

PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

**6:30 P.M. WEDNESDAY, MARCH 8, 2017**

26375 FREMONT ROAD, LOS ALTOS HILLS CA 94022

# 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 8, 2107**
- B. APPROVAL AND RATIFICATION OF FEBRUARY 2017 DISBURSEMENTS PAID IN MARCH 2017, IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR HOLTZ, PATRICK WALTER, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: INCOME AND CAPITAL IMPROVEMENT PLAN FEBRUARY 2017 REVENUES AND EXPENDITURES, BALANCE SHEETS**
- D. NOTIFICATION OF THE HIRE OF ERIK WALTER TO PERMANENT STATUS.**
- 7:00 4. CONSIDERATION FOR CONTRIBUTING TO LOS ALTOS HILLS COUNTY FIRE DISTRICT CAPITAL IMPROVEMENT PLAN TO IMPROVE HYDRANT FIRE FLOWS IN ZONE 4** DISCUSSION/ACTION
- 7:25 5. ENGINEER'S REPORT: No Reports**
- 7:30 6. AUTHORIZATION TO PURCHASE 300 BEACON METERS FOR \$50,000.00** DISCUSSION/ACTION
- 7:45 7. MANAGER'S REPORT** UPDATE/DISCUSSION
- A. FIELD REPORT**
- B. LEAKS**
- C. SFPUC WATER QUALITY ISSUES**
- D. CUSTOMER COMMUNICATIONS**

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| <b>8:10</b>     | <b>8. DIRECTORS' REPORT</b>  | <b>DISCUSSION</b>     |
|                 | <b>A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA),<br/>ACWA/JPIA, AND OTHER AGENCY ISSUES</b> |                       |
|                 | <b>B. DATA RETENTION SUBCOMMITTEE</b>  | <b>UPDATE</b>         |
|                 | <b>C. DIRECTORS' COMMENTS</b>  |                       |
| <br><b>8:20</b> | <br><b>9. AGENDA ITEMS FOR APRIL 12, 2017 BOARD MEETING</b>  | <br><b>DISCUSSION</b> |
| <br><b>8:25</b> | <br><b>10. ADJOURNMENT</b>   |                       |

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 2016 v2

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

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

Staff Present: Patrick 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 Jordan, seconded by Director Anderson, to approve the Consent Calendar. Motion approved unanimously– voice vote.

4. **USAGE DATA, RETENTION REQUIREMENTS, AND DISCLOSURE** Director Evans suggested that the Board consider drafting a policy that provides guidance on the limitations of sharing customer usage data with governmental agencies and other requests for public records. The Attorney discussed the Public Records Act which does not require a utility to disclose the names, addresses, and utility usage data of customers, except upon court order or warrant. However, the utility may choose to disclose this information. He noted that customer usage data falls within an exemption of the Public Records Act, but current Director usage data is subject to the requirements of disclosure.

The Board agreed to form the Data Retention Subcommittee composed of Directors Holtz and Evans, and the GM to consider the need for a policy that provides guidance and recommendations for disclosure of data.

5. **AUTHORIZE DIRECTOR JORDAN TO ATTEND THE WATERNOW ALLIANCE ANNUAL SUMMIT APRIL 20-21, 2017, BOULDER, CO. AND REIMBURSEMENT FOR ACTUAL AND NECESSARY EXPENSES PER THE DISTRICT'S REIMBURSEMENT POLICY** Director Jordan explained that the Water Now Alliance invited him to attend the Annual Summit in Boulder Co., and will pay for registration, airfare, and lodging. He requested that the District fund his local transportation and parking. (Daily attendance at water-related conferences is considered a meeting relevant to District operations and is compensated.) It was moved by Director Anderson, seconded by Director Solomon, to approve the request. Motion approved – voice vote (4-0) Director Jordan abstained.

6. **ENGINEER'S REPORT:** No Reports

7. **MANAGER'S REPORT**

### A. FIELD REPORT

- Chloramine Boost Station: Installation continues at Neary. Conduit was installed to house the chemical feed tubing. Power was connected to the subpanel in the boost station shed. Scheduled to be operational later this month.
- Page Mill Electrical Service: Conduit was installed and staff is waiting for dry weather to form and pour the pad for the electrical box.

- La Cresta Tank 2: The FRP ladder and sampling station was installed. Three year coating inspection is scheduled for this month.
- Elena Tank Drain Basins: DACO Construction finished installing the tank drain pipe and catch basins. Cupertino Electric installed the PAX mixer in Elena Tank due to lack of power at Altamont Tank. Staff is investigating the reasons for low power and possible alternatives for increasing the power at Altamont pump station.

**B. LEAKS** No leaks to report

**C. CUSTOMER COMMUNICATIONS** Nothing to report.

## 8. DIRECTORS' REPORT

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, AND OTHER AGENCY ISSUES** Director Anderson reported that repairs continue on the Mountain Tunnel and the project is on schedule to re-open in mid-March. He also noted that the location of the BAWSCA Board of Directors meetings is moved to the San Mateo Public Library; he invited other Board members to attend the meeting which is held every other month, third Thursday at 6:30 p.m
- B. DIRECTORS' COMMENTS** Director Evans reported that some of the greenhouse gas-free energy provided by the Silicon Valley Clean Energy portfolio that serves Los Altos Hills is from existing large hydropower. Director Jordan reported that he attended the SCVWD Environmental and Water Resources Committee on Jan. 23, 2017; conservation data reported in the SCVWD Drought 2016 Monthly Status Report showed that PHWD cumulative savings from 2013 and 2016 is 30% which exceeds most other retailers listed.

## 9. AGENDA ITEMS FOR MARCH 8, 2017 BOARD MEETING

- Recommendations from the Data Retention Committee

## 10. CLOSED SESSION

**Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation Title: General Manager**  
The meeting went into closed session at 7:30 p.m.

## 11. OPEN SESSION

**Public Employee Performance Evaluation  
Title: General Manager**

**Amendment to General Manager's Employment Agreement**

The meeting returned to Open Session at 7:45 p.m. The Board agreed to raise the General Manager's salary 4%.

## 12. ADJOURNMENT

The meeting adjourned at 7:50 p.m.