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 FEBRUARY 10, 2016
   B. APPROVAL AND RATIFICATION OF FEBRUARY 2016 DISBURSEMENTS PAID IN MARCH 2016, IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR EVANS, PATRICK WALTER, AND RAYLENE COLLINS)
   C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLAN FEBRUARY 2016 REVENUES AND EXPENDITURES, BALANCE SHEETS

6:50 4. RESOLUTION 2016-03 AUTHORIZE PURISSIMA HILLS WATER DISTRICT’S ACCEPTANCE OF THE 2016 SAFE CLEAN WATER PRIORITY A GRANT AWARDED FROM THE SANTA CLARA VALLEY WATER DISTRICT’S SAFE, CLEAN WATER AND FLOOD PROTECTION PROGRAM DISCUSSION/ACTION

7:00 5. APPROVAL OF PERSONNEL MANUAL REVISED OCTOBER 2015 UPDATE/ACTION

7:15 6. APPROVAL OF DIRECTOR ATTENDANCE:
   BLUE TECH FORUM, SAN FRANCISCO, CA JUNE 1, 2016
   ACWA/JPIA SPRING CONFERENCE, MONTEREY, CA MAY 3-6, 2016 DISCUSSION/ACTION

7:20 7. GENERAL MANAGER GOALS AND OBJECTIVES UPDATE

7:30 8. ENGINEER’S REPORT
   A. PAGE MILL TANK RETROFIT UPDATE

7:40 9. MANAGER’S REPORT
   A. FIELD REPORT UPDATE
   B. CUSTOMER COMMUNICATIONS UPDATE
7:50  10.  DIRECTORS’ REPORT  

A.  BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES

B.  DIRECTORS’ COMMENTS

8:00  11.  AGENDA ITEMS FOR APRIL 13, 2016 BOARD MEETING  

8:10  12.  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.
1. CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE  President Anderson called the regular meeting to order at 6:30 p.m. in the District office.


   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  None

3. CONSENT CALENDAR  It was moved by Director Anderson, seconded by Director Holtz, to approve Items A and B of the Consent Calendar. Motion approved (4-0) – voice vote. After discussion, it was moved by Director Jordan, seconded by Director Holtz, to approve Item C. Motion approved (5-0) – voice vote.

4. FINAL AUDIT REPORT AND PRESENTATION FEDAK AND BROWN  Chris Brown, CPA, CGMA, at Fedak and Brown Certified Public Accountants, presented the District’s 2015 Financial Statement. It was moved by Director Solomon, seconded by Director Evans, to accept the 2015 Financial Statement. Motion approved unanimously - voice vote.

5. RESOLUTION 2016-01 ADOPTING A DISTRICT-WIDE ANNUAL TOTAL WATER USE AND CONSERVATION GOAL  It was moved by Director Evans, seconded by Director Solomon, to approve Resolution 2016-01. Motion approved roll call vote:

   AYES:  Directors Jordan, Evans, Solomon,
   NOES:  Director Holtz and Anderson
   ABSENT:  None

6. RESOLUTION 2016-02 AMENDING AND RESTATING RESTRICTIONS ON OUTDOOR IRRIGATION PURSUANT TO THE STATE WATER RESOURCES CONTROL BOARD’S EMERGENCY REGULATIONS FOR STATEWIDE URBAN WATER CONSERVATION  It was moved by Director Anderson, seconded by Director Jordan, to approve Resolution 2016-01. Motion approved roll call vote:

   AYES:  Directors Jordan, Evans, Holtz, Solomon, Anderson
   NOES:  None
   ABSENT:  None

7. FLINT, MICHIGAN WATER CRISIS  Director Anderson discussed how soft-water chemistry creates lead contamination in water pipes. Conversely, hard-water minerals or phosphates will coat the interior of pipes and reduce reactions with lead.

8. STATE GROUNDWATER ACT  Director Jordan reported that he is meeting with an ad hoc committee comprised of Stanford, Palo Alto and District staff to discuss Santa Clara Valley Water District (SCVWD) groundwater recharge zone. SCVWD is studying the extent of groundwater recharge of the wells in the north County. SCVWD has no monitored wells in the District.
9. ENGINEER'S REPORT

A. PAGE MILL TANK RETROFIT The Engineer reported that the project is proceeding on schedule despite multiple rain days, welds were verified, fixtures completed, and the painting contractor started sandblasting the interior of the tank. Over 80% of the work is complete.

