



Town Manager's Report for September 14 - 18, 2015

Items to report on this week include the following:

Planning/ Building/ Engineering Update:

The City **Engineer's Report** is attached. Items in **red text** note changes in project status from last week. Also attached are: a copy of the August 2015 Sewer O&M Report to the WestBay Sanitary District Board, A copy of the **Sewer System Manager's Report** for July 2015 which includes a summary report of O&M activities for contract year 2014/15 ending in July, and four separate maps that show: 1. locations of sewer line repairs completed in 2015, 2. Sewer collection system, 3. Location of pipes CCTV'd in contract year 2014/15, 4. and location of pipes cleaned in contract year 2014/15.

The **Planning Commission** held a Study Session on September 15 to present alternative means of regulating floor area for substandard lots and proposed setback variance findings, and to receive public comments. About 30 residents attended the study session. The Planning Commission Subcommittee will be reviewing its recommendations and finalizing proposed ordinance amendments that will be considered by the Planning Commission tentatively on November 5, and subsequently by the City Council (likely in early 2016).

Since July 1, 2014 the Town has issued 100 building permits for solar panels. The typical permit fee is \$470.

There were no Site Development or Fast Track hearings this week.

Public Safety Update:

The Sheriff's **weekly report** is attached.

Administrative Services Update:

This week, Administrative Services Department continued its focus on completing the 2014-15 Year-End Process (80%, projected completion 9/25/15), finalizing 2015-16 Adopted Budget (95%, projected completion 9/30/15). Additionally, the fourth and final financial system update was completed over the weekend. New functionalities are added to allow for better data searching capability. Staff will continue to work with Tyler Technologies to improve the financial system and keeping the system on the most current version.

Attached is a status report on Administrative Services department projects.

Parks and Recreation Update:

Saturday's **Los Altos Hills Hoedown** event was another community building success with the most attendees ever. We believe there were over 600 people in attendance throughout the day. A huge thank you to Kathy Evans, the Parks and Recreation Committee, Youth Commission, volunteers, barn staff and attendees! Photos can be found below at the following links: <http://www.couperus.org/Hoedown2015/>

<https://www.facebook.com/media/set/?set=a.10152702377922609.1073741890.114351562608&type=3>

Attached please find the maintenance schedule and monthly reports from the maintenance contractor for **Purissima Park**.

In order to conserve water at **Westwind Community Barn**, three months ago Victoria Dye Equestrian-VDE stopped the daily watering of the round pen. For the month of August 2015 VDE had 50% **water savings** compared to August 2014. VDE also attributed the water savings to the Barn community staying mindful of the drought. *Attached the invoice for your viewing.*

Vines and Wines, Sunday, October 25th from 2:00-5:00pm is on track to sell out. The Committee is limiting the attendance to 200. We currently have 119 registered. To register call 650-947-2518 or visit: <http://www.losaltoshills.ca.gov/announcements/621-vines-wines-sunday-october-25>

If you have any questions or comments, feel free to e-mail or call.

Carl

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
1	I-280/Page Mill Interchange	<p>(1-9-15) County and Town staff to meet end of January to continue discussions. (1-16-15) County working on recommendations for Park n Ride, East side of I-280 and West side of I-280. (1-23-15) Staff met with County to discuss progress. County preparing to complete their proposal for the interchange and Page Mill/Oregon expressway. County staff to provide update to Council at the February meeting. (1-28-15) Staff provided update to Traffic Safety Committee on the roundabout plan that County is refining and notified the committee that the County will present an update at the February Council meeting. (2-6-15) Staff attended meeting with County and Caltrans staff to discuss roundabout concept. Caltrans is concerned about timing of project. Caltrans is looking to see if there are any other interim measures that they can consider to address their safety concerns. Caltrans also provided comments on the traffic modeling done by the County's consultant. Consultant will review traffic model as requested by Caltrans staff. (2-13-15) County staff provided update at the February City Council meeting date. County staff to return in March to present proposed final concept plan. (2-27-15) Staff working with County staff on March presentation to City Council. (3-5-15) County presentation may be postponed to the April Council meeting. (3-20-15) County staff will present the updated plan of the Page Mill/I-280 interchange at the April Council meeting. County proposing traffic signal at Page Mill and Coyote Hill. (4-10-15) Town staff meeting with County staff to discuss upcoming Council presentation. (4-17-15) Town staff met with County staff and County requested to move their presentation to the June meeting as they need more time to address comments raised by the Town and members of the public. (5-8-15) County staff looking at the feasibility of switching the Caltrans maintenance yard with the Park n Ride facility. (6-5-15) Staff reviewing administrative draft from county. (6-12-15) County submitted Page Mill Road Expressway Corridor Study report. Staff reviewing. County to provide presentation at the June 18th Council meeting. (6-19-15) County staff presented the Page Mill Road Expressway Corridor Study report to council. Council requested County to discuss Park n Ride lot issues with Caltrans and Stanford, move forward with the process of widening Page Mill to six lanes and move forward with the interim measures to improve bicycle safety with new pavement markings. Comments from the public are due to the County by August 7, 2015. (8-28-15) The Expressway Plan will be discussed at the 8-31-15 County Policy Advisory Board. (9-11-15) Project is on the preliminary list for Envision Silicon Valley.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
2	El Monte Road Rehabilitation Project	<p>(8-29-14) Consultant working on design and CalTrans paperwork. Field review scheduled with CalTrans for September 19, 2014. (9-4-14) Staff and consultant working on environmental documents for CalTrans staff. (9-11-14) Field Review package sent to Caltrans for review. (9-19-14) Field review by CalTrans staff was conducted. Staff and consultant working on Caltrans paperwork. (11-6-14) E-76 package has been submitted to Caltrans. Documents being reviewed by Caltrans staff. (11-21-14) Caltrans has new requirement for a Quality Assurance Plan (QAP). Consultants working on revising the QAP. (12-5-14) Consultants working on additional technical memos required by Caltrans. (12-12-14) Caltrans reviewing documents. (12-19-14) Town received Caltrans NEPA-Categorical Exemption approval on 12-18-14. (1-9-15) Caltrans reviewing encroachment permit application. (1-16-15) Staff is clarifying some deadlines and escalating the encroachment permit issue to the Caltrans Encroachment Permit Office Chief. (1-23-15) Caltrans had comments on the E76 paperwork and Town consultants made revisions and resubmitted. (1-28-15) Caltrans local assistance forwarded the E76 request to Caltrans headquarters for approval. (2-6-15) Caltrans has more comments on paperwork. Town staff and consultant made necessary revisions and resubmitted to Caltrans for review. (2-13-15) E76 approval has been received from Caltrans. Project to be advertised end of February. Funds will need to be requested at the mid-year budget adjustment. (2-27-15) Project bid opening is scheduled for March 31. (3-5-15) Project has been advertised. (3-20-15) Project to be presented to Council at the March 31 meeting for award of contract. (4-3-15) Council authorized the award of construction contract. Staff confirming paperwork needed per Caltrans requirements. (4-10-15) Pre-construction meeting scheduled for 4/13. Staff reviewing bonds and insurance information from contractor. (4-17-15) Contractor working on project schedule for Town to review. (4-24-15) Contractor waiting for encroachment permit approval from Caltrans. Paving work may be done on the weekend. (5-8-15) Town staff trying to help the contractor secure approval of the Caltrans permit. (5-15-15) Caltrans permit for contractor has been obtained. Contractor to provide schedule for work. (5-22-15) Construction in progress. Work scheduled to be complete by early July. (5-29-15) Contractors working on curb ramps. (6-5-15) Some field adjustment being discussed for ADA requirements. (6-12-15) Contractor will be grinding pavement on 6/13/15. (6-19-15) Loop detector repair work in progress. Contractor will be paving on 6/20/15. (7-10-15) Paving work completed. Striping work in progress and push button modifications are required. (7-17-15) Contractors working on electrical push button work under force account since proposal could not be agreed upon. (7-23-15) Staff preparing punchlist with inspector. (7-31-15) A faulty ped pushbutton was repaired. Still need to install a School Xing pavement marking and completion of punchlist items. (8-14-15) Construction work has been completed. Payment and reimbursement paperwork still in progress.</p>

Last Updated on 9/18/2015

Tasks	Project Name	<u>Latest Status</u>
3	Miranda Road Path	<p>(5-1-15) Design in progress. Staff had arborist look at an oak tree and based on poor form and location under power lines, design will proposed to remove the tree for the new path. (5-15-15) Pathway design in progress, draft pathway plans scheduled to be submitted to the Town week of 5-18-15 for review. (5-22-15) Draft plans have been received and sent to the neighborhood representative and pathway committee chair for comments. (5-29-15) Staff met with neighborhood representative to discuss comments on draft plans. Pathway committee to provide any comments they may have. (6-5-15) Staff to finalize review and provided comments to designer week of 6-8-15. (6-12-15) Pathway committee did not provide any comments on the preliminary design. Staff and neighborhood representative comments provided to designers. (6-19-15) Designers working on addressing comments provided by the Town. (7-10-15) Designers resubmitted revised plans. Staff sent to neighborhood representative and Pathway committee chair for comment. (7-17-15) Comments received from neighborhood representative, but still waiting for comments from pathway committee. Staff to provide comments to designer week of 7-20-15. (7-23-15) No comments provided by pathway committee. Staff comments provided to designers. Final documents to be submitted first week of August. (8-14-15) Final plans received from designers, staff to send to pathway committee and neighbor representative. Staff received approval of TDA article 3 grant funds in the amount of about \$15,000 for this project. (8-21-15) Final plans sent to pathway committee and neighborhood representative. Pathway committee to review and discuss priority to make recommendation to council. (8-28-15) Pathway committee recommends moving forward with the Miranda Path. Item to be presented to Council for approval. (9-4-15) Staff notified neighbor representative of status. Item to be discussed at the September Council meeting. (9-11-15) Staff will be requesting authorization to solicit construction bids for the project at the September 17 Council meeting. (9-18-15) Council approved the project to be advertised for bids.</p>
4	O'Keefe Lane and Vista Serena Drainage (Creek Clearing)	<p>(5-17-13) Project awaiting funds. (11-21-14) Creek Clearing will required permits from Department of Fish and Game, Regional Water Quality Control Board, Army Corp. of Engineers, and perhaps other agencies. Staff continues to monitor and perform temporary mitigation.</p>

