

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
6:30 P.M. WEDNESDAY JULY 15, 2020

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely via the GoToMeeting platform

<https://global.gotomeeting.com/join/382655333>

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Copies of all agenda reports and supporting data are available for inspection at the District's website:

<http://www.purissimawater.org>. You also may view meeting minutes after the meeting on our website.

Public Comment on Items *Not* on the Agenda (limit one per person) must be submitted via email 24 hours prior to the meeting's call to order to Raylene Collins at rcollins@purissimawater.org. Public comments on individual agenda items (limit one per person PER AGENDA ITEM) must be submitted (a) via email 24 hours prior to the meeting's call to order to Raylene Collins at rcollins@purissimawater.org, or (b) via the call in number before each agenda item is presented. For comments submitted *prior* to the meeting, please indicate in your email the agenda item to which your comment applies. Public comment may be submitted via email to rcollins@purissimawater.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Comments submitted after the meeting is called to order will be included in the Meeting Minutes that will be posted online following Board approval at <http://www.purissimawater.org>. Although public comments are generally limited to three minutes per person per comment, the Board Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

Agenda

6:30 1. CALL TO ORDER, ROLL CALL

6:35 2. COMMENTS FROM THE PUBLIC

6:40 3. CONSENT CALENDAR

Items appearing on the Consent Calendar are considered routine and will be adopted in one motion, except for any item removed for separate consideration elsewhere on the agenda. The President will ask the Board and the audience for requests to remove these items.

A. APPROVAL OF MINUTES: REGULAR MEETING OF THE BOARD JUNE 10, 2020.

B. APPROVAL AND RATIFICATION OF JUNE 2020 DISBURSEMENTS PAID IN JULY 2020 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR HOLTZ, PHIL WITT, AND RAYLENE COLLINS)

BOARD OF DIRECTORS --- B. HOLTZ --- S. A. JORDAN --- P. EVANS --- E. SOLOMON --- K. KNOPOFF

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 15 , 2020

C. FINANCIAL REPORTS FOR: REVENUES, EXPENDITURES, AND CAPITAL IMPROVEMENT PROJECTS FOR JUNE 2020.
1. Outstanding non-customer accounts receivable

- | | | | |
|------|-----|---|-------------------|
| 6:45 | 4. | Resolution 2020-05 Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2020-2021 | Discussion/Action |
| 6:50 | 5. | Resolution 2020-06 Requesting Santa Clara County to consolidate District Elections with the Statewide Election on November 3, 2020. | Discussion/Action |
| 6:55 | 6. | Consider and Approve Support Letter for the Draft Community Preferred Plan for the revised Safe, Clean Water and Flood Protection Program | Discussion/Action |
| 7:00 | 7. | Approval of Proposal from Pakpour Consulting Group for Preparing Plans, Specifications, and Cost Estimate of Fremont Rd. Main Improvement Project for \$86,118. | Discussion/Action |
| 7:20 | 8. | Engineer's Report
A. Taaffe/Elena/Moody Road Water Main Replacement – Progress Payment No. 2
B. Concepcion Road Water Main Replacement | Update |
| 7:40 | 9. | Attorney's Report | Update |
| 7:45 | 10. | Manager's Report
A. Town of Los Altos Hills Sewer Laterals
B. Adobe Creek Repair
C. Field Report
D. Customer Communications | Update |
| 8:00 | 11. | Directors' Report
A. BAWSCA, Valley Water, ACWA/JPIA and other agency topics
B. Directors' comments | Update |
| 8:10 | 12. | Agenda Items August 11, 2020 | Discussion |
| 8:15 | 13. | ADJOURNMENT | Action |

Accessibility for Individuals with Disabilities

Upon request, PHWD will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to rcollins@purissimawater.org or submitted by phone at (650) 948-1217. Requests made by mail (sent to Purissima Hills Water District, 26375 Fremont Road, Los Altos Hills, CA) must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

PHWD MINUTES JUNE 10, 2020

1. **CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE** President Solomon called the regular meeting to order at 6:30 p.m. on the GoToMeeting on-line platform.

Directors Present: President Solomon, Directors Brian Holtz, Steve Jordon, Peter Evans, and Kathy Knopoff

Staff Present: Phil Witt, General Manager; Raylene Collins, District Secretary, Joubin Pakpour, Engineer, Brandon Laurie, Engineer, Pakpour Consulting Group; Catherine Groves, Attorney, Hanson Bridgett

The Pledge of Allegiance was recited.