10. MANAGER'S REPORT

A. FIELD REPORT

- **Main Leak on Concepcion and Westwind**: The Concepcion Rd 8” cast iron main broke a total of three additional times, after the initial leak and repair in December. The area was excavated and backfill re-compacted. The construction site is complete and paved.
- **Main Leak on Concepcion near Viscaino** was fully repaired and paved.
- **Main Leak on Byrne Park**: On January 19, at 5pm, staff repaired a leak on the 6” cast iron main from a full circle crack where a service was tapped. A clamp equipped with a service connection outlet was installed enabling crews to reconnect the customer. The leak and repair caused no public or private water damage.
- **Leak on Concepcion hydrant run**: On January 31, at 5 pm, the 6” cast iron main supplying the hydrant on Concepcion at Laurel Ct broke. Staff notified the Los Altos Hills County Fire District to repair it.

B. CUSTOMER COMMUNICATIONS The District Secretary reported that January’s high bill for a customer on Old Page Mill indicated a substantial leak from a broken pipe. Staff installed a Beacon AMI endpoint on this customer’s meter.

11. DIRECTORS’ REPORT

A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES

B. DIRECTORS’ COMMENTS. Director Solomon inquired about the effect of floods on the stability of the District’s pipes located in creeks and connected to bridge crossings. Director Jordon reported on his participation on the SCVWD Environmental Committee.

12. AGENDA ITEMS FOR MARCH 9, 2016 BOARD MEETING

SCVWD Grant agreement and resolution to approve it

13. CLOSED SESSION

Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation
Title: General Manager
The meeting was closed at 8:40 pm

14. OPEN SESSION

Public Employee Performance Evaluation
Title: General Manager
Amendment to General Manager’s Employment Agreement
The meeting opened to the public at 9:10 pm. The Board approved a 3.5% increase to the General Manager’s salary.

15. ADJOURNMENT The meeting adjourned at 9:20 p.m.
MEMO

Agency: Purissima Hills Water District
Date: March 4, 2016

Attn: Board of Directors

Project Name: Page Mill Tank Retrofit Project
Project No.: 10002.22

Reference: Project Update and Progress Payment No. 4

From: Joubin Pakpour, P.E. – District Engineer

Construction Status

Robert S. Hamilton (RSH), Paso Robles Tank’s (PRT) concrete subcontractor, remobilized on February 1, 2016 and finished installing the drain inlet and concrete apron. They also worked on Saturday, February 6, 2016 to clean-up and grade the site. Simpson Sandblasting (SS), PRT’s coating subcontractor, mobilized on February 8, 2016 to remove the existing tank coating system and install a new interior coating system. The coating system consists of three epoxy layers.

On February 25, 2016 SS finished placing all three layers of the coating system on the interior roof and shell. SS is scheduled to finish the floor by early next week. We anticipate a 14 day cure time under normal weather conditions once all three coats are placed. If colder weather is encountered, additional days may be added to allow the coating system to cure properly. CSI, the District’s paint consultant, is actively inspecting the placement of the coating system and monitoring the weather. After the tank coating has cured, the contractor will clean the tank per AWWA protocol and the District will fill the tank and test it for the presence of volatile organic compounds (VOCs) and bacteria. The tank will only be placed into service if both tests pass. With the additional days for approved change order work and rain delays, the project is on track to be completed at the end of March.

Change Order No. 3 - Compression Ring Repair and Weld Removal

On January 8, 2016 PRT notified the District of weld failures along the compression ring which is a 4-in wide plate that is welded along the outside perimeter of the shell forming an “L” bracket. This ring was designed to make sure the tank kept its circular shape when the roof was installed in 1965. When the existing roof was removed, it was presumed the structural integrity of the compression ring was going to keep the shape of the tank in place. The compression ring is made of 7 individual sections. Apparently these sections were not fully welded and only tack welded. When PRT took off the roof, the tack weld at each of the seams of each section ripped open and the tank lost its circular shape. The contractor had to re-weld the seams together to reshape the tank while installing the new roof. In addition, the old roof tank structure was seal welded from the inside, a condition not anticipated. Because of the weld, the roof took longer to remove. On January 29, 2016 PRT submitted a cost of $13,239.92 for this extra work. The District and PRT negotiated the change order over the next few months and reached a mutually agreed upon resolution on February 25, 2016 at a cost of $10,039.92.

