

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
6:30 P.M. WEDNESDAY FEBRUARY 12, 2020

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 JANUARY 15, 2020.**
- B. APPROVAL AND RATIFICATION OF JANUARY 2020 DISBURSEMENTS PAID IN FEBRUARY 2020 IN ACCORDANCE WITH RESOLUTION 2013-9 (DISBURSEMENTS SIGNED BY DIRECTOR HOLTZ, PHIL WITT, AND RAYLENE COLLINS)**
- C. FINANCIAL REPORTS FOR: REVENUES, EXPENDITURES, AND CAPITAL IMPROVEMENT PROJECTS FOR JANUARY 2020.**
- 6:45 4. CLAIM FOR DAMAGES FROM MOODY RD. MAIN BREAK DISCUSSION**
- 7:00 5. RESOLUTION 2020-03 AUTHORIZING AN AWARD OF CONTRACT FOR THE TAAFFE/ELENA/MOODY ROAD MAIN REPLACEMENT PROJECT TO TEICHERT ENERGY AND UTILITIES GROUP FOR A TOTAL COST OF \$3,777, 583. DISCUSSION/ACTION**
- 7:20 6. DROUGHT SUPPLY FROM VALLEY WATER/CALWATER PROGRESS UPDATE**
- 7:30 7. LOS ALTOS HILLS COUNTY FIRE DISTRICT AGREEMENTS DISCUSSION/ACTION**
- 7:50 8. ALTERNATIVE IRRIGATION CONTROLLER REBATES (Jordan) UPDATE**
- 8:00 9. ENGINEER'S REPORT UPDATE**
- A. CONCEPCION RD. MAIN REPLACEMENT**
- 8:15 10. ATTORNEY'S REPORT UPDATE**

PURISSIMA HILLS WATER DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, FEBURARY 12, 2020

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| 8:20 | 11. MANAGER’S REPORT | UPDATE |
| | A. FIELD REPORT | |
| | B. CUSTOMER COMMUNICATIONS | |
| 8:30 | 12. DIRECTORS’ REPORT | UPDATE |
| | A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES | |
| | B. DIRECTORS’ COMMENTS | |
| 8:45 | 13. AGENDA ITEMS FOR MARCH 11, 2020 BOARD MEETING | DISCUSSION |
| 8:50 | 14. CLOSED SESSION
Pursuant to California Government Code Section 54957 Public Employee Performance Evaluation – Goals Title: General Manager | DISCUSSION |
| 9:30 | 15. OPEN SESSION
Public Employee Performance Evaluation – Goals Title: General Manager | ACTION |
| 9:35 | 16. ADJOURNMENT | |

ASSISTANCE FOR PERSONS WITH DISABILITIES

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Secretary at 650-948-1217. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

Copies of all agenda reports and supporting data are available for inspection at the District office , 26375 Fremont Road, Los Altos Hills, Ca. A complete agenda and minutes can also be found on the District’s website: <http://www.purissimawater.org>.

PHWD MINUTES JANUARY 11, 2020 v2

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

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

Staff Present: Phil Witt, General Manager; Joubin Pakpour, Engineer, Pakpour Consulting Group; Catherine Groves, 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 Solomon, seconded by Director Jordan, to approve the Consent Calendar. Motion approved unanimously– voice vote.
4. **MOODY RD. MAIN LEAK CLAIM FOR DAMAGES** Customer Chris Taelemans spoke about her claim for damages caused by the main leak on Moody Rd. The GM will contact JPIA and discuss a process to move forward.
5. **RESOLUTION 2020-01 AUTHORIZING THE FILING OF AN APPLICATION WITH SANTA CLARA VALLEY WATER DISTRICT FOR SAFE, CLEAN WATER AND NATURAL FLOOD PROTECTION PROGRAM OF 2012 FUNDS AND AUTHORIZING THE GM TO ACCEPT GRANT FUND** No Action Taken
6. **RESOLUTION 2020-02 APPROVING THE FORM AND AUTHORIZING THE EXECUTION OF CERTAIN INSTALLMENT SALE FINANCING DOCUMENTS IN CONNECTION WITH A FINANCING FOR THE PURISSIMA HILLS WATER DISTRICT TO FINANCE CERTAIN WATER SYSTEM IMPROVEMENTS** The GM summarized the need for the \$8.1M loan. The loan will finance (a) the Elena/Taaffe Road intertie (b) the Taaffe Road water main replacement, (c) the Elena Road (North) water main replacement, (d) the Concepcion Road water main replacement (e) the Moody Road main replacement and (f) regrade, pave and improve Toyon Yard, construct a retaining wall at the main year, and make other water infrastructure improvements. Ben Levine discussed the 2020 Installment Sale Agreement structure of the loan. The Attorney stated that the closing documents are accurate and may be executed in January 2020. It was moved by Director Holtz, seconded by Director Solomon, to approve Resolution 2020-02. Motion approved-voice vote (4-0)
7. **CONSIDER AND APPROVE PAKPOUR CONSULTING GROUP (PCG) PROPOSAL TO PREPARE PLANS, SPECIFICATIONS AND COST ESTIMATE FOR CONCEPCION ROAD WATER MAIN REPLACEMENT** The Engineer discussed his proposal to prepare plans, specifications, and cost estimate for the Concepcion Road Water Main Replacement for a cost of \$198,828. He explained that the existing water main along Concepcion Road consists of 3,770 LF 8" Cast Iron Pipe (CIP) and 830 LF of 8" Polyvinyl Chloride (PVC). These water mains were installed as late as the 1950's with the exception of a small PVC section installed in early 1990. The District prioritizes this water main for replacement because of extensive leaks over the years and the poor condition of the pipes and asked the engineer for a design proposal. This project replaces the existing CIP/PVC water mains with new 8" Ductile Iron Pipe (DIP) along Concepcion Road between the Fremont Road/Concepcion Road intersection (District office location) and Purissima Road. It was moved by Director Solomon, seconded by Director Evans, to approve the Pakpour Consulting Group proposal. Motion approved – voice vote (4-0)