2. **COMMENTS FROM THE PUBLIC** None
3. **CONSENT CALENDAR** It was moved by Director Jordan, seconded by Director Holtz, to approve the Consent Calendar. Motion approved – voice vote (4-0).
4. **Adopt FY20-21 Final Budget** The GM discussed his revisions to the Operating and Capital budget, and reported that the Operating and Capital Reserves will be fully funded. It was moved by Director Jordan, seconded by Director Holtz, to adopt the FY20-21 Final Budget. Motion approved roll call vote (4-0)
5. **Response to the Los Altos Hills County Fire District (LAHCFD) Management Audit** The Attorney reported that he and the GM worked with Directors Evans and Jordan to prepare a letter to the Santa Clara County Board of Supervisors. The letter provides support for the LAHCFD response to the findings of a management audit conducted by the County. The letter describes context of collaboration between the District and LAHCFD and the importance of their long-term cost sharing relationship for capital improvements.
Specifically, the letter states that the District's Board reviewed the Management Audit of LAHCFD dated May 22, 2020, including LAHCFD's response to the audit dated May 15, 2020. The District's evolving understanding of the local fire risks facing Los Altos Hills, as well as seismic risks presented to the aging water distribution system, makes collaboration between the District and LAHCFD to maintain and improve this system vital. Joint projects have benefited the residents of Los Altos Hills as homeowners, ratepayers, and taxpayers, and improved fire safety for the region. The District Board is proud of its joint projects, and believes that they are what our constituents should expect from us.
It was moved by Director Holtz, seconded by Director Knopoff, to adopt the letter with revisions. Motion approved unanimously – voice vote.
6. **Consider and approve rescheduling July 8, 2020 regular meeting of the Board to July 15, 2020.** It was moved by Director Holtz, Seconded by Director Evans to move the regular meeting of the Board from July 8, 2020 to July 15, 2020. Motion approved unanimously – voice vote.
7. **Adopt Capital Improvement Program** The Engineer provided maps of the 21 projects on the CIP that will be a total capital expenditure of \$31.79M. He discussed the prioritization. The top three priority projects are: 1) Concepcion Road Main Replacement (\$2.2M); 2) Seton Improvements (\$770,000); and 3) Fremont Rd. Phase One Improvements (\$715,000). The CIP can be found on the District's website. It was moved by Director Jordan, seconded by Director Holtz, to adopt the Capital Improvement Plan. Motion approved unanimously – voice vote.

8. Engineer's Report

- A. **I-280 Main Crossing Replacements** Two crossings under the I-280 freeway were constructed at the time the freeway was built. Both need repair or abandonment. Because the southern crossing that leads to the Elena tank site is an expensive repair, the Engineer presented two options: 1) Replace the existing cast iron pipe with a ductile iron pipe; or 2) Abandon the existing pipe and replace the service with a ductile iron pipe on Purissima, Elena, and Robleda Roads.
- B. **Taaffe/Elena/Moody Road Water Main Replacement – Progress Payment No. 1** The Engineer reported that the contractor, Teichert Utilities, continues to seek a staging location for equipment. Potholing is complete. He reported on efforts for public outreach and meeting Covid19 protocols in the field.
- C. **Concepcion Road Water Main Replacement** This project has a minor delay due to meeting Covid19 protocols.
- D. **Update on District Standard Plans & Specifications** The update to the Standard Plans and Specifications are complete and can be found on the District's website.

- 9. **Attorney's Report** The Attorney reported that Hanson Bridgett offers a page on its website that includes all of the State and County Covid19 orders as they are continuously revised.

10. Manager's Report

- A. **Adobe Creek Repair** This item will be discussed at the July 15, 2020 Board meeting.