Total cost of Change Order No. 2 is $10,039.92 and will split evenly between LAHCFD and PHWD. 4 working days were added to the contract time of completion for the work described in the change order.
**Project Schedule and Request for Progress Payment No. 4**

As of February 29, 2016, the contractor completed 96% of the contractual work ($651,539.92) and has 34 working days remaining out of 102 working days (Original 80 working days, CO#1 4 working days, CO#2 14 days, CO#3 4 days). If needed additional days for rain delays will be added at a later time. Enclosed please find Progress Payment No. 4 due PRT for this period for $69,886.92 (value of work minus 5 percent retention). This amount includes Change Order No. 3. The work performed to date has been satisfactory and payment is recommended.

<table>
<thead>
<tr>
<th>Current Month</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Contract Amount</td>
<td>$647,800.00</td>
</tr>
<tr>
<td>Approved Change Orders</td>
<td>$10,039.92</td>
</tr>
<tr>
<td><strong>Final Contract Amount</strong></td>
<td>$681,039.92</td>
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<tr>
<td>Previously Paid</td>
<td>$549,076.00</td>
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<tr>
<td><strong>Current Request (Less Retention)</strong></td>
<td>$69,886.92</td>
</tr>
<tr>
<td>Retention **</td>
<td>$3,678.00</td>
</tr>
<tr>
<td>Total Value of Work Completed</td>
<td>$73,564.92</td>
</tr>
<tr>
<td>Total Remaining on Contract</td>
<td>$29,500.00</td>
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</tbody>
</table>

**Original Contract**

| LAHCFD Share (64.7%) | $41,100.68 | $400,040.10 |
| PHWD Share (35.3%) | $22,424.32 | $218,259.90 |
| **Subtotal, Original Contract (A):** | $63,525.00 | $618,300.00 |

**Change Orders**

| LAHCFD Share CO No. 1 (0%) | $0.00 | $0.00 |
| PHWD Share CO No. 1 (100%) | $0.00 | $3,700.00 |
| LAHCFD Share CO No. 2 (50%) | $0.00 | $9,750.00 |
| PHWD Share CO No. 2 (50%) | $0.00 | $9,750.00 |
| LAHCFD Share CO No. 2 (50%) | $5,019.96 | $5,019.96 |
| PHWD Share CO No. 2 (50%) | $5,019.96 | $5,019.96 |
| **Subtotal, Change Orders (B):** | $10,039.92 | $33,239.92 |

**Total Contract (A+B)**

| LAHCFD Share | $46,120.64 | $414,810.06 |
| PHWD Share | $27,444.28 | $236,729.86 |
| **Total:** | $73,564.92 | $651,539.92 |

**Retention paid to an escrow account at Bank of Sacramento every month.**
### Progress Payment No. 04
February 1, 2016 thru February 29, 2016

#### Page Mill Tank Retrofit Project

**Prepared by:**
District Engineer, Joubin Pakpour, P.E.

**Amount Remaining on Contract:** $129,500.00
**Total Retention:** $32,577.00
**Total Pending Change Orders:** $-

### Change Order Breakdown

<table>
<thead>
<tr>
<th>Bid</th>
<th>Description</th>
<th>Original Contract Amount</th>
<th>Change Order</th>
<th>Revised Contract Amount</th>
<th>Earned This Period</th>
<th>Price Billing</th>
<th>Total to Date</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Mobilisation</td>
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<td>$32,500.00</td>
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<td>2</td>
<td>Demolition Roof and Interior Appurtenances</td>
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<td>0%</td>
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<tr>
<td>3</td>
<td>Demolition of Concrete Foundation</td>
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<td>4</td>
<td>Concrete Foundation</td>
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<td>0%</td>
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<td>Page Mill Water Tank Roof and Appurtenances</td>
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<td>0%</td>
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<tr>
<td>6</td>
<td>Page Mill Water Tank Interior Coating / Dehumidification Unit</td>
<td>$81,000.00</td>
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<td>$81,000.00</td>
<td>0.7</td>
<td>56,700.00</td>
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<td>7</td>
<td>SS 316 Conduit Supports (Unistruts)</td>
<td>$250.00</td>
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<td>$2,500.00</td>
<td>0</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>8</td>
<td>Sampling Station and Boxes</td>
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<td>$6,500.00</td>
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<td>-</td>
<td>0%</td>
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<td>Tank Outlet Modification</td>
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<td>10</td>
<td>PAS Air Handling Unit Assembly Custom A588 Mounting Curb</td>
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<td>$20,000.00</td>
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<td>0%</td>
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<tr>
<td>11</td>
<td>Catch Basin [364] Install and Connection</td>
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<tr>
<td>12</td>
<td>Minor Concrete: Concrete Apron</td>
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<td>$1,750.00</td>
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<tr>
<td>13</td>
<td>Concrete Curb</td>
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<td>30</td>
<td>$1,500.00</td>
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<td>1,200.00</td>
<td>80%</td>
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<tr>
<td>14</td>
<td>Chain Link Gates - 8ft</td>
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<td>0%</td>
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<tr>
<td>15</td>
<td>Fencing Sign and Traffic Control</td>
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<tr>
<td>16</td>
<td>Water Trailer 500 gal capacity (Water Buffalo)</td>
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<td>$2,500.00</td>
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<td>(2,500.00)</td>
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<tr>
<td>17</td>
<td>Sweeper</td>
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<td>$2,900.00</td>
<td>0</td>
<td>-</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Change Order No 1 - 36-in Roof Vents and Overflow Coating**

