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

Directors Present: President Evans, Directors Ernie Solomon, Brian Holtz, Kathy Knopoff, and Steve Jordan (teleconference).

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

The Pledge of Allegiance was recited.

2. COMMENTS FROM THE PUBLIC None

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

4. WULFF, HANSEN & CO. LOAN APPLICATION The District is seeking a financing plan to fund the construction of the Taaffe/Elena/Moody Roads Water Main Replacement. This project is the top priority of the Capital Improvement Plan and has an estimated cost of $4.3 million. Ben Levine, Public Finance Advisor with Wulff, Hanson & Co explained the roles of the three advisory agents needed for the funding: 1) Wulff, Hanson & Co. will be a Municipal Advisor to assist in developing a financing plan; 2) Brandis Tallman LLC will provide underwriting services to collect and analyze bids from banks; and 3) Quint and Thimmig LLC will perform services of bond counsel. The District Attorney will review the agreements.

5. RESOLUTION 2019-08 AUTHORIZING AGREEMENTS AND ACTIONS TO COMMENCE LOAN APPLICATION PROCESS FOR WATER SYSTEM IMPROVEMENTS FINANCING It was moved by Director Jordan, seconded by Director Holtz, to approve Resolution 2019-08. Motion approved unanimously—voice vote. A standing Finance Committee composed of Directors Evans and Jordan was formed to oversee the process.

6. AUTHORIZE PAKPOUR CONSULTING GROUP TO ADVERTISE FOR BIDS FOR THE CONSTRUCTION OF TAAFFE ELENA MAIN REPLACEMENT PROJECT. The Engineer reported the pre-bid meeting will be held November 20, 2019, the bid opening will occur December 18, 2019, with award at the January board meeting. It was moved by Director Jordan, seconded by Director Knopoff, to authorize Pakpour Consulting Group to approve the advertisement for bids, but exercise discretion when setting the advertisement date in relation to the timing of available funds for construction. Motion approved unanimously—voice vote.

7. RESOLUTION 2019-09 ADOPTING A MITIGATED NEGATIVE DECLARATION FOR THE TAAFFE/ELENA/MOODY ROADS WATER MAIN REPLACEMENT. It was moved by Director Knopoff, seconded by Director Solomon, to approve Resolution 2019-09. Motion approved unanimously—voice vote.
8. **CONSIDER APPROVING PURCHASE OF THREE PAX MIXERS FROM UGSI SOLUTIONS TO BE INSTALLED IN LA CRESTA T2, MCCANN T2 AND ALTAMONT T2 FOR AN AMOUNT NOT TO EXCEED $66,500.** The GM explained that the mixers are needed to avoid stratification in the tanks. It was moved by Director Jordan, seconded by Director Knopoff, to approve the purchase and to waive the Procurement Policy because the PAX mixers are the best product on the market and the price from UGSI Solutions is discounted. Motion approved unanimously – voice vote.

9. **CONSIDER APPROVING PURCHASE OF GUTERMANN AQUASCAN 610 LEAK CORRELATOR FOR AN AMOUNT NOT TO EXCEED $25,000** The GM explained that the correlator is so sensitive that it can accurately locate a pinhole leak over a long distance between two valves. Small leaks are often extremely hard to locate and can result in costly repairs. It was moved Director Knopoff, seconded by Director Solomon, to approve the purchase of Gutermann Aquascan 610 leak correlator for an amount not to exceed $25,000 and waive the applicable Procurement Policy because the District crew is already trained to use the Gutermann product. Motion approved unanimously – voice vote.

10. **ENGINEER’S REPORT**

    **A. CAPITAL IMPROVEMENT PLAN PRIORITIZATION** The Assistant GM explained his reasons for prioritizing the list of CIP projects to be constructed after the Taaffe/Elena/Moody Road Water Main Replacement. The top three are 1) Concepcion Road Main replacement with an estimated cost of $2.8M; 2) Seton Main Replacement with an estimated cost of $1M; and 3) Duval Way Improvements with an estimated cost of $230,000.