B. Field Report

- Elena pump was installed on May 14, 2020.
 - Page Mill Gate is under way
 - Crew repaired one service leak: A pin hole leak 5ft from the angel stop on Maurer Lane.
 - Crew installed two meter upgrades for remodels.
 - Employee timesheets will now be tracked with an online timesheet program called Tsheets.
- C. **Elena Pump Station.** The GM requested approval of a contract he made with Pump Repair Service Company to repair the Elena Pump for a cost of \$33,024.86. It was moved by Director Knopoff, seconded by Director Evans, to retroactively approve the contract with Pump Repair Service because the pump is essential to providing water service, and the contractor has a long history with the District's pumps. Motion approved unanimously – voice vote.
 - D. **Covid19** The GM reported that District staff is meeting Santa Clara County Health Department protocols.
 - E. **Customer Communications** None

11. Directors' Report

- A. **BAWSCA, Valley Water, ACWA/JPIA and other agency topics** Director Jordan reported that the cost of ACWA/JPIA conference will be reduced because it will be held on-line instead of on site. He discussed BAWSCA's response letter to the Governor regarding the Bay Delta Plan. He discussed the possibility of requesting grant funding from Valley Water Clean Safe Water program for the I-280 south crossing pipeline replacement.

B. Directors' comments. Director Solomon reported that after 24 years serving as a Board member, he will not run for re-election.

12. Agenda Items July 15, 2020 Board meeting

Town Sewer Laterals
Voting Rights Act - Closed Session

13. CLOSED SESSION

Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation – Goals Title: General Manager
The meeting entered into closed session at 8:40 p.m.

14. OPEN SESSION

Public Employee Performance Evaluation – Goals
Title: General Manager
The meeting returned to open session at 9:10 p.m. No action taken.

15. ADJOURNMENT It was moved by Director Knopoff, seconded by Director Solomon, to adjourn the meeting at 9:11 p.m. Motion approved unanimously – voice vote.

RESOLUTION NO. 2020-06

**REQUESTING SANTA CLARA COUNTY TO CONSOLIDATE DISTRICT ELECTIONS
WITH THE STATEWIDE ELECTION ON NOVEMBER 3, 2020**

PURISSIMA HILLS WATER DISTRICT

WHEREAS, a Biennial General District Election has been ordered to be held on Tuesday November 3, 2020, in the Purissima Hills Water District of Santa Clara County for the purpose of electing three full-term of 4 years and one short-term of 2 years Directors of the Board of Directors of the District; and

WHEREAS, pursuant to Part 3 (commencing with Section 10400) of the Elections Code of the State of California, such election may be either completely or partially consolidated.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Directors of the Purissima Hills Water District calls for an election to be held on November 3, 2020, and requests the Board of Supervisors of Santa Clara County to completely consolidate the election with the statewide election.

Section 2. That the Board of Directors of the Purissima Hills Water District (“District”) requests the Board of Supervisors of Santa Clara County to hold and conduct the election in the manner prescribed in Section 10418 of the Election Code of the State of California and to further provide that the Registrar of Voters canvass the returns of the election.

Section 3. That pursuant to Section 10508 of the Election Code of the State of California, said officers are to be elected on an at-large basis.

Section 4. That pursuant to Sections 10002 and 10520 of the Elections Code of the State of California, the District shall reimburse the county for the actual costs incurred by the county elections official in conducting the District general election.

Section 5. That pursuant to Section 10514 of the Elections Code of the State of California, the qualifications for election to said offices are: Resident of the Purissima Hills Water District and Voter in the Purissima Hills Water District.

Section 6. That the candidates' statements of qualifications shall be limited to 200 words; that the cost of printing, translating and distributing said statements shall be borne by the District and candidates who file such statements (the District will pay 50% of the cost of the candidate's 200 word statement), and that each candidate who files such a statement shall be required to pay in advance his or her pro rata share of the estimated costs of printing, handling, and mailing said candidate statement, such estimated costs to be determined by the Registrar of Voters.

Section 7. That pursuant to Section 10522 of the Election Code of the State of California, a current map showing the boundaries of the District is herewith submitted.

Section 8. That pursuant to Sections 10551 and 15651 of the Election Code of the State of California, the method of determining the winner or winners in the event of a tie vote shall be by a special runoff.

Section 10. That the names of all current Board Members and date each term ends are:

1. Brian Holtz, Vice President. Term expires on December 16, 2020;
2. Steve Jordan, Director. Term expires on December 16, 2020;
3. Ernest Solomon, President. Term expires on December 16, 2020;
4. Kathy Knopoff, Director (appointed). Term expires on December 16, 2020; and
5. Peter Evans, Director. Term expires on December 16, 2022 .