<table>
<thead>
<tr>
<th>Bid</th>
<th>Description</th>
<th>Original Contract Amount</th>
<th>Change Order</th>
<th>Revised Contract Amount</th>
<th>Earned This Period</th>
<th>Price Billing</th>
<th>Total to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Change Order No 3 - Internal Perimeter Roof Removal / Repair Compression Ring</td>
<td>$10,039.92</td>
<td>1</td>
<td>$10,039.92</td>
<td>1</td>
<td>10,039.92</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Contract Amount:** $647,800.00

**Amount Earned:** $69,239.92

**Retention (5%):** $32,577.00

**Progress Payment No01:** $124,523.50

**Progress Payment No02:** $256,241.90

**Progress Payment No03:** $189,899.90

**Amount Due - Contractor - PRT:** $69,886.92

**Amount Due - Retainer - Bank of Sacramento:** $3,678.00

**Total Amount Remaining on Contract:** $32,577.00

**Total Retention:** $32,577.00

**Total Pending Change Orders:** $-

**Prepared by:**
District Engineer, Joubin Pakpour, P.E.
Item No. 1 - Perimeter Weld Removal and Compression Ring Repair

On January 8, 2016 PRT notified the District of weld failures along the compression ring which is a 4-in wide plate that is welded along the outside perimeter of the shell forming an “L” bracket. This ring was designed to make sure the tank kept its circular shape when the roof was installed in 1965. When the existing roof was removed, it was presumed the structural integrity of the compression ring was going to keep the shape of the tank in place. The compression ring is made of 7 individual sections. Apparently these sections were not fully welded and only tack welded. When PRT took off the roof, the tack weld at each of the seams of each section ripped open and the tank lost its circular shape. The contractor had to re-weld the seams together to reshape the tank while installing the new roof. In addition, the old roof tank structure was seal welded from the inside, a condition not anticipated. Because of the weld, the roof took longer to remove. On January 29, 2016 PRT submitted a cost of $13,239.92 for this extra work. The District and PRT negotiated the change order over the next few months and reached a mutually agreed upon resolution on February 25, 2016 at a cost of $10,039.92.

Total cost of Change Order No. 2 is $10,039.92 and will split evenly between LAHCFD and PHWD. 4 working days were added to the contract time of completion for the work described in the change order.

Total Cost of Change Order No. 3 $10,039.92
Overall Increase of Working Days for Change Order No. 3 4 Days

PHWD Portion of Change Order No. 3 $5,019.96
LAHCFD Portion of Change Order No. 3 $5,019.96

Other Terms Remain in Effect

This Change Order No. 3 fully resolves all cost and time issues related to the work described above, including any indirect effects or the effect of this Change Order on any other work performed by Paso Robles Tank, Inc. This Change Order does not modify or supersede any provision of the Contract, unless, and only to the extent, explicitly stated in this Change Order.
Page Mill Tank Retrofit Project  
Purissima Hills Water District, Los Altos Hills, CA  
February 2, 2016 thru February 29, 2016

February 2, 2016 - Interior Tank Finish Roof

February 3, 2016 - Drain Box Installation
Page Mill Tank Retrofit Project
Purissima Hills Water District, Los Altos Hills, CA
February 2, 2016 thru February 29, 2016

February 4, 2016 - Concrete Apron Form and Drain Box

February 11, 2016 - First Day of Sandblasting
Page Mill Tank Retrofit Project
Purissima Hills Water District, Los Altos Hills, CA
February 2, 2016 thru February 29, 2016

February 12, 2016 - Sandblast Surface

February 15, 2016 - Prime Coat
Page Mill Tank Retrofit Project
Purissima Hills Water District, Los Altos Hills, CA
February 2, 2016 thru February 29, 2016

February 24, 2016 - Intermediate Coat

February 25, 2016 - Finished Coat