Last Updated on 9/18/2015

Tasks	Project Name	Latest Status
5	Townwide Pathway and Roadway safety inspection program	<p>(10-4-13) For the month of September 2013, staff performed corrective action on 20 potential liability issues identified by routine inspections. (11-15-13) For the month of October 2013, staff performed corrective action on 40 potential liability issues identified by routine inspections.(1-3-14) For the month of December 2013, staff performed corrective action on 18 potential liability issues identified by routine inspections. (2-28-14) For the month of January 2014, staff performed corrective action on 13 potential liability issues identified by routine inspections. (3-7-14) For the month of February 2014, staff performed corrective action on 5 potential liability issues identified by routine inspections. (6-6-14) For the months of April and May 2014 staff performed corrective action on 27 potential liability issues identified by routine inspections. (8-29-14) For the month of June staff performed corrective action on 11 potential liability issues identified by routine inspections. (9-19-14) For the month of July and August staff performed corrective action on 44 potential liability issues identified by routine inspections. (10-24-14) For the month of September staff performed corrective action on 8 potential liability issues identified by routine inspections. (1-9-15) For the months of October to December staff performed corrective action on 8 potential liability issues identified by routine inspections.(2-13-15) For the month of January staff performed corrective action on 9 potential liability issues identified by routine inspections. (7-17-15) Staff training intern to perform inspections. (7-23-15) Intern doing inspections and working with field crew to address. (7-31-15) Town staff looking for dead pine trees and sending notices out as appropriate. (8-21-15) Tree notices being sent to property owners. (9-4-15) Staff completed sending dead tree notices identified by arborist. Staff also met with Fire district regarding the dead trees. (9-18-15) Town staff working with the Fire District and the district's consultant has just about completed a large project of removing several large hazardous trees near Purissima Park. Work involved large cranes, traffic control, closing parking lots, coordinating with park users, and working with property owner.</p>
6	Robleda Road Pathway (Fremont to Beatrice) (Project #4)	<p>(8-10-12) Permits have been received from various regulatory agencies. Waiting for funding. (11-21-14) Estimated project cost is over \$600,000. Staff had previously provided some additional signage and shifted the roadway slightly to increase the pathway width. Staff continues to look for possible grant funds. (1-23-15) Staff provided information to Pathway Committee chair. (3-5-17) Committee chair requested hard copies of the drawings for their use to discuss possible grant funding. Staff provided drawings.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
7	Sewer Operations	<p>(6-12-15) Amendment to West Bay's agreement to increase scope of work and provide a three year extension to be presented to Council at their June meeting. (6-19-15) Council approved a three years extension to West Bay's contract. (7-10-15) Amendment to extend West Bay's contract has been sent for West Bay's review. The April 2015 summary of O&M activities is attached. (7-17-15) West Bay has approved the three year contract extension. Signatures being obtained. The May 2015 summary of O&M activities is attached. (8-14-15) Staff received and is reviewing the June invoice for O&M. West Bay's May report for LAH to their board is attached. (8-21-15) The June 2015 summary of O&M activities is attached. West Bay discovered a major offset at a drop manhole during routine maintenance. Staff performing emergency repair work. (8-28-15) Staff setting up meeting with West Bay to discuss planning of upcoming activities. West Bay's July report to their board for LAH activities is attached. (9-4-15) Meeting with West Bay scheduled for mid September. The July 2015 summary of O&M activities is attached. (9-18-15) West Bay's August report to their board for LAH activities is attached. The sewer system assessment and status update report is attached. Council authorized the City Manager to execute an agreement with V.W. Housen and Associates to provide staff augmentation services to the Town.</p>
8	Wet weather flow monitoring	<p>(12-19-14) Due to the amount of wet weather we had recently, there is an opportunity to obtain good wet season sewer flow data. Staff will propose to obtain approval for the City Manger to authorize flow meter installation prior to a storm event. (1-9-15) Staff will be requesting Council approval at the January meeting. (1-16-15) Council authorized City Manager to execute necessary agreements for flow meter installation.</p>

Last Updated on 9/18/2015

Tasks	Project Name	Latest Status
9	Erosion on Page Mill Road near Baleri Ranch Rd	<p>(10-17-14) Consultants are working on preliminary environmental work and expect to be completed by the end of October. After that, consultants will start taking a look at the initial project description and preliminary engineering studies. (11-14-14) Consultants completed the preliminary environmental work and is working on the preliminary design. Should have preliminary design completed by early December. (12-12-14) Consultants are a little behind schedule. Will try to catch up in the next few weeks. (12-19-14) Consultant provided preliminary design proposal and project description. Staff reviewing. (1-9-15) Staff provided comments and will set up conference call to discuss. (1-16-15) Staff discussed comments with consultant. Consultant will do some analysis and get back to staff. (2-6-15) Consultant submitted modified preliminary design for staff to review. (2-13-15) Staff provided comments to consultant. (2-27-15) Consultant prepared a Biological Assessment and the Wetlands Delineation Report. They are working on documents for permit applications to outside agencies. (3-5-15) Planning reviewing format for environmental document. (3-20-15) Format for environmental document is acceptable. Consultant will begin working on the CEQA documents. (3-27-15) Hydraulic analysis, Biological Assessment and the Wetlands Delineation Report have been completed. Consultants working on documents for permit application to regulatory agencies. (4-3-15) Consultant submitted project description for environmental document. Staff to review. (4-24-15) Consultant prepared permit applications for submittal. Staff reviewing permit applications for outside regulatory agencies. (5-1-15) Staff provided comments on applications. Consultant finalizing application for Town signature. (5-8-15) Applications to regulatory agencies have been submitted for review. (5-22-15) Comments from Regional Water Quality Control Board received. Consultants working on addressing comments and continuing to work on CEQA documents. (5-29-15) Still waiting for comments from other agencies. (7-23-15) Consultant prepared revised vegetation plan to address RWQCB comments for incorporation into CEQA document. (8-14-15) Draft CEQA document has been submitted. Staff reviewing. (9-4-15) Staff comments sent to consultant. (9-11-15) Consultants incorporating staff comments on the environmental document.</p>
10	Inspection for dead pine trees	<p>(7-31-15) Consulting Town arborist performing Townwide inspection for dead/dying pine trees. (8-14-15) Staff and consulting arborist performed Townwide survey for dead trees. Staff sent out approximately 100 notices to property owners requesting that they remove dead trees on or abutting their property. (8-21-15) Consulting arborist verifying several locations at the request of the Town. Staff working with property owners on the removal schedule. (8-28-15) Staff met with fire district and they are working with property owners to schedule removal of many of the dead trees identified on the Town's list. Fire district is prioritizing trees for scheduling.</p>
11	VTA Bicycle Expenditure Plan applications	<p>(12-14-12) Staff to work on application to add Nicholson Path Extension and Fremont Road Bike path phase 2 to the Bicycle Expenditure Plan. Applications due 1-31-13. (2-1-13) Applications have been submitted and received by VTA. (3-22-13) Staff provided supplemental information to VTA regarding Hale Creek Path in an effort to secure additional points to qualify to be in the BEP. (4-3-13) All submitted projects were approved to be added to the new BEP. (4-11-13) Hale Creek path and Fremont Road Safe Route to School phase 2 are now on the BEP.</p>

Last Updated on 9/18/2015

Tasks	Project Name	<u>Latest Status</u>
12	Annual Tree Inspection	<p>(12-5-14) Staff met with fire district regarding dead pine trees and other at risk trees. Fire district requested Town staff to send letters out to property owners. Staff working on sending out additional letters. (12-12-14) Letters for dead pine trees have been sent with copies to the Fire District. (12-19-14) Tree removal letters have been received. Per discussion with residents, Fire district is providing assistance with the removals, however the district's contractor needs additional time to do the work. (1-9-15) Staff continuing to work with Fire District to verify which trees they can provide assistance. (4-24-15) Staff working on agreement with arborist for the 2015 Townwide tree survey. (5-1-15) Agreement sent to consultant for signature. (5-15-15) Agreement has been executed. Staff to authorized consultant to begin. (5-22-15) Consultant scheduling work. (6-19-15) Work in progress. Draft report should be received in July. (7-31-15) Staff checking on the status of the report. (8-21-15) Report received. Staff reviewing and preparing additional letters to be sent to property owners. (8-28-15) Staff reviewing report. Fire district requesting a meeting prior to the Town sending out additional letters on the list. (9-4-15) Staff has a modified list. Staff to set up meeting with fire district. (9-11-15) Staff meeting with fire district 9-11-15 to discuss Townwide tree survey. (9-18-15) Staff met with Fire district and will be preparing a modified list for the fire district to review.</p>
13	El Monte/I-280 interchange	<p>Traffic Safety Committee had some concerns about the stop sign and alignment of the northbound El Monte/I-280 off-ramp. Staff contact CalTrans to discuss. The Stop sign was requested by the Town in 2003, however, there is still a high number of accidents. Town staff worked with CalTrans to improve the safety concern. CalTrans requested funds under their SHOPP program and \$1.2 million was approved to realign the off-ramp so that it comes in more perpendicular to El Monte. TSC supports the proposed realignment. (3-1-13) Tentative schedule is to do the design in 2015 and construct in 2016/2017. (8-22-14) Project study report has been provided by CalTrans. Staff reviewing. (8-29-14) Staff to provide update at an upcoming City Council meeting. (9-19-14) Staff to provided an update to council. Any proposed construction would not likely begin until 2017. (9-26-14) Staff provided update to Traffic Safety Committee. (10-17-14) Staff provided an update to City Council at the 10-16-2014 meeting. (3-27-15) Caltrans has this project scheduled for construction in 2017. Staff trying to get more details from Caltrans. (4-3-15) Caltrans working on paperwork to begin design work. Per Caltrans, construction is still scheduled for 2017.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
14	Townwide Traffic Signs	<p>(3-5-15) Revised report has been submitted. Consultant to present the report at the March 31st Council meeting. (4-3-15) Presentation provided to council at the March meeting. Council requested staff to develop a sign removal plan that includes obtaining neighborhood input and return to council for consideration. (4-10-15) Staff will provide verbal update to council at the April meeting. (4-17-15) Assistance will be needed from the Engineering intern. (4-24-15) Per Council direction, staff will proceed with the removal of No Parking signs per the Nelson Nygarrrd report except for the area of Moody Road. Not Through Road/Dead End signs will not be removed per Council direction. Staff will also work on a plan to reduce the number of warning signs. (5-1-15) Additional signs have been removed, staff continuing to work with crew to remove signs as directed by Council. (5-8-15) Councilmember Waldeck provided a map showing additional signs for removal. Staff reviewing. (5-15-15) Staff removed an additional 23 signs. Staff to drive roads to verify additional sign removal/modification. (5-29-15) Staff performing site review of signs in the north-east section of Town. (6-12-15) Staff working with the Town crew to remove some additional signs. (7-31-15) For the months of June and July Town staff removed approximately 20 signs. (8-14-15) An additional 5 signs have been removed. As of April 2015 to date approximately 70 signs have been removed. (9-4-15) Staff removed 2 signs in August.</p>

