilly terrain, the 900 MHz based system will not work because they’re line-of-sight devices. The 450 MHz devices are more compatible for our terrain, however require a substantial investment for antennas and cellular backhaul before one endpoint can be put in service. Also, because propagation studies are model based, additional antennas are required resulting in significant cost overruns.

b. New Markets
The Beacon price points are such that this program could easily transition into a PHWD District-wide program based on the experience gained with this grant program. Also, the customers’ experience base will be enhanced over time such that leak events will trigger the customer’s communication option in the system. Also included in this system is the absolute register that is highly accurate that will allow agencies to reduce unaccounted for water.

Another potential market is the pairing of the Beacon endpoint with an acoustical sensor that is able to detect leaks on water mains. The Prolog+ is a device that currently utilizes the Orion endpoint that is scheduled for the Beacon endpoint within the year.

c. Lifespan and Reliability
The lifespan of the product is effectively 20 years. The Beacon endpoint is guaranteed for 10 years for the life of the battery. After 10 years, Badger will provide a replacement endpoint free of charge including another 10 year warranty. The Nicor connector that is used to connect the endpoint to the register makes swapping out endpoints easy. The utility software includes endpoint diagnostics for the battery and the quality of the cell transmission signal.

3. Cost Effectiveness
The highest users in the Purissima Water District represent the greatest value for water savings per dollar awarded. With our current meter reading method of collecting reads on a laptop by driving through the district, we can install the meters on the highest users without disrupting our meter reading operation. We are not limited to a specific geographical area where some of the high users are targeted. Since we’re intending to install the Beacon on the highest users, we feel that is the best use of dollars per water saved. The control group will be the rest of the customers on a monthly basis to normalize for weather, but also these customers’ historical water usage will be important criteria to measure against.

Cost effectiveness can be measured in many ways. For the utility, the cost of meter reading and inputting reads into the billing system is saved as well as reading the meter when customers move in and move out. When a customer calls to complain of a high bill, customer service can quickly point to the website for the meter and show the start point and duration of the high bill. The customer will learn from this and ideally see benefit of being proactive. As stated earlier, the new register is highly accurate and will reduce unaccounted for water.
Badger Beacon is extremely cost effective when comparing to other company’s AMI solutions. Installation of radio towers to receive signals from endpoints can cost well over $100,000. The cost of the endpoints and installation is comparable with most companies. However the Beacon includes the infrastructure investment in the endpoint due to the cellular backhaul and has a higher probability of working in the hilly terrain. The District has already upgraded all of the water meters to the Badger brass body Recordall Disc Series which is easily equipped with an electronic encoder register that can be connected to the Beacon endpoint. The system uses the same register that can be configured electronically for any size meter, providing maximum inventory efficiency.

If the program is successful, the customer water problems will be solved in parallel and transparent to the utility instead of the District solving customer problems one-by-one. Depending on the amount of water saved, the cost for new sources of water will be further deferred. This is a significant issue with the District due to our usage relative to our SFPUC supply assurance.

4. Market Impact Potential
Currently, the only way for a customer to track the hourly usage pattern is to read the analog water meter and create a spreadsheet with graphs that illustrate irrigation patterns and obvious leaks. Although a few concerned customers have done this, most customers might notice a leak when the monthly water bill arrives, and this delay can cause enormous water loss and unnecessary expense. In addition, in many cases it is too late to determine what occurred to cause the high usage, whether it was a leak, excess irrigation, or some other factor. We believe that if the customer had timely information to determine the cause of water issues, future problems could be prevented.

For most customers, the AMI data presentation is their first opportunity to see their daily and hourly personal usage pattern, and to understand exactly the relative impact of different uses of water, such as for indoor and outdoor uses. Many people are not aware of the relatively high amount of water used for irrigation, for example. Making the information available at a personal level is expected to be an informative experience for many customers. This new awareness is expected to drive reductions in outdoor irrigation.