PASSED AND ADOPTED this 15th of July, 2020, by the following votes:

AYES:

NOES:

ABSENT:

President, Board of Directors
Purissima Hills Water District

ATTEST:

Secretary of the Governing Board
Purissima Hills Water District

[Insert Date]

Nai Hsueh, Chair
Valley Water Board of Directors
5750 Almaden Expressway
San Jose, CA 95118

Dear Chair Hsueh:

On behalf of the [insert municipal agency name], I write to express support for the Draft Community Preferred Plan (the Plan) that would be implemented should the Safe, Clean Water and Natural Flood Protection Program be renewed, and urge the Valley Water Board of Directors to adopt the Plan and place the renewal of that program on the November 2020 ballot.

We believe that ensuring a reliable supply of water is essential in addressing the needs of our communities. Passage of this measure would provide support for volunteer efforts and educational activities, safety protocols, and protection of our natural areas.

This potential ballot measure, known as the Safe, Clean Water and Natural Flood Protection Program has yielded the following draft priorities as part of the exploratory process:

- Ensure a safe, reliable water supply
- Reduce toxins, hazards and contaminants in our waterways
- Protect our water supply from earthquakes and natural disasters
- Restore wildlife habitat and provide open space
- Provide flood protection to homes businesses, schools, and highways
- Support public health and public safety for our community

The [insert municipal agency name] supports the Plan, and urges the Board to adopt and to place this measure on the November ballot. If you have any questions, please feel free to contact me at (xxx) xxx-xxxx or xxx@xxx.com.

Sincerely

[Insert Name and Title]



Pakpour Consulting Group, Inc.

July 7, 2020

Phil Witt
General Manager
Purissima Hills Water District
26375 Fremont Road
Los Altos Hills, CA 94022

**Subject: Proposal to Prepare Plans, Specifications and Cost Estimate
Fremont Road Phase 1 Improvements
Purissima Hills Water District**

Dear Phil,

Pakpour Consulting Group (PCG) is pleased to provide the following proposal to prepare plans, specifications, and cost estimate for the Fremont Road Phase 1 Improvements as identified in the District's 2020 Capital Improvement Program (CIP). Following is a brief background pulled directly from the CIP 19-03 exhibit (attached).

CIP 19-03 Fremont Road Phase 1 Improvements

The existing water main along Fremont Road consists of 800 LF 6" Cast Iron Pipe (CIP) and 600 LF of 8" (CIP). These water mains were installed as late as the 1950's and the District has experienced extensive leaks over the years along this stretch of water main with substantial damage to residential property. This project replaces the existing CIP water mains with new 8" Ductile Iron Pipe (DIP) along Fremont Road between West Fremont Road/Concepcion Road intersection (District office location) and Manuella Lane.

Task 1.0 – Meetings/Field Investigations/Project Management

PCG will conduct meetings and field investigations with District staff during the design phase. This task also includes various project management tasks throughout the project.

Task 2.0 - Topographic Survey, Potholing & Utility Coordination

Topographic Survey

PCG, along with our survey subconsultant, will research Town of Los Altos Hills and Santa Clara County records for "As-Built" improvement plans, reports, studies and other data that may be pertinent to the project. Topography will be established and tied to horizontal and vertical control by the surveyor. The survey scope will consist of providing reference points, topographic information, establishment and listing of benchmarks and field monuments, site data control, and utility information along affected roads. Existing right-of-way and adjoining property information will be obtained and shown on the project base map. We assume the District will mark the location of the existing water mains and call for USA markings prior to the field survey.



The survey will show the location of the marked water main and any other underground utilities as marked.

Potholing

Along and adjacent to the proposed water main alignment, there are numerous existing wet and dry-utilities. We recommend potholing all critical utility crossings to determine the horizontal and vertical location to reduce potential water main alignment conflicts. The potholing contractor will be responsible for coordinating USA markings in the field and providing one-person traffic control for potholing operations.

Our potholing subconsultant will perform up to ten (10) utility potholes using air-vacuum excavation to verify the precise horizontal and vertical location of underground utilities. The exact pothole locations will be determined after the preliminary water main alignment is established. Once the requested utility has been exposed, pertinent utility data will be collected including the utility type, material composition, general soil characteristics, depth, and a photo of the exposed utility. After utility data collection, the pothole will be restored to its previous condition using the appropriate backfill and surface restoration materials as required by the permitting authority. Potholes will be marked in the field with MAG nail in asphalt or chiseled "X" in concrete and pertinent utility data will be recorded on the ground surface with white paint displaying the pothole number, utility size, type, and depth. Potholes performed in natural ground will be marked with a steel pin and pertinent utility data will be recorded on a wooden lath at each pothole location. The results of the field work will be presented in a Portable Document Format (PDF) report that will include: pertinent utility data, longitudinal and latitudinal coordinates (for reference purposes only), and photos.