Last Updated on 9/18/2015

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15	Anacapa/La Cresta Utility Undergrounding	<p>(1-16-15) Council approved agreement. Staff to execute agreement with consultant. (1-23-15) Agreement has been executed. Consultant working on a schedule. (1-28-15) Staff to set up kick off meeting with consultant and neighborhood representative. (2-6-15) Meeting with consultant and neighbors scheduled for 2/9/15. Consultants walked some areas with neighborhood representatives and are now working on developing the district boundary. (3-5-15) Neighborhood group provided update to the entire neighborhood. Staff provided electronic files to consultant for their use. (3-27-15) Consultants preparing drawing showing preliminary trench layout and the proposed substructures to replace the overhead facilities. (4-10-15) Consultant submitted preliminary estimate and trench layout plans. Staff sent to neighborhood representative for review. (4-17-15) Staff to meet with neighborhood representative on 4-24-15 to discuss information received from consultants. (4-24-15) Staff met with neighborhood representative and they requested staff to clarify information from the consultants and also reach out to the previous contractor that did the Purissima undergrounding project to obtain trenching cost. (5-15-15) Per request from neighborhood representative, staff provided rough cost information from previous contractor. Staff trying to get PG&E to review and provide comments on the preliminary trench layout. (5-22-15) Staff in contact with PG&E to schedule a meeting. (6-5-15) Meeting with PG&E and design consultant scheduled for 6/22. (7-10-15) PG&E agreed to provide some input and review comments at the 6/22 meeting. PG&E will begin tapping into the \$5,000 rule 20a allocation that the council approved about a year ago. (7-17-15) Designers working with PG&E staff to clarify comments. (7-23-15) PG&E providing feedback to designers. (7-31-15) Designers scheduled to provide revised map and estimates in the first week of August. (8-14-15) Updated map and estimate has been submitted and provided to neighborhood representative. Staff to set up meeting to discuss. (8-21-15) Meeting scheduled for August 25th. (8-28-15) Consultant and neighbor representatives discussed engineering and assessment district formation. Staff working on getting register voter and election information. (9-18-15) Consultant met with neighborhood representative to look at a particular site. Staff provided information regarding how to obtain registered voter information to the neighborhood representative.</p>
16	2015 Road Rehabilitation Project	<p>(7-10-15) Staff preparing contract documents for the 2015 Road Rehabilitation Project. (7-17-15) Project has been advertised. Bid opening scheduled for August 5, 2015. Staff plans to present bid results to Council at the August council meeting. (8-14-15) Award of project to be presented at the August council meeting. (8-21-15) Council approved the award of contract. Staff preparing award documents. (8-28-15) Award documents sent to contractor. Staff waiting for bonds and insurance paperwork. (9-4-15) Contractor working on schedule. (9-11-15) Construction work underway. (9-18-15) Contractor performing concrete work.</p>
17	Hale Creek/Magdalena connector Path	<p>(9-11-15) Design of path from Magdalena to the Bob Stutz path is underway. (9-18-15) Staff received plans from designers for review. Plans sent to the Pathway Committee for review and comment.</p>
18	Emergency communication antenna	<p>(7-19-13) Staff met with Jim Abraham to discuss requirements for emergency antenna. Height needs to be 100 feet above ground. Staff to research antenna poles/towers and cost for installation. (8-9-13) Staff meet with antenna tower contractor to obtain budgetary cost information. (8-16-13) Rough cost estimate provided to Jim Abraham.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
19	Long Range Trash Management Plan	(1-31-14) Staff prepared and submitted the Town's Long Term Trash Management Plan for submittal to the water board. (2-6-14) Plan has been submitted and is on the Boards website.
20	Open Space Stewardship	(3-20-15) Agreement for year two with Acterra to be presented to council at the April meeting. (3-27-15) Staff working on agreement with Acterra for grant writing to SCVWD. (4-3-15) Agreements for year 2 stewardship and grant writing assistance have been sent to Acterra. (4-10-15) Agreement for grant writing in process of being executed. Staff to present second year stewardship agreement with Acterra at the April meeting for Council consideration. (4-17-15) Acterra waiting for SCVWD call for project to submit request for grants. (4-24-15) Council approved a contract with Acterra for a second year. Agreement being executed. (5-8-15) Staff working with Acterra on mowing schedule. (5-15-15) Mowing was performed at Byrne Preserve in coordination with Acterra and the Town's mowing contractor. (5-29-15) Staff to coordinate another round of mowing in June. (6-5-15) Mowing in Byrne Preserve and O'Keefe scheduled for week of 6-15-15. (6-12-15) Area for mowing at Byrne Preserve has been marked. Town's mowing contractor will be mowing Byrne Preserve and O'Keefe week of 6-15-15. (6-19-15) A section of Byrne Preserve and O'Keefe was mowed for yellow star thistle. Town's mowing contractor to return in two weeks to mow again. (7-10-15) Staff working with Acterra to set up quarterly meeting in July. Mowing of Byrne Preserve and O'Keefe scheduled for week of 7-13-15. (7-17-15) Acterra quarterly meeting scheduled for 7-20-15. (7-23-15) Quarterly meeting was held with Acterra and members of the Open Space Committee (OSC). Acterra submitted a draft grant proposal for comments. Staff forwarded to members of OSC for comment. Grant request due August 10, 2015. (7-31-15) Comments on grant application provided to Acterra. (8-14-15) Staff obtaining final version of grant application. Staff reviewing proposal for grazing consultant to assess Byrne Preserve. (8-21-15) Staff contacting references for proposed grazing consultant. (8-28-15) Agreement with grazing consultant executed. Consultant to schedule site visit. (9-11-15) Staff met with members of the OSC to discuss SOD in Byrne Preserve and that Committee members would like some more time to research latest recommendations for SOD treatment. Staff did some mowing in the Saddle Mountain area. (9-18-15) Acterra held a volunteer event on 9/14 to do weeding in Byrne Preserve.
21	Drainage improvement at Newbridge	(8-28-15) Staff identified a drainage problem on Newbridge. Staff working on getting quotes to prepare a design. (9-4-15) Staff in process of meeting designers. (9-11-15) Designers working on proposals. (9-18-15) Staff received one proposal and still waiting for one more.
22	Drainage improvement at O'Keefe Lane and Vista Serena	(4-24-15) Excess underground water is surfacing onto the roadway and negatively impacting the subgrade. CalWater has confirmed that they do not have a leak. Staff is working on getting a subdrain line installed. (5-8-15) Subdrain line has been installed. (5-15-15) Project completed.

Last Updated on 9/18/2015

Tasks	Project Name	Latest Status
23	P-TAP Round 15 grant funds	<p>(1-17-14) Staff applied for and received approval for \$18,600 in grant funds to update the Town's Pavement Management Program. (3-13-14) MTC to assign consultant to work on LAH project. (4-11-14) Staff meeting with consultant on 4-11-14 to begin project. (4-18-14) Staff reviewing work plan from consultant. (4-25-14) Work Plan budget approved. (5-2-14) Consultant working on project schedule. (5-16-14) Waiting for MTC approval of work plan. (5-23-14) MTC has approved the project. Consultant to provide schedule. (6-6-14) Consultant to begin field work week of June 16, 2014. (6-20-14) Work underway. (8-22-14) Staff reviewed draft report and provided comments to consultant. Consultant working on finalizing the report. (10-10-14) Draft final report has been submitted to staff for review. (10-24-14) Project has been completed. Staff to post new report on Town's website. (10-31-14) Report has been posted on Town's website. (11-14-14) Town's pavement management certification has been renewed with MTC. (6-5-15) Staff working with consultant to correct typo in the report. (6-12-15) Staff reviewing modifications from the consultants. (6-19-15) Staff provided comments to consultant. (7-23-15) Consultant working on final revised report. (9-18-15) Revised report received. Staff reviewing.</p>
24	Town Cupola Restoration	<p>(2-13-15) Restoration work in progress. (2-27-15) Restoration work completed. Cupola to be bolted in place. Staff working with History committee member on a time capsule. (3-5-15) Staff met with contractor to discuss minor items to complete. (3-20-15) Project completed. History committee members working on a time capsule that would be placed inside the cupola. (5-22-15) Council approved the wording for a plaque at the May 21, 2015 Council meeting. (8-14-15) Plaque received. (8-21-15) Staff working on getting a stand to mount the plaque.</p>
25	I-280 Repaving	<p>(12-13-13) Staff contacting CalTrans again to see if they have an update on when I-280 within Los Altos Hills will be scheduled to be repaved. (12-20-13) E-mail received from Jeremy Dennis discussing the CalTrans process. By fall of 2014 Caltrans will decide which projects will be included in the 2016 SHOP program for bidding in 2018-19. Not sure if a section of I-280 within LAH will be selected. (7-18-14) Mayor will be sending a letter to CalTrans to request expediting the paving schedule for I-280 within Los Altos Hills. (9-19-14) Letter was sent to Caltrans. (10-17-14) Caltrans staff indicated that per the program schedule, the soonest the paving work would occur is in 2018/2019 and the latest it would occur is in 2019/2020. Staff still trying to contact the District Director. (11-21-14) Senator Jerry Hill's office is getting involved. (1-9-15) Caltrans district director to meet with Town Mayor and councilmember to discuss project. Assemblyman Rich Gordon's office is involved. (1-16-15) On-line petition being developed. (1-28-15) Caltrans working on project initiation document (PID) for pavement improvement and expects to submit in June as a candidate for funding in the 2016 SHOPP. (4-17-15) Caltrans has some questions regarding the noise measurements provided to them. Staff forwarded responses to Caltrans. (5-29-15) Supervisor Joe Simitian sent letter to Caltrans requesting that they program the I-280 repaving project in the next programming cycle. (7-31-15) Caltrans completed and approved a Project Initiation Document to resurface I-280 from Foothill Boulevard to 0.5 mile north of Sand Hill Road. Project to be submitted for the 2016 SHOPP program to compete for funds. (8-14-15) Per discussion with Caltrans staff, project is approved under the 2016 SHOPP program. Construction should occur around 2018.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
26	El Monte Segment 4	El Monte will remain on the list for future BEP funds. (9-14-12) Based on the revised OBAG grant program the scope of work will need to be increased to qualify for the discretionary program. (2-21-13) Staff submitted a new application for the BEP list as all project will be re-evaluated. (4-3-13) Project was approved to be on the new BEP list. (9-11-15) Project is on the preliminary list for Envision Silicon Valley.
27	Barron Creek Drainage Channel Maintenance (26170 W. Fremont Road)	Town will need to do a project to restore the flow line of the channel. Funds will need to be allocated for design with construction funds to follow. (11-30-12) Staff met with SCVWD to discuss how the district may be able to help. Town and District staff to discuss further. (1-11-13) Staff meeting with SCVWD staff on 1-17-13 to discuss how the district may be able to help. (1-18-13) Staff met with SCVWD and there is no assistance they can provide for this project. (1-25-13) Project needs to be budgeted. (11-15-13) Staff will be working on flushing out the pipe segment upstream of the open channel. (11-22-13) Staff completed flushing of the upstream storm drain pipe. (5-9-14) Staff working on budget for this project. (6-12-14) Budget not approved. (11-21-14) Staff will consider in future budgets based on priority and staffing. (12/12/14) Staff inspected the channel during the rains on 12/11 and the channel has sufficient capacity to prevent overtopping. (3-27-15) Adjacent property owner may be interested in assisting with the project. (4-3-15) Staff in communication with adjacent property owner regarding scope of work for a possible joint project. (4-10-15) Adjacent property owner is interested in a joint project with the Town to improve the aesthetics of the channel work. Staff will proposed funding in the upcoming budget cycle. (4-17-15) Property owner contacting consultants to work on the project. Staff will propose budget in the upcoming budget cycle. (4-24-15) Property owner contacting potential consultants to work on the project. Staff had discussion with consultant to provide additional information. (5-1-15) Staff to discuss project with adjacent property owner's representative week of May 4th. (5-8-15) Staff requesting funds in the budget for this joint project with the adjacent property owner. (6-19-15) Consultant working on proposal for property owner. (7-10-15) Property owner provided proposal to Town for review. Staff reviewing. (7-17-15) Staff to discuss proposal with property owners representative. (7-23-15) Staff discussed agreement comments and consultant proposal with property owners representative. (7-31-15) Property owner working on drafting a formal agreement and a maintenance agreement. (8-28-15) Property owner's representative is preparing to engage an attorney to draft the necessary agreements for Town to review. (9-4-15) Property owner looking for attorney.

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
28	VTA TAC Meetings	<p>(9-27-13) Town will receive approximately \$47,000 in vehicle registration fee to be used for the Town's road rehabilitation projects. (10-11-13) Staff attended the 10-10-13 TAC meeting. No announcements of any grant opportunity. Committee will be working on selecting a new chair and vice chair.(5-9-14) Staff attended the 5-8-14 TAC meeting. Committee voted to recommend board approval for FY 2014-15 Countywide Transportation Development Act Article 3 program. (10-10-14) Selection of new chair and vice-chair is in process. No agency in Santa Clara County received the State ATP grant and only one in Santa Clara County got approval for the regional ATP grant. (1-16-15) MTC reported that the deadline for the housing element certification has been extended to 5/31/2015 and the deadline for circulation element adoption (to meet Complete Street Act of 2008) to 1/31/2016. VTA is also preparing to start the Light Rail Enhancement Program that will analyze a number of light rail projects that focus on increase the speed of the entire system. The rail lines to be studied are in downtown San Jose, connections to the future BART Milpitas Station, and Downtown Mountain View. Caltrans is preparing to launch a Caltrans Encroachment Permit Workshop to assist the local agencies to better understand the permitting process. The tentative date of this workshop is 3/19/2015. (2-6-15) Next VTA TAC meeting scheduled for 2-12-15. (4-17-15) Staff attended the April 9th TAC meeting. VTA staff reminded the committee that local Housing Element needed to be approved by May 31, 2015 to be eligible for grant funds. (8-28-15) Staff attended the 8-13-15 TAC meeting. Information was provided on the One Bay Area Cycle 2 program development. (9-11-15) Staff attended the 9-10-15 TAC meeting and the Envision Silicon Valley working group meeting. There were some projects within Town that were inadvertently left off the preliminary project list. Staff notified VTA staff and they will make corrections.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
29	2015 Sewer rehabilitation project	<p>(3-20-15) Bids were received from 2 contractors. Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. Council requested staff to get input from Town's sewer consultant regarding the bids received and reasonableness of the Town moving forward with the award of the contract to the low bidder. Staff provided information to the Town's sewer consultant for review. (4-10-15) Staff to issue award letter to contractor. (4-17-15) Award letter has been issued. Staff waiting for bonds and insurance. (4-24-15) Staff scheduling preconstruction meeting for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-29-15. Contractor sending notices out to affected residents. (5-8-15) Project underway. Staff working with consultant to review and modify work as needed. (5-15-15) Contractor performing repair work. Staff and consultant are reviewing pre-construction video and adjusting scope of work as required. (5-29-15) Preliminary adjustments to work based on video and site specific location are one less point repair, two additional pipe bursting and one additional pipe reaming. Changes due to unforeseen conditions and additional information will further modify work activities. (6-19-15) Contractor not working in Town due to emergency project in another city. Construction activity will resume end of June. Project is approximately 70% complete. (7-10-15) Contractor continuing work in Town. Staff had contractor perform emergency repair on a collapsed pipe segment on Murietta Lane. (7-17-15) Staff to add two additional segments based on recent video information. (7-23-15) Contractor plans to complete the project in early to mid August. (7-31-15) Three locations remain to be completed. (8-14-15) Contractor completing miscellaneous work and testing activities. Staff to develop punchlist. (8-21-15) Work completed. Paperwork still in progress. (8-28-15) Staff still waiting for some post construction video.</p>
30	ATP Grant	<p>(5-29-15) Staff working with consultant to complete grant application for Fremont Road Safe Route to School phase 2. (6-5-15) Application submitted. (6-19-15) Results should be available in October and November 2015.</p>

