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

March 13, 2019 Minutes

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 Jordan, and Kathy Knopoff

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

The Pledge of Allegiance was recited.

2. COMMENTS FROM THE PUBLIC Customer Kjell Karlsson attended the meeting.

3. CONSENT CALENDAR It was moved by Director Solomon, seconded by Director Knopoff, to approve the Consent Calendar. Motion approved unanimously—voice vote.

4. APPROVAL OF RESERVE POLICY It was moved by Director Holtz, seconded by Director Solomon, to approve the Reserve Policy as amended. Reserve target levels are: Operating Reserve: 25% of the Operations and Management Budget or $1.4M; Capital Reserve: $1.5M; and Unemployment Reserve: $11,700. Motion approved unanimously—voice vote.

5. APPROVAL OF CONSTRUCTION FOR ELena RD. MAIN REPLACEMENT PROJECT FOR AN AMOUNT NOT TO EXCEED $198,000 It is moved by Director Jordan, seconded by Director Knopoff, to approve the construction of Elena Rd for an amount not to exceed $198,000 and to select Stoloski & Gonzales Inc., general engineering contractors to do the work per plans provided by Pakpour Engineering. The procurement policy is waived because the urgent repair is in the best interest of the Town of Los Altos Hills’ residents. Motion approved unanimously—voice vote.

6. DISTRICT WEBSITE: VIEW MY BILL REGISTRATION The GM explained that in 2017, an upgrade of billing software programs caused a change on the District’s website that unfortunately required customers to re-register their accounts to view their bill on-line.

7. ENGINEER’S REPORT The Engineer reported that Zone 2 was flow tested which completed the model calibration. A summary report will be provided. He also reported that the design phase of the Taaffe and Elena Main Replacement Project is 85% complete.

8. ATTORNEY’S REPORT Nothing to Report

9. MANAGER’S REPORT

A. FIELD REPORT
   ➢ New crewmember Juan Arevalos started on February 19th.
   ➢ Corte Madera: A broken gate valve was repaired with a new valve stem.
   ➢ Corbetta/Vinedo cross country: The tee feeding the end of Vinedo was abandoned This completes the Vinedo main replacement job.
   ➢ Beacon AMI, All the beacons ordered are installed. Approximately 70 are needed to complete the system.
Matadero Pump Station. DACO plumbed the Matadero check valve. Due to weather and the Moody main, the vault still needs to be installed and backfilled.

Wildcrest. DACO Construction and crewmembers are installing a new section of main to improve connections to the services on this street.

Moody Rd. Main Replacement. Despite delays because of rain and an unmarked AT&T line, crew anticipates the pipe will be installed and tie-ins completed by the end of March.

Acoustic Sampling. The GM described the steel caps to be located on fire hydrants. He reported on his discussion with the Los Altos Hills County Fire District (LAHCFD) regarding the approval for leak detection in fire hydrant caps..

B. CUSTOMER COMMUNICATIONS Director Evans reported that his Beacon AMI leak alert reported in CCF instead of gallons and appeared erratic. The GM will investigate.

10. DIRECTORS’ REPORT

A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES Director Jordan reported that he is a seated member of the BAWSCA Board of Directors. Director Jordan also reported that the Shared Projects Subcommittee met with the LAHCFD on March 7, 2019. At that meeting, the Engineers explained the results of the calibration of the hydraulic model and the committee members discussed projects that may improve fire flow reliability. Director Jordan then summarized the terms of site leases held by other agencies as a comparison with the Operations Site Lease the District has with the Town of Los Altos Hills.

B. DIRECTORS’ COMMENTS

11. AGENDA ITEMS FOR APRIL 10, 2019 BOARD MEETING

12. CLOSED SESSION
PUBLIC EMPLOYMENT
Government Code section 54957
Title: General Manager
The meeting went into Closed Session at 8:05 p.m.

13. RECONVENE TO OPEN SESSION The meeting returned to Open Session at 9:00 p.m. A subcommittee was formed to discuss the procedure for filling the General Manager position. Subcommittee members are Brian Holtz and Kathleen Knopoff.

14. ADJOURNMENT The meeting adjourned at 9:10 p.m.

Respectfully submitted

Raylene Collins
Raylene/Collins, District Secretary

Approved: [Signature]
Peter Evans, President