Utility Coordination

Project Utility Notices will be sent out to utilities and services operating in the area, informing them of the project and requesting plans of their facilities, and their requirements for construction near them. We will coordinate with the various utility companies to resolve potential conflicts.

Task 3.0 - Environmental Investigation

Our subconsultant, MIG, will perform an environmental investigation along the project limits and prepare needed environmental documentation. Given the majority of the water main will be replaced within the roadway, we assume this project will either fall under a categorical exclusion or a mitigated negative declaration. Should additional environmental documentation be necessary, a budget amendment may be required.

Task 4.0 - 60% Plans

The 60% progress plans will be prepared per District standards. The design drawings will be prepared in AutoCAD Civil 3D 2020. The 60% Plans will be submitted for District review. PCG will participate fully in the review process.



Task 5.0 - 90% Plans, Specifications, and Cost Estimates

The 60% plans submitted in the task above will be carried to 90% completion by adding details, additional notes, and addressing District and other agency comments along with preparing 90% technical specifications and cost estimate. Tie-in details will be provided for each intersection. The specifications will be in Microsoft Word format and will be incorporated into the District's "boilerplate" to produce final bid documents. Bid quantities will be estimated for each item of work and a cost estimate prepared based on unit prices for each item. Unit prices will be determined based on recent bid tabulations from similar projects and discussions with local contractors if needed.

Task 6.0 - Bid Documents (Final Plans, Specifications, and Cost Estimates)

Upon receiving 90% review comments, each comment will be reviewed, discussed, and addressed. Appropriate modifications will be made to the plans, technical specifications, and cost estimates. The plans and specifications will be finalized for the project including all notes/details and incorporating all comments received.

Task 7.0 - Advertisement/Award Period

PCG will administer the advertisement and award process on behalf of the District and will include written responses to bidder inquiries, preparation of contract addenda, and attendance at a pre-bid conference and site visit.

Proposed Budget

TASK	DESCRIPTION	District Engineer		Associate Engineer		Project Engineer		Engineer Technician		TOTALS	
		HR	COST	HR	COST	HR	COST	HR	COST	HRS	COST
			\$220		\$170		\$150		\$105		
1.0	Meetings/Field Investigations/Project Management	4	\$880	0	\$0	10	\$1,500	40	\$4,200	54	\$6,580
2.0	Topographic Survey, Potholing, Utility Coordination	0	\$0	0	\$0	4	\$600	20	\$2,100	24	\$2,700
3.0	Environmental Investigation	0	\$0	0	\$0	4	\$600	16	\$1,680	20	\$2,280
4.0	60% Plans	2	\$440	0	\$0	30	\$4,500	80	\$8,400	112	\$13,340
5.0	90% Plans, Specifications, and Estimates (PSE)	2	\$440	16	\$2,720	30	\$4,500	50	\$5,250	98	\$12,910
6.0	Bid Documents - Final PSE	4	\$880	0	\$0	10	\$1,500	30	\$3,150	44	\$5,530
7.0	Advertisement / Award Period	4	\$880	0	\$0	10	\$1,500	30	\$3,150	44	\$5,530
Total Labor		16	\$3,520	16	\$2,720	98	\$14,700	266	\$27,930	396	\$48,870
Topographic Survey											\$12,650
Environmental Documentation											\$2,354
Cathodic Protection Design											\$3,300
Potholing											\$16,500
5% Direct Expense Fee (Mileage, Copies, Plots, Etc.)											\$2,444
Total Budget for Design / Advertisement Assistance											86,118



Proposed Schedule

Notice to Proceed	July 15, 2020
Survey Complete	August 17, 2020
60% Submittal	September 25, 2020
60% Submittal Review Meeting	October 8, 2020
90% Submittal	November 13, 2020
90% Submittal Review Meeting	December 4, 2020
Final Submittal	January 8, 2021
Advertisement Authorization	January 13, 2021
Award Project	March 10, 2021
Begin Construction	Mid-April 2021

Should you have any questions regarding this proposal, please do not hesitate to contact me at (925) 224-7717. We look forward to working with the District on this project.

Very truly yours,

Pakpour Consulting Group, Inc.



Joubin Pakpour, P.E.
Principal Engineer

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