Last Updated on 9/18/2015

<u>Tasks</u>	<u>Project Name</u>	<u>Latest Status</u>
31	Gardner Bullis Crosswalk study	<p>(7-25-14) Staff working with school parents and traffic consultant to study the existing crosswalk on Fremont Road near the school. (8-7-14) Crosswalk study to be presented at the August City Council meeting. (8-22-14) Council approved the relocation of the crosswalk and the installation of push button operated lighted signs. Staff to obtain quotes to perform the work. (9-11-14) Staff preparing agreement for crosswalk relocation, still waiting for flashing sign proposals. (9-19-14) Curb ramp installation underway. (9-26-14) Curb ramps installation completed. Need custom application for lighted signs to be visible from Fremont Pines Lane. Funding authorization to be requested at the October council meeting. (10-17-14) Council approved the funding to install the lighted crosswalk signs. (11-6-14) Agreement being executed with contractor. (12-19-14) Work is scheduled to be completed by the end of February. (2-13-15) Contractor waiting for material delivery. Foundation work has been completed. (2-27-15) The signs are in transit and expected to arrive mid next week. Staff is working with the contractor to see if they can intercept the delivery earlier in order to install ASAP. (3-5-15) Installation has been completed. Staff and contractor verifying delivered components. Some further adjustments may be needed. (3-20-15) Staff reviewing options to slow students on bicycles down prior to entering the crosswalk. (3-27-15) Signs are operational after replacement of controller. (4-10-15) Staff working on sketch for reconfiguration of the pathway to slow bikes down prior to entering the crosswalk. Staff ordered "Walk Your Bike" signs for the crosswalk. (4-24-15) "Walk Your Bike" signs have arrived, staff to schedule installation. (5-1-15) "Walk Your Bike" signs have been installed. (5-8-15) Staff sent recommendation for a revised school sidewalk layout to school district for consideration. (5-15-15) Staff working on crosswalk sign adjustment for increased visibility. (5-22-15) Staff coordinating further sign adjustment with contractor. (9-4-15) Staff checked operation of signs on 9/1 and 9/2, all working properly. (9-11-15) Over the last five years the Town has implemented approximately \$1.28 million worth of improvements to facilitate safer pedestrian and bicycle access to the school. List of improvements attached.</p>

Last Updated on 9/18/2015

Tasks	Project Name	Latest Status
32	2014-2 Road Rehabilitation Project	<p>(8-29-14) Staff working on second road rehabilitation project. Design being done in-house. (11-21-14) Staff reviewing Pavement Management report for roads to be included. Updated pavement manager report includes new public roads previously thought to be private. (12-19-14) Tentative schedule is to advertise the project in February 2015 with construction to begin in April/May. (1-9-15) Staff working on design of project and putting bid package together. (1-16-15) Project to be advertised end of January. (1-28-15) Staff working on an amendment for issuance. (2-6-15) Bid opening scheduled for March 3, 2015. (2-27-15) Item to be presented to Council at their March meeting for award of contract. (3-5-15) Bids were received from 7 contractors. Staff reviewing bids and will present to Council at the March meeting. (3-20-15) Award of contract to be presented at the March 30 Council meeting. (4-3-15) Council approved the award of construction contract at the March council meeting. (4-10-15) Staff waiting for bonds and insurance from contractor. (4-17-15) Staff to set up pre-construction meeting. (4-24-15) Pre-construction meeting scheduled for week of April 26, 2015. (5-1-15) Pre-construction meeting was held on 4-28-15. Work scheduled to begin on May 8th. (5-8-15) Contractors began lowering utility boxes. Pavement grinding to begin week of May 11th. (5-15-15) Contractor scheduled to complete the paving work on 5-15-15. (5-22-15) Paving work completed. (5-29-15) Punchlist being prepared and worked on. (6-19-15) Council accepted the project at the June council meeting. (7-31-15) Staff verifying settlement of damaged private landscaping light prior to release of retention. (8-28-15) Project completed.</p>
33	La Cresta Sewer Project	<p>(10-31-14) The proposed project includes about 316 feet of 8" pipe and three manholes with depths ranging from 7 feet to 18 feet. (11-21-14) Permits have been issued. Construction to begin soon. (3-5-15) Staff coordinating with inspector to begin work on this project. (3-20-15) Construction in progress. (5-1-15) Construction about 90% complete. (5-15-15) Project 95% complete. (5-22-15) Construction work completed. Final restoration and testing needed. (6-5-15) Construction complete. Staff waiting for as-built drawings. (7-17-15) As-builts submitted. Staff reviewing. (8-28-15) Project completed.</p>
34	Ginny Lane	<p>(10-31-14) The City Council approved this project and approved the future users that would be subject to a reimbursement agreement on 11/5/2013. The proposed project is between 26432 Ginny Lane and 26481 Purissima Road. The proposed sewer sleeve is a 631 linear feet of 12" PVC pipe with nine 1.5-inch pressure lines to be installed. This project was on hold for some time as applicant was not ready to start. (11-6-14) Applicant to pull permit and pay fees. (1-16-15) Staff issued an encroachment permit on 1-15-2015. Construction is tentatively to start in two weeks. (1-23-15) Pre-construction meeting held, project to begin week of January 26th. (1-28-15) Project in construction. (2-27-15) Project substantially complete. (4-3-15) Construction is complete. As-built documents need to be submitted to Town for review and approval. (7-10-15) As-built plans submitted to Town. Staff reviewing. (8-28-15) Project completed.</p>
35	Review of non-residential sewer units	<p>(6-19-15) Sewer consultant to visit Town properties week of 6-22-15. Consultant will visit and meet with all non-residential users to inspect facility and discuss usage. (7-10-15) Consultant coordinating with non-residential facilities to set up appointments to visit and inspect. (7-23-15) Site visits to non-residential facilities in progress.</p>



**WEST BAY SANITARY DISTRICT
AGENDA ITEM 6D**

To: Board of Directors

From: Sergio Ramirez, Maintenance Superintendent

Subject: Town of Los Altos Hills Operations and Maintenance Report for Work Performed by WBSD – August 2015

Month Temp Help	Basin PM Pipe Clean- ing	High Freq. PM Pipe Clean- ing	Un- Sche. Pipe Clean- ing	WBS D CCTV Insp.	Pump Sta. PM	Pump Sta. Unsch. Repairs	SS O	SSO	Service Calls
	Miles	Miles	Miles	Miles	Qty.	Qty.	Cat. 1	Cat. 2&3 s	Call Outs
January									
February									
March									
April									
May									
June									
July									
August	2.3	0.0	0.0	1.8	4	0	0	0	0
Sept.									
Oct.									
Nov.									
Dec									
Yr to date	2.3	0.0	0.0	1.8	4	0	0	0	0

FY14/15Goals	24	tbd	n/a	11	52	n/a	tbd	tbd	n/a
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* Agreement commenced: FY Aug 1 through July 31.

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**Town of Los Altos Hills
Sanitary Sewer Collection System Progress Report
Contract Year 2015**

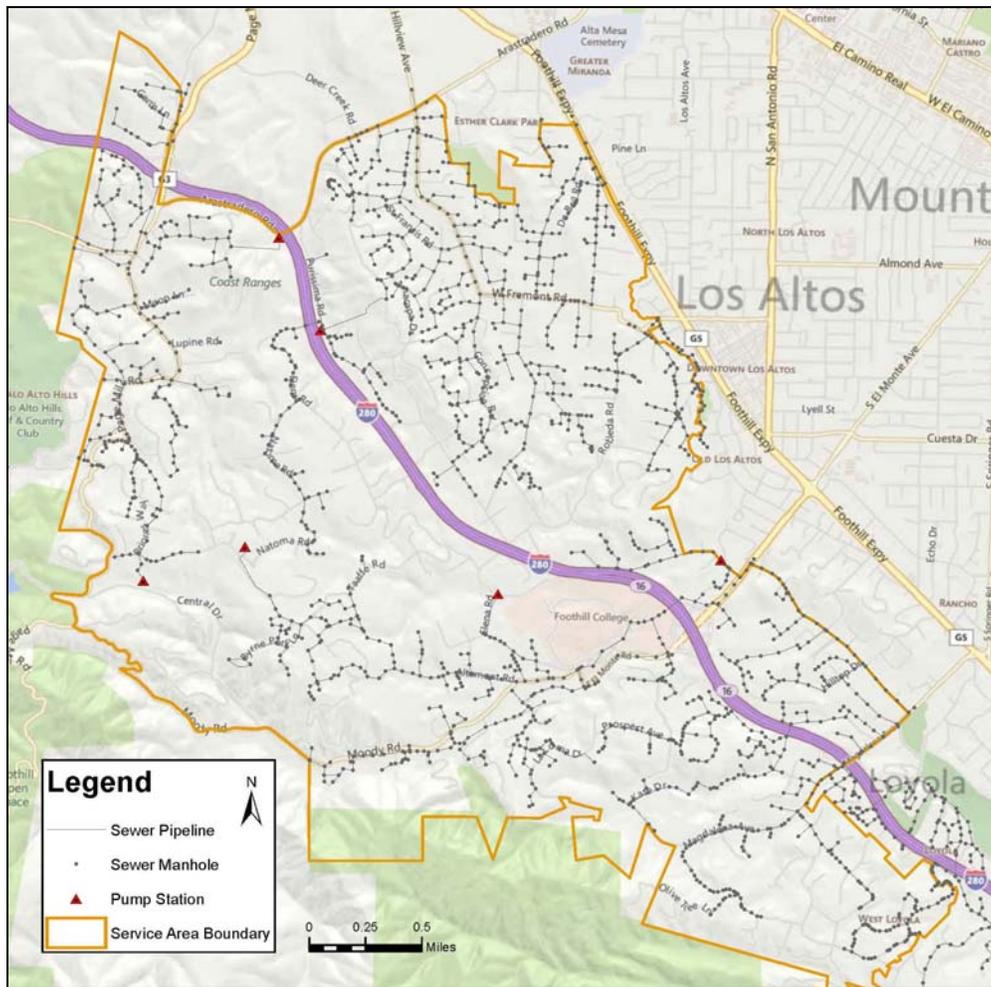
**Reporting Month: July 2015
Report Date: September 15, 2015**

I. INTRODUCTION

Figure 1 shows the Town of Los Altos Hills sewer system.

- Area served: 8.4 sq mi
- Miles of sewer pipelines: 56
- Number of residential parcels: 1,750
- Number of non-residential connections: 8

Figure 1. Town of Los Altos Hills Sewer System



II. PUBLIC WORKS DIRECTOR/CITY ENGINEER HIGHLIGHTS

a. SEWER SYSTEM MAINTENANCE HIGHLIGHTS

During the month of July 2015, the Town’s sewer maintenance contractor, West Bay Sanitary District (West Bay), completed all contract tasks on schedule. No significant issues were noted during cleaning, CCTV inspection, or pump stations inspections. However, a category 3 SSO event (i.e., less than 1,000 gallons that does not reach a surface water or storm drain) occurred at a private lateral during this period caused by poor connection to the mainline and root intrusion.

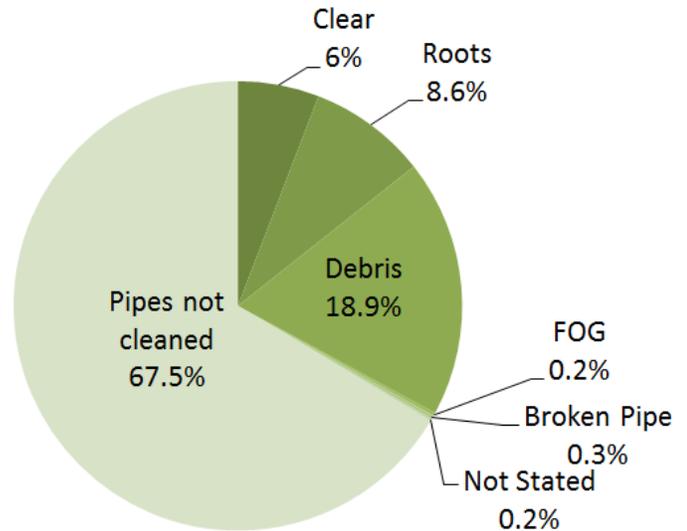
A summary of completed tasks is provided in the table below. More detailed information is provided later in this report, and is also shown in the attached maps.

