

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
6:30 P.M. WEDNESDAY AUGUST 12, 2020

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely via the Zoom.com platform

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Meeting ID: 981 2635 4992

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One tap mobile

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Copies of all agenda reports and supporting data are available for inspection at the District's website:

<http://www.purissimawater.org>. You also may view meeting minutes after the meeting on our website.

Public Comment on Items *Not* on the Agenda (limit one per person) must be submitted via email 24 hours prior to the meeting's call to order to Raylene Collins at rcollins@purissimawater.org. Public comments on individual agenda items (limit one per person PER AGENDA ITEM) must be submitted (a) via email 24 hours prior to the meeting's call to order to Raylene Collins at rcollins@purissimawater.org, or (b) via the call in number before each agenda item is presented. For comments submitted *prior* to the meeting, please indicate in your email the agenda item to which your comment applies. Public comment may be submitted via email to rcollins@purissimawater.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Meeting Minutes that will be posted online following Board approval at <http://www.purissimawater.org>. Although public comments are generally limited to three minutes per person per comment, the Board Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

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.

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, AUGUST 12 , 2020

- A. **APPROVAL OF MINUTES: REGULAR MEETING OF THE BOARD JULY 15, 2020.**
- B. **APPROVAL AND RATIFICATION OF JULY 2020 DISBURSEMENTS PAID IN AUGUST 2020 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR JORDAN, PHIL WITT, AND RAYLENE COLLINS)**
- C. **FINANCIAL REPORTS FOR: REVENUES, EXPENDITURES, AND CAPITAL IMPROVEMENT PROJECTS FOR JULY 2020.**
 - 1. **Outstanding non-customer accounts receivable**

6:45	4.	Town Sewer Laterals	Discussion/Update
7:10	5.	John Davidson Website Proposal	Update/Action
7:20	6.	Engineer’s Report	Update
		A. Taaffe/Elena/Moody Road Water Main Replacement – Progress Payment No. 3	
		B. Concepcion Road Water Main Replacement	
7:40	7.	Attorney’s Report	Update
7:50	8.	Manager’s Report	Update
		A. Adobe Creek Repair	
		B. Field Report	
		C. Customer Communications	
8:10	9.	Directors’ Report	Update
		A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics	
		B. Directors’ comments	
8:20	10.	Agenda Items September 9, 2020	Discussion
8:25	11.	ADJOURNMENT	Action

Accessibility for Individuals with Disabilities

Upon request, PHWD will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to rcollins@purissimawater.org or submitted by phone at (650) 948-1217. Requests made by mail (sent to Purissima Hills Water District, 26375 Fremont Road, Los Altos Hills, CA) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

PHWD MINUTES JULY 15, 2020

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** Vice President Holtz called the regular meeting to order at 6:30 p.m. on the GoToMeeting on-line platform.

Directors Present: President Solomon, Directors Brian Holtz, Steve Jordon, Peter Evans, and Kathy Knopoff

Staff Present: Phil Witt, General Manager; Raylene Collins, District Secretary, Joubin Pakpour, Engineer; Brandon Laurie, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** Customer Essy Stone attended the meeting.
3. **CONSENT CALENDAR** It was moved by Director Knopoff, seconded by Director Jordan, to approve the Consent Calendar. Motion approved unanimously – voice vote.
4. **Resolution 2020-05 Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2020-2021** It was moved by Director Jordan, seconded by Director Knopoff, to approve Resolution 2020-05. Motion approved unanimously - roll call vote.
5. **Resolution 2020-06 Requesting Santa Clara County to consolidate District Elections with the Statewide Election on November 3, 2020.** It was moved by Director Jordan, seconded by Director Knopoff, to approve Resolution 2020-06. Motion approved unanimously - roll call vote.
6. **Consider and Approve Support Letter for the Draft Community Preferred Plan for the revised Safe, Clean Water and Flood Protection Program.** The letter to the Valley Water Board of Directors states that PHWD believes that ensuring a reliable supply of water, flood control, and creek restoration is essential in addressing the needs of the area's communities. Passage of the Safe, Clean, Water and Flood Protection Program would provide support for volunteer efforts and educational activities, safety protocols, and protection of our natural areas, including providing additional protection for Adobe, Deer, and Matadero Creeks in the District service area. It was moved by Director Jordan, seconded by Director Solomon, to authorize the General Manager to send the revised letter of support. Motion approved roll call vote (4-1). Directors Solomon, Jordan, Evans and Knopoff voted for the motion and Director Holtz voted against the motion.
7. **Approval of Proposal from Pakpour Consulting Group for Preparing Plans, Specifications, and Cost Estimate of Fremont Rd. Main Improvement Project for \$86,118.** It was moved by Director Evans, seconded by Director Jordan, to approve the proposal. Motion approved unanimously – roll call vote.
8. **Engineer's Report**
 - A. **Taaffe/Elena/Moody Road Water Main Replacement – Progress Payment No. 2** As of June 30, 2020 the contractor installed 850 feet of linear pipe, located a storage site for equipment, and provided one way traffic control along portions of the Taaffe Rd. Approximately 11 percent of the contract is complete and the project is on schedule despite the delay in locating an equipment storage site.
 - B. **Concepcion Road Water Main Replacement** The project is on schedule and Fremont Rd. will be added to this project.
 - C. **Fire hydrant assembly** – The District's Operations Manager reported that he demonstrated the hydrant assembly to Commissioners and staff of the Los Altos Hills County Fire District.