11. **ATTORNEY’S REPORT** Nothing to Report

12. **CONSIDER AND APPROVE PHWD PUBLIC AGENCY TANK SITE ACCESS POLICY** Director Jordan explained that the Town of Los Altos Hills Emergency Communications Committee (ECC) and the Los Altos Hills County Fire District (LAHCFD) are requesting access to tank sites for the installation and maintenance of communication equipment. He said that the agencies’ access to the tank sites causes a public safety concern when it interrupts the District’s use of the sites. He asked the Board to consider a policy that manages the public use of the tank sites and therefore protects public safety. A policy had not yet been drafted to consider, however. Director Evans suggested that rather than adopting a policy, public safety around the tanks can be managed by individual agreements with each agency. Director Evans also suggested that a Board subcommittee member or District staff meet with LAHCFD officials to clarify the purpose of their request for access to tank sites. The GM and Assistant GM will discuss the Board’s position with the ECC and LAHCFD and work toward agreements regarding site access and the funding of equipment installation. They will present their findings to the Board at their November 13, 2019 regular meeting.

13. **AUTHORIZE PHWD TO ENTER INTO NEGOTIATIONS WITH TOWN OF LOS ALTOS HILLS FOR OPERATIONS CENTER GROUND LEASE SUBJECT TO SITE ACCESS POLICY AND AUTHORIZE PHWD TO ENTER INTO NEGOTIATIONS WITH LOS ALTOS HILLS COUNTY FIRE DISTRICT ON LEAK SENSOR AND LA CRESTA SITE ACCESS AGREEMENT SUBJECT TO SITE ACCESS POLICY.** No Action Taken

14. **MANAGER’S REPORT**

    **A. FIELD REPORT**

    ➢ Update on Taelemans: ACOE, Calfish & Wildlife, RWQCB, CEQA are the agencies that are being coordinated. All are close to having approved permits. MIG is working on the coordination of onsite monitors (inspectors) who will represent each agency during the creek bank build back. The expected construction time frame is approximately a month.

    ➢ TLAH Microwave dish proposal: The Assistant GM met with the District’s radio contractor about the possibility of adding more antennas to the District’s current tower. It was
suggested that we do not add more antennas to our current tower and find an alternative. The contractor has 30 years’ experience with radio towers including new installations and retrofits. He suggested that the tower would be overloaded beyond his comfort level.

- Meter & Backflow upgrades:
  - La Loma- 2” service & meter with a 2” backflow installed
  - Jullietta Ln.- 1” meter upgrade with 2” backflow installed
  - Central- 1” service & meter with a 2” backflow installed
  - Orchard Hill- 1” meter upgrade with a 2” backflow installed

- Mandoli and Arastradero leaks were paved by DACO Construction.
- The 2019 Lead and Copper Rule will be completed this week.

B. CUSTOMER COMMUNICATIONS The District Secretary reported on a variance to the Leak Adjustment Policy

15. DIRECTORS’ REPORT

A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUE Nothing to Report

B. DIRECTORS’ COMMENTS Director Evans reported on a trip to Hetch Hetchy Reservoir

16. AGENDA ITEMS FOR NOVEMBER 13, 2019 BOARD MEETING
FY 2018/19 Audit
Taaiffe Elena Main Replacement Financing
Moving January meeting from January 8 to the 15th

17. CLOSED SESSION

A. PUBLIC EMPLOYMENT
   Government Code section 54957
   Title: General Manager
   The meeting went into closed session at 9:20 p.m.

B. CONFERENCE WITH LABOR NEGOTIATOR
   Government Code section 54957.6
   Agency designated representative: Directors Brian Holtz and Kathleen Knopoff
   Unrepresented Employee: Assistant General Manager

18. RECONVENE TO OPEN SESSION The meeting reconvened to open session at 10:30 p.m.

19. ADJOURNMENT It was moved by Director Knopoff, seconded by Director Solomon, to adjourn the meeting at 10:32 p.m. Motion approved unanimously – voice vote.

Respectfully submitted

Raylene Collins, District Secretary

Approved: Peter Evans, President