Table 1. Summary of Completed Tasks (Contract Year Aug 2014 – July 2015)

Task	Month of July 2015	Contract Year to Date	Compare to Contract Goal
Sewer Cleaning <ul style="list-style-type: none"> • Biennial (24-month) and Annual (12-month) Schedule • High Frequency (< 12-month) • Other, Unscheduled Cleaning 	<ul style="list-style-type: none"> • 0 miles • 0 miles • 0.7 miles 	<ul style="list-style-type: none"> • 17 miles • 0.2 mile • 6.1 miles 	103.7% of Goal
Pump Station <ul style="list-style-type: none"> • Preventive Maintenance • Unscheduled repairs 	<ul style="list-style-type: none"> • 4X • 0 	<ul style="list-style-type: none"> • 50X • 2X 	96% of Goal
CCTV Inspection <ul style="list-style-type: none"> • Routine Schedule (30 mos) • Other Unscheduled CCTV 	<ul style="list-style-type: none"> • 0.6 miles • 0.4 mile 	<ul style="list-style-type: none"> • 11.3 miles • 3 miles 	101.3% of Goal
SSO Response <ul style="list-style-type: none"> • No. of SSOs – Sewer Mains 	<ul style="list-style-type: none"> • 1 	<ul style="list-style-type: none"> • 7 	N/A

Figure 2 shows contract year-to-date cleaning results for the Town's pipes. Since August 2014, 32.5% of the pipes within the Town's collection system have been cleaned. Based on the cleaning results, debris and roots have been the two main cleaning issues for pipes without a clear result. In comparison to the entire system, 18.9 percent had debris, 8.6 percent had roots, and 6 percent had clear results.

Figure 2. 2015 Cleaning Results as of July 31, 2015



Figures 3a and 3b show contract year-to-date CCTV inspection findings. As of July 2015, 19 percent of the Town's collection system has been inspected. Nineteen percent of the pipes in the system that have been inspected were determined to have National Association of Sewer Service Companies (NASSCO) Pipeline Assessment and Certification Program (PACP) Structural Grade 3 defects or less. NASSCO PACP characterizes Structural Grade 3 defects as requiring action in 10 or more years. The remaining 0.7% represents inspected pipes that have Structural Grade 4 or 5 defects most of which are likely to require action within 5 to 10 years.

Figure 3a. 2015 CCTV Inspection Results as of July 31, 2015 (Structural)

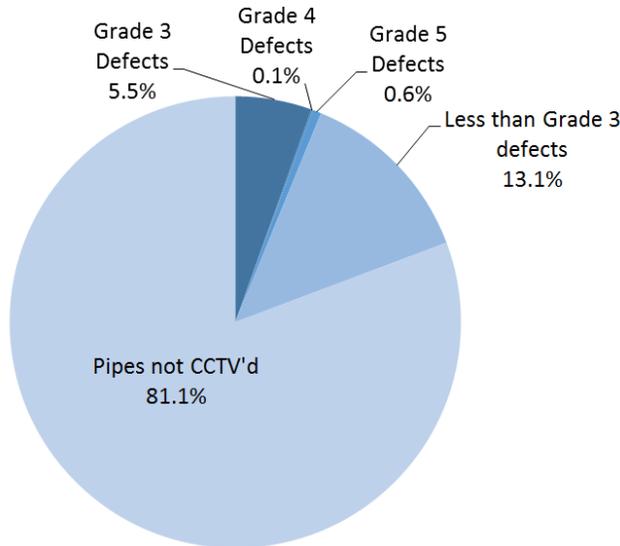
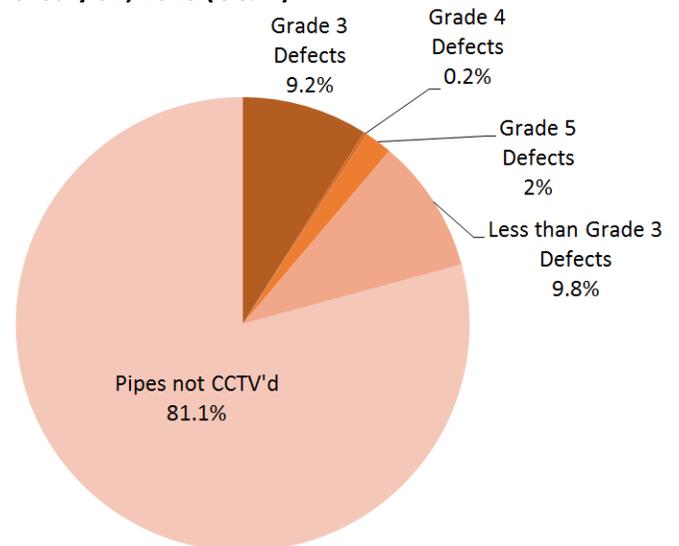


Figure 3b. 2015 CCTV Inspection Results as of July 31, 2015 (O&M)



Less than three percent of the pipes in the system that have been inspected have NASSCO PACP Operations and Maintenance (O&M) Grade 4 or 5 defects. These pipes have been or will be placed on the hot spot list until the O&M issues are resolved.

The remaining 81% of pipes in the system, once inspected, will provide results that would help determine future maintenance operations.

Table 2 on the following page shows SSOs to date by cause. Over the past 5 years, the predominant cause of SSOs has been roots. However, as indicated by the reduced number of SSOs in 2015, the use of chemical root control, combined with improved sewer maintenance methods in place by West Bay, have reduced root-related issues within the Town’s sewer system.

Table 2. 2015 SSOs to Date, by Cause

Cause of SSOs	2015	2014	2013	2012	2011
Root Intrusion	2	16	9	10	18
Debris	0	1	2	0	1
Grease	0	0	0	0	0
Structural	0	1	0	1	1
Pump Station Failure	0	0	0	1	0
Other	1	0	1	2	1
Total SSOs/yr	3	18	12	14	21

Attachment I includes maps providing additional information on cleaning and CCTV inspection results.

b. Summary of Meetings Held during Reporting Month

There were no meetings held during this reporting month.

c. Computerized Maintenance Management System (CMMS) Updates

During the reporting month, aside from routine input of cleaning and CCTV inspection progress to date, there were no further changes made to the CMMS.

d. Geographic Information System (GIS) and Progress on Manhole Data Collection

During the reporting month, West Bay made no changes to the Town’s sewer GIS maps. West Bay collected GIS map changes during work completed in the first year of the contract, and will incorporate these changes into the current maps by December 2015.

e. Maintenance Planning

During the reporting month, no issues were identified to warrant changes to the Town’s cleaning or CCTV inspection program. West Bay will continue to clean basins that have the highest risk for maintenance-related SSOs, including Branch 5 and the remainder of Branch 2, as defined by the Town’s GIS maps.

The Town, West Bay, and VWHA have discussed next steps related to the review and update of the cleaning, root control, and CCTV inspection programs. Updates on these efforts will be provided in future monthly reports as they occur.

f. Other

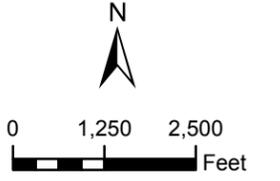
This section provides updates on the Town’s sewer system management activities that are completed in addition to operations, maintenance, and SSO response.

Staff Support Activities	Progress	Comments
2015 Sewer Capital Improvements <ul style="list-style-type: none"> • % Completion • Line replacement • Spot repairs 	<ul style="list-style-type: none"> • 90% • 2,350 LF • 190 LF 	<ul style="list-style-type: none"> • Substantial completion is anticipated by August 2015.
SSMP 3 rd Party Review	<ul style="list-style-type: none"> • Town has entered into a contract with Humphrey Consulting for 3rd party review of the Town’s SSMP. • Audit began on July 2015 	<ul style="list-style-type: none"> • Expected completion date is December 2015
2016 Sewer CIP	<ul style="list-style-type: none"> • VWHA collecting data through July 31, 2015 for development of program 	<ul style="list-style-type: none"> • The program will be developed using data collected through July 31, 2015 • A draft pipeline and pump station CIP will be provided to Town staff for discussion by December 2015.
2015-16 Hot Spot program	<ul style="list-style-type: none"> • VWHA reviewing current hot-spot cleaning program 	<ul style="list-style-type: none"> • Recommendations for the ongoing program will be developed in collaboration with West Bay and included in the annual 2015-16 West Bay sewer maintenance program. • Preliminary results will be presented to Town staff for discussion by October 31, 2015.

Town of Los Altos Hills
 Sewer Collection System Maintenance Progress Report
 July 2015

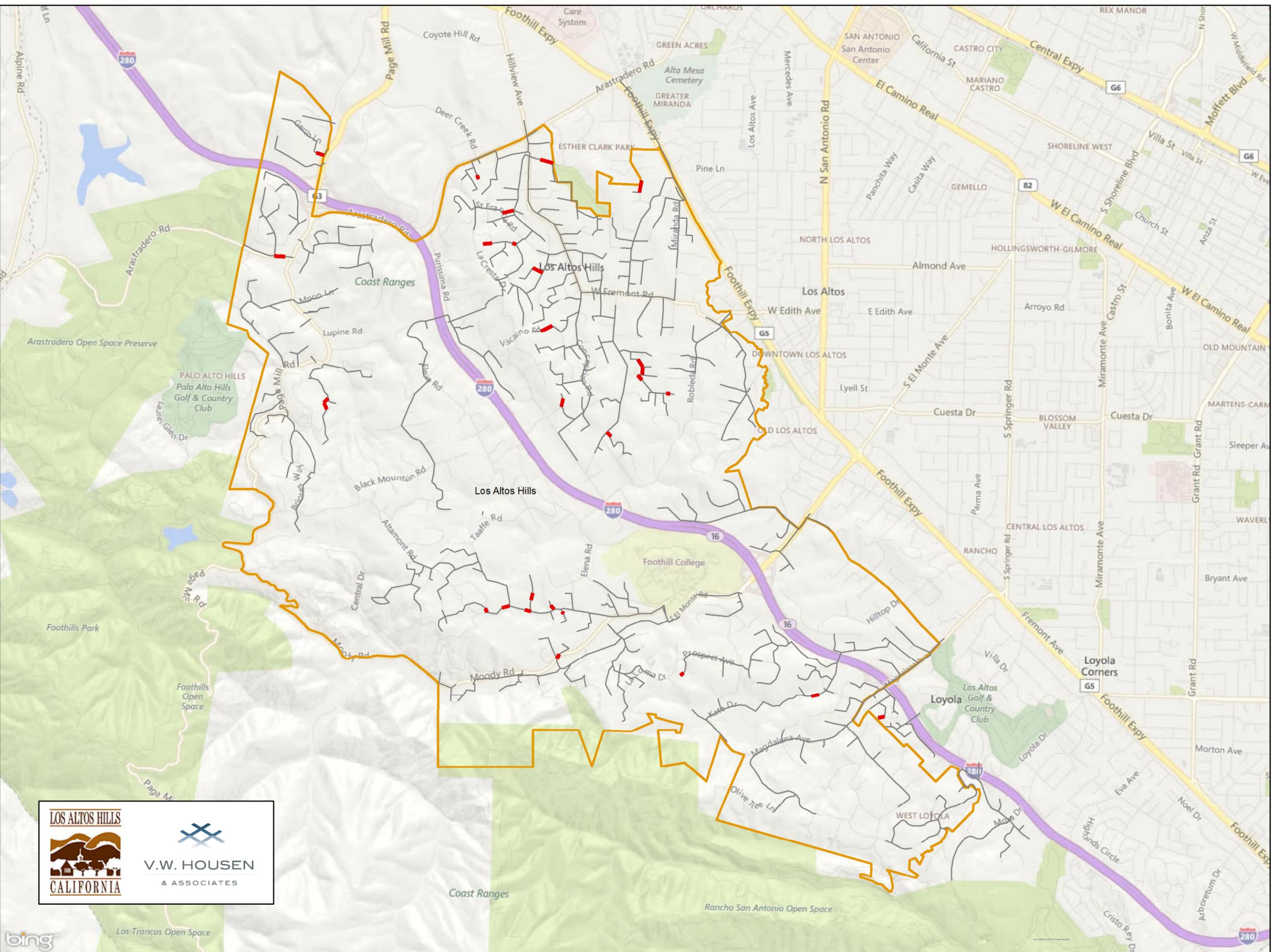
Staff Support Activities	Progress	Comments
CCTV inspection program	<ul style="list-style-type: none"> VWHA reviewing current CCTV inspection program 	<ul style="list-style-type: none"> Recommendations for ongoing program will be developed in collaboration with West Bay and included in the annual 2015-16 West Bay sewer maintenance program. Preliminary results will be presented to Town staff for discussion by October 31, 2015.
Sanitary Sewer Master Plan <ul style="list-style-type: none"> Manhole data collection 2015-16 wet weather flow data 	<ul style="list-style-type: none"> Task have not been initiated Town has contracted with V&A Consulting to obtain system flow data 	<ul style="list-style-type: none"> Beginning of Fall 2015, WBSD will collect manhole rim elevations, as well as depth-to-invert measurements for all pipes entering/leaving each manhole that is identified as needed for development of the sewer hydraulic model. If sufficient rainfall occurs and the required data is collected, Town staff will move forward with consultant procurement for the Sewer System Master Plan update.