5. Water Conservation Research Project Preparedness
Purissima Hills Water District has the experience to implement this project. This is very similar to a previous project where the Badger RTR register was exchanged for the Orion registers. In both cases, the Orion or Beacon register can be replaced by tightening one screw with a special screw driver. The meter includes two rails that hold the register in place, with a screw that tightens and does not allow the register to move. The water meters in the District are fully compatible with the Beacon registers and endpoints and do not need to be changed. We have found that it takes about one week to replace 100 registers.

Currently, customer account information needs to be hand entered into the Beacon website. Purissima Water has purchased the development of a software enhancement that would upload billing data into the Beacon database as well as download Beacon data to the billing system. While currently in development, the enhancement will significantly reduce the time for installing the Beacon devices.

Additionally, because we were involved with the prototype Beacon product, we have a relationship with the software engineers where we can offer ideas for features and bug fixes to optimize the customer and utility interface.
Below is a picture of the RTR register and Orion endpoint (left) that is currently installed throughout PHWD. The LCD register and Beacon cellular endpoint (left center) looks very similar. Also pictured is the set-screw to exchange the registers (right center) and a Badger meter with the register removed (right).

Water Conservation Research Project Schedule and Budget
See Appendix B

Sample Resolution
See Appendix D

CEQA Status
CEQA is not required for this project

Permit Status
Permits are not required for this project

Insurance Requirements
PHWD is insured with ACWA/JPIA and will provide proof of insurance and all required endorsements.
## APPENDIX B

### WATER CONSERVATION RESEARCH PROJECT

#### BUDGET and SCHEDULE

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APPENDIX D
SAMPLE RESOLUTION
Safe, Clean Water and Natural Flood Protection Program
2016 SAFE CLEAN WATER PRIORITY A GRANT PROGRAM
Resolution No: ________________________
RESOLUTION OF THE ________________________
(Title of Grantee’s Governing Body)

APPROVING THE APPLICANT TO APPLY FOR GRANT FUNDS UNDER THE SAFE, CLEAN WATER AND
NATURAL FLOOD PROTECTION PROGRAM OF 2012

WHEREAS, the Santa Clara Valley Water District has enacted the 2016 Safe Clean Water Priority A Grant Program,
which provides funds for testing of new and innovative water conservation programs and technologies; and

WHEREAS, the Santa Clara Valley Water District’s Water Conservation Unit has been delegated the responsibility for
the administration of the grant program, setting up necessary procedures; and

WHEREAS, said procedures established by the Santa Clara Valley Water District require Grantee’s Governing Body to
certify by resolution the approval of Grantee to apply for and accept grant program funds;

NOW, THEREFORE, BE IT RESOLVED that the ________________________ hereby:
(Grantee’s Governing Body)

1. Approves the submission of an Application for local assistance funds from the 2016 Safe Clean Water Priority
A Grant Program under the Safe, Clean Water and Natural Flood Protection Program of 2012;

2. Approves the acceptance of grant funds from the 2016 Safe Clean Water Priority A Grant Program, upon
approval of grant funding for the Water Conservation Research Project by the District’s Chief Executive
Officer;

3. Certifies that the Applicant has or will have sufficient funds to operate and maintain the Water Conservation
Research Project(s) for which it seeks funding from the 2016 Safe Clean Water Priority A Grant Program;

4. Certifies that the Applicant will review and agree to the Special Provisions, General Provisions and Financial
Provisions contained in the Agreement; and

5. Appoints the (designated position) ________________________ as agent to conduct all negotiations, execute
and submit all documents including, but not limited to Applications, agreements, payment requests and so on,
which may be necessary for the completion of the Water Conservation Research Project.

Approved and Adopted on the _____ day of ________, 2015.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by ________________________
__________________________ following a roll call vote:
(Applicant’s Governing Body)

AYES
NOES
ABSENT

__________________________
(Clerk)