PURISSIMA HILLS WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

6:30 P.M. WEDNESDAY DECEMBER 11, 2019

Agenda

6:30 1. CALL TO ORDER, ROLL CALL

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 NOVEMBER 13, 2019
   
   B. APPROVAL AND RATIFICATION OF NOVEMBER 2019 DISBURSEMENTS PAID IN DECEMBER IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR SOLOMON, PHIL WITT, AND RAYLENE COLLINS)
   
   C. FINANCIAL REPORTS FOR: REVENUES, EXPENDITURES, AND CAPITAL IMPROVEMENT PROJECTS FOR NOVEMBER 2019.

6:45 4. RESOLUTION 2019-10 APPRECIATION FOR PATRICK WALTER ACTION

6:50 5. OPERATION CENTER AND LA CRESTA LEASES WITH TOWN OF LOS ALTOS HILLS DISCUSSION

7:05 6. DROUGHT SUPPLY FROM VALLEY WATER VIA CALWATER DISCUSSION/ACTION

7:15 7. LOS ALTOS HILLS COUNTY FIRE DISTRICT UPDATE

7:30 8. ENGINEER'S REPORT DISCUSSION/ACTION

7:45 9. ATTORNEY'S REPORT UPDATE

7:50 10. MANAGER’S REPORT UPDATE

   A. FIELD REPORT
   B. CUSTOMER COMMUNICATIONS

8:10 11. DIRECTORS’ REPORT UPDATE

   A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUE
   B. DIRECTORS’ COMMENTS

8:20 12. AGENDA ITEMS FOR JANUARY 15, 2020 BOARD MEETING DISCUSSION
8:30 13. APPOINTMENT OF PRESIDENT AND VICE PRESIDENT OF THE BOARD FOR 2020
DISCUSSION/ACTION

8:35 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.
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, Steve Jordon, and Kathy Knopoff (teleconference)

Staff Present: Patrick Walter, General Manager; Phil Witt, Assistant General Manager; Brandon Laurie, Engineer, Pakpour Consulting Group; Catherine Groves, 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 Solomon, to approve the Consent Calendar. Motion approved – voice vote (4-0).

4. **FINAL AUDIT REPORT AND PRESENTATION OF FY 2018-2019** David Becker, CPA and Partner at James Marta & Co. LLP, summarized the financial aspects of the audit and stated that the District is in a good net position and has no operational deficiencies. It was moved by Director Solomon, seconded by Director Holtz, to accept the auditor’s report. Motion approved – voice vote (4-0).

5. **VARIANCE TO BILL ADJUSTMENT POLICY FOR 12630 VISCAINO COURT** The customer explained that he is requesting a variance to the bill adjustment policy to allow two adjustments, one in 2014 and one in 2019, within the seven-year limitation. The customer said that in 2014 he did not know of the limitation. It was moved by Director Jordan, seconded by Director Solomon, to grant the variance. Motion approved - voice vote (4-0).

6. **TAAFFE/ELENA/MOODY MAIN REPLACEMENT FINANCING PLAN AGREEMENTS; CONSIDER TOTAL AMOUNT OF FINANCING** The GM explained that the agreements from the three loan advisors were expanded to a loan amount between $4M - $8M with a 10 – 15 year term. The loan was increased to $8M to include the Concepcion Road Main Replacement that has an estimated cost of $2.8M. It was moved by Director Jordan, seconded by Director Holtz, to approve management’s proposal to seek a loan for up to $8 million with a 10-15 year term to fund capital improvements. Motion approved – voice vote (4-0).

7. **CONSIDER AND APPROVE DIRECTOR STEVE JORDAN TO SERVE AS A DISTRICT REPRESENTATIVE ON THE ENVIRONMENTAL AND WATER RESOURCE COMMITTEE (EWRC) AND WATER STORAGE SUBCOMMITTEE OF VALLEY WATER AND RECEIVE COMPENSATION FOR MEETINGS AND EXPENSES.** It was moved by Director Holtz seconded by Director Solomon to approve compensation and expenses for Director Jordan’s past and future attendance at Valley Water’s EWRC and Water Storage Subcommittee. Motion approved - voice vote (3-0) Director Jordan abstaining.

8. **APPROVE RESCHEDULING REGULAR BOARD MEETING ON JANUARY 8, 2020 TO JANUARY 15, 2020.** It was moved by Director Solomon, seconded by Director Jordan, to move the January 8, 2020 regular board meeting to January 15, 2020. Motion approved – voice vote (4-0)
9. **ENGINEER’S REPORT**  The Engineer discussed charts he prepared that showed the District’s water bills with usage of 10 CCF, 25 CCF and 40 CCF compared with other agencies’ water bills. The charts illustrated that the District’s water bills continue to be among the lowest in the area because of low rates and readiness to serve charges. The Engineer also reported that bid advertisement for the Elena/Taaffe/Moody rd. main replacement had occurred and that the mandatory pre-bid meeting will be held on Tuesday Nov 20, 2019 at the District office. Bids are due Wed. Dec. 18, 2019. He will provide a contractor recommendation for the Board’s consideration at the January 15, 2020 meeting.