Town of Los Altos Hills Sanitary Sewer Collection System Map Pipes Repaired and Rehabilitated (R&R) in 2015



Legend

- 2015 CIP Pipelines
- Town of Los Altos Hills
- LAH Service Area



LOS ALTOS HILLS
CALIFORNIA

V.W. HOUSEN
& ASSOCIATES



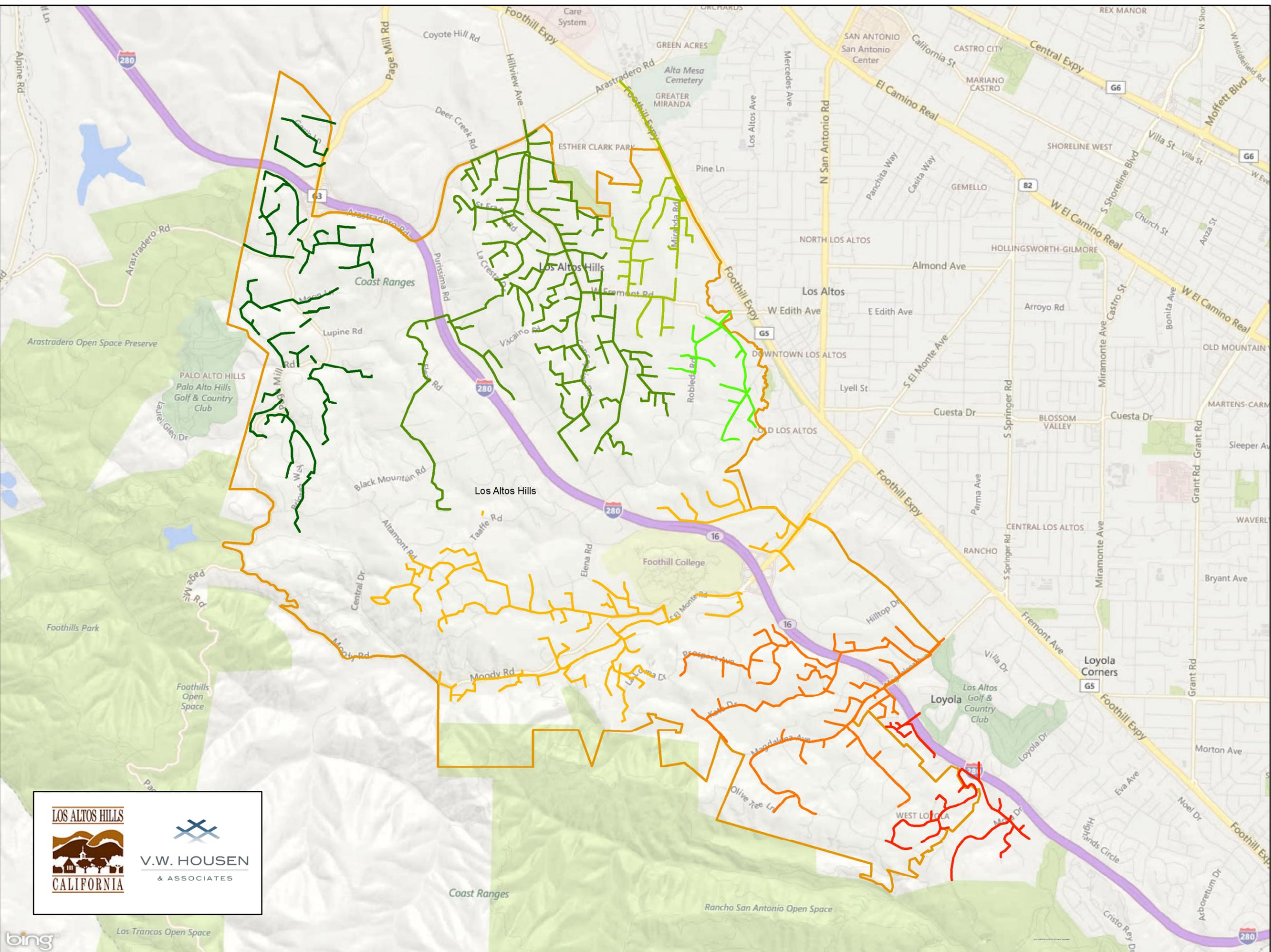
Town of Los Altos Hills Sanitary Sewer Collection System Map Sewer Basins (Branches)



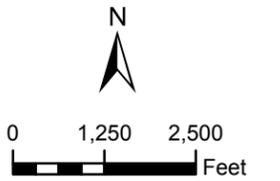
0 1,250 2,500
Feet

Legend

- Branch 1
- Branch 2
- Branch 3
- Branch 4
- Branch 5
- Branch 6
- Branch 7
- LAH Boundary

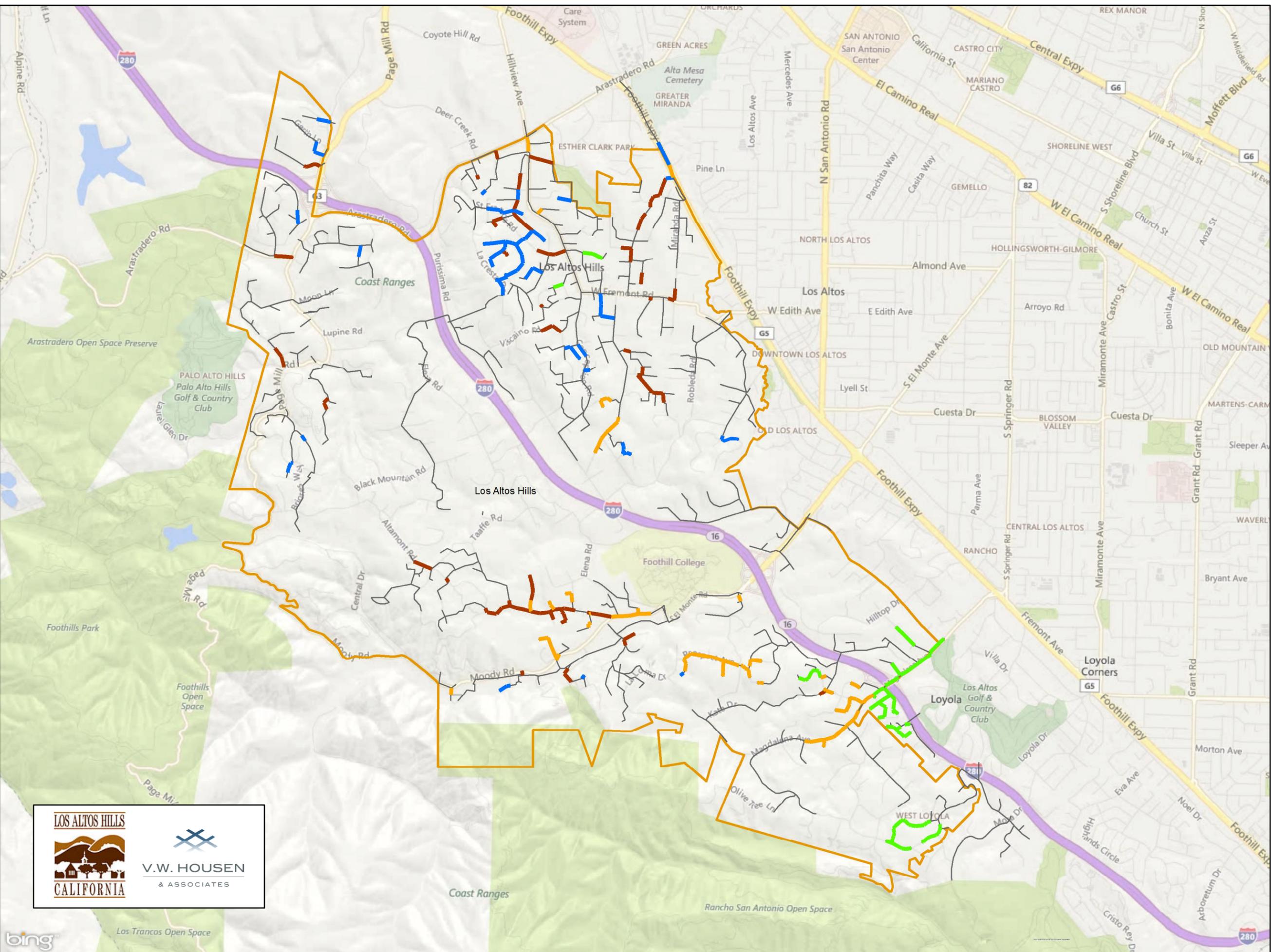


Town of Los Altos Hills
 Sanitary Sewer Collection System Map
 Pipes CCTV'd from Aug 2014 - Jul 2015



Legend

- Qtr 4 (May 15 - Jul 15)
- Qtr 3 (Feb 15 - Apr 15)
- Qtr 2 (Nov 14 - Jan 15)
- Qtr 1 (Aug 14 - Oct 14)
- Town of Los Altos Hills
- LAH Boundary