8. CONSIDER AND APPROVE A PROPOSAL FOR ORGANIZATIONAL ASSESSMENT FROM KOFF AND ASSOCIATES FOR A COST NOT TO EXCEED \$30,000. The GM discussed the need and scope for the study. The study will contain two major surveys: 1) an analysis of current roles, duties, responsibilities, and processes within the District, and 2) a study of organizational and staffing best practices of agencies that are comparable. Also, Koff will assess organizational satisfaction through an online survey that is completed anonymously by all District employees. It was moved by Director Evans, seconded by Director Jordan, to approve the proposal from Koff and Assoc. Motion approved – voice vote. (4-0).

9. LA CRESTA AND OPERATIONS SITE LEASES The GM reported that he met with City Manager, Carl Cahill, and David Gilmour from the Town’s Emergency Communications Committee (ECC). He reported that radio tests performed by the ECC successfully satisfy the goal to reach emergency communications in Palo Alto from the Las Cresta site. Director Jordan reported that he will meet with the new Mayor of Los Altos Hills, Michelle Wu, regarding the Operations Site Lease.

10. DROUGHT SUPPLY FROM VALLEY WATER VIA CALWATER The GM reported he met with the General Manager of CalWater regarding the possibility of transferring water from Valley Water through CalWater systems to the District. More research was needed to identify the specific infrastructure improvements needed to make the transfers.

11. LOS ALTOS HILLS COUNTY FIRE DISTRICT AGREEMENTS The GM reported that he contacted the General Manager of LAHCFD and concluded that LAHCFD intends to share costs for the Taaffe/Elena main replacement projects and proposed pumper caps leak sensors project, but that funding remains on hold.

12. ENGINEER’S REPORT

A. ELENA/TAAFFE/MOODY RD. MAIN REPLACEMENT The Engineer reported that eight contractors submitted bids for the project. He provided a line item bid analysis. The low bid was submitted by Teichert Energy and Utilities Group with a project cost of \$3,777,583. The Engineer will return with a recommendation to the Board at their February 12, 2020 regular Board meeting.

13. ATTORNEY’S REPORT Nothing to Report

14. MANAGER’S REPORT

A. FIELD REPORT

- Two hydrants were hit: One on Zappetinni and the other at Purissima/Robleda Roads.
- Arastradero leak continues to be investigated.
- Ten Beacon endpoints were changed due to poor reception or broken wires.

B. CUSTOMER COMMUNICATIONS Nothing to Report

15. DIRECTORS’ REPORT

A. BAWSCA, ACWA/JPIA, SCVWD, AND OTHER AGENCY ISSUES Director Jordon reported on items related to supply, water transfers, and irrigation controller rebates.

B. DIRECTORS’ COMMENTS

16. AGENDA ITEMS FOR FEBRUARY 12, 2020 BOARD MEETING

Elena Taaffe Contractor recommendation
Taelemans claim
Drought supply
LAHCFD agreements
Controller Rebates
General Manager Goals

17. ADJOURNMENT It was moved by Director Jordan, seconded by Director Holtz, to adjourn the meeting at 9:05 p.m. Motion approved unanimously – voice vote (4-0)

RESOLUTION NO. 2020 – 03

**AUTHORIZING AN AWARD OF CONTRACT
FOR THE TAAFFE/ELENA/MOODY ROADS WATER MAIN REPLACEMENT
TO TEICHERT ENERGY & UTILITIES GROUP INC. FOR A TOTAL COST OF \$3,777,583**

PURISSIMA HILLS WATER DISTRICT

WHEREAS, the District prepared plans and specifications for the Taafe/Elena/Roads Water Main Replacement (“Project”), involving the installation of approximately 9,000 feet of various sized ductile iron pipe; and

WHEREAS, the District has reviewed the plans and specifications for the Project and their comments and suggestions have been incorporated into the final design; and

WHEREAS, the District solicited formal bids for the construction of the Project; and

WHEREAS, in response to the District's solicitation, eight firms submitted bids; and

WHEREAS, the lowest responsive bid was submitted by Teichert Energy & Utilities Group, Inc., which was deemed to be a responsible bidder by the District Engineer; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Purissima Hills Water District that a contract be awarded to Teichert Energy & Utilities Group, Inc., for a total cost of Three Million Seven Hundred Seventy-Seven Thousand Five Hundred and Eighty-Three Dollars (\$3,777,583), inclusive of all taxes, costs and expenses.

PASSED AND ADOPTED this 12th day of February, 2020, by the following votes:

AYES:

NOES:

ABSENT:

President, Board of Directors
Purissima Hills Water District

ATTEST:

Secretary of the District