

PURISSIMA HILLS WATER DISTRICT
MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS

October 2013 Minutes

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

Directors Present: Directors Robert N. Anderson, Brian Holtz, Ernie Solomon, Gary Kremen and President Steve Jordan.

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.** Rick Callender, Government Relations Manager, Santa Clara Valley Water District and Executive Director of the Special Districts Association (SDA), described the benefits of membership in the SDA and the representation of independent special districts on the LAFCO board. Mr. Callender described the advantages and the steps taken by the SDA to enable the representation which is now law and cannot be overturned. He also confirmed for the Board that Government Code 56381(c) specifies that if a special district does not pay its LAFCO membership fee, the fee may be collected through appropriation of the special district's property taxes. Also in attendance was Gary Waldeck, District customer and Mayor of Town of Los Altos Hills.

3. **CONSENT CALENDAR**

It was moved by Director Anderson, seconded by Director Holtz, to approve the Consent Calendar. Motion carried – voice vote.

4. **PENSION COMMITTEE REPORT** (HOLTZ AND SOLOMON) The Pension Committee presented its analysis of the District's policy of contributing the employee share of CALPERS pension contributions. It cited a variety of factors and options while recommending that the board maintain the current policy. The board requested that the committee present at the next board meeting a written summary of its findings. The General Manager notified the Board that CalPERS increased the employer's share from 4.269% to 7.505% due to the reform act. The side fund that enabled the discount would be used to offset unfunded liabilities by the risk pool.

5. **BANKING PLANS/OPERATIONS:** Director Kremen noted that the District may benefit from changing banks, and should consider bidding out banking services. The General Manager reported on the fees and services of the District's current bank, Bank of the West, and will survey the fees of other banks.

6. **ELECTRONIC BILLING AND PAYMENTS** Director Kremen requested that customer bill payment checks be deposited in the bank every day. The General Manager noted that the District normally makes daily deposits when check volumes are high, and has changed the operating procedure to make daily deposits when payments slacken, though the monthly generation of bills and staff vacations may affect the schedule of deposits. The General Manager is also reviewing the e-billing process.

7. **ENGINEER'S REPORT**
 - A. NEARY TANK UTILIZATION PROJECT. The Engineer explained that the contract, bonds, and insurance certificates for the contractor, Mountain Cascade, are signed. The pre-construction meeting will be held October 22, 2013 and the projected start date is November 4, 2013. The Engineer's community outreach will include 1) letters that describe the benefits of the project and expected project schedule will be sent to approximately fifty residents in the vicinity of the project, 2) large construction signs explaining the project and its funding sources will be installed near the site; and 3) the contractor will also notify residents before starting work in front of their property 48 hours in advance. The Board requested that the notice be sent to

the Town, Fire District and Town Crier so they may include it in upcoming publications.

- B. QUARRY LAKE EMERGENCY WATER SUPPLY. The Engineer summarized the EKI Operations Plan that included an estimated implementation cost of \$220,000 for purchasing equipment such as pumps, a water truck, and diesel generator; all of which may also be used for some of the District's daily operations. The District will resume discussions with the Quarry Lake home owner's association and seek a memorandum of understanding (MOU) for access to the lake. He emphasized that Quarry Lake's non-potable water would be a last resort used only if every other water source was unavailable. Once the non-potable water enters the system, the District would need to issue a Boil Order Notice that would require 30 days of flushing with potable water and testing to lift the Boil Order Notice. He asked and received Board concurrence to move forward with the project and to program it into next year's Capital Improvement Program.

8. **MANAGER'S REPORT**

- A. REPORTING AND RECORDING OF FIELD ACTIVITIES. Since 1993, a spreadsheet has been maintained of main breaks and is part of an annual report provided to the California State Dept. of Public Health. Director Jordan requested that a detailed report for each break, that could include pipe condition, impact of the break, potential cause and photos, if possible.

B. WATER TANK SITES

1. STATUS OF SEISMIC UPGRADES Welding is complete at La Cresta and Neary Tanks; installation of fiberglass ladders and interior painting of welding work remain to be done. The maintenance free, NSF approved fiberglass ladders will replace the steel ladders. .

C. FIELD REPORT:

- Installed 1 ½" service, 1 ½" meter and 2" backflow for 26520 Purissima
- Continued work on Christopher Ln main replacement.
- Paved main repair of about 1600 square feet at 25750 Elena Rd.
- Lead and Copper samples were collected and submitted to the lab

- Lewis and Tibbits excavated Arastradero between Hillview and Foothill Expy. to repair a small leak on Zone-1 10" C.I. The leak was not found and appeared to be following the bore hole for the recently installed gas main for Palo Alto.
- Sept 12th : Leak on Arastradero just west of Liddicoat. The leak was a split on 8" C.I. and was repaired with 24' of new 8" D.I. No Public or Private property damage.
- Sept. 13th: Leak on 8" C.I at Elena and Josefa intersection was repaired with a clamp. No Public or Private property damage.
- Sept. 14th : Leak on 8" C.I. at Moody and Old Snakey intersection was repaired with a clamp. No Public or Private property damage.
- October 1st: Leak on 8" A.C. at 26737 Taaffe Rd. was repaired by replacing 23' of new 8" D.I. The leak did damage to an apricot orchard, and a pathway.
- October 6th: Leak on 6" C.I. on Old Trace. The leak was full circle crack, and was repaired with a clamp. There was no private or public property damage.
- October 8th: Leak on Altamont between Black Mtn. and Cortez. The leak is a full circle crack on 6" C.I. and will be repaired with a clamp. No Private property damage. There is a small amount of pathway repair that needs to be fixed
- Oct. 8th: Leak on Fremont 8" C.I. The leak was split that was repaired with 14' of new 8" D.I. The leak did damage to the TLAH new Fremont landscape project.

9. DIRECTORS' REPORT

- A. BAY AREA WATER SUPPLY AND CONSERVATION AGENCY ISSUES Director Anderson described BAWSCA's pilot plan to divert water from Yuba and Placer water districts to the City of Hayward which should return approximately 20 million gallons a year in the Hetch Hetchy system.
- B. LOS ALTOS HILLS EMERGENCY DRILL. Gary Waldeck reported on the town-wide emergency operations drill and noted that an important lesson learned is to continually improve the method and content of communications.

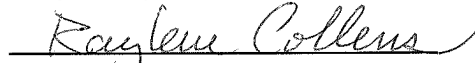
C. DIRECTORS' COMMENTS - None

D. AGENDA ITEMS FOR NOVEMBER 13, 2013 BOARD MEETING

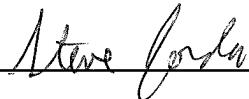
Pension Committee report

10. ADJOURNMENT: Meeting adjourned at 9:10 pm

Respectfully submitted

A handwritten signature in cursive script that reads "Raylene Collins". The signature is written in black ink and is positioned above a horizontal line.

Raylene Collins, District Secretary

Approved: A handwritten signature in cursive script that reads "Steve Jordan". The signature is written in black ink and is positioned above a horizontal line.

Steve Jordan, President

