1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Jordan called the regular meeting to order at 6:00 p.m. in the District office.

Directors Present: President Jordan, Vice Pres. Peter Evans, and Directors Robert N. Anderson, Ernie Solomon, and Brian Holtz

Staff Present: Patrick Walter, General Manager; Phil Witt, General Foreman, Brandon Laurie, Engineer, Pakpour Engineering; Dave Gehrig, Attorney, Hanson Bridgett; and Ray Collins, Office Manager/District Secretary

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** Attending the meeting were Nicole Sandkula, Chief Executive Office/General Manager of Bay Area Water Supply and Conservation Agency (BAWSCA); Gary Waldeck, customer and Town of Los Altos Hills Councilman; Gary Kremen, customer and Santa Clara Valley Water District Board Member; and customers Dru Anderson, and Anne DeGheest.

3. **CONSENT CALENDAR** It was moved by Director Anderson, seconded by Director Solomon, to approve items A, B, D, E, F, and G of the Consent Calendar. Motion approved (4-0: Jordan, Anderson, Solomon and Holtz; Evans absent) – voice vote. Director Evans was absent at this time. After clarification of a budget item on Item C. Financial Reports, it was moved by Director Anderson, seconded by Director Holtz, to approve Item C. Motion approved (4-0: Jordan, Anderson, Solomon and Holtz; Evans absent) – voice vote.

4. **RESOLUTION 2018-08 APPRECIATION FOR DIRECTOR ROBERT N. ANDERSON** Director Jordan presented the framed Resolution to Director Anderson. Several members of the public and staff spoke about their appreciation for Director Anderson’s service. Resolution 2018-08 will be approved at the December 12, 2018 Board meeting.

5. **APPOINTMENT OF REPRESENTATIVE TO BAY AREA WATER SUPPLY AND CONSERVATION AGENCY (BAWSCA) BOARD OF DIRECTORS AND SAN FRANCISCO BAY AREA REGIONAL WATER SYSTEM FINANCING AUTHORITY (RFA)**. It was moved by Director Solomon, seconded by Director Anderson, to appoint Director Jordan to the BAWSCA Board of Directors and RFA when Director Anderson resigns at the BAWSCA Board meeting January 17, 2019. Motion approved unanimously.

6. **SELECT ACWA/JPIA REPRESENTATIVE** No action was taken.

7. **DISCUSS PROCESS TO FILL OPEN BOARD SEAT AND SCHEDULE INTERVIEWS**. Director Jordan explained that the subcommittee composed of Directors Jordan and Evans will review the applications and interview the three candidates, then make their recommendation to the PHWD Board at their December 12, 2018 Board meeting. The Board will then approve a resolution that recommends a candidate and gives authority to the County Board of Supervisors to appoint a Director.
8. UPDATE ON DISCUSSION WITH LOS ALTOS HILLS COUNTY FIRE DISTRICT (LAHCFD) FOR SHARED PROJECTS

Director Evans reported on the subcommittee meeting held November 5, 2018 and the LAHCFD Commission meeting on November 13. He explained that LAHCFD will consider a resolution at its December 18, 2018 Commission meeting to share the cost of design work on Taaffe/Elena, Page Mill Road, La Paloma, and Altamont Road for approximately $316,000 each. The LAHCFD will consider funding shared costs of construction in phases as the projects are bid in 2019.

9. AUTHORIZE PAKPOUR CONSULTING GROUP TO PROCEED WITH DESIGN WORK FOR THE PAGE MILL ROAD, LA PALOMA, AND ALTAMONT ROAD ZONE 4 WATER MAIN REPLACEMENT PROJECT FOR A NOT TO EXCEED AMOUNT OF $359,000. No action taken.

10. ENGINEER’S REPORT The Engineer said that the survey for Moody Rd. Main Replacement is nearly complete and the design will be accelerated. Also, the Taaffe/Elena survey is nearly complete.


12. MANAGER’S REPORT

A. FIELD REPORT

- Matadero Pump Station. DACO has started potholing for the Hungry Horse Tank check valve.
- McCann Electrical Panel. Pump 2 starter panel was received and returned to repair deficiencies; Vendor is still working on the panel.
- Adobe Creek Bank Repair. Finished the Adobe Creek winterization project. This was a repair to the scar left on the creek bank from the Moody Road leak. The winterization is a temporary repair that will be completed after the rains next year.
- Moody Rd. Main Replacement. Mark Stoloski called to say that Stoloski & Gonzales would have availability to do a small construction project in late December or early January. This is weather dependent. To date, the Moody Road leak has cost $56,779 to be submitted to JPIA and another $75,954 in District cost.
- Beacon AMI - installed about 40 devices
- Backflow Testing started; about 250 backflows are left to test by end of December 2018.
- New Backflow installed on Purissima Road
  SCADA Lookout Program crashed that resulted in the Altamont Pumps, failing to start. The rest of the District pumps ran without incident. Engineering is scheduled to troubleshoot the code on November 27th. Also, a modem will be connected to alert staff when the Lookout program crashes.

MAIN BREAKS

- Avila and Elena Rd. On Oct. 13th, a leak occurred at Elena and Avila on an 8” DIP that had pulled out of a transition coupling. The leak was repaired by removing a nearby blow off tee and straight pipe with restrained sleeves.
- Willow Pond. On Nov. 5th a small leak occurred on an 8” DIP on Willow Pond installed in 2003. The leak was coming from a small corrosion hole. The manufacturer of the pipe, Pacific States Pipe, will look at the pipe in the first week of December, 2018.
- Taaffe Lane. On Nov. 7th a leak occurred on a 6” cast iron fire hydrant lateral that had pulled out of the tee. The repair was to replace 4’ of the pipe and a sleeve.
- Moody Court. On Nov. 12th a leak occurred on an 8” cast iron zone 3 main on Moody Ct. The leak was caused by a 4’ long split. There is an 8” DIP and blow-off valve (zone 4) crossing the zone 3 pipe that is restricting access for the repairs. The blow-off and kicker will need to be relocated in order to replace the failed main with 6 feet of DIP.

B. CUSTOMER COMMUNICATIONS Nothing to report.
C. UPDATE ON THE STATUS OF PROPOSED ANTENNA LEASE. The GM reported that the agreement with the Town of Los Altos Hills, is progressing and will be ready for review in December 2018.

D. UPDATE ON THE WONDERWARE SCADA CONVERSION The GM reported that the Wonderware conversion is in process. The main reason for the conversion is that the current software is no longer supported in the U.S

13. DIRECTORS’ REPORT

A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES Director Anderson reported on issues relevant to BAWSCA and JPIA. He praised the Los Altos Hills Emergency Operations Plan and encouraged rigorous documentation of responses to disasters.

B. DIRECTORS’ COMMENTS Director Jordan reported on a meeting with SCVWD officials regarding grant funding for main leak detection equipment.

14. AGENDA ITEMS FOR DECEMBER 12, 2018 BOARD MEETING

Pakpour design proposal of shared projects

Draft audit report presentation

15. ADJOURNMENT

It was moved by Director Anderson, seconded by Director Holtz, to adjourn the meeting at 7:18 p.m. Motion approved unanimously – voice vote.

Respectfully submitted

Raylene Collins, District Secretary

Approved: Peter Evans

Peter Evans, President