9. **Attorney's Report** The Attorney provided an update to the Board summarizing the revised Fair Political Practices Commission regulations which require Board members to announce any conflict of interest with a particular agenda item, and recuse themselves from participating in the discussion.
10. **Manager's Report**
- A. Town of Los Altos Hills Sewer Laterals** The GM reported that he will meet with the Town's Public Works Director regarding methods for obtaining information about sewer laterals from residents, and setting protocols for marking the laterals in the future. An update will be provided at the August 12, 2020 Board meeting.
- B. Adobe Creek Repair** A cost proposal from the contractor ECI was received, and documents for remaining permits were sent.
- C. Field Report**
- On June 15th a leak occurred on Taaffe Lane. The leak was a failed rubber at the 6" CI bell which was repaired with a bell joint leak clamp. Asphalt repair is needed on the driveway.
 - Palo Alto intertie was used for two days on June 22 and 23.
 - At that start of the Taaffe, Elena and Moody Rd. Water Main Replacement project, an old abandoned 1" service line was hit and broken. We removed the corp-stop and installed a leak clamp over the hole to abandon it properly.
 - Hungry Horse Tank was chlorinated and put back in service.
 - On June 24 a leak occurred on Weston Dr. The leak was on 6" AC pipe leak. Replaced with 6ft of DIP and added a bend to move it away from the concrete structure. The Town's concrete drain inlet was poured around our AC water main. Minor asphalt and pathway repair.
 - On June 28 a leak occurred on Page Mill Rd. The leak was hole in 12" DIP and was replaced with 6ft of new DIP. DACO
 - On June 29 a leak occurred on Byrd Ln. The leak was a hole in 8" DIP which was replaced 10' of new DIP. Approximately 550sqft of asphalt will need to be replaced on Byrd Ln. per the Town.
 - On July 12 a leak occurred on Taaffe Rd. The leak was full split on 8" AC. It was repaired with a clamp.
 - On July 13 a leak occurred on Elena Rd. & La Barranca Rd. The leak was a 8' long split on 8" CI. Crew replaced the leak with 12' of new DIP. DACO helped with the repair. It damaged the intersection and will need extra asphalt repair and caused minor damage to private property.
 - On July 14th a leak occurred on Altamont and Tripoli Zone 3. The leak was a split of 8" AC that was repaired with a clamp. DACO construction helped with the repair. About 30ft of pathway needs repair.

➤ On July 14th a leak also occurred on Almaden Ct. The leak was a hole in 6” CI. Three feet was replaced with new 6” DIP. DACO helped with the repair. This was off the road and did not cause property damage.

➤ The GM explained that several of the recent main breaks may have been caused by local earthquakes and land movement.

D. Customer Communications None to report

11. Directors’ Report

A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics Director Jordon reported on issues relevant to the agencies. He reported that BAWSCA’s effort to obtain water supply may be delayed which effects the District’s potential for backup supply.

B. Directors’ comments None

12. Agenda Items August 11, 2020

Leak adjustment Policy

13. ADJOURNMENT Meeting was adjourned at 8:34 p.m.