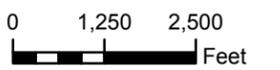


LOS ALTOS HILLS

V.W. HOUSEN
 & ASSOCIATES

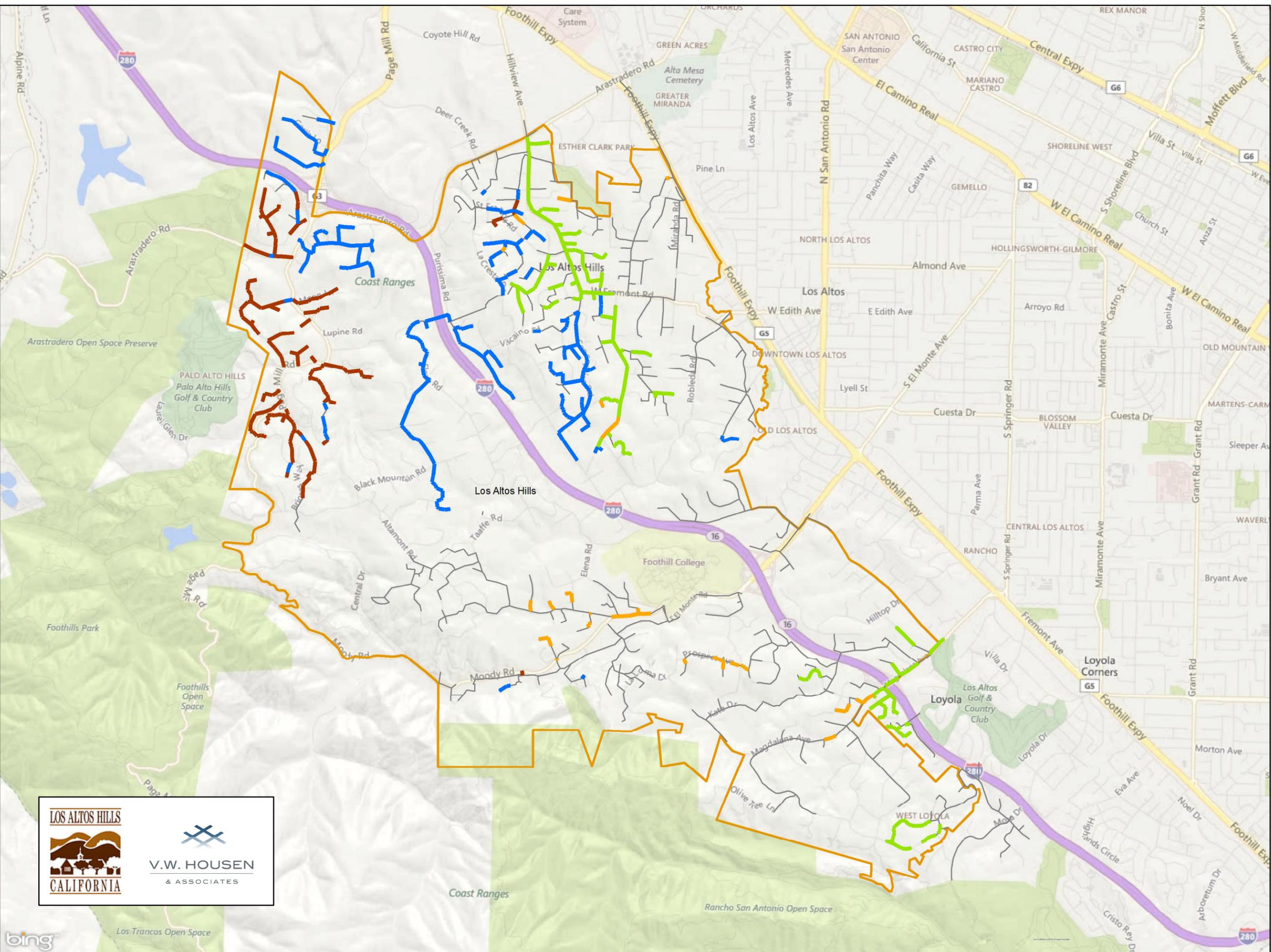


Town of Los Altos Hills
 Sanitary Sewer Collection System Map
 Pipes Cleaned from Aug 2014 - Jul 2015



Legend

- Qtr 4 (May 15 - Jul 15)
- Qtr 3 (Feb 15 - Apr 15)
- Qtr 2 (Nov 14 - Jan 15)
- Qtr 1 (Aug 14 - Oct 14)
- Town of Los Altos Hills
- LAH Boundary





Santa Clara County Office of the Sheriff
Weekly Activity Summary
9/7/2015 – 9/13/2015
LOS ALTOS HILLS



PATROL ACTIVITY SUMMARY

DATE	BEAT	ACTIVITY	COMMENTS
9/12	L1	Theft by False Pretenses	At 7:00 PM, the victim was contacted by unknown suspect(s) claiming to be with a computer technical support company and offering to fix the victim's computer. The unknown suspect(s) were provided with the victim's credit card information and subsequently charged \$300 for services never rendered. The victim lives in Los Altos Hills.

DATE/TIME	BEAT	EVENT NUMBER	TYPE	LOCATION	D	INFORMATION
DISTURBANCES						
9/9/2015 15:33	L1	15-252-0277	415	ALPINE RD @ ARASTRADERO RD	NR	INFORMATION GIVEN
9/12/2015 12:07	L1	15-255-0164	415J	LA PALOMA RD @ W FREMONT RD	N	NO REPORT
9/13/2015 18:49	L1	15-256-0311	415N	SEVEN ACRES LN @ W FREMONT RD	N	NO REPORT
MALICIOUS MISCHIEF						
9/7/2015 9:35	L1	15-250-0110	594	ROBLEDA RD @ W FREMONT RD	N	INVESTIGATED
PICK-UP						
9/10/2015 11:32	L1	15-253-0193	1016	MIRANDA CT @ MIRANDA RD	N	COMPLETE

**PHONE THE
OFFICE**

9/7/2015 22:14	L1	15-250-0316	1021	81L1	IN	COMPLETE
9/10/2015 15:50	L1	15-253-0304	1021	71L1	IN	COMPLETE
9/12/2015 8:32	L1	15-255-0076	1021	ARASTRADERO RD @ THENDARA LN	IN	COMPLETE
9/12/2015 9:42	L1	15-255-0108	1021	71L1	IN	COMPLETE
9/12/2015 16:00	L1	15-255-0250	1021	71L1	IN	COMPLETE

ALARM CALLS

9/7/2015 14:16	L1	15-250-0184	1033A	W SUNSET DR @ BURKE RD	N	FALSE ALARM
9/7/2015 19:33	L1	15-250-0263	1033A	WILDCREST DR @ WILDFLOWER LN	N	FALSE ALARM
9/8/2015 11:46	L3	15-251-0172	1033A	NORTH FORK LN @ THREE FORKS LN	NR	FALSE ALARM
9/8/2015 13:32	L3	15-251-0228	1033A	CRESCENT LN @ ELENA RD	N	FALSE ALARM
9/8/2015 19:33	L1	15-251-0392	1033A	WILDCREST DR @ WILDFLOWER LN	N	FALSE ALARM
9/9/2015 12:13	L3	15-252-0164	1033A	PASEO DEL ROBLE @ PAGE MILL RD	N	FALSE ALARM
9/9/2015 18:42	L5	15-252-0399	1033A	MAGDALENA RD @ STONEBROOK DR	NR	FALSE ALARM
9/9/2015 19:35	L1	15-252-0425	1033A	WILDCREST DR @ WILDFLOWER LN	NR	FALSE ALARM
9/10/2015 19:29	L1	15-253-0416	1033A	WILDCREST DR @ WILDFLOWER LN	NR	FALSE ALARM

**SUSPICIOUS
PERSONS**

9/7/2015 2:52	L4	15-250-0038	1066	MURIETTA LN @ MOODY RD	N	NO REPORT
9/10/2015 13:24	L1	15-253-0249	1066	ALEXANDER PL @ W FREMONT RD	N	GONE ON ARRIVAL
9/12/2015 20:15	L1	15-255-0361	1066	LA BARRANCA RD @ PURISSIMA RD	N	NO REPORT

**ANIMAL
COMPLAINTS**

9/11/2015 4:07	L1	15-254-0057	1091	S EL MONTE AV @ UNIVERSITY AV	NR	LOS ALTOS PD ADVISED
9/13/2015 14:06	L4	15-256-0228	1091C	MOODY RD @ CANYON RD	N	INVESTIGATED

**PEDESTRIAN
STOPS**

9/9/2015 18:41	L3	15-252-0396	1095	ROBLEDA RD @ ELENA RD	T	CITATION ISSUED
9/10/2015 12:09	L5	15-253-0219	1095	MAGDALENA RD @ JABIL LN	N	NO REPORT
9/11/2015 0:53	L5	15-254-0012	1095	TERESA WY @ KATE DR	N	NO REPORT

**SUSPICIOUS
VEHICLES**

9/7/2015 12:35	L3	15-250-0157	1154	ADONNA CT @ ELENA RD	N	NO REPORT
9/8/2015 16:15	L5	15-251-0313	1154	MAGDALENA RD @ ELISE CT	N	NO REPORT
9/13/2015 2:47	L3	15-256-0047	1154	PAGE MILL RD @ ARASTRADERO RD	T	CITATION ISSUED
9/13/2015 21:16	L3	15-256-0371	1154OC	PAGE MILL RD @ ARASTRADERO RD	N	NO REPORT

**TRAFFIC
CONTROL**

9/8/2015 8:14	L1	15-251-0074	1184	GARDNER BULLIS SCHOOL/ W FREMONT RD @ FREMONT	T	CITATION ISSUED
9/8/2015 16:00	L4	15-251-0298	1184	ALTAMONT RD @ MOODY RD	N	WARNING ISSUED

VEHICLE STOPS

9/8/2015 16:36	L4	15-251-0325	1195	ELENA RD @ MOODY RD	T	CITATION ISSUED
9/9/2015 16:21	L3	15-252-0302	1195	ROBLEDA RD @ ELENA RD	T	CITATION ISSUED
9/9/2015 16:34	L3	15-252-0310	1195	ELENA RD @ BECKY LN	T	CITATION ISSUED
9/9/2015 16:54	L4	15-252-0320	1195	MOODY RD @ BLEDSOE CT	T	CITATION ISSUED

9/9/2015 17:15	L4	15-252-0335	1195	MOODY RD @ ALTAMONT RD	T	CITATION ISSUED
9/9/2015 17:55	L3	15-252-0365	1195	VINEDO LN @ ELENA RD	N	WARNING ISSUED
9/9/2015 18:12	L3	15-252-0377	1195	ROBLEDA RD @ DUVAL WY	N	WARNING ISSUED
9/9/2015 21:15	L3	15-252-0469	1195	ARASTRADERO RD @ PAGE MILL RD	T	CITATION ISSUED
9/9/2015 21:28	L1	15-252-0477	1195	ARASTRADERO RD @ PURISSIMA RD	T	CITATION ISSUED
9/10/2015 6:36	L3	15-253-0061	1195	FY 280 @ PAGE MILL RD	T	CITATION ISSUED
9/11/2015 2:10	L3	15-254-0043	1195	PAGE MILL RD @ HY 280	N	WARNING ISSUED
9/11/2015 17:27	L1	15-254-0344	1195	ELENA RD @ PURISSIMA RD	T	CITATION ISSUED
9/11/2015 17:37	L1	15-254-0347	1195	ELENA RD @ PURISSIMA RD	T	CITATION ISSUED
9/11/2015 17:58	L1	15-254-0362	1195	PURISSIMA RD @ ELENA RD	T	CITATION ISSUED
9/12/2015 0:14	L4	15-255-0006	1195	ELENA RD @ EL MONTE RD	T	CITATION ISSUED
9/12/2015 11:54	L2	15-255-0154	1195	FY 280 @ MAGDALENA RD	T	CITATION ISSUED

**RECKLESS
DRIVING**

9/8/2015 8:12	L3	15-251-0072	23103	ARASTRADERO RD @ PAGE MILL RD	IN	INFO TO LOS ALTOS PD
9/12/2015 9:09	L3	15-255-0091	23103	FY 280 @ PAGE MILL RD	NR	INFO TO CHP

**MISDEMEANOR
WARRANT**

9/9/2015 6:36	L1	15-252-0037	6M	BOWDOIN ST @ STANFORD AV	W	WARRANT
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**9-1-1
ABANDONED
CALLS**

9/8/2015 1:54	L3	15-251-0021	911ABN	DAWN LN @ ELENA RD	NR	NO REPORT
9/9/2015 15:14	L6	15-252-0268	911ABN	ROLLY RD @ KENBAR RD	NR	NO REPORT
9/8/2015 15:38	L3	15-251-0288	911CEL	ELENA RD @ MOODY RD	NR	NO REPORT