10. **ATTORNEY’S REPORT**  Nothing to report.

11. **MANAGER’S REPORT**

   A. **FIELD REPORT**

   - **PSPS Events.** Most of the District remained in power during the two shut off events. Page Mill was the only tank site without power, but operated successfully on a backup generator. The Assistant GM is looking into a more robust back up power source that will only run SCADA radio communication.

   - **La Cresta Emergency Communication.** The Assistant GM met with a representative of the Town’s Emergency Operations Committee (EOC) and discussed the District’s preferred installation location. He continues to work with the EOC to ensure they can communicate with both locations for successful connection???

   - **Ethics Training.** On Nov. 4, 2019 the Assistant GM attended an ethics training class that included discussion of the Brown Act. The class was taught by Hanson & Bridgett.

   - **Adobe Creek bank repair.** The District will move forward with a winterization of the creek bank rather than a permanent fix due to the expected rainy season. The temporary repair made last year was partially undermined and needs to be addressed. The contractor will finish this temporary repair by November 30th 2019.

   - **Hydrant hit on Horseshoe.** On Nov. 6th 2019, a hydrant was hit on Horseshoe Lane that caused water turbidity to be elevated.

   B. **CUSTOMER COMMUNICATIONS**  None to report.

12. **DIRECTORS’ REPORT**

   A. **BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUE**  Director Jordan reported that SCVWD and BAWSCA continue to work on storage projects that may eventually provide backup treated supply to the District if needed during a drought. Director Jordan continues work with the Town on a new joint lease agreement for the EOC antenna location.

   B. **DIRECTORS’ COMMENTS**

13. **AGENDA ITEMS FOR DECEMBER 11, 2019 BOARD MEETING**

   Tank site communications lease
   Valley water drought supply
   Operation Center Lease
   Los Altos Hills County Fire District
14. **CLOSED SESSION** The meeting went into closed session at 8:18 p.m.

**CONFERENCE WITH LABOR NEGOTIATOR**
Government Code section 54957.6  
Agency designated representative: Directors Brian Holtz and Kathleen Knopoff  
Unrepresented Employee: Assistant General Manager

15. **RECONVENE TO OPEN SESSION** The meeting returned to open session at 8:30 p.m. No action taken.

16. **CONSIDER AND APPROVE APPOINTMENT OF GENERAL MANAGER AND EMPLOYMENT CONTRACT** It was moved by Director Evans, seconded by Director Holtz, to approve the appointment of Phil Witt to the General Manager position and his employment contract. Motion approved roll call vote:

- **AYES:** Directors Solomon, Holtz, Jordan, Evans, and Knopoff
- **NOES:** None
- **ABSENT:** None

17. **ADJOURNMENT** It was moved by Director Holtz, seconded by Director Evans, to adjourn the meeting at 8:40 p.m. Motion approved unanimously – voice vote.
December 06, 2019

Phil Witt
General Manager
Purissima Hills Water District
26375 Fremont Road
Los Altos Hills, CA 94022

Subject: Proposal to Prepare Plans, Specifications and Cost Estimate
Concepcion Road Water Main Replacement
Purissima Hills Water District

Dear Phil,

_Pakpour Consulting Group_ (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for the Concepcion Road Water Main Replacement as identified in the District’s 2019 Capital Improvement Program (CIP). Following is a brief background pulled directly from the CIP 19-02 exhibit (attached).

**CIP 19-02 Concepcion Road Water Main Replacement**
The existing water main along Concepcion Road consists of 3,770 LF 8” Cast Iron Pipe (CIP) and 830 LF of 8” Polyvinyl Chloride (PVC). These water mains were installed as late as the 1950’s with the exception of a small PVC section installed in early 1990. The District has experienced extensive leaks over the years and the pipes are in very poor condition. This project replaces the existing CIP/PVC water mains with new 8” Ductile Iron Pipe (DIP) along Concepcion Road between the Fremont Road/Concepcion Road intersection (District office location) and Purissima Road.

**Task 1.0 – Meetings/Field Investigations/Project Management**

PCG will conduct meetings and field investigations with District staff during the design phase. This task also includes various project management tasks throughout the project.

**Task 2.0 - Topographic Survey, Potholing & Utility Coordination**

**Topographic Survey**
PCG, along with our survey subconsultant, will research Town of Los Altos Hills and Santa Clara County records for “As-Built” improvement plans, reports, studies and other data that may be pertinent to the project.

Topography will be established and tied to horizontal and vertical control by the surveyor. The survey scope will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility information along affected roads. Existing right-of-way and adjoining property information will be obtained and shown on the project base map.
We assume the District will mark the location of the existing water mains and call for USA markings prior to the field survey. The survey will show the location of the marked water main and any other underground utilities as marked.

**Potholing**
Along and adjacent to the proposed water main alignment, there are numerous existing wet and dry-utilities. We recommend potholing all critical utility crossings to determine the horizontal and vertical location to reduce potential water main alignment conflicts. The potholing contractor will be responsible for coordinating USA markings in the field and providing one-person traffic control for potholing operations.

