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, Vice President Steve Jordan (teleconference), Directors Robert N. Anderson, Ernie Solomon, and Peter Evans (delayed)

Staff Present: Patrick Walter, General Manager; Joubin Pakpour, Engineer; Catherine Groves, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. COMMENTS FROM THE PUBLIC David Gilmour, Associate Member of the Town of Los Altos Hills Emergency Communication Committee (ECC), attended the meeting.

3. CONSENT CALENDAR It was moved by Director Anderson, seconded by Director Solomon, to approve the Consent Calendar. Motion approved – voice vote (4-0).

4. ENGINEER’S REPORT Nothing to Report

5. ATTORNEY’S REPORT Attorney Catherine Groves provided a summary of the report: “Little Hoover Commission: Improving Oversight and Transparency for Special Districts”. Director Holtz suggested that the District incorporate recommendation nine from the report that states that the District post documents on the website that provide improved transparency. These goals should be incorporated into the District’s practices because this information increases transparency which builds trust and public engagement. The GM agreed.

6. ANTENNA MOUNT ON LA CRESTA TANK FOR TOWN OF LOS ALTOS HILLS EMERGENCY COMMUNICATIONS COMMITTEE (ECC) David Gilmour, Associate Member of the ECC, requested the Board approve the installation of a one-directional 40’ radio antenna to be mounted on the roof of La Cresta Tank. It is necessary for the antenna to be located on the tank because the tank acts as a ground plane to strengthen the signal and provide the ability for communications to reach Sacramento. The GM explained the antenna mount could be welded to the roof in center of the tank, along with brackets for guy wires. The Town of Los Altos Hills will pay for the installation and any required maintenance or damage to the tank. Director Jordan inquired about potential damage to the tank from lightning strikes and corrosion. Mr. Gilmour agreed to provide additional information on protection from lightning strikes. It was moved by Director Anderson, seconded by Director Solomon, to amend the agreement with the Town to approve the installation of the ECC proposed antenna on La Cresta Tank. Motion approved - roll call vote

AYES: Directors, Holtz, Jordan, Solomon, Anderson
NOES: None
ABSENT: Director Evans
MANAGER'S REPORT

A. FIELD REPORT

- **Chloramine Boost Station.** The Hazardous Material permit process continues for the chemicals at Neary Tank. The Santa Clara County Department of Environmental Health is expected to write a letter to let us know of deficiencies and test points.
- **Lead Testing.** Samples were taken on Tuesday, September 12 at Bullis Gardener School. The four samples taken were all Non Detects.
- **Backflow and meter upgrades** were installed on Ortega Drive.
- **Vinedo Main Installation.** The entire 850LF of 8” DIP main was completed October 10, 2017. The next steps are to pressure test the main and test for water quality, reconnect 11 services, an air release and a hydrant. When complete, O’Grady Paving will pave the road.

Director Jordan requested that the monthly Manager’s Report include a summary report that shows distribution system statistics. He provided an example. The GM agreed.

A. CUSTOMER COMMUNICATIONS None to report

8. DIRECTORS' REPORT

A. **BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA), ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES** Director Anderson reported that JPIA, the District’s insurance agent, now provides cyber security insurance without additional cost. He also provided documents from the Bay Area Water Supply and Conservation Agency (BAWSCA) Board of Directors Meeting held September 21, 2017

B. **DIRECTORS' COMMENTS** Director Jordan reported that he stayed at the SFPUC-owned cabin located at Hetch Hetchy reservoir, which is made available to water agency officials.

C. **DATA RETENTION** Director Holtz reported that a draft data retention policy will be provided to the Board at the November 8, 2017 meeting.

9. AGENDA ITEMS FOR NOVEMBER 8, 2017 BOARD MEETING

Draft Data Retention Policy

10. CLOSED SESSION: Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation (mid-year review) Title: General Manager. The meeting went into closed session at 7:22 p.m.

11. OPEN SESSION: Public Employee Performance Evaluation (mid-year review) Title: General Manager. The meeting returned to Open Session at 7:55 p.m. No action was taken.

12. ADJOURNMENT It was moved by Director Anderson, seconded by Director Solomon, to adjourn the meeting at 7:57 p.m. Motion approved unanimously – voice vote.

Respectfully submitted

[Signature]
Raylene Collins, District Secretary

Approved: _________________
Brian Holtz, President