9/8/2015 15:43	L3	15-251-0291	911CEL	EL MONTE RD @ STONEBROOK DR	NR	UNINITIALIZED
9/8/2015 16:03	L3	15-251-0300	911CEL	EL MONTE RD @ STONEBROOK DR	NR	UNINITIALIZED
9/8/2015 16:06	L3	15-251-0302	911CEL	EL MONTE RD @ STONEBROOK DR	NR	UNINITIALIZED
9/8/2015 16:12	L3	15-251-0309	911CEL	ELENA RD @ MOODY RD	NR	NO REPORT
9/9/2015 8:35	L3	15-252-0066	911CEL	ELENA RD @ MOODY RD	NR	NO REPORT
9/9/2015 17:30	L1	15-252-0348	911CEL	OAK ST @ W EDITH AV	NR	INFO TO LOS ALTOS PD
9/9/2015 22:24	L3	15-252-0497	911CEL	MELODY LN @ BLACK MOUNTAIN RD	N	NO REPORT
9/11/2015 14:53	L4	15-254-0274	911CEL	MOODY RD @ CHAPARRAL WY	NR	NO REPORT
9/12/2015 20:14	L2	15-255-0360	911CEL	MAGDALENA RD @ HY 280	NR	NO REPORT
BEAT INFORMATION						
9/12/2015 14:44	L3	15-255-0218	BTINFO	FY 280 @ PAGE MILL RD	IN	INFORMATION GIVEN
CITATION						
9/12/2015 21:33	L5	15-255-0395	CITE	MAGDALENA RD @ SPALDING AV	T	CITATION ISSUED
FOLLOW UP						
9/11/2015 20:03	L2	15-254-0426	FU	HILLTOP DR @ COLINA DR	N	COMPLETE
INFORMATION ONLY						
9/7/2015 10:12	L3	15-250-0121	INFO	AMHERST CT @ LIDDICOAT DR	IN	INFORMATION GIVEN
9/7/2015 16:57	L1	15-250-0227	INFO	FY 280 @ EL MONTE RD	IN	INFORMATION GIVEN
9/7/2015 20:01	L1	15-250-0270	INFO	EUCALYPTUS LN @ MANUELLA RD	IN	INFORMATION GIVEN
9/8/2015 19:37	L3	15-251-0394	INFO	NATOMA RD @ BYRD LN	IN	INFORMATION GIVEN
9/8/2015 19:37	L3	15-251-0395	INFO	NATOMA RD @ BYRD LN	DU	INFORMATION GIVEN

9/9/2015 10:05	L1	15-252-0098	INFO	BURKE LN @ BURKE RD	IN	INFORMATION GIVEN
9/9/2015 11:09	L1	15-252-0127	INFO	EL CAMINO REAL @ S RENGSTORFF AV	NR	INFO TO LOS ALTOS PD
9/9/2015 15:48	L1	15-252-0284	INFO	FY 280 @ EL MONTE RD	IN	INFORMATION GIVEN
9/9/2015 20:35	L4	15-252-0456	INFO	CENTRAL DR @ RED ROCK RD	IN	INFORMATION GIVEN
9/9/2015 23:16	L3	15-252-0519	INFO	SADDLE MOUNTAIN DR @ SADDLE CT	IN	INFORMATION GIVEN
9/9/2015 23:18	L3	15-252-0520	INFO	SADDLE MOUNTAIN DR @ SADDLE CT	IN	INFORMATION GIVEN
9/10/2015 7:27	L1	15-253-0076	INFO	LA CRESTA DR @ NINA PL	IN	INFORMATION GIVEN
9/10/2015 18:21	L5	15-253-0377	INFO	OAK PARK CT @ OAK KNOLL CL	IN	INFORMATION GIVEN
9/10/2015 22:30	L2	15-253-0485	INFO	HILLTOP DR @ COLINA DR	IN	INFORMATION GIVEN
9/11/2015 8:48	L1	15-254-0096	INFO	FY 280 @ EL MONTE RD	IN	INFORMATION GIVEN
9/12/2015 0:28	L1	15-255-0012	INFO	HY 280 @ EL MONTE RD	IN	INFORMATION GIVEN
9/12/2015 14:37	L1	15-255-0215	INFO	FY 280 @ EL MONTE RD	DU	INFORMATION GIVEN
9/13/2015 7:38	L3	15-256-0094	INFO	CRESCENT LN @ ELENA RD	N	INFORMATION GIVEN
9/13/2015 12:27	L1	15-256-0201	INFO	ARASTRADERO RD @ THENDARA LN	IN	INFORMATION GIVEN
9/13/2015 12:28	L1	15-256-0202	INFO	ARASTRADERO RD @ THENDARA LN	DU	INFORMATION GIVEN

PATROL CHECKS

9/13/2015 21:43	L1	15-256-0381	PATCHK	PURISSIMA PARK/ PURISSIMA RD @ SAMUEL LN	N	COMPLETE
9/9/2015 22:13	L1	15-252-0494	PATCK	PALO ALTO CALTRAIN/ UNIVERSITY AV @ THE CIRCLE	N	COMPLETE
9/12/2015 15:53	L4	15-255-0247	PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	N	COMPLETE

**SPECIAL
ASSIGNMENT**

9/9/2015 15:51	L4	15-252-0287	SA	MOODY RD @ ALTAMONT RD	N	COMPLETE
9/9/2015 17:56	L1	15-252-0366	SA	PAV/ MIRANDA AV @ ARASTRADERO RD	N	COMPLETE

**SUSPICIOUS
CIRCUMSTANCES**

9/11/2015 23:29	L3	15-254-0528	459 > SUSCIR	FOOTHILL LN @ ELENA RD	N	INVESTIGATED
9/12/2015 10:07	L1	15-255-0115	1062 > SUSCIR	ARASTRADERO RD @ THENDARA LN	N	INVESTIGATED
9/10/2015 11:42	L5	15-253-0201	1066	MAGDALENA RD @ FRAMPTON CT	N	INVESTIGATED

Project	Meeting Date	Projected Completion Date	FY'16 Staff Project Status Report
			Sep, 2015 Status / Description
Recurring Items			
Annual Budget	6/18/2015	Completed	The 2015-16 Budget was adopted by the City Council on 6/18/2015. The budget was reviewed by Council and FIC under joint budget study session on 5/20/15.
	7/6/2015		No active work is done at this time.
Financial Audit/CAFR	7/6/2015	Nov/Dec 2015	Staff reported that the interim financial audit field work has begun. Interim audit is scheduled for 7/6-7/10 and the Final audit field work is scheduled for 9/2-10/2. Staff reported that the Town received the GFOA Certificate of Achievement for Excellence in Financial Reporting award for the 2013-14 Comprehensive Annual Financial Report.
Investments Review	7/6/2015	Ongoing	No active work is done at this time. Mr. Oblites will attend the September FIC meeting to provide an update and overview of the Town's investment portfolio.
	9/15/2015	Ongoing	Mr. Oblites has left PFM and a new representative will contact the Admin Services Director. The Quarterly Report through June 30, 2015 was available and presented during the September FIC meeting.
	10/5/2015		Cancelled
GASB 45 - OPEB Actuarial Valuation	7/6/2015	Sept/Oct 2015	Staff received two quotes for the performance and deliverance of the Town's June 30, 2015 GASB 45 Actuarial Valuation Report. The disparity between the two quotes are unreasonably large requiring further research and evaluation.
	9/15/2015	Oct/Nov 2015	Staff contracted with Bartel Associates to complete the Town's June 30, 2015 GASB 45 Actuarial Valuation Report. Payroll information have been provided to Bartel and Staff is waiting for the completed report.
	10/5/2015		Cancelled
Quarterly Control Report	7/6/2015		No active work is done at this time.
	9/15/2015		No active work is done at this time.
	10/5/2015		Cancelled
Pension Review	7/6/2015	Ongoing	Staff reported that the GASB 68 Pension report has been ordered from CalPERS and is waiting for the report to be made available. As for the new CalPERS actuarial report, once that is published, around Oct/Nov, the report will be provided. Staff will also contact CalPERS on the option to pay off the unfunded liabilities once the GASB 68 report is completed.
	9/15/2015		The GASB 68 report was published by CalPERS early September, 2015. The report is pending review.
	10/5/2015		Cancelled

Active Projects			
Review of General Liability and Workers Comp Insurance	7/6/2015		Staff reported the worker's comp cost and general liability insurance has increased from the prior year. This increase is a result of increase in reported payroll cost. Further analysis is needed to understand the increase in payroll cost and increase in general liability cost. The information will be provided to the FIC in the next meeting.
	9/15/2015		Staff provided overview on the cause of the increase in insurance cost. Questions regarding the distribution formula will be forwarded to ABAG and Staff will request for ABAG to respond in person or via memo.
Westwind Barn Audit	7/6/2015		Staff reported that discussion was made to the Town's auditor for an audit of Westwind Barn financials. Staff will review the contract agreement to determine the appropriate types of audit. FIC Chair Epstein and FIC Member Sloss have suggested that a financial review should be sufficient and a full audit is not necessary.
	9/15/2015		Staff is waiting for auditors to provide a quote.
WWB Six Month Review	7/6/2015		No active work is being done at this time. A six-month review as been scheduled for the September FIC meeting.
	9/15/2015		Six-month review was presented and FIC members agreed to remove item from future updates.
Sewer Rate Study	7/6/2015		Sewer Rate Study was completed with exception of non-residential customer rate review which is in process. Expected completion date to be determined
	9/15/2015		No action at this point.
Financial Policies & Procedures	7/6/2015		No active work is being done at this time but a formal fiscal policy should be developed for City Council consideration and adoption.
Permitting system and Business License Outsourcing	7/6/2015		Business License Outsourcing: Staff reported no work has been done and the tentative deadline for this project is December 2015, in time for the next permit renewal. Permitting system: Building Staff has begun the evaluation and has scheduled two demos in the month of July. This is preliminary stage and further information will be provided at a later time.
	9/15/2015		Financial system is updated to the latest version. Business License research is on hold pending further review of Town-wide website update. Permitting system is still under review. Building Staff will be scheduling to visit two local agencies to understand how their permitting system works and how the permitting system communicates with the financial system.



VICTORIA DYE EQUESTRIAN LLC

650 CASTRO STE 120-347
MOUNTAIN VIEW CA 94041
3108802549

2233

11-35/1210 CA
91201

DATE 9/2/15

PAY TO THE ORDER OF PURISSIMA HILLS WATER DISTRICT \$ 763²⁰

SEVEN HUNDRED SIXTY THREE 20/100 DOLLARS

Bank of America

ACH R/T 121000358

FOR _____

⑈002233⑈ ⑆121000358⑆ 325031465904⑈

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

PURISSIMA HILLS WATER DISTRICT

A NON-PROFIT PUBLICLY OWNED AGENCY

26375 FREMONT ROAD
LOS ALTOS HILLS, CA 94022-2624
24 HOUR (650) 948-1217
FAX (650) 948-0961

August 2015

VICTORIA DYE EQUESTRIAN LLC,
27210 ALTAMONT
LOS ALTOS HILLS, CA 94022

ACCOUNT NUMBER
4658.0

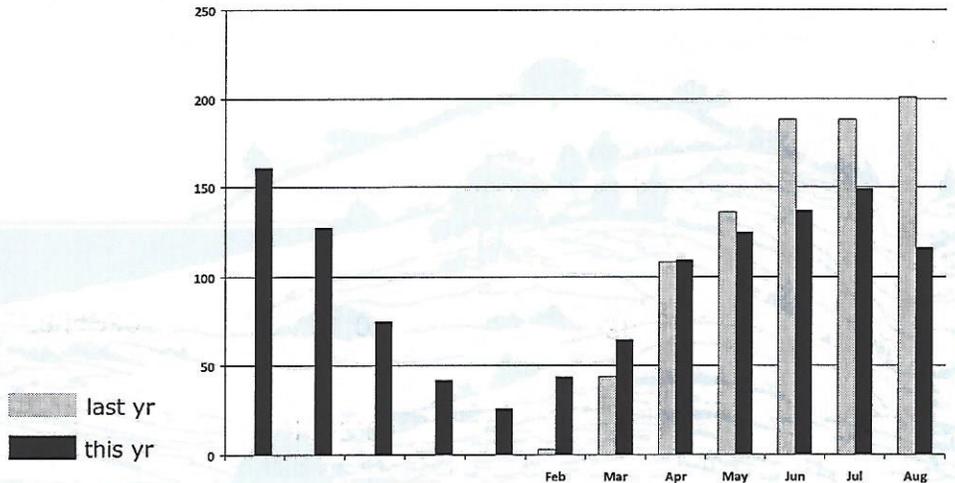
SERVICE FROM	SERVICE TO	METER NUMBER	PRIOR READING	CURRENT READING	UNITS 100 CU FT = 748 GALLONS
07/20/15	08/14/15	97844930	0	30	116

DESCRIPTION	CREDITS	CHARGES
PREVIOUS BALANCE		910.07
PAYMENTS	0.00	
READINESS TO SERVE CHARGE 3/4"		15.00
WATER USAGE CHARGE 116 UNITS 3470.7 GALLONS PER DAY		748.20

pd w/ck # 2226 (910.07)

TOTAL UNITS USED:

116 UNITS @ \$ 6.45 \$ 748.20



THIS BILL IS NOW DUE AND PAYABLE.

PLEASE PAY THIS TOTAL

\$1673.27