Our potholing subconsultant will perform up to twenty (20) utility potholes using air-vacuum excavation to verify the precise horizontal and vertical location of underground utilities. The exact pothole locations will be determined after the preliminary water main alignment is established. Once the requested utility has been exposed, pertinent utility data will be collected including the utility type, material composition, general soil characteristics, depth, and a photo of the exposed utility. After utility data collection, the pothole will be restored to its previous condition using the appropriate backfill and surface restoration materials as required by the permitting authority. Potholes will be marked in the field with MAG nail in asphalt or chiseled "X" in concrete and pertinent utility data will be recorded on the ground surface with white paint displaying the pothole number, utility size, type, and depth. Potholes performed in natural ground will be marked with a steel pin and pertinent utility data will be recorded on a wooden lath at each pothole location. The results of the field work will be presented in a Portable Document Format (PDF) report that will include: pertinent utility data, longitudinal and latitudinal coordinates (for reference purposes only), and photos.

**Utility Coordination**
Project Utility Notices will be sent out to utilities and services operating in the area, informing them of the project and requesting plans of their facilities, and their requirements for construction near them. We will coordinate with the various utility companies to resolve potential conflicts.

**Task 3.0 - Environmental Investigation**

Our subconsultant, MIG, will perform an environmental investigation along the project limits and prepare needed environmental documentation. Given the majority of the water main will be replaced within the roadway, we assume this project will either fall under a categorical exclusion or a mitigated negative declaration. Should additional environmental documentation be necessary, a budget amendment may be required.

**Task 4.0 - 60% Plans**

The 60% progress plans will be prepared per District standards. The design drawings will be prepared in AutoCAD Civil 3D 2020. The 60% Plans will be submitted for District review. PCG will participate fully in the review process.

**Task 5.0 - 90% Plans, Specifications, and Cost Estimates**

The 60% plans submitted in the task above will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments along with preparing 90% technical specifications and cost estimate. Tie-in details will be provided for each intersection. The specifications
will be in Microsoft Word format and will be incorporated into the District’s “boilerplate” to produce final
bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based
on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar
projects and discussions with local contractors if needed.

Task 6.0 - Bid Documents (Final Plans, Specifications, and Cost Estimates)

Upon receiving 90% review comments, each comment will be reviewed, discussed, and addressed.
Appropriate modifications will be made to the plans, technical specifications, and cost estimates. The
plans and specifications will be finalized for the project including all notes/details and incorporating all
comments received.

Task 7.0 - Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District and will include written
responses to bidder inquires, preparation of contract addenda, and attendance at a pre-bid conference
and site visit.

Proposed Budget

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- Topographic Survey $52,800
- Environmental Documentation $8,932
- Cathodic Protection Design $6,589
- Potholing $22,000
- 5% Direct Expense Fee (Mileage, Copies, Plots, Etc.) $5,167

Total Budget for Design / Advertisement Assistance $198,828
Proposed Schedule

Notice to Proceed: December 11, 2019
Survey Complete: February 14, 2020
60% Submittal: April 10, 2020
60% Submittal Review Meeting: April 22, 2020
90% Submittal: June 19, 2020
90% Submittal Review Meeting: July 1, 2020
Final Submittal: August 7, 2020
Advertisement Authorization: August 12, 2020
Award Project: October 14, 2020
Begin Construction: Mid-November 2020

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.

[Signature]

Brandon Laurie, P.E.
Associate Engineer
CONCEPCION ROAD WATER MAIN REPLACEMENT

PROJECT BACKGROUND
The existing water main along Concepcion Road consist of 3,770 LF 8" Cast Iron Pipe (CIP) and 830 LF of 8" Polyvinyl Chloride (PVC). These water mains were installed as late as the 1950's with the exception of a small PVC section installed in early 1990. The District has experienced extensive leaks over the years and the pipes are in very poor condition. This project replaces the existing CIP/PVC water mains with new 8" Ductile Iron Pipe (DIP) along Concepcion Road between the Fremont Road/Concepcion Road intersection (District office location) and Purissima Road.

PROPOSED IMPROVEMENTS
Replace 3,770 LF of 8" CIP and 830 LF of 8" PVC w/ 8" DIP

PROJECT BENEFITS
The Concepcion Road Water Main Replacement replaces old infrastructure, with a history of extensive leaks, with new water main.

PROJECT BUDGET (rounded)

- 8" DIP - 4,600 LF @ $450/LF $ 2,070,000
- Service Connections - 14 @ $4,500/EA $ 63,000
- Fire Hydrants - 7 @ $15,000/EA $ 105,000
- Subtotal Construction $ 2,238,000
- Planning, Design & Construction Support $ 335,000
- Contingency (+10%) $ 257,000
- Project Budget $ 2,830,000

SCALE: 1" = 700'

Pakpour Consulting Group
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www.pakpour.com

PURISIMA HILLS WATER DISTRICT
SANTA CLARA COUNTY, CALIFORNIA
26375 FREMONT ROAD
LOS ALTOS HILLS, CA 94022-0254

CONCEPCION ROAD WATER MAIN REPLACEMENT
PROJECT 19-02
CAPITAL PROJECT SUMMARY - 2019 UPDATE

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